



Educational Programs

Associate of Applied Business

Business Administration
Dental Assisting
Medical Billing and Coding
Medical Assisting

Associate of Applied Science

Nursing
LPN to RN Bridge Pathway

Diplomas

Business Office Administration
Dental Assisting
Medical Office Administration
Medical Assisting

Detailed information regarding the institution's programs can be found in the institution's catalog at:

<https://ovct-16dff.kxcdn.com/Catalog/OhioCatalog2.pdf>

Facilities and Equipment

The College'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 always include at a minimum two or more computer labs, a basic resource center, a medical lab, general purpose classrooms, restrooms, a student lounge, a teacher's lounge, and administrative offices. Applicants for admission are required to visit the campus and review the facilities and equipment during or prior to the admissions process and prior to enrolling.

The College 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 market needs, but each computer lab will normally contain at least 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 College maintains various types of medical instruments/equipment in its medical lab for the clinical training of medical students in programs that include a clinical component. The equipment includes the type of equipment typically found in a doctor's office or a clinic. 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 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 building, 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.

Academic Information **Program/Class Scheduling, Content and Size**

Program lengths may vary based upon several factors including, but not limited to, whether the student attends day or night classes, the student's class load, whether the student drops classes or changes programs, etc. The College reserves the right to determine when each course is offered, and which students are assigned to each course each term, and to decide the number of credit hours a student may carry. With rapidly changing employment demands in today's information age, the College periodically updates curriculum. As such, the College reserves the right to make updates, modifications, substitutions or changes in the courses contained in each program, the content of any specific course, the course or program title and/or objectives, graduation requirements, number of instructional or academic credit hours, or any other academic matter at anytime.

Class sizes and student-teacher ratios will vary significantly depending upon the type of class involved, class scheduling, and the number of students required to take that specific class that term, and various other factors. There is no one standard class size or corresponding student teacher ratio. The majority of classes will have thirty-five or fewer scheduled students. Medical clinical classes will generally contain less than twenty-five students per class. The class size in other classes will typically range anywhere from twenty to thirty-five students per class, although some classes may exceed thirty-five.

The College strives to have the most qualified faculty instructor available to teach all courses, particularly those in the technology/computer field. As such, some courses may occasionally be scheduled outside of normal time periods to provide students with the best possible instruction.

Program Objectives/Optional Certifications and Credentials

The objective of this institution's programs and courses is to prepare students to obtain the skills and knowledge necessary to pass their classes and ultimately meet graduation requirements. As such, graduates will have basic skills and knowledge that will assist the student to enter his/her chosen career field. This background will also prepare graduates for more advanced study. To enhance their own employability and career advancement opportunities, graduates should strive to become more knowledgeable in their field and obtain optional certifications and credentials (as all people in the workforce should do in today's rapidly changing economy). This is the graduate's responsibility. The individual courses and programs are not specifically designed to prepare students to obtain any type of computer, medical, dental, technological, or other outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain state, national, industry, or other types of certification, licensure, registration, or credential available in the computer field, medical field, dental field, or in other fields will require additional out-of-class study and preparation on the student's part.

As with any endeavor, the student is responsible to put forth the time and effort to master the subject matter required to pass written examinations, practical tests, oral examinations, or other requirements.

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 Academic Dean.

FACULTY LISTING

The school catalog contains a current list of faculty members. <https://ovet-16dff.kxcdn.com/Catalog/OhioCatalog2.pdf>