

**VALLEY COLLEGE**  
**MARTINSBURG CAMPUS**  
**CATALOG SUPPLEMENT**  
 November 12, 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
Kay Ogilvie	Career Services Advisor – Online (Martinsburg)
Sonya Lybarger	Career Services Advisor-Online (Martinsburg)
Jamie Holliday	Career Services Advisor-Online (Beckley/Princeton)
Melody Jones	Financial Aid Advisor
Andrea McDonald	Enrollment Coordinator
Chantel Legette	Bursar
Open	Director of First Impressions
Judy Bauserman	Director of Academics Affairs –Campus Programs
Shelly Smith	Director of Academic Affairs – Online Programs
Open	Academic Coordinator (Online)
Nick Palmieri	Help Desk Specialist
Demetre Boone	Help Desk Specialist
Jessica Snyder	Orientation Specialist
Maria Wines	Senior Student Success Coach
Brittany Sherman	Student Success Coach
Adrienne Brubaker	Student Success Coach
Shannon Smith	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
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
Lisa Hall Program Head – Online Healthcare Programs Online Adjunct Instructor Healthcare Programs	M.A. Education – Trident University B.S. Health Science – Trident University

Faculty

**Name/Title/Program**

**Credential**

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, RMA  
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

Anthony Vitale  
MCA-Instructor  
Part-Time

B.S. Assistant - George Washington University  
AA Premed – Miami Dade Community College

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

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

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

Michelle Benson  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs

Ed.D. Adult & Technical Education– Northcentral University  
M.S. Organizational Management – Ashford University  
B.S. Health Care Science – Ashford 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

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

Elizabeth Chavis  
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

Marla "Gigi" Craig  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Healthcare Programs

B.S. Sociology – Virginia Tech

Andrew Davis  
Adjunct Instructor Business Administration

MAT Social Studies–University of North Carolina at Pembroke  
B.A. History – University of North Carolina at Pembroke

Marcelle Davis  
Adjunct Instructor Business Administration

DSL Strategic Leadership – Regent University  
MBA Business Administration – American Intercontinental University  
B.S. Political Science – Georgia State University

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

Austin Faulkner  
Adjunct Instructor Business Administration

M.S. Management – Walden University  
B.A. Business Administration – Randolph-Macon College

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

Anna Geffrard  
Online Adjunct Instructor Healthcare Programs

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

Dimitria Harding  
Online Adjunct Instructor Healthcare Programs

M.S. Community Health – Old Dominion University  
B.S. Health Sciences – Old Dominion University

Jason Hayes  
Online Adjunct Instructor Business Administration

B.A. Business Administration – King University  
A.A.S. Business Administration, Psychology – Southwestern VA Community College

Sherif Ibrahim  
Online Adjunct Instructor Cybersecurity

M.S. Political Science-American Public University System

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

Merrick Martin  
Online Adjunct Instructor Cybersecurity

M.S. Information Systems – Tarleton State University  
B.S. Applied Science – University of the Incarnate Word

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

Amanda Pennington  
Online Adjunct Instructor Healthcare Programs  
Community College

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

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

Tony Smith  
Online Adjunct Instructor Business Administration  
Online Adjunct Instructor Cybersecurity

M.S. Cybersecurity– University of Maryland University  
College  
B.S. Information Systems Security – American Military University

Teresa Spruill  
Online Adjunct Instructor Healthcare Programs

MHA Health Care Administration – Purdue University  
B.S. Psychology – Campbell 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

Brent Tabor  
Online Adjunct Instructor Business Administration

MBA Accounting – Nicholls State University  
B.S. Accounting – Nicholls State University

Phil Thacker  
Online Adjunct Instructor Cybersecurity

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

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

Gabrielle Torres  
Online Adjunct Instructor Healthcare Programs

MBA Management – Iona College  
B.A. Speech Pathology – Iona College

Lucas Truax  
Online Adjunct Instructor Cybersecurity

B.S. Management Information Systems – West Virginia University

Adam Wojcicki  
Online Adjunct Instructor Cybersecurity

M.S. IT Security & Assurance – Western Governors University  
B.S. Information Technology – Central Penn College

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

B.S. Education, Business Education - Concord University

## Schedules

### 2018 -2019 Holiday Schedule

(The campus is closed on Holidays)

November 22, 2018	Thanksgiving	January 1, 2019	New Year's Day	November 28, 2019	Thanksgiving
November 23, 2018	Thanksgiving	May 27, 2019	Memorial Day	November 29, 2019	Thanksgiving
December 24, 2018	Christmas	July 4, 2019	Independence Day	December 24, 2019	Christmas
December 25, 2018	Christmas	September 2, 2019	Labor Day	December 25, 2019	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 (November 16, 2018, May 24, 2019, July 12, 2019 and September 6, 2018)

#### HVAC Class Schedule

Monday – Thursday 9am to 2pm

Friday classes are held to make-up time for a scheduled holiday (November 16, 2018.)

#### Nursing Assistant (CNA) Class Schedule

Monday – Thursday 9:00am to 3:00pm

Clinicals 9:00am to 3:00pm

Friday classes are held to make-up time for a scheduled holiday (May 24, 2019, July 12, 2019 and September 6, 2018)

### Student Break Days\*

Dates of Schedule Breaks may change.

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

December 21, 2018 to January 6, 2019

June 21, 2019 to January 6, 2019 to June 30, 2019

November 22, 2019 to December 1, 2019

December 20, 2019 to January 5, 2020

## On Campus Programs

### Medical Clinical Assistant Start Schedule

Start Date	Projected Completion Date
December 3, 2018	September 19, 2019
January 7, 2019	October 10, 2019
January 28, 2019	October 31, 2019
February 18, 2019	November 21, 2019
March 11, 2019	December 19, 2019
April 1, 2019	January 23, 2020
April 22, 2019	February 13, 2020
May 13, 2019	March 5, 2020
June 3, 2019	April 2, 2020
July 1, 2019	April 23, 2020
July 22, 2019	May 14, 2020
August 12, 2019	June 4, 2020
September 3, 2019	June 25, 2020
September 23, 2019	July 23, 2020
October 14, 2019	August 13, 2020
November 4, 2019	September 3, 2020
December 2, 2019	September 24, 2020

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 4, 2019	January 7, 2019	February 13, 2019	
February 15, 2019	February 18, 2019	March 27, 2019	
March 29, 2019	April 1, 2019	May 8, 2019	
May 10, 2019	May 13, 2019	June 19, 2019	May 24, 2019
June 28, 2019	July 1, 2019	August 7, 2019	July 12, 2019
August 9, 2019	August 12, 2019	September 18, 2019	September 6, 2019
September 20, 2019	September 23, 2019	October 30, 2019	
November 1, 2019	November 4, 2019	December 18, 2019	

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.

### Heating, Ventilation, and Air Conditioning Completion Schedule\*

\*Valley College is not currently enrolling in this program.

Start Date	Projected Completion Date
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

## **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.

### **Cybersecurity**

**Associate Degree Program (Occupational Associate of Science)**  
**(Schedule subject to change based on enrollment)**

<b>Start Date</b>	<b>Projected Completion Date</b>
December 3, 2018	February 13, 2020
January 7, 2019	March 5, 2020
January 28, 2019	April 2, 2020
February 18, 2019	April 23, 2020
March 11, 2019	May 14, 2020
April 1, 2019	June 4, 2020
April 22, 2019	June 25, 2020
May 13, 2019	July 23, 2020
June 3, 2019	August 13, 2020
July 1, 2019	September 3, 2020
July 22, 2019	September 24, 2020
August 12, 2019	October 15, 2020
September 3, 2019	November 5, 2020
September 23, 2019	November 25, 2020
October 14, 2019	December 22, 2020
November 4, 2019	January 21, 2021
December 2, 2019	February 11, 2021

### **Cybersecurity**

**Bachelor of Science Degree Program**  
**(Schedule subject to change based on enrollment)**

<b>Start Date</b>	<b>Projected Completion Date</b>
December 3, 2018	March 25, 2021
January 7, 2019	April 22, 2021
January 28, 2019	May 13, 2021
February 18, 2019	June 3, 2021
March 11, 2019	June 24, 2021
April 1, 2019	July 22, 2021
April 22, 2019	August 12, 2021
May 13, 2019	September 2, 2021
June 3, 2019	September 23, 2021
July 1, 2019	October 14, 2021
July 22, 2019	November 4, 2021
August 12, 2019	November 24, 2021
September 3, 2019	December 16, 2021
September 23, 2019	January 20, 2022
October 14, 2019	February 10, 2022
November 4, 2019	March 3, 2022
December 2, 2019	March 24, 2022



**Medical Front Office, Billing and Coding**

**Medical Administrative Assistant**

**Diploma Programs**

(Schedule subject to change based on enrollment)

<b>Start Date</b>	<b>Projected Completion Date</b>
December 3, 2018	August 08, 2019
January 7, 2019	August 29, 2019
January 28, 2019	September 19, 2019
February 18, 2019	October 10, 2019
March 11, 2019	October 31, 2019
April 1, 2019	November 21, 2019
April 22, 2019	December 19, 2019
May 13, 2019	January 23, 2020
June 3, 2019	February 13, 2020
July 1, 2019	March 5, 2020
July 22, 2019	April 2, 2020
August 12, 2019	April 23, 2020
September 3, 2019	May 14, 2020
September 23, 2019	June 4, 2020
October 14, 2019	June 25, 2020
November 4, 2019	July 23, 2020
December 2, 2019	August 13, 2020

**Health Services Administration**

**Business Administration**

**Associate Degree Program (Associate of Applied Business – Occupational)**

(Schedule subject to change based on enrollment)

<b>Start Date</b>	<b>Projected Completion Date</b>
December 3, 2018	March 5, 2020
January 7, 2019	April 2, 2020
January 28, 2019	April 23, 2020
February 18, 2019	May 14, 2020
March 11, 2019	June 4, 2020
April 1, 2019	June 25, 2020
April 22, 2019	July 23, 2020
May 13, 2019	August 13, 2020
June 3, 2019	September 3, 2020
July 1, 2019	September 24, 2020
July 22, 2019	October 15, 2020
August 12, 2019	November 5, 2020
September 3, 2019	November 25, 2020
September 23, 2019	December 22, 2020
October 14, 2019	January 21, 2021
November 4, 2019	February 11, 2021
December 2, 2019	March 4, 2021

**Health Services Administration****Business Administration**

Bachelor of Science Degree Program

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

<b>Start Date</b>	<b>Projected Completion Date</b>
December 3, 2018	April 25, 2021
January 7, 2019	May 13, 2021
January 28, 2019	June 3, 2021
February 18, 2019	June 24, 2021
March 11, 2019	July 22, 2021
April 1, 2019	August 12, 2021
April 22, 2019	September 2, 2021
May 13, 2019	September 23, 2021
June 3, 2019	October 14, 2021
July 1, 2019	November 4, 2021
July 22, 2019	November 24, 2021
August 12, 2019	December 16, 2021
September 3, 2019	January 20, 2022
September 23, 2019	February 10, 2022
October 14, 2019	March 3, 2022
November 4, 2019	March 24, 2022
December 2, 2019	April 21, 2022