

# College Catalog

*"Giving You the Power to Earn"*

## Catalog Addendum



*"A Century of Education"*  
**Ohio  
Business  
College**

**Catalog Addendum**  
**Ohio Business College**  
**Sandusky (Branch Campus)**  
**For School Catalog Volume 17.1**  
**March 2017**

**Business Curriculum Code 11, 13, and 14**  
**Allied Health Curriculum Code 11**

**Addendums include:**

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

# OHIO BUSINESS COLLEGE

Sandusky, Ohio

## ESTIMATED TUITION AND FEES SCHEDULE

Effective October 24, 2016

(for all quarters beginning on or after 1/9/2017)

*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>
<b>Associate Degree in Applied Business in:</b>						
Accounting	96	22,560	6,215	960	480	30,215
Administrative Office Professional	96	22,560	6,215	960	480	30,215
Business Administration	92	21,620	5,975	920	480	28,995
<b>Business Administration Concentration in:</b>						
Human Resource Management	108	25,380	6,935	1,080	540	33,935
Accounting	108	25,380	6,480	1,080	540	33,480
Marketing and Tourism	108	25,380	6,935	1,080	540	33,935
Information Technology in Computer Support	96	22,560	7,340	960	480	31,340
Legal Assistant	96	22,560	5,990	960	480	29,990
Medical Administrative Assistant	96	22,560	6,380	960	480	30,380
<b>Business Diploma in:</b>						
Administrative Office Support Professional	40	9,400	2,745	400	180	12,725
Business Administration Specialist	40	9,400	2,855	400	180	12,835
Medical Office Specialist	40	9,400	2,710	400	180	12,690
PC Support Specialist	40	9,400	3,580	400	180	13,560
<b>Allied Health Diploma in:</b>						
Medical Assisting	55	12,375	3,271	n/a	240	15,886

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 ..... 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  
IC<sup>3</sup> 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

Cynthia Felske. R.T. (R)(ARRT)..... MSED/ 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

Diane A. Hagan.....DBA/Columbia Southern University  
Specialty: Business and HRM MBA/Columbia Southern University  
BA/Miami University  
IC<sup>3</sup>, GPHR, SHRM – SCP

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

Shawn Kaman .....AAB/BGSU Firelands College  
Specialty: Computers IC<sup>3</sup>; CompTIA: A+, Network+, i-Net+, Server+; Security+  
MCSA Win 2000 Pro/Server; Cisco CCNP: VOIP, Routing and Switching, VMware

Christine Kiley ..... BSN/The Ohio State University  
Specialty: Medical

Kari Krupp CMA .....Diploma/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  
IC<sup>3</sup> 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; IC<sup>3</sup> GS5; CompTIA: Strata

Sandra Sondergeld, CMA .....A.A.S./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 ..... B.S./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

Bonnie DeLapp .....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

Jan 9, 2017

## PROGRAM INFORMATION – CONSUMER INFORMATION

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### 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
11-3011.00	Administrative Services Managers
11-9051.00	Food Services Managers
11-9081.00	Lodging 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
43-4051.00	Customer Service Representatives
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

#### TUITION AND FEES:

*Tuition and Fees	\$23,020
Estimate of Books and Supplies	\$5,820
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

#### MEDIAN LOAN DEBT:

Federal Loans: \$11,902  
Private Loans and Institution financing are not offered.

#### LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 27 months. Of the reporting cohort of graduates, 32.4% finished on time.

#### PLACEMENT RATE:

100%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Office Assistant

\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.

## **AAB – BUSINESS ADMINISTRATION CONCENTRATION IN: MARKETING AND SALES**

**CIP: 52.1401 Marketing/Marketing Management, General**

**SOC Codes from ONET Occupational Information Network Link**

11-2011.00	<a href="#">Advertising and Promotions Managers</a>
13-1022.00	<a href="#">Wholesale and Retail Buyers, Except Farm Products</a>
13-1199.00	<a href="#">Business Operations Specialists, All Other</a>
27-3099.00	<a href="#">Media and Communication Workers, All Other</a>
41-2031.00	<a href="#">Retail Salespersons</a>
41-4011.00	<a href="#">Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products</a>
41-4012.00	<a href="#">Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</a>
43-4051.00	<a href="#">Customer Service Representatives</a>

### **TUITION AND FEES:**

*Tuition and Fees	\$27,000
Estimate of Books and Supplies	\$6,480
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

### **MEDIAN LOAN DEBT:**

Federal Loans: \$10,956  
Private Loans and Institution financing are not offered.

### **LENGTH OF PROGRAM/COMPLETION RATE**

The program is designed to be completed in 30 months. Of the reporting cohort of graduates, 36.4% finished on time.

### **PLACEMENT RATE:**

100%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Sales and Marketing Representative

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*



# BUSINESS ADMINISTRATION CONCENTRATION IN: MARKETING AND TOURISM

CIP: 52.0901 Hospitality Administration/Management, General

## SOC Codes from ONET Occupational Information Network Link

11-9051	<a href="#">Food Service Managers</a>
11-9081	<a href="#">Lodging Managers</a>
41-3041	<a href="#">Travel Agents</a>
11-2011	<a href="#">Advertising and Promotions Managers</a>
43-4181	<a href="#">Reservation and Transportation Ticket Agents and Travel Clerks</a>

## TUITION AND FEES:

*Tuition and Fees	\$27,000
Estimate of Books and Supplies	\$6,480
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

\*Federal Loans: The cohort is too small to report the median loan debt. Private Loans and Institution financing are not offered.

\*There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 30 months.

\*Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

## PLACEMENT RATE:

\*\*We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# ACCOUNTING

CIP: 52.0301 Accounting

## SOC Codes from ONET Occupational Information Network Link

13-2011.00	<a href="#">Accountants and Auditors</a>
13-2041.00	<a href="#">Credit Analysts</a>
13-2081.00	<a href="#">Tax Examiners and Collectors, and Revenue Agents</a>
13-2082.00	<a href="#">Tax Preparers</a>
43-3011.00	<a href="#">Bill and Account Collectors</a>
43-3021.00	<a href="#">Billing and Posting Clerks</a>
43-3031.00	<a href="#">Bookkeeping, Accounting, and Auditing Clerks</a>
43-3051.00	<a href="#">Payroll and Timekeeping Clerks</a>
43-3071.00	<a href="#">Tellers</a>
43-4011.00	<a href="#">Brokerage Clerks</a>
43-4051.00	<a href="#">Customer Service Representatives</a>
43-4131.00	<a href="#">Loan Interviewers and Clerks</a>
43-4141.00	<a href="#">New Accounts Clerks</a>
43-9041.02	<a href="#">Insurance Policy Processing Clerks</a>

## TUITION AND FEES:

*Tuition and Fees	\$24,000
Estimate of Books and Supplies	\$5,920
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$12,895  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 27 months. Of the reporting cohort of graduates, 46.2% finished on time.

## PLACEMENT RATE:

77.8%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Accounting Clerk

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# ADMINISTRATIVE OFFICE PROFESSIONAL

CIP: 52.0401 Administrative Assistant and Secretarial Science, General

## SOC Codes from ONET Occupational Information Network Link

43-4051.00	<a href="#">Customer Service Representatives</a>
43-4171.00	<a href="#">Receptionists and Information Clerks</a>
43-6014.00	<a href="#">Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</a>
43-9021.00	<a href="#">Data Entry Keyers</a>
43-9022.00	<a href="#">Word Processors and Typists</a>
43-9031.00	<a href="#">Desktop Publishers</a>
43-9061.00	<a href="#">Office Clerks, General</a>

## TUITION AND FEES:

*Tuition and Fees	\$24,000
Estimate of Books and Supplies	\$6,120
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$11,778  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 27 months. Of the reporting cohort of graduates, 66.7% finished on time.

## PLACEMENT RATE:

100%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Office Assistant

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# BUSINESS ADMINISTRATION CONCENTRATION IN: HUMAN RESOURCE MANAGEMENT

CIP: 52.1001 Human Resources Management/Personnel Administration, General

SOC Codes from ONET Occupational Information Network Link

43-4161.00	<a href="#">Human Resources Assistants, Except Payroll and Timekeeping</a>
43-3051.00	<a href="#">Payroll and Timekeeping Clerks</a>
13-1071.00	<a href="#">Human Resources Specialists</a>

## TUITION AND FEES:

*Tuition and Fees	\$27,000
Estimate of Books and Supplies	\$6,480
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$14,282  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 30 months. Of the reporting cohort of graduates, 28.6% finished on time.

## PLACEMENT RATE:

90.9%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Human Resource Clerk

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

## **BUSINESS ADMINISTRATION CONCENTRATION IN: ACCOUNTING**

**CIP: 52.0302 Accounting Technology/Technician and Bookkeeping.**

### **SOC Codes from ONET Occupational Information Network Link**

13-2082.00	<a href="#">Tax Preparers</a>
43-3031.00	<a href="#">Bookkeeping, Accounting, and Auditing Clerks</a>
43-3051.00	<a href="#">Payroll and Timekeeping Clerks</a>
43-4011.00	<a href="#">Brokerage Clerks</a>
43-9111.00	<a href="#">Statistical Assistants</a>

### **TUITION AND FEES:**

*Tuition and Fees	\$27,000
Estimate of Books and Supplies	\$6,480
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

### **MEDIAN LOAN DEBT:**

\*Federal Loans: The cohort is too small to report the median loan debt. Private Loans and Institution financing are not offered.

\*There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

### **LENGTH OF PROGRAM/COMPLETION RATE**

The program is designed to be completed in 30 months.

\*Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

### **PLACEMENT RATE:**

\*\*We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# INFORMATION TECHNOLOGY COMPUTER SUPPORT

CIP: 15.1202 Computer Technology/Computer Systems Technology

## SOC Codes from ONET Occupational Information Network Link

11-3021.00	<a href="#">Computer and Information Systems Managers</a>
15-1121.00	<a href="#">Computer Systems Analysts</a>
15-1122.00	<a href="#">Information Security Analysts</a>
15-1142.00	<a href="#">Network and Computer Systems Administrators</a>
15-1151.00	<a href="#">Computer User Support Specialists</a>
15-1152.00	<a href="#">Computer Network Support Specialists</a>

## TUITION AND FEES:

*Tuition and Fees	\$24,000
Estimate of Books and Supplies	\$6,775
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$13,521  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 27 months. Of the reporting cohort of graduates, 38.9% finished on time.

## PLACEMENT RATE:

91.7%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Computer Technician

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# LEGAL ASSISTANT

CIP: 22.0302 Legal Assistant/Paralegal

## SOC Codes from ONET Occupational Information Network Link

23-2011.00	<a href="#">Paralegals and Legal Assistants</a>
23-2093.00	<a href="#">Title Examiners, Abstractors, and Searchers</a>
23-2099.00	<a href="#">Legal Support Workers, All Other</a>
43-4031.00	<a href="#">Court, Municipal, and License Clerks</a>
43-6012.00	<a href="#">Legal Secretaries</a>

## TUITION AND FEES:

*Tuition and Fees	\$24,000
Estimate of Books and Supplies	\$5,860
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$12,719  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 27 months. Of the reporting cohort of graduates, 43.5% finished on time.

## PLACEMENT RATE:

91.7%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Legal Assistant

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# MEDICAL ADMINISTRATIVE ASSISTANT

CIP: 51.0716 Medical Administrative/Executive Assistant and Medical Secretary

## SOC Codes from ONET Occupational Information Network Link

29-2071.00	<a href="#">Medical Records and Health Information Technicians</a>
31-9094.00	<a href="#">Medical Transcriptionists</a>
31-9095.00	<a href="#">Pharmacy Aides</a>
43-4051.00	<a href="#">Customer Service Representatives</a>
43-4051.03	<a href="#">Patient Representatives</a>
43-6013.00	<a href="#">Medical Secretaries</a>

## TUITION AND FEES:

*Tuition and Fees	\$24,000
Estimate of Books and Supplies	\$5,960
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$10,185  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 27 months. Of the reporting cohort of graduates, 30% finished on time.

## PLACEMENT RATE:

79.5%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])  
Recent job title: Medical Secretary

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*



# MEDICAL OFFICE SPECIALIST

CIP: 51.0716 Medical Administrative/Executive Assistant and Medical Secretary

## SOC Codes from ONET Occupational Information Network Link

29-2071.00	<a href="#">Medical Records and Health Information Technicians</a>
31-9094.00	<a href="#">Medical Transcriptionists</a>
31-9095.00	<a href="#">Pharmacy Aides</a>
43-4051.00	<a href="#">Customer Service Representatives</a>
43-4051.03	<a href="#">Patient Representatives</a>
43-6013.00	<a href="#">Medical Secretaries</a>

## TUITION AND FEES:

*Tuition and Fees	\$9,980
Estimate of Books and Supplies	\$2,400
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$6,318  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 12 months. Of the reporting cohort of graduates, 7.1% finished on time.

## PLACEMENT RATE:

100%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Medical Document Specialist

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# PC SUPPORT SPECIALIST

CIP: 15.1202 Computer Technology/Computer Systems Technology

## SOC Codes from ONET Occupational Information Network Link

15-1121.00	<a href="#">Computer Systems Analysts</a>
15-1142.00	<a href="#">Network and Computer Systems Administrators</a>
15-1151.00	<a href="#">Computer User Support Specialists</a>
15-1152.00	<a href="#">Computer Network Support Specialists</a>

## TUITION AND FEES:

*Tuition and Fees	\$9,980
Estimate of Books and Supplies	\$3,240
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

\*Federal Loans: The cohort is too small to report the median loan debt.  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 12 months.

\*Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

## PLACEMENT RATE:

\*\*We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# ADMINISTRATIVE OFFICE SUPPORT PROFESSIONAL

CIP: 52.0401 Administrative Assistant and Secretarial Science, General

## SOC Codes from ONET Occupational Information Network Link

43-6011.00	<a href="#">Executive Secretaries and Executive Administrative Assistants</a>
43-4051.00	<a href="#">Customer Service Representatives</a>
43-4171.00	<a href="#">Receptionists and Information Clerks</a>
43-6014.00	<a href="#">Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</a>
43-9021.00	<a href="#">Data Entry Keyers</a>
43-9022.00	<a href="#">Word Processors and Typists</a>
43-9031.00	<a href="#">Desktop Publishers</a>
43-9061.00	<a href="#">Office Clerks, General</a>

## TUITION AND FEES:

*Tuition and Fees	\$9,980
Estimate of Books and Supplies	\$2,700
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$9,510  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 12 months. Of the reporting cohort of graduates, 0% finished on time.

## PLACEMENT RATE:

100%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Administrative Assistant

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

## DENTAL ASSISTING CONSUMER INFORMATION

CIP: 51.0601 Dental Assisting/Assistant

SOC Codes from ONET Occupational Information Network Link

31-9091.00 [Dental Assistants](#)

### TUITION AND FEES:

*Tuition and Fees	\$10,815
Estimate of Books and Supplies	\$1,799
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

### MEDIAN LOAN DEBT:

Federal Loans: \$6,656  
Private Loans and Institution financing are not offered.

### LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 9 months day program 12 months evening program. 95.5% of the graduates finished in this time. Of the reporting cohort of graduates, 95.5% finished on time.

### PLACEMENT RATE:

90.2%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Dental Assistant

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# MEDICAL ASSISTING CONSUMER INFORMATION

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

## TUITION AND FEES:

*Tuition and Fees	\$12,615
Estimate of Books and Supplies	\$3,001
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

Federal Loans: \$8,385  
Private Loans and Institution financing are not offered.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 12 months for day program and 15 months for evening program. 87.6% of the graduates finished in this time. Of the reporting cohort of graduates, 87.6% finished on time.

## PLACEMENT RATE:

91.5%\*\* (Placement Rate = # Placed / [(Completers + Grads) – (Not Available)])

Recent job title: Medical Assistant

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# ORTHOPAEDIC TECHNOLOGY CONSUMER INFORMATION

CIP: 51.0801 Medical/Clinical Assistant

## SOC Codes from ONET Occupational Information Network Link

31-9092.00	<a href="#">Medical Assistants</a>
29-2099.00	<a href="#">Health Technologists and Technicians, All Other</a>
51-9082.00	<a href="#">Medical Appliance Technicians</a>

## TUITION AND FEES:

*Tuition and Fees	\$9,740
Estimate of Books and Supplies	\$3,004
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

\*Federal Loans: The cohort is too small to report the median loan debt. Private Loans and Institution financing are not offered.

\*There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 12 months for day program and 15 months for evening program.

\*Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

## PLACEMENT RATE:

\*\*We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*

# BUSINESS ADMINISTRATION SPECIALIST CONSUMER INFORMATION

CIP: 52.0201 Business Administration and Management, General

## SOC Codes from ONET Occupational Information Network Link

43-9199.00	<a href="#">Office and Administrative Support Workers, All others</a>
41-1011.00	<a href="#">First-Line Supervisors of Retail Sales Workers</a>
41-1012.00	<a href="#">First-Line Supervisors of Non-Retail Sales Workers</a>
43-1011.00	<a href="#">First-Line Supervisors of Office and Administrative Support Workers</a>
43-3011.00	<a href="#">Bill and Account Collectors</a>
43-3071.00	<a href="#">Tellers</a>
43-4051.00	<a href="#">Customer Service Representatives</a>
43-4151.00	<a href="#">Order Clerks</a>
43-9061.00	<a href="#">Office Clerks, General</a>

## TUITION AND FEES:

*Tuition and Fees	\$9,980
Estimate of Books and Supplies	\$2,800
On Campus Room and Board	not offered

\*The amounts shown above include costs for the entire program, assuming normal time to completion. All charges do not include essential courses and are adjusted to the actual cost at the time of registration for each quarter. Note that this information is subject to change.

## MEDIAN LOAN DEBT:

\*Federal Loans: The cohort is too small to report the median loan debt. Private Loans and Institution financing are not offered.

\*There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

## LENGTH OF PROGRAM/COMPLETION RATE

The program is designed to be completed in 12 months.

\*Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

## PLACEMENT RATE:

\*\*We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

*\*\*Annually, the institution reports job placement information for the most recently completed year (July 1, 2014 through June 30, 2015), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). The information provided is a combination of the three campuses of Ohio Business College.*