REMINGTON COLLEGE'S LITTLE ROCK CAMPUS

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

Revised: 5/23/19

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING	\$22,900.0
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION	\$16,520.0
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION** *No longer enrolling new students	\$26,025.0
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND NETWORK ADMINISTRATION	\$26,025.0
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE	\$26,025.0
ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL	\$22,900.0
BACHELOR OF APPLIED SCIENCE IN CRIMINAL JUSTICE	\$20,920.0

ADDITIONAL MODIFICATIONS

Table of: Contents, Pages 6 & 44 The references to GI BILL® found in the Table of Contents and on Pages 6 and 44 have been amended to include the registered trade mark symbol.

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 1: The second paragraph of the State Licensure section has been amended to read as follows:

> The Arkansas Higher Education Coordinating Board certifies all degree and diploma programs. Such certification does not constitute an endorsement of any institution or program, and indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

Page 3: The following requirements have been added to the Admissions Requirements and Procedures policy:

> For admission into the Criminal Justice bachelor degree program, applicants must have an associate's degree in Criminal Justice or a related field as determined by the Provost (or his/her designee) for Remington College with a minimum of 90 quarter credit hours in lower-level coursework, of which a minimum of 24 credit hours must be in general education in fields such as math, English, social sciences, and communications, or the equivalent from a nationally or regionally accredited institution.

> For programs that include distance education components, applicants must complete the Wonderlic Admissions Risk Profile Survey and successfully complete a non-credit, online orientation to become acquainted with the virtual classroom environment in which courses will be delivered. The asynchronous online orientation is available to applicants once Remington College has received an Application for Admission executed by the applicant and must be completed prior to the beginning of classes.

Page 3: The third sentence in item 3 of the Admissions Requirements and Procedures policy has been amended to read as follows:

The required passing score for the Wonderlic exam will be 17 or higher for the Computer and Network Administration associate degree program, 13 or higher for the Paralegal associate degree program and 10 or higher for all other programs.

- 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 7: In item 4 of the Academic Criteria section of the Re-Enrollment and Re-Entry Policy, President has been changed to Provost. Former students who have dropped three times are not eligible to re-enroll or re-enter except this limitation can be waived in rare and special circumstances ONLY by the Provost of Remington College.
- 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 any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, or has other remaining obligations to Remington College, in which case they will receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law. 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 13: The high school graduation requirement for the Academic Achievement Scholarship has been modified. To be eligible to receive the scholarship, a student must have graduated high school in 2014 or later and meet the other requirements as stated in the catalog.
- Page 13: The terms of the New Career Success Scholarship have been modified. Financial Need means that the Total Income reflected on the student's Institution Student Information Report (ISIR) is less than or equal to the Median Family Income as published by the U.S. Census Bureau.
- 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 following has been added to the Explanation of Course Numbering System.

Admissions Criteria 300 and 400 Level Courses – The bachelor degree programs use 300 or 3000 and 400 or 4000 level numbers. Lower division courses in the bachelor degree programs are given a 300 or 3000 level number. Courses in the upper division of the bachelor degree programs that may have a prerequisite requirement are given a 400 or 4000 level number.

- Page 16: The Educational Equipment section has been amended to include the items 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 12: The following policy has been added to the Veteran's Benefits section of the Types of Financial Aid Available to those who Qualify.

The Campus will not impose on any Covered Individual any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds because of a Covered Individual's inability to meet his or her financial obligations to the Campus due to the delayed disbursement of funding or payment to be provided by the U.S. Department of Veterans Affairs provided the Covered Individual: (1) furnishes the Campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill no later than the first day a Covered Individual starts his/her program of study for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance; (2) submits a written request to use such entitlement; and (3) provides additional information necessary for the proper certification of enrollment by the Campus. For purposes of this section, Covered Individual means any student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill benefits.

- Page 13: The Academic Achievement Scholarship eligibility criteria has been updated to reflect that the student will need to have graduated high school in 2014 or later.
- Page 13: The Financial Need definition within the New Career Success Scholarship criteria has been revised. Financial Need means the Total Income reflected on the student's Institutional Student Information Report (ISIR) is less than or equal to the most recent National Median Household Income as published by the U.S. Census Bureau.
- 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 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 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
	1.00	33%	End of Quarter 1
8 Months 12 Months	2.00	66.67%	End of Quarter 2
12 WOUTHS	2.00	66.67%	End of Quarter 3 and subsequent quarters

Page 34: The last paragraph in the Graduation Requirements policy has been amended to read as follows:

A graduate who has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, will not be eligible to receive their graduation certificate but may receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law.

Page 34: The Attendance Policy has been amended to include the policies below.

Method of Recording Attendance in Campus-Based Hybrid Courses

Students enrolled in courses that are delivered via a combination of residential and distance education ("Online") do not "attend" classes in the same way as residential students whose programs are delivered in the classroom. The courses in campus-based hybrid programs are conducted partially as synchronous (in class) and partially asynchronously (online).

The residential portion is scheduled at the campus. Each course's residential schedule may be different. Students must attend the residential portion to receive attendance as outlined in the "Method of Recording Attendance in a Residential Courses" policy. The distance education portion of a campus-based hybrid course is taught asynchronously, meaning that not all students in a particular course are online at the same time. Instead, students "attend" on their own schedule by interacting with the instructor and other students through a variety of online methods, such as bulletin boards, e-mails, etc. Students will receive attendance in this portion of the course according to the "Method of Recording Attendance in Online Courses" policy.

Attendance Requirements

A student enrolled in a campus-based hybrid course who fails to attend on-campus and online courses for 14 consecutive calendar days will be dropped.

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 42: The first two paragraphs of the Dispute Resolution Procedures and Alternatives policy have been replaced with the paragraph below.

From time to time, Students may have disputes with Remington College related to recruitment, enrollment, attendance and/or other relationships with Remington College. It is the goal of Remington College and the Campus to resolve all such disputes promptly, fairly and directly with the Student without the intervention of third parties.

Page 42: The first four paragraphs of the Remington College Grievance Procedures section of the Dispute Resolution Procedures and Alternatives policy have been replaced with the terms below.

A grievance is defined as any dispute between the student and the Campus. Should a student have a grievance concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may then contact the Program Chair or Academic Dean for assistance in resolving the grievance. If a solution satisfactory to the student is not reached with the Program Chair or Academic Dean, the student may submit his or her grievance, in writing, to the Director of Campus Administration, clearly describing the grievance.

The Director of Campus Administration will review the grievance, seek resolution, and notify the student of the remedy within ten business days of receipt of the grievance, unless it is determined more time is necessary to perform a thorough and objective investigation into the allegations raised in the grievance, in which case the student will be notified of that fact by the Director of Campus Administration. In the event the student is not satisfied with the resolution provided by the Director of Campus Administration, the student may appeal to the Senior Regional Vice President of Educational Support & Campus Administration in writing within ten days of receiving the decision of the Director of Campus Administration.

The Senior Regional Vice President of Educational Support & Campus Administration will notify the Department of Student Affairs of the appeal and will review the pertinent facts and evidence presented. The Senior Regional Vice President of Educational Support & Campus Administration will formulate a resolution within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Senior Regional Vice President of Educational Support & Campus Administration. Students who wish to contest the Senior Regional Vice President of Educational Support & Campus Administration resolution may submit a written appeal to the Remington College Department of Student Affairs as the final entity seeking a resolution to a reported grievance.

The Department of Student Affairs will review the facts and evidence presented and, if necessary, will conduct additional investigation into the allegations raised in the grievance. The Department of Student Affairs will formulate a resolution, within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Department of Student Affairs. Once the review is complete, the Department of Student Affairs will promptly inform the student of the decision, including what steps, if any, the Campus will take to resolve the allegations raised in the grievance.

At any time in the grievance process, the student may contact the Remington College Department of Student Affairs for additional support via email at student.affairs@remingtoncollege.edu.

Page 44: The Alternative Dispute Resolution policy has been replaced with the policy below.

We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained ("Borrower Defense Claim"). You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

In the event that the above grievance procedures do not result in a satisfactory resolution of the dispute, or the Student is not satisfied with any response to his or her written complaint filed with the Commission, Council or State Board, the Student and Remington College agree that any Claim, as hereinafter defined, except for a Borrower Defense Claim, brought by either the Student or Remington College against the other, or against the employees, agents, owners or officers of Remington College or any affiliates of Remington College or any officers of the owners of Remington College or assigns of the other, shall be resolved by binding arbitration conducted by American Arbitration Association ("AAA") or, in the alternative, in Small Claims Court, if the Claim is within the scope of the Small Claims Court shall be filed in the Small Claims Court within the municipality where the Campus attended by the Student is located. This binding arbitration agreement precludes the Student or Remington College from pursuing a Claim in a court other than Small Claims Court, or in any manner other than by arbitration.

The Student may contact the Legal Department at Remington College between 8:30 a.m. and 5:00 p.m. Eastern time at 7131 Business Park Lane, Lake Mary, FL 32746, (407) 562-5582 to obtain additional information regarding how to commence arbitration or where to file a Small Claims Court complaint. Remington College will, upon request, provide the Student with a package of information on how to contact the AAA and obtain a copy of the AAA Rules (defined below). This package will contain information on the address of the appropriate Small Claims Court and where the Student can obtain a complaint form.

By way of general information, under the AAA Rules an arbitration may be commenced by notifying the other party in writing of the desire to arbitrate a dispute or claim (a "Demand") and submitting two (2) copies of the Demand to the AAA at the time it sends the Demand to the other party along with a copy of this Agreement and the required fees and deposits. Upon request, Remington College will provide a Demand form, the address where the form should be sent along with a schedule of the required fees. "Claim" means any claim, dispute, or controversy, whether in contract, tort or otherwise, whether pre-existing, present or future, and including statutory, common law, tort or equitable claims between the Student and Remington College, except for a Borrower Defense Claim as defined above.

The arbitration shall be governed by the Federal Arbitration Act ("F.A.A."), 9 U.S.C. Sections 1-16 and the AAA's Consumer Arbitration Rules ("AAA Rules") (collectively the "Arbitration Rules"). The arbitrator appointed by the AAA (the "Arbitrator") shall apply applicable substantive law consistent with the F.A.A., the Arbitration Rules and applicable statutes of limitation and honor claims of privilege recognized by law. The Arbitrator shall not conduct class arbitration; that is, the Arbitrator shall not allow the Student to serve as a representative in any capacity for others in the arbitration. Judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. Arbitration is mandatory and the Arbitrator's decision is binding, unless the Student pursues a Claim in Small Claims Court in lieu of arbitration.

- 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 46: The Smoke- and Tobacco-Free Campus policy has been replaced with the following policy.

In keeping with the Campus' intent to provide a safe and healthy educational environment, smoking, the use of tobacco products, and use of e-cigarettes/vaping devices are prohibited within any Campus building. This policy applies equally to all employees, students and visitors.

Page 46: The second paragraph of the Legal Sanctions section of the Student Drug and Alcohol Abuse Policy has been amended to read as follows:

The Federal Controlled Substances Act provides penalties of up to life imprisonment and a range of fines based on amount and type of narcotics for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines not less than \$1,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine for the first offense and up to three times the term of imprisonment and fine for the second offense except as otherwise authorized by law.

Page 47: The Cocaine Helpline listed under the Available Drug and/or Alcohol Counseling/Treatment section of the Student Drug and Alcohol Abuse Policy has been deleted and the NIDA Hotline has been with the following SAMHSA hotline.

1-800-662-HELP – Substance Abuse and Mental Health Services Administration

The SAMHSA Helpline is a confidential, free, 24-hour-a-day, 365-day-a-year information service, provided in English and Spanish, for individuals and family members facing substance abuse issues. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information in print on substance abuse and mental health issues.

Page 48: The list of Directors and Officers has been replaced with the following list.

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, General Counsel

Todd Zvaigzne, Senior Vice President of Quality Assurance of Academics and Student Services Support

Susan Race, Senior Vice President of Educational Support & Campus Administration Bonnie Delashmit, Senior Vice President of Educational Support & Campus Administration

Brandon Shedron, Provost

Heather McIver, Senior Vice President of Institutional Innovation

J Bonnell, Chief Information Officer

Page 48: Under the Campus History section, in the first paragraph of the history for Remington College's Dallas Campus (Garland), Heathrow Campus has been replaced with Knoxville Campus.

Page 49: Under the Campus History section, the history for Remington College's Heathrow Campus has been replaced with the history for Remington College's Knoxville Campus provided below.

REMINGTON COLLEGE'S KNOXVILLE CAMPUS

Remington College's Knoxville Campus, a branch campus of Remington College's Dallas Campus (Garland) location, was established in June 2009. Remington College acquired the Campus in January of 2011. In March of 2019, the Campus relocated from Lake Mary, FL to its present location in Knoxville, TN.

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 draftsperson 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 or be delivered exclusively online.

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

CRIMINAL JUSTICE

BACHELOR OF APPLIED SCIENCE

72 Weeks (Completion Program)

The Criminal Justice Bachelor's Degree Program provides training in forensic psychology, criminal justice management, vice and narcotics, investigative methods, security management, criminal justice ethics, and the application of computers to preventing crime. The objective of this Program is to prepare graduates for entry-level positions such as corrections, loss prevention, and security.

This Program requires completion of a minimum of 186 credit hours, including any transfer credits that have been accepted. Program completion normally requires 72 weeks for full-time students (assuming the student has met the prerequisite for admission).

For admission into bachelor degree programs, applicants must have an associate's degree with a minimum of 90 quarter credit hours, of which a minimum of 66 credit hours must be in core courses and a minimum of 24 credit hours must be in general education courses in the fields of math, English, social sciences, and communication. See Admissions Requirements and Procedures for the prerequisite for admission to this Program.

The Program is delivered in a system of six 12-week quarters, which are delivered in a hybrid format. In the hybrid format, courses may include in person (residential) and distance education (online) components or be delivered exclusively online.

Upon successful completion of all areas of this Program, graduates will be awarded a Bachelor of Applied Science in Criminal Justice.

Course Number	Course Name		Quarter Credit Hours
Bachelor o	r Upper-Level Core Curriculum		
OCJ3611	Juvenile Law and Justice		6.00
OCJ3613	Contemporary Corrections		6.00
OCJ3621	Selected Topics in Law Enforcement		6.00
OCJ3623	Safety and Risk Management		6.00
OCJ3631	Comparative Criminal Justice Systems		6.00
OCJ3633	Criminal Justice Research Methods and Data Resources		6.00
OCJ4641	Forensic Psychology		6.00
OCJ4643	Criminal Justice Management		6.00
OCJ4651	Selected Topics in Investigations		6.00
OCJ4661	Restorative Justice		6.00
OCJ4663	Vice, Narcotics, and Crime Intelligence		6.00
		Sub Total:	66
Bachelor o	r Upper-Level General Education		
OGE3526	Political Science		6.00
OGE3540	Foundations of Philosophy		6.00
OGE4525	Environmental Science		6.00
OGE4526	Contemporary U.S. History		6.00
OGE4616	Advanced Composition		6.00
		Sub Total:	30
		Total:	96

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 or be delivered exclusively online.

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

Course	Course Name	Clock Hours			Quarter Credit	
Number		Lecture	Lab	Externship	Hours	
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
	Т	otal:	720	0	0	48

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE

72 Weeks

Paralegals typically assist attorneys in conducting legal research and analysis, drafting legal documents, preparing for trial, maintaining client files, and performing related tasks and duties.

The Paralegal Associate of Applied Science Degree Program includes specific, in-depth professional courses, as well as general education courses. The Program provides training in legal research and writing, civil litigation and trial preparation, business and contracts law, bankruptcy law, family and probate law, real estate law, and legal liability and ethics. The objective of this Program is to help prepare graduates for entry-level positions as paralegals to assist lawyers in law firms, corporations, and government agencies.

This Program requires completion of a minimum of 90 quarter credit hours. Program completion normally requires 72 weeks for full-time students. The Program is delivered in a system of six 12-week quarters, which are delivered in a hybrid format. In the hybrid format, courses may include in person (residential) and distance education (online) components or be delivered exclusively online.

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

Course Number	Course Name		Quarter Credit Hours
Associate or Lower	-Level Core Curriculum		
BSN1108	Packaged Applications		6.00
PL1111	Introduction to Paralegal Studies		6.00
PL1121	Legal Research		6.00
PL1122	Legal Writing		6.00
PL1231	Legal Liability and Ethics		6.00
PL1241	Civil Litigation and Trial Preparation		6.00
PL2351	Business and Contracts Law		6.00
PL2570	Family Law		6.00
PL2571	Probate Law		6.00
PL2572	Real Estate Law		6.00
PL2582	Bankruptcy Law		6.00
		Subtotal:	66
Associate or Lower	-Level General Education Courses		
GE1118	Introduction to Psychology		6.00
GE1218	Oral Communication		6.00
GE1318	College Algebra		6.00
GE1418	English Composition		6.00
		Subtotal:	24
		Total:	90

COURSE DESCRIPTIONS

BSN1108 6.00 Quarter Credit Hours

Packaged Applications

This course emphasizes the use of productivity software to provide solutions for business needs. Coursework includes an introduction to the concepts of word processing, spreadsheet management, database management, and presentation software. Emphasis is placed on developing practical skills in a commonly utilized office software package in order to become productive computer users.

Prerequisite(s): None

Prerequisite(s): None

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.

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): CAD1125, 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
Mechanical Drafting II 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

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
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.

Prerequisite(s): CAD115-CAD225

MOA111 6.00 Quarter Credit Hours

Fundamentals of Medical Office Administration

20/0/0

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.

Prerequisites: None

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.

Prerequisites: None

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.

Prerequisites: None

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.

Prerequisites: None

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.

Prerequisites: None

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

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

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.

Prerequisites: None

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. *Prerequisites: None*

OCJ3611 6.00 Quarter Credit Hours

Juvenile Justice

This course explores some of the most important current controversies in juvenile justice. The students review major theories of juvenile delinquency and explore psychological and biological factors that may explain delinquent behavior. The course also explores linkage between substance abuse and delinquency.

Prerequisite(s): None

OCJ3613 6.00 Quarter Credit Hours

Contemporary Corrections

This course offers a survey of contemporary issues involving the administration of justice. Topics include current developments, controversies, and management issues as they pertain to correctional administration. Additional analyses and discussions center on the use of prisons as the principal means of punishing criminal offenders and controlling criminal behavior.

Prerequisite(s): None

OCJ3621 6.00 Quarter Credit Hours

Selected Topics in Law Enforcement

This course presents topics important to law enforcement and corrections. Discussion includes concepts and applications that pertain to managing situations and critical incidents in both law enforcement and corrections. Additional topics include how technology and advances in technology are instrumental to criminal justice agencies, and common misconceptions regarding the portrayal of law enforcement and corrections in respect to today's media coverage.

Prerequisite(s): None

OCJ3623 6.00 Quarter Credit Hours

Safety and Risk Management

This course explores the roles, techniques, and strategies of safety and risk management in both the private and public sectors. Students examine the concept, techniques, and strategies of asset protection, crime prevention and loss reduction, with emphasis on the selection and implementation of comprehensive prevention systems and loss-reduction strategies. Topics include facility security, OSHA regulations, and typologies of fraud.

Prerequisite(s): None

OCJ3631 6.00 Quarter Credit Hours

Comparative Criminal Justice Systems

This course provides a survey of worldwide criminal justice philosophies and practices and a contemporary study of criminal justice organizations and legal systems in major western and emerging nations.

Prerequisite(s): None

OCJ3633 6.00 Quarter Credit Hours

Criminal Justice Research Methods and Data Resources

This course addresses the function of criminology-based research as well as the crime analysis function in law enforcement operations. Analytical reporting skills are developed through the use of computer applications, metadata, statistical analyses, and field research techniques.

Prerequisite(s): None

OCJ4641 6.00 Quarter Credit Hours

Forensic Psychology

This course uses a case study approach to investigate the intriguing field of forensic psychology. Topics examine how forensic science is applied in the areas of serial crime and violent offenses and in the areas of courtroom defense and the prosecution of insanity pleas. *Prerequisite(s): None*

OCJ4643 6.00 Quarter Credit Hours

Criminal Justice Management

This course presents a study of administrative and management principles and practices applicable to criminal justice agencies, including: law enforcement, the courts, and corrections. Topics focus on organizational structure and development, operations, technology and trends, and management theories.

Prerequisite(s): None

OCJ4651 6.00 Quarter Credit Hours

Selected Topics in Investigations

This course explores the contemporary criminal justice issues that require expertise in specialized investigative methods. Computer-related criminal investigations, such as child pornography, fraud, and identification theft, are covered with a focus on how the Internet can be used as an investigative tool. Historical perspectives of criminal terrorism, as well as special investigative techniques associated with the investigation of terrorist activity are presented. Additional analyses and discussions center on forensic advances as they relate to suspect identification and crime scene analysis.

Prerequisite(s): None

OCJ4661 6.00 Quarter Credit Hours

Restorative Justice

This course provides a fundamental understanding of the concepts and principles of restorative and community justice. Offender accountability, victim participation in various stages of criminal proceedings, community involvement, and restoration are emphasized. *Prerequisite(s): None*

OCJ4663 6.00 Quarter Credit Hours

Vice, Narcotics, and Crime Intelligence

This course provides an interactive opportunity to develop enforcement strategies for investigating vice, narcotics, and organized crime cases. The course focuses on the history and development of traditional and non-traditional organized crime, the illegal narcotics trade, trafficking, the abuse and effects of illegal drugs, and enforcement methods. The operational strategies of law enforcement in combating crime, electronic surveillance, intelligence operations, and covert operations are discussed and applied.

Prerequisite(s): None

OGE3526 6.00 Quarter Credit Hours

Political Science

This course introduces a diversity of political science disciplines and provides an understanding of political life in a systematic and comparative way. The course presents in-depth studies on significant concepts in political science such as ideologies, political cultures, special interest groups, and governmental institutions or political parties. The course also offers a study of several international political systems.

Prerequisite(s): None

OGE3540 6.00 Quarter Credit Hours

Foundations of Philosophy

This introduction to philosophy focuses on "the big picture" and the interdisciplinary origins of philosophical thinking. The curriculum ensures that central philosophical concepts connect with and unify diverse philosophical views. The range of topics reinforces the conception of philosophy and ties together the views of the great thinkers who have molded the Western philosophical tradition and largely influenced how society thinks today.

Prerequisite(s): None

OGE3541 6.00 Quarter Credit Hours

Foundations of Philosophy

This introduction to philosophy focuses on "the big picture" and the interdisciplinary origins of philosophical thinking. The curriculum ensures that central philosophical concepts connect with and unify diverse philosophical views. The range of topics reinforces the conception of philosophy and ties together the views of the great thinkers who have molded the Western philosophical tradition and largely influenced how society thinks today.

Prerequisite(s): None

OGE4525 6.00 Quarter Credit Hours

Environmental Science

This course provides an understanding of ecological relationships and environmental systems. A study of the effects of human actions on the environment, and current environmental issues such as biodiversity and extinction, the greenhouse effect, and pollution, are covered. Also examined are possible solutions to those problems and the issues of sustainability. *Prerequisite(s): None*

OGE4526 6.00 Quarter Credit Hours

Contemporary U.S. History

This course covers the major events and trends of the post-World War II era, the onset of the Cold War, and the domestic and foreign policies of presidential administrations beginning with Truman. Some major problems, such as urban decay and civil rights for minorities, are considered in the context of the period. Also covered are the onset and results of the information and technology revolution.

Prerequisite(s): None

GE4616 6.00 Quarter Credit Hours

Advanced Composition

This course is designed to train students to focus on critical reading and thinking as well as analytical and argumentative writing. Coursework includes selected readings and weekly writing assignments and is designed to encourage students to present ideas in an organized manner that is grammatically correct and uses recognized documentation formats.

Prerequisite(s): English Composition I, English Composition II or equivalent

PL1111 6.00 Quarter Credit Hours

Introduction to Paralegal Studies

This course provides an overview of legal principles and specific topics in the paralegal profession and discusses the common duties and responsibilities of practicing paralegals. Topics covered include an overview of contracts, civil and criminal law, procedure and discovery, legal research, real estate, decedents' estates, and the ethical responsibilities of legal assistants. Also included in this course is a review of the available certification tests in the paralegal field.

Prerequisite(s): None

PL1121 6.00 Quarter Credit Hours

Legal Research

This course provides an opportunity for students to learn the fundamentals of effective research and analysis in the paralegal profession. Students are introduced to the process of conducting research and compiling their findings. Students are also taught to formulate an understanding of how to summarize those findings to draft client opinion letters, pleadings, contracts, office memos, memoranda of law, and appellate briefs.

Prerequisite(s): None

PL1122 6.00 Quarter Credit Hours

Legal Writing

This course provides an opportunity for students to learn the fundamentals of effective writing in the paralegal profession as they draft client opinion letters, pleadings, contracts, office memos, memoranda of law, and appellate briefs based on their compiled research. Prerequisite(s): PL1111, PL1121, PL1231

PL1231 6.00 Quarter Credit Hours

Legal Liability and Ethics

This course discusses the important ethical issues facing paralegals today and reviews the most common ethical situations that paralegals may encounter on the job. Included is an analysis of regulations regarding the legal profession and the unauthorized practice of law, confidentiality and conflicts of interest, technical rule-driven concepts such as advertising, billing, and fees, and abstract rules such as competence, zealous representation, and integrity.

Prerequisite(s): None

PL1241 6.00 Quarter Credit Hours

Civil Litigation and Trial Preparation

The litigation process, from pre-lawsuit investigation to appeal, is covered in this course. Coursework provides instruction on how to assist attorneys during each phase of litigation and explains the importance of each step in relation to the client's success. Topics covered include litigation principles, lawyer and client relationships and ethics, evidence gathering, depositions, civil trial preparation, the structure of a civil trial, and judgments and appeals. In addition, a case study provides the opportunity for students to learn the practical application of the concepts presented.

Prerequisite(s): PL1122

PL2351 6.00 Quarter Credit Hours

Business and Contracts Law

This course addresses the daily tasks and responsibilities of a paralegal involved in business/contract law. It presents a wide variety of typical business/contract problems and the legal methods used to address those problems. Areas of study include significant cases and their relevance, common issues faced by businesspeople and attorneys, and an in-depth analysis of contracts and the common clauses contained in them.

Prerequisite(s): PL1122

PL2570 6.00 Quarter Credit Hours

Family Law

This introduction to family law covers such topics as premarital and cohabitation agreements, annulment and divorce and the corresponding separation agreements, issues of child custody and child support, illegitimacy and paternity proceedings, and adoption.

Prerequisite(s): PL1122

PL2571 6.00 Quarter Credit Hours

Probate Law

This introduction to probate law covers such topics an overview of wills, trusts, and estates, including how to draft wills and trusts, estate planning issues, elder care issues, right-to-die concerns, "do not resuscitate" orders, and other healthcare proxies.

Prerequisite(s): PL1122

PL2572 6.00 Quarter Credit Hours

Real Estate Law

This course covers the basics of real estate law and its current practice. Topics of study include buyer/seller transactions, the role of third parties, contingencies and conditions, deeds, mortgages and leases, closing and settlement procedures, the resolution of real estate disputes, and the reality of foreclosure.

Prerequisite(s): PL1111, PL1121, PL1231

PL2582 6.00 Quarter Credit Hours

Bankruptcy Law

The bankruptcy code and bankruptcy rules are explored in this course, including why bankruptcy law covers what it does, the written and unwritten rules of procedure that guide how a bankruptcy is implemented, the necessary tools for mastering the procedures of bankruptcy practice, and the role of the paralegal in this practice. Bankruptcy is examined from the perspective of the debtor, the trustee, and the creditor. An explanation of taxes in bankruptcy and the procedure for electronic filing are also covered.

Prerequisite(s): PL1111, PL1121, PL1231

2018-2019 CALENDAR

DIPLOMA PROGRAMS*

Begin	End
October 22, 2018	November 15, 2018
November 19, 2018	December 13, 2018
December 17, 2018	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

CRIMINAL JUSTICE BACHELOR AND PARALEGAL ASSOCIATE DEGREE PROGRAMS*

<u>Begin</u>	<u>End</u>
February 25, 2019	April 4, 2019
April 8, 2019	May 16, 2019
May 20, 2019	June 27, 2019
July 1, 2019	August 8, 2019
August 12, 2019	September 19, 2019
September 23, 2019	October 31, 2019
November 4, 2019	December 12, 2019
December 16, 2019	January 23, 2020

BUSINESS ADMINISTRATION, COMPUTER AND NETWORK ADMINISTRATION, AND CRIMINAL JUSTICE ASSOCIATE 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*

	Begin	End
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 calendars for diploma programs and the Criminal Justice bachelor and Paralegal associate degree programs do not include breaks.