

**Catalog Addendum**  
**Ohio Business College**  
**Sandusky (Branch Campus)**  
**For School Catalog Volume 18.1**  
**April 2018**

**Business Curriculum Code 14, and 17**  
**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

Tuition Effective October 24, 2016

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

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*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	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
<b>Business Administration Concentration in:</b>						
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
<b>Business Diploma in:</b>						
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
<b>Allied Health Diploma in:</b>						
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  
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

April 3, 2018

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

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  
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

Brian Klima, CMA..... AAB/Ohio Business College  
Specialty: Medical Assisting Diploma/Ohio Business College  
Certified Medical Assistant

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

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+

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

Melissa Sensmeier ..... MAcc Bowling Green University  
Specialty: Accounting B.A. University of Toledo  
A.A.B. Terra Community College

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

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**

Dave Amarante ..... Real Estate Appraisal

Anthony Cummings ..... Real Estate Finance

Sally Routh ..... Real Estate Principles and Practices

John Windisch ..... Ohio Real Estate Law



## 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/>

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### **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](#)

## **AAB – 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>

## **AAB – 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>
43-6011.00	<a href="#">Executive Secretaries and Executive Administrative Assistants</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>

## **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**

43-4161.00	<a href="#">Human Resources Assistants, Except Payroll and Timekeeping</a>
43-3051.00	<a href="#">Payroll and Timekeeping Clerks</a>
11-1021.00	<a href="#">General and Operations Managers</a>
11-3011.00	<a href="#">Administrative Services Managers</a>
11-9199.00	<a href="#">Managers, All Other</a>
13-1071.00	<a href="#">Human Resources Specialists</a>

## **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	<a href="#">Administrative Services Managers</a>
11-1021.00	<a href="#">General and Operations Managers</a>
11-9199.00	<a href="#">Managers, All Other</a>
13-2082.00	<a href="#">Tax Preparers</a>
43-3031.00	<a href="#">Bookkeeping, Accounting, and Auditing Clerks</a>

43-4011.00 [Brokerage Clerks](#)  
43-3051.00 [Payroll and Timekeeping Clerks](#)  
13-2082.00 [Tax Preparers](#)  
43-9111.00 [Statistical Assistants](#)

## **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 – 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](#)