Catalog Addendum

Ohio Business College

Sandusky Branch Campus

For School Catalog Volume 19.3

October 2019

Business Curriculum Code 18

Allied Health Curriculum Code 11

Addendums include:

- Tuition and Fees Schedule
- Staff and Faculty Listing
- Catalog Updates

OHIO BUSINESS COLLEGE
SANDUSKY MAIN CAMPUS
Sandusky, Ohio

ESTIMATED TUITION AND FEES SCHEDULE
Tuition Effective September 24, 2018
(for all quarters beginning on or after January 13, 2020)

Registration Fee for Business and Allied Health programs: $50.00. Due at time of application for enrollment.
Registration Fee for Trades Academy programs: $100.00. Due at time of application for enrollment.
Business Tuition per credit hour: $245.00 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.

Program of Study	*Credit Hours*	*Estimated Tuition*	*Estimated Textbooks, Materials*	*General Fee*	*Technology Fee*	*Total*
Associate Degree in Applied Business in:						
Accounting and Business Management	92	22,540	5,865	945	480	29,830
Office Administration	92	22,540	5,865	945	480	29,830
Business Diploma in:						
Business Administration Specialist	40	9,800	2,745	425	240	13,210
Medical Office Specialist	40	9,800	2,710	425	240	13,175
Allied Health Diploma in:						
Medical Assisting	55	12,375	2,826	N/A	240	15,441

Textbooks, materials, certifications, 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.

SANDUSKY BRANCH CAMPUS

5202 Timber Commons Drive, Sandusky, Ohio 44870 ♦ (419) 627-8345

Jackie Marshall ..... Campus Director and DOE
Susan Majoy..... Sr. Admissions Representative
Domenica Crawford..... Administrative Assistant
Rayna Miller ..... Night Receptionist
Christine Todd ..... Lead Financial Aid Administrator
Miana Cronk ..... Student Accounts Specialist
Unha Williamson ..... Career Services Director
Natasah Wiggins ..... Registrar
Roy Smith ..... Librarian
Jane Barnes. ..... Medical Assisting Department Head
Kathryn Botti ..... Business Department Head/Business Externship Coordinator
DeAnne Bowersock ..... IT Office Department Head
John Murray ..... IT Department Head
Paul Sowers..... General Education Department Head

FACULTY

Joseph Alfano..... BA/Kent State University
Specialty: English/Applications

Jane Barnes, CMA ..... Diploma/Lorain County Joint Vocational School
Specialty: Medical Assisting Certified Medical Assistant

Shelley P. Bell..... MA/Tiffin University
Specialty: Business and HRM BA/Tiffin University
AAB/Ohio Business College

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
IC^3 GS5; CompTIA: Strata; 2010/2013 Microsoft Office Master

Margaret Cataldo, CPC..... AS/Ashworth University
Specialty: Medical Certified Professional Medical Coding Curriculum Instructor

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

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

Michelle Magyar.....MBA/University of Findley
Specialty: Business and HRM BBA/Tiffin University
PHR, SPHR

Shaleen Markin, CMA..... Diploma/Everest Institute
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^3 GS5; CompTIA: A+, Security+, Network+

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^3 GS5; CompTIA: Strata

Paul Sowers.....MDIV/Trinity Lutheran Seminary
Specialty: Communication MA/The University of Toledo
BA/Siena Heights College

Rebecca Stigall..... MBA/American Public University
Specialty: Business and Marketing BA/American Public University

REAL ESTATE

Dave Amarante .....Real Estate Appraisal

JoAnn Cummings.....Real Estate Finance

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

Truck Driving Academy Branch Campus address correction (pages: inside cover)

5450 Salem Avenue
Dayton, Ohio 45426

Attendance Policy Update for HVAC/R and Allied Health (pages 14-15)

Allied Health programs: Required class attendance is 75 percent and is evaluated on a program basis. Attendance is taken daily and reviewed at the end of each quarter. A warning will be issued if a student is below 80%, but above the 75% requirement. Students who have less than 75 percent cumulative attendance at the end of a quarter will be placed on probation. Students placed on probation at the end of the quarter have one quarter to regain an acceptable attendance percentage. Students failing to meet attendance standards by the end of the probationary period will be terminated. Medical Assisting students must meet the 75% requirement to move into their 4th quarter externship.
The attendance record becomes part of every student's permanent record.

Trades Academy programs: Attendance is taken daily and reviewed at the end of each quarter. A warning will be issued if a student is below 80%.

Please Note: Trades Academy and Allied Health students who are absent for eight consecutive class days are considered to have withdrawn from school.

CAMPUS SECURITY AND CRIME STATISTICS (Page 18)

The Annual Security Report for the years 2015, 2016, and 2018 may be obtained from the Campus Director's office.

RIGHT TO KNOW (Page 18)

By July 1, 2019, of the 64 full-time, first-time degree or diploma seeking students who began at Ohio Business College in the Fall of 2016, 64.1% have completed or graduated, 7.8% transferred to another institution, and 1% are still enrolled.