

# REMINGTON COLLEGE'S MOBILE CAMPUS

## ADDENDUM TO CATALOG/VOLUME N-1805 DATED 5/7/2018

Revised: 11/14/18

### TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING .....	\$22,595.00
DIPLOMA IN COSMETOLOGY.....	\$20,025.00
DIPLOMA IN FACILITY MAINTENANCE .....	\$14,000.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING .....	\$14,000.00
DIPLOMA IN MEDICAL ASSISTING* .....	\$20,645.00
<i>*No longer enrolling new students</i>	
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) .....	\$20,645.00
DIPLOMA IN MEDICAL BILLING AND CODING .....	\$16,120.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION.....	\$16,120.00
DIPLOMA IN NAIL TECHNICIAN.....	\$4,800.00
DIPLOMA IN PHARMACY TECHNICIAN.....	\$20,645.00
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND NETWORK ADMINISTRATION .....	\$34,025.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE .....	\$34,025.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN FACILITY MAINTENANCE AND TECHNOLOGY .....	\$29,025.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE).....	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN .....	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY .....	\$34,025.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT.....	\$22,500.00
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE .....	\$30,025.00

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

## ADMINISTRATORS AND FACULTY

ADMINISTRATORS.....	TITLES
Jesse Klenk .....	Director of Campus Administration
Tekia Rocker .....	Campus Dean & Pharm Tech Chair
Tasha Carter .....	Director of Admissions
Ibrahim Hasan .....	Director of Career Services
Diana Crump .....	Area Dir. of Student Finance
Detoria Crawford .....	Student Services Associate
Susan Meredith .....	Computer & Network Admin/ CADD Chair
Jody Hollinger.....	Cosmetology Chairperson
Christopher Rigoni.....	Criminal Justice Chairperson
Demone Clarke.....	HVAC and Facility Maint. Chair
Donna Plattenburg.....	Medical Chair
Anthony Pringle.....	Process Technology Chair
Rochelle Edwards.....	Externship Coordinator
Donald Schermerhorn.....	Registrar

### COMPUTER AND NETWORK ADMINISTRATION

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Cynthia Patrick .....	BBA, Management Data Processing.....	Georgia Southern College
Scott Amsbaugh .....	BIS .....	University of South Florida

### COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
David Balles .....	AAS, Engineering Technology .....	State University of New York
Rhett Cropper .....	Associate of Science in Engineering.....	Faulkner State Community College
Susan Meredith .....	BA, Fine Arts .....	University of Southwest Louisiana

### COSMETOLOGY AND NAIL TECHNICIAN

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Dustin Holloway.....	Licensed Cosmetology Instructor.....	State of Alabama
Jody Hollinger.....	Licensed Cosmetology Instructor.....	State of Alabama
Rosa Dotch.....	Licensed Cosmetology Instructor.....	State of Alabama

### CRIMINAL JUSTICE

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Christopher Rigoni.....	BS .....	Auburn University

### FACILITY MAINTENANCE AND FACILITY MAINTENANCE AND TECHNOLOGY

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Dante Miller .....	Associate Degree, AC and Refrigeration ... Certificate, ACR.....	Bishop State Community College Bishop State Community College
Demone Clarke.....	Associate of Applied Science.....	Bishop State Junior College

### GENERAL EDUCATION

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Mitzy Tyson .....	MS, Management .....	Fontbonne University
	BS, Speech Communication.....	Southern Illinois University
Sherria Brown.....	MBA, General Business.....	Baker College
	BA, Business Management .....	Dillard University

### HEATING, VENTILATION AND AIR CONDITIONING

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Demone Clarke.....	Associate of Applied Science.....	Bishop State Junior College
Dante Miller .....	Associate Degree, AC and Refrigeration ... Certificate, ACR.....	Bishop State Community College Bishop State Community College
Paul White .....	Associate in Occupational Tech..... Certificate in Air Cond/Refrigeration.....	Bishop State Community College Bishop State Community College

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

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Connecyt Jenkins .....	MSN, Nursing; BSN.....	University of Mobile
Felicia Tansey .....	AS, Medical Assistant.....	Virginia College
Hope Newsome.....	BS, Radiologic Sciences.....	Midwestern State University
Kim Bufalo.....	BS, Management of HR..... Associate Degree, Nursing.....	Faulkner University University of Mobile

Kimberly Gordon.....	AS, Medical Assisting .....	Fortis College
LaShundra Jackson.....	AAS, Health Information Systems.....	Bishop State Community College
	Diploma, Limited X-Ray Machine Operator.....	Fortis College
Natasha Bunn.....	AS, Medical Assisting and Administration ..	Southeast College of Technology
Rochelle Edwards.....	MS, Healthcare Admin.....	Columbia Southern University
	BS, Business Administration.....	Faulkner University

**MEDICAL BILLING AND CODING AND MEDICAL OFFICE ADMINISTRATION**

<b>FACULTY .....</b>	<b>CREDENTIALS .....</b>	<b>INSTITUTIONS</b>
Charyce Birch.....	Nine years of professional coding experience	
Phaydrian Coats.....	Diploma, Medical Assisting.....	Remington College
Phebie Abrams.....	Diploma, Medical Assisting.....	Capps College
Sara Tedla.....	Masters of Health Care Administration.....	University of Phoenix
	BS, Business Administration.....	University of South Alabama

**PHARMACY TECHNICIAN**

<b>FACULTY .....</b>	<b>CREDENTIALS .....</b>	<b>INSTITUTIONS</b>
Bridgette Hurd .....	Certified Pharmacy Technician .....	Alabama State Board of Pharmacy
Tekia Rocker .....	MBA .....	Northcentral University
	AS, Pre-Pharmacy.....	Faulkner State Community College
	Registered Pharmacy Technician .....	State of Alabama
	Certified Pharmacy Technician .....	PTCB
Tyisha Tyus .....	AS, General Education .....	Bishop State Community College

**PROCESS TECHNOLOGY**

<b>FACULTY .....</b>	<b>CREDENTIALS .....</b>	<b>INSTITUTIONS</b>
Anthony Pringle .....	BS, Industrial Management .....	University of South Alabama
Carly Davis .....	BS, Physics .....	University of South Alabama
Damon Payne.....	AS, Electronic Engineering Tech. ....	Bishop State Community College
Larry Palmer.....	MBA .....	Springhill College
	BS, Chemistry .....	University of South Alabama
Richard Michael.....	BS, Education.....	University of South Alabama

**RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT**

<b>FACULTY .....</b>	<b>CREDENTIALS .....</b>	<b>INSTITUTIONS</b>
TBD.....	TBD.....	TBD

**ADDITIONAL MODIFICATIONS**

Page 3: Item 4) of the admissions requirements has been amended to include the Medical Office Administration diploma program. Applicants without a high school diploma or equivalent may be admitted to the program under an Ability-to-Benefit determination and must meet and comply with all applicable requirements and policies as set forth in the Catalog.

Page 10: The Tuition and Additional Fees policy has been amended to include the following:

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

Page 17: The Educational Equipment section has been amended to include the item below.

- *Facility maintenance course equipment may include: water heater(s), electrical board(s), trainer(s), appliances, HVAC/R equipment, and boiler(s).*

Pages 22: & 47-48 The program description and course descriptions for the Heating, Ventilation and Air Conditioning program have been amended to include the course number and title changes outlined below.

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

Page 37: The prerequisites for CAD155 have been changed to CAD115 and CAD125.

Pages 51-52: The prerequisites for the MOA prefix courses have been amended as outlined below.

Prerequisites for MOA111, MOA113, MOA121 and MOA123: None

Prerequisites for MOA111, MOA113, MOA121 and MOA123: MOA112, MOA122, MOA131 and MOA132.

Page 58: The Leaves of Absence policy has been amended to read as follows.

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

Page 60: The 24 months and 18 months program length section of the Minimum Satisfactory Academic Progress Requirement Chart (Programs other than Cosmetology and Nail Technician Diploma Programs) has been amended to include the program length of 21 months.

Page 65: The Grade Adjustments Due to Excessive Absences in Residential Courses section of the Attendance Policy for Programs other than the Cosmetology Program 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 78: The list of Directors and Officers has been replaced with the following list.

*Jerald M. Barnett Jr., Chairman*

*Jackson Farrow, Director*

*Dr. Jerry White, Director*

*Kevin M. Wilcox, Director*

*Leah Matthews, Director*

*Pam Bell, President*

*Shannyn Stern, Chief Financial Officer / Secretary*

*Adam Martin, Vice President of Human Resources & General Counsel*

*Todd Zvaigzne, Regional Vice President of Educational Support & Campus Administration*

*Susan Race, Regional Vice President of Educational Support & Campus Administration*

*Bonnie Delashmit, Regional Vice President of Educational Support & Campus Administration*

*Brandon Shedron, Provost*

*Heather McIver, Vice President of Institutional Innovation*

*J Bonnell, Chief Information Officer*

# FACILITY MAINTENANCE

## DIPLOMA

9 Months

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

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

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

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

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

**FACILITY MAINTENANCE AND TECHNOLOGY**  
**ASSOCIATE OF OCCUPATIONAL STUDIES**  
 21 Months

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

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

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

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

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

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

# 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
<b>Total:</b>		<b>1152</b>	<b>0</b>	<b>0</b>	<b>101</b>

## COURSE DESCRIPTIONS

<b>BN2108</b> <b>Business Applications</b> This course emphasizes the development of rudimentary skills in the use of Microsoft Office, the productivity software most widely-used by small businesses. Coursework includes an introduction to using Word, Excel, and PowerPoint. <i>Prerequisite(s): None</i>	<b>3.00 Quarter Credit Hours</b> <b>36/0/0</b>
<b>BN2110</b> <b>Small Business Principles</b> This course is designed to introduce students to the fundamental concepts of creating and managing a small business. Topics include: forms of organization, preparation of a simple business plan, types and sources of financing, and basic financial analysis and decision making, such as lease versus buy decisions, etc. <i>Prerequisite(s): None</i>	<b>3.00 Quarter Credit Hours</b> <b>36/0/0</b>
<b>BN2112</b> <b>Small Business Basics</b> This course is designed to provide students with an awareness of some of the requirements for operating a small business. Topics include: basics of employment law/regulation, basics of taxation, permitting and licensing, etc. <i>Prerequisite(s): None</i>	<b>3.00 Quarter Credit Hours</b> <b>36/0/0</b>
<b>BN2114</b> <b>Recordkeeping and Financial Statement Basics</b> In this course, students will be introduced to recordkeeping requirements, accounting concepts, preparation and interpretation of basic financial statements, and the use of simple computerized accounting software. <i>Prerequisite(s): None</i>	<b>3.00 Quarter Credit Hours</b> <b>36/0/0</b>
<b>FM100</b> <b>OSHA and LEED</b> This course presents the 10 Hour OSHA training as well as introductory information on LEED and energy efficiency. The course will also cover various environmental trends in the construction and trades industry. <i>Prerequisite(s): None</i>	<b>3.50 Quarter Credit Hours</b> <b>40/20/0</b>
<b>FM105</b> <b>Small Power Equipment and Appliances</b> This course presents the basic operations and maintenance of small power equipment commonly used in a facilities maintenance role. The course will also provide basic training on repair and maintenance of small appliances. <i>Prerequisite(s): None</i>	<b>3.50 Quarter Credit Hours</b> <b>40/20/0</b>
<b>FM110</b> <b>Facility Maintenance I - Residential</b> This course presents training on the role of a facilities maintenance worker in in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic maintenance and repairs, and general preparation for potential positions in residential facilities maintenance. <i>Prerequisite(s): None</i>	<b>5.00 Quarter Credit Hours</b> <b>40/40/0</b>
<b>FM120</b> <b>Facility Maintenance II - Commercial</b> This course presents training on the role of a commercial facilities maintenance worker in in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic commercial maintenance and repairs, and general preparation for potential positions in commercial facilities maintenance. <i>Prerequisite(s): None</i>	<b>5.00 Quarter Credit Hours</b> <b>40/40/0</b>
<b>FM130</b> <b>Electrical</b> This course presents training on basic safety for electrical work as well as performing electrical repairs and installation. Other topics will include electrical terminology, residential installation and code requirements, how to research and troubleshoot residential electrical issues. Learners will perform residential electrical work in a lab setting. <i>Prerequisite(s): None</i>	<b>5.00 Quarter Credit Hours</b> <b>40/40/0</b>
<b>FM140</b> <b>Carpentry and Finishing</b> This course presents information about carpentry installation and repair in residential and commercial environments. Learners will practice basic safety and carpentry skills in a lab setting. Other topics include: basic finishing work, drywall repair and installation, and commercial and residential code compliance. <i>Prerequisite(s): None</i>	<b>5.00 Quarter Credit Hours</b> <b>40/40/0</b>
<b>FM150</b> <b>Plumbing</b> This course presents plumbing terminology, troubleshooting processes, as well as installation and maintenance training and experience in lab setting. This course will also provide valuable information regarding plumbing code compliance. <i>Prerequisite(s): None</i>	<b>5.00 Quarter Credit Hours</b> <b>40/40/0</b>



<b>FM200</b>	<b>3.50 Quarter Credit Hours</b>
<b>Green Applications</b>	<b>36/12/0</b>
This course presents information on trending building systems with an emphasis on energy efficiency, alternative energy sources, and environmentally responsible building and maintenance solutions.	
<i>Prerequisite(s): None</i>	
<b>FM210</b>	<b>3.50 Quarter Credit Hours</b>
<b>Security and Building Safety</b>	<b>36/12/0</b>
This course presents information on the use and maintenance of trending facility security systems, security plans, building safety planning, and industry trends in Smart Home and Wired/Wireless Safety Systems.	
<i>Prerequisite(s): None</i>	
<b>FM220</b>	<b>3.50 Quarter Credit Hours</b>
<b>Programmable Logic Controllers and Automation</b>	<b>36/12/0</b>
This course presents information on the use, maintenance, and repair of programmable logic controllers and automation systems used in residential, commercial and industrial mechanical systems.	
<i>Prerequisite(s): None</i>	
<b>FM230</b>	<b>3.50 Quarter Credit Hours</b>
<b>Hydraulic and Pneumatic Systems</b>	<b>36/12/0</b>
This course presents information about the maintenance of Hydraulic and Pneumatic Systems used in many commercial and industrial facilities. Topics covered in this course will include safety, hydraulic and pneumatic system basics, repair, and common uses.	
<i>Prerequisite(s): None</i>	
<b>GE2631</b>	<b>6.00 Quarter Credit Hours</b>
<b>Ethics</b>	<b>60/0/0</b>
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.	
<i>Prerequisite(s): None</i>	
<b>GE2632</b>	<b>6.00 Quarter Credit Hours</b>
<b>Organizational Behavior</b>	<b>60/0/0</b>
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.	
<i>Prerequisite(s): None</i>	
<b>HM100</b>	<b>5.00 Quarter Credit Hours</b>
<b>Introduction to Hospitality Management</b>	<b>60/0/0</b>
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.	
<i>Prerequisite(s): None</i>	
<b>HM110</b>	<b>5.00 Quarter Credit Hours</b>
<b>Lodging Front Office Management</b>	<b>60/0/0</b>
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.	
<i>Prerequisite(s): None</i>	
<b>HM120</b>	<b>5.00 Quarter Credit Hours</b>
<b>Property Maintenance</b>	<b>60/0/0</b>
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.	
<i>Prerequisite(s): None</i>	
<b>HM130</b>	<b>5.00 Quarter Credit Hours</b>
<b>Foodservice Management</b>	<b>60/0/0</b>
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.	
<i>Prerequisite(s): None</i>	
<b>HM140</b>	<b>5.00 Quarter Credit Hours</b>
<b>Hospitality and Tourism Marketing and Sales</b>	<b>60/0/0</b>
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.	
<i>Prerequisite(s): None</i>	

- HM150** **Human Resource Management** **5.00 Quarter Credit Hours**  
**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** **Emergency Management and Security Planning** **5.00 Quarter Credit Hours**  
**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 problem-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*

## 2019 CALENDAR

### DIPLOMA PROGRAMS OTHER THAN COSMETOLOGY

<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

### COSMETOLOGY DIPLOMA PROGRAM

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

### FACILITY MAINTENANCE AND TECHNOLOGY, MEDICAL ASSISTING, MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) AND PHARMACY TECHNICIAN ASSOCIATE 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

Thanksgiving Day	November 22, 2018
Friday After Thanksgiving Day	November 23, 2018
Christmas Day	December 25, 2018
New Year's Day	January 1, 2019
Dr. Martin Luther King Day	January 21, 2019
President's Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Columbus Day	October 14, 2019
Veterans Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Friday After Thanksgiving Day	November 29, 2019
Christmas Day	December 25, 2019

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