

REMINGTON COLLEGE'S CLEVELAND CAMPUS

ADDENDUM TO CATALOG/VOLUME N-1709 DATED 9/18/2017

Revised: 2/12/18

TUITION SCHEDULE

DIPLOMA IN DENTAL ASSISTING.....	\$16,120.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING	\$21,120.00
DIPLOMA IN MEDICAL ASSISTING.....	\$20,645.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	\$20,645.00
DIPLOMA IN MEDICAL BILLING AND CODING.....	\$16,120.00
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION	\$34,025.00
ASSOCIATE OF APPLIED SCIENCE IN COSMETOLOGY	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE.....	\$34,025.00
ASSOCIATE OF APPLIED SCIENCE IN HEATING, VENTILATION AND AIR CONDITIONING	\$29,025.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT	\$43,025.00

For disclosures of tuition costs, on-time graduation rates, median loan debt, placement rates, and occupational information, go to: www.remingtoncollege.edu/ge-disclosures.

ADMINISTRATORS AND FACULTY

ADMINISTRATORS	TITLES
Terhan Freeman	Campus President and Director of Education
Joyce Kucharson	Campus Operations Manager
Alicia Chet	Director of Admissions
Jose Mercado	Area Dir. of Student Finance
Mary Mizanin	Student Services Associate
Lisa Laditka	Director of Career Services
Charles Woolbright	Cosmetology Diploma Chairperson
Desiree Martin	Associate Cosmetology Diploma Chair
Jason Ashby	Phy. Therapist Asst. Program Director
Shaan Colyer	HVAC Chairperson
Tracie West	Dental Assisting Chairperson
Sharon Rocks	Externship Coordinator

BUSINESS ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Darlene Hankins	MBA	Indiana Wesleyan University
David Mitchell	MBA, Electronic Business	University of Phoenix
	MS, Computer Information Systems	University of Phoenix
	MA, Operations Management	University of Phoenix
	BA, Communications Arts	Sierra Heights University
Demetrius Adams	MBA and BSM	Indiana Wesleyan University
Reginald Thompson	Executive MBA	Monte Ahuja School of Business
	BA, Business Administration	Herbert H. Lehman College
Roosevelt Hedrington	Masters of Business Administration	Chancellor University
	BS, Business Administration	Myers University

CAREER DEVELOPMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Deonte Hale	Doctor of Philosophy, Public Safety/CJ	Capella University
	Masters of Social Work	Cleveland State University
	Masters of Education, Sports Mgmt.	Cleveland State University
Gerald Villani	BS, Computer Science	Youngstown State University
Roosevelt Hedrington	Masters of Business Administration	Chancellor University
	BS, Business Administration	Myers University
Trevor Meyer	Master of Education	Ohio State University
	Bachelor of Arts, History	Ohio State University

COSMETOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Alicia Dillard	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Althea Carr	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Belinda Ford	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Charles Woolbright	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Colleen Drozynski	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Desiree Martin	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Kelly Bohl	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Lamara James	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Lena Austin	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Michelle Zappa	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology
Tonya Formby	Licensed Cosmetologist Instructor	Ohio State Board of Cosmetology

CRIMINAL JUSTICE

FACULTY	CREDENTIALS	INSTITUTIONS
David Mitchell	MBA, Electronic Business	University of Phoenix
	MS, Computer Information Systems	University of Phoenix
	MA, Operations Management	University of Phoenix
	BA, Communications Arts	Sierra Heights University
Deonte Hale	Doctor of Philosophy, Public Safety/CJ	Capella University
	Masters of Social Work	Cleveland State University
	Masters of Education, Sports Mgmt.	Cleveland State University
Dustin Wooten	BA, Criminal Justice	Bowling Green State University
Michael Rice	Doctor of Ministry	Trinity Theological Seminary
	JD, Law	Ohio State University
	BA, History	Bowling Green University

DENTAL ASSISTING

FACULTY	CREDENTIALS	INSTITUTIONS
Diane Fitzgerald	Diploma, Dental Assistant	Cleveland Inst. Dental Medical Assistants
	Diploma, Medical Assisting	Remington College
Mary Rolland	Diploma, Dental Assistant	Metro Tech Center
Roderick Adams	DDS	Meharry Medical College
Tracie West	Certificate, Dental Assistant	Health Careers Center

HEATING, VENTILATION AND AIR CONDITIONING

FACULTY	CREDENTIALS	INSTITUTIONS
Charles Prichard	Diploma, Paralegal	Hamell College
Gary Ranallo	Associate, HVAC	West Side Institute of Technology
Johnny Chapin	CFC Certification	Universal Certification
	Certificate, Residential Air Distribution,	Refrigeration Sales Corp
	Residential Gas Furnaces and Residential Oil Furnaces	
Lewis Fletcher	Associate's Degree, Industrial Tech	Cuyahoga Community College
Robert Kushner	Basic Electronics (120 hours)	US Navy "P" School
	Advanced Electronics (920 hours)	US Navy "A" School
	Instructor Training (200 hours)	US Navy "C" School
Ronald Scherban	BS, Business Administration	University of Phoenix
Shaan Colyer	Associate of Applied Science, HVACR	Mott Community College

MEDICAL ASSISTING AND MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

FACULTY	CREDENTIALS	INSTITUTIONS
Brenda Boyd	AAS, Science	Indiana Wesleyan University
	Diploma	Remington College
Deborah Cardillo	MBA, Health Care Management	Colorado Technical University
	BSBA, Project Management	Colorado Technical University
Donna Perko	Bachelor, Nursing	Indiana Wesleyan University
	Associate of Arts	Lorain Community College
	Certificate of Practical Nursing	Lorain Community College
	Diploma, Nursing	Huron Road School of Nursing
Gary Tanner	MS, Information Systems	Strayer University
Gerald Villani	BS, Computer Science	Youngstown State University
Heather Bickerstaff	AAS, Paramedic	Arkansas State University
Kathleen Maley	AAS, Radiologic Technology	Lorain Community College
Linda Lipnos	Associates, Radiology	Cuyahoga Community College
Susan Sulzer	BS, Public/Health Care Administration	Saint Joseph's College
Tamea Stewart	MBA, PMP, RHIT	Regis University

MEDICAL BILLING AND CODING

FACULTY	CREDENTIALS	INSTITUTIONS
Deborah Cardillo	MBA, Health Care Management	Colorado Technical University
	BSBA, Project Management	Colorado Technical University
Kenyada Griffin	MBA	University of Phoenix
	BS, Health Administration	University of Phoenix
	Diploma, Medical Insurance and Coding	Remington College
Towanda Smith	MBA, Healthcare Administration	Indiana Wesleyan University
	Diploma, Medical Billing and Coding	Remington College

PHYSICAL THERAPIST ASSISTANT

FACULTY	CREDENTIALS	INSTITUTIONS
Jamie Kopacz	BA, Psychology	Cleveland State University
	Licensed PTA	State of Ohio
Jeffrey Poploski	Doctor of Pharmacy	Duquesne University
Julie Pry	BS, Exercise Science	West Liberty State College
	AAS, Physical Therapist Assisting	Marion Technical College
Wendy Zorman	BS, Allied Health	Ohio State University

GENERAL EDUCATION

FACULTY	CREDENTIALS	INSTITUTIONS
Carolyn Gorczynski	MS, Education	State University College
	BA, Mathematics	D'Youville College
	BA, Computer Science	University at Buffalo – SUNY
Christina Fosbrink	MS, Multimedia Tech.; BA, Comm	California University of Pennsylvania
Davia Neal	MBA; BA, Social Work	Lindenwood University
Emily Larsen	Master of Education	National University
	BA, English	University of the Pacific
Karrie Crocker	MA, BA, Communication Studies	Marshall University
Kiara Smith	Masters of Education in Counseling	Texas A&M University Commerce
	BA, Psychology	Saint Louis University
Kim Gilbert	MS, Counseling	Fort Hays State University
	BS, Education	Dakota State University
Kimberly McDuffie	EdD, Admin Leadership for Teaching	Walden University
	MBA	Liberty University
	BS, Business Administration	Mount Olive College
Linda O'Connor	MA, BA, English	Florida Atlantic University
Melissa Stockham	JD, Law	Levin College of Law, University of Florida
	MA, Counseling Psychology	University of North Florida
	BA, Psychology; BA, Political Science	University of North Florida
Ruth Robb	MA, Math Education	Ohio State University
	BS, Mathematics	Michigan State University

ADDITIONAL MODIFICATIONS

- Page 1: The third sentence of the State Licensure section has been amended to read as follows:
The Campus holds a Cosmetology School license issued by the Ohio State Board of Cosmetology.
- Page 3: The third sentence in Item 3 of the Admissions Requirements and Procedures has been amended to read as follows:
The required passing score for the Wonderlic exam will be 17 or higher for the Physical Therapist Assistant associate degree program, 14 or higher for the Cosmetology associate degree program, and 10 or higher for all other programs.
- Page 4: The third and fourth paragraphs in Item 4 of the Admissions Requirements and Procedures have been amended to read as follows:
One of the requirements to remain enrolled in the Heating, Ventilation and Air Conditioning diploma program and Medical Assisting diploma program is to be concurrently enrolled in Remington College's GED Test Preparation Course until you successfully pass the GED test. Otherwise, failure to remain concurrently enrolled in Remington College's GED Test Preparation Course will result in the termination of your enrollment with Remington College meaning you will be dropped from both the GED Test Preparation Course AND the corresponding career training diploma program.
Students who do not maintain satisfactory attendance in the GED Test Preparation Course will be dropped from both the GED Test Preparation Course AND the corresponding career training program. Additionally, students will be required to sit for the GED test (at no charge) no later than the end of the eighth module of the Program. Failure to take the GED test before the end of the eighth module will result in the student being dropped from both the GED Test Preparation Course AND the corresponding career training diploma program.
- Page 5: The following requirements have been added to the Attendance Requirements for Activation for the Cosmetology Program.
- *Applicants scheduled in the first four quarters of the associate degree program must attend at least 50 clock hours during the first two weeks of the term.*
 - *Applicants scheduled in the final four quarters of the associate degree program, which are delivered via distance education (on-line), must attend at least once during the first two weeks of the term.*
- Page 6: The Transfer Credit for Programs other than the Cosmetology Program policy has been renamed Transfer Credit for Courses other than Cosmetology Courses. Additionally, the following has been added to that policy:
Cosmetology courses are identified with a prefix of "COS."
- Page 6: The Transfer Credit for the Cosmetology Program policy has been renamed Transfer Credit for Cosmetology Courses. Additionally, the following has been added to that policy:
Cosmetology courses are identified with a prefix of "COS."
- Page 6: The following Prior Learning Credit policy has been added to the Catalog.
Prior Learning Credit
After being admitted as a student at Remington College, the student can request a Course Challenge. A Course Challenge is a request to complete an exam similar to the final exam for the course. Some exams may require a lab demonstration component. The test will be a proctored exam, administered by a program specific representative. Successful completion of the exam with a grade of 70% or higher will qualify for Prior Learning Credit. The course grade will show on the students transcript as "TO" to document course completion. Once enrolled, the students can request the Course Challenge Request Form from the Campus President or Director of Education. A Course Challenge is not eligible once a student attempts the course. The completed form must be submitted and the Course Challenge exam must be completed prior to attempting or attending the course for which the student is requesting the challenge. Not all courses are eligible for Prior Learning Credit and certain programs may require a higher passing grade to fulfill the program specific requirements. The Chief Academic Officer can authorize approval for a Course Challenge when mitigating circumstances are presented. Prior Learning Credit will be counted as attempted and earned credit for the purpose of measuring the quantitative component of Satisfactory Academic Progress, but will not be calculated in the student's Grade Point Average for the purpose of measuring the qualitative component of Satisfactory Academic Progress.
- Page 6: The "Transfer Credit for Programs Other than the Cosmetology Program" policy has been renamed "Transfer Credit for Programs Other than the Cosmetology Diploma Program."
- Page 6: The second paragraph of the General Discussion of Transfer Credit Determinations and Values section of the Transfer Credit for Programs Other than the Cosmetology Diploma Program Policy has been amended to read as follows:
Remington College will consider accepting transfer credits only from accredited colleges and universities, Joint Services Transcript (JST), Defense Activity for Non- Traditional Education Support (DANTES/DSST) transcript, College Level Examination Program (CLEP) score, and/or Community College of the Air Force (CCAF).

- *The credits must have been determined by the appropriate campus administrator and the Campus registrar, or his or her designee, to be at the appropriate level and “equivalent” to the course or courses being obviated by virtue of transfer credit being accepted;*
- *Remington College must be provided with an official transcript directly from the “sending” institution;*
- *The student must have earned a grade of “C” or higher, and;*
- *The determination that a transfer credit will be accepted must be made prior to attempting 50% of the program credits and at least one week before the term in which the student is scheduled to take the course or courses to be obviated. A student who enrolls/registers in a course that may be awarded later as transfer credit will not be issued a refund for that course in which he/she was enrolled prior to receiving transcripts if the course proves to be unnecessary.*

Additionally, students who hold an active cosmetologist license issued by the Ohio Board of Cosmetology may be eligible to receive transfer credits for the COS prefix courses in the Cosmetology associate degree program.

The Diploma Programs section of the Transfer Credit Policy has been amended to read as follows: *Remington College accepts transfers credits into its diploma programs.*

The following statement has been added to the Transfer Credit Policy: *Exceptions to extend up to 75% transfer credit must be approved by the Chief Academic Officer.*

Page 6: The “Transfer Credit for the Cosmetology Program” policy has been renamed “Transfer Credit for the Cosmetology Diploma Program.”

Page 6: The Transfer Credit for the Cosmetology Diploma Program Policy has been amended to read as follows:

Remington College may accept students who have attended other (non-Remington College) cosmetology programs or schools provided that the student meets Remington College’s Admissions Criteria. Prospective students may be eligible to receive a limited amount of “transfer credits” provided that the prospective student demonstrates an acceptable level of knowledge and competence in the subject matter taught at Remington College to the satisfaction of a Remington College Cosmetology Instructor and the Cosmetology Department Chair, who will jointly conduct an assessment of the prospective student’s skills and knowledge. The Instructor and the Department Chair will recommend the amount of transfer credit to be awarded by Remington College and the Director of Education will approve, reject or modify that recommendation. The determination of the Director of Education shall be final. Prospective students who will not be receiving Veteran’s Benefits may receive transfer credits for a maximum of 50% of the clock hours of the program. Exceptions may be granted by the Chief Academic Officer to extend transfer credit up to 75% of the total program clock hours. Transfer credits must be applied prior to the first day of attendance in the program. No partial module credits will be transferred. Prospective students who will be receiving Veteran’s Benefits will be subject to the Veteran’s Administration Transfer of Credit Policy.

Page 8: The last sentence in the Full-Time Students section has been amended to read as follows:

Students enrolled in the Cosmetology diploma program are considered to be full time if they are scheduled for 24 clock hours per week.

Page 9: The Re-Enrollment and Re-Entry Policy has been amended to remove Item 2) of the Financial Criteria. All former students will be charged the current Tuition rate effective for the term in which their re-enrollment begins.

Page 10: The following has been added to the Tuition and Fees section of the Catalog.

PRIOR LEARNING CREDIT COURSE CHALLENGE FEE

Students requesting a course challenge under the Prior Learning Credit policy will be charged \$150.00 per course. This fee is non-refundable once the course challenge request has been approved. If the request is denied, the fee will be refunded.

Page 18: The typical class schedule for the first four quarters of the Cosmetology associate degree program follows the typical schedule published for the Cosmetology diploma program.

Page 21: The Campus is no longer enrolling new students in the Cosmetology diploma program.

Page 23: The Campus is no longer enrolling students in the Electronic Technology diploma program.

Pages 37-38: CJ1510 is no longer a prerequisite for CJ1558, CJ1568, CJ2711, CJ2730, or CJ2738.

Page 62: The second bullet point under the Graduation Requirements has been amended to read as follows:

- *The student has accumulated the total number of credits required for graduation from the program of study, for programs other than the Cosmetology diploma program; or the student has accumulated the total number of clock hours required for graduation from the program of study, for the Cosmetology diploma program;*

Page 62: The Unit of Credit / Academic Hour Definition has been replaced with the definition provided below.

An academic hour or class in courses other than residential Cosmetology courses is 50 minutes of instruction in a 60 minute period. An academic hour or class in residential Cosmetology courses is 60 minutes of class, lecture, laboratory instruction and practice or recitation in a 60 minute period. Academic hours are converted into credit hours for programs other than the Cosmetology Diploma Program to allow for comparison with other post-secondary institutions.

For students enrolled in programs other than the Cosmetology Diploma Program, one quarter credit hour equals 30 units comprised of the following academic activities:

- *one clock hour in a didactic learning environment equals 2 units;*
- *one clock hour in a supervised laboratory setting of instruction equals 1.5 units;*
- *one hour of externship equals 1 unit; and*
- *one hour of out-of-class work and/or preparation designed to measure the student's achieved competency relative to the required subject matter objectives equals 0.5 unit.*

Page 62: The Attendance Policy for Programs other than the Cosmetology Program has been renamed Attendance Policy for Courses other than Residential Cosmetology Courses.

Page 64: The Attendance Policy for the Cosmetology Program has been renamed Attendance Policy for Residential Cosmetology Courses.

Page 64: The Attendance Policy for the GED Test Preparation Course has been replaced with the following policy.

*The GED Test Preparation Course consists of 16 hours of instruction per each four-week module and is typically delivered in two-hour sessions two days per week. Students must attend at least 50% of the scheduled GED Test Preparation Course sessions **each module**. A student who does not attend at least 50% for **two consecutive modules** will be dropped from the GED Test Preparation Course **AND** the corresponding career training diploma program.*

Page 66: The Return of Title IV Funds for Programs other than the Cosmetology Program policy has been renamed Return of Title IV Funds for Programs other than the Cosmetology Diploma Program.

Page 66: The Return of Title IV Funds for the Cosmetology Program policy has been renamed Return of Title IV Funds for the Cosmetology Diploma Program.

Page 78: The list of Directors and Officers has been replaced with the following list.

<i>Jerald M. Barnett, Jr., Chairman</i>	<i>Kendra Davis, Campus Director / Baton Rouge</i>
<i>Kevin M. Wilcox, Director</i>	<i>Terhan Freeman, Campus President / Cleveland</i>
<i>Marshall McKissack, Director</i>	<i>Patsy Moore, Campus President / Columbia</i>
<i>Jackson Farrow, Director</i>	<i>Greenie "Skip" Walls, Campus President / Dallas</i>
<i>Pamela Bell, CEO / President</i>	<i>Louis LaMair, Campus President / Fort Worth</i>
<i>Shannyn Stern, Chief Financial Officer / Secretary</i>	<i>Dr. Jessie Robinson, Campus President / Honolulu</i>
<i>Adam Martin, General Counsel / Vice President / Human Resources / Title IX Coordinator</i>	<i>Dr. Hiram Nall, Campus President / North Houston</i>
<i>Todd Zvaigzne, Regional Vice President of Operations</i>	<i>Frankie Jobe, Campus President / Houston Southeast</i>
<i>Susan Race, Regional Vice President of Operations</i>	<i>JoAnn Boudreaux, Campus President / Lafayette</i>
<i>Brandon Shedron, Chief Academic Officer</i>	<i>Audra Hinton, Campus Director / Little Rock</i>
<i>Heather McIver, Chief Marketing Officer</i>	<i>Sherria King, Campus President / Memphis</i>
<i>J Bonnell, Chief Information Officer</i>	<i>Michael Seltzer, Campus President / Mobile</i>
<i>Jonathan Baker, Vice President – Business Analysis</i>	<i>Christian "Angel" Almond, Campus President / Nashville</i>
<i>Emmylu Piscitelli, Controller</i>	<i>Jerry Driskill, Campus President / Shreveport</i>
<i>Glenda "Jenny" Widener, Executive Director of Admissions Operations and Services Center</i>	<i>Aneka Smith, Campus President / Online</i>
<i>James Dunn, National Director of Student Finance</i>	
<i>Mary Rhodes, National Director of Accreditation and Licensing</i>	

COSMETOLOGY
ASSOCIATE OF APPLIED SCIENCE
 24 Months

The Cosmetology Degree Program provides training in various phases of cosmetology, including manicures, pedicures, facials, and wig care.

The objective of this Program is to prepare graduates for entry-level positions as cosmetologists in work locations such as licensed beauty salons, day spas, or nail salons, and to introduce students to the basic concepts of starting and/or managing a cosmetology salon or other small business.

The Program consists of 108 academic quarter credit hours and is designed to be delivered over twenty-four months, which are divided into eight three-month quarters. The first four quarters consist of 12 one-month modules and are delivered residentially. The final four quarters are delivered as four 12-week quarters, and are entirely on-line.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Cosmetology.

Course Number	Course Name	Quarter Credit Hours
COS100	COS I - A	6.00
COS101	COS I - B	6.00
COS102	COS I - C	6.00
COS120	COS II-A-OH	6.00
COS121	COS II-B-OH	6.00
COS122	COS II-C-OH	6.00
COS123	COS II-D-OH	6.00
COS124	COS II-E-OH	6.00
COS125	COS II-F-OH	6.00
COS130	COS III-A-OH	6.00
COS131	COS III-B-OH	6.00
COS132	COS III-C-OH	6.00
BN2108	Business Applications	3.00
BN2110	Small Business Principles	3.00
BN2112	Small Business Basics	3.00
BN2114	Recordkeeping and Financial Statement Basics	3.00
Sub Total:		84
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
Sub Total:		24
Total:		108

HEATING, VENTILATION AND AIR CONDITIONING

ASSOCIATE OF APPLIED SCIENCE

24 Months

The Heating, Ventilation and Air Conditioning (HVAC) Degree Program provides in-depth training in HVAC systems and demonstrates the hands-on skills needed to successfully maintain and troubleshoot today's complex heating, air conditioning, and refrigeration systems, up to and including commercial and industrial systems. This Program trains students in accordance with the National Skill Standards for HVAC technicians and establishes a framework of understanding of environmental issues associated within the HVAC industry and presents theory, diagnostics, and repair procedures. Typical operating conditions, and systematic troubleshooting, maintenance, and installation techniques are also presented. Students also receive training in commercial freight or shipping refrigerant systems and domestic air conditioning or refrigeration appliances and are exposed to indoor air quality standards and discusses various sources of indoor pollution with an emphasis on molds and how to improve indoor air quality.

The objective of this Program is to prepare graduates for entry-level positions in the HVAC industry, such as in residential heating and cooling, commercial or industrial heating and cooling, and residential, commercial, or industrial refrigeration and freezers, and to introduce students to the basic concepts of starting and/or managing a small business.

The Program consists of 95 academic quarter credit hours and is designed to be delivered over twenty-four months, which are divided into eight-three month quarters. The first four quarters consist of 12 one-month modules and are delivered residentially. The final four quarters are delivered as four 12-week quarters, and are entirely on-line.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Heating, Ventilation and Air Conditioning.

Course Number	Course Name	Quarter Credit Hours
CD203	Career Development Fundamentals	1.00
CD204	Career Development Principles	1.00
HV115	Introduction to HVAC and Refrigeration	5.00
HV125	Fundamental HVAC Maintenance	5.00
HV135	HVAC Automated Controls	5.00
HV142	Motors and Motor Control	3.50
HV155	Residential Systems I	5.00
HV165	Residential Systems II	5.00
HV175	Commercial HVAC Systems	5.00
HV182	Commercial Refrigeration Systems	3.50
HV195	Domestic Appliances and Cold Water Air Conditioning	5.00
HV200	Heat Pumps and Hydronic Heating	5.00
HV205	Ducting and Airflow	5.00
HV209	Hydronic Systems	5.00
BN2108	Business Applications	3.00
BN2110	Small Business Principles	3.00
BN2112	Small Business Basics	3.00
BN2114	Recordkeeping and Financial Statement Basics	3.00
Sub Total:		71
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
Sub Total:		24
Total:		95

COURSE DESCRIPTIONS

BN2108

3.00 Quarter Credit Hours

Business Applications

This course emphasizes the development of rudimentary skills in the use of Microsoft Office, the productivity software most widely-used by small businesses. Coursework includes an introduction to using Word, Excel, and PowerPoint.

Prerequisite(s): None

BN2110

3.00 Quarter Credit Hours

Small Business Principles

This course is designed to introduce students to the fundamental concepts of creating and managing a small business. Topics include: forms of organization, preparation of a simple business plan, types and sources of financing, and basic financial analysis and decision making, such as lease versus buy decisions, etc.

Prerequisite(s): None

BN2112

3.00 Quarter Credit Hours

Small Business Basics

This course is designed to provide students with an awareness of some of the requirements for operating a small business. Topics include: basics of employment law/regulation, basics of taxation, permitting and licensing, etc.

Prerequisite(s): None

BN2114

3.00 Quarter Credit Hours

Recordkeeping and Financial Statement Basics

In this course, students will be introduced to recordkeeping requirements, accounting concepts, preparation and interpretation of basic financial statements, and the use of simple computerized accounting software.

Prerequisite(s): None

COS100

6.00 Quarter Credit Hours

COS I-A

This course is an introduction to the cosmetology industry and the basic services cosmetologists perform. Coursework covers the history of cosmetology, levels of opportunity within the industry, rules and regulations set forth by the state board of cosmetology, communication, success skills, and professional image. The course also includes basic instruction and practice in manicure and pedicure procedures, skin care and facials, and scalp and hair care services. As a part of their training, students are expected to perform clean-up duties such as sweeping, mopping, cleaning counters and equipment, and laundering towels.

Prerequisite(s): None

COS101

6.00 Quarter Credit Hours

COS I-B

In this course, basic anatomy and physiology, properties of hair and scalp, and the basics of chemistry and electricity are studied. This course also includes practice in the skills of chemical relaxing, permanent waving, and hair color principles and techniques.

Prerequisite(s): None

COS102

6.00 Quarter Credit Hours

COS I-C

This course focuses on the study and practice of hair design, hair shaping (cutting), thermal styling, product knowledge of shampoos and conditioners, shampooing techniques, draping, and client protection and safety.

Prerequisite(s): None

COS120

6.00 Quarter Credit Hours

COS II-A-OH

This course includes performing services for clients in a professional salon setting. Classroom and lab instruction and practice includes braiding and extensions, wig styling and care, and chemical texturizing, such as permanent waving concepts, and hair color theory and applications.

Prerequisite(s): COS I-A, COS I-B, COS I-C

COS121 **6.00 Quarter Credit Hours**
COS II-B-OH

This course includes performing client services and practicing shampooing and proper draping techniques. Hair color techniques such as frosting and tipping are introduced. Classroom and lab instruction includes histology of the skin, hair removal and facial services.

Prerequisite(s): COS I-A, COS I-B, COS I-C

COS122 **6.00 Quarter Credit Hours**
COS II-C-OH

This course includes facial make-up and artistry, structure and growth of the nails, nail art, and hair coloring techniques such as foil highlighting and framing. Practice continues in manicure and pedicure skills, as well as other services that may be requested by clients.

Prerequisite(s): COS I-A, COS I-B, COS I-C

COS123 **6.00 Quarter Credit Hours**
COS II-D-OH

This course provides an introduction to salon management and a refresher for state rules and regulations as they pertain to bacteriology and sanitation. Focus of instruction is on client services, skills practice, front desk procedures, and inventory control.

Prerequisite(s): COS I-A, COS I-B, COS I-C

COS124 **6.00 Quarter Credit Hours**
COS II-E-OH

This course is designed to refresh students on the subject of anatomy and physiology, and how cosmetology services and products can affect the body. Basic chemistry is reviewed through instruction on creating custom formulas of hair color and lighteners. Salon practice of hairstyling, cutting, and other basic services continues.

Prerequisite(s): COS I-A, COS I-B, COS I-C

COS125 **6.00 Quarter Credit Hours**
COS II-F-OH

This course includes the study of shampoos and conditioning products and the practice of styling, shaping, chemical relaxing and curl reformation. This course also includes performing services for clients and models in a professional salon setting.

Prerequisite(s): COS I-A, COS I-B, COS I-C

COS130 **6.00 Quarter Credit Hours**
COS III-A-OH

This course propels students further into the professional salon environment. Students are instructed to practice and perfect their skills in a salon setting, performing a variety of services for clients and models, scheduling appointments and practicing salon management. Focus of practice is on hair design and shaping.

Prerequisite(s): COS II-A-OH, COS II-B-OH, COS II-C-OH, COS II-D-OH, COS II-E-OH, COS II-F-OH

COS131 **6.00 Quarter Credit Hours**
COS III-B-OH

This course includes performing services for clients and models, and maintaining client records in a salon setting. Focus of practice is on hair lightening and framing, as well as nail and skin care.

Prerequisite(s): COS II-A-OH, COS II-B-OH, COS II-C-OH, COS II-D-OH, COS II-E-OH, COS II-F-OH

COS132 **6.00 Quarter Credit Hours**
COS III-C-OH

This course includes performing services for clients and models, and maintaining client records in the salon setting. Focus of practice is on permanent waving and chemical relaxing. This course also includes completion of a practical exam, or "Mini-Board" on all the previously taught courses to prepare students for licensing.

Prerequisite(s): COS II-A-OH, COS II-B-OH, COS II-C-OH, COS II-D-OH, COS II-E-OH, COS II-F-OH

2018 CALENDAR

DIPLOMA PROGRAMS OTHER THAN COSMETOLOGY PROGRAM

	<u>Begin</u>	<u>End</u>
January	January 15, 2018	February 8 2018
February	February 12, 2018	March 8, 2018
March	March 12, 2018	April 5, 2018
April	April 16, 2018	May 10, 2018
May	May 14, 2018	June 7, 2018
June	June 11, 2018	July 5, 2018
July	July 16, 2018	August 9, 2018
August	August 13, 2018	September 6, 2018
September	September 10, 2018	October 4, 2018
October	October 15, 2018	November 8, 2018
November	November 12, 2018	December 6, 2018
December	December 10, 2018	January 10, 2019

COSMETOLOGY ASSOCIATE DEGREE AND DIPLOMA (12-MONTH)*

	<u>Begin</u>	<u>End</u>
January	January 15, 2018	February 11, 2018
February	February 12, 2018	March 11, 2018
March	March 12, 2018	April 8, 2018
April	April 16, 2018	May 13, 2018
May	May 14, 2018	June 10, 2018
June	June 11, 2018	July 8, 2018
July	July 16, 2018	August 12, 2018
August	August 13, 2018	September 9, 2018
September	September 10, 2018	October 7, 2018
October	October 15, 2018	November 11, 2018
November	November 12, 2018	December 9, 2018
December	December 10, 2018	January 13, 2019

**The Cosmetology Associate Degree Programs follows this calendar for the first four quarters of the program.*

COSMETOLOGY DIPLOMA PROGRAM (18-MONTH)

	<u>Begin</u>	<u>End</u>
Spring	January 15, 2018 February 26, 2018	February 25, 2018 April 8, 2018
Summer	April 16, 2018 May 28, 2018	May 27, 2018 July 8, 2018
Fall	July 16, 2018 August 27, 2018	August 26, 2018 October 7, 2018
Winter	October 15, 2018 November 26, 2018	November 25, 2018 January 13, 2019

QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 15, 2018	April 5, 2018
Spring Quarter	April 16, 2018	July 5, 2018
Summer Quarter	July 16, 2018	October 4, 2018
Fall Quarter	October 15, 2018	January 10, 2019

MID-QUARTERS

	<u>Begin</u>	<u>End</u>
Spring Term	January 15, 2018 February 26, 2018	February 22, 2018 April 5, 2018
Summer Term	April 16 2018 May 28, 2018	May 24, 2018 July 5, 2018
Fall Term	July 16, 2018 August 27, 2018	August 23, 2018 October 4, 2018
Winter Term	October 15, 2018 November 26, 2018	November 22, 2018 January 10, 2019

COSMETOLOGY, MEDICAL ASSISTING AND MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) ASSOCIATE DEGREE PROGRAMS*

	<u>Begin</u>	<u>End</u>
January	January, 15 2018	April 5, 2018
February	February 12, 2018	May 10, 2018
March	March 12, 2018	June 7, 2018
April	April 16, 2018	July 5, 2018
May	May 14, 2018	August 9, 2018
June	June 11, 2018	September 6, 2018
July	July 16, 2018	October 4, 2018
August	August 13, 2018	November 8, 2018
September	September 10, 2018	December 6, 2018
October	October 15, 2018	January 10, 2019
November	November 12, 2018	February 7, 2019
December	December 10, 2018	March 7, 2019

**The Cosmetology Associate Degree Programs follows this calendar for the final four quarters of the program.*

BREAKS

	<u>Begin</u>	<u>End</u>
Spring Break	April 9, 2018	April 15, 2018
Summer Break	July 9, 2018	July 15, 2018
Fall Break	October 8, 2018	October 14, 2018
Winter Break	December 24, 2018	January 1, 2019

HOLIDAYS

New Year's Day	January 1, 2018
Dr. Martin Luther King Day	January 15, 2018
President's Day	February 19, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Columbus Day	October 8, 2018
Veterans Day	November 9, 2018
Thanksgiving Day	November 22, 2018
Friday After Thanksgiving Day	November 23, 2018
Christmas Day	December 25, 2018

**The Campus offers open registration/enrollment.
Some quarters may require make-up days for holidays or breaks.**