

REMINGTON COLLEGE'S MEMPHIS CAMPUS

ADDENDUM TO CATALOG/VOLUME N-1808 DATED 8/3/2018

Revised: 11/14/18

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING	\$22,500.00
DIPLOMA IN CULINARY SKILLS ESSENTIALS	\$14,000.00
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 OFFICE ADMINISTRATION.....	\$16,120.00
DIPLOMA IN PATIENT CARE TECHNICIAN	\$12,500.00
DIPLOMA IN PHARMACY TECHNICIAN.....	\$20,645.00
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION	\$34,025.00
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND NETWORK ADMINISTRATION	\$34,025.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN CULINARY MANAGEMENT	\$22,500.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE	\$34,025.00
ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS AND COMPUTER TECHNOLOGY.....	\$34,025.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN FACILITY MAINTENANCE AND TECHNOLOGY	\$29,025.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN HEATING, VENTILATION AND AIR CONDITIONING	\$29,025.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN	\$27,520.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT.....	\$22,500.00
BACHELOR OF APPLIED 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
Sherria King.....	Director of Campus Administration
Teresa Johnson.....	Campus Dean
Melvin Cosey.....	Director of Admissions
Randy Peace.....	Director of Career Services
Diana Crump.....	Area Dir. of Student Finance
Alexia Moore.....	Student Services Associate
Ralona Reed.....	CADD Program Chair
Darryl Humphrey.....	Criminal Justice Program Chair
Maxine McGee.....	Dental Assisting Program Chair
Raul Marquez.....	HVAC Program Chair
Deandrea Means.....	Medical Assisting Program Chair
Dr. Jason Smith.....	Patient Care Tech. Program Chair
Tetranetta Harris.....	Pharmacy Tech. Program Chair
Sharon Scott.....	Externship Coordinator
Charles Prest.....	LRS Manager

BUSINESS ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Alice Grandberry.....	Masters of Human Resources	Webster University
Carol Russell.....	Master of Education.....	American InterContinental University
	Master of Business Administration.....	Columbia Southern University
Chandra Johnson.....	Masters of Science.....	University of Tennessee
Charlotte Liddell.....	Master of Business Administration.....	Columbia Southern University
Gary Russum.....	MS, Psychology.....	William Carey University
Jacqueline Riddle.....	Masters in Business Marketing.....	Strayer University
Joseph Laurenzi.....	Master of Public Administration.....	University of Memphis
Marcus Ross.....	Master of Public Administration.....	Arkansas State University
Rachel Flowers.....	MBA.....	Bethel University
Ryan Jeans.....	Master of Business Administration.....	Middle Tennessee University
Shamika Watson.....	MBA, BBA.....	Strayer University

COMPUTER AND NETWORK ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Clinton Ward.....	Bachelor of Computer Science.....	University of Tennessee - Knoxville
Fred Wiseman (Lead Instructor).....	BS, Telecommunications Tech.....	ITT Technical Institute
Julie Riedy.....	BA, Computer Networking.....	Lewis University
LaTorya Parker.....	AS, Information Technology.....	Southwest TN Community College
Willie Jackson III.....	Bachelor's, Computer Eng. Tech.....	University of Memphis

COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY	CREDENTIALS	INSTITUTIONS
Ralona Reed.....	AAS, Computer Aided Design & Drafting...	Northwest Mississippi Community College

CRIMINAL JUSTICE

FACULTY	CREDENTIALS	INSTITUTIONS
Alexis Griggs.....	Bachelor's, Criminal Justice.....	University of Tennessee
Bennie Cobb.....	Bachelor's, Criminal Justice.....	Bethel College
Darryl Humphrey.....	Juris Doctor.....	University of Tennessee
Donald McCoy.....	MA, Criminal Justice.....	Lewis University
Filmore Varner.....	Masters of Criminal Justice.....	Mississippi Valley State University
Iris Moore.....	Bachelor's, Criminal Justice Admin.....	University of Phoenix
John Garcia.....	Bachelor's, Criminal Justice.....	Strayer University
	AAS, Criminal Justice/Police Science.....	Southwest TN Community College
Latara Allen.....	Bachelor's, Criminal Justice.....	LeMoyne Owen College
Matthew Bajusz.....	Bachelor's, Criminal Justice.....	University of Phoenix
Michael Harrington.....	Juris Doctor.....	University of Memphis
Pamela Smith.....	BA, Criminal Justice.....	University of Southeastern Louisiana
Pedoick Gipson.....	MS, Admin. of Justice and Security.....	University of Phoenix
Roosevelt Moore.....	MA, Criminal Justice.....	Bethel University
Stanley Eason.....	BA, Psychology.....	Christian Brothers University

CULINARY SKILLS ESSENTIALS AND CULINARY MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

DENTAL ASSISTING

FACULTY	CREDENTIALS	INSTITUTIONS
Darcy Robinson	Diploma, Dental Assisting	Concorde Career College
Maxine McGee	BS, Healthcare Administration	University of Phoenix
	Certified Dental Assistant	Milwaukee Area Technical College
	Registered Dental Assistant	Tennessee Board of Dentistry
Sharrika Kendall	Diploma for Dental Assisting	Concorde Career College

FACILITY MAINTENANCE AND FACILITY MAINTENANCE AND TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Ricky Strickland	AOS, EPA Universal Certification	Vatterott College

ELECTRONICS AND COMPUTER TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Douglas Myers	BS, Electrical Engineering	ITT Technical Institute
Fred Wiseman (Lead Instructor)	BS, Telecommunications Tech	ITT Technical Institute

HEATING, VENTILATION AND AIR CONDITIONING

FACULTY	CREDENTIALS	INSTITUTIONS
Duane McCrory	Associate Degree, Accounting	Central Florida Community College
	EPA Certification	Career College Assoc. Climate Control Institute
Jeffrey Williams	AOS, EPA Universal Certification	Vatterott College
Raul Marquez	AOS, Occupational Studies	Vatterott College
	EPA Universal Certification	College of DuPage
Ricky Strickland	AOS, EPA Universal Certification	Vatterott College
Terry Lyons	EPA Universal Certification	Cayuga County Community College

MEDICAL ASSISTING

FACULTY	CREDENTIALS	INSTITUTIONS
Brittany Ball	AS, Medical Assisting	Rasmussen College
DeAndrea Means	AAS, Respiratory Therapy	Concorde Career College
Maria Elie	Doctor of Medicine	Universidad Central Del Este
Tabitha Smith	Masters, Health Administration	Colorado Technical University

MEDICAL OFFICE ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Brittany Ball	AS, Medical Assisting	Rasmussen College

PATIENT CARE TECHNICIAN

FACULTY	CREDENTIALS	INSTITUTIONS
Dr. Jason Smith	Doctor of Nursing Practice	University of Alabama
	Master of Science in Nursing	University of Alabama
	Bachelor of Science in Nursing	University of North Alabama

PHARMACY TECHNICIAN

FACULTY	CREDENTIALS	INSTITUTIONS
Candice Malone	BS, Liberal Studies	Middle Tennessee State University
Tamyka Brown	Associate of Allied Health	Victory Baptist
Teasha Tyson	Associate Degree, Pharmacy Technician	National College of Business and Technology
Tetranetta Harris	Master's Degree, Edu. & Biology	Grand Canyon University
Tomeka Vaught	Bachelor Degree, Health Mgmt	University of Memphis

RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

ADDITIONAL MODIFICATIONS

Page 1: The following statement has been added to the ACCSC Accreditation section of Accreditation, Affiliations and Licensing:

Remington College's HiSET Preparation Course is not within the Campus' scope of accredited programs.

Page 1: The following statement has been added to the State Licensure section of Accreditation, Affiliations and Licensing:

Remington College is approved by the Tennessee Board of Dentistry to offer a registered dental assisting program.

Remington College is approved by the Tennessee Department of Health to offer a nurse aide training program.

Page 3: The following requirements have been added to item 1) of the Admissions Requirements and Procedures:

Applicants for the Pharmacy Technician program must (i) complete a Criminal History Acknowledgement and Self-Disclosure Form; (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check; and (iii) execute a Drug Screening Acknowledgement and Disclosure Form prior to executing an Enrollment Agreement.

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

The Wonderlic Scholastic Level Exam (SLE) exam will be used as the sole acceptable entrance exam for all applicants other than those seeking admission under the Ability-to-Benefit determination, who will be subject to the Ability-to-Benefit exam procedures described below.

Page 3: The following section has been added to the Admissions Requirements and Procedures:

For the Culinary Skills Essentials and Patient Care Technician diploma programs, an applicant may be admitted under an Ability-to-Benefit determination that allows admission without requiring the applicant to have a high school diploma or equivalent, provided that the applicant is at least 18 years of age, has met the criteria to establish that he or she has the ability to benefit from the program and is also concurrently enrolled in Remington College's HiSET Preparation Course. Applicants who intend to use Veteran's Benefits must hold a high school diploma or equivalent and are not eligible to be admitted under the Ability-to-Benefit determination.

To be admitted as an Ability-to-Benefit student, an applicant must achieve a passing score established by Remington College on a test approved by the United States Department of Education. Remington College uses the Wonderlic Basic Skills Test, Quantitative Form QS-1 or QS-2, and Verbal Form VS-1 or VS-2. A minimum score of 210 must be obtained on the quantitative test and a minimum score of 200 must be obtained on the verbal test in the same test administration. If an applicant does not pass both tests, the applicant may be eligible for re-testing. Retests are administered at the discretion of the Independent Test Administrator and the applicant must be retested on both the quantitative and verbal tests.

One of the requirements to remain enrolled in the Culinary Skills Essentials diploma program or Patient Care Technician diploma program is to be concurrently enrolled in Remington College's HiSET Preparation Course until you successfully pass the HiSET Examination. Otherwise, failure to remain concurrently enrolled in Remington College's HiSET Preparation Course will result in the termination of your enrollment with Remington College meaning you will be dropped from both the HiSET preparation course AND the corresponding career training program.

Students who do not maintain satisfactory attendance in the HiSET preparation course will be dropped from both the HiSET preparation course AND the corresponding career training program. Additionally, students will be required to sit for the HiSET Exam (at no charge) as a condition of graduation.

Page 4: The following requirement has been added to the Criteria for Activation:

In addition to the above, the criminal background check performed on Patient Care Technician applicants must reflect no prior criminal history or the activation must be approved by Remington College's Legal Department.

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 17: The following requirements have been added to the Class Scheduling/Hours of Operation/Class Size policy:
The maximum classroom ratio of students to instructor in course PC100 Introduction to Health Care is 25 to 1 and the maximum clinical ratio of students to instructor in course PC175 Practicum Hours is 15 to 1.

Page 17: The following items have been added to the Education Equipment section:

- *Culinary course equipment may include: reach in cooler, reach in freezer, prep tables, ovens, mixers, flat top, and fryer.*
- *Patient Care Technician course equipment may include: walker, gait belt, blood pressure cuff, and personal protective equipment.*

Page 63: The following item has been added to the Graduation Requirements:

Ability-to-Benefit students enrolled in the Culinary Skills Essentials diploma program or Patient Care Technician diploma program must attempt the HiSET Exam.

Page 64: The following attendance policy has been added:

ATTENDANCE POLICY FOR THE HiSET PREPARATION COURSE

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

Page 77: Dr. Jerry White, Director has been added to the list of Directors and Officers.

CULINARY SKILLS ESSENTIALS

DIPLOMA

8 Months

The Culinary Skills Essentials Diploma Program provides training in the essential knowledge and practical skills required for entry level employment in the food service industry. This program provides training in safety and sanitation as well as hands-on experience working in an instructor supervised kitchen. Instruction in this program includes lecture and lab components in each course.

This Program requires completion of a minimum of 44 quarter credit hours. Program completion normally requires 8 months for full-time students. The Program is divided into eight four-week academic periods (modules).

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Culinary Skills Essentials.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CU100	Cooking Fundamentals - I	50	40	0	5.50
CU110	Cooking Fundamentals - II	50	40	0	5.50
CU120	Garde Manger	50	40	0	5.50
CU130	Cooking Methods - 1	50	40	0	5.50
CU140	Cooking Methods - 2	50	40	0	5.50
CU150	Food Vendor Fundamentals	50	40	0	5.50
CU160	Bake Shop	50	40	0	5.50
CU170	Capstone	50	40	0	5.50
Total:		400	320	0	44

CULINARY MANAGEMENT

ASSOCIATE OF OCCUPATIONAL STUDIES

24 Months

The Culinary Management program provides training in the essential knowledge and practical skills required for entry level employment in the food service industry. This program provides training in safety and sanitation as well as hands-on experience working in an instructor supervised kitchen. Instruction in this program includes lecture and lab components in each course. The program also provides instruction in restaurant management, nutrition, event planning, and small business management skills.

This Program requires completion of a minimum of 98 quarter credit hours. Program completion normally requires 24 months for full-time students. The Program is divided into eight four-week academic periods (modules) and five academic quarters.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Occupational Studies Degree in Culinary Management.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CU100	Cooking Fundamentals - I	50	40	0	5.50
CU110	Cooking Fundamentals - II	50	40	0	5.50
CU120	Garde Manger	50	40	0	5.50
CU130	Cooking Methods - I	50	40	0	5.50
CU140	Cooking Methods - II	50	40	0	5.50
CU150	Food Vendor Fundamentals	50	40	0	5.50
CU160	Bake Shop	50	40	0	5.50
CU170	Capstone	50	40	0	5.50
CD1101	Career Development	36	0	0	3.00
HM200	Event Planning and Logistics	60	0	0	5.00
CU210	Restaurant Management	60	0	0	5.00
CU220	Professional Food Service	60	0	0	5.00
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 Communications	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
Total:		1000	320	0	98

PATIENT CARE TECHNICIAN

DIPLOMA

8 Months

The Patient Care Technician Diploma Program provides training in serving patients' basic needs and working alongside other healthcare professionals, including the basic elements of patient care and medical terminology. The objective of this Program is to prepare graduates for entry-level positions in a number of healthcare occupations such as patient care technician, patient care assistant, patient care coordinator, patient transporter, personal care aide, personal care assistant, personal care attendant, resident care assistant, mental health technician, dialysis technician, rehabilitation technician, phlebotomist, nursing assistant, nurse aide, caregiver, and medication aide in a variety of work locations such as hospitals, clinics, long-term care facilities, rehabilitation facilities and home health agencies.

This Program requires completion of a minimum of 47 quarter credit hours. Program completion normally requires 8 months for full-time students. The Program is divided into eight four-week academic periods (modules).

Upon successful completion of all areas of this Program, graduates will be awarded Diploma in Patient Care Technician.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
PC100	Introduction to Health Care	90	0	0	6.00
PC110	Basic Patient Care Technician Roles and Responsibilities	90	0	0	6.00
PC120	Medical Terminology	90	0	0	6.00
PC130	Human Anatomy and Physiology	90	0	0	6.00
PC140	Electrocardiography and Phlebotomy	90	0	0	6.00
PC150	Rehabilitative Care and Therapeutic Modalities	90	0	0	6.00
PC160	Effective Patient Care	90	0	0	6.00
PC170	Capstone and Certification Preparation	70	0	0	4.50
PC175	Practicum Hours	0	0	20	0.50
Total:		720	0	0	47

RESTAURANT, HOSPITALITY, AND RETAIL MANAGEMENT

ASSOCIATE OF OCCUPATIONAL STUDIES

21 Months

The Restaurant, Hospitality, and Retail Management program provides training in the various concepts and skills necessary for working in the restaurant, hospitality, tourism, and retail industries. The program provides in-depth training in industry related technology, security, marketing, human resources, sales, and customer service skills. The program utilizes a combination of lecture, demonstration and/or simulations to reinforce concept comprehension.

The objective of this program is to prepare graduates for entry-level positions in the Tourism, Restaurant Management, Hospitality, and Retail Management fields. This program also prepares individuals for advancement opportunities in these industries and related fields. Potential places of employment would be in tourism sales, event planning and management, various hotel, retail and restaurant positions, general management, casino and entertainment operations, catering companies, and a variety of tourism related positions.

The program requires completion of a minimum of 101 Quarter Credit Hours including any credits that have been accepted for transfer credit. Program completion normally requires 21 months.

The program is delivered in a system of seven, three-month quarters, which are delivered in a hybrid format. In the hybrid format, courses may be delivered residentially, via distance education (i.e., on-line), or a combination of both modalities.

Upon successful completion of all areas of this program, graduates will be awarded an Associate of Occupational Studies Degree.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Didactic	Lab	Externship	
CD1101	Career Development Principles	36	0	0	3.00
HM100	Introduction to Hospitality Management	60	0	0	5.00
HM110	Lodging Front Office Management	60	0	0	5.00
HM120	Property Maintenance	60	0	0	5.00
HM130	Foodservice Management	60	0	0	5.00
HM140	Hospitality and Tourism Marketing and Sales	60	0	0	5.00
HM150	Human Resource Management	60	0	0	5.00
HM160	Emergency Management and Security Planning	60	0	0	5.00
HM170	Customer Service Management	60	0	0	5.00
HM200	Event Planning and Logistics	60	0	0	5.00
HM220	Retail Operations Management	60	0	0	5.00
HM230	Tourism	60	0	0	5.00
HM240	Hospitality and Tourism Information Technology	60	0	0	5.00
BN2114	Recordkeeping and Financial Statement Basics	36	0	0	3.00
HM270	Capstone	60	0	0	5.00
GE1118	Introduction to Psychology	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
GE2631	Ethics	60	0	0	6.00
GE2632	Organizational Behavior	60	0	0	6.00
Total:		1152	0	0	101

COURSE DESCRIPTIONS

Course descriptions include the course number, title, synopsis, and credit hours. Courses offered in diploma programs also include the lecture/theory hours, laboratory hours, and externship hours. For example, "40/0/0" indicates that the course consists of 40 hours of lecture/theory, 0 hours of laboratory work, and 0 hours of externship.

CU100 **Cooking Fundamentals – I** **5.50 Quarter Credit Hours**
50/40/0

This course is designed to introduce the essential elements of working in the food service industry. Topics covered will include: industry history, professionalism, sanitation, safety, culinary math, and nutrition.

Prerequisites: None

CU110 **Cooking Fundamentals - II** **5.50 Quarter Credit Hours**
50/40/0

This course is designed to introduce the essential elements of working in the food service industry. Topics covered will include: recipes, basic knife skills, kitchen equipment and tools, kitchen etiquette, basic stocks, the 5 mother sauces, and culinary math.

Prerequisites: None

CU120 **Garde Manger** **5.50 Quarter Credit Hours**
50/40/0

This course introduces the skill of charcuterie, hors d'oeuvres, and provides learners with appetizer preparation and plating skills. Other topics include: pickling, smoking, and curing.

Prerequisites: None

CU130 **Cooking Methods – I** **5.50 Quarter Credit Hours**
50/40/0

This course provides lecture and lab experience in the variety of dry and moist cooking methods used in vegetable and starch food preparation. Topics also covered: prep, plating, and presentation.

Prerequisites: None

CU140 **Cooking Methods - II** **5.50 Quarter Credit Hours**
50/40/0

This course is designed to prepare students to identify types and cuts of various proteins and understand the variety of cooking methods use to properly prepare proteins. Topics will include meat, poultry, seafood, vegetarian proteins, dry and moist cooking methods, and plating and presentation.

Prerequisites: None

CU150 **Food Vendor Fundamentals** **5.50 Quarter Credit Hours**
50/40/0

This course provides students basic knowledge of selecting and working with vendors, food sales and marketing concepts, finding a venue for sales, delivery of sales, and case studies. The course prepares learners with concepts needed to work with vendors and become a vendor.

Prerequisites: None

CU160 **Bake Shop** **5.50 Quarter Credit Hours**
50/40/0

This course is designed to introduce students to the basic concepts of baking and pastry arts. Topics included in this course: breads and dough, fruit-based deserts, custards, tarts, basic cakes and basic presentation and decorating skills.

Prerequisites: None

CU170 **Capstone** **5.50 Quarter Credit Hours**
50/40/0

This course provides students with instructor led preparation and consultation time as well as lab preparation time. Students will utilize the preparation time to prepare for their final meal preparation or skills demonstration.

Prerequisites: CU100, CU110, CU120, CU130, CU140, CU150, CU160

CU210 **Restaurant Management** **5.00 Quarter Credit Hours**
60/0/0

This course provides instruction on restaurant management skills. Topics covered include: kitchen management, hiring and human resources, front of the house management, inventory skills, and leadership skills.

Prerequisites: None

CU220 **Professional Food Service** **5.00 Quarter Credit Hours**
60/0/0

This course provides detailed concepts, real-world case studies, and skill training for front-of-house management, service expectations, and prepares learners to manage a restaurant staff.

Prerequisites: None

- GE2631** **6.00 Quarter Credit Hours**
Ethics **60/0/0**
 This course is designed to introduce students to ethical theories and systems and their application to disputed contemporary issues and problems. The course will emphasize the validity of ethical judgments and theories.
Prerequisite(s): None
- GE2632** **6.00 Quarter Credit Hours**
Organizational Behavior **60/0/0**
 This course will analyze the elements of Organizational Behavior. Topics will include improving communications, managing conflict, understanding management, motivation, morale, the dynamics of change, leadership, stress, ethics and etiquette.
Prerequisite(s): None
- HM100** **5.00 Quarter Credit Hours**
Introduction to Hospitality Management **60/0/0**
 This course provides learners an industry introduction and overview. Learners gain valuable insight into the various aspects of the Hospitality industry as well as restaurant operations and general management.
Prerequisite(s): None
- HM110** **5.00 Quarter Credit Hours**
Lodging Front Office Management **60/0/0**
 This course outlines the basic functions of managing the front office components in the lodging and hospitality related businesses. The course focuses on general management skills and techniques, planning, budgeting, and sales. The course also focuses on Customer Service and helps learners develop appropriate communication skills and techniques including dealing with difficult situations and customers.
Prerequisite(s): None
- HM120** **5.00 Quarter Credit Hours**
Property Maintenance **60/0/0**
 This course outlines skills necessary for performing basic property maintenance. The course provides theory and concepts to better prepare learners for directing and managing the maintenance of hospitality, lodging, retail, and foodservice facilities.
Prerequisite(s): None
- HM130** **5.00 Quarter Credit Hours**
Foodservice Management **60/0/0**
 This course provides a comprehensive, current, and practical overview of foodservice operations and business principles. Covering topics like food safety, human resources, finance, equipment, design, marketing, and filled with real-life case studies. This course provides learners with an understanding of the issues they will face in any type of foodservice operation.
Prerequisite(s): None
- HM140** **5.00 Quarter Credit Hours**
Hospitality and Tourism Marketing and Sales **60/0/0**
 This course discusses hospitality marketing from a team perspective, examining each hospitality department and its role in the marketing mechanism. This course also covers topics like social media, destination tourism and other current industry trends, authentic industry cases, and hands-on application activities. Social media topics are integrated throughout the course to show how it can increase customer loyalty, build brand awareness, and reduce promotions costs.
Prerequisite(s): None
- HM150** **5.00 Quarter Credit Hours**
Human Resource Management **60/0/0**
 This course explores human resource management in the unique environment of the hospitality industry. This course provides a solid grounding in human resource functions and examine the skills hospitality managers require to implement an effective human resources program. The course presents Human Resources with a focus on the Hospitality industry but provides an overview of how these concepts span various industries.
Prerequisite(s): None
- HM160** **5.00 Quarter Credit Hours**
Emergency Management and Security Planning **60/0/0**
 This course covers: Risk assessment, where threats and vulnerabilities are calculated with probabilities to determine risk. The security plan, where you decide how to apply various layers of control to mitigate the risks. Budgeting: the amount of money available to implement the plan determines the next step. Policies: how to document policies into a security manual, training manual, emergency procedures manual, and incident action plan. Staffing: scheduling, wages, deployment, and contract security. Training, including specialized topics such as use of force and bike patrol. Physical security and patrol procedures. Alarm and camera systems and various software programs. Emergency procedures and response. Investigations, interviews, and crime analysis.
Prerequisite(s): None

- HM170** **Customer Service Management** **5.00 Quarter Credit Hours**
60/0/0
This course covers concepts and skills necessary to provide excellent customer service by utilizing excellent customer service management techniques. The course will cover topics that create self-awareness and improved customer service management skills.
Prerequisite(s): None
- HM200** **Event Planning and Logistics** **5.00 Quarter Credit Hours**
60/0/0
This course covers producing and managing gatherings in the MEEC industry. The course includes concepts that will be to plan and execute successful meetings, expositions, events, and conventions (MEEC) and provides step-by-step, in-depth coverage of the production and logistical factors that event managers must oversee.
Prerequisite(s): None
- HM220** **Retail Operations Management** **5.00 Quarter Credit Hours**
60/0/0
This course will help learners thrive in today's retailing industry. Concepts covered in this course will help the learner become good retail planners and decision makers. The course covers the current world economic climate, extensive coverage of omnichannel retailing, and also includes case studies.
Prerequisite(s): None
- HM230** **Tourism** **5.00 Quarter Credit Hours**
60/0/0
This course covers an overview of the business of tourism. The course covers an integrated model of tourism and addresses consumer behavior, service quality, and personal selling. Integrated case studies focus on critical thinking and problems solving skills.
Prerequisite(s): None
- HM240** **Hospitality and Tourism Information Technology** **5.00 Quarter Credit Hours**
60/0/0
This course covers the complexities of how information technology is being used in the tourism industry. It also covers IT applications in all sectors of the industry including airlines, travel intermediaries, accommodation, foodservice, destinations, attractions, events and entertainment and how tourists are using technologies to support decision making before their trip, during their travels and upon their return. The course also includes topics on the various social media that are impacting the travel industry and consider the increasing number of networks in tourism.
Prerequisite(s): None
- HM270** **Capstone** **5.00 Quarter Credit Hours**
60/0/0
In this course, students will work with the instructor to create a business plan or concept for a restaurant, hospitality, tourism, or similar industry-related business. The student will present the final plan to the instructor to complete the course.
Prerequisite(s): HM100, HM110, HM120, HM130, HM140, HM150, HM160, HM170, HM200, HM220, HM230, HM240
- PC100** **Introduction to Health Care** **6.00 Quarter Credit Hours**
90/0/0
This course is designed to introduce basic nursing skills, personal care skills, mental health and social service needs, care of residents who have cognitive impairments, basic restorative services, and the rights of residents. The students will be able to perform specific duties within these categories. This course will also include skills preparation in the various skills preparation topics in an instructor led lab or simulation setting.
Prerequisites: None
- PC110** **Basic Patient Care Technician Roles and Responsibilities** **6.00 Quarter Credit Hours**
90/0/0
This course provides an overview of the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations to prepare students to work with biohazardous materials and bloodborne pathogens. Coursework includes an introduction to the patient's rights, ethical considerations and laws. This course will also include skills preparation in the various skills preparation topics¹ in an instructor led lab or simulation setting.
Prerequisites: None
- PC120** **Medical Terminology** **6.00 Quarter Credit Hours**
90/0/0
This course presents terminology applicant to patient care and medical records in the patient care technician role. This course will also include skills preparation in the various skills preparation topics¹ in an instructor led lab or simulation setting.
Prerequisites: None

PC130 **6.00 Quarter Credit Hours**
90/0/0
Human Anatomy and Physiology

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 physiology. This course will also include skills preparation in the various skills preparation topics¹ in an instructor led lab or simulation setting.

Prerequisites: None

PC140 **6.00 Quarter Credit Hours**
90/0/0
Electrocardiography and Phlebotomy

This course introduces the student to the equipment and procedures associated with Electrocardiography (ECG) and Phlebotomy. The students will become familiar with the various steps of a routine venipuncture, the collection devices, and the basic testing involved with blood collection. The students will review the conduction system of the heart and the basic processes associated with obtaining and ECG. This course will also include skills preparation in the various skills preparation topics¹ in an instructor led lab or simulation setting.

Prerequisites: PC110, PC120

PC150 **6.00 Quarter Credit Hours**
90/0/0
Rehabilitative Care and Therapeutic Modalities

This course allows the student to become acquainted with the concepts of aseptic techniques associated with surgical procedures. The student will also become familiar with the modalities and care needed to perform basic wound care and restorative care to patients in an occupational therapy and/or physical therapy clinic. This course will also include skills preparation in the various skills preparation topics¹ in an instructor led lab or simulation setting.

Prerequisites: PC110, PC120

PC160 **6.00 Quarter Credit Hours**
90/0/0
Effective Patient Care

This course is designed to introduce students to the admission, care and discharge procedures for patients in outpatient, inpatient and emergency care settings. The student will also be instructed on how to properly care for patients with special care needs. This course will also include skills preparation in the various skills preparation topics¹ in an instructor led lab or simulation setting.

Prerequisites: PC130, PC140, PC150

PC170 **4.50 Quarter Credit Hours**
70/0/0
Capstone and Certification Preparation

This course is designed to review and integrate the concepts taught throughout the program and to serve as preparation for a certification exam. This course will also include skills preparation in the various skills preparation topics¹ in an instructor led lab or simulation setting.

Prerequisites: PC130, PC140, PC150

PC175 **0.50 Quarter Credit Hours**
0/0/20
Practicum Hours

This course is a hands-on clinical experience at a nursing home performing routine nurse aide duties.

Prerequisites: PC130, PC140, PC150

¹Skills Preparation throughout this program will cover, at a minimum, the following procedures:

- | | |
|---|--|
| Handwashing | Ambulation with Gait Belt |
| Ambulation with Walker | Backrub |
| Bedpan and Output | Blood Pressure |
| Catheter Care | Denture Care |
| Dressing Resident | Emptying a Urinary Drainage Bag |
| Feeding the Dependent Resident | Hair Care |
| Isolation Gown and Gloves | Making an Occupied Bed |
| Making an Unoccupied Bed | Mouth Care |
| Mouth Care for Comatose Resident | Nail Care One Hand |
| Partial Bed Bath – Face, Arm, Hand, Underarm | Perineal Care for a Female |
| Position Resident on Side | Range of Motion Hip & Knee |
| Range of Motion One Shoulder | Stand, Pivot & Transfer with Gait Belt |
| Vital Signs – Oral Temperature, Pulse and Respiration | Vital Signs – Auxiliary Temperature, Pulse and Respiration |
| Weighing an Ambulatory Resident | |

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 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.**