

College Catalog

“Giving You the Power to Earn”

Catalog
Addendum



Ohio
Business
College

Catalog Addendum
Ohio Business College
Sandusky (Branch Campus)
For School Catalog Volume 17.2
July 2017

Business Curriculum Code 14, and 17
Allied Health Curriculum Code 11

Addendums include:

- Tuition and Fees Schedule
- Staff and Faculty Listing
- Gainful Employment
- Catalog Updates

OHIO BUSINESS COLLEGE

Sandusky, Ohio

ESTIMATED TUITION AND FEES SCHEDULE

Tuition Effective October 24, 2016

(for all quarters beginning on or after 4/3/2017)

Application Fee for All Programs of Study: \$35.00. Due at time of application for enrollment.

Business Tuition per credit hour: \$235.00 plus fees, textbooks, and materials.

Allied Health Tuition per credit hour: \$225.00 plus fees, textbooks and materials.

NOTE: Tuition charges are subject to change with 60 day notice. Fees, textbooks and materials are subject to change quarterly.

<i>Program of Study</i>	<i>Credit Hours</i>	<i>Estimated Tuition</i>	<i>Estimated Textbooks, Materials</i>	<i>General Fee</i>	<i>Technology Fee</i>	<i>Total</i>
Associate Degree in Applied Business in:						
Accounting	96	22,560	6,215	985	540	30,300
Administrative Office Professional	96	22,560	6,215	985	540	30,300
Business Administration	92	21,620	5,975	945	540	29,080
Business Administration Concentration in:						
Human Resource Management	108	25,380	6,935	1,105	600	34,020
Accounting	108	25,380	6,480	1,105	600	33,565
Marketing and Tourism	108	25,380	6,935	1,105	600	34,020
Information Technology in Computer Support	96	22,560	7,340	985	540	31,425
Legal Assistant	96	22,560	5,990	985	540	30,075
Medical Administrative Assistant	96	22,560	6,380	985	540	30,465
Business Diploma in:						
Administrative Office Support Professional	40	9,400	2,745	425	240	12,810
Business Administration Specialist	40	9,400	2,855	425	240	12,920
Medical Office Specialist	40	9,400	2,710	425	240	12,775
PC Support Specialist	40	9,400	3,580	425	240	13,645
Allied Health Diploma in:						
Medical Assisting	55	12,375	2,826	n/a	240	15,441

Textbooks, materials, and supply costs are estimates and may be subject to change due to increases by the supplier. Textbooks and supplies may be purchased from the institution or any other available source.

Technology Fee is \$60 per quarter, estimated based on full-time attendance. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter.

**OHIO BUSINESS COLLEGE
SANDUSKY (BRANCH CAMPUS)**

5202 Timber Commons Drive, Sandusky, Ohio 44870 ♦ (419) 627-8345

Jim Zinsmeister..... Campus Director
 Diane A. Hagan..... Director of Education
 Brock Morgan..... Director of Admissions
 Susan Majoy..... Sr. Admissions Representative
 Naomi Hazelwood Administrative Assistant
 Gina Terry..... Night Receptionist
 Christine Todd Lead Financial Aid Administrator
 Miana Cronk Student Accounts Specialist
 Emily Eddington Registrar
 Unha Williamson Career Services Director
 Roy Smith Librarian
 Tarina Sidoti..... Director of High School Relations
 Greg Schultz Campus IT & Compliance Specialist
 Kathryn Botti Business Department Head
 DeAnne Bowersock IT Office Department Head
 Angela Mendosa M.A. Department Head
 John Murray IT Department Head
 Paul Sowers..... General Education Department Head

FACULTY

Patsy Blasko..... MEd/Westminster College
 Specialty: Economics BSED/Slippery Rock State College

Eileen Borchartd MA/Bowling Green State University
 Specialty: Business and HRM BS/George Williams College
 SPHR

Kathryn Botti BS/Miami University
 Specialty: Communication

DeAnne Bowersock MSIT/Kaplan University
 Specialty: Computers BIT/American Intercontinental University
 AAB/Ohio Business College
 Adobe Certified Associate Educator CS5: Photoshop, Flash, Dreamweaver
 IC³ GS5; CompTIA: Strata; 2010/2013 Microsoft Office Master

Margaret Cataldo, CPC..... AS/Ashworth University
 Specialty: Medical Certified Professional Medical Coding Curriculum Instructor

Ann Darr BBA/Tiffin University
Specialty: Business and Computers AAB/Terra Community College
Diploma / At Home Professions
Microsoft Office Specialist 2010: Word, Excel

Lyle D. Ebinger..... AAB/Ohio Business College
Specialty: Computers CompTIA: A+, Network+, Security+, Cisco CCNA: Routing and Switching

Anna Edgell, CMADiploma/Ohio Business College
Specialty: Medical Assisting Certified Medical Assistant

Cynthia Felske. R.T. (R)(ARRT)..... MEd/BGSU Firelands College
Specialty: Medical Assisting BS/Heidelberg College
RT/ARRT /Providence School of Radiology

Megan Green.....MFA/Vermont College of Fine Arts
Specialty: Business and Computers BA/Bowling Green State University Firelands
AA/Bowling Green State University Firelands

MaryAnn Groot.....BSBA/The Ohio State University
Specialty: Accounting AAB/Lorain County Community College
AAB/Terra Community College
QuickBooks 2014 Certified User

Thomas Gruscinski JD/Catholic University of America Law School
Specialty: Legal and Political Science BA/University of Notre Dame

Diane A. Hagan.....DBA/Columbia Southern University
Specialty: Business and HRM MBA/Columbia Southern University
BA/Miami University
IC³, GPHR, SHRM – SCP

Jessica Holtsberry A.A. The Ohio State University
Specialty: Computers and Medical

Shawn Kaman AAB/BGSU Firelands College
Specialty: Computers IC³; CompTIA: A+, Network+, i-Net+, Server+; Security+
MCSA Win 2000 Pro/Server; Cisco CCNP: VOIP, Routing and Switching, VMware

Kari Krupp CMADiploma/Ehove Joint Vocational
Specialty: Medical Assisting

Nancy Lang RT (R)(ARRT), LSW..... MSSA/Case Western Reserve
Specialty: Medical Assisting BS/Heidelberg College
RT/ARRT /Providence School of Radiology

Margaret LeGlise MBA/Case Western Reserve
Specialty: Business and HRM BSA/University of Akron
AA/AAB/Kent State University

William Lucal III BA/Strayer University
Specialty: Business and HRM AAB/Ohio Business College
Six Sigma Yellow Belt

Michelle Magyar MBA/University of Findley
Specialty: Business and HRM BBA/Tiffin University
PHR, SPHR

Angela Mendosa, CMA Diploma/Ohio Institute of Health Careers
Specialty: Medical Assisting Certified Medical Assistant

John Murray BS/ITT Technical Institute
Specialty: Computers AAS/Community College of the Air Force
MTA: Networking, Security, Windows OS, Windows Server Administration
IC³ GS5; CompTIA: A+, Security+, Network+

Monique Norfus JD/The University of Toledo
Specialty: Legal and Political Science BA/The University of Toledo

Rebecca Painter MBA/Kettering University
Specialty: Business and Computers BS/Franklin University
AAB/North Central State College

Loretta Riddle JD/The University of Toledo
Specialty: Legal and Political Science BA/The University of Toledo

Roy Smith MLIS/Kent State University
Specialty: Literary Research MA/Bowling Green State University
MA/Cleveland State University
BA/Case Western Reserve University
i-Critical Thinking; IC³ GS5; CompTIA: Strata

Sandra Sondergeld, CMA AAS/Community College of the Air Force
Specialty: Medical Assisting Diploma/Ohio Business College
Certified Medical Assistant

Paul Sowers MDIV/Trinity Lutheran Seminary
Specialty: Communication MA/The University of Toledo
BA/Siena Heights College

Jodi Taylor BS/Alliant University
Specialty: Medical AAS/Terra State Community College

Angela Walton AAS/Bowling Green State University
Specialty: Medical Registered Health Information Technician

REAL ESTATE

Anthony Cummings Real Estate Finance

Jeff Berquist Real Estate Appraisal

Sally Routh Real Estate Principles and Practices

John Windisch Ohio Real Estate Law

State Board of Career Colleges and Schools
Registration Number: 97-12-1480B

June 26, 2017



PROGRAM SOC CODES

The Gainful Employment Disclosure Template limits the selection of SOC codes that match with program's CIP code. Below are additional SOC codes that the college has determined fit with specific program CIP codes.

For Gainful Employment Disclosure Templates by program, please visit <http://ohiobusinesscollege.edu/consumer-information/>

AAB – BUSINESS ADMINISTRATION – CIP: 52.0201 Business

Administration and Management, General

SOC Codes from ONET Occupational Information Network Link

11-1021.00	General and Operations Managers
11-2022.00	Sales Managers
11-3011.00	Administrative Services Managers
11-3071.01	Transportation Managers
11-3071.02	Storage and Distribution Managers
11-9051.00	Food Services Managers
11-9081.00	Lodging Managers
11-9151.00	Social and Community Service Managers
11-9199.00	Managers, All Other
37-1011.00	First-Line Supervisors of Housekeeping and Janitorial Workers
41-1011.00	First-Line Supervisors of Retail Sales Workers
41-1012.00	First-Line Supervisors of Non-Retail Sales Workers
41-3031.02	Sales Agents, Financial Services
43-1011.00	First-Line Supervisors of Office and Administrative Support Workers
43-3011.00	Bill and Account Collectors
43-3071.00	Tellers
43-4151.00	Order Clerks
43-9041.02	Insurance Policy Processing Clerks
43-9061.00	Office Clerks, General
53-1031.00	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators

AAB – BUSINESS ADMINISTRATION CONCENTRATION IN:

MARKETING AND SALES – CIP: 52.1401 Marketing/Marketing Management,

General

SOC Codes from ONET Occupational Information Network Link

11-1021.00	General and Operations Managers
11-2021.00	Marketing Managers

- 11-2011.00 Advertising and Promotions Managers
- 11-2022.00 Sales Managers
- 11-3011.00 Administrative Services Managers
- 11-9199.00 Managers, All Other
- 13-1022.00 Wholesale and Retail Buyers, Except Farm Products
- 13-1199.00 Business Operations Specialists, All Other
- 27-3099.00 Media and Communication Workers, All Other
- 41-2031.00 Retail Salespersons
- 41-4011.00 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
- 41-4012.00 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products

AAB – BUSINESS ADMINISTRATION CONCENTRATION IN: MARKETING AND TOURISM – CIP: 52.0901 Hospitality

Administration/Management, General

SOC Codes from ONET Occupational Information Network Link

- 11-1021.00 General and Operations Managers
- 11-2011.00 Advertising and Promotions Managers
- 11-3011.00 Administrative Services Managers
- 11-9051.00 Food Service Managers
- 11-9081.00 Lodging Managers
- 11-9199.00 Managers, All Other
- 41-3041.00 Travel Agents
- 43-4181.00 Reservation and Transportation Ticket Agents and Travel Clerks

AAB – ACCOUNTING – CIP: 52.0301 Accounting

SOC Codes from ONET Occupational Information Network Link

- 13-2011.01 Accountants
- 13-2011.02 Auditors
- 13-2041.00 Credit Analysts
- 13-2081.00 Tax Examiners and Collectors, and Revenue Agents
- 13-2082.00 Tax Preparers
- 43-3011.00 Bill and Account Collectors
- 43-3021.00 Billing and Posting Clerks
- 43-3031.00 Bookkeeping, Accounting, and Auditing Clerks
- 43-3051.00 Payroll and Timekeeping Clerks
- 43-3071.00 Tellers
- 43-4011.00 Brokerage Clerks
- 43-4131.00 Loan Interviewers and Clerks
- 43-4141.00 New Accounts Clerks
- 43-9041.02 Insurance Policy Processing Clerks

AAB – ADMINISTRATIVE OFFICE PROFESSIONAL – CIP: 52.0401

Administrative Assistant and Secretarial Science, General

SOC Codes from ONET Occupational Information Network Link

- 43-4051.00 Customer Service Representatives
- 43-4171.00 Receptionists and Information Clerks
- 43-6011.00 Executive Secretaries and Executive Administrative Assistants
- 43-6014.00 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
- 43-9021.00 Data Entry Keyers
- 43-9022.00 Word Processors and Typists
- 43-9031.00 Desktop Publishers

AAB – BUSINESS ADMINISTRATION CONCENTRATION IN: HUMAN RESOURCE MANAGEMENT – CIP: 52.1001 Human Resources Management/Personnel Administration, General

SOC Codes from ONET Occupational Information Network Link

11-3121.00	Human Resources Managers
13-1141.00	Compensation, Benefits, and Job Analysis Specialists
43-3051.00	Payroll and Timekeeping Clerks
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping
11-1021.00	General and Operations Managers
11-3011.00	Administrative Services Managers
11-9199.00	Managers, All Other
13-1071.00	Human Resources Specialists
11-3131.00	Training and Development Managers

AAB – BUSINESS ADMINISTRATION CONCENTRATION IN: ACCOUNTING – CIP: 52.0302 Accounting Technology/Technician and Bookkeeping.

SOC Codes from ONET Occupational Information Network Link

11-3011.00	Administrative Services Managers
11-1021.00	General and Operations Managers
11-9199.00	Managers, All Other
13-2082.00	Tax Preparers
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks
43-4011.00	Brokerage Clerks
43-3051.00	Payroll and Timekeeping Clerks
13-2082.00	Tax Preparers
43-9111.00	Statistical Assistants

AAB – INFORMATION TECHNOLOGY COMPUTER SUPPORT – CIP: 15.1202 Computer Technology/Computer Systems Technology

SOC Codes from ONET Occupational Information Network Link

11-3021.00	Computer and Information Systems Managers
15-1121.00	Computer Systems Analysts
15-1122.00	Information Security Analysts
15-1142.00	Network and Computer Systems Administrators
15-1151.00	Computer User Support Specialists
15-1152.00	Computer Network Support Specialists

AAB – LEGAL ASSISTANT – CIP: 22.0302 Legal Assistant/Paralegal

SOC Codes from ONET Occupational Information Network Link

23-2011.00	Paralegals and Legal Assistants
23-2093.00	Title Examiners, Abstractors, and Searchers
23-2099.00	Legal Support Workers, All Other
43-4031.00	Court, Municipal, and License Clerks
43-6012.00	Legal Secretaries

AAB – MEDICAL ADMINISTRATIVE ASSISTANT – CIP: 51.0716 Medical Administrative/Executive Assistant and Medical Secretary

SOC Codes from ONET Occupational Information Network Link

29-2071.00 [Medical Records and Health Information Technicians](#)
31-9094.00 [Medical Transcriptionists](#)
31-9095.00 [Pharmacy Aides](#)
43-4051.03 [Patient Representatives](#)
43-6013.00 [Medical Secretaries](#)

DIPLOMA – MEDICAL OFFICE SPECIALIST – CIP: 51.0716 Medical Administrative/Executive Assistant and Medical Secretary

SOC Codes from ONET Occupational Information Network Link

29-2071.00 [Medical Records and Health Information Technicians](#)
31-9094.00 [Medical Transcriptionists](#)
31-9095.00 [Pharmacy Aides](#)
43-4051.03 [Patient Representatives](#)
43-6013.00 [Medical Secretaries](#)

PC SUPPORT SPECIALIST – CIP: 15.1202 Computer Technology/Computer Systems Technology

SOC Codes from ONET Occupational Information Network Link

15-1121.00 [Computer Systems Analysts](#)
15-1142.00 [Network and Computer Systems Administrators](#)
15-1151.00 [Computer User Support Specialists](#)
15-1152.00 [Computer Network Support Specialists](#)

DIPLOMA – ADMINISTRATIVE OFFICE SUPPORT PROFESSIONAL – CIP: 52.0401 Administrative Assistant and Secretarial Science, General

SOC Codes from ONET Occupational Information Network Link

43-4051.00 [Customer Service Representatives](#)
43-4171.00 [Receptionists and Information Clerks](#)
43-6011.00 [Executive Secretaries and Executive Administrative Assistants](#)
43-6014.00 [Secretaries and Administrative Assistants, Except Legal, Medical, and Executive](#)
43-9021.00 [Data Entry Keyers](#)
43-9022.00 [Word Processors and Typists](#)
43-9031.00 [Desktop Publishers](#)
43-9061.00 [Office Clerks, General](#)

DIPLOMA – DENTAL ASSISTING – CIP: 51.0601 Dental Assisting/Assistant

SOC Codes from ONET Occupational Information Network Link

31-9091.00 [Dental Assistants](#)

DIPLOMA – MEDICAL ASSISTING – CIP: 51.0801 Medical/Clinical Assistant

SOC Codes from ONET Occupational Information Network Link

29-2011.00 [Medical and Clinical Laboratory Technologists](#)
29-2071.00 [Medical Records and Health Information Technicians](#)
31-1011.00 [Home Health Aides](#)

31-1014.00 [Nursing Assistants](#)
31-9092.00 [Medical Assistants](#)
31-9095.00 [Pharmacy Aides](#)
31-9097.00 [Phlebotomists](#)
39-9021.00 [Personal Care Aides](#)
43-6013.00 [Medical Secretaries](#)

DIPLOMA – BUSINESS ADMINISTRATION SPECIALIST – CIP: 52.0201

Business Administration and Management, General

SOC Codes from ONET Occupational Information Network Link

11-3011.00 [Administrative Services Managers](#)
41-1011.00 [First-Line Supervisors of Retail Sales Workers](#)
41-1012.00 [First-Line Supervisors of Non-Retail Sales Workers](#)
43-1011.00 [First-Line Supervisors of Office and Administrative Support Workers](#)
43-3011.00 [Bill and Account Collectors](#)
43-3071.00 [Tellers](#)
43-4151.00 [Order Clerks](#)
43-9061.00 [Office Clerks, General](#)
43-9199.00 [Office and Administrative Support Workers, All Other](#)

Catalog Updates

ACADEMIC CALENDAR FOR BUSINESS PROGRAMS

SUMMER QUARTER — JUNE 26, 2017 TO SEPTEMBER 1, 2017

June 26	Summer Quarter Starts
July 4	Fourth of July recognized (No Classes)
July 28	Last day to withdraw from class(es) without grade penalty
September 1	Summer Quarter Ends
September 4	Labor Day (No Classes)
September 5-8	Exams and Makeup Classes

ACADEMIC CALENDAR FOR ALLIED HEALTH PROGRAMS

SUMMER QUARTER DAYS - JUNE 26, 2017 TO SEPTEMBER 21, 2017

June 26	Quarter Start
July 4	Fourth of July (No Classes)
July 7	Make up session
August 11	Last day to withdraw from class(es) without grade penalty
September 1 quarter)	Last day of quarter for Medical Assisting students in their externship quarter (4 th
September 5-8	Summer Break
September 21	Quarter End

SUMMER QUARTER EVENINGS - JUNE 12, 2017 TO OCTOBER 5, 2017

June 12	Quarter Starts
July 4	Fourth of July (No Classes) (Must schedule a makeup session)
August 11	Last day to withdraw from class(es) without grade penalty
September 4-8	Summer Break
September 22 quarter)	Last day of quarter for Medical Assisting students in their externship quarter (4 th
October 5	Quarter Ends

TRUCK DRIVING REFUND POLICY

Truck driving students refund policy is based on a 20 day time period because of the short length of the program.

- A student who withdraws Days 1-3 will be obligated for 25 percent of the tuition.
- A student who withdraws Days 4-5 will be obligated for 50 percent of the tuition.
- A student who withdraws Days 6-8 will be obligated for 75 percent of the tuition.
- A student who withdraws 9 or more days will be obligated for 100 percent of the tuition.