

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
December 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 Specialist	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

Aaron Back..... AAB/Ohio Business College
Specialty: Computers MTA: Networking, Security, Windows OS,
CompTIA: A+, Security+, Network+

Matthew Bahnsen..... MA/Tiffin University
Specialty: Communications BA/Bowling Green State University Firelands

Alesha Biller, RMA..... Diploma/Ohio Business College
Specialty: Medical Assisting Registered Medical Assistant

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

Eileen Borchardt 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

Edith Emerson, CMA..... AAB/Ohio Business College
Specialty: Medical Assisting Diploma/Ohio Business College
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

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 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
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

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

REAL ESTATE

Anthony Cummings Real Estate Finance

Catherine Kegler Real Estate Appraisal / Ohio Real Estate Law

Sally Routh Real Estate Principles and Practices

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



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 SPECIALIST – 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

RETURN OF TITLE IV FUNDS POLICY

Because Ohio Business College is a school that is required to take attendance, the law specifies that OBC must routinely monitor attendance records to determine in a timely manner when a student has withdrawn. This determination must be made no later than two weeks (14 calendar days) after the last date of attendance according to the schools attendance records. Even though OBC has a policy that states a student who is absent more than 30% of the scheduled class meetings before dismissal is a consideration, the date of withdrawal determination will never be more than two weeks after the last date of attendance. If a student provides notification of withdrawal earlier than the two weeks after the last date of attendance, and there is no class or activity participation after that notification, the withdrawal determination date will be the date the student provided notification. Although, the last date of attendance is always used to determine refund amounts. All refunds will be calculated and made by 45 days after the withdrawal determination date.

Diploma in Administrative Office Support Specialist (page 39)

Program name correction from Administrative Office Support Professional to Administrative Office Support Specialist.

TRUCK DRIVING ACADEMY

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.

STUDENTS WITH SPECIAL NEEDS

Students who meet and pass the state admissions standards but still require a reasonable accommodation because of a disclosed special need which might interfere with their performance, must submit a written request to the Campus Director prior to the class start. Reasonable/equitable efforts will be made to accommodate such requests and in all cases, prior to arrangements must be made to ensure that any special need can be met in a satisfactory, economical and timely fashion.