

Catalog Addendum
Ohio Business College
Sheffield Village (Main 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

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 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
Tanya Foose..... Career Services Director
Rhonda Higgins Registrar
Roy Smith Librarian
Jessica Holtsberry Social Media Specialist
Nicole Smith Master Admissions Representative
Wendy Little 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/AOS Department Head
Dave Horn..... PCS Department Head
Dale Kirsch ACC Department Head
Tiffany Smith..... BAD Department Head

FACULTY

Joseph Alfano..... B.A. Kent State University
Specialty: English/Applications

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

Laurie Bohaty..... M.A. John Carroll University
Specialty: Psychology B.A. Bowling Green State University

Jennifer Bowen A.A. Lorain County Community College
Specialty: Medical Assisting M.A. Ohio Business College

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

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

Heather Christie, CMA Ohio Business College
Specialty: Medical Assisting

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

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

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

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

Debra Hinkel, LPN Parma School of Practical Nursing
Specialty: Medical Assisting

Jessica Holtsberry B.A. Otterbein University
Specialty: Applications/Medical Office 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, CMA Ohio Business College
Specialty: Medical Assisting

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

Dennis Rose M.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 MAcc Bowling Green University
Specialty: Accounting B.A. University of Toledo
A.A.B. Terra Community College

Tiffany Smith M.B.A. University of Phoenix
Specialty: Business Administration B.B.A. University of Toledo

Steve Whitfield A.A. Lorain Business College
Specialty: Computer Technology

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

April 3, 2018



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 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	Accountants and 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
43-4051.00	Customer Service Representatives
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
43-9061.00	Office Clerks, General

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	Human Resources Assistants, Except Payroll and Timekeeping
43-3051.00	Payroll and Timekeeping Clerks
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

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 – 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](#)