

College Catalog

“Giving You the Power to Earn”

Catalog
Addendum



Ohio
Business
College

Catalog Addendum
Ohio Business College
Sheffield Village (Main 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

Sheffield Village, 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.

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

¹Allied Health Program Tuition per credit hour: \$225.00 plus 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	1105	600	34,020
Accounting	108	25,380	6,480	1105	600	33,565
Marketing and Sales	108	25,380	6,935	1105	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
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 ¹	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.

SHEFFIELD VILLAGE CAMPUS

5095 Waterford Drive, Sheffield Village OH, 44035, 440-934-3101

Rosanne Catella President
Rosemerry Nickels.....Director of Admissions
Nancy Rahn..... Director of Education
Vicki Donley..... Lead Financial Aid Administrator
Cheryl Jankowski.....Career Services Director
Rhonda HigginsRegistrar
Roy Smith Librarian
Jessica HoltsberrySocial Media Specialist
Tarina Sidoti.....Director of High School Relations
Nicole SmithMaster Admissions Representative
Donna Garlock Student Accounts Specialist
Jessica Rosario Information Technology Coordinator
Suzanne Baker Admissions Coordinator
Grace Knight..... Student Services Support Assistant
Jean Tolliver.....Evening Receptionist
Jennifer Bowen.....MA Program Director/Externship Coordinator
Cheryl Covey AOP Department Head
Dave Horn..... ITC/MAA Department Head
Dale KirschACC Department Head
Tiffany Smith.....BAD Department Head

FACULTY

Joseph Alfano..... BA Kent State
Applications/English

Charlita Anderson.....J.D. Cleveland State University
Specialty: Legal

James Bell M.S. University of Akron
Specialty: Essential Math/English B.S. Cleveland State University

Lauren Butterworth, CMA.....Ohio Business College
Specialty: Medical Assisting

Margaret Cataldo, CPC.....A.A.B. Ashworth College
Specialty: Medical Administration

Heather Christie, CMAOhio Business College
Specialty: Medical Assisting

September 25, 2017

Cheryl Covey M.S.Ed Capella University
Specialty: Computer Applications and Web B.S. Franklin University
A.A.B. Terra Community College

Michelle Craddock..... M. Ed Cleveland State University
Specialty: Computer Applications B.S. Ashland University
A.A. Lorain County Community College

David DennisB.B.A. University of Toledo
Specialty: Business Administration

Alexandra Elinsky..... M.B.A. Ursuline College
Specialty: Marketing B.A. Ursuline College

Ramona Flores-Griffin, RMA.....Ohio Business College
Specialty: Medical Assisting

Pamela GarciaB.B.A. Tiffin University
Specialty: Human Resource Management A.A.B. Lorain County Community College

Tracy GrahamB.A. Myers University
Specialty: Computer Applications A.A.B. Lorain Business College

Debra Hinkel, LPNParma School of Practical Nursing
Specialty: Medical Assisting

Jessica Holtsberry B.A. Otterbein University
Specialty: Applications A.A. Ohio State University

David Horn..... B.S.T. The University of Akron
Specialty: Computer Technology A.A.S. Kent State University

Dale Kirsch, CPA.....M.T. University of Akron
Specialty: Accounting B.B.A. Cleveland State University

Roger Kramer..... J.D. Ohio State University
Specialty: Legal/Political Science

Nicole Mendosa, CMAOhio Business College
Specialty: Medical Assisting

Nancy Rahn.....Ed.D University of Phoenix
Specialty: Anatomy & Physiology M.S. West Chester University
B.S. East Stroudsburg University

Laurie Rodgers.....Ph.D. Bowling Green State University
Specialty: Communication M.A. University of Akron
B.A. Cleveland State University

Dennis RoseM.Ed. Edinboro State University
Specialty: Mathematics B.S. Otterbein University

Heather Schmidt.....	M.F.A. National University
Specialty: English	M.A. National University
Melissa Sensmeier	M.Acc Bowling Green
Specialty: Accounting	BA University of Toledo
	AAB Terra Community College
Roy Smith	M.A. Cleveland State University
Specialty: Library Science	M.A. Bowling Green University
	B.A. Case Western Reserve University
Tiffany Smith.....	M.B.A. University of Phoenix
Specialty: Business Administration	B.B.A. University of Toledo
Audrey Tedor	A.A. Sheridan Tech Center
Specialty: Legal	
Lindsey Trout.....	M.S. Kingston University
Specialty: Sociology	B.A. The Ohio State University
Steve Whitfield	A.A. Lorain Business College
Specialty: Computer Technology	

State Board of Career Colleges and Schools
Registration Number: 97-12-1481B



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.