

HONDROS

COLLEGE OF BUSINESS

2020-2021 Catalog Addendum

Effective February 4, 2021

Addendum legend:

~~Strikethrough~~ = deleted information

Underline = new information`

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HISTORY

In December 2019, McKissock LLC acquired Hondros College of Business, and received its new Certificate of Registration from the Ohio State Board of Career Colleges and Schools in January 2020, which ~~expires January 2021~~. ACICS approved the change in ownership in January 2020. The ACICS grant of accreditation expires in December 2021.

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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.~~

MISSION STATEMENT

Our mission is to serve today's learner through quality distance education, providing in-demand business skills and knowledge that meet workforce needs and prepare graduates to pursue employment or advancement opportunities.

COLLEGE OBJECTIVES

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

1. Develop in students a professional attitude and an awareness of contemporary practices through application- oriented, interactive learning opportunities.
2. Provide education which will stimulate and develop each student's abilities and individual growth.
3. Employ experienced industry and academic professionals and enhanced student services to assist students in realizing their educational objectives.
- ~~4. Implement varied instructional opportunities and scheduling to provide maximum access to courses, services and personnel.~~
5. Provide courses at a low, per-credit-hour cost so that it is affordable and attainable for our students.

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- Implement varied instructional opportunities including distance education and scheduling to provide maximum access to courses, services and personnel.
- Provide courses at a low, per-credit-hour cost so that it is affordable and attainable for our students.

PROGRAM OUTCOMES

- ~~1. Apply the fundamentals of business and management.~~
- ~~2. Exhibit skills resulting from project work that will enhance their professional development in today's business environment.~~
- ~~3. Explore the varied components of business management, sales, and service.~~
- ~~4. Demonstrate professional written and verbal communication and interpersonal skills.~~
- ~~5. Utilize critical thinking skills to evaluate and solve various challenges faced in business management.~~
- ~~6. Apply organizational skills and knowledge to all aspects of daily business operations~~
- ~~7. Use management skills to lead employees and/or a business~~

PROGRAM OUTCOMES

1. O1: Define the fundamentals of business functions and management roles and responsibilities as they relate to various types of businesses and industries.
2. O2: Develop technical and professional skills through project and individual work that will prepare graduates for today's evolving workplace.
3. O3: Relate the varied components of business, management, sales, and service and their relationship to modern business practices.
4. O4: Demonstrate effective professional written and verbal communication and interpersonal skills through application of real-life case studies and scenarios.
5. O5: Use critical thinking skills in evaluating and solving various challenges faced in business and management in order to reach ethical and reasonable outcomes.
6. O6: Demonstrate knowledge of ability to lead today's diverse workforce, understanding the differences of leadership and management.

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FINANCIAL ASSISTANCE OPTIONS

Hondros College of Business offers several methods of payment:

1. Cash, Check or Charge
2. Employer-Sponsored Tuition Assistance or Reimbursement Programs (TAP)
3. WIOA (Workforce Innovation and Opportunity Act) Training programs funded through the Department of Labor and/or vouchers and/or funds from many State of Ohio sponsored programs
4. Union Education Trust (UET) – State of Ohio employees may use their education benefits
5. Veterans Administration GI BILL – Veterans and their families may use their benefits
6. Tuition Installment Plan
7. ~~Tim Detty Memorial Scholarship for Excellence in Appraisal~~

Tuition Installment Plan:

Enrolled degree students may choose to use the interest free Tuition Installment Plan option on a quarterly basis. A new installment plan is required each quarter. Balances may not be carried forward from a previous quarter. Tuition for the quarter can be paid in 3 monthly installments. The first payment is due prior to the first day of class.

Eligibility:

1. Be enrolled in the Associate Degree of Applied Business in Business Management program.
2. Be enrolled as a Single Subject Student
3. Must be registered for a minimum of six credit hours unless otherwise approved
4. Be free from indebtedness to Hondros College of Business.
5. Previous Installment Plan must be paid in full.
6. Complete Installment Plan by the start of the next quarter.

Terms and Conditions:

1. A credit card must be on file for credit card payments to occur on agreed to dates in the Installment Plan.
2. Installment Plan agreements are valid for 1 academic quarter.
3. Installment Plan agreements must be returned to the College prior to the start of a new academic quarter.
4. All tuition and fee balances must be made on or before specified due dates.
5. Balances must be paid in full for each quarter prior to enrolling in another Installment Plan for another quarter.
6. Failure to meet the terms of the plan will result in a financial hold, which may prohibit the student from registering for future classes, access to transcripts and student records, and delay graduation until the student is free from indebtedness from Hondros College of Business.

Tim Detty Memorial Scholarship for Excellence in Appraisal:

~~Tim Detty was a faculty member for Hondros College for 23 years whose true passion was teaching others about the appraisal industry as both a classroom instructor and the author of more than 70 appraisal textbooks and online courses. Tim was often recognized by his peers at industry conferences for the prelicensing and continuing education courses he wrote and for his video appearances in Hondros online courses. He was highly respected by his students, Hondros customers, and coworkers for his knowledge, enthusiasm, and the quiet strength he demonstrated in supporting others. The Hondros College of Business is pleased to honor Tim's commitment to education and the appraisal industry by assisting an individual who has the same passion for the pursuit of excellence in the field of appraisal. This scholarship will be awarded to an individual seeking a fulltime, professional career in the appraisal industry.~~

~~The Tim Detty Memorial Scholarship for Excellence in Appraisal is for Licensed Residential Appraisers who wish to **upgrade their license** from Licensed to Certified.~~

~~Scholarship Amount & How Disbursed:~~

- ~~1. A \$1000 scholarship Award~~
- ~~2. 2 students per year~~
- ~~3. \$1000 Scholarship Award will be applied equally over 4 quarters at \$250/quarter to tuition only.~~

~~Scholarship Requirements:~~

- ~~1. Must be admitted to the Associate Degree in Applied Business in Business and Management Degree Program at Hondros College of Business~~
- ~~2. Must reside in a NC-SARA participating state if applicant resides outside of the State of Ohio~~
- ~~3. Must hold an active, unencumbered Real Estate Licensed Residential Appraisal License~~
- ~~4. The AABM program must meet the licensing requirements in your state for Certified License Appraisers. Letter of approval from the Appraisal Board or Commission in your state required.~~
- ~~5. Must remain in good academic standing.~~

6. ~~Must graduate from the Associate Degree in Applied Business in Business and Management Degree Program at Hondros College of Business~~

Scholarship Application Dates:

1. ~~Interested Applicants should email appraiser@hondros.com the following information:~~
 - ~~Acceptance Letter to the Associate Degree in Applied Business in Business and Management Program~~
 - ~~Professional Resume – Updated~~
 - ~~Copy of Licensed Residential Appraisal License – Active & Unencumbered~~
2. ~~Applications are due one week prior to the start of each quarter.~~
3. ~~Scholarship winners will be notified prior to the first day of class.~~

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Student Achievement Data: Associate Degree of Applied Business in Business Management

Date	Retention	Graduation	Placement
2017	78%	66%	100%
2018	82%	80%	100%
2019	78%	70%	100%
2020	76%	100% (1 grad)	100%

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PROGRAM CURRICULUM

<i>Associate Degree of Applied Business (AAB) in Business Management</i>		
General Requirements: 21 Quarter Credit Hours Required		
Course #	Course	Quarter Credits
COMM 110	<i>Business Communication Skills</i>	3.0
ENG100	<i>English Composition</i>	4.0
PSY 100	<i>Introduction to Psychology</i>	4.0
SOC 150	<i>Introduction to Sociology</i>	4.0
SPH 100	<i>Effective Speaking</i>	3.0
MATH112	<i>Business Math</i>	3.0
Core Requirements: 51 Quarter Credit Hours Required		
Course #	Course	Quarter Credits
COMM101	<i>Skills Assessment & Professional Development</i>	2.0
COMM112	<i>Critical Reasoning Skills</i>	4.0
BLAW110+	<i>Business Law</i>	3.0
BUS100	<i>Fundamentals of Business & Management</i>	4.0
ECON110+	<i>Business Economics</i>	3.0
FMGT110+	<i>Financial Management</i>	3.0
HRM110+	<i>Human Resource Management</i>	3.0
COMP101	<i>Introduction to Business Technology</i>	4.0
ACCT101	<i>Accounting I</i>	4.0
ACCT102	<i>Accounting II</i>	4.0
SLS100	<i>Fundamentals of Customer Service</i>	3.0
SLS120	<i>Negotiating Skills</i>	4.0
MKTG100	<i>Fundamentals of Marketing</i>	4.0

BUS201	Business Ethics	3.0
MGT204	Leadership	3.0
Elective Requirements: 18 Quarter Credit Hours Required		
Course #	Course	Quarter Credits
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
RE212	Real Estate Brokerage and Office Management	3.0
RE243	Residential Property Management	3.0
RE250	Real Estate Investment	3.0
RE260	Real Estate Sales	3.0
RE235	Real Estate Finance	3.0
RE225	Real Estate Law	3.0
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

*effective January 1, 2021

COURSE DESCRIPTIONS

Explanation of Course Numbering System

The College utilizes course prefixes, typically abbreviations or truncations of the actual course subject name, for all credit courses (i.e., Psychology is noted as PSY).

- *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. Prerequisite: 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.

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 PowerPoint 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 Composition, 4.0 Credit Hours

The fundamentals of the writing process will be explored from pre-writing 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.

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.

Prerequisite: *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.~~

~~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.~~

RE 115 - 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.

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.

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.

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.

RE 212 - Real Estate Brokerage and Office Management, 3.0 Credit Hours

This course covers the operations and management of a real estate brokerage firm. Topics include planning, organizing, controlling, directing, staff recruiting, selection, training, business ethics, growth patterns, and communication skills.

Prerequisites: RE115, RE125, RE135, RE145 or a Real Estate Salesperson or Broker's License.

RE 225 - Real Estate Law, 3.0 Credit Hours

This course covers the nature of real estate law. Topics include legal interests, purchase agreements, types of transactions, transfer of interest, agency and contract law, government regulations, agency, licensure, leases, and fund disbursement.

Prerequisites: None. Recommended: Real Estate Salesperson License

RE 235 - Real Estate Finance, 3.0 Credit Hours

This course covers the nature of real estate finance. Topics include sources of mortgage funds, government influences, financing programs, alternative instruments, processing of loans, defaults, foreclosures, and mortgage placement procedures.

Prerequisites: None. Recommended: Real Estate Salesperson License

RE 243 - Residential Property Management, 3.0 Credit Hours

This course covers residential property management. Topics include landlord-tenant relations, leasing and management agreements, fiscal management, federal and state laws, different property types, physical management, and environmental and safety issues.

Prerequisites: None. Recommended: Real Estate Salesperson License

RE 250 - Real Estate Investment, 3.0 Credit Hours

This course covers the fundamentals of real estate investment. Topics include residential, land, and commercial investments, forms of ownership, leverage, financing, taxation, and cash flow analysis and projections.

RE 260 - Real Estate Sales, 3.0 Credit Hours

This course covers real estate sales and marketing methods. Topics include the transaction cycle, prospecting and listing techniques, qualifying buyers, advertising and promotion, negotiating, financing, and the closing.

Prerequisites: None. Recommended: Real Estate Salesperson License

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.

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.

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Degree Advisory Committee Members

Brian Whitta	Hondros College of Business Graduate and Realtor, Rooney & Associates
Dina Schultz	Commercial Lender, Civista Bank
Lenee Pezzano	Manager, Strategic Talent Delivery, Jobs Ohio
Kelsey Apple	IT Business Consultant, Kelsey Apple Consulting
Dr. Carol Hrusovsky	Program Director, -Associate A.D.N., Kent State University
Beau Euton	V.P., Membership, Ohio Chamber of Commerce
Nathan Filia	Broker/Owner - Golden Gate Real Estate
Elizabeth Sigg	Northwest Real Estate Services, Real Estate Appraiser and Broker
Tina Lapp	President, Hondros College of Business
Carol Thomas	VP, Degree Programs, Hondros College of Business
Sharon DeLay	Academic Chair/ Faculty Manager, Hondros College of Business
Aleta Thomas	Enrollment and Student Services Manager, Hondros College of Business
Michelle Harden	Registrar, Hondros College of Business

FACULTY

All faculty are part-time. See course syllabus for contact information.

NAME	EDUCATIONAL BACKGROUND	Subjects
Billman, Leyla	BA, Southern Illinois University - English Literature and Language Art M.S., Franklin University – Marketing & Communications	English, Marketing, Skills Assessment & Professional Development, Business Communication, Effective Speaking, Critical Reasoning Skills, Fundamentals of Customer Service
Galden, Dane	BA, Notre Dame - Economics MBA, Duke University	Business Economics, Financial Management, Fundamentals of Business, Accounting, Business Math, Accounting I, Accounting II, Real Estate Brokerage, Property Management, Leadership, Business Ethics, Negotiating Skills, Fundamentals of Sales
Gronlund, Edna	BS, Bradley University- Business Mgmt. & Administration MS, Administration Central Michigan University PhD, Business Administration, Columbia Southern University	Real Estate Brokerage, Fundamentals of Business, Accounting, Business Math, Fundamentals of Marketing, Entrepreneurship and Small Business, Consumer Behavior, Fundamentals of Customer Service, Critical Reasoning Skills, Leadership, Business Ethics, Negotiating Skills, Fundamentals of Sales
Haan, PhD, Perry	BS, Ohio State U - <i>Marketing</i> MBA, Xavier University PhD, Univ. of Sarasota - Marketing	Business Economics, Financial Management, Fundamentals of Business, Accounting, Business Math, Fundamentals of Marketing, Entrepreneurship and Small Business, Consumer Behavior, Fundamentals of Customer Service, Critical Reasoning Skills, Leadership, Business Ethics, Negotiating Skills, Fundamentals of Sales
Harper-Hess, Anna	<i>BA, Ohio Northern University – Sociology</i> <i>MA, Ohio Dominican University, Sociology</i>	Sociology, Business Technology
Haynes, Jeff	BA, Univ. of Kentucky - <i>Political Science, Business Admin</i> MSM, Indiana Wesleyan Univ.	Leadership, Fundamentals of Customer Service, Organizational Behavior, Consumer Behavior, Skills Assessment and Professional Development
Hentosz, Tamara	BA, Franklin University – Applied Psychology – Minor Human Resource Management	Human Resource Management, Organizational Behavior, Customer Service, Skills Assessment and Professional Development
Hoot, Kendra	<u>BS, The Ohio State University - Business Administration</u> <u>MBA, University of Dayton</u>	<u>Financial Management</u>
Johnson, Gina	BS - Case Western Reserve Univ. - Management Science MBA - The Ohio State University - Business Administration, spec. in Finance and HR	Human Resource Management, Financial Management, Organizational Behavior, Skills Assessment and Professional Development

Ravasky, Pam	AAS, Columbus State CC - Mental Health & Chemical Dependency BS, Franklin Univ. - Employee Assistance MS, Capella Univ. - Adult Education PhD - Capella Univ. - General Psychology	Psychology
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