

REMINGTON COLLEGE'S FORT WORTH CAMPUS
ADDENDUM TO CATALOG/VOLUME N-1804 DATED 4/13/2018
 Revised: 11/1/18

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING.....	\$22,500.00
DIPLOMA IN DENTAL ASSISTING.....	\$16,120.00
DIPLOMA IN FACILITY MAINTENANCE.....	\$14,000.00
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
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION	\$16,120.00
DIPLOMA IN PHARMACY TECHNICIAN	\$20,645.00
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND NETWORK ADMINISTRATION*	\$34,025.00
<i>*No longer enrolling new students</i>	
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE*	\$34,025.00
<i>*No longer enrolling new students</i>	
ASSOCIATE OF APPLIED ART IN DIGITAL GRAPHIC ART	\$33,900.00
ASSOCIATE OF APPLIED SCIENCE IN FACILITY MAINTENANCE AND TECHNOLOGY.....	\$29,025.00
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 PHARMACY TECHNICIAN	\$27,520.00
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE	\$30,025.00

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
Rose Van Alstine	Director of Campus Administration & Campus Dean
Hermone Bocre	Director of Admissions
Jose Mercado	Area Dir. of Student Finance
Kristal Clarke	Student Services Associate
Kayla Smith	Director of Career Services
Phyllis Perez.....	Criminal Justice Chair
Frederick Stathis.....	Facility Maintenance Chair
Yvonne Vess	Medical Billing & Coding Chair
Tamekki Davis	Pharmacy Tech. Chair
Dorian Grant.....	Externship Coordinator
Kristal Clarke	LRS Manager

COMPUTER AND NETWORK ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Chad White.....	MBA; MPM	Keller Graduate School of Management
	BS, Computer Information Systems.....	DeVry Institute of Technology
Keith Sims	Post Graduate Degree, Mgmt. Info. Sys.	Northcentral University
	MA, Management Info. Sys./E-Business.....	Dallas Baptist University
	MA, Org. Mgmt/Conflict Resolution.....	Dallas Baptist University
	BBA, Business Administration	Northwood University

COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY	CREDENTIALS	INSTITUTIONS
TBD.....	TBD.....	TBD

CRIMINAL JUSTICE

FACULTY	CREDENTIALS	INSTITUTIONS
Francis Lackovic.....	BS, Criminal Justice	Texas Christian University
Lance Smith	BS, Political Science.....	Kansas State University
	BS, Criminal Justice	University of Southern Mississippi
Phyllis Perez.....	BS, Criminal Justice	Texas Woman's University
Sandra Carr	MA, Professional Development.....	Dallas Baptist University
	BA, Criminal Justice	Northeast Louisiana University
William Mather.....	BA, Criminal Justice	Kaplan University

DENTAL ASSISTING

FACULTY	CREDENTIALS	INSTITUTIONS
Jalisa Mcabee.....	RDA	Everest College
Mark Kimbrell.....	Certified Dental Assisting Specialist.....	USAF
William Smith (Lead Instructor).....	BS, Biology Sciences	Oklahoma State University

DIGITAL GRAPHIC ART

FACULTY	CREDENTIALS	INSTITUTIONS
Andrew Weinman	BA, English.....	Coe Liberal Arts College
Garry Harman.....	BFA, Art/English	University of North Texas
John Williams (Lead Instructor).....	BA, Communications and Fine Arts	University of New Orleans
	AS, Computer Graphic Design.....	Southwest College of Tech

FACILITY MAINTENANCE AND FACILITY MAINTENANCE AND TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Eddie Smith	Type I and II EPA Certification.....	U.S. Federal Government
Frederick Stathis.....	AAS, Business Management	Tarrant County College
Michael Wittke	BS, Technical Management.....	DeVry University

GENERAL EDUCATION

FACULTY	CREDENTIALS	INSTITUTIONS
Alexandra Patricia Adams.....	Master's Degree, English-Tech. Writing.....	University of North Texas
Anthony Williams	MBA, Finance.....	University of Central Oklahoma
	Bachelor of Science, Accounting	Lubbock Christian University
	Associate of Science, General Business....	Southwestern Christian College
Charles Benson.....	MBA, Business	Dallas Baptist University
	BA, Mathematics	University of Louisville

HEATING, VENTILATION AND AIR CONDITIONING

FACULTY	CREDENTIALS	INSTITUTIONS
Eddie Smith	EPA Type I and II Certifications	U.S. Federal Government
Gerardo Moreno	EPA Universal Certification.....	U.S. Federal Government
Jack Tollefson.....	Feris State Recovery, Type I, III, IV Certs.	U.S. Federal Government
Jason Taylor.....	EPA Universal Certification.....	U.S. Federal Government

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

FACULTY	CREDENTIALS	INSTITUTIONS
Dorian Grant	Associate Degree in Medical Lab. Tech.	Southern University at Shreveport
Gaye Tindel	BS, Nursing	University of Texas at Arlington
Gloria Noel	RN-BSN	University of Texas at Arlington
Jon Ham	BS, Applied Science	Texas A & M
	AAS, Radiologic Tech	Odessa College
Sunshine Betancourt	Bachelor of Science	University of Texas Arlington
Thomas O'Brien	AAS, Allied Health Sciences	Community College of the Air Force
	AAS, Instructor of Tech in Military Sci.	Community College of the Air Force
Tricia Trammell	Associate Degree in Health, Rad. Tech.	Greenville Technical College
Uma Howard	Associates, Health Administration	University of Phoenix
	Diploma, Medical Assistant	Arlington Medical Institute
	Diploma, Phlebotomy	Elite Medical Academy

MEDICAL BILLING AND CODING

FACULTY	CREDENTIALS	INSTITUTIONS
Esther Moten	Diploma, Medical Billing and Coding	Remington College
Virginia Houston	Master of Education	Concordia University
	Bachelor of Business Admin.	Concordia University
Yvonne Vess	MBC Certification	Weatherford College

MEDICAL OFFICE ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Peyton Settles	AS, Allied Health	Briarcliffe College
	Diploma, Medical Assisting	Remington College

PHARMACY TECHNICIAN

FACULTY	CREDENTIALS	INSTITUTIONS
Maury Staggs	MA, Biblical Studies	Dallas Theological Seminary
	BS, Pharmacy	Northwest Louisiana University
Shamika Porcher	BS, Biology	University of Texas at San Antonio
	Pharmacy Certificate	Incarinate Word Tech
Tamekki Davis	Bachelor of Science	University of Phoenix

ADDITIONAL MODIFICATIONS

Page 4: Item 4) of the admissions requirements has been amended to include the Medical Office Administration diploma program. Applicants without a high school diploma or equivalent may be admitted to the Medical Office Administration diploma program under an Ability-to-Benefit determination and must meet and comply with all applicable requirements and policies as set forth in the Catalog. As a condition of graduation from the Medical Office Administration program, each ATB student must make at least one attempt at the GED test prior to completing the postsecondary training.

Page 5: The first two bullet points under the Attendance Requirements for Activation have been amended as follows:

- *For applicants enrolled in courses delivered residentially: Attend at least one class on at least 50% of the days classes are scheduled in the first or second week of the term.*
- *For applicants enrolled in only courses delivered via distance education (on-line): log into the online classroom at least once during first two weeks of the term.*

Pages 9-10: The Tuition and Additional Fees policy has been amended to include the following:

- *Replacement of Degree/Diploma Fee: Graduates will be charged \$45.00 for a duplicate copy of their degree/diploma.*
- *Transcript Fee: Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has unpaid financial or other remaining obligations to Remington College. Any additional transcript requests will be charged \$45.00 per transcript for official transcripts and \$25.00 per transcript for unofficial transcripts.*
- *Student Verifications: Students will be charged \$25.00 per enrollment verification.*

Page 18: The following has been added to the Educational Equipment section:

- *Computer-Aided Design and Drafting equipment may include: drafting tables, drafting kits with tools for basic board drafting, computer(s), computer-aided drafting software, and printer(s).*
- *Facility maintenance course equipment may include: water heater(s), electrical board(s), trainer(s), appliances, HVAC/R equipment, and boiler(s).*
- *Medical Office Administration course equipment may include: computer(s) with medical office simulation software.*

Pages 21, 29: The program descriptions for the Heating, Ventilation and Air Conditioning diploma and AAS degree programs and
& 46-47 the Course Descriptions have been amended to include the course number and title changes outlined below.

- HV115 Introduction to HVAC and Refrigeration is now HV102 Basic Refrigeration Theory
- HV135 HVAC Automation Controls is now HV132 Basic Electricity
- HV155 Residential Systems I is now HV152 Residential Heating
- HV165 Residential Systems II is now HV162 Residential AC
- HV175 Commercial HVAC Systems is now HV172 Introduction to Air Conditioning and Major Components
- HV205 Ducting and Airflow is now HV202 Ventilation and Air Flow

Pages 46-47: The prerequisites courses for HV142-HV209 have been amended as follows:

- *Prerequisite(s) for HV142 and HV152: HV132*
- *Prerequisite(s) for HV162: HV102, HV132*
- *Prerequisite(s) for HV172: None*
- *Prerequisite(s) for HV182 and HV195: HV102, HV132, HV172*
- *Prerequisite(s) for HV200 and HV209: HV102, HV125, HV132, HV142, HV152, HV162*
- *Prerequisite(s) for HV202: None*

Page 53: The Leave of Absence policy has been amended to read as follows.

Remington College will allow a student enrolled in a program to apply for a leave of absence ("LOA") from their program of up to one hundred fifty (150) calendar days from the students last date of attendance prior to the commencement of the LOA. A student is only eligible for one LOA during each program of study. A LOA may only start at the beginning of a module. A written request for a LOA must be submitted by the student on an LOA Application Form which may be obtained from the Campus Dean or Administrator. An LOA will not be granted unless Remington College's Provost (or designee) determines that there is a reasonable expectation the student will resume their program within the LOA period. Students enrolled in programs that are being discontinued will not be granted a leave of absence if, upon returning from a leave of absence, the student will not be able to complete the program prior to its termination because of limited course availability. All LOA requests must be reviewed and approved by Remington College's Provost (or designee). If a medical emergency prevents the student from applying in writing in advance, the Provost (or designee) may approve an exception, in his/her sole discretion, based on the individual circumstances. A student's failure to return from a leave of absence may impact the loan repayment terms of a student's Title IV program loans including the exhaustion of the student's entire grace period.

Page 57: The following requirement has been added to the Graduation Requirements:

ATB students in the Medical Office Administration program must attempt the GED test.

Page 59: The Grade Adjustments Due to Excessive Absences in Residential Courses section of the Attendance Policy has been replaced with the policy provided below.

Grade Adjustments for Participation in Residential Courses

The maximum grade a student will be eligible to receive for each course in the student's program will be based upon class participation. Students should monitor their participation grades in their canvas course. Active participation in the course includes participating in classroom discussions, lab participation, and attending class regularly.

Page 70: The Examination of Student Records policy has been amended by adding Academic and Attendance Awards as a category of student information that Remington College has designated as "directory information."

Page 73: The list of Directors and Officers has been replaced with the following list.

*Jerald M. Barnett Jr., Chairman
Kevin M. Wilcox, Director
Leah Matthews, Director
Jackson Farrow, Director
Dr. Jerry White, Director
Pam Bell, President
Shannyn Stern, Chief Financial Officer / Secretary
Adam Martin, Vice President of Human Resources & General Counsel
Todd Zvaigzne, Regional Vice President of Educational Support & Campus Administration
Susan Race, Regional Vice President of Educational Support & Campus Administration
Bonnie Delashmit, Regional Vice President of Educational Support & Campus Administration
Brandon Shedron, Provost
Heather McIver, Vice President of Institutional Innovation
J Bonnell, Chief Information Officer*

COMPUTER-AIDED DESIGN AND DRAFTING

DIPLOMA

12 Months

The Computer-Aided Design and Drafting Diploma Program provides training in the application of drafting skills to mechanical, electrical, piping, civil, structural and architectural disciplines. The curriculum also covers information in related fields, with the intent to position students to work effectively with engineers, technologists, architects, and other professional staff.

The objective of this Program is to prepare graduates for entry-level draftsman positions in which computer programs and/or a manual drafting board are used.

Program completion normally requires 12 months for full-time students.

The Computer-Aided Design and Drafting Diploma Program is divided into 12 monthly academic periods.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Computer-Aided Design and Drafting.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CAD115	Manual Drafting	40	40	0	5.00
CAD125	Computer-Aided Drafting I	40	40	0	5.00
CAD135	Computer-Aided Drafting II	20	40	0	3.50
CAD145	Structural Drafting	40	40	0	5.00
CAD155	Architectural Drafting I	40	40	0	5.00
CAD165	Architectural Drafting II	40	40	0	5.00
CAD175	Mechanical Drafting I	40	40	0	5.00
CAD185	Electrical and Electronic Drafting	40	40	0	5.00
CAD192	Pipes and Piping	40	40	0	5.00
CAD215	Mechanical Drafting II	40	40	0	5.00
CAD225	Civil Drafting and Mapping	40	40	0	5.00
CAD235	Career Portfolio	20	40	0	3.50
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
Total:		480	480	0	59

FACILITY MAINTENANCE

DIPLOMA

9 Months

The Facility Maintenance program provides training for servicing, maintaining, and operating a variety of equipment commonly found in residential and commercial facilities. The program also provides training on how to maintain and repair facility infrastructure and mechanical equipment such as carpentry, HVAC, and electrical.

The objective of this Program is to prepare graduates for entry-level positions in the Building Maintenance industry in areas such as residential living facilities, hospitals, commercial retail, office buildings, high-rise communities, hotels and schools, as well as working independently in variety of maintenance areas.

Program completion normally requires 9 months (36 weeks) for full-time students.

The Facility Maintenance Program is divided into 9 monthly academic periods. Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Facility Maintenance.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
HV102	Basic Refrigeration Theory	40	40	0	5.00
HV132	Basic Electricity	40	40	0	5.00
FM100	OSHA and LEED	40	20	0	3.50
FM105	Small Power Equipment and Appliances	40	20	0	3.50
FM110	Facility Maintenance I - Residential	40	40	0	5.00
FM120	Facility Maintenance II – Commercial	40	40	0	5.00
FM130	Electrical	40	40	0	5.00
FM140	Carpentry and Finishing	40	40	0	5.00
FM150	Plumbing	40	40	0	5.00
Total:		400	320	0	44

FACILITY MAINTENANCE AND TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
 21 Months

The Facility Maintenance and Technology program provides training for servicing, maintaining, and operating a variety of equipment commonly found in residential and commercial facilities. The program also provides training on how to maintain and repair facility infrastructure and mechanical equipment such as carpentry, HVAC, and electrical.

The objective of this Program is to prepare graduates for entry-level and mid-level positions as well as advancement opportunities in the Building Maintenance and Building Management industry in areas such as residential living facilities, hospitals, commercial retail, office buildings, high-rise communities, hotels, schools, as well as working independently in variety of maintenance areas.

The Facility Maintenance and Technology Program requires completion of a minimum of 94 Quarter Credit Hours including any credits that have been accepted for transfer credit. Program completion normally requires 21 months.

The Facility Maintenance and Technology Program is divided into seven three-month quarters, which are delivered in a hybrid format. Some courses are delivered residentially and some courses are delivered via distance education (i.e., on-line).

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
HV102	Basic Refrigeration Theory	40	40	0	5.00
HV132	Basic Electricity	40	40	0	5.00
FM100	OSHA and LEED	40	20	0	3.50
FM105	Small Power Equipment and Appliances	40	20	0	3.50
FM110	Facility Maintenance I - Residential	40	40	0	5.00
FM120	Facility Maintenance II – Commercial	40	40	0	5.00
FM130	Electrical	40	40	0	5.00
FM140	Carpentry and Finishing	40	40	0	5.00
FM150	Plumbing	40	40	0	5.00
FM200	Green Applications	36	12	0	3.50
FM210	Security and Building Safety Systems	36	12	0	3.50
FM220	Programmable Logic Controllers and Automation	36	12	0	3.50
FM230	Hydraulic and Pneumatic Systems	36	12	0	3.50
BN2108	Business Applications	36	0	0	3.00
BN2110	Small Business Principles	36	0	0	3.00
BN2112	Small Business Basics	36	0	0	3.00
BN2114	Recordkeeping and Financial Statement Basics	36	0	0	3.00
GE1118	Introduction to Psychology	60	0	0	6.00
GE1218	Oral Communication	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
Total:		928	368	0	94

MEDICAL OFFICE ADMINISTRATION

DIPLOMA

8 Months

The Medical Office Administration Diploma Program provides training in administrative procedures used in medical offices, many of which are also applicable to other office settings. The training includes, but is not limited to, instruction and training in scheduling, medical records management, billing and collection, and the basic elements of billing and coding for the healthcare and insurances industries, as well as general organizational and office skills.

The objective of this Program is to prepare graduates for entry-level positions such as admissions clerk, front office assistant, insurance coordinator, insurance verification clerk, medical administrative assistant, medical assistant, medical office administrator, medical office assistant, medical billing clerk, medical billing specialist, medical collections clerk, medical claims collector, medical receptionist, medical records clerk, patient access representative, patient account representative, or patient services representative, in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

This Program requires completion of a minimum of 48 quarter credit hours. Program completion normally requires 8 months for full-time students. The Program is divided into eight monthly academic periods (modules).

Upon successful completion of all areas of this Program, graduates will be awarded Diploma in Medical Office Administration.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MOA111	Fundamentals of Medical Office Administration	90	0	0	6.00
MOA112	Healthcare Business Management	90	0	0	6.00
MOA113	Structure and Function of the Human Body	90	0	0	6.00
MOA121	Law, Ethics, and Medical Records	90	0	0	6.00
MOA122	Fundamentals of Practice Management	90	0	0	6.00
MOA123	Medical Terminology	90	0	0	6.00
MOA131	Introduction to Coding	90	0	0	6.00
MOA132	Basic Medical Coding Applications	90	0	0	6.00
Total:		720	0	0	48

COURSE DESCRIPTIONS

- CAD115** **Manual Drafting** **5.00 Quarter Credit Hours**
40/40/0
This course is an introduction to drawing fundamentals and drafting equipment, with an emphasis on manual drafting techniques and basic industry standards. The course is designed to build students' understanding of the principles of dimensioning and perspective. Students also receive instruction in how to read manual drafts or drawings so that they can be converted into computerized drawings.
Prerequisite(s): None
- CAD125** **Computer-Aided Drafting I** **5.00 Quarter Credit Hours**
40/40/0
This course is designed to introduce students to the operation of a 2D computer-aided drafting (CAD) program. Emphasis is placed on the commands and operation of the software as applied in 2D drawings. Topics include setting up drawings; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; and operating input and output devices.
Prerequisite(s): None
- CAD135** **Computer-Aided Drafting II** **3.50 Quarter Credit Hours**
20/40/0
This course continues to explore the use of a computer-aided drafting (CAD) program to produce 3D objects. Students have the opportunity to gain an understanding of the features, limitations, and considerations associated with the operation of a 3D CAD program. Emphasis is placed on the commands and operation of the software as applied in 3D drawings. Topics include setting up drawings; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; and operating input and output devices.
Prerequisite(s): CAD115, CAD125
- CAD145** **Structural Drafting** **5.00 Quarter Credit Hours**
40/40/0
This course explores structural drafting for steel and wood applications and covers beam shapes and identification, standard and seated-beam connections, sectioning, fastening systems, and dimensioning practices.
Prerequisite(s): CAD1125, CAD135
- CAD155** **Architectural Drafting I** **5.00 Quarter Credit Hours**
40/40/0
This course focuses on the principles and applications of computer-aided architectural drafting. Students begin designing a working set of house plans by applying the learned principles of architectural drafting. The plans are scheduled to include a floor plan, a foundation, a wall-section drawing, a roof plan, and an electrical layout diagram. Students also have the opportunity to begin drafting an elevation plan, a two-point perspective drawing, and a plot plan for incorporation into the final drafts.
Prerequisite(s): CAD115, CAD125
- CAD165** **Architectural Drafting II** **5.00 Quarter Credit Hours**
40/40/0
This course continues the design of a working set of house plans by applying the learned principles of architectural drafting. The completed plans are scheduled to include a floor plan, a foundation plan, a wall-section drawing, a roof plan, and an electrical layout diagram. Students also have the opportunity to incorporate an elevation plan, a two-point perspective drawing, and a plot plan into the final drawings.
Prerequisite(s): CAD125, CAD135, CAD155
- CAD175** **Mechanical Drafting I** **5.00 Quarter Credit Hours**
40/40/0
This course involves the study and application of mechanical drafting techniques and geometry using computer-aided design software. Topics of study include the identification, use, and function of mechanical and machine components. Students receive instruction in how to design and draft machine elements such as threaded objects, gears, cams, and linkages.
Prerequisite(s): CAD125, CAD135
- CAD185** **Electrical and Electronic Drafting** **5.00 Quarter Credit Hours**
40/40/0
This introduction to electrical and electronic drafting and design is intended to expose students to electronics applications and electrical drafting fundamentals. The drafting skills covered are directly related to the development of electrical, electronic, and electromechanical drawings. Students have the opportunity to learn the basic applications of electronic theory and symbology needed for drafting electronic circuitry. Electrical calculations are also addressed to offer students a background in calculating or computing proper electrical loading and wires for specific wiring applications in steel and wooden structures.
Prerequisite(s): CAD125, CAD135
- CAD192** **Pipes and Piping** **5.00 Quarter Credit Hours**
40/40/0
This course involves the study and application of commercial and residential plumbing and piping. Students have the opportunity to learn how to use a computer-aided design program to draw layout and assembly applications for pipes, fittings, and valves used in wooden and steel construction.
Prerequisite(s): CAD125, CAD135
- CAD215** **Mechanical Drafting II** **5.00 Quarter Credit Hours**
40/40/0
This course continues the study and application of mechanical drafting techniques and geometry using computer-aided design software. Students receive continued instruction in how to design and draft machine elements such as threaded objects, gears, cams, and linkages. The use of three-dimensional forms, geometric tolerances, and dimensioning practices is also reinforced.
Prerequisite(s): CAD125, CAD135

CAD225	5.00 Quarter Credit Hours
Civil Drafting and Mapping	40/40/0
This course covers the basics of civil drafting and mapping technology, including survey types, plots, plans and profiles, contours, and earthworks. Mapping technology includes mapping scales and symbols, surveying types and fundamentals, and understanding location and direction, legal descriptions, plot plans, contour lines, profiles, and highway layouts.	
<i>Prerequisite(s): CAD125, CAD135</i>	
CAD235	3.50 Quarter Credit Hours
Career Portfolio	20/40/0
In this final course, students have the opportunity to develop a portfolio of drafting designs learned and used throughout the Program. The drawings in the portfolio are representative samples from each drafting discipline studied. Additional instruction focuses on job search techniques and how to present oneself and one's work to potential employers.	
<i>Prerequisite(s): CAD115-CAD225</i>	
FM100	3.50 Quarter Credit Hours
OSHA and LEED	40/20/0
This course presents the 10 Hour OSHA training as well as introductory information on LEED and energy efficiency. The course will also cover various environmental trends in the construction and trades industry.	
<i>Prerequisite(s): None</i>	
FM105	3.50 Quarter Credit Hours
Small Power Equipment and Appliances	40/20/0
This course presents the basic operations and maintenance of small power equipment commonly used in a facilities maintenance role. The course will also provide basic training on repair and maintenance of small appliances.	
<i>Prerequisite(s): None</i>	
FM110	5.00 Quarter Credit Hours
Facility Maintenance I - Residential	40/40/0
This course presents training on the role of a facilities maintenance worker in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic maintenance and repairs, and general preparation for potential positions in residential facilities maintenance.	
<i>Prerequisite(s): None</i>	
FM120	5.00 Quarter Credit Hours
Facility Maintenance II - Commercial	40/40/0
This course presents training on the role of a commercial facilities maintenance worker in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic commercial maintenance and repairs, and general preparation for potential positions in commercial facilities maintenance.	
<i>Prerequisite(s): None</i>	
FM130	5.00 Quarter Credit Hours
Electrical	40/40/0
This course presents training on basic safety for electrical work as well as performing electrical repairs and installation. Other topics will include electrical terminology, residential installation and code requirements, how to research and troubleshoot residential electrical issues. Learners will perform residential electrical work in a lab setting.	
<i>Prerequisite(s): None</i>	
FM140	5.00 Quarter Credit Hours
Carpentry and Finishing	40/40/0
This course presents information about carpentry installation and repair in residential and commercial environments. Learners will practice basic safety and carpentry skills in a lab setting. Other topics include: basic finishing work, drywall repair and installation, and commercial and residential code compliance.	
<i>Prerequisite(s): None</i>	
FM150	5.00 Quarter Credit Hours
Plumbing	40/40/0
This course presents plumbing terminology, troubleshooting processes, as well as installation and maintenance training and experience in lab setting. This course will also provide valuable information regarding plumbing code compliance.	
<i>Prerequisite(s): None</i>	
FM200	3.50 Quarter Credit Hours
Green Applications	36/12/0
This course presents information on trending building systems with an emphasis on energy efficiency, alternative energy sources, and environmentally responsible building and maintenance solutions.	
<i>Prerequisite(s): None</i>	
FM210	3.50 Quarter Credit Hours
Security and Building Safety	36/12/0
This course presents information on the use and maintenance of trending facility security systems, security plans, building safety planning, and industry trends in Smart Home and Wired/Wireless Safety Systems.	
<i>Prerequisite(s): None</i>	

FM220	3.50 Quarter Credit Hours
Programmable Logic Controllers and Automation	36/12/0
This course presents information on the use, maintenance, and repair of programmable logic controllers and automation systems used in residential, commercial and industrial mechanical systems.	
<i>Prerequisite(s): None</i>	
FM230	3.50 Quarter Credit Hours
Hydraulic and Pneumatic Systems	36/12/0
This course presents information about the maintenance of Hydraulic and Pneumatic Systems used in many commercial and industrial facilities. Topics covered in this course will include safety, hydraulic and pneumatic system basics, repair, and common uses.	
<i>Prerequisite(s): None</i>	
MOA111	6.00 Quarter Credit Hours
Fundamentals of Medical Office Administration	90/0/0
This course is designed to introduce the career scope and opportunities in administrative medical assisting. It provides an overview of the healthcare environment, receptionist responsibilities, telephone technique, appointment scheduling, and office management. Professional communication techniques are also covered.	
<i>Prerequisites: None</i>	
MOA112	6.00 Quarter Credit Hours
Healthcare Business Management	90/0/0
This course emphasizes knowledge and skills used by successful managers. Topics include the history of management, making decisions, planning for success, organization, human resources, and business ethics. Activities are designed to familiarize students with the use of computers in business management.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	
MOA113	6.00 Quarter Credit Hours
Structure and Function of the Human Body	90/0/0
This course introduces the anatomy and physiology of the human body. The structure and function of the human body are used to explain examples of human pathology.	
<i>Prerequisites: None</i>	
MOA121	6.00 Quarter Credit Hours
Law, Ethics, and Medical Records	90/0/0
Topics covered in this course include legal and regulatory factors governing health information, such as HIPAA. Medical record systems and management of medical records are also introduced.	
<i>Prerequisites: None</i>	
MOA122	6.00 Quarter Credit Hours
Fundamentals of Practice Management	90/0/0
This course introduces accounting, financial records, collections, billing, payroll, tax processing, and banking procedures. It also covers the laws affecting these procedures, and how these procedures are applied in the medical office.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	
MOA123	6.00 Quarter Credit Hours
Medical Terminology	90/0/0
This course describes the medical vocabulary used to create medical records.	
<i>Prerequisites: None</i>	
MOA131	6.00 Quarter Credit Hours
Introduction to Coding	90/0/0
This course is designed to introduce diseases, disorders, and drug treatments. Basic concepts in ICD-9-CM, ICD-10-CM, CPT, and Level II (HCPCS) coding are also introduced in the context of diagnoses, patient services, and insurance claims. It also offers students the opportunity to review for the certification examination.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	
MOA132	6.00 Quarter Credit Hours
Basic Medical Coding Applications	90/0/0
This course offers students the opportunity to apply insurance, billing, and coding concepts. The process of transferring health information from the patient record to insurance forms, including use of diagnosis codes are covered in this course. Topics include ledger cards and the handling of unpaid claims. It also offers students the opportunity to review for the certification examination.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	

2019 CALENDAR

DIPLOMA PROGRAMS

<u>Begin</u>	<u>End</u>
January 14, 2019	February 7, 2019
February 11, 2019	March 7, 2019
March 11, 2019	April 4, 2019
April 15, 2019	May 9, 2019
May 13, 2019	June 6, 2019
June 10, 2019	July 4, 2019
July 15, 2019	August 8, 2019
August 12, 2019	September 5, 2019
September 9, 2019	October 3, 2019
October 14, 2019	November 7, 2019
November 11, 2019	December 5, 2019
December 9, 2019	January 9, 2020

FACILITY MAINTENANCE AND TECHNOLOGY, HEATING, VENTILATION AND AIR CONDITIONING, MEDICAL ASSISTING, MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) AND PHARMACY TECHNICIAN DEGREE PROGRAMS

<u>Begin</u>	<u>End</u>
January, 14 2019	April 4, 2019
February 11, 2019	May 9, 2019
March 11, 2019	June 6, 2019
April 15, 2019	July 4, 2019
May 13, 2019	August 8, 2019
June 10, 2019	September 5, 2019
July 15, 2019	October 3, 2019
August 12, 2019	November 7, 2019
September 9, 2019	December 5, 2019
October 14, 2019	January 9, 2020
November 11, 2019	February 6, 2020
December 9, 2019	March 5, 2020

MID-QUARTERS

	<u>Begin</u>	<u>End</u>
Spring	January 14, 2019 February 25, 2019	February 21, 2019 April 4, 2019
Summer	April 15 2019 May 27, 2019	May 23, 2019 July 4, 2019
Fall	July 15, 2019 August 26, 2019	August 22, 2019 October 3, 2019
Winter	October 14, 2019 November 25, 2019	November 21, 2019 January 9, 2020

QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 14, 2019	April 4, 2019
Spring Quarter	April 15, 2019	July 4, 2019
Summer Quarter	July 15, 2019	October 3, 2019
Fall Quarter	October 14, 2019	January 9, 2020

BREAKS

	<u>Begin</u>	<u>End</u>
Spring Break	April 8, 2019	April 14, 2019
Summer Break	July 8, 2019	July 14, 2019
Fall Break	October 7, 2019	October 13, 2019
Winter Break	December 25, 2019	January 1, 2020

HOLIDAYS

New Year's Day	January 1, 2019
Dr. Martin Luther King Day	January 21, 2019
President's Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Columbus Day	October 14, 2019
Veterans Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Friday After Thanksgiving Day	November 29, 2019
Christmas Day	December 25, 2019

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