

VALLEY COLLEGE
MARTINSBURG CAMPUS
Main Campus
CATALOG SUPPLEMENT
 March 6, 2019

STAFF

Name	Title
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/Administrative Assistant
Julie Lahman	Career Services Advisor
Kay Ogilvie	Career Services Advisor – Online (Martinsburg)
Sonya Irwin	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
Ashley Martin	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

<u>Name/Title/Program</u>	<u>Credential</u>
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

Online Adjunct Faculty Members

Jessica Alvarez
Online Adjunct Instructor Healthcare Programs

M.S. Health Administration-Capella University

Bruce Battaile
Online Adjunct Instructor Business Administration

B.S. Accounting – Concord University

Carlie Bell
Online Adjunct Instructor Healthcare Programs

Doctor of Naturopathic Medicine-Southwest College
Naturopathic Medicine and Health Science
B.A. Criminology-Sinclair Community College

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

Ed.D. Educational Leadership– 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

William M. Craig
Online Adjunct Instructor Business Administration

M.B.A.-University of Phoenix.
Master of Industrial Education-Clemons University
B.S. Print Production & Imaging Tech-Chowman University

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 Middle School Education Social Studies Concentration
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

Erica Gant
Online Adjunct Instructor Healthcare Programs

M.S. Public Health-NOVA Southeastern University
B.S Health Administration- University of Phoenix

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

Brittney Harris
Online Adjunct Instructor Healthcare Programs

Jason Hayes
Online Adjunct Instructor Business Administration

Sherif Ibrahim
Online Adjunct Instructor Cybersecurity

Germin Kumah
Online Adjunct Instructor Cybersecurity

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

Latasha Lee
Online Adjunct Instructor Business Administration

Tracey Lee
Online Adjunct Instructor Healthcare Programs

Kathleen Leiske
Online Adjunct Instructor Healthcare Programs

Susan Little
Online Adjunct Instructor Business Administration

Merrick Martin
Online Adjunct Instructor Cybersecurity

Nikita Mason
Online Adjunct Instructor Healthcare Programs

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

Stephanie Mungle
Online Adjunct Instructor Healthcare Programs

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

Amanda Musser
Online Adjunct Instructor Business Administration

Amanda Pennington
Online Adjunct Instructor Healthcare Programs

M.S. Heath Administration- Pfeiffer University
B.S. Health Promotion-Coastal Carolina University

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

M.S. Political Science-American Public University System

M.S.L. - University of Maryland Baltimore

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

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

G.C Gerontology-Wayne State University
M.S. General Administration - Central Michigan University
B.S Health Care Adm and Planning-Tennessee State University

B.S. Nursing - Walla Walla University

M.B.A. Business Administration/Accounting-University of Phoenix
B.S. Accounting- FT. Lauderdale College

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

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

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

B.S. Education – Southeast Missouri State University

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

B.S. Sports Administration – Indiana University of Pennsylvania

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

Jaime Ramos
Online Adjunct Instructor Cybersecurity

M.S. Healthcare Informatics- Independence University
M.B.A - The University of Scranton
Master of Information Systems-University of Phoenix.
B.S Computer Science-University of Regina.

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 Global
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

Masters of Taxation, University of Tulsa
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

Lucas Truax
Online Adjunct Instructor Cybersecurity

Adam Wojcicki
Online Adjunct Instructor Cybersecurity

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

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

B.S. Management Information Systems – West Virginia University

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

B.S. Education, Business Education - Concord University

Schedules

2018 -2019 Holiday Schedule

(The campus is closed on Holidays)

January 1, 2019	New Year's Day	November 28, 2019	Thanksgiving
May 27, 2019	Memorial Day	November 29, 2019	Thanksgiving
July 4, 2019	Independence Day	December 24, 2019	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*

*This program is currently in a teach-out. Valley College is not enrolling in this program.

The schedule is posted as a reference for our current students.

Start Date	Projected Completion Date
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)

Start Date	Projected Completion Date
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)

Start Date	Projected Completion Date
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)

Start Date	Projected Completion Date
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)

Start Date	Projected Completion Date
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)**

Start Date	Projected Completion Date
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