

VALLEY COLLEGE
 BECKLEY CAMPUS
 CATALOG SUPPLEMENT
 August 25, 2018

STAFF

Name

Beth Gardner
 Open
 Philip Dues
 Diana Cox Booth
 Peggy Janney
 Terri Ballard
 Lindsay Reed
 Tarsha Green
 Amy Bolen
 Dianne Cordial-Milam
 Amanda Worthington
 Amanda Worthington
 Rachel Dove
 Melissa Hatcher
 Will Alexander

Title

Campus Director
 Campus Coordinator
 Senior Admissions Representative
 Admissions Representative
 Bursar
 Director of First Impressions
 Enrollment Coordinator
 Financial Aid Advisor
 Financial Aid Advisor
 Senior Career Services Advisor
 Director of Academics Affairs
 Program Head-MCA
 Extern Coordinator-MCA
 Medical Clinical Assistant Faculty Aide
 Maintenance Tech

Academics

Name/Credentials/Title

Amanda Worthington, CMA (AAMA)
 A.S. Medical Assisting - Mountain State University
 Director of Academic Affairs Campus
 MCA-Program Head

Terry Clay
 Army Medical Training -296 hours (Combat Medic)
 MCA – Instructor, Part-Time

Rachel Dove
 Diploma Medical Assisting - Academy of Career & Technology
 Extern Coordinator
 MCA – Instructor, Full-Time

Wendy Stewart
 Diploma – Medical Clinical Assistant – Valley College -Beckley
 MCA – Instructor, Part-Time

Shelia Basham, RN
 A.S. Nursing – Bluefield State College
 Nursing Assistant-Lead Instructor
 Full-Time

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)

Nursing Assistant (CNA) Class Schedule

Monday – Thursday 9:00am to 3:00pm

Clinicals 9:00am to 3:00pm⁺

⁺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

Nursing Assistant (CNA) Start Schedule

Orientation	START DATE	Completion Date	Friday Class	Schedule Evening Clinical
2/16/2018	2/19/2018	3/28/2018		
5/18/2018	5/21/2018	6/27/2018	6/1/2018	6/21/2018
8/17/2018	8/20/2018	9/26/2018	8/24/2018 & 8/31/2018	9/20/2018
11/9/2018	11/12/2018	12/20/2018	11/16/2018	

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.

The August 17, 2018 class will have a 'special schedule'. Make-up days are scheduled for Saturdays – 8/25/2018 and 9/1/2018. Class will not be held the week of September 3. Class will resume on September 10, 2018.

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).