

REMINGTON COLLEGE'S LITTLE ROCK CAMPUS

ADDENDUM TO CATALOG/VOLUME N-1803 DATED 3/26/2018

Revised: 10/15/18

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING	\$22,500.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION	\$16,120.00
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION	\$25,625.00
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND NETWORK ADMINISTRATION	\$25,625.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE.....	\$25,625.00

ADDITIONAL MODIFICATIONS

- Page 1: The Campus Location and Facilities Description has been amended to read as follows:
- The Campus is located at 10600 Colonel Glen Road, Suite 100, Little Rock, Arkansas, and is 7,144 square feet in size. It houses seven classrooms, of which five contain computer lab equipment, one criminal justice lab, and one large open seating area. The entire Campus has wireless internet connectivity for students. The Campus also contains an Information Resource Center (IRC) with nine high-speed internet learning stations, a student break area that includes indoor and outdoor seating, and administrative offices.*
- Page 4: 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.*
- Page 16: The first paragraph of the Class Scheduling/Hours of Operation/Class Size policy has been amended to read as follows.
- Typically, classes are scheduled between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday. The scheduled program meeting hours are provided on the Application and Enrollment Agreement. Administrative office hours may differ from scheduled class hours.*
- Page 16: The Class Scheduling/Hours of Operation/Class Size policy has been amended by decreasing the maximum session size (number of students) permitted in the classroom setting of a residential course from 40 to 30.
- Page 16: The Educational Equipment section has been amended to include the item below.
- *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).*
 - *Medical Office Administration course equipment may include: computer(s) with medical office simulation software.*
- Page 9: 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 29: The following policy has been added to the Academic Standards section of the Catalog.

LEAVE OF ABSENCE

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 student’s 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 31: The third paragraph of the Quantitative Component of Satisfactory Academic Progress has been revised to read as follows:

The Minimum Satisfactory Academic Progress Requirement chart below lists program lengths and the Minimum Pace of Completion Requirement that must be satisfied as of each respective Quarter for degree and diploma students.

Page 32: The Minimum Satisfactory Academic Progress Requirement chart has been amended to include the following section:

Program Length (Minimum # of Weeks/Months Required to Complete Program)	Minimum CGPA Requirement	Minimum Pace of Completion (% of credits earned versus completed)	Minimum Measurement Point in Quarters
8 Months 12 Months	1.00	33%	End of Quarter 1
	2.00	66.67%	End of Quarter 2
	2.00	66.67%	End of Quarter 3 and subsequent quarters

Page 35: The Grade Adjustments Due to Excessive Absences 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 45: 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 48: The list of Directors and Officers has been replaced with the following list.

- Jerald M. Barnett Jr., Chairman*
- Jackson Farrow, Director*
- Dr. Jerry White, Director*
- Kevin M. Wilcox, Director*
- Leah Matthews, 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.

This Program requires completion of a minimum of 59 quarter credit hours. 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, which are delivered in a hybrid format. In the hybrid format, courses may include in person (residential) and distance education (online) components.

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

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, which are delivered in a hybrid format. In the hybrid format, courses may include in person (residential) and distance education (online) components.

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** **5.00 Quarter Credit Hours**
Manual Drafting **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** **5.00 Quarter Credit Hours**
Computer-Aided Drafting I **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** **3.50 Quarter Credit Hours**
Computer-Aided Drafting II **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** **5.00 Quarter Credit Hours**
Structural Drafting **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): CAD125, CAD135
- CAD155** **5.00 Quarter Credit Hours**
Architectural Drafting I **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** **5.00 Quarter Credit Hours**
Architectural Drafting II **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** **5.00 Quarter Credit Hours**
Mechanical Drafting I **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** **5.00 Quarter Credit Hours**
Electrical and Electronic Drafting **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** **5.00 Quarter Credit Hours**
Pipes and Piping **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 **5.00 Quarter Credit Hours**
40/40/0
Mechanical Drafting II

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**
40/40/0
Civil Drafting and Mapping

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.
Prerequisite(s): CAD125, CAD135

CAD235 **3.50 Quarter Credit Hours**
20/40/0
Career Portfolio

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.
Prerequisite(s): CAD115-CAD225

MOA111 **6.00 Quarter Credit Hours**
90/0/0
Fundamentals of Medical Office Administration

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.
Prerequisites: None

MOA112 **6.00 Quarter Credit Hours**
90/0/0
Healthcare Business Management

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.
Prerequisites: MOA111, MOA113, MOA121, MOA123

MOA113 **6.00 Quarter Credit Hours**
90/0/0
Structure and Function of the Human Body

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.
Prerequisites: None

MOA121 **6.00 Quarter Credit Hours**
90/0/0
Law, Ethics, and Medical Records

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.
Prerequisites: None

MOA122 **6.00 Quarter Credit Hours**
90/0/0
Fundamentals of Practice Management

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.
Prerequisites: MOA111, MOA113, MOA121, MOA123

MOA123 **6.00 Quarter Credit Hours**
90/0/0
Medical Terminology

This course describes the medical vocabulary used to create medical records.
Prerequisites: None

MOA131 **6.00 Quarter Credit Hours**
90/0/0
Introduction to Coding

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.
Prerequisites: MOA111, MOA113, MOA121, MOA123

MOA132 **6.00 Quarter Credit Hours**
90/0/0
Basic Medical Coding Applications

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.
Prerequisites: MOA111, MOA113, MOA121, MOA123

2018-2019 CALENDAR

COMPUTER-AIDED DESIGN AND DRAFTING PROGRAM

<u>Begin</u>	<u>End</u>
November 12, 2018	December 6, 2018
December 10, 2018	January 10, 2019
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

MEDICAL OFFICE ADMINISTRATION PROGRAM*

<u>Begin</u>	<u>End</u>
October 22, 2018	November 15, 2018
November 19, 2019	December 13, 2018
December 17, 2019	January 10, 2019
January 14, 2019	February 7, 2019
February 11, 2019	March 7, 2019
March 11, 2019	April 4, 2019
April 8, 2019	May 2, 2019
May 6, 2019	May 30, 2019
June 3, 2019	June 27, 2019
July 1, 2019	July 25, 2019
July 29, 2019	August 22, 2019
August 26, 2019	September 19, 2019
September 23, 2019	October 17, 2019
October 21, 2019	November 14, 2019
November 18, 2019	December 12, 2019
December 16, 2019	January 9, 2020

DEGREE PROGRAMS

	<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

Thanksgiving Day	November 22, 2018
Friday After Thanksgiving Day	November 23, 2018
Christmas Day	December 25, 2018
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 calendar for the Medical Office Administration program does not include breaks.*