
HONDROS

COLLEGE OF BUSINESS

2014-2015 STUDENT CATALOG

HONDROS COLLEGE OF BUSINESS

Main Campus:
4140 Executive Parkway, Suite 242
Westerville, OH 43081

888.HONDROS (888.466.3767)
Fax: 614-508-6225

www.hondros.com

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The initial edition of the 2014-2015 Hondros College of Business Student Catalog was published on July 1, 2014. The catalog is desired to cover July 2014-June 2015. Addenda to the student catalog may occur throughout the academic year and are posted on the online student learning portal and Hondros College of Business website. This updated information should accompany the student catalog when issued as a hard copy.

About Hondros College of Business

Welcome and thank you for your interest in Hondros College of Business and the Associate of Applied Business – Business Management Degree Program. By choosing Hondros College of Business, you have selected a college designed with the motivated, mature learner in mind. This catalog outlines our Associates Degree of Business Management.

As you familiarize yourself with Hondros College of Business, you will discover that our faculty members are highly experienced, with both impeccable credentials and significant professional experience gained from working in the industries in which they teach, allowing us to provide education based on sound academic theory and practical professional application.

We appreciate you and your dedication to your education. Hondros College of Business is committed to continually exploring ways to improve your educational experiences, and we welcome your suggestions and feedback.

Best wishes with your educational endeavors.

Purpose

Hondros College of Business's primary purpose is to provide students with quality education for professional licensing, development, and continuing education and to help them further their career with an Associate Degree of Applied Business in Business Management. This Degree will prepare individuals for employment as small business managers, ownership positions and/or entrepreneurship.

Mission Statement

Our mission is to serve the adult learner with career-specific knowledge and education based on practical application, academic theory, and input from the business and professional community, and to provide associate degrees and professional licensing and development through traditional and non-traditional delivery, enhancing both personal and professional growth opportunities.

College Objectives

The following objectives are integral to the mission of Hondros College of Business:

- Develop in students a professional attitude and an awareness of contemporary practices through application-oriented, interactive learning opportunities.
- Provide education which will stimulate and develop each student's abilities and individual growth.
- Employ experienced industry and academic professionals and enhanced student services to assist students in realizing their educational objectives.
- Implement varied instructional opportunities and scheduling to provide maximum access to courses, services and personnel.
- Provide courses at a low cost per credit hour so that it is affordable and obtainable for every small business owner.

Approvals & Memberships

Approvals

Hondros College of Business is approved by the State Board of Career Colleges and Schools of Ohio.
Main Campus #10-05-1926T

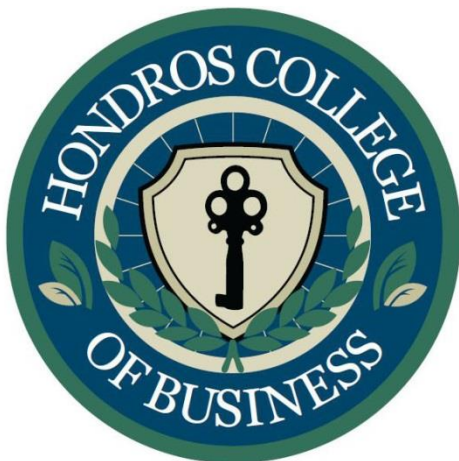
Memberships

Hondros College of Business and its associates hold memberships or affiliations with the following organizations:

Akron Area Board of Realtors (AABOR)
ASQ
Cleveland Area Board of Realtors (CABOR)
Association of Private Sector Colleges and Universities (APSCU)
Columbus Board of Realtors
Columbus Chamber of Commerce
National Association of Home Inspectors, Inc. (NAHI)
National Association of Mortgage Professionals (NAMB)
National Association of Realtors
Ohio Association of Mortgage Professionals (OAMB)
Ohio Association of Realtors (OAR)
Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO)
Ohio Chamber of Commerce
Real Estate Educators Association (REEA)
Securities & Insurance Licensing Association (SILA)

Legal Control of the College

Hondros College, Inc., dba Hondros College of Business is owned and controlled by John and Linda Hondros.



Telephone & E-mail Contact

Visit us on the internet at www.hondros.com

Corporate Office

Hondros College of Business
4140 Executive Parkway, Suite 242
Westerville, OH 43081

Telephone: 1-888-HONDROS (466-3767)

Toll Free: 1-888-HONDROS (466-3767)

Admissions

(614) 508-7284

degreestudentadvisor@hondros.com

Technical Support

(614) 508-7284

jbrowder@hondros.com

Library

(614)508-7284

library@hondros.com

Transcripts/Grades

(614) 508-7290

Location

Westerville Main Campus
(Columbus area)

Hondros College of Business
4140 Executive Parkway, Suite 242
Westerville, OH 43081
Phone: 614-508-7290
Toll-free: 1-888-HONDROS (466-3767)
Fax: 614-508-6225

Student Services

1-888-HONDROS (1-888-466-3767)

Hours: Monday – Friday 7:30am – 5:00pm

From North or South:

From I-71: Exit onto I-270 East. Exit onto Rt. 161 (Exit 30) and head East towards New Albany. Take the Sunbury Road/Hoover Dam exit (1st exit). Turn right (North) onto Sunbury Road. Turn left (West) onto Executive Parkway. Executive Parkway is the first traffic light, by McDonalds. Our facility is on the right, just past The Goddard School.

From East or West:

Rt.161. Follow Exit for Sunbury Rd. Go North onto Sunbury Road. Turn left (West) onto Executive Parkway. Executive Parkway is the first traffic light, by McDonalds. Our facility is on the right.

Programs: Associate of Applied Business in Business Management

Academic Calendar

Hondros College of Business academic calendar is based on the quarter system. Each quarter is 10 (ten) weeks long, plus one week for final examinations. Note: Certain courses may be offered on a more accelerated schedule.

2014 Academic Calendar

January 6	Winter quarter begins
February 14	Last day to drop/withdrawal from course
March 17-21	Winter quarter finals week
March 21	Winter quarter ends
March 22-April 6	Break
April 7	Spring quarter begins
May 16	Last day to drop/withdrawal from course
May 26	Memorial Day (School closed)
June 16-20	Spring quarter finals week
June 20	Spring quarter ends
June 21-July 6	Break
July 7	Summer quarter starts
August 15	Last day to drop/withdrawal from course
September 1	Labor Day (School closed)
September 15-19	Summer quarter finals week
September 19	Summer quarter ends
Sept. 20-October 5	Break
October 6	Fall quarter begins
November 14	Last day to drop/withdrawal from course
November 27-28	Thanksgiving break (School closed)
December 15-19	Fall quarter finals week
December 19	Fall quarter ends
Dec. 20- January 4	Break

NOTE: Hondros College of Business reserves the right to add to or modify the terms and conditions of this catalog at any time. Notification will be given via the student portal in the form of an addendum. Students will be responsible for following the terms and conditions of the most recently published catalog and/or any addendums.

2015 Academic Calendar

January 5	Winter quarter begins
February 13	Last day to drop/withdrawal from course
March 16-20	Winter quarter finals week
March 20	Winter quarter ends
March 21-April 5	Break
April 6	Spring quarter begins
May 15	Last day to drop/withdrawal from course
May 25	Memorial Day (School closed)
June 15-19	Spring quarter finals week
June 19	Spring quarter ends
June 20-July 5	Break
July 6	Summer quarter starts
August 14	Last day to drop/withdrawal from course
September 7	Labor Day (School closed)
September 14-18	Summer quarter finals week
September 18	Summer quarter ends
Sept. 19-October 4	Break
October 5	Fall quarter begins
November 13	Last day to drop/withdrawal from course
November 26-27	Thanksgiving break (School closed)
December 14-18	Fall quarter finals week
December 18	Fall quarter ends
Dec.18- January 3	Break

NOTE: Hondros College of Business reserves the right to add to or modify the terms and conditions of this catalog at any time. Notification will be given via the online student learning portal in the form of an addendum. Students will be responsible for following the terms and conditions of the most recently published catalog and/or any addendums.

Student Services & Policies

Library Services

Library

Hours: Monday – Friday – 8:00a – 6:00p

(614)508-7284

library@hondros.com

To meet the demands of the busy student, Hondros College of Business provides a completely online library collection. Students are able to research multiple databases and find the most up-to-date information by accessing the online resources and periodicals.

Students enrolled into the Associate of Applied Business in Business Management Degree program are provided a username and password to access their protected online student learning portal. This online student learning portal allows students to access the online library with the click of a mouse.

Technical Support

Hours: Monday-Friday 8:00a-6:00p

(614) 508-7284

jbrowder@hondros.com

Transcript Request

Transcripts/Grades

(614) 508-7290

Requests for transcripts must be made in writing and submitted to the Registrar's office. Transcript request forms can be found www.hondros.com. There is a \$15 fee for each request. Students with outstanding balances will not be issued transcripts until debt is paid in full.

Printing Services

Photocopies can be obtained at the front desk. A small fee will apply per copy.

Housing

Hondros College of Business is a commuter campus and therefore does not offer school-sponsored housing.

Parking

Hondros College of Business offers free parking to its students. Hondros College of Business is not responsible for lost or stolen items. Students must park in designated school parking spaces and adhere to regulations regarding handicapped and special parking.

Regulations and Policies / Student Rights & Responsibilities

Applicability

Students are required to adhere to the rules and regulations of the most current Hondros College of Business Student Catalog. Students will be notified via the Student Portal of any addendums to or publication of a new catalog.

Sexual and Other Harassment

Hondros College of Business supports the right of all students to attend class in an environment free of sexual and other discriminatory harassment. Sexual harassment and harassment on the basis of race, color, religion, age, gender, disability, national origin, or veteran status, is strictly forbidden and will not be tolerated.

Any student who feels that he or she is a victim of harassment should immediately report the matter to his or her Program Manager. It is the Hondros College of Business policy to treat any allegations of harassment seriously, and to respond to any legitimate allegation in a timely and confidential manner. Any type of retaliation is strictly prohibited.

Firearms and Deadly Weapons

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on Hondros College of Business property. Failure to comply will result in immediate dismissal.

Smoking

Smoking is prohibited inside the facility. Outside smoking areas may be available. Please check with the campus staff to identify these areas.

Substance Abuse

Hondros College of Business will not tolerate any drug and/or alcohol use, which could imperil the health and well-being of its students, staff or faculty or which could threaten its educational mission or reputation.

Whenever anyone with supervisory responsibilities within the College suspects that a student has fallen short of performance or behavioral standards or is under the influence, which may have been caused in any way by use of alcohol or drugs, Hondros College of Business may require that individual to submit a saliva sample for alcohol and/or drug testing to stay enrolled in a program.

Under our policy, the following actions are prohibited; and will result in discipline or possible dismissal from the program:

1. Being under the influence, use, possession, or sale of illegal drugs or drug paraphernalia, controlled substances, or alcohol (including the presence of these substances in a student's system) while on Hondros College of Business premises.
2. Use of alcohol off Hondros College of Business premises or possession, use, manufacture, distribution, dispensation or sale of illegal drugs or controlled substances off the College's premises, where that conduct adversely affects the student's attendance, work, or performance, the individual's or another student's safety, or Hondros College of Business' reputation in the community.
3. Testing positive for alcohol/drugs.

4. Refusing to submit to an alcohol/drug test, if required.
5. Admitting to use of controlled substances or alcohol to faculty, staff, or administration.

Student Records Access & Disclosure

The Family Educational Rights and Privacy Act (FERPA) of 1974 require that institutions maintain the confidentiality of student education records and permit students to inspect and review their records. Hondros College of Business accords all the rights under the law to all students who have registered in courses or programs at the college.

- A student must submit a request in writing to review any education records. Hondros College of Business will have up to 45 days from the date of the written request to provide these records. An appointment must be made; no walk-ins, please.
- Students may request photocopies of educational records through a written and signed request. A copy fee may apply.
- The college may disclose a student's education record (attendance, grades, and admissions) and corresponding personally identifiable information with signed written consent from the student in the following circumstances:
 1. For disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff).
- The college may disclose a student's education record (attendance, grades, and admissions) and corresponding personally identifiable information without the student's consent in the following circumstances:
 1. Within the administration of Hondros College of Business, including faculty, as it relates to the educational interests of the student
 2. To state and federal agencies such as the local authorities, Department of Education, and Department of Homeland Security.

For full disclosure of FERPA, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

If a student's record is disclosed to any party above, a record of disclosure will be noted in the student's file via signed transcript requests or via a notation in the student's file outlining the request.

In addition to the right to review his/her student records, a student has the right to request amendments to his/her records and request a hearing to challenge record contents. All such requests to amend records must be in writing to the Program Manager.

Equal Opportunity Statement

Hondros College of Business declares and affirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination, where applicable, in the provisions of educational services to the public. No individual is excluded from participation in or denied benefits of programs and employment-related opportunities at Hondros College of Business on the grounds of race, color, religion, national origin, gender, age, physical or

mental handicap, sexual orientation, genetic information, or veteran or military status. Hondros College of Business complies with all laws and regulations to guarantee equal opportunities.

Persons who believe that they have not been afforded equal treatment in accordance with this policy should contact the Program Manager. All complaints of unequal treatment will be fully investigated and corrective action will be taken where required.

Americans with Disabilities Act (ADA)

Hondros College of Business complies with the provisions of the Americans with Disabilities Act (ADA). The College will not discriminate against any qualified applicant with respect to any terms, privileges or conditions of enrollment because of an applicant's physical or mental disability or a person's disease.

Hondros College of Business will make reasonable accommodations as necessary for all applicants with disabilities, provided that the individual is able to fulfill the program objectives with or without reasonable accommodation, provided that the accommodations do not impose an undue hardship on the College. In order to receive testing accommodations the student must provide documentation showing a diagnosis and recommended accommodations from a licensed psychologist.

Emergency Procedures & Campus Security

The safety and security of Hondros College of Business students, faculty members, and staff is a top priority. When an emergency situation arises students are expected to fully cooperate with faculty members, staff, and staff of Hondros College of Business. Although it is impossible to encompass every emergency situation, please use this information as a guide to emergency best practices:

Life Threatening or Immediate Damage to Persons or Property

If a problem appears to be life threatening or could cause immediate damage to the property; please contact the police or fire department immediately by dialing 911. Report the incident to the Faculty or Program Manager immediately.

Reporting of Criminal Incidence

The school strives to provide a safe and secure Campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious Campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the Program Manager. The school will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

Harassment Activities

Physically or verbally abusing, assaulting, bullying, threatening, endangering, or harassing any person connected with the College, both on campus and online, is strictly prohibited. All students should report any knowledge of these events to the Program Manager. The school will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

Campus Policy Regarding Illegal Substances

The institution strictly forbids the possession, use or sale of alcoholic beverages and/or illegal drugs on all Campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel mentioned in Part I of this report. Any infraction is cause for immediate suspension and possible dismissal. When appropriate, such infraction will also be reported to the local authorities.

Building Safety:

- If the building is evacuated, all persons will evacuate the building quickly and orderly. No persons will be allowed re-entry until staff or emergency personnel give the all clear.
- Classrooms not in use will be locked at all times and should not be accessed by anyone except authorized personnel. Outside doors must remain closed and at no time should be propped open.
- Do not leave personal belongings in an unsecured place. All unattended belongings will be taken to the Program Manager's office.

Personal safety:

- Do not bring valuables to class. Lock belongings in the trunk of your car, out of clear view.
- Notify Faculty/Campus personnel of any accident, theft, or injury in order to complete an incident report.
- Request an escort to parking after hours, or after dark.
- Report suspicious persons to security, faculty, or campus personnel.

Weather Emergencies:

- In the event of a tornado warning, all persons will proceed to the following areas quickly and orderly:
 - o Under stairwells
 - o Interior corridors
 - o Interior rooms of campus.
- In the event of a level 3 snow emergency, the main campus will close. When a level 3 Snow Emergency is declared, the school website, and the main phone system greeting will be updated.

Children on campus

To ensure the environment at Hondros College of Business campuses are conducive to learning and free from distractions, children are not permitted to attend classes.. In addition, children must never be left alone in any classroom, hallway or lounge; nor should they be left anywhere unattended on campus grounds or in the parking lot.

Students should be aware that there is an attendance policy in place for all classes and that they should plan for backup in case an emergency arises with regular childcare arrangements. If a child is left unattended, the Program Manager will take the necessary steps to eliminate the possibility of child endangerment.



Main Campus: Westerville, Ohio

Student Conduct

Hondros College of Business prepares its students for professional careers; therefore, it is important for students to display the highest degree of professionalism, ethics, and honesty while in school. Hondros College of Business reserves the right to dismiss a student from the school if there is any display of conduct which would be objectionable while a student is at Hondros College of Business. Students should dress and act as if employed. In the event there is a need for behavior modification, the student will be advised of what is necessary to stay in the program. Upon failure to modify his/her behavior to conform to good business/professional practice, the school may dismiss the student.

Hondros College of Business reserves the right to dismiss or impose disciplinary sanctions on a student for improper conduct and/or violation of rules and regulations. Those activities subject to disciplinary action include, but are not limited to:

1. Dishonesty, cheating, plagiarism, falsifying records, and forgery
2. Obstruction or disruption of teaching
3. Theft or damage to the school
4. Unauthorized entry or use of school facilities
5. Disorderly or obscene conduct
6. Use or possession of alcohol or illegal drugs
7. Violation of school policies and regulations
8. Excessive, unfounded complaints
9. Profane language, shouting, inappropriate discussions or excessive talking
10. Using laptops and other mobile devices (including but not limited to: smartphones, tablets, handheld devices) during instruction time for work unrelated to coursework or note taking. This includes monitoring Facebook, checking personal E-mail, or other types of web-surfing.
11. Using cellular, paging, or mobile devices of any kind (tablets, laptops, smartphones) while in lecture
12. Sleeping during class
13. Verbal or physical threatening of another person
14. Causing discomfort with students, faculty members, or staff due to un-professional, discourteous behavior, either verbal or physical in nature.
15. No recording of audio or video by any device, without prior written consent..
16. Failing to follow the attendance policy.
17. Failing to maintain a positive attitude toward faculty members, other students, and staff.
18. Failing to abide by all school regulations and policies

Acceptable Use Policy of College Computer Software/Hardware Resources

Hondros College of Business provides a general website available to all students for information gathering about the college, course registration and inquiries. Additionally, students enrolled in the degree program receive access to a password-protected portal to access their online courses and the online library resources. Finally, students can access the Internet through on-site computer stations and via wireless (wi-fi) connections. These services are provided primarily for the purpose of conducting effective business and educational interactions.

Students attending Hondros College of Business agree to abide by the Acceptable Use Policy (AUP). Failure to follow Hondros College of Business' AUP can result in suspension or dismissal from the College, termination of any relationships with the College, and prosecution under the mandates of federal and state law.

Acceptable use of e-mail:

E-mail (electronic mail) services should only be used for academic communications.

Students' use of e-mail must not interfere with others' use of the systems and network. E-mail use at Hondros College of Business must comply with all federal and state laws, all Hondros College of Business policies, and all Hondros College of Business contracts.

Acceptable use of the Internet and the World Wide Web:

Students at Hondros College of Business are encouraged to use the Internet to further their academic achievements and objectives. Individual Internet use must not interfere with others' use and enjoyment of the Internet. Internet use at Hondros College of Business must comply with all federal and state laws, all Hondros College of Business policies, and all Hondros College of Business contracts.

This includes, but is not limited to, the following:

Usernames and Passwords:

The username and password issued to faculty and students for online education and research are critical to network security. Usernames and passwords serve to protect user accounts and verify the identity of student users in courses. If a username and password are compromised, the entire network could be at risk. As a result, all students, faculty members and staff of Hondros College of Business are required to take appropriate steps to protect their username and passwords.

Monitoring and Filtering:

Hondros College of Business may monitor any Internet activity occurring through Hondros College of Business equipment, networks, accounts, and online student learning portal.

Use of Social Media:

Personal participation in Social Media outlets is not objectionable, however students are reminded that posts on such outlets are not private communications and should be considered to be part of the public domain. Students, faculty and staff are expected to maintain professional standards of behavior at all times; if you choose to post about your student life, your best judgment should always be used. Postings and other communications on your personal pages, blogs, journals, tweets, etc. that comment on other students or employees of the College and/or activities that take place at school may become available to the College and such posts will be held to the professional standards and ethics that are set forth in the student catalog.

Posts about faculty and/or other students that are derogatory, demeaning, threatening, libelous, or which reveal non-public information about patients, school policies, processes, procedures or private business matters may be used as grounds for discipline up to dismissal of students from any of the Colleges' programs.

Technology Requirements

Technology expectations of the student

Students are expected to be proficient and responsible in their use of the technology used at Hondros College of Business.

Students are required to have access to a computer to take online classes and to complete coursework for all degree classes.

1. System Requirements:

- a) Operating System: Windows 8, Windows 7, Windows Vista or Windows XP.
- b) Screen Resolution: 1024x 768
- c) Color Quality: High Color (16 bit) or True Color (32 bit) for your monitor setting. Note: On Windows 7, Vista or XP these settings are called Medium (16 bit) and Highest (32 bit).
- d) A wireless card or built-in wireless networking
- e) PC/Web Camera or alternate video recording device for recording speech/presentations, synchronous learning activities with faculty & other students (Recommended).

2. Browser Requirements

- a) Internet Explorer 8.x or above.
- b) Cookies Enabled or set to Medium. See your operating system online help or Internet Explorer help for how to set this.
- c) Disabled Pop-up blocker
- d) Flash Player Plug-in. If you don't see the animation of the bouncing ball, you will need to install the Flash Player.

3. Connection Speed:

- a) Cable modem/DSL connection recommended).

4. Additional Software:

- a) Microsoft Office Home/ Student or Office Professional, version 2007 or newer (Word, Excel and PowerPoint). Many assignments will require students to turn in work using these programs. For example, all papers should be submitted in Word format.
- b) Adobe Acrobat Reader
- c) Virus Protection Software

Programmatic Method of Instruction

The college utilizes Schoology as its learning management system and primary distance education resource. Schoology is a versatile education platform, providing an engaging and collaborative learning environment between student and faculty. Schoology offers faculty true academic empowerment as faculty has an assortment of course creation and management tools at their disposal.

The Schoology learning management system allows students to stay engaged with their coursework at any time, as the platform is accessible on pc, mac, mobile, and tablet devices. The majority of our students are employed while pursuing their education and the additional accessibility allows students to check assignments, review class updates, and read/respond to threaded discussions on the go.

Students are expected to attend all scheduled onsite classes, actively participate in all discussions, and/or complete all assignments in order to achieve the learning objectives of their program. Students unable to meet these requirements will be required to withdraw from the course and reschedule at a later date.

Admissions Information

Hondros College of Business is not authorized by the U.S. Immigration and Naturalization Services to admit foreign students with student visas.

Application to Hondros College of Business is accepted based on the following conditions:

1. A student must be at least 18 years of age and/or beyond the age of compulsory school attendance.
2. Applicant must be a U.S. Citizen or permanent resident of the United States.
3. Applicants must complete the enrollment application, student enrollment agreement, and all other required paperwork. This paperwork must be submitted prior to admission into the program with a non-refundable \$25 application fee and a \$100 enrollment fee.
4. Provide copies of required government-issued documentation needed for admission (driver's license, state ID, passport, proof of citizenship or permanent residency if not a U.S. citizen)
5. Applicants will request official transcripts from high school. The Hondros College of Business Registrar may request documentation on the student's behalf.
6. An admissions interview must be conducted in person or over the telephone by a student advisor prior to admission into the program.
7. Students are required to complete facilitated student orientation/tutorial prior to their 1st quarter of classes.
8. Hondros College of Business does not admit ability-to-benefit students.

Acceptance

Accepted students will receive a letter of admittance when all application materials have been received, including any transcripts that may be evaluated for transfer credit.

Degree Seeking vs. Non-Degree Seeking

Many students attending Hondros College of Business are in the certificate-track courses and have elected not to obtain a degree. This catalog is not directed to the needs of this population of students; rather, it is designed to meet the needs of those students who are seeking a degree from Hondros College of Business. Any questions not addressed in this catalog may be addressed to a student services associate by contacting 1-888-HONDROS (466-3767).

Transfer Students

An applicant who has taken one or more credit courses at another college or university is considered a transfer student. Credits may be awarded by the following means:

- Transfer Credit to Hondros College of Business
- Prior Learning Experience (PLE)
- Credit by Examination.

A per student maximum of 45 credits may be awarded for any combination of the following: transfer credits, prior learning experience, and credit by examination.

Credit Transfer to Hondros College of Business

All requests for transfer of academic credit must be accompanied by official transcripts issued by the academic institution(s) directly to Hondros College of Business.

1. Transfer coursework is not calculated in the qualitative (CGPA); however transfer credits are counted as hours earned and counted as hours attempted when calculating quantitative (Course Completion %) standards of satisfactory progress. When starting a new program, while the credits transfer, the GPA does not. Transfer credits are listed on the Hondros College of Business transcript with a “TR” and an indication of the program requirement these courses fulfill.
2. A maximum of 45 credits may be transferred in to Hondros College of Business from institutions that are accredited by accrediting bodies recognized by the United States Department of Education. For coursework from non-accredited institutions, transferability of credit hours will be evaluated by the Registrar on a case-by-case basis. Credit may be accepted for any college course completed with a grade of D or better, including grades of Pass and examination credit.
3. General education coursework may be transferred with a grade of D or better. Introduction to Business Technology, or its equivalent, within the last 10 years, may be transferred with a letter grade of C or better. All other courses will be evaluated on a case-by-case basis.
4. Students will receive advance standing credits of 12 hours for holding an active, unencumbered Real Estate salesperson’s license for the last 2 years.
5. International credits are not transferable.

Transferring Credits after Enrollment

All requests for transfer of academic credit post enrollment must be accompanied by official transcripts issued by the academic institution(s) directly to Hondros College of Business. See Credit Transfer to Hondros College of Business for more detailed information.

Credit Transfer to Hondros College of Business impact on GPA and Standards of Academic Progress

Transfer coursework is not calculated in the cumulative GPA; however the student does receive credits for the course(s) which are deemed transferable. Transfer credits are counted as hours earned and counted as hours attempted. When starting a new program, while the credits transfer, the GPA does not.

Earning Credit through Prior Learning Experiences

Students who have successfully completed specialized/professional certifications, who have gained certain skill competencies, or who have gathered significant life experiences, may request Prior Learning Experience credit for a specific subject.

A student may earn a maximum of 30 credits for courses in the general, core, and/or elective areas related to his/her associate degree by completing the following:

1. The student must contact School Administration to obtain a syllabus for the specific subject they would like to submit a portfolio towards. Along with the syllabus, the student will receive the Portfolio Development Document.
2. The student will compile a portfolio/report of previous learning activities.
 - a. A portfolio is a tool that not only serves as a way to capture your work, it also shows progression of your work. Because of the ways in which a portfolio can be developed, they also bring your work to life through video, audio, and links to other, relevant websites. In short, a portfolio is a story or snapshot of your experience.
 - b. You are likely developing a portfolio to meet the objectives of a specific course. Your portfolio should meet the course objectives, demonstrate the ability to collect artifacts that accurately document your stated experience, and to organize the artifacts and portfolio in such a manner that it shows (sequential) progression within the subject for which you are attempting to gain credit.
3. Upon faculty review, may be eligible to receive college credit towards a specific subject or (4)
4. The student may be granted permission to attempt an exam in the course. A grade of 'C' or better must be obtained to receive credit.

Prior Learning Experience impact on GPA and Standards of Academic Progress

Prior Learning Experience coursework is not calculated in the cumulative GPA; however the student does receive credits for the course(s) which are deemed earned. These hours are counted as hours earned and as hours attempted. All portfolio work must be evaluated prior to credit being awarded.

Credit by Examination

A student may be eligible to test out of any core or elective classes. To test out, students must complete the online tutorial (if applicable), and notify the College when ready to take the exam.

1. Student must achieve an exam score of 70% or better to receive credit for any course.
2. Student may attempt the course examination no more than 2 times.
3. A proctor (disinterested 3rd party) must be present during examination. Proctor must also sign the Hondros College of Business Proctor Form.
4. Hondros College of Business recognizes and accepts a number of proficiency examinations such as CLEP & DANTES. Third party exam scores must be received by the College no later than the end of the first week of the student's first academic term.

If a student does not achieve a passing grade of 70% or better, the test may be retaken a second time. In instances where a student successfully tests out of one of these courses, the student's transcript will reflect that the course requirement has been satisfied.

Credit by Examination impact on GPA and Standards of Academic Progress

Credit by Examination coursework is not calculated in the cumulative GPA, however the student does receive credits for the course(s) which are deemed earned. These hours are counted as hours earned, and as hours attempted.

Credit Transfer to Other Schools

Course transferability, regardless of the institutions involved, is always determined by the accepting educational institution. If a student or graduate of Hondros College of Business is interested in transferring credits to another institution, transcripts will be issued upon successful completion of coursework. It is advised that students keep their Hondros College of Business catalogs and course syllabi from their tenure in their program to provide to other colleges for review of the courses.

Tuition and Fees

All fees and charges are subject to change with prior notice. Hondros College of Business requires payment of all tuition, textbooks and fees in full at the time of registration. Payment can be made by cash, check, and/or credit card. If payment is to be made by a third party (other than student), all documentation must be received by Hondros College of Business 5 business days in advance of the class start date.

Associate Degree of Applied Business in Business Management

Application Fee (First term only)	\$25.00	
Enrollment Fees (First term only)	\$100.00	
Tuition (\$99 per credit hour)	\$8,910.00	
Graduation Fees	\$50.00	
<hr/>		
Total Direct Costs		\$9,085.00

Textbooks

Textbooks and additional course materials are not included in the per credit hour charge. All students in degree courses can purchase their textbooks through Hondros College of Business at the time of class registration.

Hondros College of Business does not participate in a textbook buyback policy. We believe it is in the best interest of our students to keep their textbooks as reference tools throughout their career.

Returned Check Fee

All returned checks are subject to a \$30 returned check fee. This fee is in addition to any fees charged by your bank or financial institution.

Refund Policies

It is understood and agreed by the Student that the Hondros College of Business refund policy complies with the State Law as follows and is applicable to each term:

1. A student who starts class and withdraws during the first calendar week of the academic term shall be obligated for twenty-five (25%) of the tuition and refundable fees for that academic term plus the registration fee.
2. A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty (50%) percent of the tuition and refundable fees for that period plus the registration fee.
3. A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five (75%) percent of the tuition and refundable fees for that period plus the registration fee.
4. A student who withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.
5. After the school determines that a student has withdrawn, credit card refunds will be credited to the card used to make the purchase within 3 days; cash or check purchases within 30 days.

For classroom courses, the last date of attendance is determined by the student's last attended day of lecture and one-tenth of total classroom hours in each course shall be construed as one calendar week. For online courses, the last date of attendance is determined by the last submitted assignment or synchronous activity in the online course.

Bookstore Refund Policy

Hondros College of Business does not participate in a buy-back program for textbooks or other required course material.

For products being returned, the item and all included materials must be returned in the original packaging, in original condition, and must be accompanied by an original receipt and returned within 30 days of purchase.

Any credit card refunds will be credited to the card used to make the purchase within three (3) business days. Refunds for purchases originally paid for with cash or check will be issued by check from the Hondros College of Business corporate office within 30 days.

*Policies, tuition, and fees are effective July 1, 2013 and are subject to change.

Academic Information

Attendance Requirements

Students are expected to attend all scheduled classes, actively participate in all discussions, and/or complete all assignments in order to achieve the learning objectives of their program. Students unable to meet these requirements will be required to withdraw from the course and reschedule at a later date.

For online classes, participation is noted at multiple points in the first week and subsequently at the end of each week. During the first week, participation is confirmed at the following points:

- Upon successful completion of the initial post to the introduction threaded discussion (the first scheduled day of the course)
- Upon completion of the peer responses to the introduction threaded discussion (the third scheduled day of the course)
- At the end of the first week

Failure to meet one or all of these requirements may result in being withdrawn from the course, loss of a percentage of tuition monies paid, or failure in the course.

Participation following the first week is acknowledged through a student's participation in synchronous (live activities such as chat) and asynchronous (non-live activities such as threaded discussions) activities, as well as submission of completed assignments.

Absenteeism, Tardiness, Make-up, Repeat Policy

The course of study is concentrated and it is difficult to make up certain material which has been covered in class. Therefore, except in unusual circumstances, full-time attendance is required.

The student will be responsible for contacting the instructor and obtaining any missed subject material. Any arrangements for making up missed time must be arranged directly with the instructor. Regardless of whether an absence is excused, late points and class participation points may be deducted at the instructor's discretion.

Tardiness alone is not a cause for dismissal. Each instance of tardiness will be noted on the student's attendance record and can influence the student's overall grades. Please respect your fellow student's right to uninterrupted instruction.

Assignments and examinations, along with any other work, must be completed in order to receive proper course credit. An incomplete (I) for the class will only be awarded at the instructor's discretion after the student has initiated a conversation with the instructor and a mutually agreeable resolution has been determined. In those cases where an "I" is awarded, all materials must be completed and submitted before the beginning of the subsequent term to avoid the "I" being changed to a failing grade. In those instances where a student withdraws from the program with an "I" for any course, the "I" will be changed to a failing grade or the grade earned at the close of the course.

Repeat Policy

All general and core coursework that is failed, must be repeated. Full course tuition must be paid for all repeated coursework. Students, who are on academic probation and receive a D grade, can request to repeat a course at the discretion of the Director of Education and must accompany an academic plan. If all graduation requirements are met, a graduating student will be eligible for a tuition refund towards repeated coursework for a maximum refund equal to tuition of 1 course. All repeated coursework will be calculated into the CGPA and as attempted credit towards course completion % SAP calculations.

Standards of Satisfactory Academic Progress

A student must meet the following standards of academic achievement and successful course completion while at Hondros College of Business:

- Student must maintain a cumulative grade of “C” (2.0 GPA) throughout the program. Failure to maintain this cumulative GPA will result in the student being placed on probationary status (see Probation).
- Students must meet all academic and attendance requirements for their courses to achieve the required credit hours for their course.
- Failed course carries no credit or grade point value, but does compute as attempted work, will have a negative effect on the ability of a student to meet satisfactory progress requirements.

Students will be contacted by Hondros College of Business if they are in probationary status or in jeopardy of being withdrawn from the program for failure to maintain satisfactory progress. All students will be notified in writing if they are being withdrawn from the program.

Maximum Program Length

A student may not attempt more than 1.5 times the normal program length; associate degree = 90 credit hours x 1.5 = 135 credit hours attempted. Students who have attempted 135 credit hours and not successfully completed 67% of all attempted coursework, will be withdrawn from program.

Evaluation Points and Monitoring

A student’s academic progress will be evaluated at the end of each quarter (to allow for a probationary period) and at the required evaluation points specified below (see table).

Minimum Academic Achievement and Successful Course Completion Standards

Required Evaluation Point	Minimum CGPA	Minimum Course Completion %	Action if Not Meeting Either Standard
25% of Maximum Program Length	2.00	55%	Probation
50% of Maximum Program Length	2.00	55%	Probation
100% of Maximum Program Length	2.00	67%	Withdrawn
End of First Academic Year	2.00	55%	Probation
End of Second Academic Year	2.00	67%	Probation

Qualitative Measures – Student cumulative grade-point-average. (see page 25 for GPA Calculation).

*Quantitative Measures – Minimum Successful Course Completion percentage. (Credit hours earned/credit hours attempted*100) as a percentage.*

Probation

When a student fails to meet either qualitative (CGPA) or quantitative (Course Completion %) standards of satisfactory academic progress at any evaluation point in the program, the student will be placed on probation. Students will remain on probation until the CGPA and/or minimum course completion % equals or exceeds the minimums required for graduation. Probation is printed on the student's satisfactory progress report and/or transcript and the student will be required to be counseled and/or tutored for assistance prior to registering for future courses.

Continuation as a probationary student

If a student fails at any point to meet either the qualitative (CGPA) or quantitative (Course Completion %) minimum academic standards described above, the student may no longer continue at Hondros College of Business as a regular student, and is considered as a probationary student. Probationary standing has no effect on the qualitative (CGPA) nor quantitative (Course Completion %) standards of satisfactory academic progress. These calculations are calculated as normal.

Students on probation are provided counseling on their probationary status and are given additional support. Probation shall not exceed two active (2) quarters, and students experiencing academic difficulties are encouraged to seek assistance from the Academic Chair. However, if approved by the Academic Chair, the student may be provided additional probationary standing. The student will be required to meet with the Academic Chair to develop an academic plan and discuss additional academic support services. Should the student fail to meet minimum academic achievement within two quarters, he/she may be withdrawn from the program.

Reinstatement

If a student demonstrates, after retaking courses, that he/she is academically and motivationally prepared to continue in the program, the student may be reinstated as a regular student. The Academic Chair must approve reinstatement, which is based on evaluations made by instructors who are familiar with the work of the student.

Transfer Credits, Prior Learning Experience, Credit by Examination

Transfer coursework is not calculated in the qualitative (CGPA); however transfer credits are counted as hours earned and counted as hours attempted when calculating quantitative (Course Completion %) standards of satisfactory academic progress. When starting a new program, while the credits transfer, the GPA does not.

Prior Learning Experience coursework is not calculated in the qualitative (CGPA); however these hours are counted as hours earned and counted as hours attempted when calculating quantitative (Course Completion %) standards of satisfactory academic progress. All portfolio work must be evaluated prior to credit being awarded.

Credit by Examination coursework is not calculated in the qualitative (CGPA); however these hours are counted as hours earned and as hours attempted when calculating quantitative (Course Completion %) standards of satisfactory academic progress.

Non Punitive Grades (W), (I), (P), (NP)

Withdrawals (W), Incompletes (I), Pass (P), and Not Passed (NP) grades are considered non-punitive and not calculated into the qualitative component of satisfactory academic progress (CGPA). However, these grades do count towards attempted hours in the program for purposes of calculating quantitative (Course Completion %) satisfactory academic progress.

Repeated Coursework

All repeated coursework will be calculated into both the qualitative (CGPA) and the quantitative (Course

Completion %) standards of satisfactory academic progress.

Grade Appeals

For appealed courses, the original grade will stand unless resolved and decided upon by the instructor or Director of Education. In the event of a grade change as a result of an appeal, both the qualitative (CGPA) and quantitative (course completion %) will be recalculated and the student's transcript will be updated accordingly.

Program Changes

Hondros College of Business only offers one program at this time – the Associate Degree of Applied Business – Business Management. Program changes are not applicable at this time.

Extended Enrollment

Hondros College of Business does not allow extended enrollment. Students' who have attempted 135 credit hours and not successfully completed 67% of all attempted coursework, will be withdrawn from program. All withdrawn students will be notified by letter.

Program Withdrawal

Enrolled students who do not actively attend class for two consecutive quarters will be withdrawn from the Associate Degree program. Students who do not meet standards of satisfactory academic progress after 2 consecutive quarters will be withdrawn from program (unless given approval by Academic Chair for extended probationary). Students' who have attempted 135 credit hours and not successfully completed 67% of all attempted coursework, will be withdrawn from program. All withdrawn students will be notified by letter. A student may also choose to withdraw from the associate degree program for personal reasons and is asked to notify their academic advisor in this event.

Application of Standards of Satisfactory Academic Progress

These satisfactory academic progress standards apply to all students enrolled in Hondros College of Business. Any unusual circumstances must be presented in writing to the Academic Chair for consideration. The administration may then determine if the student can stay in the program.

Definition of a Student

- **Full-time:** Students are enrolled in a program for 12.0 or more credit hours per quarter.
- **Three-quarters:** Students are enrolled in a program 9.0-11.0 credit hours per quarter.
- **Half-time:** Students are enrolled 6.0-8.0 credit hours per quarter.
- **Below Half:** Students are enrolled under 6.0 credit hours per quarter.

Course Measurement and Class Preparation for Courses

All on-site students are encouraged to read, review, and study course materials prior to each class.

All online classes are made available to students prior to the actual start date of the class (for all students who are registered, have completed the requisite online student tutorial) pending payment. Students are strongly encouraged to review the course materials during this time.

Academic progress is based on quarter credits earned. A quarter credit hour is earned by demonstration of proficiency in the application of the technical knowledge and skills covered during 10 scheduled hours of classroom lecture, 20 scheduled hours of lab, or 30 scheduled hours of workplace practicum.

Out of class activities are an extension of the experience and provide an opportunity for students to research, apply, and practice concepts learned in the classroom lecture. While the type of activities and time required will vary from course to course and student to student, each student will be required to complete work out-of-class which will be included as part of the course final grade.

Typically students can expect to devote two hours of out-of-class coursework for every one credit hour of class. Accordingly, a typical 3.0 credit hour course would correlate to approximately six hours per week towards completing out of class preparation.

These same standards apply regardless of delivery method through instruction in the classroom or online.

Course Withdrawal “W”

Enrolled students can drop any course and receive a “W” on their transcripts as long as they notify Administration by the end of week 6 during the term. Students should reference the refund policy contained within this catalog to determine eligibility of tuition refunds for dropped courses.

Course Withdrawal “W” impact on GPA and Standards of Academic Progress

A “W” is not calculated in the cumulative grade point average; however it does count towards hours attempted in the program.

Leaves of Absence

Leave of absence can be granted for those students called to active military duty or to those students whose spouses are called to active military duty and are transferred away from the school so that the student cannot attend classes. Students seeking a leave of absence due to military service must contact the program director or registrar’s office and provide official documentation of military orders. Enrolled military students in active duty may be excused from synchronous activities in online courses, if necessary. However, the student is still responsible for the materials and must communicate with his or her instructor to arrange alternative activities to meet the assignment objectives.

In all other cases, students will be required to withdrawal from the program and re-enroll at a later time. Students will need to go through the admissions approval process again. Students must contact an admissions representative or the Program Manager to begin the readmission process.

Readmission

Students may apply to be readmitted to the Associate Degree program. Students who previously withdrew in satisfactory academic standing and who do not have outstanding debts to the College are likely to be granted readmission. Students must meet with an admission’s representative or Academic Chair for specific program readmission requirements for their chosen program. Students who interrupt their attendance and later return must meet the curricular requirements in force at the time of their return.

Grade Policy

A student's academic standing is measured by the following grades:

<i>Percentage Range</i>	<i>Letter Grade</i>	<i>Grade Points Awarded</i>
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
69-60	D	1.00
59-below	F	0.00

<i>Letter Grade Completion %</i>	<i>Description</i>	<i>Grade Points Awarded</i>	<i>Impact on Course</i>
I	Incomplete	No grade points awarded	"I" does not count as attempted
TR	Transfer	No grade points awarded	"TR" does count as attempted
W	Withdrawal	No grade points awarded	"W" does count as attempted
P	Pass	No grade points awarded	"P" does count as attempted
NP	Not Passed	No grade points awarded	"NP" does count as attempted

Quality Point Calculation

Quality points are determined by multiplying the grade points awarded within a course by the number of credit hours in the course.

Grade Point Calculation

Grade point average is determined by dividing the total number of credits earned into the quality points received. Transfer coursework, Incomplete, Withdrawals, and Pass are not calculated into the grade point average.

President's List

Students who finish an academic term attempting (and earning) at least 6 credit hours and achieving at least a 3.8 grade point average for that quarter, shall be included on the President's List for that quarter. The President's List will be announced through the online student learning portal.

Grades and Disputes

In some cases, a student may receive a grade of Incomplete ("I") at the end of a quarter for a specific course. The agreed upon course of action to resolve the grade of "I" must be completed before the subsequent quarter begins or the "I" will be turned into a failing grade.

Grade Appeal Process

A student wishing to contest a final course grade must appeal in writing to the instructor within three (3) business days from the end of a quarter. The appeal must include the rationale for changing a final grade. Specific tests and quizzes must be appealed within one week of return and cannot be reviewed again at the end of the quarter. If the student is not satisfied with the outcome of the faculty's decision, the student should contact the Academic Chair ; the decision of the Academic Chair will be final. Upon resolution of an appeal, the registrar will recalculate both the CGPA and Course Completion % for accuracy.

Graduation Requirements

The candidate for an Associate Degree in Business Management must:

1. Successfully complete all credit required for the degree sought.
2. Attain a cumulative 2.0 GPA.
3. Pay the \$50 graduation fee.
4. Achieve the minimally acceptable skill performance requirements(s) and any other specific program requirements for graduation from the program completed.
5. Be free from indebtedness to Hondros College of Business.

Hondros College of Business reserves the right to modify graduation and other requirements from time to time. Hondros College of Business will be obligated only during the academic year of the student's registration by requirements published in the catalog for that year.

Plagiarism/Cheating

What is plagiarism?

Plagiarism is taking the work of another or another source and passing it off as your own, intentionally or unintentionally. All incidents of plagiarism are unacceptable and Hondros College of Business will address these issues immediately.

- a) *Patch writing using citations.* Patch writing is stringing together bits and pieces of original work(s) with your own thoughts or work to create new passages.
- b) *Patch writing without citations.*
- c) *No quotation marks.* In this instance, you may cite or attribute the work to the original author, but you use directly quoted materials and do not quote as such.
- d) *Literary amnesia.* Here, the author presents material as original that is actually based on a hidden memory or past experience believed to be original, but actually previously heard or experienced through another source.
- e) *Memorized text.* This does not include information that is already accepted as part of the public domain.
- f) *Collaboration.* This particular reference is to the act of students working together, without permission, to develop individual works built around collaborative efforts.
- g) *Self-plagiarism.* This is the re-use and re-submission of one's own previous work or parts of past work as new or original work without providing proper acknowledgement or credit.
- h) *Recycling.* Submitting the work of others as your own.
- i) *Ghostwriting.* In this instance, hiring another to write your work or complete your assignment under your name.
- j) *Cutting and pasting.* While the Internet is seemingly free due to its easy access and plethora of information, credit must still be given to information available through this resource.
- k) *Purchasing papers.*

What is cheating?

Hondros College of Business considers any act of academic or professional dishonesty to be cheating, this includes, but is not limited to:

- Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Copying from another student's examination, homework, papers, or projects.
- Representing material prepared by another as one's own work.
- Violating any rules relating to academic dishonesty.

It's important to note that whether the incident is unintentional or intentional, plagiarism is still plagiarism. Hondros College of Business does not tolerate any level of plagiarism and will act on it. It is the responsibility of each student to understand plagiarism and how to avoid it.

Students enrolled at Hondros College of Business are expected to do their own work on homework, quizzes and exams (classroom and online), course projects for classroom and online (unless otherwise assigned to a group by the faculty), and research papers. Hondros College of Business strictly adheres to the APA style of writing and requires all students submit their work in this format. Failure to comply with this policy may result in a deduction of points, failure of the class, or dismissal from the program. Students may not withdraw from Hondros College of Business to avoid a failing grade or during a plagiarism investigation. Hondros College of Business reserves the right to skip any of the following steps, depending upon severity of the plagiarism.

Consequences of Plagiarism and Cheating

- **First instance** of cheating or plagiarism: A zero on the assignment.
- **Second instance** of cheating or plagiarism: Failure of the course with a notation of academic dishonesty on the transcript.
- **Third instance** of cheating or plagiarism: Immediate dismissal from the program and notation on the student's permanent records of the academic dishonesty.

Student Grievance Procedure

With the exception of a grade appeal Hondros College of Business encourages students to avail themselves of your Program Manager to informally resolve any grievance(s). In the event the student is not satisfied with the outcome, the student is asked to follow the outline steps.

1. For clarifications regarding: class assignments, discussions, grading, due dates, feedback, reading assignments, the student should first communicate with their faculty for resolution.
2. Hondros College of Business encourages the students to submit in writing within two (2) business days, a detail of the grievance and a recommendation of resolution to the Program Manager. The Program Manager will formally respond, in writing, to the student within five (5) business days.
3. Within five (5) business days if the student still feels that the grievance is not satisfactorily resolved, he or she may request, in writing, to a formal grievance meeting. An appointed committee which shall include the Academic Chair, the faculty member involved, an impartial faculty member, and any other person chosen by the Academic Chair. After this meeting, the student will receive a written notification of the outcome within five (5) business days. This decision is final and no further in-school appeal is possible.
4. If the student is still not satisfied, the student may contact the Executive Director of the State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, 614-466-2752 to state the grievance.

Academic and Career Advising

Hondros College of Business offers several ways for students to receive information regarding their academic progress.

- Student Advisors are available and can be reached at 1-888-HONDROS. The advisors are trained to assist students with degree and non-degree program requirements. Students are encouraged to make an appointment to speak with their program advisor about the upcoming term's classes and progress to date.
- For problems that are academic in nature, faculty will provide advisement and guidance. Program leadership will also participate in advising students regarding academic issues.
- If the problems are personal in nature, students will be referred at their own expense to either a healthcare provider of their choice or a community agency that provides counseling services.

Associate Degree of Applied Business in Business Management (A.A.B)

- The Associate Degree of Applied Business in Business Management prepares the adult learner with the skills and understanding of many aspects of the business environment including sales and management. Upon completion of this program graduates will
 - Understand the fundamentals of business and management
 - Exhibit skills resulting from project work that will enhance their professional development in today's business environment.
 - Explore the varied components of business management, sales, and service.
 - Demonstrate professional written and verbal communication and interpersonal skills.
 - Utilize critical thinking skills to evaluate and solve various challenges faced in business management.
 - Learn management skills to: obtain positions of managerial responsibility.
 - Learn organizational fundamentals to: open, run, and operate a small business.
- Job Titles that can be filled by graduates of the Program*
 - Financial Managers, Branch or Department
 - Human Resources Specialists
 - Personal Financial Advisors
 - Loan Officers
 - Insurance Sales Agents
 - General and Operations Managers
 - First-Line Supervisors of Retail Sales Workers
 - Property, Real Estate, and Community Association Managers
 - Construction Managers
 - Logistics Managers
 - Administrative Services Managers
 - Purchasing Managers
 - Small Business Owner
 - Real Estate Salesperson, Broker, Manager, Owner
 - Entrepreneurs

*data collected via <http://www.onetonline.org/find/quick?s=Manager>

Program Curriculum

Associate Degree of Applied Business (AAB) in Business Management

All courses are online with the exception of those marked with an asterisk*

General Requirements: 22 Credit Hours Required

<i>Course #</i>	<i>Course</i>	<i>Credits</i>
COMM 110	Business Communication Skills	3.0
ENG100	English Composition	4.0
COMM 112	Critical Reasoning Skills	4.0
PSY 100	Introduction to Psychology	4.0
SOC 150	Introduction to Sociology	4.0
SPH 100	Effective Speaking	3.0

Core Requirements: 50 hours Required

<i>Course #</i>	<i>Course</i>	<i>Credits</i>
COMM101	Skills Assessment & Professional Development	2.0
MATH112	Business Math	3.0
BLAW110	Business Law	3.0
BUS100	Fundamentals of Business & Management	4.0
ECON110	Business Economics	3.0
FMGT110	Financial Management	3.0
HRM110	Human Resource Management	3.0
COMP101	Introduction to Business Technology	4.0
ACCT101	Accounting I	4.0
ACCT102	Accounting II	4.0
SLS100	Fundamentals of Customer Service	3.0
SLS120	Negotiating Skills	4.0
MKTG100	Fundamentals of Marketing	4.0
BUS201	Business Ethics	3.0
MGT204	Leadership	3.0

Elective Requirements: 18 Credit Hours Required

<i>Course #</i>	<i>Course</i>	<i>Credits</i>
FMGT120	Financial Risk Management	3.0
BUS210	Consumer Behavior	3.0
MGT214	Organizational Behavior	3.0
MGT216	Entrepreneurship & Small Business	3.0
MGT218	Project Management	3.0
SLS200	Fundamentals of Sales	3.0
RE115	Real Estate Principles*	4.0
RE125	Real Estate Law*	4.0
RE135	Real Estate Finance*	2.0
RE145	Real Estate Appraisal*	2.0
RE211	Real Estate Brokerage	3.0
RE242	Property Management (elective choices continued on the next page)	3.0

Elective Choices (continued)

RA115	Basic Appraisal Principles*	3.0
RA116	Basic Appraisal Procedures*	3.0
RE380	National USPAP*	1.5
RA120	Market Analysis and Highest and Best Use*	1.5
RA130	Appraiser Site Valuation and Cost Approaches*	1.5
RA140	Residential Sales Comparisons and Income Approaches*	3.0
RE391	Residential Report Writing*	1.5
RA201	Advanced Residential Applications and Case Studies*	1.5
RA202	Mastering Unique & Complex Property Appraisal*	2.0
RA203	Statistics, Modeling & Finance*	1.5

Total Quarter Credit Hours Required: 90

COURSE DESCRIPTIONS

Explanation of Course Numbering System

Courses numbered in sequence such as ACCT 101 and 102 are building courses and are taken in sequence.

- 100 level: These courses are entry level or first year courses as related to their subject matter.
- 200 level: These courses are second year or advanced level as related to their subject matter.

ACCT 101

Accounting I,

4.0 Credit Hours

Basic components of accounting are presented. General concepts and principles are integrated with examples of daily application and use in the office. Special attention will be paid to bank procedures, payroll, general bookkeeping procedures and customer service.

ACCT 102

Accounting II,

4.0 Credit Hours

Accounting II expands on what the student learns in Accounting I. It is focused on corporate accounting. This course discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets, and budget management are also examined. Pre-requisite: Accounting I (ACCT 101).

BLAW 110

Business Law

3.0 Credit Hours

This course presents an overview of the legal aspects of business with an emphasis on law and related issues. Special attention will be paid to contract law, agency and governmental regulations. Case studies are used throughout.

BUS 100

Fundamentals of Business & Management

4.0 Credit Hours

This course presents a preliminary study into many areas of business, including marketing, management principles, finance, personnel and the global marketplace. Students will also evaluate how technology and ethics influences business strategy and business decision making. A variety of business, management philosophies, and business structures will be explored.

BUS 201

Business Ethics

3.0 Credit Hours

This course provides an introduction to business ethics. Part philosophy and part business, the course covers a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented, including ethical relativism, utilitarianism, and deontology. The lessons explore employee issues and responsibilities, leadership and decision making, morality, diversity, discrimination, and ethics in marketing and advertising. Corporate social responsibility is also examined, as are the topics of environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization.

BUS 210

Consumer Behavior

3.0 Credit Hours

This course takes a strategic look at consumer behavior in order to guide successful marketing activities. The Wheel of Consumer Analysis is the organizing factor in this course. The four major parts of the wheel are consumer affect and cognition, consumer behavior, consumer environment, and marketing strategy. Each of these components is the topic of one of the four major sections covered.

COMM 101

Skills Assessment & Professional Development

2.0 Credit Hours

Through the use of assessment tools and self-reflection, students will identify their areas of strength and challenges in interpersonal skills such as communication, listening and giving feedback. Students will break down the employment process from the job-seekers perspective through the development of a cover letter, resume and mock interview.

COMM 110

Business Communication Skills

3.0 Credit Hours

This course is directed toward the development of strong communication practices appropriate to business. Emphasis is placed on variables affecting individual development and communication style. Impromptu and formal speaking may be required and the development of listening and writing skills is expected.

COMP101

Introduction to Business Technology

4.0 Credit Hours

This series of courses introduces the user to the basic applications of Microsoft Windows, MS Word, Excel, and Power Point programs ideal for every person's personal and professional growth. Basic operations, spreadsheets, and word processing will be covered.

ECON 110

Business Economics

3.0 Credit Hours

This course introduces students to the basic economic system of the United States, discussing the roles of the different driving forces in the economy. Topics include market economy, interest rates, macroeconomics, industry finance, and secondary markets.

ENG 100

English I (Composition)

4.0 Credit Hours

The fundamentals of the writing process will be explored from prewriting through editing. Basic grammar and writing skills will be employed to develop a variety of professional and comprehensive formats.

FMGT 110

Financial Management

3.0 Credit Hours

This course introduces the student to the principles of financial management of business firms. Covered are financial statement analysis, ratio analysis, financial planning, working capital management, financial leverage and capital budgeting.

FMGT 120

Financial Risk Management

3.0 Credit Hours

This course introduces students to the general concepts of risk identification and management, as well as modern techniques and methods for managing financial risk, including insurance, can be used to manage the non-speculative risks of individuals and businesses. Emphasis will be placed on analyzing various types of insurance products including: life, health, property, and liability insurance contracts. A review of how the insurance industry develops, manages, and underwrites such contracts in a complex economic and regulatory environment.

Pre-requisites: FMGT110- Financial Management

HRM 110

Human Resource Management

3.0 Credit Hours

This course examines personnel functions in the business environment including job analysis, recruitment and hiring, training, performance appraisal and compensation. Other topics include ethics, benefits programs and policy development.

MATH 112

Business Math

3.0 Credit Hours

This course provides a review of mathematics fundamentals including basic algebraic calculations and fundamental business mathematics, including time value of money, mortgages, depreciation, payroll, taxation basics, investment evaluation basics (stocks and bonds), and financial statement analysis. Students completing this course will be prepared for solving most math-related business calculations encountered in small business, finance, and business economics.

MGT 204

Leadership

3.0 Credit Hours

This course uses a highly interactive approach to explore Leadership Development. By blending behavior theory, practical application, and personalized learning, students are encouraged to develop their full potential as a leader and to become the kind of leader they always wanted to have.

MGT 214

Organizational Behavior

3.0 Credit Hours

This course improves a students' ability to understand, interpret, and predict the behavior of people working in organizations. It provides self-learning exercises, group participation exercises, and cases in an integrated way designed to enhance learning and retention of organizational behavior concepts and skills.

Prerequisites: BUS100 – Fundamentals of Business and Management

MGT 216

Entrepreneurship & Small Business

3.0 Credit Hours

This course takes a hands-on, problem-based learning approach that works through real problems faced by entrepreneurs and small business owners. Using real-world scenarios and exercises throughout, it puts the student in the roles of financial analyst, marketer, and business owner to find solutions.

MGT 218

Project Management

3.0 Credit Hours

The course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

Prerequisites: BUS100 – Fundamentals of Business and Management

MKTG 100

Fundamentals of Marketing

4.0 Credit Hours

This course presents fundamental management strategies in the marketing of consumer and industrial products and services. Topics include market and product selection, pricing structures, channels of distribution and promotion.

COMM 112

Critical Reasoning Skills

4.0 Credit Hours

This course is directed toward the development of strong communication and oral interaction appropriate to business. Emphasis is placed on developing critical and analytical thinking skills and communication styles. Activities include a critical review of materials and class discussion.

PSY 100

Introduction to Psychology

4.0 Credit Hours

This course studies the scientific principles of psychology, applying these theories and practices to trends in behaviors and human interaction. Theories of personality, behavior, and sociological and psychological relationships will be examined.

RA115

Basic Appraisal Principles

3.0 Credit Hours

This introductory appraisal course provides an overview of real property concepts and characteristics, legal consideration, value influences, real estate finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal practice. Thorough discussion of appraisal principles, accompanied by

practical examples, provides a solid foundation in appraisal basics. 1. Demonstrate a basic knowledge of real property concepts and appraisal principles 2. Demonstrate a basic understanding of value influences and types of value. 3. Gain a working knowledge of real estate legal considerations and real estate finance. 4. Gain a general understanding of real estate markets, analysis, and ethics in practice.

RA116

Basic Appraisal Procedures

3.0 Credit Hours

This basic appraisal course provides an overview of real estate appraisal approaches to valuation procedures, value, property description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math. Through theory, case studies, and examples, the course offers practical application of appraisal procedures.

RA120

Market Analysis and Highest and Best Use

1.5 Credit Hours

Gain knowledge in the various theories and methodology of arriving at Residential Site Valuation and Cost Approach. Study concepts and definitions in site theory with emphasis on actual case studies. An analysis will be made of replacement cost and reproduction new. Students will learn how to read residential plans and specifications. The course will include a step-by-step case study utilizing the Marshall and Swift cost manual and develop and discuss methods of estimating accrued depreciation. There will be a discussion on the advantages and disadvantages of the cost approach in appraising residential property.

RA130

Appraiser Site Valuation and Cost Approaches

1.5 Credit Hours

This course will help students gain valuable insight and a working knowledge of the various theories and methodologies for arriving at residential site values and applying the Cost Approach in everyday appraisal work. The advantages and disadvantages of using the cost approach in residential appraising will be examined. The important distinction between Replacement Cost New and Reproduction Cost New will be discussed, along with an in-depth look at several methods for estimating accrued depreciation. Students will learn how to read residential building plans and accompanying specifications. Each student will complete a step-by-step case study utilizing the Marshall and Swift cost manuals.

RA140

Residential Sales Comparisons and Income Approaches

3.0 Credit Hours

This course offers a basic understanding and knowledge of the residential sales comparison and income approaches to appraisal. It includes the valuation principles and procedures applicable to both approaches. With the aid of case studies, students will develop and apply the techniques for market analysis, including the application and use of matched pairs and capitalization rates and gross rental multipliers. There is a discussion on cash and finance equivalency. Students will learn how to apply and defend the rationale behind market adjustments. The course includes a discussion of current Fannie Mae and Freddie Mac Guidelines and relevant USPAP requirements, and introduces students to the methods of appraising income properties. A combination of theory and hands-on examples provides practical applications of real estate appraisal procedures. 1. Demonstrate a basic knowledge of valuation fundamentals and data analysis. 2. Demonstrate a basic understanding of how to select and adjust comparable sales. 3. Gain a general understanding of investor considerations for investment properties. 4. Gain a general understanding of how to apply the income capitalization method.

RA201

Advanced Residential Applications and Case Studies

1.5 Credit Hours

This course addresses the inevitable challenging residential appraisal assignment that the residential appraiser will face. These assignments are often identified as properties that are complex in nature, ones for which there is a lack of ideal data, have unique improvements or innumerable other challenging circumstances. In such cases, traditional appraisal methods may not work – or at least, not work in the same way as in a commonplace appraisal assignment.

RA202

Mastering Unique and Complex Property Appraisal

2.0 Credit Hours

This class will raise the level of awareness of the scope of work involved with assignments other than the everyday single-family residential appraisal.

RA203

Statistics, Modeling & Finance

1.5 Credit Hours

Statistics, Modeling, and Finance is designed to provide students both the theory and practice of statistics, real estate finance, and valuation modeling for today's Certified Residential appraiser. The first half of the text outlines terminology and basic principles of statistics, including practical applications in statistical analysis. The last half presents an explanation of real estate markets, terms of financing, and real-world examples of how financing affects the value of real property.

RE115

Real Estate Principles and Practices

4.0 Credit Hours

This beginning course in real estate covers the theory and concepts of the field of real estate. Topics include property management, leasing, title closing, income analysis, license law, brokerage real estate transactions, property ownership and rights, marketing and production, land development and building construction. This course is approved for pre-licensing for Ohio. *(This class is available for test-out.)*

RE 125

Real Estate Law

4.0 Credit Hours

This course covers responsibilities and requirements for real estate sales and broker licensing. Subject matter includes sources of real estate law, Ohio's judicial structure, the procedures in a typical legal action, and an introduction to process law. This course is approved for pre-licensing for Ohio. *(This class is available for test-out.)*

RE 135

Real Estate Finance

2.0 Credit Hours

Conventional financing techniques and specialized financing arrangements such as the financial aspects of condominiums, cooperatives, real estate investment trusts, land contracts, wraparound mortgages and syndicates are covered in this course. Other topics include GNMA pass-through securities and the operation of FHLSS, FNMA, bank savings and loans, and credit unions. This course is approved for pre-licensing for Ohio. *(This class is available for test-out.)*

RE 145

Real Estate Appraisal

2.0 Credit Hours

Topics covered in this course include definitions and terminology of real estate appraising, analyzing the real estate market, and an explanation of the appraisal process, which includes calculation of value. This course is approved for pre-licensing for Ohio. *(This class is available for test-out.)*

RE 211

Real Estate Brokerage

3.0 Credit Hours

Operations and management of a real estate brokerage firm are covered including such areas as staff selection and training, policy development and money management. Marketing the industry and identifying growth patterns are also covered. *Prerequisites: RE 115, RE 125, RE 135, RE 145*

RE 242

Property Management

3.0 Credit Hours

This course provides an overview of the legal and tactical issues of the property management profession. Topics include landlord-tenant relations, marketing considerations, maintenance, an overview of residential, specialized, office retail and industrial property management, and environmental and safety issues. *Prerequisites: RE 115, RE 125, RE 135, RE 145*

RE380

National USPAP

1.5 Credit Hours

This is the National Uniform Standards of Professional Appraisal Practice (USPAP) Course, and focuses on the requirements for ethical behavior and competent performance by appraisers that are set forth in the Uniform Standards of Professional Appraisal Practice (USPAP). This course is unique in that it is developed by The Appraisal Foundation with assistance from the Education Council of Appraisal Foundation Sponsors (ECAFS) and is revised on a periodic basis to stay current with the latest edition of USPAP. Each student must have a copy of the 2006 USPAP document, which provides the framework for the course and is referred to throughout the course. The primary objective is that participants become familiar with the USPAP document. The course material emphasizes the role of the appraiser and the impartiality associated with this role. Special responsibilities of the appraiser with regard to impartiality are explored in detail. In addition to lectures, the course includes discussion problems that show how USPAP applies in situations that appraisers encounter in everyday practice. These examples address issues frequently experienced by appraisers as professionals in the appraisal of real property, personal property, and business or intangible assets, in appraisal review, and in real property appraisal consulting assignments. This course is designed to aid appraisers seeking competency in USPAP, in all areas of appraisal practice including those subject to state licensing or certification and continuing education requirements imposed by professional organizations, client groups, or employers.

RE391

Residential Report Writing

1.5 Credit Hours

Learn about the variety of form reports in use by residential appraisers today: the URAR, 2055, drive-by formats, and many others. Sources will be given for comparable sales, flood mapping, census tract maps and other information necessary for form completion. Prepare students to understand the various types of Appraisal report forms. Demonstrate and practice how to complete the various Appraisal report forms.

SLS 100

Fundamentals of Customer Service

3.0 Credit Hours

Your customers are your most important assets. Their satisfaction can make or break your business. Learn customer service from the customer's point of view. Areas of exploration include servicing the customer via telephone, mail, and in-person. Understand how slight nuances can make huge differences in your bottom line.

SLS 120

Negotiating Skills

4.0 Credit Hours

Explores philosophies and specific strategies of successful negotiating. Explores the rational and emotional components of the negotiation process. Differentiates between group and individual negotiating strategies

SLS 200

Fundamentals of Sales

3.0 Credit Hours

This course studies all phases of the sales and sales management processes. Students will follow selling from the initial contact through to relationship management. Emphasis will be placed on different selling approaches and philosophies, effective communication techniques, and methods to enhance and manage the sales process, including the setup of a contact database. A brief review of the sales management function, including staffing, motivating and leading a sales team and designing compensation and rewards plans will be presented.

Prerequisites: SLS100 , SLS 120

SOC 150

Introduction to Sociology

4.0 Credit hours

This course is a general introduction to the study of human society, focusing on current changes as they impact business, family and the individual. This class focuses on local data, as well as the social environment as a whole.

SPH 100

Effective Speaking

3.0 Credit hours

Through the study and analysis of content, structure and style, prepare and deliver various forms of speeches. Evaluation of speeches will improve content and verbal and physical presentation of skills.

Faculty & Staff

Administrative/Corporate staff

CEO	Linda Hondros
President	Tina Lapp
Controller	David Sahr
Faculty Coordinator	Katie Poling
Academic Chair	Sharon DeLay
Program Manager, Admissions	Joel Browder
Registrar	Emily Timblin

Faculty

Al Batteinger – Ohio Real Estate License

Robert Kutschbach – Franklin Univ., BA, Accounting
– Real Estate Education

