



College Catalog



OHIO BUSINESS COLLEGE

ohiobusinesscollege.edu

MISSION

At Ohio Business College, we measure our success by the accomplishments of our students. Together, our faculty and staff work collectively to create a learning environment that builds confidence, pride, and respect. We enrich students' lives by providing progressive career training, along with the critical thinking skills necessary to be successful in various high demand professions within our communities.

VALUE STATEMENTS

Student Success

Ohio Business College provides career focused education in high demand fields. The College offers multiple support services to students throughout their tenure and beyond. Emphasis is placed on professionalism which promotes student success and employability.

Excellence

Ohio Business College delivers quality education through knowledgeable and caring faculty in an ethical and respectful environment. We celebrate achievements while encouraging each employee and student to rise to their full potential.

Inclusion

Ohio Business College offers a welcoming and accepting environment which promotes the free exchange of ideas. We recognize the valuable contribution of a diverse employee and student population.

Innovation

Ohio Business College encourages open communication and maintains flexibility in its response to students, service members, faculty and business leaders. We provide technology and instruction which is reflective of the ever-changing business, health care, and trades environment.

COLLEGE OBJECTIVES

To offer a curriculum which is a contemporary blend of theory and practical application and which reflects Ohio Business College's mission and vision.

To recognize that the student is central to our efforts and provide a supportive learning environment both in and outside the classroom.

To recruit, develop and support a faculty which embodies the values of Ohio Business College and supports its mission and goals.

To maintain active involvement with the business, health care, and trades community to enhance all aspects of the programs.

To continually put forth an effort to identify appropriate goals and objectives; formulate and implement strategies to achieve those goals; and develop processes to measure actual performance against goals.

To utilize a variety of assessment methods to ensure graduates and students are evaluated fairly.

OHIO BUSINESS COLLEGE

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Allied Health Curriculum Code 20, 23
Trades Code 20, 23

<p><u>Sheffield Village (Main Campus)</u> 5095 Waterford Drive Sheffield Village, Ohio 44035 Registration Number 1481</p> <p>Phone: Local 440.934.3101 Toll Free 888.514.3126 Fax 440.934.3105</p>	<p><u>Sandusky (Branch Campus)</u> 5202 Timber Commons Drive Sandusky, Ohio 44870 Registration Number 1480</p> <p>Phone: Local 419.627.8345 Toll Free 888.627.8345 Fax 419.627.1958</p>	<p><u>Driving Academy (Branch Campus) - Dayton</u> 5450 Salem Avenue Dayton, Ohio 45426 Registration Number 2138</p> <p>Phone: Toll Free 800.860.7364</p>
<p><u>Trades Academy (Extension) - Lorain</u> 5075 Pearl Road Lorain, OH 44055</p>		

Date of Publication: April 2024



Sheffield Village (Main Campus)



Sandusky (Branch Campus)



Driving Academy (Branch Campus)



Trades Academy (Extension)

TABLE OF CONTENTS

<i>GENERAL INFORMATION</i>	4
ABOUT OHIO BUSINESS COLLEGE	4
CATALOG, CATALOG CHANGES, AND REVISIONS	4
WELCOME! FROM THE OFFICE OF THE CAMPUS DIRECTORS	4
SAFETY IN EDUCATION IS OUR BUSINESS	4
HISTORY	4
FACILITIES AND EQUIPMENT	5
ACCREDITATION, APPROVALS, AND MEMBERSHIPS	6
ADMISSIONS	6
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY	7
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS	7
GRADING CRITERIA	8
GRADING SYSTEM	8
EARNING CREDIT	12
WITHDRAWAL POLICY	13
ATTENDANCE POLICY	15
STUDENT CODE OF CONDUCT AND DISMISSAL FROM SCHOOL	16
REFRESHER POLICY	17
TRANSCRIPTS	17
EXTERNSHIP/PRACTICUM	17
GRADUATION REQUIREMENTS FOR ALL PROGRAMS	17
DRUG AND ALCOHOL POLICY	18
DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND PROCEDURES	18
TITLE IX COORDINATOR	19
GRIEVANCE PROCEDURE	19
CAMPUS SECURITY AND CRIME STATISTICS	19
RIGHT TO KNOW ACT	20
STUDENT SERVICES	20
ARTICULATION AGREEMENTS	21
STUDENT RECORDS POLICY (FERPA)	21
TUITION, FEES, PAYMENT AND REFUND POLICY	22
FINANCIAL AID INFORMATION	22
PROFESSIONAL JUDGMENT POLICY	24
REFUND POLICY	25
CONSUMER INFORMATION REQUIREMENTS	28
ORGANIZATION AND STRUCTURE	28
<i>BUSINESS PROGRAMS</i>	29
ACADEMIC CALENDAR FOR BUSINESS PROGRAMS	29
ADMISSIONS REQUIREMENTS FOR THE BUSINESS PROGRAMS	31
ACADEMIC POLICIES	31
PROGRAMS OF STUDY	32
COURSE DESCRIPTIONS	36
<i>ALLIED HEALTH PROGRAMS</i>	41
ACADEMIC CALENDAR FOR PRACTICAL NURSING PROGRAM	42
ADMISSIONS REQUIREMENTS FOR THE PRACTICAL NURSING PROGRAM	43
ESSENTIAL ABILITIES REQUIRED FOR THE PRACTICAL NURSING PROGRAM	43
GRADING SCALE	43
STUDENT ATTENDANCE	44
LAB AND CLINICAL ATTENDANCE	44
DRESS CODE POLICY	45
PRACTICAL NURSING COURSE DESCRIPTIONS	47
ACADEMIC CALENDAR FOR MEDICAL ASSISTING	49
ADMISSIONS REQUIREMENTS	50
SCHEDULED CLASS HOURS	50
SUPPLIES AND BOOKS	50
DRESS CODE	50
MEDICAL ASSISTING COURSE DESCRIPTIONS	52

<i>TRADES PROGRAMS</i>	54
DRIVING ACADEMY	55
INSPECTION OF SCHOOL LICENSES	55
AGENCY, BUSINESS, AND INDUSTRIAL SERVICE PROGRAMS	55
PROGRAM OFFERED.....	55
ADMISSIONS REQUIREMENTS	55
ENROLLMENT PROCEDURES	55
SATISFACTORY PROGRESS	56
GRADING SYSTEM	56
ATTENDANCE	57
STUDENT SERVICES	58
JOB PLACEMENT	58
TUITION, FEES, PAYMENT AND REFUND POLICY	58
EDUCATIONAL OBJECTIVES	59
ACADEMIC CALENDAR	59
WEEKEND TRAINING PROGRAM.....	59
TRUCK DRIVER TRAINING GT III	60
COURSE DESCRIPTIONS	60
ACADEMIC CALENDAR FOR TRADES PROGRAM	61
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC/R)	62
HVAC/R COURSE DESCRIPTIONS	63
ELECTRICAL APPLICATIONS.....	64
ELECTRICAL APPLICATIONS COURSE DESCRIPTIONS	65
<i>ESTIMATED TUITION AND FEES SCHEDULE</i>	66
<i>FACULTY/STAFF LISTINGS</i>	68
SHEFFIELD VILLAGE (MAIN CAMPUS)	68
TRADES ACADEMY (EXTENSION).....	69
SANDUSKY (BRANCH CAMPUS).....	70
DAYTON (BRANCH CAMPUS).....	71





GENERAL INFORMATION

ABOUT OHIO BUSINESS COLLEGE

Ohio Business College is a private, specialized college dedicated to thorough training for successful business, allied health, and trades careers.

Ohio Business College is accredited by the Commission of the Council on Occupational Education.

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770.396.3898 or 800.917.2081
<http://www.council.org/>

Ohio Business College holds a Certificate of Registration and Program Authorization and is authorized to grant Associate Degrees from:

State Board of Career Colleges and Schools
30 East Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215
Phone: 614.466.2752 or 877.275.4219
Website: <http://www.state.oh.us/scr/>

Ohio Business College holds a State of Ohio Certificate of Authorization for the Associate of Applied Business degrees from:

Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215
<https://www.ohiohighered.org/>

Ohio Business College is a proprietary, taxpaying institution owned by:

Tri-State Educational Systems, Inc.
6690 Germantown Road
Middletown, OH 45042-1299
Phone: 513. 424.1237 or 800.860.7364

Ohio Business College - Driving Academy holds a State License from:

Ohio Department of Public Safety
1970 West Broad Street
Columbus, OH 43223
<https://www.publicsafety.ohio.gov/>

Ohio Business College has full approval for the Practical Nursing program from:

Ohio Board of Nursing.
17 South High Street, Suite 660
Columbus, Ohio 43215-7410
Phone: (614) 466-3947
<https://nursing.ohio.gov/>

Ohio Business College is approved for the State Tested Nurse Aide certificate from:

Ohio Department of Health
Bureau of Survey and Certification, NATCEP
246 N. High Street
Columbus, OH 43215
Telephone: 614.752.8285
Website: <https://odh.ohio.gov/>

CATALOG, CATALOG CHANGES, AND REVISIONS

The statements in this catalog are for information only. The provision of this publication does not form a contract between the student and the college. Ohio Business College retains the right to revise programs of study, hours of classes, the school calendar, and any other information listed in this publication or herein attached or inserted. Changing conditions and requirements may dictate such changes at any time.

*NOTE: This catalog consists of a general section followed by program sections in the categories of: Business Programs, Allied Health Programs, and Trades Programs.

WELCOME! FROM THE OFFICE OF THE CAMPUS DIRECTORS

Throughout life, it is important to be well prepared with basic practical skills and knowledge to ensure our future. These tools help provide us with employment opportunities which enable us to rise with confidence to our desired social and economic goals. At Ohio Business College, we provide training in the health care, business, information technology, and trades fields. Our emphasis is on serving the needs of our community while providing a caring, respectful and exhilarating learning environment for our students. We foresee the increasing importance of our course offerings in meeting the employment needs of the future. Our triumph is in our students as they graduate and find meaningful employment in their area of study. As a partner in helping our students reach their goals, we take great pride in the many successes we have seen and look forward to a future of guiding each individual student as they walk on their path to achievement.

SAFETY IN EDUCATION IS OUR BUSINESS

Safety, a daily commitment at Ohio Business College - Driving Academy, is an integral part of the driver education program. We believe there is no one thing a graduate should be more conscious of than safety awareness. After compiling a record that includes millions of safe driving miles and multiple safety awards, our faculty maintains rigid standards in all aspects of safety-related training. It is the responsibility of every driver to ensure proper techniques are consistently followed on the nation's highways. At Ohio Business College - Driving Academy, our emphasis is on keeping pace with new knowledge and technologies being used in the commercial vehicle operation industry. We foresee the increasing importance of our course offerings as a means of providing the necessary knowledge for you to succeed. We pledge to you to remain alert to changes and new developments in the fast-changing commercial vehicle operation, and we shall be among the first to adapt to such developments. At Ohio Business College - Driving Academy, we are "Giving You the Power to Earn." To this end, Ohio Business College - Driving Academy takes pride in a 40-year tradition of "safety excellence."

HISTORY

SHEFFIELD VILLAGE (MAIN CAMPUS)

Ohio Business College, originally known as Lorain Business College, is a private, co-educational institution of higher business education. Founded in 1903, the college was originally

located in downtown Lorain on the corner of Sixth Street and Broadway Avenue. The college was under the same management from 1913 until 1980, when the Julia Corporation acquired it. The management of the Julia Corporation then relocated the college to 1907 North Ridge Road in Lorain. In October 1997, Tri-State Educational Systems, Inc. purchased the college, which at the time was known as Southeastern Business College. The name was officially changed to Ohio Business College in April 1998. In March 2008 the college was relocated to the present location of 5095 Waterford Drive in Sheffield Village. The campus is easily accessible from I-90 and its location in the Waterford Development can be reached via entrances from both Abbe Road (Rt. 301) and Detroit Road (Rt. 254).

TRADES ACADEMY (EXTENSION)

In January 2019, Ohio Business College expanded its program offerings to include trades programs. In order to accommodate trades programs, the college secured a campus extension located at 5075 Pearl Road, Lorain, Ohio. This facility is a 10,248 square foot standalone building with five classrooms, open lab with residential and commercial heating, air conditioning, refrigeration equipment, library, administrative offices, and student break room. The main trades program that is offered at this facility is the Heating, Ventilation, Air Conditioning, Refrigeration diploma program.

SANDUSKY (BRANCH CAMPUS)

The Sandusky Campus opened its doors to students for the first time on September 27, 1982, as Lorain Business College. It, too, was owned first by the Julia Corporation and acquired by Tri-State Educational Systems, Inc. in October 1997. The Sandusky Campus is located in Perkins Township, Erie County, Ohio, a community on the shores of Lake Erie. In 2006, the Sandusky Campus moved into a newly constructed 15,000 square foot facility, in one of the busiest shopping areas, still located in Perkins Township. This standalone structure was built especially for the college and offers 14 classrooms for the convenience of the students. It offers bright classrooms that are sufficient in size for the small classes they maintain. There is plenty of private parking in a well-lit lot. Programs offered, regulations, and eligibility is the same as those of the Sheffield Village Campus.

DRIVING ACADEMY (BRANCH CAMPUS)

In June 2019, Ohio Business College – Driving Academy moved to a new location in Dayton, Ohio, Montgomery County. The facility is a single floor building with OBC occupying 11,763 square feet. Additionally, OBC has access to ample acreage for the range portion of the truck driving program. This new facility is located approximately 4 miles south of Interstate 70 and 7 miles west of Interstate 75. This facility offers a more convenient location for students to access. Previously, Ohio Business College - Driving Academy operated the branch campus in Middletown, Ohio under the name of Tri-State Driver Training, Inc. Tri-State Driver Training, Inc. was established in 1969 by a fleet owner who foresaw the industry need for drivers who could meet U.S. Department of Transportation standards and who would have the formal training to be safe on the road. The school was acquired by the present owners in 1986, who greatly expanded its facilities and services but retained the ideals and goals of its founder. During

this time, the corporation assumed the doing business as name of Tri-State Semi Driver Training, Inc., for the purpose of more direct identification of the type of training provided. The school also became an industry recognized leader in the training of professional over-the-road truck drivers.

The United States Department of Labor projects strong growth in the service sector of the economy and especially a need for more competent, properly trained, long-distance truck drivers who can successfully complete the cycle from limited or no training to a DOT Certification. Evolving manpower needs must be satisfied if labor is to continue to meet the economic expectations of the nation. The Driving Academy is producing graduates that are meeting these needs.

FACILITIES AND EQUIPMENT

FACILITIES

The campuses have classrooms with central heating and air conditioning. The interiors have diffused lighting, acoustical ceilings, and carpeted or tiled floors. The colleges enjoy a smoke-free environment. Smoking is prohibited in all areas of the building (permitted outside in designated smoking areas only). The colleges are handicap accessible.

Under no circumstances are children allowed in the classrooms or break rooms during scheduled class times.

The student lounge provides for student relaxation before and after class and during class breaks. Coffee, soft drinks, and light snacks may be purchased at this time. All students are expected to leave their areas neat and free from trash. Food and beverages are not permitted in the classrooms.

To help ensure academic honesty, audio and visual monitoring of the classrooms and testing rooms may be performed.

The libraries of each school are open during posted hours. Reference materials must be used in the library. Electronic reference materials are also available for student use and can be accessed through the computers found in computer labs. The excellent facilities of local public libraries are also freely available to all students, regardless of residency.

EQUIPMENT

Each school uses modern and appropriate training equipment for its students including computers, transcribing equipment, and other equipment as needed. In addition, audio-visual equipment is utilized in the classrooms to enhance instructors' presentations of course material.

The truck driving range provides ample acreage for students to master vehicle maneuvers using tractors coupled with up to 53-foot trailers equipped with various transmissions typically used in the industry.

The Practical Nursing program at the Sandusky Branch Campus has two skills labs that are equipped with hospital beds, IV poles, patient mannequins, venipuncture practice arms, blood pressure cuffs, and a multitude of additional hospital equipment and numerous supplies. The simulation lab is equipped with high-fidelity as well as moderate-fidelity patient mannequins.

INDEMNIFICATION/MODIFICATION

The student releases and indemnifies Ohio Business College, its agents, employees, and its representatives from and against all liabilities, damage, and other expenses which may be imposed upon, incurred by, or asserted against them by reason of bodily injury or property damage which may be suffered from any cause while enrolled and attending Ohio Business College. Each student is responsible for his or her own equipment and personal property.

In keeping with the Ohio Business College philosophy of immediate response to the needs of students and prospective employers, and to carry out the purposes and objectives of the school, we reserve the right to make modifications in course content, curriculum structure, administration, faculty, tuition and fees, or any other school activity or policy at any time deemed necessary and appropriate by the executive staff and management team. Students will be notified of any changes that occur after publication of this catalog. Such updates supersede this catalog.

AN EQUAL OPPORTUNITY INSTITUTION – NON-DISCRIMINATION POLICY

Ohio Business College is committed to a policy of equal opportunity in all areas of education and employment. Accordingly, Ohio Business College does not practice or condone discrimination in any form against students, employees, or applicants for admission or employment on the basis of race, sex, handicap, age, religion, national origin, or veteran status. Ohio Business College is committed to full compliance with all federal laws and regulations prohibiting discrimination.

Loss and liability

The school is not responsible for loss of personal property whether the loss is incurred by theft, fire, or other causes. Students are cautioned to keep personal possessions either in sight or in their possession. The release of liability policy is in effect as stated on the back of the Enrollment Agreement.

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

ACCREDITATION

Ohio Business College is accredited by:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770.396.3898 or 800.917.2081
<http://www.council.org/>

APPROVALS AND LICENSES

- ◆ Ohio State Board of Career Colleges and Schools
- ◆ Ohio Board of Nursing
- ◆ Ohio State Approving Agency for Training Veterans, Veteran's Widows, and Orphans
- ◆ Ohio State Approving Agency for Training of Students under Vocational Rehabilitation and Disabled Veterans
- ◆ Ohio Department of Health, State Tested Nurse Aide
- ◆ Ohio Department of Higher Education

- ◆ Ohio Academic Scholarship
- ◆ Ohio National Guard Scholarship
- ◆ Authorized Pearson VUE Testing Center
- ◆ Authorized Certiport Testing Center
- ◆ Ohio Department of Public Safety (licensed as a CDL Driver Training School)
- ◆ VA Educational Benefits

Ohio Business College is an eligible institution authorized by the U.S. Department of Education to participate in federal student financial aid programs.

Ohio Business College has available, upon request, a copy of the documents describing the licensing, accreditation, or approvals granted to the school. These can be obtained from the Campus Director.

MEMBERSHIPS

- ◆ Better Business Bureau
- ◆ National Association of Student Financial Aid Administrators
- ◆ Ohio Association of Student Financial Aid Administrators
- ◆ Ohio-Michigan Association of Career Colleges and Schools
- ◆ Council of Higher Education Accreditation
- ◆ CVTA (Commercial Vehicle Training Association)
- ◆ Commercial Driver Training Foundation, Inc.
- ◆ OTA (Ohio Trucking Association)

ADMISSIONS

ADMISSION REQUIREMENTS

Admissions Requirements for business, allied health programs, and trades:

- ◆ Ohio Business College requires an applicant for regular enrollment in a degree or diploma program either to be a high school graduate or to have a GED certificate. As proof, an applicant must provide acceptable documentation in the form of:
 - an official high school transcript
 - an official GED transcript
 - or, an official proof of completion of a state approved home schooled program
- ◆ This documentation must be received by the college within 30 days from the start of the quarter the student enrolled. If the appropriate documentation is not received within the 30 days, the student will be withdrawn from school and financial aid will not be awarded.
- ◆ Ohio Business College will evaluate the validity of a student's high school completion if the school has reason to believe that the high school diploma is not valid. Ohio Business College has established and follows a process to evaluate the validity of a student's high school completion that includes (1) receiving documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirming with or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

***NOTE:** The high school diploma or transcript requirement can also be from a foreign school if the evaluation indicates it is equivalent to a U.S. high school diploma; documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

- ◆ Students attending high school may be admitted to Ohio Business College provided written permission is obtained from their parents and principal or guidance counselor. Although not eligible for financial aid until they have actually graduated, high school juniors and seniors will be accepted for enrollment contingent upon their completion of their high school diploma. These students may be enrolled under special standing only.
- ◆ A personal interview is conducted with all interested applicants during which an admissions representative will discuss the school's programs in relation to the applicant's career goals, individual motivation, and potential for success in both training and in subsequent employment.
- ◆ Sign the enrollment agreement, pay the application fee, and high school transcript fee (if applicable). (If a check is returned to Ohio Business College for insufficient funds, a \$30 return check fee will be charged to the applicant.)
- ◆ Applicants interested in taking special interest courses, who do not declare a program of study, will be enrolled as special students. Special students are not eligible for Federal Financial Aid.
- ◆ Ohio Business College is open to all applicants, without discrimination on the basis of race, religion, national origin, age, sex, or disability.
- ◆ Prospective students, who have earned their high school diploma through home schooling, will be required to provide the following information: proof of the completion of a state approved program including date of completion of all requirements for graduation; provide a transcript created by the state approved program OR the parent who performed the home-schooling instruction along with course descriptions. If the prospective student cannot provide all the information as listed above, the prospective student must complete the GED test and request a transcript before they can be enrolled at the college.

Ohio Business College offers open enrollment, but the College does reserve the right to deny admission to applicants who are deemed to not have the minimum academic ability to successfully complete course requirements or who may put the College, its employees or students at risk.

For additional admission requirements that are program specific, refer to the Admissions Requirements section of the specific programs in:

- Business Programs
- Practical Nursing Program
- Allied Health
- Truck Driving Program

LATE REGISTRATION

Late Registration for business and Trades students is permitted only during the first eight (8) schooldays of the quarter with Campus Director and Educations' approval. Late Registration

for Medical Students is permitted only during the first five (5) school days of the quarter with Campus Director and Educations' approval.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

Ohio Business College does not discriminate in its educational programs and activities (which extends to employment and admission) on the basis of race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, ancestry, physical or mental disability, medical condition (as defined under Ohio law), military or veteran status, family care status, sexual orientation, sex (which includes gender identity and expression, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily-protected leave, or any other basis protected by law.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

BUSINESS, ALLIED HEALTH, AND TRADES PROGRAMS

**For satisfactory academic progress requirements for the Driving Academy, refer to the Driving Academy section of this catalog.

UNITS OF CREDIT

One clock hour consists of fifty (50) minutes of instruction and a ten (10) minute break.

- ◆ The Business programs are conducted on a quarter credit hour basis with 10-week quarters. The week following a 10-week quarter (week 11) is for final exams and make up classes.
- ◆ The Practical Nursing program is conducted on a quarter credit hour basis with 10-week quarters. The week following a 10-week quarter (week 11) is for make-up classes.
- ◆ The Medical Assisting with a 12-week quarter.
- ◆ The Trades programs are conducted on a quarter credit hour basis in 12-week quarters.

One-quarter credit hour is awarded for each ten (10) hours of lecture, one-quarter credit hour is awarded for each twenty (20) hours of supervised laboratory instruction, and one-quarter credit hour is awarded for each thirty (30) hours of externship/practicum. A student carrying 12 quarter credit hours or more is considered to be a full-time student.

Out of class student work is a necessary extension of the school day and an important part of the educational process. Out of class student work is meant to increase student understanding of the subject matter and assist students in keeping up with material presented in class through critical thinking, concept formation, and information processing. Out of class student work activities, assigned by the teacher, may consist of: preparing for a new lesson, strengthening skills already taught, reading, answering questions, research for projects, writing assignments, preparing presentations, and observations. Generally, for every one hour of classroom lecture requires two hours of out of class student work.

The academic year for the Business Programs and the Practical Nursing program is defined as 9 months or 36 credits. The academic year for the day Allied Health Programs and Trades Programs is defined as 36 quarter credits and 36 weeks. The academic year for the evening Allied Health Programs is defined as 36 quarter credits and 48 weeks.

GRADING CRITERIA

A student at Ohio Business College generally receives grades on classroom participation, laboratory and project work, written examinations, and homework.

For the Business Programs, final exams are given immediately following the last day of the 10-week quarter. For the Practical Nursing program, final exams are given during week 11 of the quarter. For the Trades programs, final exams are given during week 12 of the quarter. For the Medical Assisting and Medical Office Specialist Programs, final exams for the day programs are given week 12 of the quarter and week 16 of the evening programs.

All final grades are given at the end of each quarter in all subjects taken by the student. Any student challenging a grade must do so, in writing to the Registrar, no later than Friday of the first week of the next quarter.

GRADING SYSTEM

A 2.0 cumulative grade point average/qualitative measure is required for graduation from all programs. For all classes, the following grading scale is used:

		APPLIES TO:	
		CGPA	PACE
AU	AUDIT or GRADUATE REFRESHER (No grades are assigned)	NO	NO
AD	AUDIT/REFRESHER DROP	NO	NO
FR	FAILED REPEAT	Highest Grade	Both initial and new
SR	SATISFACTORY REPEAT	Highest Grade	Both initial and new
I	INCOMPLETE	YES	YES
PT	PROFICIENCY TEST	NO	YES
CC	CERTIFICATION CREDIT	NO	YES
T(Transfer)	TRANSFER CREDIT (Includes any credit counted toward the student's new program; must have a grade of C or higher)	NO	YES
CF (Carried Forward Grade)	CARRIED FORWARD (Includes any credit carried forward due to a program change initiated by the institution)	YES	YES
WD	REFER TO WITHDRAWAL SECTION OF CATALOG FOR SPECIFIC DETAILS	NO	NO
W	REFER TO WITHDRAWAL SECTION OF CATALOG FOR SPECIFIC DETAILS	NO	YES

		APPLIES TO:	
		CGPA	PACE
WF	REFER TO WITHDRAWAL SECTION OF CATALOG FOR SPECIFIC DETAILS	YES	YES

Letter Grade	Definition	Quality points
A+	98-100%	4.25
A	93-97%	4.00
A-	90-92%	3.75
B+	87-89%	3.25
B	83-86%	3.00
B-	80-82%	2.75
C+	77-79%	2.25
C	70-76%	2.00
D	60-69%	1.00
F or WF	Below 60% = Failing	0.00

**Note-Truck Driver Training program and the Practical Nursing program have different grading scales. Refer to the Truck Driver Training and Practical Nursing sections of the catalog.

Cumulative Grade Point Average (CGPA) is determined by dividing total quality points earned by total possible credits per course. CGPA is computed each quarter for all hours attempted at the college. CGPA and PACE (PACE Measurement) will be affected by failure to resolve I's and F's. The college strongly recommends that any class in which a D is earned be retaken so that a higher grade may replace the D. When a grade is replaced, only the highest grade earned will be counted in the CGPA but hours attempted for PACE will include both the original and the repeated hours.

SATISFACTORY ACADEMIC PROGRESS

Students are expected to meet specific standards of satisfactory academic progress (SAP) while working toward a degree or diploma at Ohio Business College. Students who meet the SAP standards are considered in "good standing." For students receiving financial aid assistance, who cease attendance in a program, SAP standards are applied consistent with guidance provided by the US Department of Education concerning Return of Title IV funds. The satisfactory academic progress policy combines two factors: (1) the student's **Cumulative Grade Point Average/Qualitative Measure** (CGPA) and (2) the **PACE measurement/Quantitative Measurement** (PACE). PACE is the ratio of credit hours attempted to credit hours completed in the program in which the student is enrolled. Students who do not meet SAP standards are informed either by mail or by the schools Learning Management System, and are counseled by the Director of Education and Department Head regarding their academic options. The following standards of satisfactory academic progress at Ohio Business College remain in effect for all students, whether or not they are financial aid recipients.

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

SAP STANDARDS			
For Business Programs			
Credit hours attempted	Evaluation Point	Required CGPA	Minimum Successful Course Completion (PACE)*
1-12	Quarterly	1.50	67%
13-24	Quarterly	1.75	67%
25 or more	Quarterly	2.00	67%
For Allied Health and Trades Programs			
Quarterly progression at Fulltime Status of Credit hours attempted	Required CGPA	Minimum Successful Course Completion (PACE)*	
Quarter 1	1.75	67%	
Quarter 2	1.85	67%	
Quarter 3	2.00	67%	
Quarter 4	2.00	67%	
For Practical Nursing Program			
Quarterly progression at Fulltime Status of Credit hours attempted	Required CGPA	Minimum Successful Course Completion (PACE)*	
Quarters 1 – 4	2.00	67%	

- ◆ Students may repeat previously passed courses once while receiving Title IV financial aid. Students wishing to repeat successfully passed courses must check with the Financial Aid Department to determine availability of funding. Some funding sources may not allow successfully passed courses to be repeated.
- ◆ Students repeating a class(es) in which they received a “D”, “F”, “W,” or “WF” will be provided with an Academic Advisement Plan during the quarter(s) they repeat the course.

*Refer to the Practical Nursing and Truck Driving Training sections of this catalog for the Grading System specific to those programs.

- ◆ Students who receive an “I” (Incomplete) for a course will have seven (7) days after the later of the last scheduled class for the quarter end or makeup/exam date to complete the course. Should the student not complete the required work the “I” reverts to an “F.”

PACE

PACE is the maximum time length a student can attempt completion of a program. For credit-hour programs, PACE is not more than 150 percent of the published length of the academic program and any necessary essential classes.

PACE	
Normal Completion Time of Program	Maximum Credits a Student May Attempt
Diploma 40 Credit Hours	60 Quarter Credits
Diploma 48 Credit Hours	72 Quarter Credits
Diploma 55 Credit Hours	82 Quarter Credits
Diploma 64 Credit Hours	96 Quarter Credits
Diploma 70 Credit Hours	105 Quarter Credits
Associate 92 Credit Hours	138 Quarter Credits

CUMULATIVE GRADE POINT AVERAGE (CGPA)

All students are required to maintain a specific grade point average based on the number of credit hours attempted in relation to the required Cumulative Grade Point Average (CGPA) in order to remain enrolled.

*Required % of Credit Hours Earned of Total Credit Hours Attempted

EVALUATION POINTS IN THE ACADEMIC PROGRAM

A student is evaluated at the end of every quarter based on Ohio Business College’s academic standards. “Credit Hours Attempted” are those credit hours for which a student is given transfer credit and those for which a student is considered financially obligated.

REMEDIAL COURSEWORK – NON-PUNITIVE GRADES

Any remedial courses (MA 100 Essential Math and LA 100 Essential English) a student is required to take will apply to the

The the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education notifies the financial aid office if the school changes its academic policies.

A student is evaluated at the end of every quarter based on Ohio Business College’s academic standards.

REPEAT CLASSES AND INCOMPLETE GRADES

Grades of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “D” indicate the student successfully completed that particular course. The policy on repeating courses is as follows:

- ◆ Students who received a grade of “F,” ”W,” or “WF” must successfully repeat that course prior to:
 - Taking any course to which, the failed course is a prerequisite; and
 - Graduation.
- ◆ Students who received a grade of “F” or “WF,” once the course is repeated, the highest grade earned will be counted in the CGPA calculation.
- ◆ When a failed course is repeated the previous grade will become an FR on the transcript.
- ◆ When a previously passed course is repeated the lowest grade becomes an SR on the transcript.
- ◆ All attempted courses, including repeats, will be included in the PACE measurement calculation.
- ◆ Students will be able to repeat a previously failed course no more than two times unless approved by the Director of Education and Campus Director.
- ◆ The full tuition rate will be charged for retakes of the same course.

standards of satisfactory academic progress. A non-punitive grade is a grade that does not count as credits earned. The college does not offer remedial courses that have a non-punitive grade.

READMISSION/REENTRY

A student who has withdrawn from school for more than one quarter must reapply and register for classes under the current curriculum. The student must understand that when he or she reenters, sequence classes may not be immediately available. Full time status may be affected. A student who reenters (under the same program enrolled in when they left) will return under the same SAP status (ex. Good Standing, Academic Warning, Academic Probation/Financial Aid Warning). A student who reenters under a new program from when they left will have their curriculum re-evaluated and may be placed on a max SAP status of Academic Warning during their initial quarter.

A student who has withdrawn from school for more than one year must reapply, pay all applicable fees, and complete the current assessment.

A student terminated for academic reasons (not maintaining SAP), may re-enter under an approved academic appeal.

A student dismissed for reasons other than academic (See Student Code of Conduct and Dismissal from School under Academic Policies) must apply for reentry in writing to the Campus Director and show just cause for readmission to Ohio Business College.

The Campus Director, Director of Education, Student Accounts Specialist, Registrar, and Financial Aid Administrator must approve all applicants for readmission.

ADDITIONAL CREDENTIAL – DUAL DEGREE

A student may only be enrolled in one program at a time. Any graduate desiring to earn an additional credential will have all previously completed courses applied to their new curriculum. All grades earned will be applied and used in determining SAP compliance.

MEETING STANDARDS OF SATISFACTORY PROGRESS

The normal progression of SAP is:

1. **Academic Warning** – this is issued at the end of a quarter when it is determined that a student is at risk of not meeting the academic standards (CGPA and/or PACE). Students will be placed on Academic Warning for the following reasons:

At Risk of Exceeding PACE

Students who are at risk of not meeting PACE requirements will be given one quarter of Academic Warning to achieve the minimum standards. Academic Warning is issued when a student's PACE falls between 67.1% and 70% (for all programs).

At Risk of Failure to Meet CGPA

Students who are at risk of not meeting the minimum CGPA requirements will be given one quarter of Academic Warning to achieve the

minimum CGPA. Academic Warning will be issued if a student's CGPA falls below:

For business programs

- ◆ 1.75 after attempting 1-12 credit hours
- ◆ 2.00 after attempting 13-24 credit hours
- ◆ 2.25 after attempting 25 or more credit hours

For allied health and trades programs

- ◆ 1.85 after the first quarter of full-time status
- ◆ 1.95 after the second quarter of full-time status
- ◆ 2.25 after the third quarter of full-time status

At the end of the Academic Warning quarter, the student's satisfactory progress is evaluated to determine if:

- ◆ The student has returned to good standing;
- ◆ The student remains on Academic Warning for an additional quarter;
- ◆ The student is placed on Academic Probation/Financial Aid Warning.; or
- ◆ The student can choose to do a curriculum change (refer to Change of Curriculum).

Academic Warning cannot be appealed. There is no limit to the number of times a student can be placed on Academic Warning.

2. **Academic Probation/Financial Aid Warning** – this is issued at the end of a quarter when it is determined that a student is not in compliance with the SAP Standards (CGPA and/or PACE). A student may appeal Academic Probation (Financial Aid Warning does not need to be appealed). A student who is placed on Academic Probation/Financial Aid Warning maintains financial aid eligibility and the student must complete an Individual Academic Plan with their Advisor.

At the end of the Academic Probation/Financial Aid Warning quarter, the student's satisfactory progress is evaluated to determine if:

- ◆ The student has returned to good standing;
- ◆ The student is placed on Academic Warning; or
- ◆ The student is placed on Academic Termination / Financial Aid Probation.
- ◆ The student is in compliance with their current Individual Academic Plan and the plan is reviewed and updated for subsequent quarter(s).

Exceeding PACE

Students who do not meet PACE requirements will be given one quarter of Academic Probation / Financial Aid Warning with continued financial aid eligibility to achieve the minimum standards (see table). The minimum PACE standard is when it falls below 67%.

Failure to Meet CGPA

Students who do not meet the minimum Cumulative Grade Point Average requirements will be given one quarter of Academic Probation/Financial Aid Warning with continued financial aid eligibility to achieve the minimum cumulative grade point average/qualitative measure for the next evaluation point. Refer to the table for the minimum CGPA requirements.

3. **Academic Termination/Financial Aid Probation** – this is issued when a student has had one quarter of Academic Probation/Financial Aid Warning and has failed to come into compliance with the SAP standards (CGPA and/or PACE). At this time the student’s Title IV HEA funding is suspended. The student has the following options:
 - ◆ The student may have their Title IV HEA financial aid eligibility reinstated by filing an appeal. (refer to Academic Appeal Procedures).

INDIVIDUAL ACADEMIC PLAN

When a student is placed on Academic Probation or Academic Termination/Financial Aid Probation, they will be required to be placed on an Individual Academic Plan. Under the IAP, the student will be required to agree to the written plan which will specify how the student will regain SAP. The IAP plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.

Students in any program with less than full time status may need additional quarters to reach the attempted credit hour levels for SAP purposes. The student must successfully complete their Individual Academic Plan (IAP) each quarter to be in compliance. The Max IAP Quarter table identifies the maximum consecutive quarters the student may be on Academic Probation/Financial Aid Warning.

Max IAP Quarters	
Student Status	Consecutive Quarters
Full Time	2
Half Time	4
less than Half Time	7

FIRST AND SECOND QUARTER STUDENTS

Students enrolled in an associate degree or diploma program who do not meet SAP standards during their first or second quarter will be placed on Academic Probation/Financial Aid Warning for their next quarter. Students must complete an Individual Academic Plan with their Advisor to be eligible for the additional quarters.

If at the end of 24 attempted credit hours for business programs or the second quarter for trades and allied health, it is determined that the student will be unable to come into compliance by 36 attempted credit hours for business programs or the third quarter for an allied health program or trades program, the student will be placed on Academic Termination/Financial Aid Probation.

ACADEMIC/FINANCIAL AID APPEAL PROCEDURES

The student has the option to appeal Academic Probation (Financial Aid Warning does not need to be appealed) and Academic Termination/Financial Aid Probation. The college has an Academic Appeals Committee, whose purpose is to review academic appeals. The following procedures are to be followed:

- a. The student must submit an appeal, in writing, to the Director of Education. The appeal must include an explanation of the mitigating circumstances along with appropriate documentation. Mitigating circumstances could include: serious illness, severe injury, or death in the family during the quarter. Appropriate documentation could include: a physician statement, medical records, or a death certificate. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation period.
- b. The appeal must be filed prior to the quarter they wish to return or at the end of the first week of the quarter for continuing students.
- c. The Academic Appeals Committee will meet within ten days to determine whether the documentation provided is sufficient and the student has the desire and academic ability to progress satisfactorily to warrant a suspension of SAP standards. The student will be notified in the form of a letter and emailed to the student’s school email address.
- d. If the Academic Appeals Committee accepts the appeal:
 - i. Academic Probation (Financial Aid Warning does not need to be appealed) the SAP standards will be suspended for the quarter. The student’s satisfactory progress is reevaluated at the end of the quarter.
 - ii. Academic Termination/Financial Aid Probation: the students will be placed on an Individual Academic Plan and they will regain Title IV HEA eligibility for the next eligible payment period. At that time, the student’s IAP plan will be reviewed to determine if they are in compliance or at a minimum meeting the IAP plan.
 - iii. Allied Health Attendance Termination Appeal: the students will be placed on an Individual Academic Plan and they will regain Title IV HEA eligibility for the next eligible payment period. At that time, the student’s IAP plan will be reviewed to determine if they are in compliance or at a minimum meeting the IAP plan.
- e. If the Academic Appeals Committee does not accept the appeal, the SAP standards will apply.

CONDITIONS FOR REINSTATEMENT

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated CGPA and PACE levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after the student returns to satisfactory CGPA and PACE levels.

CHANGE OF CURRICULUM

A student electing to change curriculum must do so with the understanding that graduation may be delayed. Furthermore, curriculum changes may result in a student’s inability to continue on a full-time basis. Any student desiring a change of curriculum must schedule an appointment with the Registrar to

discuss the effects of a change in curriculum. A curriculum change will require a new enrollment agreement/addendum and financial aid repackaging. All coursework previously attempted and part of the new curriculum will be applied and used in determining SAP compliance. This includes those courses in which a student received a grade of A-F, FR, CC, CF, PT, T, SR, W, or WF (see Grading System for further definitions). The SAP standards will be recalculated under the new curriculum.

A student who is placed on Academic Probation/Financial Aid Warning must meet with the Registrar and Director of Education to determine eligibility to make a curriculum change due to SAP standards.

NOTE: A change of curriculum may have an effect on a student's SAP status.

EARNING CREDIT

A student can earn credit by the traditional process of enrolling in and completing a course through the completion of coursework. Students may earn credit by additional methods at the College: Credit by Exam, Proficiency Test, or Certification Credit and Transfer of Credit from another institution.

There is a limit to the number of credits that will be granted for Proficiency, and Certification which is no more than 5 courses for an associate degree and 2 courses for a business diploma.

The Transfer of Credit from another institution is also limited depending on the program. For the business and trades programs, a student can transfer no more than the equivalent of 36 quarter credits into an associate degree and no more than 8 quarter credits into a business diploma. The Medical Assisting program is a competency-based program. Prior to acceptance of credit transfer, all competencies required in the transferring course(s) must be satisfied. Please contact the Director of Education for transfer of credit.

MILITARY PRIORITY REGISTRATION

Ohio Business College has established a Priority Registration for Veterans Policy. This policy allows veterans to register for courses before general registration begins. This will afford the veteran the opportunity to be first in securing a seat in classes.

CREDIT BY EXAMINATION/PROFICIENCY

Students who may already possess the required knowledge or skill development may receive credit for certain coursework on the basis of satisfactory performance on an examination. The College reserves the right to exercise its professional educational discretion regarding the granting of credit. The College offers Credit by Exam/Proficiency tests for a limited number of courses. All required prerequisites must be met prior to attempting Credit by Exam/Proficiency. Credit by Exam/Proficiency can only be attempted once and must be passed with a score of 80% or higher. Credit by Exam/Proficiency is not available for any previously attempted courses in which a grade was earned (including "W" or "WF"), and any of the entrance assessments (English and math).

Those wishing to attempt Credit by Exam must notify the instructor indicating they wish to test out of the course via credit

by exam. A student will pay full tuition and fees for the course. The student must complete the test prior to the second week of class.

Should the attempt not be successful:

- ◆ The student will stay in the remainder of the class, or
 - ◆ The student will withdraw from the class and attempt the class at a future quarter with an understanding that their financial aid status may be affected for the current quarter
- Credit will be granted once the student's other attempted classes (for that quarter) are completed. The final grade on the Credit by Exam will become part of the student's final transcript and will be included in the PACE measurement and the CGPA calculation for satisfactory progress.

Those wishing to attempt course credit by Proficiency Test must take the exam by the end of their second quarter (20 credit hours) for a diploma and by the end of their fourth quarter (46 credit hours) for associate degree. Credit for proficiency tests will not be granted until all prerequisite(s) are satisfied. Once credit is granted for the proficiency course, it will be denoted on the student's transcript with a grade of PT (Proficiency Test) and will be included in the PACE measurement but not the CGPA calculation for satisfactory progress. Should the student not be successful, they will be required to take the course and pay all tuition and fees at the standard rate. Students will be charged a Proficiency fee for each course a proficiency exam was attempted.

CERTIFICATION CREDIT

Ohio Business College may accept nationally recognized certifications as proficiency credit for coursework. Acceptable forms of validation are the official stamped certificate, print out of test results, or digital transcript. Application based certifications must be comparable to the current version. Other certifications that were earned more than four years prior to the current year may not be considered for credit. Determination for acceptance is granted by the Director of Education and Campus Director.

TRANSFER OF CREDIT

The term "transfer credits" refers to credits from an accredited university, business or junior college recognized by the US Department of Education or Council for Higher Education Accreditation. Transfer credit will be accepted on the basis of a valid transcript and the credits must be earned. Transfer credits must be similar in nature to courses offered by Ohio Business College. The College will accept PSEO (post-secondary enrollment option) transfer of credit as long as the courses fit into the College's current curriculum and can be verified as college level courses. Acceptance of English and Math credits is dependent on the student's passing the Math and English entrance assessments and is at the discretion of the Campus Director. Generally, credits that were earned more than seven years prior to the current year will not be considered for transfer. Awarded transfer credits that are applied consist of a minimum of three semester or four quarter credit hours and a grade of C or better must have been earned. Transfer credits will appear as a "T" on the student's transcript and will be included in the PACE measurement but not the CGPA calculation for satisfactory progress.

*NOTE – those wishing to transfer credits must provide an official transcript by no later than the end of the first quarter of enrollment at Ohio Business College.

A student who is placed on Academic Probation must understand that transfer of credit will have an effect on the calculation of satisfactory academic progress.

The Medical Assisting program is a competency-based program. Prior to acceptance of credit transfer, all competencies required in the transferring course(s) must be satisfied. Please contact the Director of Education for transfer of credit.

Transfer of credit to another institution is strictly at the discretion of the receiving institution.

MILITARY TRANSFER CREDIT POLICY

In addition to our regular Transfer of Credit, Ohio Business College may accept Military Transfer Credit for students that have served in the U.S. Military and who desire to have their military training and experience considered for credit. Students have the option of transferring no more than the equivalent of 36 quarter credits into an associate degree and no more than 8 quarter credits into a business and trades diploma (may be a combination of college credit transfer and military transfer).

Eligibility for Military Transfer Credits

- ◆ Military transfer credit will be awarded utilizing ACE (American Council on Education) Guidelines. Military training and experience with a credit recommendation at the lower-division baccalaureate/associate degree category level is evaluated.
- ◆ An official Joint Services Transcript (JST) or Sailor-Marine American Council on Education Registry Transcript (SMART) must be sent to the Director of Education for review.
- ◆ A copy of the student's DD214 indicating an honorable discharge.
- ◆ Acceptance of Military Credit toward student's degree program may affect financial aid eligibility.
- ◆ Transfer credits:
 - ◆ Must be similar in nature to courses offered by the College. Acceptance of English and Math credits is dependent on the student's passing the Math and English entrance assessments and is at the discretion of the Campus Director.
 - ◆ Do not include any required prerequisites.
 - ◆ Will appear as a "T" on the student's transcript and will be included in the PACE measurement but not the CGPA calculation for satisfactory progress.
 - ◆ For competency-based program prior to acceptance of credit transfer, all competencies required in the transferring course(s) must be satisfied.

PROGRAM REVISION

As industries change, Ohio Business College revises its curriculum and implements new courses. Students have the opportunity to change their programs to the new curriculum. In certain circumstances, the education department will accept prior passed courses to be substituted for courses under the new

curriculum. The new course will be marked on a student's records with the designation of CF (carry forward) and the grade from the previously passed course will be used in the calculation of a student's CGPA and PACE.

WITHDRAWAL POLICY

Should a student wish to withdraw from a course or completely withdraw from school, they must see the Director of Education. Upon completing appropriate paperwork with the Registrar, the student may be required to be advised by the Financial Aid Administrator and Director of Education.

The college will withdraw students due to excessive absences. Refer to the Attendance Policy for further information.

Following are the withdrawal guidelines:

Add Period

- ◆ **For all students**. The normal add period is the first seven days of a quarter. During this period, a student's charges and financial aid will be adjusted according to the number of classes added.

Drop Period – grade of WD (*refer to table)

- ◆ **For continuing students** (those who had attendance in the previous quarter); the drop period is normally the first seven days of a quarter. During this period, a student's charges and financial will be adjusted according to the number of classes dropped. After this period, no adjustments to financial aid or charges will be made unless the student withdraws from all classes. A grade of WD will be assigned when the last date of attendance is during the first week of the quarter and is not included in the calculation of CGPA and PACE.
- ◆ **For new students** (those who are brand new to OBC or those who have been out of school 2 or more quarters); the normal drop period is the first 14 days of their first quarter (or first quarter back). During this period, a student's charges and financial will be adjusted according to the number of classes dropped. After this period, no adjustments to financial aid or charges will be made unless the student withdraws from all classes. A grade of WD will be assigned when the last date of attendance is during the first 14 days of the quarter and is not included in the calculation of CGPA and PACE.

For Truck Driver Training GT III students, the drop period is 1-2 days.

Drop/Withdraw Period – grade of W and grade of WF (*refer to table)

- ◆ **Grade of W for continuing students** (those who had attendance in the previous quarter) who drop during weeks two through five (business and nursing students), weeks two through seven (allied health and trades), a W will be recorded on the student's permanent record. A grade of W is averaged in the student's PACE calculation.
- ◆ **Grade of W for new students** (those who are brand new to OBC or those who have been out of school two or more quarters) and drop weeks three through five (business and nursing students), weeks three through seven (allied health

and trades), a W will be recorded on the student's permanent record. The W will be averaged in the student's PACE.

- ◆ **Grade of WF for all students.** When the last date of attendance is during six through ten (business and nursing students), weeks eight through twelve (allied health and trades), a WF will be recorded on the student's permanent record and will be averaged in the student's CGPA and PACE.

Please note that grades of W and WF will have a negative impact on satisfactory progress.

***New or Readmission / Reentry Students**

	WD	W	WF
Business and Practical Nursing	Weeks 1-2	Weeks 3-5	Weeks 6-10
Medical Assisting and Trades	Weeks 1-2	Weeks 3-7	Weeks 8-12

***Continuing Students**

	WD	W	WF
Business and Practical Nursing	Week 1	Weeks 2-5	Weeks 6 10
Medical Assisting and Trades	Week 1	Weeks 2-7	Weeks 8-12

***NOTE:** Under certain conditions, a student may wish to be withdrawn from school for one term only, due to mitigating circumstances. The student will still be considered a drop with the appropriate protocols implemented. The school may want to fill out an Enrollment Change Form, check the Leave of Absence box and record the reason for the leave. The anticipated date of return will also be documented. This process is merely for OBC internal purposes to track a student's progress while withdrawn from school and yet give the student a tangible copy of a reminder of expected return to classes.

“OFFICIAL” VOLUNTARY WITHDRAWAL

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School President in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

- ◆ Date student provided official notification of intent to withdraw, in writing.
- or
- ◆ The date the student began the withdrawal from the school's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the school will complete the following:

- ◆ Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and

- ◆ Perform two calculations
 - The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - Calculate the school's refund requirement (see school refund calculation).
- ◆ The student's grade record will be updated to reflect his/her final grade.
- ◆ The school will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
- ◆ If applicable, the school will provide the student with a letter explaining the Title IV, HEA requirements. To include:
 - The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return
- ◆ Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file. In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the school contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place:

- ◆ The education department will make three attempts to notify the student regarding his/her enrollment status.
- ◆ Determine and record the student's last date of academic attendance as the last recorded date of academic attendance on the attendance record.
- ◆ The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).
- ◆ Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
- ◆ The school calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- ◆ Calculate the school's refund requirement (see school refund calculation).
- ◆ The school's Business Manager/Bookkeeper will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
- ◆ If applicable, the school will provide the student with a refund letter explaining Title IV requirements:
 - The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
- ◆ Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
- ◆ A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file

MILITARY WITHDRAWAL POLICY

Ohio Business College supports students who are members of the United States armed forces and reserve units. A student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Withdrawal from the college.

A student who is required to withdraw under the Military Withdrawal Policy must complete an application for withdrawal from the current quarter with the Registrar's office and provide the college with a copy of the military orders. If the student receives financial aid, they are responsible for contacting the Financial Aid Office.

Students withdraw under the Military Withdrawal Policy have the following options:

- ◆ Weeks 1-8 (Business Programs and Practical Nursing Program) / Weeks 1-10 (Allied Health and Trades Programs):

Total withdrawal from all classes, receive a full refund (R2T4) of tuition and fees less any financial aid the student has already received, and receive no credit for courses.

- ◆ Weeks 6-10 (Business Programs and Practical Nursing Program) / Weeks 8-12 (Allied Health and Trades Programs):

May take an incomplete grade "I" for all classes with a right to complete all coursework at a future date without future payment of tuition and fees for those courses. A returning student is responsible for any textbooks. If courses are no longer available students will be given a refund to apply to new courses required. Upon returning to school, the student will have two quarters to complete prior coursework in which an "I" was assigned. If a student withdraws during the returning quarters, any coursework previously assigned with an "I" that is not completed will revert to a grade of WF. In addition, all students not returning to school within the anticipated grace period will receive a grade of WF for coursework marked as "I".

- ◆ Weeks 8-10 (Business Programs and Practical Nursing Program) / Weeks 10-12 (Allied Health and Trades Programs):

Weeks 8-10 only - A grade for each course in which sufficient coursework has been completed with instructor approval will be assigned.

MILITARY RE-ENTRY POLICY

Students who withdrew under the Military Withdrawal Policy need not apply for readmission or pay readmission fees within a one-year grace period of the discharge date.

- ◆ Students who withdrew under the Military Withdrawal Policy shall be guaranteed a place in a class at the beginning of the quarter in which they seek to re-enter.
- ◆ If a student elected to take an incomplete (see Military Withdrawal Policy) in a course or courses, the student will have two quarters to complete prior coursework in which an "I" was assigned.

ATTENDANCE POLICY

At Ohio Business College, attendance is taken each class meeting. Students are expected to attend all classes. Ohio Business College does not distinguish between excused and unexcused absences. Each class meeting missed counts as an absence, including any scheduled make up classes.

Business programs: Every student is required to attend every class for which he or she is scheduled. If for any reason a student finds that he or she may be absent, the student is expected to notify the school. Excessive absences, totaling 30 percent or more of the scheduled class meetings, in any class may result in dismissal from that class. The Campus Director will consider mitigating circumstances, with appropriate documentation, such as illness or death in the immediate family. Two or more absences in any one class may result in a student's grade being lowered. If a continuing student is absent both the first and second week of the quarter in any class, they will be withdrawn from that class. The student is able to appeal the withdrawal with extenuating circumstances as long as they have acceptable documentation and the faculty member is in agreement to the appeal. Full time status may be affected.

Please Note: for business students who are absent, from all classes, two consecutive weeks are considered to be withdrawn from school.

Medical Assisting Program: 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% 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. Allied Health students must meet the 75 % requirement to move into their 4th quarter externship.

Practical Nursing Program: Required class attendance is set at a minimum of 80 percent of clock hours per quarter. Attendance is recorded daily and reviewed at the end of each quarter. A warning will be issued if a student is below 85%, but above the 80% requirement. Students who have less than 80% 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.

Lab and Clinical Attendance: All lab and clinical hours must be met. Missed lab hours will require completion of an assignment in addition to the make-up of the lab hours. Lab make-up activities must be completed within 2 weeks of the missed lab. It is the responsibility of the student to contact the instructor to schedule make-up hours. Missed clinical time will require completion of a written assignment and the make-up of hours with an alternate clinical experience or assignment of similar scope and quality as the missed clinical learning activity. Make-up clinical hours must be completed within 2 weeks of the missed clinical experience.

*For further attendance requirements for the Practical Nursing program, see that section of this catalog.

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

Truck Driver Training: The minimum attendance rate for graduation from this program is 85%. Students are expected to attend all scheduled classes in order to achieve the goals of their training program. Prospective employers are often concerned with an applicant's attendance record as with their skill level and academic progress. After the third absence, the student will be placed on Probation (refer to the Probation section). Any student missing three or more consecutive days will be considered withdrawn from the program. Attendance is included as part of the overall program completion. Classroom time missed may require make-up work to the satisfaction of the school before a certificate is awarded (see Make-Up Policy). The school reserves the right to require documentation of circumstances causing absences, late arrivals, and early

departures. Whenever possible, the student should notify the school if they are going to be absent.

The attendance record becomes part of every student's permanent record.

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

TARDY POLICY

A student arriving late (tardy) for class or leaving before class is dismissed will be considered partially absent (rounding to the closest 15 minutes).

MAKE UP DAYS

Classes canceled due to, inclement weather, or other cancellation causes will need to be made up. The make-up dates will be determined by the instructor.

ATTENDANCE APPEAL

Students who had excessive absences and were withdrawn from a class or classes due to mitigating circumstances including but not limited to: a serious illness, severe injury to them or an immediate family member, or death in the family may appeal to be reinstated. To be reinstated, the student must initially meet with the Director of Education and complete a Student Reinstatement Form (obtained from Registrar), provide acceptable documentation determined by the Director of Education, and meet with appropriate faculty to determine if he/she will be able to complete all the required assignments. All information will be reviewed and final determination will be made by the Campus Director.

Medical Assisting students who were on probation for attendance and do not come into compliance are terminated. These students can appeal their attendance termination. Please refer to the Academic Appeal Procedures for the process of appealing.

STUDENT CODE OF CONDUCT AND DISMISSAL FROM SCHOOL

Failure to comply with policy and procedure statements as outlined in this and other college publications may result in a student's dismissal from school. Each student who attends Ohio Business College is an adult and is expected to behave accordingly. Recommendations for employment through Career Services are based on scholastic records, attendance, and conduct.

Ohio Business College reserves the right to permanently dismiss any student for any of the following reasons or any other reason as determined by the Campus Director to protect the interest of all students, faculty, staff, and property:

- ◆ Academic dishonesty including, but not limited to, plagiarism and academic cheating.
- ◆ All acts of hazing, bullying, and cyberbullying are prohibited.
- ◆ Forgery, alteration, or misuse of college documents, records, or identification.
- ◆ Knowingly furnishing false information to Ohio Business College.

- ◆ Obstruction or disruption of college-authorized activities on college property.
- ◆ Physical or violent verbal abuse of any person on college property, or at functions sponsored or supervised by Ohio Business College.
- ◆ Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. This specifically includes offense of domestic violence, dating violence, sexual assault, and physical and cyber stalking.
- ◆ Conduct that threatens or endangers the health or safety of any person, including oneself, on college property or at functions sponsored or supervised by Ohio Business College.
- ◆ Theft or intentional damage to private property on premises owned or controlled by Ohio Business College.
- ◆ Unauthorized entry to college facilities or property.
- ◆ Unauthorized use or misuse of college property including, but not limited to, attempting to leave the library with library materials which have not been properly borrowed, unauthorized use of computer equipment, or misuse of college telephones.
- ◆ Speech that is intended to insult or stigmatize an individual or a small number of individuals on any basis including but not limited to their sex, race, color, handicap, religion, sexual orientation, or national or ethnic origin.
- ◆ Smoking in college buildings.
- ◆ Violation of college regulations or campus policies.
- ◆ Use, possession, sale, or distribution of marijuana, alcohol, narcotics, or dangerous drugs, except as expressly permitted by law, on college property at any time. Drug testing, at the college's expense, will be required whenever a college personnel suspects or has reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication
- ◆ Drunken or disorderly behavior on college property or at functions sponsored or supervised by Ohio Business College.
- ◆ Intimidating behavior, including the use of social media, directed toward any student, faculty member, staff member, or administrator.
- ◆ Unauthorized possession or use of firearms, other dangerous weapons, explosives, or fireworks on college property or at functions sponsored or supervised by Ohio Business College.
- ◆ The illegal use or possession of, or tampering with, safety equipment on college property.
- ◆ Giving false testimony or evidence at any official college hearing.
- ◆ Conduct deemed unlawful by the criminal statutes of the State of Ohio or the United States of America and conduct that endangers or threatens the security of Ohio Business College or the community.
- ◆ Nonpayment of school charges.
- ◆ Cell phones: Students may not receive or place cell phone calls, text messages, or pages during class time, or in classrooms. Students may only use cell phones in the break room or outside the building.

*Refer to the Practical Nursing Student Handbook for additional Student Code of Conduct pertaining to the Practical Nursing student in the classroom/lab and at clinical sites.

REFRESHER POLICY

Following graduation, students may return to Ohio Business College to retake classes previously completed as part of their original curriculum provided there is space available and the class is still being offered.

- ◆ There will be no charge for a refresher class; however, students may need to purchase new textbooks and supplies.
- ◆ No additional credit hour and quality points will be awarded for the refresher class.
- ◆ There will be no attendance requirement for a refresher class.
- ◆ A student taking a refresher class will not be required to take quizzes or tests, whether oral or written.
- ◆ The student's permanent record will reflect the course was taken as a refresher.
- ◆ At the time of registration, a student must declare the refresher status.

TRANSCRIPTS

Ohio Business College maintains an individual progress record for each student. Transcripts, official and unofficial, are available to current students at any time. Upon graduation, each graduate receives one official and one unofficial copy of his or her transcript at no charge. Additional official transcripts are available upon written request at a charge of \$5.00 each and will not be released until all financial obligations to Ohio Business College have been satisfied.

EXTERNSHIP/PRACTICUM

Students normally will be assigned no more than two externship/practicum sites. If a student fails the two externship/practicum assignments, he or she may be terminated from the program. The College works with externship/practicum sites within a 35-mile radius of the college campus. However, both parties may agree to sites that might exceed this radius but only on a case-by-case basis. Therefore, students must be aware that they may be required to travel within that distance to complete their externship/practicum. The externship/practicum hours normally take place on Monday through Friday on day shift.

****Students must have satisfied their financial account with the school in order to be assigned an externship site.** All student account payment agreements and information are handled through the Student Accounts Office and the Financial Aid Office.

GRADUATION REQUIREMENTS FOR ALL PROGRAMS

The successful candidate for an associate degree or diploma program must meet the following requirements:

1. Provide documentation of graduation from high school with a regular diploma or high school graduation equivalency.
2. Successfully complete all program requirements for the associate degree or diploma.
3. Earn a cumulative grade point average of at least 2.00 in technical and concentration courses specific to his or her degree and cumulative grade point average of at least 2.00 in all course work overall. Students not earning a

cumulative grade point average of at least 2.00 will earn a Certificate of Completion.

4. Complete and submit an Application for Graduation and Exit Interview during the final quarter before graduation.
5. Be free from all indebtedness to Ohio Business College.

ADDITIONAL GRADUATION REQUIREMENTS FOR MEDICAL ASSISTING:

In order to graduate, a student must achieve the following:

- ◆ Maintain 75 percent attendance.
- ◆ Students in the Allied Health diploma programs must pass all competencies with a score of 70 percent or higher, as well as their final exam and externship to graduate.

ADDITIONAL GRADUATION REQUIREMENTS FOR PRACTICAL NURSING:

- ◆ Practical Nursing students must maintain a minimum average of 78% in all nursing courses including earning a passing grade for work in the skills laboratory and in the clinical agencies to progress to graduation.

GRADUATION WITH HONORS

Students who meet the requirements for graduation in any program and whose cumulative grade point average/qualitative measure meets the following criteria will graduate with the honors indicated.

HONOR	MINIMUM GRADE POINT AVERAGE
Cum Laude	3.50
Magna Cum Laude	3.75
Summa Cum Laude	4.00

Upon graduation, students have the opportunity to become a member of the Alpha Beta Kappa Honor Society. Specific criteria can be obtained from the Registrar.

ACADEMIC HONORS

For students in all programs, the Dean's and President's Lists are formal recognition of superior academic achievement. Students who earn a quarterly grade point average of 3.25 to 3.75 are named to the Dean's List and will receive a Dean's List Certificate. Students who earn a grade point average from 3.76 to 4.25 are named to the President's List and will receive a President's List Certificate. Only full-time students may qualify for these honors. (See Units of Credit under Grading System). Part-time students enrolled in any program will receive a Certificate of Merit for a minimum grade point average of 3.25. Please note that special students are not eligible for honors awards.

DRUG AND ALCOHOL POLICY

This policy is in accordance with the "Drug Free Workplace Act" of 1988 and the "Drug-Free Schools and Communities Act" which requires any organization receiving federal contracts, grants, or awards of more than \$25,000 to meet certain anti-drug standards. This policy must be distributed to each employee and each student every year. These anti-drug standards include the following:

- ◆ Publishing and enforcing a policy that prohibits the illegal use, sale, or possession of controlled substances in the workplaces.
- ◆ Notifying the government when employees are convicted of illegal drug activities on the job.
- ◆ Posting a description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- ◆ Posting a description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees.
- ◆ Posting a description of the health risks associated with the use of illicit drugs and alcohol.
- ◆ Taking personal action against convicted employees.

The law does not require drug screening. Additionally, the "Drug-Free Schools and Communities Act" requires schools, colleges, and universities to meet similar standards to prevent on-campus alcohol and drug abuse.

The use of controlled substances and alcohol as well as the unlawful manufacture, distribution, dispensation, or possession of such substances is prohibited on college premises. Any employee or student found to have violated this prohibition will be subject to disciplinary action, up to and including immediate discharge or expulsion, in addition to criminal penalties that may be imposed by appropriate authorities. The 1988 Drug-Free Workplace Act requires that any employee convicted of any criminal drug statute for a violation occurring in the workplace shall notify Ohio Business College not later than five days after such conviction. Notification should be given to the Campus Director and the Office of Human Resources. Any employee subject to this requirement who fails to notify the appropriate offices shall be subject to appropriate discipline, up to and including immediate discharge. Any employee or student who has questions or concerns regarding his or her obligations under this Drug-Free Campus Policy should contact the Campus Director or the Office of Human Resources. Compliance with this policy in all respects shall be a condition of employment with the school for an employee and a condition of continued enrollment for a student. Students or employees who are chemically dependent are urged to seek help for an alcohol or drug problem before it interferes with their job, performance, or grades.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND PROCEDURES

It is the policy of Ohio Business College to forbid any employee from discriminating against another employee, job applicant, student, or prospective student on the basis of race, color, religion, sex, gender, sexual orientation, national origin, handicap, or age. Ohio Business College also forbids any form of sexual harassment by its employees toward other employees, job applicants, students, or prospective students. Student complaints of discrimination are investigated by the Corporate Director of Education.

Procedures for filing a complaint are as follows:

1. **Determination That a Complaint Exists:** A complaint is a written statement alleging a violation of the rights of one

or more persons and includes a request that institutional action be taken. All complaints must be written and filed by mail to: Tri-State Educational Systems, Inc., 6690 Germantown Road, Middletown, OH 45042, Attn: Corporate Compliance Coordinator.

2. **Acknowledgement of a Complaint:** Receipt of a complaint will be acknowledged in writing and the complainant will be informed of the steps to be taken to evaluate and resolve the complaint.
3. **Determination of Sufficient Information to Proceed:** A determination will be made as to whether the complaint includes sufficient information to support the facts included in the complaint. The complaint should include contact information for the complainant, a written explanation of what happened, the injured person or group, and who committed the alleged discrimination. Missing information will be requested by phone or in writing and must be provided by the complainant within 20 calendar days of the request. If not provided within 20 calendar days, the complaint will be considered closed. Assistance with preparation of a complaint will be provided for individuals with disabilities.
4. **Timeliness of Complaint:** A complaint must be filed within 180 calendar days of the date of the last alleged act of discrimination in order to be considered timely. The filing date of the complaint is considered the earlier of the postmark date or the date the complaint was received by the Corporate Compliance Coordinator. A waiver of these requirements may be granted under conditions of documented incapacitation within the 180-day period. If a waiver is granted, the complaint must be filed within 60 days after the end of the period of incapacitation; if a waiver is not requested or requested but not granted, the complaint will be closed and the complainant will be notified.
5. **Declining to Proceed Further:** An investigation will be closed if the complaint is so weak, or unsubstantiated, or lacking in detail that it is without merit, or so incoherent that it cannot be considered to be grounded in fact; the complainant decides to withdraw the complaint; or the complainant or injured party dies. The complainant will be notified of this decision.
6. **Resolution:** Complaints will be investigated by interviewing witnessing and involved parties, reviewing written policies and procedures and file documents containing facts pertinent to the complaint. A notice of resolution will be issued to involved parties on conclusion of the investigation.

TITLE IX COORDINATOR

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. As a recipient of federal funding, Ohio Business College is required to operate in a nondiscriminatory manner. The Title IX Coordinator for Ohio Business College is:

Jackie Marshall, Corporate Director of Education
5202 Timber Commons Drive
Sandusky, OH 44870
419.627.8345 or 888.627.8345
jmarshall@ohiobusinesscollege.edu

GRIEVANCE PROCEDURE

To ensure due process and enable a good faith dispute resolution environment, if a student has any problems or concerns regarding his or her classes or instructors, the student is encouraged to speak with the instructor first. If the problem is not resolved, the student should discuss the issue with their Department Head. If the issue is still unresolved, then the student should make an appointment with the Director of Education. The student may also speak with the Campus Director for further assistance, if required. The reason for the grievance policy is to resolve any complaints at the campus level. Should these conferences come to an impasse, the student may contact the Vice President of Tri-State Educational Systems, Inc. A student who feels his or her problems and concerns are not able to be resolved within the organizational structure of Ohio Business College should contact the Executive Director of State Board of Career Colleges and Schools. The address is 30 East Broad Street, 24th Floor, Suite 2481, Columbus, OH 43215. The telephone number is (614) 466-2752 or (877) 275-4219. A student may also contact the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone number (770) 396-3898 or (800) 917-2081 or at www.council.org. A Practical Nursing student may contact the Ohio Board of Nursing at 17 S. High Street, Suite 660, Columbus, OH 43215 or (614) 995-3685 or at www.nursing.ohio.gov.

CAMPUS SECURITY AND CRIME STATISTICS

The safety of all individuals, including employees, students, and visitors, on our campus is of utmost concern. Even though our campus has proven to be relatively crime free, each individual must take full responsibility for being aware of his or her own environment in order to reduce the chance of becoming a crime victim. While visiting our campus and surrounding areas, individuals should be aware of their personal security and safety along with the security and safety of their personal belongings.

When visiting our campus, it is expected that employees, students, and visitors will behave in a law-abiding manner, but the school cannot take responsibility for guaranteeing this. If a crime is witnessed or experienced, an accurate and prompt report should be made to the Registrar, the Campus Director, or any other school official. A written record of the crime and who reported it will be taken, and local law enforcement officials will be contacted. School officials will cooperate fully with local law enforcement, and appropriate legal action will be taken where warranted.

Examples of prohibited behaviors would include:

- ◆ Any act deemed illegal by local, state, or federal statutes and laws
- ◆ Rape, acquaintance rape, and other forcible and non-forcible sex offenses

- ◆ The possession, use, or sale of alcoholic beverages or illegal drugs
- ◆ Any violation of state underage drinking laws
- ◆ Unauthorized removal or possession of items belonging to others

The Annual Security Report for the years 2020, 2021, and 2022 may be obtained from the Campus Director's office. The report will list, if any of the following crimes occurred on the Sheffield, Sandusky, Dayton or Columbus Campus or on non-campus or public property adjacent to or used by Ohio Business College: murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, arrests of persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession or any forms of "prejudice" crimes that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability.

This listing is not intended to be a comprehensive listing of all illegal actions. These and any other illegal actions will be promptly responded to up to and including the immediate dismissal and removal from campus of any and all individuals involved. In the case of sexual assaults, employees and students are encouraged to contact local rape counseling and crisis centers and become aware of rape, acquaintance rape, and other forcible and non-forcible sex offenses. In addition, the school may provide brochures or pamphlets produced by specialists in sex offenses. If a sex offense occurs on or around campus, a school official should be immediately contacted and a written report made. Individuals are encouraged to preserve all evidence of these crimes until law enforcement officials have been notified and have responded. To obtain information concerning sexual offenders who may be enrolled here or living in the vicinity, interested individuals may go to www.nsopr.gov. On the victim's request, school officials will assist in notifying local authorities. The Registrar, on request, will provide a listing of the telephone numbers and addresses of local off-campus counseling, mental health, or other services for victims of sex offenses. After an alleged sex offense, the school will respect a victim's requests for special consideration that are possible and reasonable. Both the accuser and the accused (1) are entitled to the same opportunities to have others present during a disciplinary proceeding, and (2) will be informed of the final determination of any school disciplinary proceeding with respect to the alleged sex offense and concerning any sanction that is imposed against the accused.

RIGHT TO KNOW ACT

The United States Department of Education requires that all postsecondary institutions report completion and graduation rates to all prospective and current students.

By July 1, 2023, of the 56 full-time, first-time degree or diploma seeking students who began at Ohio Business College in the Fall of 2020, 64.3% have completed or graduated, 3.6% transferred to another institution, and 1.8% are still enrolled. For placement information, please review the CPL on the Ohio Business College website.

STUDENT SERVICES

CAREER SERVICES

Career Services will readily supply information regarding present and future employment opportunities. Information on job requests from businesses and industries will be made available to students who qualify. Ohio Business College makes no guarantee of placement, but will assist in obtaining initial contact with employers. Placement statistics are provided by the Admissions Department or Career Services Office.

GUIDANCE

The Campus Director, Director of Education, Department Heads, and Faculty serve as educational and career counseling advisors. Personal counseling that requires the services of a professional is referred to appropriate outside licensed agencies.

TUTORING

Students who are struggling with course material and have maintained satisfactory attendance have the opportunity to participate in free tutoring. Faculty members are available to the student for academic help whenever possible. Appointments should be made in advance with either the instructor or Registrar.

STUDENTS WITH SPECIAL NEEDS

Special classroom needs must be submitted in writing to the Campus Director eight weeks prior to the start of the quarter. Students with special needs are responsible for making these needs known to the college upon application and acceptance. Students with special needs that might interfere with their performance should contact the school at the beginning of the course with the appropriate documentation. Reasonable/equitable efforts will be made to accommodate such students, and in all cases prior arrangements must be made to ensure that any special needs can be met in an economical and timely fashion.

CERTIFICATION

Certification testing is available to students upon successful completion of certain courses. The College encourages students to take certification tests immediately upon completion of the related course. Otherwise, certification test(s) must be completed within six months from the last day of the quarter in which he or she completed the course.

LIBRARY/RESOURCE CENTER

Ohio Business College takes pride in offering a wide range of library services to enhance your educational experience. The services provided to students include the following:

- ◆ Research Guides
- ◆ Evaluating and Citing Sources
- ◆ Faculty, Instruction, & Curriculum Support
- ◆ Borrowing, Renewing, and Requesting
- ◆ Online Resources
 - ◆ LIRN (Library and Information Resource Network)
- ◆ Print Resources
 - ◆ Periodical Subscriptions
 - ◆ Newspaper Subscriptions

The libraries are equipped with computers and printers, and provide students with a quiet area to study. Each library has

specific posted hours in which a Library Coordinator is available to assist students in doing research projects.

ARTICULATION AGREEMENTS

Ohio Business College has articulation agreements in place for those graduates who wish to continue their education. In order for students to receive the full benefits of any articulation agreement, they must contact the receiving college's representative, who holds the transferability of credit information. The colleges in which Ohio Business College has articulation agreements with: DeVry University, University of Phoenix, National American University, and Franklin University. These college's representatives can be obtained from the Career Services Director or Director of Education.

STUDENT RECORDS POLICY (FERPA)

Student educational records are official documents protected by the Family Educational Rights and Privacy Act (FERPA). FERPA affords a student certain rights with respect to educational records. Copies of educational records or personally identifiable information concerning student records will not be released to anyone outside Ohio Business College, except as required or allowed by law, without the student's written consent. No provisions have been made for providing electronic signatures. Disclosures to school officials with legitimate educational interests are permitted without consent. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent; or a student serving on an official committee or assisting another school official in performing his or her tasks.

Risks to security and confidentiality of information are assessed periodically and adjusted as deemed necessary and appropriate. According to FERPA, students have the right to inspect and review their educational records. To do so, a student must submit a written request to the Registrar, specifying the records desired and their location. The request will be granted as soon as practicable, but in no case more than 45 days after the request is received by the Registrar.

Definition of Terms

Restricted access to directory or public information – Students have the right to restrict access to directory or public information. This request must be done in the Registrar's office. When a student restricts their directory or public information, that information will only be used to meet the direct educational needs of the student.

If a student requests restriction to their directory or public information, the college will respond to inquiries as follows: "We are not permitted under FERPA regulations to give out any information without the student's consent." If a student signs a consent form to release specific information, the college will only release information after verification of a picture identification.

Education record – any record maintained by the institution that is directly related to a student or students; any record that contains a student's name(s) or information from which an individual student can be personally (individually) identified; these records include: files,

documents, and materials in whatever medium (handwriting, print, tapes, disks, film, microfilm, microfiche) which contain information directly related to students and from which students can be personally (individually) identified. The contents of an education record may appear in a variety of forms, such as: handwritten document, computer file, computer screen, printout, verbal exchange. Student information must be handled with care regardless of the form it is presented.

School official – a person employed by the college in an administrative, supervisory, academic research, or support staff position (including law enforcement and health staff personnel); a person elected to the Board of Trustees; a company employed by or under contract to the college to perform a special task such as the attorney, auditor, or collection agency; a student serving as an official. Campus Directors are designated as responsible for safeguarding all student records.

Directory or public information – Ohio Business College has designated the following information as Directory or Public Information:

- ◆ The following Directory information may be released by telephone:
 - ◆ Student's dates of attendance
 - ◆ Date of graduation and degree or diploma earned
- ◆ The following Directory Information will be released only in response to a written request:
 - ◆ Student's address
 - ◆ Telephone listing
 - ◆ Program of study
 - ◆ Awards received
 - ◆ Most recent previous education agency or previous institution attended
 - ◆ Photo
 - ◆ Honors received

Personally identifiable information – personally identifiable information includes, but is not limited to: student number; grades/exam scores; grade point average; social security number; parent address; parent phone; detail of registration information (i.e., courses, times); race; ethnicity; nationality; gender; date of birth; total credits; academic advisement; number of credits enrolled in a quarter; emergency contact; personal characteristics or other information which would make the student's identify easily traceable, bank and credit card account numbers, income and credit.

Sole possession notes – a record you never share with anyone else and that is maintained solely by you. The right to inspect and review records does not extend to personal notes of faculty or staff, medical treatment records, parents' financial records, and other documents of a confidential nature. If, after inspecting the records, a student wishes to alter, correct, or delete inaccurate or misleading information that is believed to violate privacy or other rights, the student may request a correction or deletion in writing. If this request is denied, the student will be given a copy of the questioned records and may request

a hearing in writing. The student will submit the request to the Campus Director specifying the portion of the record being questioned, the reason, and the desired change. A review of this request will be conducted within a reasonable time, and a written decision will be issued. If the student is not satisfied with the review results, he or she may submit written comments, which will be maintained with the questioned records.

TUITION, FEES, PAYMENT AND REFUND POLICY

TUITION AND FEES

Please refer to the current Tuition and Fees Schedule. Students are required to pay the cost of tuition, books, and fees quarterly in advance; any other arrangements must be made through the Financial Aid Office or the Student Accounts Office prior to the start of the quarter.

Tuition, fees, and book charges are subject to change. Ohio Business College will provide a 60-day notice of any increases of tuition and/or fees to all currently enrolled students.

CANCELLATION OF ENROLLMENT

A full refund of all monies is made if the applicant cancels the enrollment within five (5) calendar days, provided the applicant has not entered class or begun training. After five (5) calendar days the application fee is non-refundable.

FINANCIAL AID INFORMATION

GENERAL INFORMATION

Financial assistance in the form of loans, grants, and scholarships is available to qualified students. Ohio Business College makes every possible effort to aid those students who need financial assistance in order to complete their education. A prospective student and his or her family are encouraged to visit the Financial Aid Office at Ohio Business College for detailed information, forms, and assistance in completing application forms for financial aid programs. Regardless of any estimated financial assistance the student does or does not actually receive, the student remains responsible for all costs.

It is a fundamental principle of financial aid that the student's first resource must be his or her own earning capacity, followed by the income and assets of his or her immediate family. When those resources are not adequate to meet the cost of a student's education, Ohio Business College administers several assistance programs to help the student finance his or her education. The actual amount of aid a student may receive depends on his or her financial need, full-time or half-time status, length of enrollment during the academic year, cost of education, and availability of funds. Changes in program eligibility requirements may also impact actual receipt of funds. In general, to receive federal or state aid, a student must meet the following criteria:

1. Have financial need, except for some loan programs;
2. Have a high school diploma or a General Educational Development (GED) certificate;
3. Be enrolled as a regular student working toward a degree or diploma in an eligible program and attending school; students enrolled as special students are not eligible for financial aid;

4. Be a U.S. citizen or eligible non-citizen;
5. Have a valid Social Security Number;
6. Maintain satisfactory progress in the course of study being pursued;
7. Not be in default on any Federal Educational Loan or owe a refund or repayment on a Federal Pell or Federal Supplemental Educational Opportunity Grant received for attendance at any college;
8. Be registered with the Selective Service, if required.

*NOTE: Ohio Business College honors the Veterans Benefits and Transition Act of 2018, Title I – Education, Section 104 which states to allow individuals to stay enrolled in courses of education pending receipt of educational assistance from the Department of Veterans Affairs. OBC will not have any adverse action against a student due to a late payment of tuition and/or fees from VA.

GRANTS, LOANS, AND SCHOLARSHIPS

Grants and Scholarships are a source of funding for school that does not have to be paid back. Loans are a source of funding for school that is required to repay at a later date.

The following financial aid is available to those who qualify:

Grants (do not require repayment)

◆ Federal Pell Grant (Pell)

- ◆ The Federal Pell Grant Program provides need-based grants to eligible students. Grant amounts are dependent on: the student's family financial situation; the cost of attendance as determined by the institution; the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less.

◆ Federal Supplemental Educational Opportunity Grant (FSEOG)

- ◆ The FSEOG Program provides need-based grants for undergraduate students with exceptional financial need who are also Federal Pell Grant recipients.

Student Eligibility Requirements:

To receive a FSEOG award, a student must:

- ◆ Have Financial Need;
- ◆ Meet the General Eligibility Requirements (outlined below);
- ◆ Be enrolled or accept for enrollment as an Undergraduate Student, and;
- ◆ Not have previously earned a Bachelor's or First Professional Degree.

Ohio Business College must make FSEOG funds reasonably available (to the extent of available funds) to all eligible students. Ohio Business College follows all federal regulations in determining which students meet the FSEOG eligibility requirements. No eligible student is excluded from consideration in awarding FSEOG, but deadlines, selection groups, categories, and EFC rankings are used in prioritizing grant recipients.

A student's eligibility for FSEOG is determined by the FSEOG Program Administrator and the appropriate Financial Aid staff during the Title IV review and packaging process. The standard amount is established based on available funds and eligible applicants; the award is \$100.00 per term/payment period. Any amount over the award amount listed must be approved by the Regional Director of Financial Services in writing. At the end of the awarding process for any given award year, all students are reviewed by selection group and additional awards can be given up to the maximum allowed by Federal Regulations of \$4000 to offset a student's financial need, as long as the student remains eligible for this fund source. All students in the First Selection Group would be assessed before moving into the Second and Third Selection Groups.

Priority Order by EFC and OPEID

Per Federal Regulation Guidelines, Ohio Business College is allowed to establish categories of students to be considered for FSEOG as a means of administering its packaging policies. Categories may be based on class standing, enrollment status, program, date of application, or a combination of factors. By establishing these categories, Ohio Business College is attempting to ensure that the students in each category have an opportunity to be awarded FSEOG funds. There is no requirement to reserve funds for late applicants although the school is not precluded from doing so.

In determining the priority order in which students will be awarded FSEOG funds in any given award year, Ohio Business College must first choose those students with exceptional financial need—that is, those with the lowest Expected Family Contribution (EFC) who will also receive Federal Pell Grant in that award year. This group of students is categorized as the "First Selection Group."

If Ohio Business College has FSEOG funds remaining after awarding FSEOG funds to the entire First Selection Group for the current student population within the OPEID., Ohio Business College must next select students with the lowest EFCs who are not receiving Pell Grants in that Award Year due to reaching their 600.000% Pell LEU. This group of students is categorized as the "Second Selection Group."

If Ohio Business College has FSEOG funds remaining after awarding FSEOG funds to the entire First and Second Selection Groups, the school must next award FSEOG funds to those Pell Eligible Students with an EFC above 1, prioritizing those exhibiting the most extensive need until FSEOG funds have been exhausted for that Award Year. This group of students is categorized as the "Third Selection Group."

The College has established Three Selection Groups:

Selection Group 1: Zero EFC Pell eligible students

Selection Group 2: Zero EFC Students who have reached their 600.000% Pell LEU

Selection Group 3: All other Pell eligible students- Please use the current Pell Chart to determine next EFC grouping to award.

Students who meet applicable deadlines are assigned to the appropriate selection group. Students' EFC are ordered by rank within each Selection Group. Students who fail to meet published deadlines are eligible for FSEOG, to the extent that

funds are available, only after all students who met the published deadlines are awarded. Students who fail to meet the deadline are assigned to the applicable selection group, as necessary, for awarding purposes.

All Pell Eligible Students with a Zero EFC, within Ohio Business College OPEID must be awarded before moving to the next Selection Group. Please check with the FSEOG Program Administrator before awarding Second and Third Selection Groups.

Fund Allocation at Campus Level

The annual FSEOG allocation is divided among campuses, if necessary, based on enrollment information for the most recently completed, current, and future award years using historical, current, and projected enrollment information. The allocation for each location is divided between new and continuing students.

For new students, the allocation is divided among start dates, based on enrollment information for the most recently completed, current, and future award years using historical, current, and projected enrollment information.

Availability throughout the Award Year:

Ohio Business College must ensure that FSEOG recipients are selected for each class start over the entire Award Year. FSEOG funds are reserved for use throughout the corresponding Award Year (on the basis of institutional experiences from previous periods), and selection practices can be applied in a manner that would assure a reasonable consistency over the entire Award Year.

For New Students, Ohio Business College divides the allocation set aside for first-time students proportional to past and anticipated enrollment data. For example, if 35% of new students start in June, then 35% of the allocation for first-time students should be awarded to June starts.

For continuing students, FSEOG is awarded based on published deadlines until funds are exhausted.

Awarding/Packaging

Ohio Business College is required to develop policies and procedures to ensure the fair and equitable treatment of students when awarding FSEOG. Federal regulations set certain parameters for awarding FSEOG. Within those guidelines, an institution must establish policies that best meet the needs of its students. All Pell Eligible Students with a Zero EFC, within Ohio Business College OPEID must be awarded before moving to the next Selection Group. Please check with the FSEOG Program Administrator before awarding Second and Third Selection Groups.

New Student Packaging

- 1) Financial Aid Representatives will tentatively award FSEOG to Zero EFC-Only applicants during the estimate and packaging appointment.
- 2) FSEOG will be awarded for the entire academic year with a portion paid during each payment period.

Continuing Student Packaging

- 1) FSEOG is awarded by Term/Payment Period to continuing students in order by the First, Second and Third Selection Groups until the allocated funds are exhausted.

Re-claimed FSEOG Packaging

- 1) Ohio Business College defines re-claimed FSEOG funds as awarded funds that become available again as a result of a student's loss of eligibility, e.g., due to withdrawal.
- 2) Re-claimed funds will be re-awarded to new and continuing students in either the current term or subsequent terms. Funds will be awarded by the Selection Groups and Financial Need.
- 3) Re-claimed funds will be awarded until exhausted.

◆ Ohio College Opportunity Grant (OCOG)

- ◆ The Ohio Board of Regents administers the Ohio College Opportunity Grant (OCOG) program, which provides grant money to Ohio residents who demonstrate financial need.

Loans (require repayment)

- ◆ **Federal student loans** are loans that are funded by the federal government and must be repaid with interest.
- ◆ **Federal Direct Student Loan-Subsidized** –are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school. Student is not charged interest on the loan while in school and during deferment periods.
- ◆ **Federal Direct Student Loan-Unsubsidized** – are loans made to eligible undergraduate students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. Student is responsible for interest during all periods.
- ◆ **Federal Direct Loan-Plus** – are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Parent is responsible for interest during all periods.
- ◆ **Other Loan Programs** – A private student loan is a nonfederal loan issued by a lender such as a bank or credit union.

Scholarships (do not require repayment)

◆ LEADS!

Leadership, Excellence, and Dedication Scholarship for High School Seniors. Each year the institution donates scholarship monies to the LEADS Scholarship (formerly the Legislative Scholarship) Program sponsored by the Ohio-Michigan Association of Career Colleges and Schools (OMACCS). The Association requires the applicants to be a current high school senior, with a "C" or better grade point average, who has been nominated by a civic or community leader or a member of the State legislature. The scholarship applications and requirements are published each fall by the Ohio-Michigan Association of Career Colleges and Schools and mailed by the Association to guidance counselors. The institutions high school representative also publicizes the scholarship by mailing copies of the applications to high school seniors who have shown previous interest in our college. This representative informs high school seniors of the

scholarship while at college fairs, school visits, and other public events. A board representing the Association, which does not include any of our staff or faculty, chooses the recipient.

Registration processing fees, books, lab charges, and student general fees are to be paid by the student.

Applications are available at High School Guidance Departments or at Ohio Business College. Deadlines are determined by OMACCS on an annual basis. Further information can be obtained from the Association by contacting them at 285 N. State Street, Suite 200, Westerville, OH 43081 or by telephone at 614-487-8180.

◆ Ohio Business College Community Scholarship

The institution offers the Ohio Business College Community Scholarship in the amount of \$1,000 (tuition credit) each quarter. A board representing those program officials, which do not include any of our staff or faculty, chooses the recipient. The requirements include being a high school graduate, apply within twelve months or sooner, of high school graduation, have a high school GPA of 2.5 or higher, letter explaining why applying for the scholarship, and a letter of recommendation.

PROFESSIONAL JUDGMENT POLICY

PROFESSIONAL JUDGEMENT (PJ) AUTHORITY & INDIVIDUALS WHO MAY EXERCISE IT

The Financial Aid Office has been authorized by the Federal Government to alter data elements used to calculate the EFC or the Cost of Attendance when a student has Special or Unusual circumstances on a case-by-case basis. An adjustment made by the Financial Aid Office is valid only at Ohio Business College; any adjustments made at other institutions are valid only at those institutions.

All students interested in applying for a Professional Judgment (PJ) must first complete verification of their FAFSA Data to ensure accuracy before Ohio Business College can consider a PJ adjustment.

Professional Judgment cannot be used to alter the formula used to calculate the EFC nor the tables used in the calculation. All data elements that are adjusted must relate to the student's special or unusual circumstances.

Any educational expenses incurred post-enrollment cannot be included in the cost of attendance.

CIRCUMSTANCES WHERE PROFESSIONAL JUDGEMENT MAY BE USED & POSSIBLE ACTIONS

There are a number of circumstances that may result in the Financial Aid Office using its discretion by adjusting a student's EFC or Cost of Attendance. These decisions are made on a case-by-case basis and are not applicable to an entire group of the student population. Below are examples of circumstances that may warrant a PJ and where an adjustment can be made. This list is not exhaustive, nor is a PJ required or granted in every instance.

- ◆ Special Circumstances refer to the financial situations that justify an aid administrator adjusting data elements in the COA or in the EFC Calculation.
 - ◆ Change in employment status, income, or assets
 - ◆ Change in housing status (e.g., homelessness)
 - ◆ Tuition expenses at an elementary or secondary school
 - ◆ Medical, dental, or nursing home expenses not covered by insurance
 - ◆ Child or dependent care expenses
 - ◆ Severe disability of the student or other member of the student's household
 - ◆ Other changes or adjustments that impact the student's costs or ability to pay for college
- ◆ Ineligible Circumstances for EFC or Cost of Attendance Adjustment
 - ◆ Vacation expenses
 - ◆ Tithing Expenses
 - ◆ Standard Living Expenses (e.g. Utilities, Credit Card Expenses, Children's Allowances, etc.)
- ◆ Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation. Keep in mind, a Dependency Override may only adjust a student from Dependent to Independent.
- ◆ Dependency Overrides
 - Parental Abandonment or Estrangement
 - Student or Parental Incarceration
 - Unaccompanied Homeless Youth
 - Legally Granted Refugee or Asylum Status
 - Human Trafficking, as described in the Trafficking Victims Protection Act of 2000
- ◆ Ineligible Circumstances for Dependency Override
 - ◆ Student demonstrates total self-sufficiency
 - ◆ Parent refuse to contribute to the student's education
 - ◆ Parents will not provide information for the FAFSA or verification
 - ◆ Parents do not claim the student as a dependent for income tax purposes
- ◆ Note: Any student who has obtained an adjustment for unusual circumstances and a final determination of independence is granted, it will apply to all subsequent Award Years at Ohio Business College unless:
 - ◆ The student informs Ohio Business College that their circumstances have changed
 - ◆ Ohio Business College has conflicting information about the student's independence

PROFESSIONAL JUDGMENT REVIEW PROCESS

- ◆ The Financial Aid Administrator will conduct a documented interview to determine the student's circumstances and what documentation will be necessary for a Professional Judgment Review
- ◆ The student is responsible for submitting all required documentation for their Professional Judgment Review

- ◆ Once the Financial Aid Administrator has collected all needed documentation, it will be submitted to the Director of Financial Aid for an official Professional Judgment Review
- ◆ Upon submission of all supporting documentation to the Director of Financial Aid, a final determination will be made no later than 10 Business Days after the date of submission
- ◆ After the Professional Judgment Review is complete, all students will be provided with a final determination in writing and will be documented in the student's file

Decisions made by the Financial Aid Office are final and cannot be appealed to the Department of Education.

FEDERAL WORK STUDY PROGRAM

Ohio Business College participates in the Federal Work Study Program. This program allows eligible students to work part-time both on campus and off. The Federal Work Study is part of the Federal Financial Aid program so the student must complete the FAFSA in order to determine eligibility.

To be eligible, a student must:

- ◆ demonstrate financial need
- ◆ be enrolled as a regular degree/certificate seeking students
- ◆ be a US citizen or eligible non-citizen
- ◆ have a social security number
- ◆ may not be in default on any student loans

If you are interested in the Federal Work Study Program, make sure you check that on your FAFSA and see you Financial Aid Administrator for complete eligibility and regulations.

REFUND POLICY

Business, trades, and allied health students are charged tuition and fees on a quarterly basis during which they attend classes. This refund policy is intended for those students who withdraw from all classes at the college. For those who withdraw (drop) an individual course but remain in other courses, their financial aid may need to be reevaluated to determine a possible refund. If this is the case, see the Financial Aid Department.

Ohio Business College uses the Council on Occupational Education's refund policy. The refund policy is based on credit and clock hour programs. Refunds are to be made within 45 days after the school has determined that a student has withdrawn or been notified of the student's cancellation. The date of determination of an unofficial withdrawal is defined as the last date of physical attendance and participation in an academic activity at the college.

All refunds are calculated based on tuition and fees. The refund policy for students attending Ohio Business College who incur a financial obligation for a period of 12 months or less is as follows:

- ◆ All prospective students are required to attend a personal interview prior to enrollment in to the program.
- ◆ Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

- ◆ During the drop period (receiving a grade of WD) of financial obligation, the institution refunds 100% of the tuition.
- ◆ During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;
- ◆ After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition;
- ◆ After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition; and
- ◆ After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

A student withdrawing from school during the first week of classes may return unmarked textbooks that were purchased from Ohio Business College to the Student Accounts Office to receive a refund credit on their account. For a full refund, books must be returned within the first 14 days of the quarter. A student is responsible for returns through either the College's Bookstore website or with assistance through the Student Accounts Office. Please note: lab and supply fees are charged in addition to the tuition and are refunded on a pro-rated basis.

If a student withdraws from school, the amount of monies disbursed for non-institutional educational expenses will be based on the expenses incurred by the student up to the time of withdrawal, based on established budgets. No overpayment will result after half of the payment period has been completed.

*Should OBC cancel a course offering, students will automatically receive a 100% refund of any tuition and fees paid for that course.

VETERANS REFUND POLICY

Students using VA Educational Benefits or their eligible persons sponsored as students fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length.

Refunds will be made within 45 days of date of determination (normally last date of attendance).

RETURN OF TITLE IV FUNDS POLICY

This policy applies to students' who withdraw officially, unofficially or are dismissed from enrollment at the school. It is separate and distinct from the school refund policy. The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The Federal Department of Education specifies how Ohio Business College must determine the amount of Federal Student Aid (FSA) assistance a student earns if they withdraw from school. The FSA programs available at OBC that are covered by this law are: Federal Pell Grants, Stafford Loans, and PLUS Loans. For state grant aid, the amount earned when a student withdraws is equal to the % of tuition and fees earned

according to OBC's institutional refund policy. When a student withdraws or is terminated, the funds returned to Title IV programs will take place in the following order:

- ◆ Federal Direct Student Loan-Unsubsidized
- ◆ Federal Direct Student Loan-Subsidized
- ◆ Federal Direct Plus Loan
- ◆ Federal Pell Grant
- ◆ Federal Supplemental Education Opportunity Grant
- ◆ Iraq-Afghanistan Service Grant
- ◆ Other grants or loan assistance

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 14 days after the last date of attendance according to the school's 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 14 days after the last date of attendance. If a student provides notification of official withdrawal earlier than the 14 days 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.

When a student withdraws or their enrollment is otherwise terminated, the amount of Federal Title IV Financial Aid that has not been earned must be returned to the Federal Student Aid Programs. This process is referred to as "Return to Title IV" (R2T4).

R2T4 CALCULATION INFORMATION

Title IV funds are earned in a prorated manner based upon scheduled class hours that have occurred as of the student's Last Date of Attendance (LDA). Although an R2T4 calculation is required regardless of percentage of the period completed, after the 60 percent point in the payment period, a student is considered to have earned 100 percent of the Federal Student Aid funds they were eligible to receive.

If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned.

Refunds are calculated according to applicable federal laws. All returned funds for which the school is responsible will be issued promptly after the school has determined that the student has withdrawn. The school will make this determination within 14 days of the students Last Day of Attendance. The return calculations must be completed within 30 days of the Date of Determination, all funds will be returned within 45 days of the Date of Determination.

TREATMENT OF R2T4 TITLE IV CREDIT BALANCES

If the R2T4 Calculation results in a credit balance on the student's account, it is handled as follows:

- ◆ Any Title IV credit balance must first be allocated to repay any grant overpayment owed according to the R2T4 calculation as a result of the current withdrawal. OBC will return such funds to the Title IV grant account within 14 days of the date the R2T4 calculation is performed.
- ◆ With the student or parents written authorization, the Title IV credit balance will first be applied to any unpaid, authorized charges,
- ◆ Any credit balance remaining after overpayments and unpaid, authorized charges have been satisfied, the school will issue a refund directly to the student or parent as soon as possible and no later 14 days of the date the R2T4 calculation is completed
- ◆ If OBC is unable to locate the student and/or parent to whom the Title IV credit balance is due, the credit balance will be returned to the Title IV programs in the order outlined in the "Return of Title IV Policy".

POST-WITHDRAWAL DISBURSEMENT

The school will disburse Federal Pell Grant funds that had not yet been disbursed at the time of the student's withdrawal/termination, but for which the student remains eligible under the R2T4 calculation within 45 days. In the case of borrower's loan funds, the school will calculate the borrower's eligibility for a "post-withdrawal disbursement".

POST-WITHDRAWAL DISBURSEMENT PROCEDURE:

- ◆ The Financial Aid Office will advise the borrower in writing of the loan amount(s) available within 30 days of the date of determination,
- ◆ The notification requesting confirmation will identify the loan type, amount and current account balance. The student is required to respond by 14 days explaining that (1) they accept all funds available, (2) accept only enough funds available to satisfy any outstanding balance, or (3) decline all funding.
- ◆ If a response is not received from the borrower within 14 days, or the student declines the funds, the school will not request the funds.
- ◆ If the post-withdrawal disbursement is accepted, the funds will be applied to direct costs before any refund/stipend will be granted to the borrower.

*Note: The student is obligated to repay any loan funds disbursed directly to the student's loan servicer.

OVERPAYMENTS

Any amount of unearned federal grant funds that a student must return is referred to as an "overpayment". The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. While this occurs very rarely, students in this circumstance must make arrangements with the school and/or the Department of Education to return the unearned grant funds. Failure to do so will result in loss of future eligibility for Federal Student Aid and potential other actions by the Department of Education.



CONSUMER INFORMATION REQUIREMENTS

Federal regulations require higher education institutions to provide basic information about the institution and about financial aid to enrolled and prospective students. The chart below reflects the information we are required to provide and where students may find this information. Students may obtain these documents from any school employee.

	WHERE OBTAINED:
Types of federal financial aid available to students	Financial Aid Office (FAO)
Types of agencies and private aid	FAO/Training Manager
Types of state and local aid, school, and information private aid	FAO/Training Manager
Application procedures and eligibility determinations	FAO/Training Manager
How aid is applied/distributed	FAO/Training Manager
Student rights and responsibilities in regard to aid	FAO/Training Manager
For loans: terms, repayment schedules, exit counseling	FAO/Registrar
Satisfactory Academic Progress policies	School Catalog
Drug and alcohol abuse prevention methods	FAO/Training Manager
Terms for deferment of education loans for community service	FAO
Accreditation, approval, licensure information	School Catalog
Special facilities and services available to disabled students	Registrar
Cost of attendance	Enrollment agreement/FAO
Refund requirements for aid programs when a student withdraws	FAO/Training Manager
Programs offered	School catalog
Descriptions of the educational facilities	School catalog
Listings of faculty and other instructional personnel	School catalog
Campus Crime Statistics	School catalog
Completion and graduation rates	School catalog
Local, state, and federal laws relating to drugs and alcohol	FAO/Training Manager
Health risks associated with the use of illicit drugs and alcohol	FAO/Training Manager
School sanctions imposed on student or employees for conduct	School catalog
Family Rights and Privacy Act (FERPA) info	School catalog



ORGANIZATION AND STRUCTURE

TRI-STATE EDUCATIONAL SYSTEMS, INC. CORPORATE STRUCTURE

Preliminary, Inc., DBA Ohio Business College, is a wholly owned subsidiary of Tri-State Educational Systems, Inc.
6690 Germantown Road
Middletown, Ohio 45042
Phone: (513) 424-1237
Fax: (513) 424-6261

CORPORATE

Mr. David Gleason, President/Owner

Mr. Steven Tidwell, Owner

Ms. Melissa Warner, Vice President Human Resource and Corporate Secretary

Ms. Jackie Marshall, Vice President Education



CAMPUS DIRECTORS

Mr. Greg Schultz, Sheffield Village (Main Campus)

Dr. Donna Stevens, Director of Nursing, Sandusky (Branch Campus)

Mr. Scott Skaroupka, Dayton (Branch Campus)



BUSINESS PROGRAMS



ACADEMIC CALENDAR FOR BUSINESS PROGRAMS
Spring 2024 - Fall 2025

SPRING QUARTER — APRIL 1, 2024 TO JUNE 7, 2024

April 1	Spring Quarter Starts
May 3	Last day to withdraw from class(es) without grade penalty
May 27	Memorial Day (No Classes)
June 7	Spring Quarter Ends
June 10-14	Exams and Makeup Classes

SUMMER QUARTER — JUNE 24, 2024 TO AUGUST 30, 2024

June 24	Summer Quarter Starts
July 4	Fourth of July observed (No Classes)
July 26	Last day to withdraw from class(es) without grade penalty
August 30	Summer Quarter Ends
September 2	Labor Day (No Classes)
September 3-6	Exams and Makeup Classes

FALL QUARTER — SEPTEMBER 23, 2024 TO NOVEMBER 29, 2024

September 23	Fall Quarter Starts
October 25	Last day to withdraw from class(es) without grade penalty
November 28-29	Thanksgiving Break (No Classes)
November 29	Fall Quarter Ends
December 2-6	Exams and Makeup Classes

WINTER QUARTER — JANUARY 6, 2025 TO MARCH 14, 2025

January 6	Winter Quarter Starts
January 20	Martin Luther King Day (Classes Held)
February 7	Last day to withdraw from class(es) without grade penalty
March 14	Winter Quarter Ends
March 17-21	Exams and Makeup Classes

SPRING QUARTER — MARCH 31, 2025 TO JUNE 6, 2025

March 31	Spring Quarter Starts
May 2	Last day to withdraw from class(es) without grade penalty
May 26	Memorial Day (No Classes)
June 6	Spring Quarter Ends
June 9-13	Exams and Makeup Classes

SUMMER QUARTER — JUNE 30, 2025 TO SEPTEMBER 18, 2025

June 30	Summer Quarter Start
July 4	Fourth of July observed (No classes)
August 1	Last day to withdraw from class(es) without grade penalty
September 2	Labor Day (No Classes)
September 5	Summer Quarter Ends
September 8-12	Exams and Makeup Classes

FALL QUARTER — SEPTEMBER 29, 2025 TO DECEMBER 18, 2025

September 29	Fall Quarter Start
November 14	Last day to withdraw from class(es) without grade penalty
November 27	Thanksgiving Break (No Classes)
December 5	Make up session
December 18	Quarter Ends

ADMISSIONS REQUIREMENTS FOR THE BUSINESS PROGRAMS

BUSINESS PROGRAMS ADMISSIONS

REQUIREMENTS:

For applicants declaring a program of study, Ohio Business College administers an assessment in both English and math. The results indicate area(s) in which applicants are strong or gives an opportunity to prepare more effectively for certain courses. The results determine whether the applicant will be required to complete essential courses in English and math.

Minimum scores are:

- ◆ Reading and writing scores must be at least 230 or higher or the student will be placed in Essential English.
- ◆ The Mathematic score must be at least 240 or the student will be placed in Essential Math.

ACADEMIC POLICIES

CLASS SCHEDULES

Day classes are generally offered 8:30 a.m. until 1:30 p.m. Monday through Friday with additional hours scheduled when required. Evening classes are generally offered 5:30 p.m. until 10:30 p.m. Monday through Thursday with additional hours scheduled when needed. Afternoon, Friday evening, and Saturday classes are occasionally offered if deemed necessary.

Lab Classes: Several courses require a substantial amount of academic work to be completed that will require additional time over and above the scheduled course hours. The Lab provides supervised/unsupervised time for completion of class programs, projects and assignments as well as other educational activities designed to enhance skills and understanding of the material studied.

Scheduling Classes: Each student is required to complete a registration form for every quarter of enrollment. Scheduling for the following quarter is usually done during the sixth through the eighth week of the current quarter. Because some classes have limited enrollment and may be closed early, students are encouraged to schedule as soon as possible. Any changes to the student's schedule must be made with the permission of the Director of Education or Campus Director. Generally, classes with eight students or fewer will be canceled.

The Campus Director or Director of Education, Financial Aid Administrator, and Student Accounts Specialist must approve students' schedules.

Breaks: A 10-minute break will be given for each sixty-minute class period. Two 10-minute breaks may be combined at the end of one sixty-minute period and the beginning of another sixty-minute period to allow for a 20-minute break.

INDEPENDENT STUDY

Independent study courses are offered for business degree and diploma seeking students. Degree seeking students must be in the second year of study and diploma students must be within twenty-four credit hours of program completion. These courses will always be combined with resident courses. These courses may not be available as resident courses during the current quarter. Students will be required to report to a faculty member at the school for an initial consultation, receive the course syllabus and course outline, review the course requirements, and due dates for assignments. Students then meet with their assigned faculty member for a minimum of five more times throughout the quarter to discuss the course material, turn in assignments, and take tests. Course work required, and credit earned, will closely parallel resident course requirements, and all assignments must be successfully completed by the end of the quarter.

AUDIT POLICY

- ◆ Full tuition will be charged for any audit class.
- ◆ Audit classes are not financial aid eligible.
- ◆ There will be no attendance requirement for a student auditing a class.
- ◆ A student auditing a class will not be required to take quizzes or tests, whether oral or written.
- ◆ No credits will be awarded for an audited course.
- ◆ The student's permanent record will reflect the course was taken on an audit basis.
- ◆ Audit status must be declared at time of registration and cannot be changed.
- ◆ A student taking two classes (eight credit hours) for a grade and an audit class will be classified as a part-time student. To be classified as a full-time student, a student must enroll in three classes for credit in addition to the audit class.

DRESS CODE AND PERSONAL HYGIENE GUIDELINES

Students' dress and personal hygiene at should reflect high standards of self-image so that each student may share in promoting a positive, healthy and safe atmosphere within the College. Ohio Business College understands and fully supports students' right to self-expression yet the College does have an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress. Appropriate attention should be given to personal cleanliness and hygiene conducive to the student's well-being and the well-being of others. The College understands that an individual's choice of dress often directly reflects current trends, individuality and personality. These guidelines are not intended to unfairly restrict or eliminate individuality or creativity in dress. Contrarily, the guidelines are to assist in preparing students to make important and appropriate decisions regarding attire for the professional workplace.

Examples of inappropriate dress and/or appearance:

- ◆ Do rags, stocking caps, hair wraps, bandanas, skull caps, baseball caps or hoods.
- ◆ Clothing which allows undergarments to be visually observed including sagging pants and short shorts.
- ◆ Sports bras, bathing suit tops, undergarments, pajamas, midriffs or halters, mesh or netted shirts, tube tops, cut-off t-shirts, or muscle shirt.
- ◆ Attire that displays obscene, profane, lewd, illegal or offensive images or words.
- ◆ Footwear not made for outside wear.

Upon arrival at the College for class, a student may be counseled on his or her choice of attire and/or be asked to modify his or her attire before attending class.

TEXTBOOKS

Students may, but are not required to, purchase textbooks each quarter from Ohio Business College's online book store. Students wishing to purchase books from a source other than Ohio Business College should check with the Student Accounts Specialist each quarter for the title, ISBN, and edition of the textbooks being used. The school sponsors a book buy back during designated times during the quarter in which certain books will be purchased. The school reserves the right to determine which books will be bought at a discounted rate. Used textbooks may be purchased at a discounted rate, if available. Due to copyright laws, the school is not permitted to copy any part of textbooks or workbooks.

A student that is unable to start the quarter or withdraws from school during the first week of classes may return textbooks that were purchased from Ohio Business College **if:** a) the return is made during the same quarter the materials were purchased, and b) the materials are in mint, re-saleable condition, wrapped items or sealed CD's can only be returned if the plastic or seal is not opened. If the student meets these requirements, they may return their materials to: Ohio Business College to receive a full refund credit on his or her account.

PROGRAMS OF STUDY

Ohio Business College offers programs leading to a Diploma or to an Occupational Associate Degree of Applied Business. All programs are comprised of these two levels of completion:

Diploma Level

The diploma level generally requires completion of 40 quarter credit hours and is designed to be completed in three to four academic quarters or twelve months. This level develops skills that may enhance employment possibilities at the entry level.

Occupational Associate Degree Level

The associate degree level generally requires completion of 92 quarter credit hours and is designed to be completed in six to

eight academic quarters or twenty-four months. This level is for individuals who desire the benefits of an associate degree that advances skills beyond the diploma level. Requirements for the occupational associate degree include general education courses that are conducive to enhancing business management and leadership skills.

General Education Requirements

Each student enrolled in the associate degree level must earn 20 credit hours in general education. General education courses provide understanding of social and cultural life for students living as citizens of the United States in a time of increasing global interaction with people from a variety of cultural backgrounds. The general education courses also include opportunities for students to use both verbal and non-verbal communication in examining the role of human values in society. Written communication skills as well as reading and listening skills will receive intense development in these courses. Students will be prepared for the critical thinking and problem solving skills necessary to participate effectively in all areas of life. General education courses are noted in the curriculum.

Course Numbering System

Course numbers in the 100 level numbering sequence indicate courses recommended for students in the first year of their programs. Such courses are normally foundation courses or sequences of courses designed to prepare students for more advanced course work either in the same subject area or a related subject area. Consecutive course numbers normally indicate a progression of course numbers in which lower-numbered courses are prerequisites to higher-numbered courses. Higher numbers among non-sequential courses do not necessarily indicate greater complexity or difficulty of course content.

Course numbers in the 200 level numbering sequence indicate courses recommended for students in the second year of their programs. Such courses normally have stated prerequisites to indicate the preparation that is required for enrollment in these courses.

Essential skills courses in English and math are designed for students whose assessments results indicate a need for basic skills before engaging in the coursework demanded by their programs. A student, who demonstrates proficiency through entrance placement, will be registered in the published course of study.



ACCOUNTING and BUSINESS MANAGEMENT
Program Level: Associate in Applied Business
(Sheffield Village location only)

<u>Technical Courses (ACB 18)</u>	<u>Quarter Credits</u>
AC 102 Accounting II	4
AC 103 Accounting III.....	4
AC 104 Payroll Accounting	4
AC 105 Computerized Accounting	4
AC 205 Tax Accounting.....	4
BA 103 Small Business Management	4
BA 111 Career Planning and Success	2
BA 206 Externship	2
CA 107 Graphics Presentation	4
Electives choose 4 courses from selection (that do not already appear in <i>Technical Courses</i>)	16
<u>Basic Courses</u>	
AC 101 Accounting I	4
BA 110 Business Communication.....	4
CA 104 Word Processing I.....	4
CA 105 Spreadsheets I	4
CO 104 Composition I	4
<u>General Education Courses</u>	
CA 101 Introduction to Computer Science	4
CO 105 Composition II	4
CO 106 Interpersonal Communication.....	4
MA 103 Introduction to College Mathematics.....	4
SS 102 Psychology.....	4
SS 103 Political Science.....	4
<u>Elective Courses (choose 4 courses (that do not already appear in <i>Technical Courses</i>))</u>	
BA 104 Human Resource Management	4
HR 105 Training and Development.....	4
MK 101 Principles of Marketing.....	4
MK 104 Customer Service and Relationship Management	4
MK 105 Event Planning and Promotion	4
MK 202 Social Media & Internet Marketing	4
TOTAL CREDIT HOURS.....	92

Objectives

The accounting and business management program offers a well-rounded education for those seeking an entry-level position in the business field. Technical courses provide an excellent core business foundation while the General Education classes reinforce knowledge needed to achieve success. The intent of this program is to provide the graduate with a strong background in management, accounting, and computer applications. Students receive focused courses to develop expertise in the accounting field. Coursework develops skills in general, tax, payroll and computerized accounting. Accounting and business management majors participate in an externship during their final quarters of study. This experience provides an opportunity to gain valuable field experience.

Graduates from the Accounting and Business Management program may find opportunities in businesses, organizations, and firms that use and apply accounting principles and procedures.

Instructional Delivery Method: Traditional Hybrid

AAB in OFFICE ADMINISTRATION
Program Level: Associate in Applied Business
(Sheffield Village location only)

<u>Technical Courses (AOP 18)</u>	<u>Quarter Credits</u>
BA 103 Small Business Management	4
BA 111 Career Planning and Success	2
BA 206 Externship	2
CA 107 Graphics Presentation	4
CA 202 Desktop Publishing	4
CA 210 Integrated Office	4
CS 110 Digital Applications	4
CA 211 Administrative Office Procedures.....	4
MK 104 Customer Service and Relationship Management	4
Electives choose 4 courses from selection.....	16
<u>Basic Courses</u>	
AC 101 Accounting I	4
BA 110 Business Communication.....	4
CA 104 Word Processing I.....	4
CA 105 Spreadsheets I	4
CO 104 Composition I	4
<u>General Education Courses</u>	
CA 101 Introduction to Computer Science	4
CO 105 Composition II	4
CO 106 Interpersonal Communication.....	4
MA 103 Introduction to College Mathematics.....	4
SS 102 Psychology.....	4
SS 103 Political Science.....	4
<u>Elective Courses (choose 4 courses)</u>	
BA 104 Human Resource Management	4
HR 105 Training and Development.....	4
MK 101 Principles of Marketing.....	4
MK 105 Event Planning and Promotion	4
MK 202 Social Media & Internet Marketing	4
MK 204 Marketing Research	4
TOTAL CREDIT HOURS.....	92

Objectives

There is a need for professionals trained in administrative office skills. Students will become proficient in various types of computer applications and will be able to provide support to others. Students will be equipped with a broad background in the daily operation of an office utilizing their communication and diversity skills. Graduates of this program can apply their talents and skills to a variety of positions available in any size business or organization.

Office Administration majors participate in an externship in their final quarters of study that provide an opportunity to gain experience working in their field under the combined supervision and evaluation of both a cooperating local business and Ohio Business College.

Instructional Delivery Method: Traditional Hybrid

ASSOCIATE of APPLIED BUSINESS in BUSINESS ADMINISTRATION
Program Level: Associate in Applied Business
(Sheffield Village location only)

<u>Technical Courses (BAD 20)</u>		<u>Quarter Credits</u>
AC 104	Payroll Accounting	4
AC 105	Computerized Accounting	4
BA 103	Small Business Management	4
BA 104	Human Resource Management	4
BA 105	Law and Ethics.....	4
BA 109	Principles of Management	4
BA 111	Career Planning and Success	2
BA 206	Externship	2
CA 107	Graphics Presentation	4
HR 105	Training and Development.....	4
MK 101	Principles of Marketing.....	4
MK 104	Customer Service and Relationship Management	4
MK 202	Social Media & Internet Marketing.....	4
TOTAL	48

<u>Basic Courses</u>		
AC 101	Accounting I	4
BA 110	Business Communication.....	4
CA 104	Word Processing I.....	4
CA 105	Spreadsheets I	4
CO 104	Composition I	4
TOTAL	20

<u>General Education Courses</u>		
CA 101	Introduction to Computer Science	4
CO 105	Composition II	4
CO 106	Interpersonal Communication.....	4
MA 103	Introduction to College Mathematics.....	4
SS 102	Psychology.....	4
SS 103	Political Science.....	4
TOTAL	24

TOTAL CREDIT HOURS..... 92

Objectives

As the world of business grows and transforms, the modern office professional must possess strong business skills as well as insightful understanding of human behavior to be able to supervise a diverse number of employees. He or she must also be able to reason logically and execute sound judgment. This management and organization expertise is one of the most important aspects of the total development and operation of any business. The business administration degree offers a well-rounded business education, including a strong background in communication, management, accounting, law, and computer applications. Graduates of this program may apply their educational preparation to many areas of business, including employment in the following areas: banking, human resource management, retailing, and administrative positions in offices of small or large corporations. Individuals desiring to obtain skills for self-employment will find this program ideal for them as well.

Business Administration majors participate in externships in their final quarters of study that provide an opportunity to gain experience working in their field under the combined supervision and evaluation of both a cooperating local business and Ohio Business College.

Instructional Delivery Method: Traditional Hybrid

BUSINESS ADMINISTRATION SPECIALIST
Program Level: Diploma
(Sheffield Village location only)

<u>Technical Courses (BAS 18)</u>	<u>Quarter Credits</u>
AC 101 Accounting I	4
AC 105 Computerized Accounting	4
BA 103 Small Business Management	4
BA 110 Business Communication.....	4
BA 111 Career Planning and Success	2
BA 206 Externship	2
CA 101 Introduction to Computer Science	4
CA 104 Word Processing I.....	4
CA 105 Spreadsheets I	4
CA 107 Graphics Presentation	4
MA 103 Introduction to College Mathematics.....	4
TOTAL CREDIT HOURS.....	40

Objectives

There is a need for support staff in any business to have basic office skills so they can work in various positions. Students in this program will gain knowledge and hands-on skills in a variety of topics to provide support to others. Students will be equipped with a broad background in the daily operation of an office.

Business Administration Specialists participate in externships in their final quarters of study that provide an opportunity to gain experience working in their field under the combined supervision and evaluation of both a cooperating local business and Ohio Business College.

Graduates of this program can apply their talents and skills to a variety of positions available in any size business or organization.

Instructional Delivery Method: Traditional Hybrid



COURSE DESCRIPTIONS

AC 101 ACCOUNTING I 4 **40 Lecture Hours**

Accounting I introduces the student to the fundamental principles of accounting as they relate to individual proprietorship businesses. With the emphasis on accrual accounting, the student learns to properly record transactions in elementary journals and to post to the general and subsidiary ledgers. The trial balance, work sheet, financial statements, and opening and closing of books are introduced. In addition, the student learns how to adjust and reverse entries.

Prerequisite: Passing score on the math assessment or MA 100

AC 102 ACCOUNTING II 4 **40 Lecture Hours**

In Accounting II, the basic principles of accounting are expanded to include the aging of receivables and customer write-offs, depreciation methods, accounting for merchandise inventory, notes receivable and payable, and partnership accounting. Comprehensive problems covering various accounting areas provide necessary understanding and applicable skills.

Prerequisite: AC 101

AC 103 ACCOUNTING III 4 **40 Lecture Hours**

Accounting III deals with the opening, adjusting, and closing of corporate accounts and books. The course shows a general system of accounting with a classification and an arrangement of accounts that is elastic and adjustable to meet the requirements of many different lines of business. It presents the purpose for which special columns may be used in books of original entry to reduce labor and increase efficiency. Accounting III outlines a system of accounts that is suited for the recording of transactions of a manufacturing business. This course also introduces cost accounting and corporate accounts for stock and bond transactions.

Prerequisite: AC 101

AC 104 PAYROLL ACCOUNTING 4 **30 Lecture Hours; 20 Lab Hours**

The specific problems found in the preparation of entries and maintenance of standard payroll records are covered in Payroll Accounting. The student is also introduced to the laws concerning the preparation of payrolls, including the interpretation of tax laws affecting payroll accounting.

Prerequisite: AC 101

AC 105 COMPUTERIZED ACCOUNTING 4 **20 Lecture Hours; 40 Lab Hours**

Computerized Accounting allows students to apply their accounting knowledge using accounting software on the computer. Students will go through a series of modules including the general ledger, accounts receivable, accounts payable, invoicing, job cost, payroll, and fixed assets. Students will learn how to apply their knowledge of these accounting principles to the accounting software package.

Prerequisite: AC 101

AC 205 TAX ACCOUNTING 4 **40 Lecture Hours**

Course content in Tax Accounting centers on the principles of taxation on the federal level. Primary tax returns, along with their accompanying schedules, are completed for individuals, the self-employed, partnerships, and corporations. Tax laws, terminology, and special reporting are also explored.

Prerequisite: None

BA 103 SMALL BUSINESS MANAGEMENT 4 **40 Lecture Hours**

The basic concepts of managing and developing small businesses are covered in Small Business Management. Students gain knowledge of the design and implementation of a small business through the development of a written plan. Included in this course are the concepts of developing objectives, making decisions, planning financials, marketing, and designing organizational structure.

Prerequisite: None

BA 104 HUMAN RESOURCE MANAGEMENT 4 **40 Lecture Hours**

Human Resource Management provides a thorough introduction and background valuable to understanding the management of human relations in businesses. Roles of managers, supervisors, and human resource personnel and the interrelationships that exist between them are examined thoroughly. Students will examine civil rights, workers compensation, state and federal laws, salary and benefits, personnel training, and employee rights. Internal and external influences on organizations are examined to determine how they affect human relations.

Prerequisite: None

BA 105 LAW AND ETHICS 4 **40 Lecture Hours**

Law and Ethics is a comprehensive and practical study of ethical systems. The course is designed to explore, analyze, and evaluate the organizational values, strategic policies, and expected behaviors required to develop high ethical standards on both a personal and organizational level. Emphasis will be placed on case studies and exercises in ethical behaviors. An examination of the laws that relate to business and proper business etiquette is also covered in this class. Focus will be placed on critical thinking in analyzing conflicts and making ethical decisions. This class emphasizes the development of students' interpersonal skills for use in a variety of situations.

Prerequisite: None

BA 109 PRINCIPLES OF MANAGEMENT 4 **40 Lecture Hours**

Principles of Management explores the interdisciplinary processes of management and leadership. Students will explore the functional roles and processes of planning, leading, organizing, and controlling to successfully lead and

manage an organization. Students develop skills related to the manager and leader functions required in today's competitive environment. Factors such as effective communications and relationships, motivation, and managing for change will provide insight into effective management.

Prerequisite: None

BA 110 BUSINESS COMMUNICATION 4
30 Lecture Hours; 20 Lab Hours

Business Communication offers a practical approach to corporate communication. The course will develop students' communication skills in both written and oral formal and informal business communication. Training is provided in the principles and elements of business writing and the effective delivery of oral presentations.

Prerequisite: None

BA 111 CAREER PLANNING AND SUCCESS 2
20 Lecture Hours

This course will help individuals acquire a solid foundation to the basic skills for a successful career. Students will understand the connection between externships and careers, develop techniques for conducting successful job searches, and identify strategies necessary for ongoing career development in today's workplace. This class will be delivered with the use of lectures, career assessments, class discussions, role-playing activities, presentations, career development assignments and guest speakers.

Prerequisite: None

BA 206 EXTERNSHIP 2
80 Externship Hours

The successful transition of students to the workplace depends on the effective application of their educational skills to their chosen profession. Students are given the opportunity to gain experience by working in their field (for a total of eighty hours) under the combined supervision and evaluation of both a cooperating local business and the college. During that time, students continue to evaluate their personal skills, abilities, and transferable skills to determine how they will best fit in their chosen career.

Prerequisite/Co-requisite: BA 111 and taken within the last two quarters of attendance.

CA 101 INTRODUCTION TO COMPUTER SCIENCE 4
30 Lecture Hours; 20 Lab Hours

This course will focus on computing fundamentals, key software applications, and the internet. Additional topics included in this course are the impact of computers on society, ethical issues, the operating system, electronic mail, word processing and spreadsheets function. Upon completion the student should demonstrate an understanding of the role and function of computers.

Prerequisite: None

CA 104 WORD PROCESSING I 4
30 Lecture Hours; 20 Lab Hours

This course is designed to introduce students to the foundations of word processing. Students will become familiar with the numerous timesaving features of word processing software, and they will develop proficiencies in using these features. Through a step-by-step, hands-on approach, students will become proficient with word

processing tools that are a useful and integral part of almost every business office. They will gain insight into the role that word processing plays in information management systems.

Prerequisite: None

CA 105 SPREADSHEETS I 4
30 Lecture Hours; 20 Lab Hours

This course is designed to familiarize students with the basic concepts of spreadsheet software programs and their usefulness for many purposes. The student will understand formulas; know how to replicate spreadsheets; and be able to format, edit, manipulate, graph, print, and save data using a spreadsheet software program.

Prerequisite: Passing score on the math assessment or MA 100

CA 107 GRAPHICS PRESENTATION 4
30 Lecture Hours; 20 Lab Hours

This course is designed to familiarize students with graphics presentation design concepts. Students will plan, create, edit, and present multiple presentations for diverse audiences in a variety of settings using state-of-the-art software programs. Students will become skilled in utilizing professional public speaking skills for their presentations. They will also become familiar with the proper use and handling of projection equipment. At the conclusion of the class, students will have the opportunity to take a standardized certification exam in order to earn recognition of their advanced graphics presentation skills.

Prerequisite: None

CA 202 DESKTOP PUBLISHING 4
30 Lecture Hours; 20 Lab Hours

This course is designed to familiarize students with desktop publishing design concepts. It will provide students with ample practical applications in creating desktop publications such as newsletters, business cards, personalized labels, name badges, and brochures. State-of-the-art software programs designed for creating professional publications will be used for all projects. At the conclusion of the class, students will have assembled a professional portfolio in which to display samples of their work.

Prerequisite: CA 104

CA 210 INTEGRATED OFFICE 4
20 Lecture Hours; 40 Lab Hours

This course enhances how office professionals apply their knowledge and skills to solve problems. Students will integrate realistic business practices by completing various case scenarios using industry common software.

Prerequisites: CA104, CA105, and CA107

CA 211 ADMINISTRATIVE OFFICE PROCEDURES 4
30 Lecture Hours; 20 Lab Hours

This course will enable the students to perform a variety of functions encountered in the office environment. Case studies, integrated office and production software with simulations of office situations will be used to increase the students' critical thinking and problem-solving skills. Students will perform expert-level tasks.

Prerequisite: Must be taken only in the final quarters of course of study.

CS 110 DIGITAL APPLICATIONS 4
30 Lecture Hours; 20 Lab Hours

This course introduces students to the foundations of interactive media, digital applications, the electronic output and the printing process. Students will be introduced to and given hands-on experience with the creation, manipulation, and composition of raster and vector graphics, page layouts, interactive forms, and digital management systems.

Prerequisite: CA 101

CO 104 COMPOSITION I 4
40 Lecture Hours

Proper English and language skills are critical to success in all areas of life. This course integrates reading assignments for comprehension, critical thinking scenarios and activities, and writing assignments for students to help strengthen their foundation of the English language. Reading and writing practices will emphasize purpose, organization, and revision for clarity and correctness.

Prerequisite: Passing score on the English assessment or LA 100

CO 105 COMPOSITION II 4
30 Lecture Hours; 20 Lab Hours

Composition II is an argument-based, demanding college writing course. Because college-level reading is crucial for text comprehension and critical thinking, significant time will be spent teaching students to become more sophisticated readers. The course will also emphasize revision through peer critique, and intensive, timely instructor feedback. Students will also practice research-based argumentation, through the practice of textual analysis, source discernment, and logical organization.

Prerequisite: CO 104

CO 106 INTERPERSONAL COMMUNICATION 4
40 Lecture Hours

Communication is power and increasing our ability to communicate effectively enhances everyone in the professional world. Interpersonal Communication will help students explore dyadic, group and environmental communication. Students will learn how to enhance the use of communication skills essential to success and how to better understand human nature. Study will be gained in verbal, nonverbal and written communication by exploring speaking, listening, conflict management and self-disclosure.

Prerequisite: None

HR 105 TRAINING AND DEVELOPMENT 4
40 Lecture Hours

Training and Development introduces students to the concepts of human resource development and the impact of employee behavior in training, development and career management. Students will gain an understanding of various training methods and the development, implementation, and evaluation of training programs. Discussion and formulation of career management programs and effective evaluation techniques will also be incorporated.

Prerequisite: None

LA 100 ESSENTIAL ENGLISH 4
40 Lecture Hours

This course is designed for students who need a review of the fundamentals of English. Students are encouraged to develop their English language skills by utilizing both a dictionary and an office manual in the study of spelling, vocabulary, and the parts of speech. Correct grammar, sentence structure, punctuation, capitalization, and the use of numbers are also included topics. This class is required for entering students who did not obtain the minimum score required in the English assessment.

Prerequisite: None

MA 100 ESSENTIAL MATH 4
40 Lecture Hours

This course offers a review of the basic skills and understanding of the mathematical processes needed for business math and related courses. Mathematical operations covered include whole numbers, fractions, decimals, and percentages. Algebraic concepts will be used in solving practical mathematical problems related to common situations of a business nature. This course is required for the entering student who does not obtain the minimum score required on the mathematics assessment.

Prerequisite: None

**MA 103 INTRODUCTION TO COLLEGE
MATHEMATICS 4**
40 Lecture Hours

This course explores how to survive in a number-driven world. Students enhance their math knowledge and skills in order to make logical decisions necessary in their field of study and daily lives. Algebraic concepts will be used in solving mathematical problems related to common situations in work and life. Students will further develop their problem solving and critical thinking skills.

Prerequisite: Passing score on the math assessment or MA 100

MK 101 PRINCIPLES OF MARKETING 4
40 Lecture Hours

Principles of Marketing introduces students to the fundamentals of marketing. Students will learn to identify and apply the four P's of marketing; product, price, place, and promotion. Market segmentation, buyer behavior, branding, and marketing strategies will be analyzed. Students will increase their knowledge of marketing using critical thinking and problem solving skills to create a marketing plan for an innovative product or service.

Prerequisite: None

**MK 104 CUSTOMER SERVICE AND
RELATIONSHIP MANAGEMENT 4**
40 Lecture Hours

Customer Service and Relationship Management is designed to introduce the student to the nature and purpose of customer relations in hospitality and tourism organizations. Coursework will include customer service strategies and integrating concepts such as culture and diversity in business relationships, promotion, and media relations. Emphasis will be placed on the manager's role in improving customer relationships and creating a positive, customer-focused organization. Students will learn how to increase customer satisfaction, solve problems and resolve

complaints through communication and collaboration techniques.

Prerequisite: None

**MK 105 EVENT PLANNING AND PROMOTION 4
40 Lecture Hours**

Event Planning and Promotion is designed to introduce concepts of event planning and promotion in the hospitality industry. Focus will be placed on business, marketing, communication, computer, and public relations skills necessary for event and meeting planning and management. Emphasis will be placed on developing budgets, timelines, and communication with clients and vendors, and legal considerations in event planning. Promotions planning and the incorporation of varied methods of advertising and public relations will be introduced.

Prerequisite: MK 101

**MK 202 SOCIAL MEDIA AND INTERNET
MARKETING 4
40 Lecture Hours**

Social Media and Internet Marketing will introduce students to the importance of Internet and social media in the marketing process. The use of Internet and social media as important components of the marketing tool box will be discussed. Students will be taught the rules of engagement and ethics for behavior in social media. Platform-specific tactics and materials will be used to analyze a comprehensive Internet and social media marketing plan.

Prerequisite: none

**MK 204 MARKETING RESEARCH 4
40 Lecture Hours**

Decision making is the core of the course and students will learn to make decisions based on fact, analyzing data to

make intelligent decisions. Students will learn the key concepts and methods of marketing research and how to apply those tools to real-life marketing and business problems. Statistics, probability, forecasting, optimization and simulation models will be tools reviewed in decision making.

Prerequisite: None

**SS 102 PSYCHOLOGY 4
40 Lecture Hours**

This course reviews the major theories and studies related to human behavior and its causes. Psychology covers learning, motivation, abnormal behavior, self-esteem, self-disclosure, social behavior, human growth and behavior, personality development, and the roles of heredity and environment in determining behavior. Students will also gain valuable insight into the many forces that control communication and human relations as people interact with each other.

Prerequisite: None

**SS 103 POLITICAL SCIENCE 4
40 Lecture Hours**

This course is designed to enable students to understand the fundamentals of the American political process as well as national institutions, their functions, and the relationships of state and local governments. Students will also study political participation, interest groups, political parties, leadership, mass media elections and campaigns, the United States Constitution, the presidency, congress, bureaucracy, and the courts.

Prerequisite: None





ALLIED HEALTH PROGRAMS



ACADEMIC CALENDAR FOR PRACTICAL NURSING PROGRAM

Spring 2024 - Fall 2025

SPRING QUARTER — APRIL 1, 2024 TO JUNE 7, 2024

April 1	Spring Quarter Starts
May 3	Last day to withdraw from class(es) without grade penalty
May 27	Memorial Day (No Classes)
June 7	Spring Quarter Ends
June 10-14	Exams and Makeup Classes

SUMMER QUARTER — JUNE 24, 2024 TO AUGUST 30, 2024

June 24	Summer Quarter Starts
July 4	Fourth of July observed
July 26	Last day to withdraw from class(es) without grade penalty
August 30	Summer Quarter Ends
September 2	Labor Day (No Classes)
September 3-6	Exams and Makeup Classes

FALL QUARTER — SEPTEMBER 23, 2024 TO NOVEMBER 29, 2024

September 23	Fall Quarter Starts
October 25	Last day to withdraw from class(es) without grade penalty
November 28-29	Thanksgiving Break (No Classes)
November 29	Fall Quarter Ends
December 2-6	Exams and Makeup Classes

WINTER QUARTER — JANUARY 6, 2025 TO MARCH 14, 2025

January 6	Winter Quarter Starts
January 20	Martin Luther King Day (Classes Held)
February 7	Last day to withdraw from class(es) without grade penalty
March 14	Winter Quarter Ends
March 17-21	Exams and Makeup Classes

SPRING QUARTER — MARCH 31, 2025 TO JUNE 6, 2025

March 31	Spring Quarter Starts
May 2	Last day to withdraw from class(es) without grade penalty
May 26	Memorial Day (No Classes)
June 6	Spring Quarter Ends
June 9-13	Exams and Makeup Classes

SUMMER QUARTER — JUNE 30, 2025 TO SEPTEMBER 5, 2025

June 30	Summer Quarter Starts
July 4	Fourth of July observed (No Classes)
August 1	Last day to withdraw from class(es) without grade penalty
September 2	Labor Day (No Classes)
September 5	Summer Quarter Ends
September 8-12	Exams and Makeup Classes

FALL QUARTER — SEPTEMBER 29, 2025 TO DECEMBER 5, 2025

September 29	Fall Quarter Starts
October 31	Last day to withdraw from class(es) without grade penalty
November 27-28	Thanksgiving Break (No Classes)
December 5	Fall Quarter Ends
December 8-12	Exams and Makeup Classes

PRACTICAL NURSING

ADMISSIONS REQUIREMENTS FOR THE PRACTICAL NURSING PROGRAM

Prior to applying to the OBC Practical Nursing Program the student should consider the list of disqualifying offenses to obtaining a Practical Nursing license in the state of Ohio. Visit [this URL: https://nursing.ohio.gov/static/uploads/Compliance%20and%20Regulation/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf](https://nursing.ohio.gov/static/uploads/Compliance%20and%20Regulation/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf) for a list of those offenses and additional information. Students are responsible for ascertaining their status in regard to the information contained in the Ohio Board of Nursing fact sheet at the URL listed.

Students interested in enrolling in the Practical Nursing Program at OBC must first apply for admission to the College.

In addition to the OBC admission requirements, the Practical Nursing Program has additional admission requirements. These additional requirements for entrance into the Practical Nursing Program are as follows:

1. All high school and previous college transcripts must be submitted.
2. Meet or exceed the current required score on the entrance assessment.
3. Complete the following health requirements: Physical exam, proof of immunization and immune status against communicable diseases and provide a drug screen, as required by the clinical agencies. A positive drug screen may prevent admission into the program.
4. Pass a criminal record check. A criminal background check that reveals conviction for any of the Ohio Board of Nursing disqualifying offenses may prevent admission into the program. For any offense identified on the criminal background check, the student must consult their own legal representation. The Practical Nursing Program will follow the procedures and guidelines of the clinical agency, which may prohibit the student from attending learning experiences in that agency.

ESSENTIAL ABILITIES REQUIRED FOR THE PRACTICAL NURSING PROGRAM

The study of Practical Nursing requires academic, cognitive, and physical abilities. The below list represents the minimum abilities necessary to successfully meet the end-of-program student learning outcomes for completion of the Practical Nursing Program. Not meeting these abilities may interfere with successful completion of the Practical Nursing Program.

- Apply clinical judgment; make safe decisions in a timely manner when stressful situations arise.
- Cope with demanding patients and potentially life-threatening clinical situations.

- Incorporate new information into previous learning as necessary.
- Sit, stand, and/or walk for long periods of time in a variety of learning environments.
- Be able to bend, squat, reach, kneel, and twist as needed to perform safe patient care.
- Tolerate strong, unpleasant odors.
- Carry out procedures that prevent the spread of infection (examples: frequent hand washing, using mask and gloves [personal protective equipment]).
- Lift and transfer patients with appropriate assistance including transferring from bed-to-chair and chair-to-bed.
- Lift, carry, push, and/or pull up to fifty (50) pounds.
- Be able to use own strength to stabilize, move, and safely assist patients to walk or transfer, with or without equipment.
- Use visual, auditory, smell, and tactile senses to accurately gather patient information.
- Manipulate various medical equipment.
- Perform gross and fine motor movements necessary to collect patient data and provide safe patient care.
- Maintain strength and stamina to complete 8 to 10 hours in the patient care setting.
- Maintain adequate concentration and attention in patient care settings.
- Receive and process visual and auditory information from patients and from the care environment.
- Respond and react immediately and appropriately to instructions/requests, monitor equipment, and perform auscultation with a stethoscope.
- Demonstrate ability to effectively perform a variety of nursing tasks involving observation of objects and persons, depth and color perception, which may involve any body part.
- Perform mathematical calculations for medication preparation and administration; calculate IV flow rates and obtain other measures related to patient care.
- Communicate effectively and appropriately, both orally and in writing, and through the use of technology devices; engage in professional dialogue.
- Read, write, comprehend, and speak the English language to facilitate clear communication.
- Demonstrate professionalism, compassion, integrity, empathy, and effective interpersonal skills.
- Compassionately care for individuals of all ages, genders, races, and socio-economic status, religious and cultural background without bias or prejudice.
- Practice within the legal guidelines of the Ohio Board of Nursing.

GRADING SCALE

93 -100 = A
85 - 92.99 = B
78 - 84.99 = C
77.99 or less = F

Numerical grades are not rounded and extra credit is not available. Students must earn a grade of C (78%) in a course and an average 78% in all course examinations, and successfully pass all clinical and laboratory components in order to progress to the next nursing course. If a 78% is not earned in either the course or exam portion of the course, the student must repeat that nursing course and earn a grade of 78% or higher to progress and to graduate.

NOTE: The passing grade of 78% is higher than the 70% for a passing grade for other OBC programs.

Courses with Theory, Nursing Skills Laboratory, and Clinical Laboratory Experiences

Students must successfully pass each of the components of the course: theory, skills laboratory, and clinical experiences to pass a course that has some or all of the 3 components. Failure of any one or combination of the components will result in failure of the course.

SKILLS LABORATORY

A pass/fail grade is issued for skills lab. Students must earn a satisfactory grade on all skill check-offs to successfully complete the laboratory portion of the class. The letter grade recorded for the course is based on the theory portion and is recorded only after the student passes the skills laboratory and clinical laboratory portions of courses with these learning experiences. However, if an unsatisfactory grade is earned in the skills laboratory, the course grade is recorded as an F regardless of the theory portion of the course.

CLINICAL LABORATORY

A pass/fail grade is issued for clinical. Students must achieve a satisfactory score on all areas of the clinical evaluation tool. A pass/fail grade is issued for clinical. The letter grade recorded for the course is based on the theory portion and is recorded only after the student passes the skills laboratory and clinical laboratory portions of courses with these learning experiences. However, if a failing grade is earned in clinical, the course grade is recorded as an F regardless of the grade for the theory portion of the course.

STUDENT ATTENDANCE

Attendance is taken each class meeting. Students are expected to attend all classes. Ohio Business College does not distinguish between excused and unexcused absences. Each class meeting missed counts as an absence, including any scheduled make up classes.

Practical Nursing students are expected to attend every learning session including theory, skills laboratory, simulation laboratory, and clinical experiences.

Required class attendance is set at a minimum of 80 percent of clock hours per quarter. Attendance is recorded daily and reviewed at the end of each quarter. A warning will be issued if a student is below 85%, but above the 80% requirement. Students who have less than 80% 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. The attendance record becomes part of every student's permanent record.

LAB AND CLINICAL ATTENDANCE

All lab and clinical hours must be met. Missed lab hours will require completion of an assignment in addition to the make-up of the lab hours. Lab make-up activities must be completed within 2 weeks of the missed lab. It is the responsibility of the student to contact the instructor to schedule makeup hours. Missed clinical time will require completion of a written assignment and the make-up of hours with an alternate clinical experience or assignment of similar scope and quality as the missed clinical learning activity. Makeup clinical hours must be completed within 2 weeks of the missed clinical experience.

CLINICAL ATTENDANCE

Clinical attendance will be evaluated using a point system. Students will accrue points based on the following system:

- ◆ Clinical Absence= 6 points
- ◆ Tardy 1-15 minutes Late= 3 points
- ◆ Tardy 16-30 minutes Late = 4 points
- ◆ For a tardy greater than 30 minutes, students will be sent home and accrue points for a clinical absence.

If a student accrues seven points in any one clinical course, the student will be issued an "Unsatisfactory grade" for that portion of the course resulting in course failure. In the event of extenuating circumstances, as defined in the college catalog, a student may appeal at the end of the quarter to have up to 5 points waived at the discretion of the program director and with appropriate documentation. The student must submit the request to have points waived in writing no later than final day of the quarter.

LAB ATTENDANCE

Attendance in lab is set at a minimum of 90% of course lab hours. A student may makeup hours missed within two weeks of the missed learning experience or as scheduled with the instructor. It is the responsibility of the student to schedule the hours with the lead faculty teaching the course. If a student does not meet the minimum 90% attendance for lab, the student will be issued an "Unsatisfactory grade" for that portion of the course resulting in course failure. For the purpose of PN301A: Practical Nursing Care of the Reproducing Family and PN 404: Practical Nursing Care of Children, Ohio Board of Nursing recognizes simulation as an appropriate clinical replacement experience and therefore, the laboratory portion of these courses will follow the clinical attendance policy. (See above)

Attendance in all learning experiences is expected. In the event of an absence, it is the responsibility of the student to make up missed work. The faculty must be notified of any

absence prior to the start of the class being missed, or as soon as safely possible. The faculty and student will work together to ensure the student receives instruction on the missed content.

CLINICAL EDUCATION

Each clinical course will provide specific information about clinical assignments. The following general requirements apply to all clinical courses. Students must:

- Follow and abide by all policies and procedures of the Practical Nursing Program and the clinical facility.
- Demonstrate effective and professional communication with all members of the healthcare team.
- Work diligently to achieve goals of the clinical nursing courses.
- Participate in all the learning opportunities and assignments required in the clinical setting.
- Immediately report to the faculty any circumstance that jeopardizes your ability to fulfill clinical objectives.
- Maintain all patient information in strict confidence as outlined by the clinical facility and in compliance with HIPAA standards.

Students are expected to represent the College during all clinical education experiences. Students who demonstrate unprofessional behavior during a clinical education experience risk immediate removal and failure of the clinical portion of the course and may be dismissed from the Practical Nursing Program.

DRESS CODE POLICY

Students are expected to wear the College uniform and abide by professional behaviors during clinical experiences or representing the College on or off campus. The following standards are required in all clinical experiences:

- In general, a neat, well-groomed appearance is considered acceptable.

- Shoes with laces must be tied; slip-on style shoes must have a back – no backless clog styles, open-toed shoes, sandals, or heeled shoes.
- Hair is to be neat and clean at all times and if dyed, should be a natural hair color. Hair must be kept out of student's face and eyes at all times. Hair that is longer than shoulder length must be tied back or styled with clips, combs, headbands, etc. to keep hair out of the student's face/eyes. Bangs, straight or side swept, that cover or fall in front of eyes must be secured with pins, combs, or headbands. Beards and mustaches must be clean and trimmed.
- Jewelry must be kept to a minimum: wedding bands and smooth rings are acceptable; rings with stones and sharp edges harbor bacteria and scratch tender skin; necklaces/chains that are longer than 18" dangle and may be caught on equipment or easily pulled. Only one short necklace is allowed. Limit earrings to two per ear with no hoops or earrings that dangle >1/2.
- Other body and facial piercing must be removed or concealed at all times, eyelid, nose, lip, and tongue rings/studs, and ear gauging may not be worn during clinical.
- Daily body and oral hygiene are expected.
- Fingernails must be short (no longer than 1/4 inch) and clean with only clear or neutral colored polish; no acrylic nails.
- Cosmetics should be tasteful and worn in moderation.
- No perfume.
- Ohio Business College name badge, along with additional name tags as issued by clinical facilities, must be worn and visible at all times in the clinical setting.
- Watches are necessary for assessment and should be worn to each clinical experience. If a student has a smart watch, the watch must be kept in silent mode and may not be utilized for personal communication outside of break times.



Practical Nursing
Program Level: Diploma
(Sandusky Campus only)

Course Code and Title for LPN 23		Theory Hours	Clinical Hours	Lab Hours	Credit Hours
Quarter 1:					
PN 101A	Anatomy & Physiology for the PN	80			8
PN 102	Clinical Judgment for the Practical Nurse	20			2
PN 103A	Fundamentals of Practical Nursing I	20		60	5
PN 104B	Practical Nursing Care of the Elderly Patient	20	60		4
Quarter 2:					
PN 202B	Calculating Dosages for the Practical Nurse	40		40	6
PN 203B	Fundamentals of Practical Nursing II	40	75	30	8
PN 204	IV Therapy for the Practical Nurse	20		20	3
Quarter 3:					
PN 301A	Practical Nursing Care of the Reproducing Family	20		40	4
PN 304A	Practical Nursing Care of Adults I	40	75	30	8
PN 305	Mental Health Practical Nursing	40	30		5
Quarter 4:					
PN 402A	Practical Nursing Care of Adults II	40	90	20	8
PN 403A	Preparation for Practical Nursing Practice	40		20	5
PN 404	Practical Nursing Care of Children	20		40	4
Total Program Credits and Clock Hours: 1070 clock hours		440	330	300	70

Program Objectives

The Practical Nursing (PN) Program offered by the Ohio Business College is four quarters or 44 weeks in length offering theory, nursing skills lab, simulation lab, and clinical experiences. Each quarter is 10 weeks of instruction with week 10 the final exam week. Week 11 is reserved as time for make-up of missed learning experiences, especially clinical experiences. Graduates of the PN Program are qualified to write the NCLEX-PN to become Licensed Practical Nurses.

Instructional Delivery Method: Traditional



PRACTICAL NURSING COURSE DESCRIPTIONS

PN 101A ANATOMY AND PHYSIOLOGY FOR THE PN 8

80 Theory

This course introduces the PN student to medical terminology, anatomy and physiology of the human body, microbiology and pathology. The course starts at the cellular level including concepts of chemistry advancing to tissues then body systems including the integumentary, musculoskeletal, nervous, sensory, and immune systems, cardiovascular, pulmonary, lymphatic, endocrine, urinary, digestive, and reproductive as well as fluid, electrolytes, and acid-base balance.

Prerequisite: None

PN 102 CLINICAL JUDGMENT FOR THE PRACTICAL NURSE 2

20 Theory

This course introduces a clinical judgment model and framework to teach students to think like a nurse. The student learns to apply the critical thinking skills and strategies that support the clinical judgment needed when using the nursing process to plan safe patient care as well as dealing with system issues in the healthcare environment. This course provides the foundation for the clinical judgment process applied throughout all nursing courses.

Prerequisite: None

PN 103A FUNDAMENTALS OF PRACTICAL NURSING I 5

20 Theory; 60 Lab

This course focuses on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns in structured healthcare environments. In this course the student begins to apply the clinical judgment process as it is being learned in the concurrent clinical judgment course. Students are introduced to nursing topics that are fundamental to the care of all patient across the lifespan. Selected nursing skills are taught in the skills laboratory with opportunity to apply fundamental nursing concepts when performing basic nursing skills.

Prerequisite: None

PN 104B PRACTICAL NURSING CARE OF THE ELDERLY PATIENT 4

20 Theory; 60 Clinical

This course focuses on fundamental concepts necessary for safe, compassionate, patient-centered nursing care of elderly patients. The student learns age-related changes and

variations of nursing care related to the aging process. Select nursing skills and clinical judgment are applied in various clinical settings caring for the elderly.

Prerequisite: None

PN 202B CALCULATING DOSAGES FOR THE PRACTICAL NURSE 6

40 Theory; 40 Lab

This course focuses on foundational pharmacological concepts, calculating dosages for safe medication administration and learning medications related to specific body systems including cardiovascular, respiratory, endocrine, gastrointestinal, renal/urinary, nervous and musculoskeletal. Basic arithmetic calculations are reviewed then applied to dosage calculations. Selected nursing skills are taught in the skills laboratory with opportunity to apply medication administration knowledge, skills and clinical judgement in various clinical settings throughout the program.

Pre-requisites: All Quarter 1 Classes

PN 203B FUNDAMENTALS OF PRACTICAL NURSING II 8

40 Theory; 75 Clinical; 30 Lab

This course is a continuation of Fundamentals of Practical Nursing I, and focuses on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns in structured healthcare environments. Students are introduced to additional content to complete their foundational learning of Practical Nursing care for patients across the lifespan. Students continue their application of the clinical judgment process learned in the first semester. Select nursing skills are learned in the nursing skills laboratory and applied in various clinical settings.

Pre-requisites: All Quarter 1 Classes

PN 204 IV THERAPY FOR THE PRACTICAL NURSE 3

20 Theory; 20 Lab

The course covers the knowledge and psychomotor skills related to intravenous therapy performed by the Practical Nurse. Application of theory in the form of hands-on learning and practice occurs in the nursing skills laboratory. Supervised application of theory and clinical practice of nursing skills related to intravenous therapy learned in the course are provided in concurrent and subsequent clinical nursing courses.

Pre-requisites: All Quarter 1 Classes

PN 301A PRACTICAL NURSING CARE OF THE REPRODUCING FAMILY 4

20 Theory; 40 Lab

This course expands on the nursing theory learned in the first two quarters with the acquisition of nursing knowledge related to the care of the reproducing family and the neonate. Application of knowledge, nursing skills, and clinical judgment occurs both the theory classroom and in the simulated clinical setting.

Pre-requisites: All Quarter 2 Classes

PN 304A PRACTICAL NURSING CARE OF ADULTS I 8

40 Theory; 75 Clinical; 30 Lab

This course expands on the nursing theory learned in the first two quarters with the acquisition of nursing knowledge related to the care of adults. Select nursing skills are learned in the nursing skills laboratory and applied in various clinical settings. Application of knowledge and clinical judgment occurs in a variety of clinical settings.

Pre-requisites: All Quarter 2 Classes

PN 305 MENTAL HEALTH PRACTICAL NURSING 5

40 Theory; 30 Clinical

This course expands on the nursing theory learned in the first three quarters of the program with the acquisition of nursing knowledge related to mental health nursing. Application of knowledge, nursing skills, and clinical judgment occur in a variety of clinical settings.

Pre-requisites: All Quarter 2 Classes

PN 402A PRACTICAL NURSING CARE OF ADULTS II 8

40 Theory ;90 Clinical: 20 Lab

This course expands on the nursing theory learned in Practical Nursing Care of Adults I, with the further acquisition of nursing knowledge related to the care of adults. Select nursing skills are learned in the nursing skills laboratory and applied in various clinical settings. Application of knowledge, nursing skills, and clinical judgment occurs in a variety of clinical settings.

Pre-requisites: PN 304A

PN 403A PREPARATION FOR PRACTICAL NURSING PRACTICE 5

40 Theory; 20 Lab

This comprehensive course provides a synthesis of all nursing content taught throughout the program. In this course the individual student identifies personal areas of knowledge and abilities that need enhancement prior to entering Practical Nursing practice and in preparation for the NCLEX-PN®. The course includes a review of, and strategies for success on, the NCLEX-PN®. Select nursing skills are learned in the nursing skills laboratory and applied in various clinical settings.

Pre-requisites: PN 304A

PN 404 PRACTICAL NURSING CARE OF CHILDREN 3

20 Theory; 40 Lab

This course expands on the nursing theory learned in the first two quarters with the acquisition of nursing knowledge related to the care of children. Application of knowledge, nursing, and clinical judgment occurs in both the theory classroom and in the simulated clinical setting.

Pre-requisites: All Quarter 2 Classes



ACADEMIC CALENDAR FOR MEDICAL ASSISTING

Spring 2024 – Fall 2025

SPRING QUARTER 2024 — APRIL 1, 2024 TO JUNE 20, 2024

April 1	Quarter Starts
May 17	Last day to withdraw from class(es) without grade penalty
May 27	Memorial Day (No Classes)
June 20	Quarter End

SUMMER QUARTER 2024 — JUNE 24, 2024 TO SEPTEMBER 12, 2024

June 24	Quarter Start
July 4	Fourth of July observed
August 9	Last day to withdraw from class(es) without grade penalty
September 2	Labor Day (no classes)
September 12	Quarter End

FALL QUARTER 2024 — SEPTEMBER 23, 2024 TO DECEMBER 12, 2024

September 23	Quarter Start
November 8	Last day to withdraw from class(es) without grade penalty
November 28	Thanksgiving Break (No Classes)
December 12	Quarter Ends

WINTER QUARTER 2025 — JANUARY 6, 2025 TO MARCH 27, 2025

January 6	Quarter Start
January 20	Martin Luther King Day (Classes Held)
February 21	Last day to withdraw from class(es) without grade penalty
March 27	Quarter End

SPRING QUARTER 2025 — MARCH 31, 2025 TO JUNE 19, 2025

March 31	Quarter Starts
May 16	Last day to withdraw from class(es) without grade penalty
May 26	Memorial Day (No Classes)
June 19	Quarter End

SUMMER QUARTER 2025— JUNE 30, 2025 TO SEPTEMBER 18, 2025

June 30	Quarter Start
July 4	Fourth of July observed
August 15	Last day to withdraw from class(es) without grade penalty
September 1	Labor Day (no classes)
September 18	Quarter End

FALL QUARTER 2025— SEPTEMBER 29, 2025 TO DECEMBER 18, 2025

September 29	Quarter Start
November 14	Last day to withdraw from class(es) without grade penalty
November 27	Thanksgiving Break (No Classes)
December 18	Quarter Ends

MEDICAL ASSISTING

ADMISSIONS REQUIREMENTS

ALLIED HEALTH PROGRAMS ADMISSIONS REQUIREMENTS:

Applicants with no previous medical assisting work experience and educational achievement as a medical assistant:

- ◆ Be in good health. Medical assisting students must sign a Hepatitis B statement stating that the student is responsible for obtaining a series of required inoculations shortly after starting classes.
- ◆ Sign a drug free certification statement (see Drug/Alcohol Policy previously in this catalog).
- ◆ Any students wishing to earn a diploma in Medical Assisting must sign a letter of intent at the successful conclusion of their 1st term.

SCHEDULED CLASS HOURS

Generally, in-person day class hours begin at 9:00 a.m. and end at 1:00 p.m. and evening class hours begin at 6:00 p.m. and end at 10:00 p.m. on Tuesdays and Wednesdays. Days for your program may vary within these times and will be provided to you during enrollment. The school reserves the right to change scheduled hours upon written notice.

SUPPLIES AND BOOKS

All course materials (books and supplies) for all programs are included in the lab, supply, and book fee charges. Charges for lab, supply, and book fees are itemized on the tuition insert. Book, supply, and lab fees are charged in accordance with the terms of each individual enrollment agreement.

DRESS CODE

The Ohio Business College's Dress Code for the allied health programs is designed to meet professional

appearance standards acceptable in medical offices and to comply with OSHA (Occupational Safety and Health Administration) and infection control regulations pertaining to those offices.

- ◆ Scrub pants and top colors requirements are as follows: Navy Blue.
- ◆ Uniforms, the only acceptable clothing, must be clean and wrinkle-free.
- ◆ A white, long-sleeved lab coat with knitted wrist cuffs is included.
- ◆ In accordance with medical office standards, jewelry appearance must be limited to two rings per hand; one necklace (short in length); one wristwatch; no bracelets; two earrings per ear (no dangles); and no facial, mouth, tongue, nail, or other obvious body piercing.
- ◆ Tattoos should be covered with clothing whenever possible. There is also special makeup that can be purchased to cover tattoos.
- ◆ A professional appearance is comprised of a well-groomed look, which includes keeping fingernails clean and short. Acrylic nails are not acceptable in the allied health programs.
- ◆ Long hair must be controlled at all times in a professional, non-distracting fashion, and styled toward the back of the head during all clinical lab sessions. Headdresses must comply with safety and dress code regulations set by the school and OSHA. Headdress must not drop below the nape of the neck and must be designed to cover only the hair. The headdress must be controlled at all times. Headdresses must match required scrub colors. No prints are permissible. Headdresses must be acceptable for use in a professional medical facility.

From the first day of attendance to the last, all students must be in compliance with dress code requirements.



MEDICAL ASSISTING

Program Level: Diploma

Course Code and Title for MA20		Lecture Hours	Lab Hours	Externship Hours	Credit Hours
AP 110	Anatomy & Physiology I	60			6
CP 110	Clinical Procedures I	24	72		5
AD 110	Administrative Procedures I	36	48		5
AP 111	Anatomy & Physiology II	60			5
CP 111	Clinical Procedures II	36	48		5
AD 111	Administrative Procedures II	48	48		6
PD 210	Professionalism & Ethics	24			2
CP 211	Clinical Procedures III	48	72		7
AD 211	Administrative Procedures III	36	60		5
CP 212	Certification Review & Career Prep	36			3
EX 203	Externship			180	6
TOTAL		408	348	180	55

Program Objectives

The medical assisting diploma program provides students with hands on application of skills medical assistants perform. Back-office functions range from rooming a patient, taking vital signs, performing EKGs, assisting in minor office surgery, performing phlebotomy procedures, completing laboratory procedures, and other duties associated with assisting medical professionals. Front office functions include greeting patients, setting appointments, telephone triage, and insurance billing and coding. Medical assisting students will be equipped with a broad background in computers, organization, and communication. Medical assisting majors participate in an externship that provides an opportunity to gain experience working in their field under the combined supervision and evaluation of both a cooperating local medical facility and Ohio Business College. Graduates have the opportunity to sit for the RMA – AMT (Registered Medical Assistant) certification examination.

Career opportunities for successful graduates in the Medical Assisting Diploma program exist as entry-level medical assistants in front office as well as back-office positions. Jobs would include medical assistant, clinical assistant, administrative assistant, medical receptionist, and medical insurance biller.

Instructional Delivery Method: Traditional Hybrid



MEDICAL ASSISTING COURSE DESCRIPTIONS

AP 110 ANATOMY & PHYSIOLOGY I 6 **60 Lecture Hours**

This course seeks to establish a thorough working knowledge of systems of the human body. The course material includes a study of the development of tissues from a cellular level to organ systems. Students are introduced to the planes of the body and learn what organs are contained within each region. Emphasis is placed on multiple body systems. As each body system is introduced, students learn the anatomical structures, pathological conditions, medical terms, and applicable drugs that coincide within each system.

Prerequisite: None

CP 110 CLINICAL PROCEDURES I 5 **24 Lecture Hours; 72 Lab Hours**

This course will provide students with a thorough introduction to OSHA guidelines and infection control procedures as well as many safety techniques. Students become skilled at organizing and maintaining health records. HIPAA (Health Insurance Portability and Accountability Act of 1996) legislation will be presented so that students understand the importance of protecting patient information. Students will learn and be able to demonstrate the basic principles for interviewing a patient, obtaining a medical history, and patient education, as appropriate. In the clinical component of this course, students will be able to demonstrate aseptic hand washing, telephone and in-office screenings, vital signs, adult height and weight, and proper positioning of a patient. Students will be able to set-up and assist with visits in a general, OB/GYN, and pediatric office.

Prerequisite: None

AD 110 ADMINISTRATIVE PROCEDURES I 5 **36 Lecture Hours; 48 Lab Hours**

This course provides students with realistic experience that places them in a medical office environment. Emphasis is placed on administrative duties, with broad coverage encompassing introduction to computers, oral and written communication, document production, telecommunication, records/files management, keyboarding, legal issues, and patient relations (including scheduling?). Practical office simulations give students hands on experience of situations they will encounter in the medical office.

Prerequisite: None

AP 111 ANATOMY & PHYSIOLOGY II 5 **60 Lecture Hours**

This course continues to establish a thorough working knowledge of the systems of the human body. Emphasis is placed on multiple body systems. As each body system is introduced, students will be introduced to the basic word-building principles and applicable drugs and pathological conditions related to each system. The

oncology and psychiatry specialties will also be introduced during this course.

Prerequisite: AP 110

CP 111 CLINICAL PROCEDURES II 5 **36 Lecture Hours; 48 Lab Hours**

This course introduces students to the fundamental principles of pharmacology and how to maintain medication records. Basic math skills are presented in order to understand how to calculate the formulas for adult and pediatric dosages. Hands on techniques for administering injections are introduced. This hands-on medical lab introduces students to the fundamentals of preparing for and assisting with minor office surgeries. Students are taught the use and maintenance of common diagnostic equipment. Students continue to practice and refine the skills learned in Clinical Procedures I.

Prerequisite: CP 110

AD 111 ADMINISTRATIVE PROCEDURES II 6 **48 Lecture Hours; 48 Lab Hours**

This course emphasizes the use of Electronic Health Records (EHR) to schedule patient appointments, input insurance information and process preauthorization's of medical claims. Student learn about various governmental and private insurance plans. Students learn how to execute basic diagnostic and procedural coding. Emphasis is placed on decision-making skills and critical thinking.

Prerequisite: AD 110

PD 210 PROFESSIONALISM & ETHICS 2 **24 Lecture Hours**

This course is designed to prepare students for the world of work. The first phase of this course focuses on resume preparation and effective interviewing techniques. The next phase of this course introduces students to the common legal terminology as well as various statutes. Emphasis is placed on federal acts that impact those working in the medical industry. Students learn to identify and respond to legal and ethical issues and to perform within those boundaries. Students obtain CPR certification and first aid training.

Prerequisite: None

CP 211 CLINICAL PROCEDURES III 7 **48 Lecture Hours; 72 Lab Hours**

This hands-on medical lab introduces students to the fundamentals of preparing for and assisting with the clinical laboratory. Students will learn phlebotomy procedures and will perform many CLIA-(Clinical Laboratory Improvement Amendments of 1988) waived tests (CLIA waived hematology test, chemistry test, urinalysis an immunology test.) This course introduces students to proper procedures in responding to

emergencies. Students obtain CPR certification and first aid training. The last segment of the course is a clinical review in which students retest over all the major clinical skills presented throughout the program.

Prerequisite: CP 110

AD 211 ADMINISTRATIVE PROCEDURES III 5
36 Lecture Hours; 60 Lab Hours

This course incorporates a review of the documentation and communication skills necessary for the successful operation of a medical facility. Students learn basic accounting procedures required in a healthcare facility. Students complete a practicum using an integrated software for complete practice management.

Prerequisite: AD 110

CP 212 CERTIFICATION REVIEW & CAREER PREP 3
36 Lecture Hours

This course is designed to prepare the student for a career as a health care professional. Students learn the importance of networking and having positive attitudes in

their job search endeavors. Students learn the basic rules for finding and keeping a job. Students will have thorough knowledge and understanding of how to evaluate job offers including: benefit packages, orientation and employer expectations.

Prerequisite: AD 110

EX 203 EXTERNSHIP 6
180 Extern Hours

The unpaid externship provides students with real live experience applying the administrative and clinical skills presented throughout their program. The supervised externship includes 90 hours in the administrative field and 90 hours in the clinical field.

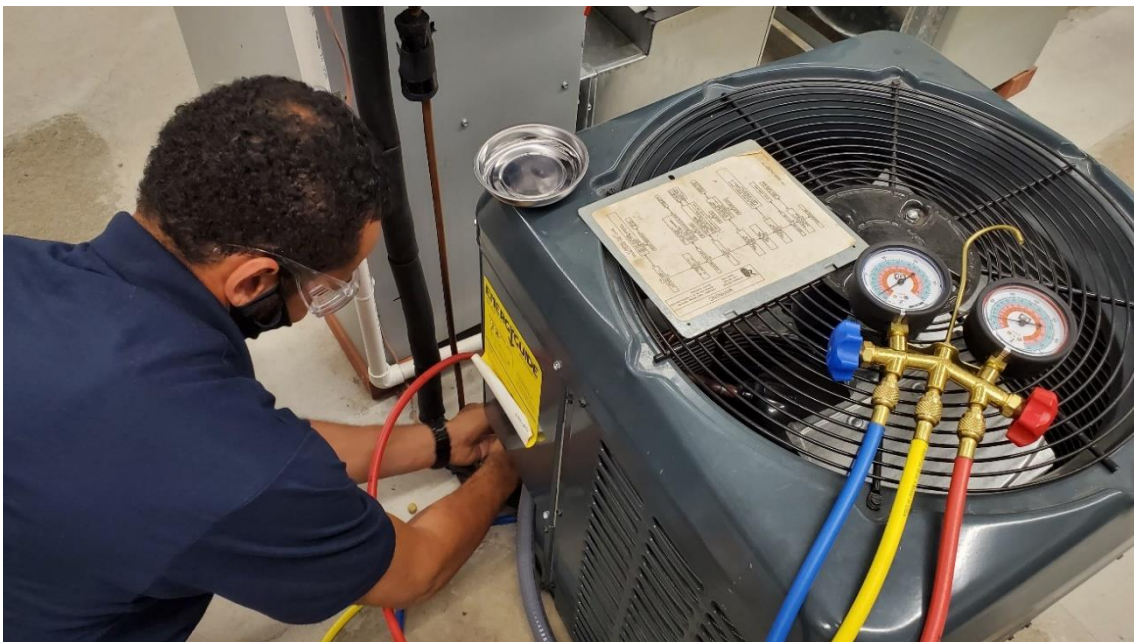
Prerequisite: Successfully pass all parts of the Medical Assisting Program. Have completed the Hepatitis B series and finished their TB skin testing. Have obtained CPR Certification (Health Care Professional) and First Aid Training prior to progressing into externship.



TRADES PROGRAMS



DRIVING ACADEMY



TRADES ACADEMY

DRIVING ACADEMY INSPECTION OF SCHOOL LICENSES

State licenses are available for inspection by appointment only. Request for inspection must be in writing to the Campus Director.

AGENCY, BUSINESS, AND INDUSTRIAL SERVICE PROGRAMS

Upon request by a new, existing, or expanding business, Ohio Business College – Driving Academy will provide a training program individualized to meet specific needs. Courses can be tailored toward upgrading existing driving skills of present employees, to include the DOT road test certification process and/or preparation for the resident state CDL skill test. These services can be performed at the Ohio Business College – Driving Academy training ground or on site at the company’s facilities. For additional information, please call our office at: Ohio Business College – Driving Academy, (800)-860-7364.

PROGRAM OFFERED

Ohio Business College - Driving Academy is authorized to confer the Certificate program by the State Board of Career Colleges and Schools. The program is designed to be completed in three to five weeks.

CERTIFICATE PROGRAMS

- ◆ Truck Driver Training GT III

ADMISSIONS REQUIREMENTS

Admissions Requirements for truck driving programs:

Application for admissions to Ohio Business College Truck Driver Training GT III is open to any high school graduate or non-high school graduate who is at least 18 years of age. All prospective students must meet the following enrollment requirements.

ENROLLMENT PROCEDURES

Applicants will be interviewed by an admissions representative who will thoroughly explain the program in detail and discuss job opportunities.

An enrollment contract will be completed if the applicant’s qualifications for admission appear to be acceptable to the school. At that time, the applicant will receive a copy of the contract for his/her personal file. The following are admission standards:

1. Applicants must be 18 years of age (intrastate) 21 years of age (interstate).
2. Applicants must possess a valid driver’s license for one year prior to enrollment.
3. Applicants must complete and pass the Department of Transportation Physical Examination.
4. Applicants must complete and pass alcohol and controlled substances testing as required by the Federal Motor Carrier Safety Regulations, PART 382.

5. Applicants must sign a release for permission to request a certified copy of their driving abstract, which must be acceptable to the School’s requirements.
6. The driving record will be reviewed for acceptable standards to meet with employer guidelines.
7. Applicants must be physically able to perform the work for which trained.
8. Applicants must be able to read and speak the English language sufficiently to converse with the general public and to make entries on reports and records.
9. Applicants must meet the requirements of the Federal Motor Carrier Safety Regulations, Section 391, Qualifications of Drivers.
10. A personal interview is conducted with all interested applicants during which an admissions representative will discuss the school’s programs in relation to the applicant’s career goals, individual motivation, and potential for success in both training and in subsequent employment.
11. Sign the enrollment agreement.
12. Ohio Business College - Driving Academy is open to all applicants, without discrimination on the basis of race, religion, national origin, age, sex, or handicap (Part 391 FMCSR: must meet driver qualifications).

A CDL permit must be obtained prior to being scheduled for road training. If the CDL permit is not obtained prior to the road training, the student will be put on a leave of absence for two weeks and scheduled to restart. Students must have their permit by the restart date or be dismissed from training.

A fee to request the driving abstract may be requested in accordance with local requirements. Applicants are notified when to report for orientation and training; however, the school reserves the right to dismiss a student, if, subsequent to class start, it becomes aware of factors that do not meet the school’s admissions standards. A student is considered to be enrolled once they have satisfied all admission criteria as required by the school. Ohio Business College – Driving Academy reserves the right to refuse to enroll a prospective student when upon review, it is determined that the student is unlikely to benefit from the training offered.

All students must meet and continue to meet all enrollment requirements and remain in good standing throughout the duration of their training program, in accordance with the Federal Motor Carrier Safety Regulations for Interstate Semi (Tractor-Trailer) Drivers.

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.

TESTING

All students must meet the standards established by the government agency within their state of residence responsible for oversight of the Commercial Driver's License (CDL) training process and obtain a CDL permit prior to beginning road training in the Truck Driver Training GT III. A fee may be required by the state for the written and skills portion of the CDL test. Ohio Business College – Driving Academy will arrange for the provision of a test vehicle for skills portion of the CDL test.

To help students succeed, Ohio Business College Driving Academy provides assistance in any related area pertaining to their course of study.

HOUSING

Student housing facilities are not provided on the training ground. Students may commute from home or housing accommodations can be found in the various local communities. The school provides assistance to students who request help in locating housing. The school does not provide transportation of any kind, between housing and training ground sites. All costs associated with housing needs are borne by the student.

SATISFACTORY PROGRESS

Satisfactory Progress is evaluated weekly and reviews both student's grades and attendance. In order to remain eligible in the program, students are required to maintain a grade average of 80% and attendance of 85%. The following policy statements reflect what each student must be achieving in order to be making satisfactory progress. Students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

GRADING SYSTEM

GRADES

The grading period for the truck driving programs is the completion of each phase. Grades are a measure of a student's ability to meet current employment standards. Each phase of training is graded individually with an average minimum requirement of 80% on all written and skill performance examinations.

A copy of the final grades for each course will be mailed or given directly to the student, upon graduation.

For all phases, the following grading scale is used:

LETTER GRADE	DEFINITION
A	93-100%
B	85-92%
C	80-84%
D	75-79%
F	0-74%
I	Incomplete
T	Transfer
W	Withdrawn

If a student is not achieving a successful grade average each week, the student cannot remain at the required 80%; therefore, the student will be placed on Probation (refer to the Probation section). They will be notified in writing and it will be documented in their file.

PROGRAM CODES

CERTIFICATE	
GT III 12	Truck Driver Training GT III

MAXIMUM TIME FRAME FOR COMPLETION

Maximum time refers to the total time a student may be allowed to complete their respective program and is exclusive of time in pending status. A student's maximum time frame equals 6 weeks for full-time students and 14 weeks for part-time students. Therefore, full-time students should successfully complete 34 hours per week to meet satisfactory progress requirements and part-time students should successfully complete 13 hours per week. However, due to the nature of this training, students may be allowed extra time based on mitigating circumstances including but not limited to: illness or death of student or immediate family member, adverse weather conditions, mechanical failure, traffic or roadway impairments and/or other circumstances that may delay or impede a student's progress. The campus director will consider mitigating circumstances with appropriate documentation and render a decision.

The student is allowed to restart the program one time. Students who financed tuition must be in current status on their loan to be considered for reinstatement.



ATTENDANCE

The minimum attendance rate for graduation from this program is 85%. Students are expected to attend all scheduled classes in order to achieve the goals of their training program. Prospective employers are often as concerned with an applicant's attendance record as with their skill level and academic progress. After the 3rd absence, the student will be placed on Probation (refer to the Probation section). Any student missing 3 or more consecutive days will be considered withdrawn from the program. Attendance is included as part of the overall program completion. Classroom time missed may require make-up work to the satisfaction of the school before a certificate is awarded (see Make-Up Policy). The school reserves the right to require documentation of circumstances causing absences, late arrivals, and early departures. Whenever possible, the student should notify the school if they are going to be absent.

NOTE: If, at any point, it is mathematically impossible for the student to regain good Attendance Standing, they will be withdrawn from the program *at that point* and no longer permitted to continue classes. For those VA students, a report will be submitted to the VA to terminate their VA Educational Benefits. For the student, this may create a debt with VA. VA will not pay for any make-up hours.

Students dismissed as a result of non-attendance may restart their training program one time with a reinstated academic record and prior approval of the Campus Director and/or Training Manager but not before the start of the next grading period, which is defined as one week.

TARDY

A student is considered tardy when he/she arrives late or returns from lunch/breaks more than 10 minutes late. After three (3) instances of tardiness, the student will be written up and called in for counseling. If tardiness continues, the student will be sent home and counted absent for the day, which will be a negative in the attendance percentage calculation. Whenever possible, the student should notify the school if they are going to be tardy. The school reserves the right to make exceptions to this policy in the event of extenuating circumstances.

MAKE-UP POLICY

Classroom time missed may require make-up work to the satisfaction of the school before a certificate is awarded. Students must meet with their instructor or the Training Manager to arrange make up time for any time missed. Such make-up will take the form of extra class work being assigned and/or range and field work or road work as needed. Make-up work cannot be used to remove an absence and is at the discretion of the instructor. Excused absences and make up time will be taken into consideration when computing attendance rating. Students may not be required to make-up missed hours as long as the student has completed all of the training requirements as stated in the Ohio Administrative Code 4501-7-28.

PROBATION

If it is determined that a student is not achieving a successful grade average and/or attendance percent (80% grade average and 85% attendance, respectively), the student will be placed on Probation. Prior to the commencement of the probationary

period, the student must meet with the Training Manager to develop a plan of coming into compliance with Satisfactory Progress standards set by the institution. After the plan has been developed, the student's probationary period starts with the next grading period. At the end of the probationary period, the student must return to a satisfactory level by attaining a grade average of 80% and/or 85% attendance or the student is dismissed from training.

NOTE: If, at any point, it is mathematically impossible for a student to regain good Academic Standing by the second evaluation point, they will be withdrawn from the program *at that point* and no longer permitted to continue classes. If a student misses three consecutive days, they will no longer be permitted to continue classes but may apply for reinstatement.

PROBATION APPEAL PROCESS

Students may appeal Probation determination by providing, in writing, to the Campus Director and/or Training Manager statements regarding student illness, student injury, death of a relative, and/or undue hardship as a result of special circumstances. This appeal must be delivered to the Campus Director and/or Training Manager within one week of the date the student is notified of being placed on Probation. After one week of Probation, no appeal will be considered.

REMEDIAL REPEAT AND TRANSFER COURSES

Ohio Business College-Driving Academy does not offer remedial courses for the Truck Driving programs.

TRANSFER OF CREDIT

Ohio Business College Driving Academy does not generally offer transfer of credit for the Truck Driving programs. The school will evaluate official transcripts and documentation of previous education and training and appropriate credit will be given, if approved.

Transfer of credit to another institution is strictly at the discretion of the receiving institution.

INCOMPLETE COURSES

Incomplete phases carry no value in the grade average; however, they are considered in computing the maximum time frame. A grade of incomplete must be removed within 30 days after the scheduled completion of the phase in which the grade was received.

ACADEMIC/CONDUCT DISMISSAL APPEAL PROCEDURES

Students dismissed for reasons of academic or conduct problems, may apply for reinstatement. These students may not restart training prior to start of the next grading period. Students may not apply for this reinstatement after a second dismissal. Applications for reinstatement will be reviewed on an individual basis, and will rarely be approved as these students generally cannot demonstrate ability to benefit and therefore are not eligible for reinstatement at Ohio Business College - Driving Academy. In cases where the student can show a definite change in his/her situation which would indicate a reason to believe the student could now achieve satisfactory progress, the application for reinstatement would be more carefully considered.

WITHDRAWAL FROM THE SCHOOL

If a student, for any reason, wishes to withdraw from the program, the student must notify the Campus Director. Regardless of the circumstances of withdrawal or the date of notification, the official withdrawal date is the last date recorded as the student actually being in attendance. Both refunds and final grade determinations are based upon the last recorded date of class attendance.

LEAVE OF ABSENCE POLICY

Students may request a leave of absence. The maximum time frame for a leave of absence is the lesser of thirty (30) school days or sixty (60) calendar days.

Students not returning at the end of their leave of absence, as applicable, will be considered to have withdrawn from the program. Amounts due for the time of attendance will be calculated according to the regular refund policy as published on the student's enrollment contract.

RE-ENROLLMENT

Students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period (defined as one week) has passed.

In the event a student who has been dropped from the program for Attendance and/or Academic reasons and wishes to re-enroll, all policies and procedures concerning admission to the program set forth in this catalog apply, with the following additional provisions:

- a) The student will receive transfer credits for credit hours successfully completed during their initial enrollment in the program. These hours will count as attempted and earned hours toward their Academic and Attendance totals.
- b) Students may apply for re-admission once per program.

GRADUATION/CERTIFICATE OF COMPLETION

Upon satisfactory completion of all course requirements, a Graduation Certificate and any appropriate awards are presented. Students may review their records on written application to the Education Department. Transcripts may be obtained by contacting the Campus Director and/or Registrar.

STUDENT SERVICES

Ohio Business College – Driving Academy offers students' academic, occupational and personal advising in attempts to foster regular progress and successful completion of the driver training program. This emphasis on student development is supported during the student's entire program by both academic and student services personnel.

JOB PLACEMENT

By maintaining constant contact with local and national trucking firms, including common, contract and private carriers, Ohio Business College – Driving Academy assists students in obtaining employment opportunities before training. The school does not guarantee job placement; however, the College will offer maximum efforts to assist students in their employment needs.

Enrollees must be able to document their work history for the previous ten years or since departure from high school, whichever is the shorter period.

Job placement for graduates of Ohio Business College – Driving Academy continues to be excellent. Factors that can affect salary include such areas as location, individual company policy and amount of experience.

TUITION, FEES, PAYMENT AND REFUND POLICY

TUITION PROTECTION

The amount of tuition which is effective at the time the student enters the training program, remains in effect as long as there is uninterrupted attendance by the student. If a student withdraws from the school for more than 30 days and later reenters, they are charged the tuition rate in effect on the date of reentry.

TUITION AND FEES

Because of the many changes which occur daily, in both industry and education, it is impossible to guarantee long-standing prices. The school, therefore, reserves the right to modify tuition and other charges upon sufficient notice to the students and proper agencies. See insert for a current schedule of tuition and fees.

Ohio Business College – Driving Academy will provide a 60-day notice of any increases of tuition and/or fees to all currently enrolled students.

Tuition includes these mandatory and required items: DOT Physical, drug screen, CDL permit, and up to two (2) attempts on CDL skills test (Ohio Business College truck provided to the student for testing).

PAYMENT OF TUITION AND FEES

The school has a financing plan available for those who qualify. Terms of the plan and payment methods are listed on the Loan Fact Sheet.

The Truck Driver Training GT III program length does not meet requirements for Title IV funding.

REFUND POLICY

Refer to page 25 of this catalog for the most current refund policy.

INSTRUCTOR QUALIFICATIONS

Instructors are required to meet the qualifications of each state in which they teach. In addition, instructors must meet federal DOT physical requirements, state mandated BCI standards and driving record requirements. All state and federal requirements are on file at the campus and are available upon request.

PURPOSE – TRUCK DRIVER TRAINING

To properly educate our students by utilizing the curriculum as a foundation for the practical and technical skills and theory necessary to graduate competent drivers who are prepared to enter the trucking industry as qualified second-seat (trainee) tractor-trailer drivers.

EDUCATIONAL OBJECTIVES

1. To provide a quality, career-oriented program leading to a successful career and producing a responsible and professional graduate.
2. To recruit and retain highly qualified and experienced instructors who are effective in the classroom and familiar with current regulations, practices, and trends in the freight hauling industry
3. To maintain a responsive approach to change and to address industry and regulatory changes with the vigor and attention necessary to adapt our curriculum to meet the current job market.
4. To increase opportunities for advancement and upward career mobility of employees in the trucking industry.
5. To provide a training program which includes appropriate general educational coursework to stimulate and develop each student's abilities and individual growth.
6. To graduate students who are competent both in their knowledge of DOT requirements and Safety Regulations and in their technical skill level.
7. To maintain high standards in training, equipment, and facilities.
8. To assist graduates in obtaining positions compatible with their background and interests. This objective is a sincere commitment that Ohio Business College – Driving Academy makes to each professional who successfully completes the program.

ACADEMIC CALENDAR

The school operates on a non-traditional term. It does not utilize the conventional academic calendar of quarters, semesters, or trimesters. Rather, the curriculum is offered in a

module totaling 4 weeks. It is projected that a new class will start every other Monday with students scheduled for 4 weeks. Class start dates are dependent on an enrollment sufficient to meet class size requirements; therefore, class start dates may be revised accordingly.

Student equipment to instructor ratios for Phase II – Range is 8:1 and for Phase III – Road is 4:1.

Classes that fall on holidays will be adjusted accordingly to make up the time.

The school reserves the right to amend the calendar for faculty meetings, scheduling problems, holidays, or adverse weather to accomplish training requirements.

WEEKEND TRAINING PROGRAM

This applies only to weekend training only available at the Dayton Campus.

Recognizing that many potential students desiring to enter the truck driving industry are working, Ohio Business College – Driving Academy has developed a weekend training schedule. An individual enrolled for the weekend training program will attend training on ten consecutive weekends (Saturdays and Sundays). All training courses and times are scheduled in accordance with the times indicated on the calendar page for the Phase I course. Students will attend ten weekends (8-10 hours of training). The maximum time frame for completion of this course is 13 weeks.

Students should note due to the schedule of training, make-up training for absences (whether excused or unexcused) can only be scheduled during Monday through Friday.

It is imperative you attend all training as scheduled in order to meet state minimum training standards.



TRUCK DRIVER TRAINING GT III

Program Level: Certificate
(Dayton location)

COURSE	TITLE	LECTURE
CG 101	Phase I - Classroom	40
CG 190	Phase II – Range	80
CG 191	Phase III – Road	40

Truck Driver Training – GT III

This program is designed to prepare students for entry into the commercial driver field as qualified entry level second-seat (trainee) tractor-trailer drivers. Working in the classroom, on a protected driving range, and on the road with an instructor, students will build the skills necessary to operate as successful commercial tractor-trailer drivers. Graduates will qualify for immediate employment as entry level second-seat (trainee) tractor trailer drivers for local or interstate (over the road) companies. Program graduates will need additional driving experience under the guidance and supervision of an experienced, professional driver before they will be able to drive alone safely over the road.

Program objectives:

- ◆ Students learn, practice, and demonstrate the theoretical skills required to safely operate commercial vehicles, including how to inspect commercial vehicles prior to use and while driving.
- ◆ Students learn, practice, and demonstrate the skills associated with planning trips using a Professional Driver’s Atlas and maintaining official papers related to their profession.
- ◆ Students learn, practice, and demonstrate defensive driving skills.
- ◆ Students demonstrate basic maneuvering skills including starting, turning, shifting, braking, and straight-line backing.
- ◆ Students demonstrate how to dock a tractor-trailer for loading and unloading.
- ◆ Students demonstrate the skills necessary to operate a tractor-trailer safely on the public roads and highways.
- ◆ Students demonstrate the safe operating competency required to pass the CDL Road Skills Test in his/her state.

Instructional Delivery Method: Traditional

COURSE DESCRIPTIONS

CG 101 PHASE I - CLASSROOM 40 Classroom Hours

This course will focus on developing the theoretical skills necessary to work as a commercial driver including driver qualification requirements, hours of service of drivers, driver wellness, and whistleblower protection. Additionally, students will learn, practice, and demonstrate the theoretical skills required to safely operating commercial vehicles, including how to inspect commercial vehicles prior to use and while driving. Students will also learn, practice, and demonstrate the skills associated with planning trips using a Professional Driver’s Atlas and maintaining official papers related to their profession, including but not limited to, the Driver’s Daily Log, bills of lading, and other shipping papers. Students will learn, practice, and demonstrate defensive driving skills.

CG 190 PHASE II – RANGE 80 Lab Hours

Upon successful completion of the theoretical course, students will begin intensive training in basic maneuvering skills on the driving range, a controlled off-road environment. During this time, each student receives highly supervised behind the wheel driving time. The skills students will learn, practice, and demonstrate during the first phase of range training include starting, turning, shifting, braking, and straight-line backing. During phase two, students will learn, practice, and demonstrate how to

dock a tractor-trailer for loading and unloading, and other skills required to pass the state CDL Basic Control Skill Test. At the completion of the range portion training, students are expected to demonstrate each of these maneuvers to their instructors to the same degree of competency required to pass the CDL Basic Control Skill Test in his/her state.

CG 191 PHASE III – ROAD 40 Lab Hours

Upon successful completion of the range training portion, students begin road training. Here, students learn, practice, and demonstrate the skills necessary to operate a tractor-trailer safely on the public roads and highways. Students will receive behind the wheel driving time under the close supervision of a driving instructor. Successful completion of this portion of training requires that students demonstrate all of the practical skills required on the CDL Road Skills Test. Students are required to demonstrate to their instructors the same degree of safe operating competency required to pass the CDL Road Skills Test in his/her state.

***NOTE:** The total hours given on streets and highways with normal traffic in the Phase III-Road and Phase III B-Road may vary (depending on student skill level) but the total behind-the-wheel instruction hours will meet the Ohio Department of Public Safety requirement.

ACADEMIC CALENDAR FOR TRADES PROGRAM

Spring 2024 – Fall 2025

SPRING QUARTER 2024 — APRIL 1, 2024 TO JUNE 20, 2024

April 1	Quarter Starts
May 17	Last day to withdraw from class(es) without grade penalty
May 27	Memorial Day (No Classes)
June 20	Quarter End

SUMMER QUARTER 2024 — JUNE 24, 2024 TO SEPTEMBER 12, 2024

June 24	Quarter Start
July 4	Fourth of July observed
August 9	Last day to withdraw from class(es) without grade penalty
September 2	Labor Day (no classes)
September 12	Quarter End

FALL QUARTER 2024 — SEPTEMBER 23, 2024 TO DECEMBER 12, 2024

September 23	Quarter Start
November 8	Last day to withdraw from class(es) without grade penalty
November 28	Thanksgiving Break (No Classes)
December 12	Quarter Ends

WINTER QUARTER 2025 — JANUARY 6, 2025 TO MARCH 27, 2025

January 6	Quarter Start
January 20	Martin Luther King Day (Classes Held)
February 21	Last day to withdraw from class(es) without grade penalty
March 27	Quarter End

SPRING QUARTER 2025 — MARCH 31, 2025 TO JUNE 19, 2025

March 31	Quarter Starts
May 16	Last day to withdraw from class(es) without grade penalty
May 26	Memorial Day (No Classes)
June 19	Quarter End

SUMMER QUARTER 2025— JUNE 30, 2025 TO SEPTEMBER 18, 2025

June 30	Quarter Start
July 4	Fourth of July observed
August 15	Last day to withdraw from class(es) without grade penalty
September 1	Labor Day (no classes)
September 18	Quarter End

FALL QUARTER 2025— SEPTEMBER 29, 2025 TO DECEMBER 18, 2025

September 29	Quarter Start
November 14	Last day to withdraw from class(es) without grade penalty
November 27	Thanksgiving Break (No Classes)
December 18	Quarter Ends

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC/R)

Program Level: Diploma

Available at: Ohio Business College - Trades Academy
5075 Pearl Road, Lorain, OH 44055

Course Code and Title for HVAC/R20	Lecture Hours	Lab Hours	Credit Hours
TDS 101 Introduction to Trades	80	40	10
HVA 105A Basic Electricity	60	60	6
HVA 106A Motors and Controls	20	20	2
HVA 107A Residential Heating Systems	40	60	7
HVA 108A Residential Cooling Systems	40	60	7
HVA 109 Commercial Heating Systems	40	80	8
HVA 110 Commercial Cooling Systems	40	80	8
HVA 111A Commercial Refrigeration	60	100	10
HVA 115 Career Preparation	40	40	6
TOTAL	420	540	64

Program Objectives

This HVAC/R program prepares students in all aspects of installation, maintenance, service, and repair of residential and commercial HVAC and refrigeration equipment. Topics include refrigeration, heating and cooling, electricity, controls, and safety as they pertain to HVAC/R equipment. This is a comprehensive program including extensive hands-on application in a lab setting where students learn to install, diagnose, and repair residential and commercial HVAC/R equipment.

Instructional Delivery Method: Traditional



HVAC/R COURSE DESCRIPTIONS

TDS 101 INTRODUCTION TO THE TRADES 10 80 Lecture Hours; 40 Lab Hours

This course introduces students to basic skills necessary to work in most skilled trades positions. Included in this course are basic mathematic functions, tools of the trade; and safety obligations of all workers to ensure a safe workplace.

Prerequisite: None

HVA 105A BASIC ELECTRICITY 6 60 Lecture Hours; 60 Lab Hours

Students explore the basic concepts of electricity as applied in the HVAC/R trade. Test instruments and electrical hand tools used in measuring electrical current and troubleshooting equipment are introduced. The basic principles of electricity, interaction of electrical components, wiring of simple circuits, and interpreting wiring/ladder diagrams is emphasized. Theory in direct and alternating current, voltage, resistance, and series and parallel circuits is included.

Prerequisite: None

HVA 106A MOTORS AND CONTROLS 2 20 Lecture Hours; 20 Lab Hours

Basic theory, operation, application, maintenance, and repair of electric motors used in residential and commercial HVAC/R are covered in this course. Students will then focus on advanced control circuits for residential and commercial HVAC systems. Diagnostic procedures, temperature controls, timing controls, modulating motors, heat pumps, and other HVAC/R electrical components will be incorporated.

Prerequisite/Co-requisite: TDS 101

HVA 107A RESIDENTIAL HEATING SYSTEMS 7 40 Lecture Hours; 60 Lab Hours

The focus in this course is on residential heating systems. Emphasis will be placed on electric, gas, oil, hot water, and steam units found in residential houses. Students will learn to install, service, repair, and troubleshoot these various systems.

Prerequisite/Co-requisite: TDS 101

HVA 108A RESIDENTIAL COOLING SYSTEMS 7 40 Lecture Hours; 60 Lab Hours

Students learn the applications of cooling principles with equipment found in residential houses. Emphasis is placed on refrigeration as applied to air cooling, comfort, air distribution, and balance. Installation, service, repair, and troubleshoot of residential cooling systems is included.

Prerequisite/Co-requisite: TDS 101

HVA 109 COMMERCIAL HEATING SYSTEMS 8 40 Lecture Hours; 80 Lab Hours

This course covers heating and air conditioning systems normally found in commercial settings. Students learn procedures on installation, operating, and servicing of these systems.

Pre- or Co-requisite: TDS 101

HVA 110 COMMERCIAL COOLING SYSTEMS 8 40 Lecture Hours; 80 Lab Hours

This course covers the installation, start-up, operation, maintenance, and repair of commercial air conditioning equipment. Students become familiar with components and types of commercial air conditioning systems such as water air conditioning systems and commercial rooftop equipment.

Pre- or Co-requisite: TDS 101

HVA 111A COMMERCIAL REFRIGERATION 10 60 Lecture Hours; 100 Lab Hours

This course covers refrigeration systems normally found in commercial settings. Students gain an understanding of the components of a commercial refrigeration system along with methods of maintenance and troubleshooting.

Pre- or Co-requisite: TDS 101

HVA 115 CAREER PREPARATION 6 40 Lecture Hours; 40 Lab Hours

This course emphasis is on assessing qualifications, developing a job search network, preparing resumes, cover letters, and applications, as well as a review of safe handling of refrigerants as required for the EPA 608 certification examinations. The student will have the opportunity to sit for their EPA Certification Universal Exam.

Prerequisite: None



ELECTRICAL APPLICATIONS

Program Level: Diploma
(Sheffield and Dayton locations only)

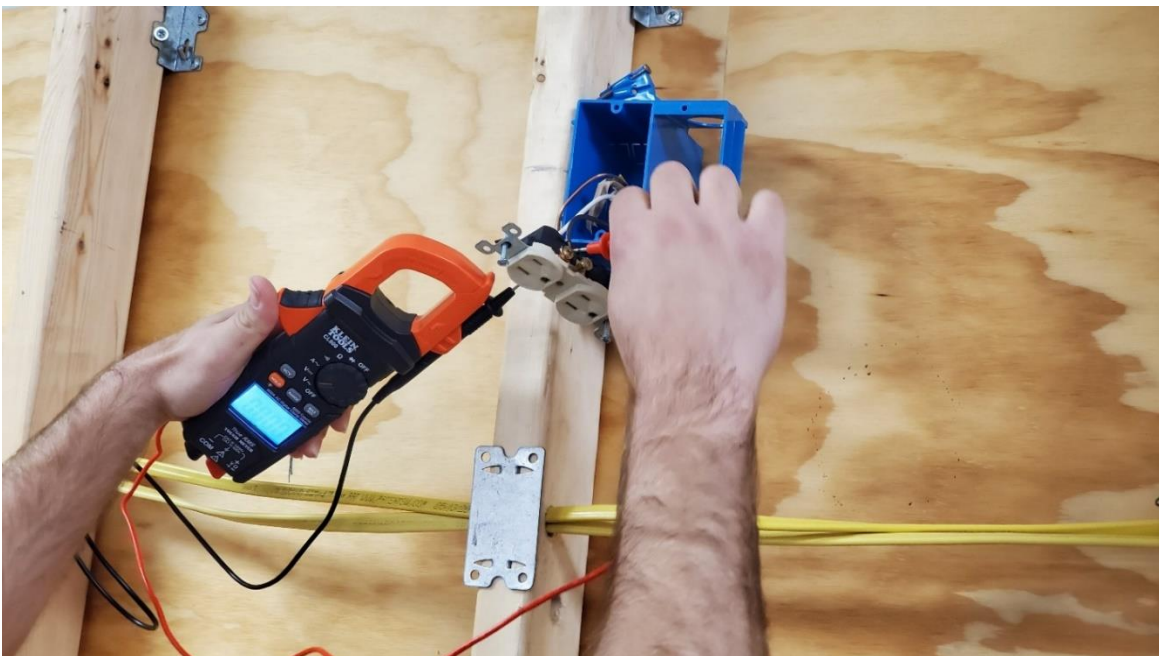
Course Code and Title for ELEC23	Lecture Hours	Lab Hours	Total Hours	Quarter Credits
TRD 100 Fundamentals of Electricity	60	20	80	7
TRD 110 Fundamentals of Wiring	40	60	100	7
TRD 120 Solar & Green Technology	40	20	60	5
TRD 210 Motors, Controls, & Lighting	60	60	120	9
TRD 220 Electrical Distribution Systems	60	60	120	9
TRD 300 Communication & Job Preparation	40		40	4
TRD 310 Residential Installation	40	60	100	7
TRD 320 Commercial Installation	40	60	100	7
PROGRAM TOTAL	380	340	720	55

Program Objectives

The Electrical Applications program focuses on preparing students for entry level electrician positions. Students learn theory and apply skills in a laboratory experience which enables them to become proficient in installation and maintenance of electrical wiring, transformers, a/c and d/c motor control circuits, instrumentation and programmable logic controllers used in residential, commercial, and industrial applications. Students will become awareness of green technology, smart home technology, and solar energy as it fits in society today.

Careers: electrician, electrician helper, construction electrician apprentice, industrial maintenance electrician apprentice.

Instructional Delivery Method: Traditional Hybrid



ELECTRICAL APPLICATIONS COURSE DESCRIPTIONS

TRD 100 Fundamentals of Electricity 7 **60 lecture hours; 20 lab hours**

This course provides students with basic theory of electricity including interaction of electrical components, wiring of simple circuits, and interpreting wiring/ladder diagrams. Test instruments and electrical hand tools used in measuring electrical current are introduced during lab. Students use critical thinking skills in troubleshooting circuits, locating shorts, and overloads. Proper safety practices associated with OSHA are emphasized during the course.

Prerequisite: None

TRD 110 Fundamentals of Wiring 7 **40 lecture hours; 60 lab hours**

This course gives students the fundamentals of both residential and light commercial wiring. The National Electrical Code Book is used as a guide for students to interpret code book requirements used in wiring, both residential and light commercial. Electrical safety is continued so students have a complete understanding of its importance in the electrical field. During lab, students will use single conductor wire, NM wire, MC cable and EMT conduit in the proper wiring of electrical duplex receptacles, GFCIs, switches, and luminaires.

Prerequisite: None

TRD 120 Solar & Green Technology 5 **40 lecture hours; 20 lab hours**

The purpose of this course is to develop students' awareness of green technology, smart home technology, and solar energy as it fits in society today. The focus will be on the practical application of renewable energy techniques. Students will acquire an understanding of the mechanics of converting light into electricity (photovoltaics PV), LED lighting and SMART devices.

Prerequisite: None

TRD 210 Motors, Controls & Lighting 9 **60 lecture hours; 60 lab hours**

This course introduces students to the fundamentals of AC and DC electrical circuits and how it functions in the application motors, lighting, and the devices that control them. Students will be able to connect and troubleshoot control circuits and will be familiar with the programming

of a PLC (Programmable Logic Controller) and an I/O device in an industrial process. The course covers the characteristics of light and the various types of lighting.

Prerequisite: None

TRD 220 Electrical Distribution Systems 9 **60 lecture hours; 60 lab hours**

The class focus will be on load calculations and the wiring of electrical distribution equipment such as service entrances, utility meters, main panel boxes, sub panels, and device boxes to deliver electricity. Students will learn and demonstrate in labs proper wire termination, bonding, and grounding practices to ensure electrical safety.

Prerequisite: None

TRD 300 Communication & Job Preparation 4 **40 Lecture Hours**

This course focuses on the importance of customer service to be successful in the industry. Students become familiar with a variety of situations they may encounter each day by trades technicians and how to communicate effectively. Students will develop a resume and learn techniques for conducting successful job searches and interviewing to start their career.

Prerequisite: None

TRD 310 Residential Installation 7 **40 Lecture Hours; 60 Lab Hours**

Students will be introduced to definitions, terms, and organization of wiring installations for residential dwellings. Topics will include general installation of boxes and enclosures, cables, single-family and multifamily dwellings. Students will be provided with hands-on wiring in a simulated one-family and multi-family dwelling.

Prerequisite: None

TRD 320 Commercial Installation 7 **40 Lecture Hours; 60 Lab Hours**

Students will be introduced to definitions, terms, and organization of wiring installations for light commercial dwellings. Topics will include load calculation differences in non-dwellings and commercial dwellings. Students will be provided with hands-on wiring in a simulated light commercial office building.

Prerequisite: None

OHIO BUSINESS COLLEGE

ESTIMATED TUITION AND FEES SCHEDULE

Tuition Effective for all terms beginning on or after April 1, 2024.

Registration Fee for Business, Allied Health and Trades: \$50.00. Due at time of application for enrollment.

Registration Fee for Allied Health Practical Nursing: \$100.00. Due at time of application for enrollment.

Business Tuition per credit hour: \$255.00 plus fees, textbooks, and materials.

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

Electrical Trades Tuition per credit hour: \$230.00 plus fees, textbooks and materials.

Allied Health Medical Assisting Tuition per credit hour: \$235.00 plus fees, textbooks and materials.

Allied Health Practical Nursing Tuition per credit hour: \$255.00 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.

Totals do not reflect the registration fee.

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. Total does not include Registration Fee.

Business Programs

<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:						
Accounting and Business Management	92	23,460	5,895	945	480	30,780
Business Administration ¹	92	23,460	5,895	945	480	30,780
Office Administration ²	92	23,460	5,895	945	480	30,780
Diploma:						
Business Administration Specialist	40	10,200	2,775	425	240	13,640

¹ Associate of Applied Business in Business Administration

² AAB in Office Administration

Allied Health Programs

<i>Program of Study</i>	<i>Credit Hours</i>	<i>Estimated Tuition</i>	<i>Estimated Textbooks, Materials</i>	<i>Lab Fee</i>	<i>Technology Fee</i>	<i>Supplies</i>	<i>Total</i>
Diploma							
Medical Assisting	55	12,925	1,306	485	240	1,000	15,956
Practical Nursing	70	17,850	4,068	0	240	0	22,158

Trade Programs

<i>Program of Study</i>	<i>Credit Hours</i>	<i>Estimated Tuition</i>	<i>Estimated Textbooks, Materials</i>	<i>Lab Fee</i>	<i>Technology Fee</i>	<i>Supplies</i>	<i>Total</i>
Diploma							
HVAC/R ¹	64	15,040	1,255	665	240	2,700	19,900
Electrical Applications	55	12,650	1740	550	180	1555	16,675

¹ Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)

Truck Driving

<i>Program of Study</i>	<i>Clock Hours</i>	<i>Tuition²</i>
Truck Driver Training GT III ¹	160	\$5,000 Veteran (\$31.25 per clock hour ⁴) \$5,500(Cash Price) \$6,500 (Financed tuition ³)

¹ Truck Driver Trainee GT III Certificate-Class A

²Tuition includes DOT Physical and Drug Screen, up to two (2) attempts CDL skills test, OBC Truck provided to the student for testing.

³A down payment is required with the balance financed over a maximum of 36 months. Loan approval requires satisfactory credit check and/or co-borrower.

⁴Veteran tuition includes DOT physical and drug screen.

FACULTY/STAFF LISTINGS

SHEFFIELD VILLAGE (MAIN CAMPUS)

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

Greg Schultz Campus Director
DeAnne Bowersock Director of Education
Roy Smith Career Services Director/Librarian
Rhonda Higgins Registrar
Nicole Smith Master Admissions Representative
Brock Morgan Admissions Representative
Jayne Richards Admissions Representative
Preston Adkins Financial Aid
Wendy Little Student Accounts Specialist
Jennifer Bowen MA Program Director/Practicum Coordinator
Dale Kirsch Business Department Head
Terry Klein HVAC/R Department Head
Jeff Eacott Electrician Department Head

FACULTY BUSINESS and ALLIED HEALTH

Joseph Alfano BA/Kent State University
Specialty: English/Applications
Laurie Bohaty M.A. John Carroll University
Specialty: Psychology B.A. Bowling Green State University
Eileen Borchardt MA/Bowling Green State University
Specialty: Business BS/George Williams College
SPHR
Jennifer Bowen, RMA, AHI, CMA (AAMA) MBA/Western Governors University
Specialty: Medical Assisting BA/Southern New Hampshire University
AA/Lorain County Community College
Diploma/Ohio Business College
DeAnne Bowersock MSIT/Kaplan University
Specialty: Computers BIT/American Intercontinental University
AAB/Ohio Business College
Microsoft Certified Educator, Microsoft Office Expert (2019),
Microsoft Office Master 2010, 2013 & 2016, IC3 GS5; CompTIA: Strata
Michelle Craddock MEd/Cleveland State University
Specialty: Computers BSEd/Ashland University
AAE/Lorain County Community College
Microsoft Office Specialist 2019 Word, Excel, and PowerPoint
Heather Christie, CMA (AAMA) Diploma/Ohio Business College
Specialty: Medical Assisting
Dale Kirsch, CPA. MT/University of Akron
Specialty: Accounting BBA/Cleveland State University
Greg Schultz MSHE/Kaplan University
Specialty: Computers / Electrical BSET/The University of Toledo
AAS/Terra Technical College
Microsoft Office Expert: 2010/2016/2019

**SHEFFIELD VILLAGE (MAIN CAMPUS)
BUSINESS and ALLIED HEALTH (continued)**

Heather Shepard MA/National University
Specialty: Communications and Business MFA/National University
BA/Western Michigan University

Roy Smith MLIS/Kent State University
Specialty: IT MA/Bowling Green State University
MA/Cleveland State University
BA/Case Western Reserve University
i-Critical Thinking; IC3 GS5; CompTIA: Strata, A+, Microsoft Word 2019

Matt Thomas MS/Indiana Wesleyan University
Specialty: Business BS/Indiana Wesleyan University

**FACULTY
ELECTRICAL APPLICATIONS**

William Bobel State of Ohio Licensed Electrical Contractor
Specialty: Electrical

Jeff Eacott State of Ohio Licensed Electrical Contractor
Specialty: Electrical

Timothy Prater Electronics Tech, United States Marine Corps
Specialty: Electrical

Ariel Vazquez Diploma, Ohio Business College
Specialty: Electrical Electrician, United States Coast Guard

TRADES ACADEMY (EXTENSION)

5075 Pearl Road, Lorain, OH, 44055, 440-277-0546

**FACULTY
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC/R)**

Kevin Klein AA/Cuyahoga Community College
Specialty: HVAC

Terry Klein AA/Cleveland Engineering Institute
Specialty: HVAC Certificate/West Side Institute of Technology

Larry Patter Certificate/West Side Institute of Technology
Specialty: HVAC 3rd Class Stationary Steam Engineer State of Ohio



SANDUSKY (BRANCH CAMPUS)

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

Dr. Donna Stevens Campus Director / Director of Nursing
Roy Smith Career Services Director / Librarian
Natasah Wiggins Registrar
Preston Atkins Financial Aid
Tonya Barclay Admissions Representative

**FACULTY
PRACTICAL NURSING**

Tracy Childers BSN/Chamberlin College of Nursing
Specialty: Practical Nursing RN/Firelands Regional Medical Center School of Nursing
LPN/EHOVE/School of Practical Nursing

Courtney Coffman BSN/Bowling Green State University
Specialty: Practical Nursing RN/Firelands Regional Medical Center School of Nursing

Audrey Duran MSN/Chamberlin College of Nursing
Specialty: Practical Nursing BSN, RN /Mercy College

Kristin Lloyd BSN/ Bowling Green State University Firelands
Specialty: Practical Nursing RN/Firelands Regional Medical Center School of Nursing
AAS/ Bowling Green State University Firelands

Kathryn Smith ADN/RN Marion Technical College
Specialty: Practical Nursing

Christy Sumner PMHNP-BC/Northern Kentucky University
Specialty: Practical Nursing BSN/Ohio University
RN/Firelands Regional Medical Center School of Nursing

Kathryn Wagner RN/Terra State Community College
Specialty: Practical Nursing LPN /EHOVE/School of Practical Nursing

Alina Zakrocki MSN/American Sentinel University
Specialty: Practical Nursing BSN, RN/University of Akron

Penny Barnette BSN, RN/Bowling Green
Specialty: Practical Nursing



DAYTON (BRANCH CAMPUS)

DRIVING ACADEMY

5450 Salem Ave., Dayton, OH, 45426, 937-837-9217

Scott Skaroupka.....Director Electrical Program
April Sizemore..... Admissions Representative
Laurie Hayes.....Registrar Trucking & Career Services
Michelle SwalleyRegistrar Electrical & Administrative Assistant
Katey McGiffin Admissions & Career Services Assistant
Lisa Perdomo..... Admissions Representative

**FACULTY
ELECTRICAL TRADE**

Brian Benson US Navy
Specialty: Electrical Electrician, Engineering Specialist
Randy McCurley..... AAB Business Management, University of Cincinnati
Specialty: Electrical Journeyman Electrician
Scott Skaroupka..... State of Ohio Licensed Electrical Contractor
Specialty: Electrical
Adam Williford AAS Sinclair Community College
Specialty: Electrical Journeyman in HVAC

**FACULTY
TRUCK DRIVING**

Scott Carson..... Faculty
LaMark Fisher Faculty
Sean Gier Faculty
John Jones..... Faculty
Steven Nulph Faculty
Steven Raney Faculty
Robyn Roberson Faculty
Mike Stevens Faculty
Dennis Volz Faculty

OHIO BUSINESS COLLEGE



www.OhioBusinessCollege.edu

Sheffield Village (Main Campus)

5095 Waterford Drive, Sheffield Village, OH 44035

440-934-3101

888-514-3126

OH Reg #1481 Accredited by the Commission of the Council on Occupational Education

Trades Academy (Extension)

5075 Pearl Avenue, Lorain, OH 44055

Sandusky (Branch Campus)

5202 Timber Commons Drive, Sandusky, OH 44870

419-627-8345

888-627-8345

OH Reg #1480 Accredited by the Commission of the Council on Occupational Education

Driving Academy (Branch Campus)

5450 Salem Avenue, Dayton, OH 45426

937-837-9217

866-214-6056

OH Reg #2138 Accredited by the Commission of the Council on Occupational Education

**OHIO BUSINESS
COLLEGE**

ohiobusinesscollege.edu