

# REMINGTON COLLEGE'S HOUSTON NORTH CAMPUS

## ADDENDUM TO CATALOG/VOLUME N-1808 DATED 8/15/2018

Revised: 1/14/19

### TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING.....	\$22,900.00
DIPLOMA IN COSMETOLOGY* .....	\$22,225.00
<i>*No longer enrolling new students</i>	
DIPLOMA IN DENTAL ASSISTING.....	\$16,520.00
DIPLOMA IN MEDICAL ASSISTING.....	\$21,045.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) .....	\$21,045.00
DIPLOMA IN MEDICAL BILLING AND CODING.....	\$16,520.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION.....	\$16,520.00
DIPLOMA IN NAIL TECHNICIAN.....	\$5,200.00
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS OFFICE MANAGEMENT.....	\$34,425.00
ASSOCIATE OF APPLIED SCIENCE IN COSMETOLOGY.....	\$27,920.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE.....	\$34,425.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....	\$27,920.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) .....	\$27,920.00
ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL .....	\$22,900.00
ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN .....	\$27,920.00
ASSOCIATE OF APPLIED SCIENCE IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT.....	\$22,900.00
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE .....	\$30,425.00

*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
Dr. Hiram Nall.....	Director of Campus Administration
Michael Holmes.....	Director of Admissions
Georgia Kay Jordan.....	Director of Career Services
Trina Collins.....	Campus Dean
Rhoda Hamilton.....	Area Director of Student Finance
Kimbeth Williams.....	Health Sciences Program Chair
Amy Devolder.....	Pharmacy Tech. Program Chair
Patricia Spence.....	Externship Coordinator

### BUSINESS OFFICE MANAGEMENT

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Elizabeth Burleson.....	MBA, BSM.....	University of Phoenix
Lena Walker.....	MBA; BS, Business Accounting.....	University of Phoenix
	BA, Computer Information Systems.....	Our Lady of the Lake University
Sandra Jeffus.....	MBA, BSBM.....	University of Phoenix

### COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Eulogio Triana.....	Over 10 years of industry experience	

### COSMETOLOGY AND NAIL TECHNICIAN

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Cecilia Edwards.....	AAS, Instructor.....	Lone Star College
	Operator and Instructor Licenses.....	Texas Dept. of Licensing and Regulation
LaQuita White.....	AAS, Instructor.....	Lone Star College
	Operator and Instructor Licenses.....	Texas Dept. of Licensing and Regulation
Sho Roberts.....	Operator and Instructor Licenses.....	Texas Dept. of Licensing & Regulation

### CRIMINAL JUSTICE

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Jody Ann Greenwood.....	Juris Doctorate.....	Western Michigan Univ. Cooley Law School
	BA, Criminology.....	University of Florida
	BS, Law Enforcement.....	Western New England University
Kevin Begley.....	BA, Criminology.....	University of Texas of the Permian Basin
Steven Beams.....	MA, Organizational Management.....	Ashford University
	BA, Criminal Justice.....	University of Central Oklahoma

### DENTAL ASSISTING

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Luis Ospina.....	Advanced Ed. in General Dentistry.....	Nova Southeastern University
	Certificate, Dental Medicine.....	Nova Southeastern University
	Registered Dental Assistant.....	Texas State Board of Dental Examiners
Milascnt Root.....	Registered Dental Assistant.....	Texas State Board of Dental Examiners
Mohanned Neamah.....	Registered Dental Assistant.....	Texas State Board of Dental Examiners
Veronica Onofre.....	BS, Nutrition Science.....	Kaplan University
	Registered Dental Assistant.....	Texas State Board of Dental Examiners

### GENERAL EDUCATION

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
George Mercer.....	MBA; BS, Liberal Arts.....	Louisiana Polytechnic Institute
Jean Marie Sullivan.....	Masters ED.....	University of Illinois
	BS, Mass Communications.....	Illinois State University
Marva Ledwith.....	MEd.....	Prairie View A&M University
	MBA.....	Texas Southern University

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

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Ammar Al Tahhan.....	M.B.Ch.B.....	University of Bagdad, College of Medicine
	Bachelor of Medicine Bachelor of Surgery.....	University of Bagdad, College of Medicine
	Registered Medical Assistant.....	American Medical Technologists
Israel Ramirez.....	Doctor of Medicine.....	Havana University School of Medicine
	Certified Medical Assistant.....	American Registry of Medical Assisting
	BS, Biology.....	University of San Carlos
Natalie Boyke.....	AAS.....	Houston Community College
	Diploma, Medical Assisting.....	Remington College
	Registered Medical Assistant.....	American Medical Technologists
Susan Cox.....	AS, Massage Therapy.....	Keiser University
	Registered Medical Assistant.....	American Medical Technologists
Tamara Jordan.....	Doctor of Chiropractic.....	Texas Chiropractic College
	Registered Medical Assistant.....	American Medical Technologists

## MEDICAL BILLING AND CODING

FACULTY	CREDENTIALS	INSTITUTIONS
Emma Chamberlain	Diploma, Medical Assisting	Bradford College
Lolita Collins	AS, Health Admin. Services Certified Billing Coding Specialist	Colorado Technical University National Healthcare Association
Tossie Thomas	MA, Sociology; BA, Sociology/Psychology	Texas Southern University
Vivian Greeno	Certified Medical Assistant	Kee Business College

## MEDICAL OFFICE ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

## PARALEGAL

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

## PHARMACY TECHNICIAN

FACULTY	CREDENTIALS	INSTITUTIONS
Amy Devolder	BA, Biology Certified Pharmacy Technician	Augustana College Texas State Board of Pharmacy
Clarence Roberson	Bachelor of Science Associate of Applied Science Registered Pharmacy Technician	University of Phoenix Northern Virginia Community College Texas State Board of Pharmacy
Diedre Rand	MBA BS, Health Registered Pharmacy Technician	Keller Graduate School of Management Prairie View A&M Texas State Board of Pharmacy

## RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

## ADDITIONAL MODIFICATIONS

Page 0: The last sentence of the State Licensure section has been amended to read as follows:

*The Cosmetology and Nail Technician diploma programs and the cosmetology training portion of the Cosmetology associate degree program are licensed and regulated by the Texas Department of Licensing and Regulation.*

Page 2: The following requirements have been added to the Admissions Requirements and Procedures policy:

*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.*

*For admission to the Cosmetology associate degree program, applicants must submit the Admission Essay. The Program Director of the Cosmetology Associate Degree Program determines a prospective student's eligibility for admission, reviews students' progression issues, and considers readmission requests. In determining an applicant's eligibility for admission, the Program Director will consider, among other factors, Wonderlic score, academic experience, and writing sample quality. Students will be accepted for admission on a space available basis. Should multiple prospective students be evaluated as equally eligible for admission, admission will be offered in the order in which the prospective students applied. The Cosmetology Associate Degree Program is a limited access program, which may result in qualified applicants not having the opportunity to enroll in the program until a future enrollment date. A candidate must attend the pre-admission interview, as well as orientation, in order to matriculate into the Cosmetology degree program. Exceptions will only be granted for service in the US armed forces or reserves, or in the case of emergency. Such emergencies will require a signed note from a physician or other licensed healthcare provider, or other appropriate documentation (obituary, or documentation from a US Court of Law).*

Page 2: Item 3 of the Admissions Requirements and Procedures has been amended to include the following requirement.

*The required passing score for the Wonderlic exam will be 14 or higher for the Cosmetology associate degree program.*

- Page 3: Item 6 of the Admissions Requirements and Procedures has been deleted. Applicants no longer need to provide proof of successful completion of a cosmetology training program and an active cosmetology operator license for admission to the Cosmetology associate degree program.
- Page 4: The following requirement has been added to the Attendance Requirements for Activation for Programs Other than the Cosmetology and Nail Technician Diploma Programs section of the Activation Policy.
- *For applicants enrolled in the Cosmetology associate degree program who are scheduled for a cosmetology course, which is identified with a prefix of "COS:" Attend at least 35 clock hours during the first two weeks of the term.*
- Page 5: The Transfer Credit for Programs other than the Cosmetology and Nail Technician Diploma Programs policy has been renamed Transfer Credit for Courses other than Courses in the Nail Technician Diploma Program Cosmetology Courses, and the following has been added to that policy:
- Cosmetology courses are identified with a prefix of "COS."*
- Page 6: The Transfer Credit for the Cosmetology Diploma Program policy has been renamed Transfer Credit for Cosmetology Courses, and the following has been added to that policy:
- Cosmetology courses are identified with a prefix of "COS." Students who hold an active cosmetology operator license issued by the Texas Department of Licensing and Regulation may be eligible to receive transfer credits for the COS prefix courses in the Cosmetology associate degree program.*
- 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 item has been added to the Class Scheduling section.
- The typical class schedule for residential courses in the Cosmetology Associate Degree Program is Monday through Friday from 9:00 AM to 1:00 PM.
- Page 28: The Campus is no longer enrolling students in the Pharmacy Technician Diploma Program.
- Page 30: The Cosmetology Associate Degree Program length has been modified. The calendar length for completion is now 18 months and the third paragraph of the program description has been amended to read as follows:
- The Program consists of 108 academic quarter credit hours and is designed to be delivered over 18 months, which are divided into six three-month quarters that are delivered in a hybrid format. In the hybrid format, the COS prefix courses are delivered residentially and the BN and GE prefix courses are delivered online.
- Pages 53-54: The prerequisites for the MOA prefix courses have been removed.
- Page 61: 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 64: The Attendance Policy for Programs other than the Cosmetology and Nail Technician Diploma Programs has been renamed Attendance Policy for Courses other than Courses in the Nail Technician Diploma Program and Residential Cosmetology Courses.
- Page 65: The Attendance Policy for the Cosmetology Diploma Program has been renamed Attendance Policy for Residential Cosmetology Courses.
- Page 70: The first sentence of the TDLR Refund policy has been amended to read as follows:
- For the Cosmetology associate degree, Cosmetology diploma, and Nail Technician diploma programs only, the TDLR Refund Policy takes the place of the Institutional Charging Policy.*
- Page 76: The following statement has been added to the Texas Department of License and Regulation complaint policy.
- Complaints related to the cosmetology training portion of the Cosmetology associate degree program may be submitted to the Texas Department of Licensing and Regulation.*

# RESTAURANT, HOSPITALITY, AND RETAIL MANAGEMENT

## ASSOCIATE OF APPLIED SCIENCE

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, some courses are delivered residentially and some courses are delivered via distance education (i.e., on-line).

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

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
GE1218	Oral Communication	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
<b>Total:</b>		<b>1152</b>	<b>0</b>	<b>0</b>	<b>101</b>

## COURSE DESCRIPTIONS

**GE2631** **Ethics** **6.00 Quarter Credit Hours**  
**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*

**HM100** **Introduction to Hospitality Management** **5.00 Quarter Credit Hours**  
**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** **Lodging Front Office Management** **5.00 Quarter Credit Hours**  
**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** **Property Maintenance** **5.00 Quarter Credit Hours**  
**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** **Foodservice Management** **5.00 Quarter Credit Hours**  
**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** **Hospitality and Tourism Marketing and Sales** **5.00 Quarter Credit Hours**  
**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** **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** **5.00 Quarter Credit Hours**  
**Customer Service Management** **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** **5.00 Quarter Credit Hours**  
**Event Planning and Logistics** **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** **5.00 Quarter Credit Hours**  
**Retail Operations Management** **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** **5.00 Quarter Credit Hours**  
**Tourism** **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** **5.00 Quarter Credit Hours**  
**Hospitality and Tourism Information Technology** **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** **5.00 Quarter Credit Hours**  
**Capstone** **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

## COSMETOLOGY, 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

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.**