



## **Educational Programs**

### **Specialized Associate Degree Occupational Programs:**

Business Administration  
Clinical Medical Assistant  
Dental Assisting  
Medical Office Administration  
Information Technology  
Nursing

### **Diploma Programs:**

Business Office Administration  
Dental Assisting  
Medical Assisting  
Medical Office Administration

Detailed information regarding the institution's programs can be found in the institution's catalog at the link below. Click on WVJC Charleston Catalog.

<https://www.wvjc.edu/consumer-information/>

## **Facilities and Equipment**

The Institution's campus facilities are located in a modern, commercial building with conveniently located parking nearby. The facilities are well maintained and periodically updated to meet the changing educational requirements brought about by the rapidly changing demands placed on today's workforce; however, the facilities will normally include at a minimum two or more computer labs, a basic resource center, health careers training facilities and equipment, general purpose classrooms, restrooms, a student lounge, a teacher's lounge, and administrative offices.

The Institution maintains computer labs, which contain computer hardware and software. The institution periodically updates or changes its hardware and software to meet student educational requirements and local job market needs, but each computer lab will normally contain approximately twenty computers. Software applications in which the student receives instruction will vary based on the student's specific program; however, the software that the institution utilizes

includes common applications such as word processing, database applications and spreadsheet applications, as well as specialized applications for more advanced classes.

The Institution maintains various types of medical, health related instruments/equipment for those programs that include a clinical component. The equipment typically includes the type of equipment typically found in a doctor's office or other health related facility, depending upon the specific program. The equipment includes: Examination table with stool, supply storage cabinets, examination tools of various kinds, blood pressure cuffs, stethoscopes, sterile processing supplies, various types of minor surgery equipment and CPR materials.

Building regulations may be posted in the student lounge or other locations throughout the facility. Students are also familiarized with the building regulations during orientation. Failure to comply with building regulations may result in disciplinary action, including termination from school. Any student who damages the campus buildings, grounds or equipment will be held financially responsible. Eating and drinking are permitted only in the student lounge. Smoking is prohibited anywhere in the building.

## **PLAN FOR IMPROVING THE INSTITUTION'S ACADEMIC PROGRAMS**

The institution is always reviewing its academic programs to provide students with the most current and relevant education necessary to enhance employability. For specific current information on improvement plans to any academic program (if any), please contact the Campus President.

## **FACULTY LISTING**

Detailed information regarding the institution's faculty can be found in the institution's catalog at the link below. Click on WVJC Charleston Catalog.

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