



# Hondros College of Business

**2022-2023**

## **STUDENT CATALOG**

**February 28, 2022 - June 30, 2023**

**4140 Executive Parkway, Suite 222, Westerville, OH 43081**  
800-783-0097 | Fax: 614-413-3914 | [www.hondroscollegeofbusiness.com](http://www.hondroscollegeofbusiness.com)

The initial edition of the 2022-2023 Hondros College of Business Student Catalog was published February 28, 2022. Addenda to the student catalog may be published throughout the academic year and are posted in the student lounge and website.

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## HISTORY

Hondros College of Business (HCB) was established on November 25, 2009 in Westerville, Ohio, by founders, John, and Linda Hondros. The College received its initial Certificate of Registration from the Ohio State Board of Career Colleges and Schools in May 2010 and opened its doors with 2 students in January 2011. HCB offers an online Associate Degree of Applied Business in Business Management program.



HCB was granted institutional accreditation from ACICS in August 2014. In May 2019, the College was approved by the Ohio Department of Higher Education to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

In December 2019, McKissock Investment Holdings LLC acquired HCB, and received its new Certificate of Registration from the Ohio State Board of Career Colleges and Schools in January 2020. On February 28, 2022, HCB was granted a three-year grant of accreditation with the Distance Education Accrediting Commission (DEAC), expiring January 2025. Today under the direction of Tina Lapp, President, HCB continues to offer quality distance education in the online Associate Degree of Applied Business in Business Management program.

## 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 HCB:

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 including distance education 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.

## STATE AUTHORIZATION, ACCREDITATION & MEMBERSHIPS

### Licensure and State Authorization

HCB is approved and holds a Certificate of Registration issue by the Ohio State Board of Career Colleges and Schools of Ohio. Registration #1926

HCB is approved by Ohio Department of Higher Education to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. For more information about NC-SARA please visit: [SARA](#)

### Accreditation

HCB is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized agency and is recognized by the Council for Higher Education Accreditation (CHEA). CHEA is a nonprofit organization serving as a national advocate for self-regulation of academic quality through accreditation.



Distance Education Accrediting Commission  
1101 17th Street NW, Suite 808  
Washington, DC 20036  
Phone: 202-234-5100  
Fax: 202-332-1386  
Email: [info@deac.org](mailto:info@deac.org)

### Memberships

HCB and its staff and faculty, hold memberships or affiliations with the following organizations:

Columbus Chamber of Commerce  
Human Resource Association of Central Ohio  
National Association of Realtors  
National Association of Women Business Owners (NAWBO)  
Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO)  
Ohio Association of Realtors (OAR)  
Ohio Chamber of Commerce  
Real Estate Educators Association (REEA)

## LEGAL CONTROL OF THE COLLEGE

HCB is 100% owned and controlled by McKissock Investment Holdings LLC.

## ACADEMIC CALENDAR

HCB academic calendar is based on the quarter system. Each quarter is 10 (ten) weeks.

### 2021-2022 Academic Calendar

#### **July 12**

July 4-5

July 18

July 25

August 16 - September 18

August 22

September 6

September 13-19

September 19

Sept. 20 - October 3

#### **Summer 2021 quarter begins.**

July 4<sup>th</sup> Holiday (School Closed)

Last Day to Add or Drop a course

Last day to CANCEL a first quarter New Enrollment.

Class Registration Dates

Last day to withdraw from a course.

Labor Day (School closed)

Summer quarter finals week

Summer quarter ends.

Break

#### **October 4**

October 10

October 17

Nov 8-Dec 12

November 14

November 25 - 28

December 8-12

December 12

Dec. 24-26

Dec. 13 - January 2

#### **Fall 2021 quarter begins.**

Last day to Add or Drop a course

Last day to CANCEL a first quarter New Enrollment.

Class Registration Dates

Last day to withdraw from a course.

Thanksgiving break (School closed)

Fall quarter finals week.

Fall quarter ends.

Christmas Eve and Christmas Day (School Closed)

Break

#### **January 3**

January 9

January 16

January 17

February 7 - March 13

February 13

March 9-13

March 13

March 14 - April 3

#### **Winter 2022 quarter begins.**

Last day to Add or Drop a course

Last day to CANCEL a first quarter New Enrollment.

Martin Luther King Jr day (School closed)

Class Registration Dates

Last day to withdraw from a course.

Winter quarter finals week

Winter quarter ends

Break

#### **April 4**

April 10

April 17

May 9 - June 12

May 15

May 30

June 8-12

June 12

June 13-July 10

July 4

#### **Spring 2022 quarter begins.**

Last day to Add or Drop a course

Last day to CANCEL a first quarter New Enrollment.

Class Registration Dates

Last day to withdraw from a course.

Memorial Day (School closed)

Spring quarter finals week

Spring quarter ends

Break

July 4<sup>th</sup> Holiday (School Closed)

## ACADEMIC CALENDAR

HCB academic calendar is based on the quarter system. Each quarter is 10 (ten) weeks

### 2022-2023 Academic Calendar

July 11

July 17

July 24

August 15 – Sept. 18

August 21

September 5

September 14-18

September 18

September 19 – Oct. 9

October 10

October 16

October 23

November 14 – Dec. 18

November 20

November 24 – 25

December 14-18

December 18

December 23-26

December 19 – Jan. 8

January 9

January 15

January 16

January 22

February 13 – March 19

February 19

March 15 – 19

March 19

March 20 – April 9

April 10

April 16

April 23

May 15 – June 18

May 21

May 29

June 14-18

June 18

June 19 – July 9

July 4

#### **Summer 2022 Quarter Begins**

Last Day to Add or Drop a Course

Last Day to CANCEL a first quarter new enrollment

Class Registration Dates

Last Day to withdraw from a course

Labor Day (School Closed)

Summer quarter finals week

Summer quarter ends

Break

#### **Fall 2022 Quarter begins**

Last day to Add or Drop a course

Last day to CANCEL a first quarter New Enrollment

Class Registration Dates

Last day to withdraw from a course

Thanksgiving break (School Closed)

Fall quarter finals week

Fall quarter ends

Christmas Eve and Christmas Day (School Closed)

Break

#### **Winter 2023 Quarter Begins**

Last day to Add or Drop a Course

Martin Luther King Jr. Day (School Closed)

Last Day to CANCEL a first quarter New Enrollment

Class Registration Dates

Last day to withdraw from a course

Winter quarter finals week

Winter quarter ends

Break

#### **Spring 2023 Quarter Begins**

Last day to Add or Drop a course

Last day to CANCEL a first quarter New Enrollment

Class Registration Dates

Last day to withdraw from a course

Memorial Day (School Closed)

Spring quarter finals week

Spring quarter ends

Break

July 4<sup>th</sup> Holiday (School Closed)

## LOCATION

### Westerville Campus & Corporate Office

Hondros College of Business  
4140 Executive Parkway, Suite 222  
Westerville, OH 43081

[WEBSITE](#)

### Hours of Operation

Monday - Friday: 8:00am-5:00pm ET  
Toll-Free: 1-800-783-0097 Student Services  
Fax: (614) 413-3914

[EMAIL](#)

**Building Information:** The Main Campus is in a suburban area and easily accessible from major highways and is located on the bus line. The campus offers free parking, and Wi-Fi internet access. The facility follows all federal, state, and local codes for occupancy and safety. Total Building Square Footage is 45,462.

The building includes Wi-Fi access and common area space which students are welcome to use as study areas. Students are welcome on-site to use the Internet to further their academic achievements and objectives. Individual Internet use should not interfere with others' use and enjoyment of the Internet. Internet use shall comply with all federal and state laws and College policies whether on campus or not.

**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 McDonald's. 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 McDonald's. Our facility is on the right.

## ADMINISTRATIVE STAFF

[EMAIL](#) the Staff for Assistance!

Tina Lapp, President, Franklin University,  
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[tlapp@hondros.com](mailto:tlapp@hondros.com) | 614-508-7224

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## STUDENT SERVICES AND RESOURCES

### **New Student Orientation**

All new students are required to complete New Student Orientation (NSO). NSO is an opportunity for you to learn about the tools, resources, and offices to support and help you make the most out of your educational journey. You will also learn how to navigate the College's Learning Management System (LMS), LIRN, the online library and Career Services resources. NSO must be completed prior to taking your first class at HCB.

### **Pre/Post Assessment**

All enrolled degree students are required to take a pre-assessment in their first quarter and a post-assessment in their final quarter of their program. The results of these assessments are not calculated in the student's overall grade point average or otherwise impact the student's grades. This information, along with evaluation of a series of selected assignments across courses throughout the program, are used for internal purposes to evaluate program outcomes and revise curriculum as needed.

### **Class Registration**

Students may refer to the student lounge in the LMS, Schoology for the quarterly class schedule and textbook listing. In addition, students are to refer to their Education Plan to assist them in choosing their class schedule. Please collaborate with student services on a quarterly basis as you finalize your schedule at 800-783-0097 or send us an [EMAIL](#).

### **Course Academic Support**

Academic support with course content is available to students throughout the student's course of study. Students seeking academic support should contact the course faculty member directly.

### **Faculty Hours**

HCB faculty have scheduled office hours listed on each course syllabus. Students can schedule meetings with faculty members during the published hours on an as-needed basis, via video conference, email, text, or telephone. Contact information for faculty members can be found in the course syllabi.

### **Counseling Services**

The College does not offer counseling services. Students seeking counseling services should speak with the Vice President of Degree Programs for appropriate referrals to community service organizations.

### **Graduation**

Upon successful completion of the Associate Degree of Applied Business in Business Management curriculum, and meeting all graduation requirements, the graduate will be awarded an Associate Degree in Business Management from the College.

### **Library Services Support**

Hours: Monday–Friday | 8:00am–5:00pm ET  
800-783-0097 | [EMAIL](#)

### **Technical Support**

Hours: Monday-Friday | 8:00am-5:00pm ET  
800-783-0097 | [EMAIL](#)

The College subscribes to Library and Information Resources (LIRN), an online library resource that serves nearly 300 institutions in over 40 countries. Students can also access Gale Core and ProQuest Core resources. There is no separate fee for Library Services.



### **Career Services**

The College supports students and alumni in their efforts to enter or advance in the workforce. Students can access the online job board, postings regarding local hiring and networking events, résumé, and interviewing templates. Obtaining employment is ultimately the responsibility of the alumnus.

Alumni are highly encouraged to pursue their own independent employment opportunities. Recent alumni who have yet to obtain employment in their field of study should contact the College about available job openings in their community.

The College will confirm employment of graduates by contacting both the employer and graduate. The College cannot guarantee employment or salary.

### **Secure Student Login**

Students are provided a username and password to [access the secure online LMS](#). The LMS allows students to access courses, library resources, and connect with other students with the click of a mouse.

### **Student Contact Information**

All student contact information is secured by HCB. If students need to change any data related to their contact information, [please email us the updated information](#).

### **Transcript Request**

Requests for transcripts must be made in writing and submitted to the Registrar's office. Transcript request forms can be found [on our website](#). There is a \$15 fee per request. Students with outstanding balances will not be issued transcripts until debt is paid in full.

### **Housing**

HCB does not offer school-sponsored housing.

### **Parking**

The Main Campus offers free parking for students visiting the building. The College 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.



## STUDENT RIGHTS & RESPONSIBILITIES

Students are required to adhere to the rules and regulations of the most current HCB Student Catalog. Students will be notified via the newsfeed or through updates in the LMS any addendums to or publication of a new catalog.

### Student Identity Verification

Enrolled students are required to provide HCB a copy of photo identification (ID). Acceptable forms of photo ID are government-issued documentation (driver's license, state ID, or passport). A copy of students' photo ID will be placed within their student file. Students are required to upload a photo into their Learning Management System (LMS) profile.



Each student receives a unique username and password. The username and password grants students access to the learning management system. Throughout the program, students will be required to confirm their identity prior to taking quizzes or exams by confirming their identity to a camera before the exam begins.

When students update their government-issued identification, the student must update their information with HCB. Students are not issued a student ID card.

### Sexual and Other Harassment

HCB supports the right of all students to learn in an environment free of sexual and other discriminatory harassment based on race, color, religion, national origin, gender, age, physical or mental handicap, sex, sexual orientation, genetic information, or veteran or military status, is strictly forbidden and will not be tolerated.

Any student who feels that he or she is a victim of harassment and/or discrimination should immediately report the matter to his or her administrator or faculty. It is the College policy to treat any allegations of harassment seriously and

to respond to any allegation in a timely and confidential manner. Any type of retaliation is illegal and strictly prohibited.

### Anti-Hazing Policy

Hazing is the practice of any action or situation, on or off campus, that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, the purpose of initiation or admission into or affiliation with any organization associated with the College. All students should report any knowledge of these types of actions or situations to a faculty or staff member who may escalate the information to the President. The College will then take appropriate action based upon the information provided. When deemed appropriate, local law enforcement authorities will also be notified.

### Firearms and Deadly Weapons

It is illegal to carry a firearm or deadly weapon anywhere on HCB property. Failure to comply will result in immediate dismissal.

### Smoking

Smoking is prohibited inside the facility. Outside smoking areas may be available.

## Policy Regarding Illegal Substances

The College strictly forbids the possession, use, or sale of alcoholic beverages and/or illegal drugs on College property. Students, faculty, and staff members should report any knowledge of such activities to the appropriate College personnel. Any infraction is cause for possible dismissal. When appropriate, such infraction will also be reported to the local authorities.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day HCB receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask HCB to amend a record should submit a written request to the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed.

If HCB decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before HCB discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. HCB discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by HCB in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of HCB who performs an institutional service or function for which HCB would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the HCB to comply with the requirements of FERPA. For full disclosure of FERPA, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. The name and address of the office that administers FERPA is: Family Policy Compliance Office - U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

### Student Directory Information

Student Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. In accordance with provisions of the Family Education Rights and Privacy Act HCB classifies the following information on students as directory information and may disclose it without the student written permission.

- Name, Home Address, Phone Number, Email Address
- Dates of attendance
- Enrollment Status
- Graduation date and anticipated graduation date
- Degrees awarded and date
- Photo

Students may withhold the release of their Student Directory Information by submitting a request via [email](#).

### Equal Opportunity Statement

HCB 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 HCB on the grounds of race, color, religion, national origin, gender, age, physical or mental handicap, sex, sexual orientation, genetic information, or veteran or military status. HCB 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 VP, Degree Programs. All complaints of unequal treatment will be fully investigated, and corrective action will be taken where required.



## AMERICANS WITH DISABILITIES ACT (ADA) POLICY AND PROCESS

HCB complies with the provisions of the Americans with Disabilities Act (ADA). The College does 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.

HCB will make reasonable accommodations as necessary for any students with disabilities, provided that the individual is able to fulfill the program objectives with reasonable accommodation and that the accommodations do not impose an undue hardship on the College. To receive accommodations, the student must provide documentation showing a diagnosis and recommended accommodations from a licensed healthcare provider.



### Process:

1. Contact the Academic Chair & Faculty Manager at to request ADA forms:
  - a. [EMAIL](#) – ATTN: Beth Wood
  - b. Mail: Hondros College of 4140 Executive Parkway, Suite 222 Westerville, Ohio 43081 – ATTN: Beth Wood, Academic Chair & Faculty Manager
  - c. Phone: 800-783-0097
  - d. Fax: 614-413-3914
2. HCB is not responsible for obtaining documentation on behalf of a student. To initiate the process, the student must provide the following forms\*:
  - a. Accommodation Request form
  - b. Student Release of Information for the Diagnosing Professional form
  - c. Disability Verification Form for the Diagnosing Professional with recommended accommodation.

**\*All forms will be sent to student upon request\***
3. Once all official documentation has been received, HCB will review the documentation and recommended accommodations from the diagnosing professional and the student's accommodation requests.
4. The student and the Academic Chair & Faculty Manager will discuss the requested reasonable accommodations to reach an agreement. Please note that the amount of time needed to arrange any accommodation may vary. Student will be notified via email of agreed to accommodation.
5. Student should retain email notification from college of approved accommodation to submit to each course instructor prior to the start of each course. If there is a need for an adjustment of the accommodation, the student must contact the Academic Chair & Faculty Manager for review.
6. For accommodation-related concerns, complaints or grievances, students may communicate with the course instructor, Academic Chair & Faculty Manager or Campus Administrator by any means listed in #1 above.
7. Students may be asked to provide updated documentation as needed for any additional accommodation requests.



8. All student record information is governed by FERPA (Family Educational Rights and Privacy Act). A student may provide written permission giving the HCB permission to discuss the disability with faculty and staff who require further information. Disability-related information will be shared only on a limited basis within the institutional community. Information will not be released without consent unless federal or state law requires it.
9. Students have the right to share only their accommodation plan and not details of the disability with instructors, and to expect all disability-related information to be treated confidentially.
10. Faculty have the right to view a student's accommodation plan. (Faculty members do not have the right to ask students if they have a disability or about the nature of the disability disclosed. However, if students choose to disclose their disability, this information must be treated confidentially. Faculty members should not request medical or disability documentation from students).

### **Emergency Procedures & Campus Security**

The safety and security of HCB students, faculty, and staff is a top priority. When an emergency arises, students are expected to fully cooperate with faculty members and staff of HCB. Although it is impossible to encompass every emergency, 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 or a person; please contact the police or fire department immediately by dialing 911. Report the incident to the faculty or any school administrator.

#### *Reporting of Criminal Incidents*

The College strives to provide a safe and secure learning environment for all students and faculty members and staff. All students, faculty, and staff members are encouraged to [report](#) all activities that are suspicious, criminal or violations of student conduct immediately upon witnessing the occurrence. The College will then take appropriate action based upon the information given by the student, faculty, or staff member. When deemed appropriate, local law enforcement authorities will also be notified. **In case of emergency, dial 911 immediately.**

#### *Harassment*

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 a faculty or staff member who may escalate the information to the President. The College will then take appropriate action based upon the information provided. When deemed appropriate, local law enforcement authorities will also be notified.

#### *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 all clear.
- Outside doors must remain closed and at no time should be propped open.
- Personal belongings must always be kept under student control. All unattended belongings will be taken to the course faculty member.

*Property & Personal Safety*

- When visiting the building, do not leave valuables in your vehicle. Lock belongings in the trunk of your vehicle, out of clear view.
- Notify Faculty/Campus personnel of any accident, theft, or injury 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:
  - Under stairwells.
  - Interior corridors.
  - 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.

**STUDENT CONDUCT**

HCB prepares its students for professional careers; therefore, it is important for students to display the highest degree of professionalism, ethics, and honesty. HCB reserves the right to dismiss a student from the College if there is any display of conduct which would be objectionable. Students should dress and act in a professional manner. 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 College may dismiss the student. HCB reserves the right to dismiss or impose disciplinary sanctions on a student for improper conduct and/or violation of rules and regulations. Those activities include, but are not limited to:

1. Dishonesty, cheating, plagiarism, falsifying records, and forgery.
2. Obstruction or disruption of teaching.
3. Disorderly or obscene conduct.
4. Use or possession of alcohol or illegal drugs.
5. Violation of school policies and regulations.
6. Excessive, unfounded complaints.
7. Profane language or inappropriate discussions.
8. Verbal or physical threatening of another person.
9. Causing discomfort with students, faculty members, or staff due to unprofessional, discourteous, harassing, hazing, bullying language or behavior, either verbal or physical in nature.
10. Failing to follow the attendance policy.
11. Failing to maintain a positive attitude and professional behavior toward faculty members, other students, and staff.
12. Failing to abide by all school regulations and policies.



## STUDENT GRIEVANCE PROCEDURE

The Student Complaint & Grievance Policy provides a formal process to provide students a documented process to have a complaint reviewed and a resolution rendered for academic and non-academic complaints and grievances.

An academic complaint is based on a circumstance that the student believes violates a published policy, syllabus, or rubric. Academic complaints include, but are not limited to, academic integrity, grading, feedback, etc.

A non-academic complaint is based on a situation that the student feels violate a published policy, procedure, or agreement made between the student and the institution. Non-academic complaints include, but are not limited to financial decisions\*, refunds, disparate treatment, etc.

\*Satisfactory Academic Progress (SAP) and any other appeal that has a separate policy/procedure is excluded from this policy\*

### Academic Complaint Process:

- 1. Informal Complaint:** Within five business days of the specific occurrence, the student may provide the faculty member (whom the complaint is against) with a clearly written complaint that includes the specific policy, syllabus item, and/or rubric information that has been allegedly violated. The faculty member is responsible for reviewing the complaint and providing a response in writing to the student within three business days. If the complaint is related to the lack of email response of the faculty member, the student should make a final attempt to contact the faculty member and allow 48 hours for response prior to moving to Informal Mediation.
- 2. Informal Mediation:** If the resolution rendered remains unsatisfactory upon receiving the faculty member's response, the student may contact the Academic Chair & Faculty Manager of the College within five business days of the informal complaint response. The student will provide the faculty member's response and the specific policy, syllabus item, and/or rubric information that has allegedly been violated, and a recommendation of resolution. The Academic Chair is responsible for reviewing/investigating the complaint and providing a written response to the student within three business days.
- 3. Formal Grievance:** If the resolution rendered remains unsatisfactory upon receipt of a response from the Academic Chair & Faculty Manager, within five business days the student may submit a formal letter via [EMAIL](#) outlining their grievance and a recommendation of resolution to be formally recorded by the College. The student will be responsible for providing all prior communications and documentation of the complaint including a recommendation of resolution. The formal grievance will be provided to the Vice President of Degree Programs, Academic Chair & Faculty Manager and the course faculty member teaching the course in question. The Vice President of Degree Programs will notify the Academic Chair & Faculty Manager and the faculty member that a formal grievance has been received and will conduct a review of the grievance and convene with administration and other necessary parties to determine a resolution. The Vice President of Degree Programs is responsible for reviewing/investigating the formal grievance and providing a written response to the student within 5 business days of receiving the formal grievance. This decision is final and ends all college pathways for resolution.

4. **External Agency:** Students are encouraged to proceed through college processes before filing a complaint with an external agency. If the student is still not satisfied with the college resolution, 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, 877-275-4219 to state the grievance. Students may file a grievance with the Executive Director [here](#).
5. **External Agency:** Students are encouraged to proceed through college processes before filing a complaint with an external agency. If the student is still not satisfied with the college resolution, the student may contact the Distance Education Accrediting Commission (DEAC) by using the [Online Complaint Form](#) or submitting a written complaint to the following address:  
 Executive Director  
 1101 17th Street, N.W. Suite 808  
 Washington, D.C. 20036  
 ATTN: COMPLAINTS

### **Non - Academic Complaint Process:**

1. **Informal Complaint:** Within five business days of the specific occurrence, the student may provide the Vice President of Degree Programs with a clearly identified complaint. The written complaint should include the specific policy/agreement that has been violated, and their desired resolution. The Vice President is responsible for reviewing/investigating the complaint and providing a written decision to the student within three business days.
2. **Formal Grievance:** If the resolution rendered remains unsatisfactory upon receipt of a response from the Vice President of Degree Programs, within five business days the student may submit a formal letter via [EMAIL](#) outlining their grievance and a recommendation of resolution to be formally recorded by the College. The student will be responsible for providing all prior communications and documentation of the complaint including a recommendation of resolution. The formal grievance will be provided to the College President who will conduct a review of the grievance and convene with administration and other necessary parties to determine a resolution. The College President is responsible for reviewing/investigating the formal grievance and providing a written response to the student within 5 business days of receiving the formal grievance. This decision is final and ends all college pathways for resolution.
3. **External Agency:** Students are encouraged to proceed through college processes before filing a complaint with an external agency. If the student is still not satisfied with the college resolution, 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, 877-275-4219 to state the grievance. Students may file a grievance with the Executive Director [here](#).
4. **External Agency:** Students are encouraged to proceed through college processes before filing a complaint with an external agency. If the student is still not satisfied with the college resolution, the student may contact the Distance Education Accrediting Commission (DEAC) by using the [Online Complaint Form](#) or submitting a written complaint to the following address:  
 Executive Director  
 1101 17th Street, N.W. Suite 808  
 Washington, D.C. 20036  
 ATTN: COMPLAINTS

## GRADE APPEALS

If a student believes a grade received is inaccurate due to error or unfair practice, the student may appeal the grade. Reasons for an appeal include, but are not limited to, calculation errors, inconsistent grading among peers in the course, or inconsistency with grading procedure listed on syllabus. Dissatisfaction with a grade is not a rationale for an appeal. Students should first make an informal attempt to resolve the issue by notifying the faculty of the concern, within two (2) business days of receiving the grade. If the student is not satisfied with the outcome, or the faculty member is non-responsive, the student may file an appeal by completing the following:

Submit in writing, within two (2) business days of receiving the grade, to the Academic Chair/Faculty Manager the appeal. The appeal must include the rationale for changing the grade. The Academic Chair/Faculty Manager will formally respond in writing within two (2) business days. The decision of the Academic Chair/Faculty Manager will be final. If the grade appeal is approved, the Registrar will process a grade change.

## ACCEPTABLE USE POLICY OF COLLEGE COMPUTER SOFTWARE/HARDWARE RESOURCES

HCB provides a website where the public, prospective students, enrolled students, staff, and faculty can find information about the College, as well as make inquiries. Additionally, students enrolled in the degree program receive a unique username and password for the LMS to access their online courses and the online library resources.

Students and faculty agree to abide by the Acceptable Use Policy (AUP). Failure to follow HCB' 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 Email:**

E-mail (electronic mail) communications should adhere to the Student Conduct policy.

### **Acceptable use of the Internet and the World Wide Web:**

Students, faculty, and staff of HCB are encouraged to use the Internet to further their goals and objectives. Individual Internet use must not interfere with others' use and enjoyment of the Internet. Internet use at HCB must comply with all federal and state laws, all HCB policies, and all HCB contracts. This includes, but is not limited to, the following requirements.

### **Usernames and Passwords:**

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

### **Monitoring and Filtering:**

HCB may monitor any Internet activity occurring through HCB equipment, networks, accounts, and LMS.

### Use of Social Media

Personal participation in social media outlets is not objectionable; however, students, faculty and staff are reminded that posts on such outlets are not private communications and should be part of the public domain. Students, faculty, and staff are expected to always maintain professional standards of behavior; if you choose to post about your experience as a student, faculty member, or staff member at HCB, 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, staff, and/or other students that are unprofessional, harassing, derogatory, demeaning, threatening, libelous, or which reveal non-public information about college policies, processes, procedures, or private business matters may be used as grounds for discipline up to dismissal from the College.

## TECHNOLOGY REQUIREMENTS

Students are expected to be proficient in their use of technology at HCB. Students are required to have access to a computer and reliable internet to take and complete online classes.

### **System Requirements:**

- Windows Operating System: Windows 10 or higher.
- Mac Operating System: Mac OS X or higher.
- Minimum Screen Resolution: 1024 x 768
- Color Quality: High Color (16 bit) or True Color (32 bit) for your monitor setting.
- A wireless card or built-in wireless networking.
- PC/Web Camera or alternate video recording device for recording speech/presentations, synchronous learning activities with faculty & other students.

### **Browser Requirements**

- Microsoft Edge (Windows 10+), Google Chrome (latest version) Firefox (latest version) or Safari 10 and 11.
- Cookies enabled or set to medium. See your operating system online help or your browser's "Help" for how to set this.
- Disabled Pop-up blocker
- JavaScript enabled

### **Connection Speed:**

- Cable modem (DSL connection recommended)

### **Additional Software:**

- Microsoft Office Home/ Student or Office Professional, version 365 recommended (Word, Excel, and PowerPoint). Many assignments will require students to turn in work using these programs
- Adobe Acrobat Reader
- Virus Protection Software

*To maximize your Schoology experience, always log into Schoology via [www.community.hondros.com](http://www.community.hondros.com). If you need to utilize LIRN (our library resource) or are required to use Respondus Monitor/Lockdown Browser, you must use this URL.*

In the event a user has a problem with accessing or usage of technologies required by the College, the following steps should be taken:

1. First, review the “Support” section (in the footer of the Schoology web page) for basic issues and questions. Users can view links with user guides, video tutorials, and FAQs
2. If this does not address the issue, email [our staff for assistance](#).



## ADMISSIONS REQUIREMENTS

HCB is not authorized by the U.S. Immigration and Naturalization Services to issue student visas. HCB does not admit ability-to-benefit students. An applicant to HCB is accepted based on the following conditions:

1. Applicant must be at least 18 years of age and/or beyond the age of compulsory school attendance.
2. Admissions interview must be conducted in person, by telephone or via Teams/Zoom/Conferences an admissions representative prior to program acceptance.
3. Applicants must be a U.S. Citizen or permanent resident of the United States. Applicants must provide copies of required government-issued documentation (proof of citizenship, driver's license, state ID, passport, or permanent residency, if not a U.S. citizen).
4. Applicants must complete the application and pay the \$25 application fee.
5. Applicants must possess a high school diploma or GED equivalent. Official high school transcripts or other official verification of high school graduation provided by the high school or public-school district, must be received by the College before the student is permitted to start classes.
  - (a) If high school transcript is in a foreign language, applicants must have their transcripts evaluated by a qualified third-party agency. The applicant is responsible for paying all fees associated with translation and verification, as well as ensuring the results are submitted to HCB.
  - (b) Third-party evaluators must be a member of one of the following:
    - National Association of Credential Evaluation Services (NACES).
    - Association of International Credential Evaluators (AICE).
6. If English is not the native language, the applicant must demonstrate college level proficiency in English through one of the following:
  - a) Provide a high school transcript completed at an accredited/recognized high school where the language of instruction is English.
  - b) Successfully complete one of the following English proficiency tests with the minimum score listed below:
    - TOEFL Paper-based Test of English as a Foreign Language (TOEFL PBT): 500
    - TOEFL Internet Based Test (iBT): 61
    - International English Language Test (IELTS): 6.0
    - Pearson Test of English Academic: 44
7. Once the applicant has met all the admissions requirements and been accepted into the College, applicant must complete the enrollment agreement, and all other required paperwork. Applicant must pay the \$100 enrollment fee.



**College Acceptance/Denial**

When all admission requirements are satisfied, the applicant will be accepted into the College. If admission requirements are not satisfied, the applicant will be denied acceptance. All decisions will be communicated in writing.

**Readmission**

Students may apply to be readmitted to the program. Students granted readmission must meet the current admissions and curriculum requirements at the time of being readmitted. Students will receive credit for coursework previously completed at the College if it meets the current curriculum objectives. Students eligible to reapply are those that are free from debt owed to the College and/or withdrew. Students dismissed from the program for violation of the Student Conduct policy, Academic Honesty policy or misconduct will not be readmitted.

**Non-Degree Students**

A non-degree student is a student who takes classes on a course-by-course basis. This student is not enrolled in the Associate Degree of Applied Business in Business Management program. Non-Degree Students who wish to enroll in the Associate Degree program should contact Admissions.

**TIP: Log in to Schoology using this link ONLY: [community.hondros.com](https://community.hondros.com)**





## TUITION AND FEES

The tuition costs for the Associate Degree of Applied Business in Business Management program are shown below. Enrolled students will be charged for one (1) quarter at a time (see Refund Policy). Charges for tuition and other costs for future quarters become payable as they occur. There are no student associated fees for the online library services, technical support services, or proctoring services.

### Program Costs

Application Fee (First quarter only)	\$25.00
Enrollment Fee (First quarter only)	\$100.00
Tuition (\$95/credit hour)	\$8,550.00
Textbooks (estimated annually for a Full-Time student) (As consumed)	\$2,400.00
Technology Fee (First quarter only)	\$50.00
Graduation Fee	\$50.00
Total Direct Costs	\$8,775.00
Estimated Total Costs	\$11,175.00

**Please Note:** These costs are estimates based on an average student; books and other consumable costs may vary by student. Your tuition may be less depending on transfer credit awarded. Tuition and fees are subject to periodic reviews and increases. Estimated costs do not include applicable tax.

### Textbooks

Textbooks and additional course materials are not included in the per credit hour charge. Students can purchase books through the vendor of their choice. The class schedule and textbook listing will be available at the start of the class registration period each quarter.

### Payment Policy

HCB requires payment or an approved financial assistance plan prior to day one of class. Students may use more than one of our available financial assistance options to pay for their education, including payment through a third party. If payment is to be made by a third party (other than student), all documentation must be received by HCB three days in advance of the class start date.

### Returned Check Fee

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

### Method of Collecting Delinquent Tuition

Any student who has an outstanding invoice at the end of an academic quarter will be invoiced for that balance. Any unpaid balance over 90 days after an academic quarter will be sent to 3<sup>rd</sup> party collections. A financial hold will be placed upon the student's account and the release of academic records suspended.

## REFUND POLICY

The following is the approved refund policy for a registered school in Ohio and is applicable to each course:

- a. A student who starts class and withdraws during the first calendar week of the academic term shall be obligated for twenty-five (25%) percent of the tuition and refundable fees for each course in that academic term plus the registration fee.
- b. 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 each course in that academic term plus the registration fee.
- c. 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 each course in that academic term plus the registration fee.
- d. A student who withdraws beginning the fourth full calendar week will not be entitled to a refund.

### Refund Calculation

Class Tuition x Student Obligation % (determined by the Last Date of Activity) = Adjusted Student's Tuition.

1st Week:	\$285 x .25 =	\$71.25
2nd Week:	\$285 x .5 =	\$142.50
3rd Week:	\$285 x .75 =	\$213.75
4th Week:	\$285 x .1 =	\$285.00

The last date of attendance is determined by the last day of activity/participation in an online course. The last date of attendance is used to determine the amount of a student refund based on the refund policy. Refunds will be processed within 30 days of request.

## STUDENT RIGHT TO CANCEL POLICY

A newly enrolled student may cancel his or her enrollment, by any manner, at any time up through the end of the second calendar week of his or her first quarter and will receive a refund of any tuition paid to the school.

## AGGRGATE INSTITUTIONAL DATA ON STUDENT ACHIEVEMENT

The sample used for this analysis was from 10 candidates who began their coursework between July 1, 2017, and June 30, 2018. This allowed for candidates beginning their program in April 2018 (last quarter of the academic year) to have up to 1.5x the expected length of time to complete their studies.

Retention Rate is measured by the total number of students retained at the end of an academic year plus graduates divided by the total number of students for the academic year. Of the 10 students, 5 graduated within 150% of normal completion time, zero are still enrolled. The retention rate is 50%.

Graduation Rate is calculated within 150% normal completion time, based on student cohorts tracked over time. Student cohorts include full-time and part-time students as well as first-time and non-first-time students. 150% of HCB's normal completion time is 3.75 years. Of the 10 students, 5 graduated within 150% of normal completion time. The graduation rate is 50%.

Placement Rate is based on the number of students from the 2017/2018 cohort who graduated. For that group of students, 100% are placed. The Placement Rate for these graduates reflects a Self-Employment rate as the graduates were licensed Ohio Real Estate Sales agents when entering the program.

## FINANCIAL ASSISTANCE OPTIONS

HCB 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

On December 31, 2018, the President signed into law the Veterans Benefits and Transition Act of 2018. It contains a provision (Section 103) that takes effect on August 1, 2019. Therefore, despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, HCB will not: prevent a veteran student's enrollment; impose any penalty fee to a veteran student; require a veteran student to secure alternative or additional funding; or deny a veteran student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, veteran students may be required to: produce the VA's Certificate of Eligibility by the first day of class; provide written request to be certified; or provide additional information needed to properly certify the enrollment as described in other institutional policies.

For certifying Veterans Affairs (VA) benefits, students are required to submit all previous transcripts. Veteran students enrolled in a course in which they are eligible to receive transfer credit will not have that course included in the total hours reported to the U.S. Department of Veterans Affairs.

HCB notifies the Department of Veterans Affairs of those students who are receiving veterans' education benefits and whose status is academic probation. For details on standards of academic progress, refer to the Academic Information section of this catalog. Student on academic probation is eligible to receive veterans' education benefits for that quarter.

A student who has been dismissed for failing to meet standards of academic progress may appeal for reinstatement.

Those with approved appeals remain eligible for veterans' educational benefits. Students who do not successfully appeal their dismissals are dismissed and have their veterans' benefits terminated. The VA is notified of such dismissals. If the veteran or eligible person continues in training despite unsatisfactory progress, conduct, or despite having failed to meet the regularly prescribed standards of attendance at the school, the school must report the fact of his or her unsatisfactory progress. Veteran's benefits will not be denied to the student.

Veteran students must notify the college immediately upon withdrawal from school. For students receiving veterans' education benefits, HCB notifies the VA of changes in student status within 30 days of the official last date of attendance.

## 6. Tuition Installment Plan

Enrolled 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 or enrolled as a Non-Degree Student.
2. Must be registered for a minimum of six credit hours, unless otherwise approved by administration.
3. Be free from indebtedness to HCB.
4. Previous Installment Plan must be paid in full.
5. 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 HCB.

## ATTENDANCE, ABSENT & LATE WORK POLICY

Students are expected to actively participate in all online activities and registered classes. Participation is defined as active engagement in synchronous (live activities such as chat) and asynchronous (non-live activities such as threaded discussions) activities, as well as submission of assignments. Students who are absent are responsible for communicating with their course faculty to obtain any missed work and/or to make any arrangements for making up missed work. Course work turned in after a posted due date will be evaluated according to the course syllabi. Attendance is documented by the course faculty on a weekly basis.

Students who fail to register and attend class for two consecutive weeks prior to week seven, will be withdrawn with a grade of "W" from the course(s).

### Leave of Absence

A leave of absence can be requested in writing for those students called to active military duty or to those students whose spouses are called to active military duty. Students seeking a leave of absence due to military service must contact the Registrar's Office to submit the appropriate LOA form and provide official documentation of military orders. Students must specify the start and end dates for a LOA request. Enrolled military students on active duty may be excused from synchronous activities in online courses, if necessary.

However, students are still responsible for the materials and must communicate with their instructor to arrange alternative activities to meet the assignment objectives. A leave of absence is limited to a maximum of 180 days per year. A leave can be taken multiple times during the year as long as the leave does not exceed 180 days. Leaves of absence are reserved strictly for military personnel and their families. In all other cases, students will be required to withdraw from the program and apply for readmission later.

### **Proctoring**

HCB partners with a vendor called Respondus Monitor to offer secure online exams that require a student to show their photo ID to confirm identity. Students will log into designated exams or quizzes as usual within the LMS. Once logged in, Respondus Monitor will direct the student through a series of steps that requires students to enable their webcam and present their photo ID. The system confirms identity and sends a report to the instructor/administrator if it detects suspicious behavior. There are no student associated fees for the use of Respondus Monitor.

## **ACADEMIC INFORMATION**

### **Standards of Satisfactory Academic Progress Policy**

Students' satisfactory academic progress is measured for both qualitative and quantitative success. A student must meet both the qualitative and quantitative elements of satisfactory academic progress while at HCB to be considered in Good Academic Standing. The standards of satisfactory academic progress are applied to all students enrolled at HCB and is evaluated at the end of each quarter by the Registrar. Students who fail to achieve Good Standing at the end of the quarter evaluation will be notified in writing of placement in Warning or Probation status and the subsequent requirements and/or consequences.

#### **1. Qualitative Measure: Cumulative Grade Point Average – Qualitative Measure**

Students must maintain a cumulative grade point average of 70% for a "C" or (2.0 GPA). This standard will be evaluated at the end of each quarter. Students who fail to meet the required minimum cumulative GPA will be considered as not making satisfactory academic progress and will be placed on Academic Warning status.

#### **2. Quantitative Measure: Pace of Progression/Maximum Program Length**

Students must successfully complete 67% of all attempted credit hours. This standard will be evaluated at the end of each quarter. Pace of progression is calculated by dividing the cumulative total earned credit hours by the cumulative total attempted credit hours. All transfer credits, prior learning experience credit, and advanced standing credit/credit by examination awarded, will be considered as both attempted credits and earned credits.

Attempted credit hours include the following grades, A, B, C, D, F, W, P, TR. Earned credit hours will only include the following grades, A, B, C, D, P, TR.

Students who fail to meet the minimum pace of progression requirement will be considered as not making satisfactory academic progress and will be placed on Academic Warning status.

**Pace of Progression Chart**

<b>Attempted Credit Hours</b>	<b>Minimum Pace of Progression</b>	<b>Required Earned Credit Hours</b>
6	6 x .67	4.5
9	9 x .67	6.5
12	12 x .67	8.5
15	15 x .67	10.5
24	24 x .67	16.5

**Maximum Program Length**

Students must be able to complete their program within maximum program length to be considered as meeting this standard of academic progress. The maximum program length is defined as graduating before attempting more than 150% of the required credit hours for the program. The Associate Degree of Applied Business in Business Management requires 90 credits hours. Maximum program length is  $90 \times 150\% = 135$  credit hours. A student may not attempt more than 150% times the normal program length. Students that have attempted 135 credit hours and have not met the graduation requirements will be dismissed from the College. Students will be notified in writing of their dismissal. The student may appeal the dismissal as outlined in the Appeal Process.

**Academic Warning**

Failure to meet the cumulative grade point average (CGPA) requirement or the pace of progression requirement of the standards of satisfactory academic progress policy at any evaluation point will result in the student being placed on academic warning. Students on academic warning must meet with a member of the student services team to complete academic advising. The academic advising will outline the actions required within the next quarter to return to good academic standing.

Once a student is meeting all standards of satisfactory academic progress, the student will be removed from academic warning and will be in good academic standing.

Students that fail to meet all satisfactory academic progress components at the end of a quarter on academic warning will be dismissed from the College, as notified in writing. The student may appeal the dismissal as outlined in the Appeal Process.

**Appeal Process**

Students dismissed from the College for failure to meet the standards of satisfactory academic progress may appeal the decision. For an appeal to be considered, the student must have experienced an extenuating circumstance preventing them from meeting the standards of academic progress. Extenuating circumstances include a prolonged illness, death in the family, or other circumstances beyond the student's control. The appeal must be presented in writing to the Vice President of Degree Programs for consideration within ten (10) days of the start of the quarter in which the student wishes to return. The administration may then determine if the student can stay in the program. The student will be notified in writing of the appeal decision within five (5) days. Students with an approved appeal must meet the current admissions and curriculum requirements at the time of their return.

### **Academic Probation**

Students who successfully appeal a dismissal due to not meeting the standards of satisfactory academic progress will be placed on academic probation. Students on academic probation must meet with a member of the student services team to complete an academic plan. The academic plan will outline the actions required to return to good academic standing. Once a student is meeting all standards of satisfactory academic progress, the student will be removed from academic probation and returned to good academic standing.

Students not meeting the requirements of the academic plan to achieve good standing at the end of the probation evaluation period will be dismissed. Academic Dismissal will be notated on the transcript.

### **Earning and awarding of Academic Credit**

Students enrolled in the Associate Degree of Applied Business in Business Management program earn academic credit as they successfully complete courses. A maximum of 67.0 credits may be awarded for any combination of the following:

1. Transfer Credits
2. Prior Learning Experience (PLE)

## **TRANSFER CREDIT POLICY**

All requests for transfer credit must be accompanied by an official transcript issued by the academic institution directly to HCB. Transcripts must come from an accredited academic institution whose accreditor is recognized by the United States Department of Education. International credits are not transferable. An official transcript is defined as a being received in a sealed envelope from the original institution or sent electronically through a certified credentialing agency (e.g., Parchment) or the institution. Questions concerning transfer credit should be emailed to the [Registrar](#). A maximum of 67 credit hours can be awarded through transfer credit and/or prior learning experience. Prior learning experience credit cannot exceed 22 credits of the maximum 67 credits hours allowed.

Students with eligible transfer credit and/or prior learning experience exceeding the 67-credit hour maximum will need to choose which courses they will have applied to the 67 credits of transfer credit/prior learning experience.

### **Transfer Credit**

To be awarded transfer credit, the following conditions must be met:

1. Courses must have been completed within the past 10 years.
2. Courses must have a letter grade of "C-" (70%) or better including grades with a letter grade of a "P" (Pass).
3. Course content must be equivalent.

Transfer Credits are not calculated in the cumulative GPA. These credit hours are counted as credit hours earned and as credit hours attempted. Transfer credit awarded will be transcribed as "TR" on the transcript.



**Prior Learning Experience (PLE)**

Prior Learning Experience is defined as an experience outside of activity at the college whereby credit can be awarded to a student beyond transfer credit from another institution. Students may earn a maximum of 22 credits for PLE for specific courses in the Associate Degree of Applied Business in Business Management program.

There are 2 ways a student can be awarded PLE credit which are:

1. Advanced Standing Credit
2. Credit by Examination

**Advanced Standing Credit**

Students may receive Advanced Standing Credit of 12 hours for holding an active, unencumbered Ohio Real Estate salesperson's license. Students who qualify for Advanced Standing Credit will receive a total of 12 credit hours for the following courses only: Real Estate Principles and Practice, Real Estate Law, Real Estate Finance, and Real Estate Appraisal. Advanced Standing Credits are not calculated in the cumulative GPA. These credit hours are counted as credit hours earned and as credit hours attempted. Advanced Standing Credit awarded will be transcribed as "P" on the transcript.

**Credit by Examination**

A student may be eligible to test out of certain core, general education, or elective classes, using the College Board's College Level Examination Program or DANTES examination. Students must provide evidence of successful completion of the exam(s). Courses awarded credit by Credit by Examination are not calculated in the cumulative GPA. These credit hours are counted as credit hours earned and as credit hours attempted. Credit by Examination awarded will be transcribed as "P" on the transcript.

**Transferability of Credits**

Transfer Credit is always determined by the receiving educational institution. HCB cannot guarantee the transferability of credits earned at HCB. If a student or graduate of HCB is interested in transferring credits to another institution, transcripts will be issued upon request. It is advised that students keep their HCB catalogs and course syllabi from their tenure in their program to provide to other colleges for review of the courses. If there is any financial hold on a student's account, transcripts will not be released until the hold is resolved.

**Transfer Credit Appeal:**

Students may appeal transfer credit decisions by submitting the [Transfer Credit Appeal Form](#) to the Office of the Registrar, which will be submitted to the Academic Chair for review.

## GRADE POLICY

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

### Letter Grades:

Letter Grade	Percent Range/Description	Quality Points Per Credit Hour
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	59-below	0.00
I	Incomplete	0.00-No quality grade points awarded
TR	Transfer Credit	0.00-No quality grade points awarded
W	Withdrawal	0.00-No quality grade points awarded
P	Prior Learning Experience Credit	0.00-No quality grade points awarded

### Grade Point Average Calculation

The quarterly grade point average is calculated by doing the following:

1. Multiply the quality points assigned to the letter grade earned for a course by the number of credit hours for the course.
2. Divide the total quality points earned for the quarter by the total credit hours attempted for the quarter. Exclude any course(s) with the grade of "W" from the totals.

#### Example:

Course Grade	Course Credit	Quality Points
C	3.0	2.0 x 3.0 credits = 6.0 quality points
A	2.0	4.0 x 2.0 credits = 8.0 quality points
C	4.0	2.0 x 4.0 credits = 8.0 quality points
<b>Quarter Grade Point Average</b>		22 quality points/9 credits = <b>2.44</b>

The cumulative grade point average is calculated by doing the following:

1. Multiply the quality points assigned to the letter grade earned for a course by the number of credit hours for the course.
2. Divide the total quality points earned for all quarters by the total credit hours attempted for all quarters. Exclude any course(s) with the grade of "W" from the totals.

#### Example Quarter 1:

Course Grade	Course Credit	Quality Points
C	3.0	2.0 x 3.0 credits = 6.0 quality points
A	2.0	4.0 x 2.0 credits = 8.0 quality points
C	4.0	2.0 x 4.0 credits = 8.0 quality points
<b>Quarter Grade Point Average</b>		22 quality points/9 credits = <b>2.44</b>

#### Example Quarter 2:

Course Grade	Course Credit	Quality Points
B	4.0	3.0 x 4.0 credits = 12.0 quality points
A	3.0	4.0 x 3.0 credits = 12.0 quality points
C	2.0	2.0 x 2.0 credits = 4.0 quality points
<b>Quarter Grade Point Average</b>		28 quality points/9 credits = <b>3.11</b>

**Example Cumulative Grade Point Average:**

Quarter	Total Quality Points	Total Credits
1	22	9
2	28	9
Total	50	18
<b>Cumulative Grade Point Average</b>		50 quality points/18 credits = <b>2.77</b>

**Incomplete Policy**

Assignments and examinations, along with any other course work, must be completed to receive course credit. Students experiencing an extenuating circumstance, such as an accident, illness, or death in the family, that prevented them from completing all course requirements, may request an incomplete; documentation may be required.

Requests for incompletes should be submitted to the course faculty member. The student will be notified in writing if the request has been approved or denied.

If the request for incomplete has been approved an incomplete (I) for the class will be issued to the student. A completion plan will be provided outlining any missing work and the due dates. The student must submit missing work according to the completion plan and within five (5) days of the approval. Any work submitted within that period will be graded and the final grade issued.

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**

Students must repeat and pass any general education or core coursework if the student received a failing grade or withdrew from the course. Students who need to repeat a course must complete an academic advising session with student services to review scheduling options and registration. Students can repeat a course(s) they have previously passed to improve their cumulative grade point average (CGPA) one additional time. All coursework will be calculated into both the pace of progression and the maximum program length. Once a course has been repeated only the highest grade will be calculated in the cumulative grade point average.

All grades will become part of the student's academic record and will be reflected on the academic transcript. Repeated coursework, in which a passing grade was earned, will be notated with an "R" on the academic transcript to indicate the course was repeated.

Repeated coursework must be taken at HCB. The student is responsible for all costs associated with repeated coursework, including payment of full course tuition. Students required to repeat a course will be able to do so only when space is available. If the student is required to repeat a course that is not offered in the following quarter, he or she must repeat the course the next time the course is offered. Students will only be permitted to repeat an individual course one (1) time.

**President's List**

Degree seeking students who finish an academic quarter 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. President's List will be notated on the transcript.

### **Program Changes**

HCB only offers one program: The Associate Degree of Applied Business in Business Management; therefore, students are unable to change programs at the institution.

### **Extended Enrollment**

HCB does not allow extended enrollment.

### **Definition of a Student Status**

- **Full-time:** Students enrolled for 12.0 or more credit hours per quarter.
- **Three-quarters:** Students enrolled for 9.0-11.0 credit hours per quarter.
- **Half-time:** Students enrolled for 6.0-8.0 credit hours per quarter.
- **Below Half:** Students enrolled for less than 6.0 credit hours per quarter.

### **Definition of a quarter credit hour**

Courses at HCB are measured in quarter credit hours. A quarter credit hour is defined as one hour of academic (direct) engagement activities and two hours of preparation (indirect) activities. Courses are either two, three, or four quarter credit hours.

### **Length of Time normally required for completion of the program.**

- Full-Time Student: (12 credits per quarter) = 24 months (2 years)
- Three-Quarter Time Student: (9 credits per quarter = 30 months (2.5 years)
- Half-Time Student: (6 credits per quarter) = 45 months (3.75 years)

### **Course Measurement and Class Preparation for Courses**

All online classes are made available to students prior to the start date of the class (for all students who 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. Quarter credits are earned when a student achieves a passing grade in a course.

Our courses include both academic engagement and out-of-class work. For a 3-credit hour course, the estimated time to complete these activities each week is 9 hours.

## GRADUATION REQUIREMENTS

Upon successful completion of the Associate Degree of Applied Business in Business Management (A.A.B) curriculum, and meeting all graduation requirements, the graduate will receive an Associate Degree of Applied Business in Business Management (A.A.B). The candidate for an Associate of Applied Business in Business Management Degree must:

1. Successfully complete all credits required for the degree sought.
2. Attain a cumulative 2.0 GPA.
3. Pay the \$50 graduation fee.
4. Be free from indebtedness to HCB.



Congratulations to Marie Ellis who just graduated from Hondros College of Business with an Associate Degree in Applied Business in Business Management in December, 2018. Marie is an accomplished

Commercial Real Estate professional with over 30 years of experience in all areas of the industry. In 2010, she founded M. Ellis & Associates, LLC where she manages a portfolio of 25 retail centers with the Greater Cincinnati market. Well done, Marie!



## COURSE ADD/DROP AND COURSE WITHDRAWAL

Students should email the Registrar for any course add, drop, or course withdrawal request.

A student may add or drop a course(s) through the end of week 1 (one) of the quarter. Courses dropped by the end of week one will not be recorded on the student's transcript. Students should reference the refund policy contained within this catalog to determine eligibility of tuition refunds for dropped courses.

A student may withdraw from a course(s) from week two (2) through the end of week six (6). Course withdrawals will receive a grade of "W" on their transcript. A grade of "W" is not calculated in the cumulative grade point average; however, it does count toward hours attempted in the program. Students who fail to attend all registered courses for two consecutive weeks prior to week 7 (seven), will be withdrawn with a grade of "W" from the course(s). Students should reference the refund policy contained within this catalog to determine eligibility of tuition refunds for dropped courses.

## PROGRAM WITHDRAWAL

A student may request withdrawal from the College by notification to the Vice President of Degree Programs. Students requesting withdrawal on or before the end of week 6 (six) of an enrolled quarter will be withdrawn from all courses with the grade of "W" for each class in that quarter. Students who request withdrawal after the end of week 6 (six) of an enrolled quarter will be withdrawn with the grade of "F" for each course in that quarter. *Students who do not attend class for two consecutive quarters will be withdrawn by the College.*

## PROGRAM DISMISSAL

Students may be dismissed from the College for the following reasons: 1) students do not return to good academic standing at the end of their quarter on academic warning and/or probation (see Standards of Satisfactory Academic Progress policy); 2) students are not meeting the maximum program length requirements of the Standards of Satisfactory Academic Progress policy (see Standards of Satisfactory Academic Progress policy); or. 3) students are in violation of the Student Conduct or Academic Integrity Policy, depending on the severity. *Students are notified in writing of dismissal.*

## ACADEMIC INTEGRITY POLICY

HCB expects all students to submit coursework that represents a high standard of academic integrity. Coursework should reflect the student's own understanding of the academic content. Academic dishonesty undermines the integrity of both the student and the program.

HCB adheres to the American Psychological Association (APA) style of writing and requires all students to submit their work in this format. All incidents of academic dishonesty, whether intentional or unintentional, are unacceptable, and HCB will address these issues immediately. Depending on the severity of the academic dishonesty, HCB reserves the right to impose immediate academic dismissal from the College. Academic dishonesty includes, but is not limited to, the following:



## Plagiarizing

Plagiarism is taking the work of another, or another source, and passing it off as your own, intentionally, or unintentionally. Plagiarizing may include any or all the following:

- **Patch writing** - Stringing together bits and pieces of original work(s) with your own thoughts or work to create new passages.
- **No quotation marks** - Citing or attributing the work to the original author, using directly quoted materials, but not acknowledging the direct passages with quotation marks.
- **Literary amnesia** – Presenting material as original that is based on a hidden memory or experience believed to be original, but previously heard or experienced through another source.
- **Self-plagiarism** - 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.
- **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.

## Consequences of Plagiarism

1. **First instance** - Students will need to complete a coaching session and will have the opportunity to resubmit their assignment. The assignment will follow the late assignment policy on the course syllabi for a late submission of one week.
2. **Second instance** - Zero on the assignment.
3. **Third instance** - Failure of the course.
4. **Fourth instance** – Immediate dismissal from the College and a notation on the student's transcript.

## Cheating

Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Cheating may include any or all the following:

- Copying someone else's examination, homework, paper, or projects.
- Obtaining copies of a text, quiz, etc. in advance of the assignment.
- Purchasing papers/assignment and presenting them as your own.
- Allowing another person to complete coursework on your behalf.
- Using material or resources prohibit by the faculty.
- Collaborating on an assignment/project without the permission of the faculty.

## Falsification

Submitting falsified information or documentation to any department of the College.

## Facilitating Academic Dishonesty

Assisting or attempting to assist another student to commit any form of academic dishonesty.

## Consequences of Cheating, Falsification, and facilitating Academic Dishonesty

1. First instance - Zero on the assignment.
2. Second instance - Failure of the course.
3. Third instance - Immediate dismissal from the College and a notation on the student's transcript.



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

The online Associate Degree of Applied Business in Business Management program prepares the learner with the skills and understanding of many aspects of the business environment including sales and management.

### PROGRAM OUTCOMES

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

Management Level Job Titles that can filled by graduates of the Program\* [\\*data collection source\\*](#)

- Financial Managers, Branch or Department
- Human Resources Specialists
- Loan Officers, Insurances Sales Agents, General and Operations Managers
- First-Line Supervisors of Retail Sales Workers
- Construction Managers, Logistics Managers
- Administrative Services Managers, Purchasing Managers
- Small Business Owner, Entrepreneurs
- Real Estate Salesperson, Broker, Owner, Property, Real Estate, and Community Assoc. Managers

Entry Level Job Titles that can filled by graduates of the Program\* [\\*data collection source\\*](#)

- Executive Assistant/Administrative Assistance, Correspondence Clerk
- First Line Supervisors of Office Administrative assistants
- Human Resource Assistant
- Patient Registration
- Receptionist and Information Desk Assistants
- Procurement

### Programmatic Method of Instruction

The Associate Degree of Applied Business in Business Management program is a distance education program, available 100% online. 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.

The LMS allows students to engage with their coursework at any time, as the platform is accessible on PC, Mac, Chromebook, and mobile devices. Most 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.

## PROGRAM CURRICULUM\*

<i>Associate Degree of Applied Business (AAB) in Business Management</i>		
<b>General Requirements: 25 Quarter Credit Hours Required</b>		
<b>Course #</b>	<b>Course</b>	<b>Quarter Credits</b>
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
COMM112	<i>Critical Reasoning Skills</i>	4.0
<b>Core Requirements: 47 Quarter Credit Hours Required</b>		
<b>Course #</b>	<b>Course</b>	<b>Quarter Credits</b>
COMM101	<i>Skills Assessment &amp; Professional Development</i>	2.0
BLAW110+	<i>Business Law</i>	3.0
BUS100	<i>Fundamentals of Business &amp; 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	<i>Business Ethics</i>	3.0
MGT204	<i>Leadership</i>	3.0
<b>Elective Requirements: 18 Quarter Credit Hours Required</b>		
<b>Course #</b>	<b>Course</b>	<b>Quarter Credits</b>
FMGT120	<i>Financial Risk Management</i>	3.0
BUS210	<i>Consumer Behavior</i>	3.0
MGT214	<i>Organizational Behavior</i>	3.0
MGT216	<i>Entrepreneurship &amp; Small Business</i>	3.0
MGT218	<i>Project Management</i>	3.0
SLS200	<i>Fundamentals of Sales</i>	3.0
RE115+	<i>Real Estate Principles</i>	4.0
RE125+	<i>Real Estate Law</i>	4.0
RE135+	<i>Real Estate Finance</i>	2.0
RE145+	<i>Real Estate Appraisal</i>	2.0
RE212	<i>Real Estate Brokerage and Office Management</i>	3.0
RE243	<i>Residential Property Management</i>	3.0
RE250	<i>Real Estate Investment</i>	3.0
RE260	<i>Real Estate Sales</i>	3.0
RE235	<i>Real Estate Finance</i>	3.0
RE225	<i>Real Estate Law</i>	3.0
<b>Total Quarter Credit Hours Required:</b>		<b>90</b>

\*Curriculum is effective March 1, 2022

## PROGRAM CURRICULUM\*\*

<i>Associate Degree of Applied Business (AAB) in Business Management</i>		
<b>General Requirements: 21 Quarter Credit Hours Required</b>		
<b>Course #</b>	<b>Course</b>	<b>Quarter Credits</b>
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
<b>Core Requirements: 51 Quarter Credit Hours Required</b>		
<b>Course #</b>	<b>Course</b>	<b>Quarter Credits</b>
COMM101	<i>Skills Assessment &amp; 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 &amp; 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	<i>Business Ethics</i>	3.0
MGT204	<i>Leadership</i>	3.0
<b>Elective Requirements: 18 Quarter Credit Hours Required</b>		
<b>Course #</b>	<b>Course</b>	<b>Quarter Credits</b>
FMGT120	<i>Financial Risk Management</i>	3.0
BUS210	<i>Consumer Behavior</i>	3.0
MGT214	<i>Organizational Behavior</i>	3.0
MGT216	<i>Entrepreneurship &amp; Small Business</i>	3.0
MGT218	<i>Project Management</i>	3.0
SLS200	<i>Fundamentals of Sales</i>	3.0
RE115+	<i>Real Estate Principles</i>	4.0
RE125+	<i>Real Estate Law</i>	4.0
RE135+	<i>Real Estate Finance</i>	2.0
RE145+	<i>Real Estate Appraisal</i>	2.0
RE212	<i>Real Estate Brokerage and Office Management</i>	3.0
RE243	<i>Residential Property Management</i>	3.0
RE250	<i>Real Estate Investment</i>	3.0
RE260	<i>Real Estate Sales</i>	3.0
RE235	<i>Real Estate Finance</i>	3.0
RE225	<i>Real Estate Law</i>	3.0
<b>Total Quarter Credit Hours Required:</b>		<b>90</b>

\*\*Curriculum is 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 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.

**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.

**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.

**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.

**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

**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.

**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.

## Advisory Committee Members

<b>Members:</b>	Mya Austin	HCB Graduate, March 2021
	Dina Schultz	Commercial Lender, VP, 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, A.D.N. Kent State University
	Qiana Jones	President, Columbus Realist Association
<b>Staff:</b>	Tina Lapp	President, HCB
	Carol Thomas	Vice President, Degree Programs, HCB
	Beth Wood	Academic Chair, HCB
	Stacie Piunno	Registrar, HCB
	Aleta Thomas	Enrollment & Student Services Manager, Hondros College of Business

## FACULTY

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

NAME	EDUCATIONAL BACKGROUND	Title
<b>Amber Eakin</b>	ME, Strayer University – Adult Education and Development Concentration  MS, University of Kentucky – Library Science  BA, West Virginia State University – General Education	Librarian
<b>Ronald Eatmon</b>	MSM., Indiana Wesleyan University – Organizational Leadership  BA, Jones International University – Business Management	Faculty
<b>Dr. Edna Gronlund</b>	BS, Bradley University- Business Mgmt. & Administration  MS, Administration Central Michigan University  DBA, Business Administration, Columbia Southern University	Faculty
<b>Dr. Perry Haan</b>	BS, Ohio State U - Marketing  MBA, Xavier University  DBA, Univ. of Sarasota - Marketing	Faculty
<b>Jeff Haynes</b>	BA, Univ. of Kentucky - Political Science, Business Admin  MSM, Indiana Wesleyan Univ.	Faculty
<b>James Hensley</b>	MS, Indiana University – Language Education  BA, Indiana University – General Studies	Faculty
<b>Kendra Hoot</b>	BS, The Ohio State University - Business Administration  MBA, University of Dayton	Faculty
<b>Gina Johnson</b>	BS - Case Western Reserve Univ. - Management Science  MBA - The Ohio State University - Business Administration, Finance and HR	Faculty
<b>Tanya Preston</b>	MS, University of Cincinnati – Communication  BS, University of Cincinnati - Communication	Faculty
<b>Dr. Pamela Ratvasky</b>	BS, Franklin Univ. - Employee Assistance  MS, Capella Univ. - Adult Education  PhD - Capella Univ. - General Psychology	Faculty

