

**VALLEY COLLEGE**  
**MARTINSBURG CAMPUS**  
**CATALOG SUPPLEMENT**  
 August 25, 2018

**STAFF**

<b>Name</b>	<b>Title</b>
Marianela Alberto	Campus Director
Shelly Smith	Director, Online Division
Wesley Mackall	Campus Coordinator
Gail Kennedy	Senior Admissions Representative
Will Shepherd	Admissions Representative
Tina Raia	Admissions Representative
Beth Cole	Call Center Representative
Julie Lahman	Career Services Advisor
Open	Career Services Advisor
Sonya Lybarger	Career Services Advisor-Online (Martinsburg)
Jamie Holliday	Career Services Advisor-Online (Beckley/Princeton)
Julie Lahman	Career Services Advisor
Melody Jones	Financial Aid Advisor
Andrea McDonald	Enrollment Coordinator
Chantel Legette	Bursar
Shannon Smith	Director of First Impressions
Judy Bauserman	Director of Academics Affairs –Campus Programs
Tiffany Snyder	Extern Coordinator
Shelly Smith	Director of Academic Affairs – Online Programs
Emily Simmons	Academic Coordinator (Online)
Nick Palmieri	Help Desk Specialist
Jessica Snyder	Orientation Specialist
Maria Wines	Senior Student Success Coach
Brittany Sherman	Student Success Coach
Open	Student Success Coach
Scott Lowe	Maintenance Tech

**Academics**

<b><u>Name/Title/Program</u></b>	<b><u>Credential</u></b>
Shelly Smith Director of Academic Affairs -Online Programs (acting)	Juris Doctorate - Appalachian School of Law B.S. Business Administration - Mountain State University
Judy Bauserman, CBCS (NHA) Director of Academic Affairs –On Campus Programs Program Head - MCA Full-Time	O.A.S. Health Services Administration - Valley College A.A.S. Executive Secretary - Lord Fairfax Community College A.A.S. Administrative Assistant - Lord Fairfax Community College
Joy Hurst, MATL, NCMA MCA-Instructor Part-Time	M.A. Teaching and Learning - Kaplan University –Online Certificate Medical Assisting -Accutech Career Institute Master of Forensic Science - The George Washington University B.A. Biology and Psychology - Hood College
Tina Casey MCA-Instructor Part-Time	Certificate Medical Assisting – Loudoun Orchard Training Center
Tiffany Snyder MCA-Instructor Extern Coordinator Full-Time	Certificate Phlebotomy - Kaplan University
Laurie Taylor MCA-Instructor Part-Time	A.A.S. Medical Assisting - Mandi School of Nursing

Richard (Rick) Smith  
 HVAC- Program Head  
 HVAC-Instructor (Substitute)  
 Full-Time

MBA - Frostburg State  
 B.A. Education - Frostburg State  
 E.P.A. 608 Universal  
 R-410a Certificate

James McLean  
 HVAC-Instructor  
 Full-Time

Diploma -Air Conditioning, Heating & Refrigeration Technology – CHI Institute  
 E.P.A. 608 Universal  
 WV Contractor’s License  
 WV HVAC Technician’s License

Jeremy Miley  
 HVAC-Instructor  
 Full-Time

WV Contractor, HVAC  
 E.P.A. 608 Universal –VGI Training

Sandy Shingleton-Salyers, RN  
 Nursing Assistant-Instructor  
 Full-Time

A.A. Nursing - University of the State of New York

Richard (Rick) Smith  
 Program Head – Online Business Administration  
 Online Instructor Business Administration

M.B.A. - Frostburg State  
 B.A. Education - Frostburg State

Scott Zimmerman  
 Program Head – Online Cybersecurity  
 Online Adjunct Instructor Cybersecurity

B.S. Management Information Systems - Kennedy-Western University

Judy Bauserman, CBCS (NHA)  
 Program Head – Online Healthcare  
 Online Instructor Healthcare Programs

O.A.S. Health Services Administration – Valley College  
 A.A.S. Executive Secretary - Lord Fairfax Comm. College  
 A.A.S. Administrative Assistant - Lord Fairfax Community College

Khalid Ayyubov  
 Online Adjunct Instructor Cybersecurity

M.S., Information Systems - University of Phoenix  
 M.A. Education - University of Phoenix  
 B.S. Information Technology - DeVry University

Bruce Battaile  
 Online Adjunct Instructor Business Administration

B.S. Accounting – Concord University

Jennifer Butler-Williams  
 Online Adjunct Instructor Business Administration  
 Online Adjunct Instructor Healthcare Programs

M.A. Communication Studies – Edinboro University of Pennsylvania  
 B.A. English Writing – Edinboro University of Pennsylvania

Carenda Carr-Shade  
 Online Adjunct Instructor Business Administration  
 Online Adjunct Instructor Healthcare Programs

M.S. Counseling and Psychology –Troy State University  
 Ed.D Counseling Education and Supervision -Argosy University

Marla “Gigi” Craig  
 Online Adjunct Instructor Business Administration  
 Online Adjunct Instructor Healthcare Programs

B.S. Sociology – Virginia Tech

Daniel Dronsick  
 Online Adjunct Instructor Cybersecurity

M.S. Telecommunications & Network Management - Syracuse University  
 B.A. Computer Science/Business - Mary Baldwin College

Magdaline Exantus  
 Online Adjunct Instructor Healthcare Programs

B.S. Health Services - Florida Atlantic University

Traci Flewellen  
 Online Adjunct Instructor Cybersecurity

M.B.A., Information Systems - Troy University

Stephanie Gaiser  
 Online Adjunct Instructor Business Administration  
 Online Adjunct Instructor Healthcare Programs

M.S. Adult & Technical Education - Marshall University  
 B.S. Business Administration - Mountain State University  
 A.A. Medical Secretarial Science - Mountain State University

\*The catalog supplement is subject to change without notice. For the most current information, contact the Campus. Valley College-Martinsburg, 287 Aikens Center, Martinsburg WV 25404 / Phone: 304-263-0979 or 1-888-53LEARN

Anna Geffrard  
Online Adjunct Instructor Healthcare Programs

B.S. Health Administration- University of Phoenix  
MBA Business Administration- University of Phoenix

Kay Green  
Online Adjunct Instructor Business Administration

DBA, Doctor Business Administration- Argosy University, Atlanta  
MBA, Business Administration- Walden University

Scott Hager  
Online Adjunct Instructor Cybersecurity

M.S. Information Technology - American Public University System

Sherif Ibrahim  
Online Adjunct Instructor Cybersecurity

M.S. Political Science-American Public University System

Lisa Hall  
Online Adjunct Instructor Healthcare Programs

M.A. Education - Trident University  
B.S. Health Science - Trident University

Daniel Lebowitz  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs  
Online Adjunct Instructor Cybersecurity

M.S. Mathematics minor Statistics - Oregon State University  
B.S. Mathematics minor Math Education - Southern Oregon University

Latasha Lee  
Online Adjunct Instructor Business Administration

M.B.A. Business Administration – Troy University  
B.B.A. Management – Columbus State University

Kathleen Leiske  
Online Adjunct Instructor Healthcare Programs

B.S. Nursing - Walla Walla University

Susan Little  
Online Adjunct Instructor Business Administration

M.B.A. Accounting - University of Phoenix  
B.S. Accounting - Fort Lauderdale College  
A.S. Accounting - Fort Lauderdale College

Nikita Mason  
Online Adjunct Instructor Healthcare Programs

M.B.A. Healthcare Management - Colorado Technical University  
B.A. Healthcare Management - Missouri College  
Medical Assisting Diploma - Missouri College

Jennifer McGinnis  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs

M.A. Teaching - Marshall University  
B.A. Business Administration - Concord University

Alice Musser  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs  
Online Adjunct Instructor Cybersecurity

M.B.A. Business Administration - Eastern University  
B.S. Mathematics Education - Shippensburg University

Amanda Musser  
Online Adjunct Instructor Business Administration

B.S. Sports Administration – Indiana University of Pennsylvania

Elizabeth Oxendine  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs

M.S. Curriculum and Instruction Education - University of Phoenix  
B.A. Sociology - University of North Carolina Pembroke

Amanda Pennington  
Online Adjunct Instructor Healthcare Programs

B.S. Psychology - Virginia Commonwealth University  
CHIT Health Information Technology -J. Sargent Reynolds Community College

Kanidrus Prather  
Online Adjunct Instructor Healthcare Programs

D.B.A. Healthcare Administration – Northcentral University  
M.P.A. Public Administration – Troy University  
M.S. Healthcare Management – Troy University  
B.S. Exercise Science – Columbus State University

Kim Reed  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs

B.S. Computer Science-Bluefield State College  
MBA Information Technology Management – Western Governors  
University

Colleen Radke  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs  
Online Adjunct Instructor Cybersecurity

M.A.T. Mathematics – Central Washington University  
B.A. Mathematics – Walla Walla University

Geanyra Sanchez  
Online Adjunct Instructor Healthcare Programs

B.S. Health Information Management - Florida International University

Shiketheia Simmons  
Online Adjunct Instructor Healthcare Programs

M.S. Counseling and Psychology - Troy University  
B.S. Human Services - Troy University

Ayana Singhateh  
Online Adjunct Instructor Business Administration

B.A. Journalism - Howard University

Michael W. Smith  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs  
Online Adjunct Instructor Cybersecurity

M.A. History - Clemson University  
B.A. Psychology - Clemson University

Jonathan Summer  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs  
Online Adjunct Instructor Cybersecurity

M.S. Mathematical Sciences - University of Nevada Las Vegas

Phil Thacker  
Online Adjunct Instructor Cybersecurity

M.B.A. Technology Management - University of Phoenix  
B.S. Electrical Engineering Technology - University of Alabama

Lucas Truax  
Online Adjunct Instructor Cybersecurity

B.S. Management Information Systems – West Virginia University

Sandra Thompson  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs

M.A. History - American Military University  
M.A. Education - Northeastern State University  
B.A. English Education, Secondary Education - Northeastern State  
University

Stephanie Woodson  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs

B.S. Education, Business Education - Concord University

## Schedules

### 2017-2018 Holiday Schedule

(The campus is closed on Holidays)

January 1, 2018	New Year's Day	November 22, 2018	Thanksgiving
May 28, 2018	Memorial Day	November 23, 2018	Thanksgiving
July 4, 2018	Independence Day	December 24, 2018	Christmas
September 3, 2018	Labor Day	December 25, 2018	Christmas

### Campus Hours:

Valley College operating hours will be 8am to 5pm Monday - Friday.

(To schedule after hours appointments on Monday-Thursday, please contact the school)

Requests for information by current and perspective students about the college should be directed to the Campus Director. Other employees, such as Admissions Representatives and Financial Aid Advisors, may provide information regarding their specific areas of responsibility. If a student needs a paper copy of any of the information they can contact the Campus Director, Admissions or Financial Aid Departments.

### Class Hours:

#### MCA Class Schedule

Monday – Thursday 9am to 2pm

Friday classes are held to make-up time for a scheduled holiday (June 1, 2018, August 24, 2018 and November 16, 2018)

#### HVAC Class Schedule

Monday – Thursday 9am to 2pm

Friday classes are held to make-up time for a scheduled holiday (June 1, 2018, August 24, 2018 and November 16, 2018)

#### Nursing Assistant (CNA) Class Schedule

Monday – Thursday 9:00am to 3:00pm

Clinicals 9:00am to 3:00pm<sup>+</sup>

<sup>+</sup>It is possible that one Thursday evening shift (1:00pm to 7:00pm) will be scheduled.

Friday classes are held to make-up time for a scheduled holiday (June 1, 2018, August 24, 2018 and November 16, 2018)

### Student Break Days\*

Dates of Schedule Breaks may change.

**\*Students in their externship are excluded from the long scheduled breaks.**

December 22, 2017 to January 7 2018

March 9, 2018 to March 18, 2018

June 29, 2018 to July 8, 2018

December 21, 2018 to January 6, 2019

### On Campus Programs Heating, Ventilation, and Air Conditioning Start Schedule

Start Date	Projected Completion Date
January 08, 2018	September 27, 2018
January 29, 2018	October 18, 2018
February 19, 2018	November 08, 2018
March 19, 2018	November 29, 2018
April 09, 2018	December 20, 2018
April 30, 2018	January 24, 2019
May 21, 2018	February 15, 2019
June 11, 2018	March 07, 2019
July 09, 2018	March 28, 2019
July 30, 2018	April 18, 2019
August 20, 2018	May 09, 2019
September 10, 2018	May 30, 2019
October 1, 2018	June 20, 2019
October 22, 2018	July 18, 2019
November 12, 2018	August 08, 2019
December 3, 2018	August 29, 2019

### Medical Clinical Assistant Start Schedule

Start Date	Projected Completion Date
January 08, 2018	October 18, 2018
January 29, 2018	November 08, 2018
February 19, 2018	November 29, 2018
March 19, 2018	December 20, 2018
April 09, 2018	January 24, 2019
April 30, 2018	February 15, 2019
May 21, 2018	March 07, 2019
June 11, 2018	March 28, 2019
July 09, 2018	April 18, 2019
July 30, 2018	May 09, 2019
August 20, 2018	May 30, 2019
September 10, 2018	June 20, 2019
October 1, 2018	July 18, 2019
October 22, 2018	August 08, 2019
November 12, 2018	August 29, 2019
December 3, 2018	September 19, 2019

The program completion date will vary depending on the dates/hours of the externship. Typically, externships run for six weeks (30 hours a week).

### Nursing Assistant (CNA) Start Schedule

Orientation	START DATE	Completion Date	Friday Class
January 05, 2018	January 08, 2018	February 14, 2018	
February 16, 2018	February 19, 2018	March 28, 2018	
April 06, 2018	April 09, 2018	May 16, 2018	
May 18, 2018	May 21, 2018	June 27, 2018	June 01, 2018
July 06, 2018	July 09, 2018	August 15, 2018	
August 17, 2018	August 20, 2018	September 26, 2018	August 24, 2018
September 28, 2018	October 01, 2018	November 07, 2018	
November 09, 2018	November 12, 2018	December 20, 2018	November 16, 2018

Evening Hours: 1:00 pm - 7:00 pm with a scheduled 30 minute 'lunch' break at 4:30.

Friday classes are held to make-up time for a scheduled holiday

Make-up Days are prescheduled and are mostly on Fridays. A schedule will be provided to the student.

**Programs Delivered Online - Schedules**

While a class is in session, students may access their classes 24/7, unless there is a scheduled or unscheduled maintenance issue with Moodlerooms. Notices for scheduled maintenance will be posted to allow students to adjust their schedules accordingly.

**Medical Front Office, Billing and Coding**

**Medical Administrative Assistant**

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
January 08, 2018	September 06, 2018
January 29, 2018	September 27, 2018
February 19, 2018	October 18, 2018
March 19, 2018	November 08, 2018
April 09, 2018	November 29, 2018
April 30, 2018	December 20, 2018
May 21, 2018	January 24, 2019
June 11, 2018	February 15, 2019
July 09, 2018	March 07, 2019
July 30, 2018	March 28, 2019
August 20, 2018	April 18, 2019
September 10, 2018	May 09, 2019
October 1, 2018	May 30, 2019
October 22, 2018	June 20, 2019
November 12, 2018	July 18, 2019
December 3, 2018	August 08, 2019

**Health Services Administration**

**Business Administration**

Associate Degree Program

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
January 08, 2018	March 28, 2019
January 29, 2018	April 18, 2019
February 19, 2018	May 09, 2019
March 19, 2018	May 30, 2019
April 09, 2018	June 20, 2019
April 30, 2018	July 18, 2019
May 21, 2018	August 08, 2019
June 11, 2018	August 29, 2019
July 09, 2018	September 19, 2019
July 30, 2018	October 10, 2019
August 20, 2018	October 31, 2019
September 10, 2018	November 21, 2019
October 1, 2018	December 19, 2019
October 22, 2018	January 23, 2020
November 12, 2018	February 13, 2020
December 3, 2018	March 5, 2020

**Cybersecurity****Associate Degree Program****(Schedule subject to change based on enrollment)**

<b>Start Date</b>	<b>Projected Completion Date</b>
January 08, 2018	March 07, 2019
January 29, 2018	March 28, 2019
February 19, 2018	April 18, 2019
March 19, 2018	May 09, 2019
April 09, 2018	May 30, 2019
April 30, 2018	June 20, 2019
May 21, 2018	July 18, 2019
June 11, 2018	August 08, 2019
July 09, 2018	August 29, 2019
July 30, 2018	September 19, 2019
August 20, 2018	October 10, 2019
September 10, 2018	October 31, 2019
October 1, 2018	November 21, 2019
October 22, 2018	December 19, 2019
November 12, 2018	January 23, 2020
December 3, 2018	February 13, 2020



**Cybersecurity**

**Bachelor Program**

**(Schedule subject to change based on enrollment)**

<b>Start Date</b>	<b>Projected Completion Date</b>
August 20, 2018	November 25, 2020
September 10, 2018	December 22, 2020
October 1, 2018	January 23, 2021
October 22, 2018	February 11, 2021
November 12, 2018	March 4, 2021
December 3, 2018	March 25, 2021

\*The catalog supplement is subject to change without notice. For the most current information, contact the Campus. Aikens Center, Martinsburg WV 25404 / Phone: 304-263-0979 or 1-888-53LEARN