



REAL SKILLS FOR



THE REAL WORLD.







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Remington's career-relevant degree and diploma programs are developed with your success in mind. Our instructors bring personal industry experience and hands-on training into the classroom.

**AT REMINGTON COLLEGE, YOU'RE NEVER ON YOUR OWN—** you have the support of our staff, instructors, and community connections. We offer assistance with financial aid and scholarship options for those who qualify, along with varied program start times and class schedules in select programs. While employment is not guaranteed for students or graduates, as you near the graduation, our career services team assists with training to help craft effective resumes and help prepare for that all important job interview.

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# SINCE 1985,

REMINGTON COLLEGE HAS FOCUSED ON  
ENHANCING THE QUALITY OF LIFE OF OUR  
STUDENTS THROUGH EDUCATION AND  
TRAINING. AS A LOCALLY-BASED, NON-  
PROFIT COLLEGE, WE WORK TO BENEFIT  
THE COMMUNITIES WE SERVE. WE TAILOR  
OUR PROGRAM OFFERINGS TO FULFILL  
THE NEEDS OF AREA EMPLOYERS.

REMINGTON COLLEGE IS DEDICATED *to Your* SUCCESS.

Remington College is **non-profit** and community-focused. Remington College is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

**Why ACCSC Matters**

ACCSC's scope of recognition with the U.S. Department of Education includes the accreditation of postsecondary, non-degree-granting institutions and degree-granting institutions that are predominately organized to educate students for occupational, trade, and technical careers.



# CAREER SERVICES DEPARTMENT

Your future is important to us at Remington College. Although no reputable college can guarantee employment, we do take a proactive approach with your career planning and development — offering reliable coaching and putting our knowledge and resources to work for you in several ways.



## **Employment Applications and Résumés.**

We'll help you design your résumé, offer tips on writing it, assist in completing employment applications, and more.



## **Connection with Potential Employers and Potential Jobs.**

Our goal is to get local employers to know you. We invite them to visit our campuses as guest speakers and job fair participants. We also share current and future job leads and job openings and help set up interviews or pre-employment screenings for you.



## **Interview Techniques - Professional Development Activities.**

By offering career development coursework and opportunities to take part in mock interviews, we'll help you fine-tune your interviewing skills, give you tips on professional appearance and how to build your confidence and readiness for interviews, and offer valuable advice on how to follow up after your interviews.



## **Help for Every Graduate.**

You're not just a number, and you won't have to get on a waiting list to speak with our Career Services Representatives. In fact, we may even reach out to you first!







# STUDENT FINANCE DEPARTMENT

If you're worried about how you'll pay for college, know that if you qualify for financial aid, you might just have a variety of options to help you cover the cost.<sup>1</sup>

All Remington College campuses participate in the Title IV Federal Student Financial Aid Program. Our Student Finance Associates are ready to talk with you about your specific needs and the types of college financing options that could be available to you if you qualify and meet eligibility requirements.

We can also help you complete your Free Application for Federal Student Aid (FAFSA), along with scholarship, grant, and loan applications, at no cost to you.





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## REAL HELP TO MAKE COLLEGE MORE AFFORDABLE.

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### Grants/Other Scholarships

These monetary awards are available to qualifying students and generally don't have to be paid back. Grants are offered by the U.S. government (Federal Pell Grants), and many states also have grant and scholarship programs. Certain qualifications apply.

### Loans

Long-term loans (offered either by the U.S. government or by lenders receiving government guarantees) generally have low-interest rates. Loans must be repaid, and they're generally scheduled to be repaid over ten years or more.

You typically don't start making loan payments until about six months after you leave school (whether or not you graduate).

Different types of loans include the subsidized loan, which doesn't charge you interest while you are in

school at least half-time, for the first months after you leave school, or during a period of deferment, and the unsubsidized loan, which you start owing interest on once the loan is disbursed to your student account. Certain qualifications apply.

Private loans may also be available to you through local banks, credit unions, or other student loan providers.

### Other Resources

If you're currently working, your employer may offer tuition assistance. If you're a veteran or an active member of the military, you may be eligible for tuition assistance and other GI Bill benefits, too.<sup>2</sup>

We know it's easy to feel overwhelmed by all this, but that's where we come in. We'll help you wade through the language, the process, and the paperwork of financial aid, so you don't have to go at it alone.

<sup>2</sup>VA benefits available for those that qualify.



# A REAL COMMUNITY CONNECTION.

Remington College believes a better world is within reach if we put our collective minds, hands, and hearts together. So we try to instill a real sense of giving back — for the good of our neighboring communities, and for your personal and professional growth and enrichment, too.



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THESE ARE JUST SOME OF THE OUTREACH SERVICES AND CAUSES OUR PEOPLE ARE COMMITTED TO:

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## **Community Services**

Anywhere you find a Remington College campus; you will find multiple programs and events aimed at engaging you as a student, encouraging you to network and build connections and relationships and empowering your own future by giving back to the people in your local community.

## **National Multiple Sclerosis Society Partnership**

Remington College, a non-profit college, has partnered with the National Multiple Sclerosis Society for a volunteer initiative across its campuses nationwide. As part of the partnership, Remington College will help promote awareness, volunteer for National Multiple Sclerosis Society such as Bike MS and Walk MS and fundraiser. The effort underscores Remington College's numerous community offerings as a non-profit institution.



*By giving back, you can gain much in return, including invaluable, résumé-enriching experience and a brighter, more compassionate outlook — creating a chain of hope that will serve to make our world a better place, one day at a time.*



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800-392-1908  
remingtoncollege.edu

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MUSIC PRODUCTION

DIPLOMA  
PROGRAM

# BEAT PRODUCTION AND RECORDING ARTS TECHNOLOGY

Our Beat Production and Recording Arts Technology program covers a number of skills you may need for a career in the music industry—including music and beat production, music business basics, marketing, songwriting, vocal production and more.





## CURRICULUM



### COURSE CONTENT INCLUDES:

- Music Business
- How to Make a Beat
- Advanced Beat Production
- How to Sell Beats
- Music Marketing and Design
- Songwriting
- Vocal Recording and Production
- Mixing Techniques
- 1 on 1 Capstone Project with Wyshmaster



## Are you passionate about pursuing a career in music production?

Remington College's Beat Production and Recording Arts Technology Diploma program can get you on the track to a creative new career in the music industry. This 8-month course covers a wide range of modern music production fundamentals—from building a beat and recording tracks to music marketing and production software skills.

Upon completion of the program, graduates should be prepared for entry-level positions in music production, marketing, and selling beats. Our program also teaches you how to grow your audience organically and differentiate yourself by finding a specific niche for beat selling.<sup>1</sup>

If you want to pursue a career in the music industry, then a diploma in Beat Production and Recording Arts Technology can help get you on the path to producing, marketing and selling your beats.

<sup>1</sup>Employment not guaranteed for students or graduates.

## BEAT PRODUCTION

# CAREER POSSIBILITIES<sup>2</sup>

A diploma in Beat Production and Recording Arts Technology is designed to prepare you for work in a variety of music industry careers, including:

- Beat Production
- Music Marketing
- Songwriting
- Vocal Production
- Music Entrepreneur



## PRODUCTION CAPSTONE

The Production Capstone course gives you the opportunity to work with Grammy-nominated, multi-platinum Music Producer Wyshmaster. He will meet with you on a weekly basis to elevate your producing skills, guide you through advanced techniques and address any challenges you may have along the way.

<sup>2</sup>Employment not guaranteed for students or graduates.  
Not all programs eligible for financial aid.





BUSINESS

ASSOCIATE  
DEGREE  
PROGRAM

# BUSINESS ADMINISTRATION

Our Business Administration program offers three options for specialized training in Bookkeeping, Marketing and Sales, or Executive Assistant.





## CURRICULUM



### COURSE CONTENT INCLUDES:

- Introduction to Business
- Document Processing
- Introduction to Management
- Computerized Spreadsheets
- Business Law
- Personnel Management
- Business Portfolio
- Career Development



## Choose the training that works for you!

Our program covers the fundamentals of business administration with the added benefit of targeted coursework in Bookkeeping, Marketing and Sales, or Executive Assistant tracks.

Our specialized programs provide general business knowledge and skills with a focus of one of three distinct areas of study:

- Bookkeeping
- Executive Assistant
- Marketing and Sales

A career in Bookkeeping may include organizing financial records, creating budgets and preparing tax returns. Executive Accountants manage office duties and serve as an important liaisons between staff and clients. Marketing and Sales careers include a spectrum of opportunities, from conducting market research and implementing campaigns to boosting sales and increasing a company's return-on-investment.

Remington College's Business Administration Triple Track degree can help prepare you for various positions with independent businesses, public corporations and non-profit sectors.<sup>1</sup>

<sup>1</sup>Employment not guaranteed for students or graduates.



# BUSINESS ADMINISTRATION

## CAREER POSSIBILITIES<sup>2</sup>

An associate degree in Business Administration may lead to a range of entry-level positions, including:

- Accounting Assistant
- Administrative Assistant
- Assistant Manager
- Bookkeeper
- Customer Service Specialist
- General Office Specialist
- Marketing Assistant
- Payroll Office Clerk



<sup>2</sup>Employment not guaranteed for students or graduates.



CREATIVE ARTS

DIPLOMA  
PROGRAM



# COMPUTER- AIDED DESIGN AND DRAFTING (CADD)

CADD Drafters, sometimes referred to as CADD operators, collaborate with clients, engineers, architects, and surveyors to design and prepare plans using computer-aided design and drafting software.





## CURRICULUM



### COURSE CONTENT INCLUDES:

- Manual Drafting
- Computer-aided Drafting
- Structural Drafting
- Architectural Drafting
- Mechanical Drafting
- Electrical and Electronic Drafting
- Pipes and Piping
- Civil Drafting and Mapping
- Career Portfolio



**CADD Drafters** employ mechanical abilities, visual aptitude, communication skills and attention to detail to work in a variety of areas, including aeronautical, pipeline, electrical, electronic and more.

Your daily work will vary based on the specific field you choose to pursue. Architectural Drafters work under an architect to prepare structural designs, lay out floorplans, run calculations, and analyze building codes.

Civil Drafters incorporate data and surveys to prepare technical drawings for bridges, highways, pipe systems, and more.

Mechanical Drafters use mathematical formulas and specifications to create designs for machinery and equipment.

Explore the full range of computer-aided design and drafting career possibilities with the CADD Diploma Program at Remington College.<sup>1</sup>

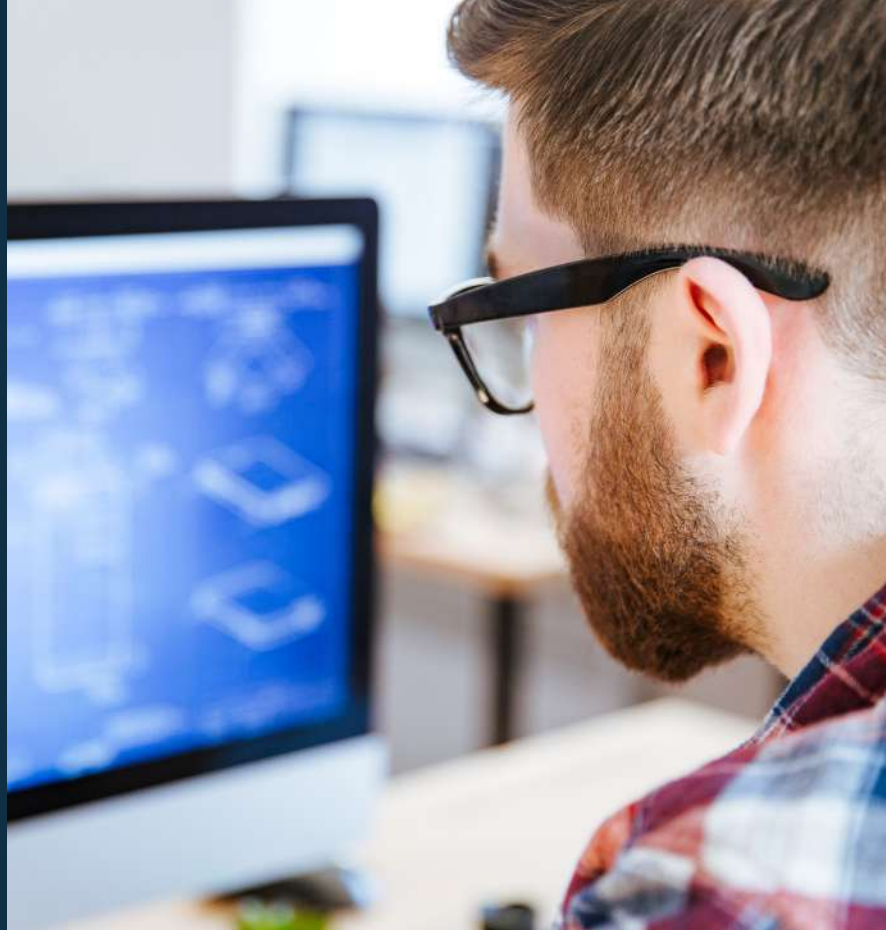
<sup>1</sup>Employment not guaranteed for students or graduates.

# COMPUTER-AIDED DESIGN AND DRAFTING

## CAREER POSSIBILITIES<sup>2</sup>

CADD technicians may apply their skills in a variety of workplaces, including:

- Engineering Firms
- Architectural Firms
- Contracting Companies
- City Planners
- Manufacturers



### CADD DUTIES

#### **CADD duties include:**

- Communicating with clients and engineers
- Naming specific drafting and design elements
- Detailing structures and machine parts in both hand and computer drawings
- Working with engineers to determine drawing dimensions and construction materials

A CADD technician is often trained in civil, electrical, architectural, piping, or mechanical drafting and may use these concentrations to serve specific areas of engineering.

<sup>2</sup>Employment not guaranteed for students or graduates.





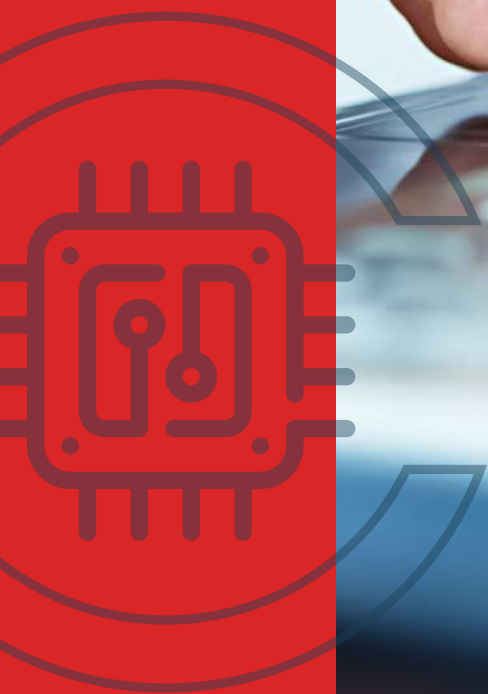
TECHNOLOGY

DEGREE  
PROGRAM

# DATABASE MANAGEMENT AND ADMINISTRATION

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Database Managers and Administrators specialize in data organization, storage, integration and analysis in a number of professional settings.



## CURRICULUM



### COURSE CONTENT INCLUDES:

- Career Development Fundamentals
- Introduction to Databases
- Logic and Design
- Database Server Installation and Maintenance
- Database Design
- Introduction to Cloud Solutions
- Service Desk and Support Fundamentals
- Cybersecurity and IS Security
- Data Warehousing, Reporting and Structured Query Language
- Web Application Development
- Web Design
- Small Business Principles
- Small Business Basics



## When working in Database Management and Administration, you may find employment in

a variety of workplaces, including small businesses and large corporate firms. Depending on your workplace, daily tasks may include database security, installation and configuration; user creation and maintenance; backups and recovery; reporting and querying; installation and configuration; and performance optimization.

Database Management and Administration is often an essential aspect of day-to-day operations in a number of sectors. Throughout your degree program at Remington College, you will study the business principles needed to enhance a company's performance and organization, perform database applications, and remain competitive in a technology-driven economy.<sup>1</sup>

If you have an analytical mind and excel at troubleshooting, then Remington College's Database Management and Administration degree may open up a number of opportunities in the growing field of information technology.<sup>1,2</sup>



# DATABASE MANAGEMENT AND ADMINISTRATION

## CAREER POSSIBILITIES<sup>3</sup>

Database Management and Administration graduates may pursue entry-level careers in:

- IT Support
- Data Management
- Data Security
- Database Design
- Data Mapping
- Database Management
- Object-oriented Programming



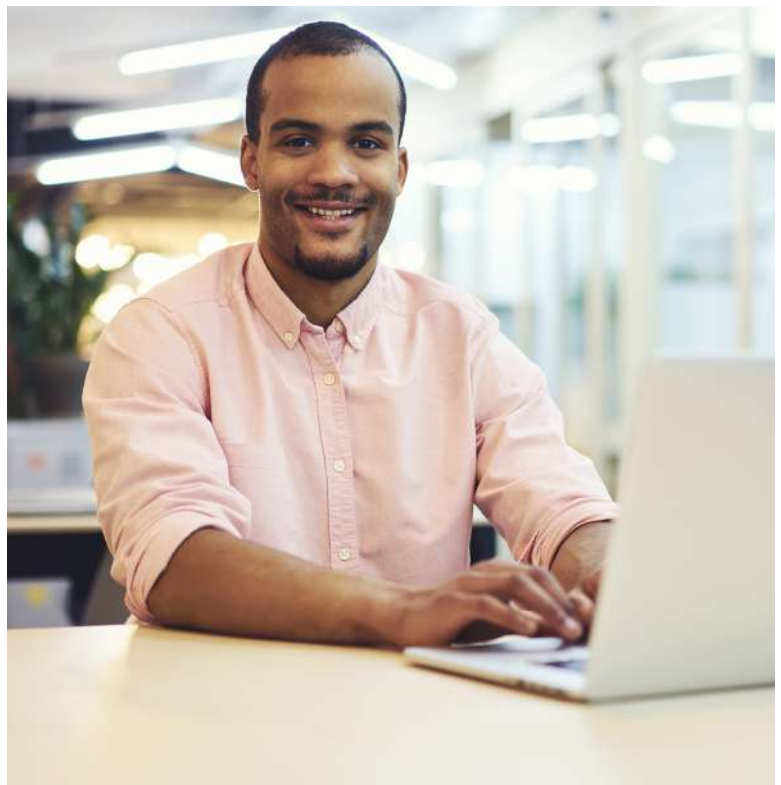
### JOB OUTLOOK



EMPLOYMENT OF DATABASE  
ADMINISTRATORS IS PROJECTED TO

↑ INCREASE  
11%

DURING THE 2016-2026 DECADE.\*



\*Source: bls.gov. BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

<sup>3</sup>Employment not guaranteed for students or graduates.



HEALTHCARE

DIPLOMA  
PROGRAM

# DENTAL ASSISTING

Dental Assistants help keep a dental office running by performing essential office and procedural tasks, as well as working with patients to improve their level of dental care.





## CURRICULUM



### COURSE CONTENT INCLUDES:

- Basic Body Systems and Functions
- Oral Anatomy
- Oral Radiology
- Chairside Assisting
- Dental Science
- Dental Materials
- Dental Office Emergencies
- Computer Applications
- Office Applications
- Career Development
- Externship<sup>1</sup>  
An externship allows students to practice their skills in an actual dental setting.



As a Dental Assistant, your day may consist of supporting the office staff by scheduling patient appointments, keeping records of dental treatments, and working with billing and payment.

Dental Assistants also prepare patients for treatments and procedures, create impressions and casts, sterilize dental instruments, set up and assist dentists during procedures, create temporary crowns and process x-rays and labs.

If working in the dental field appeals to you, Remington's Dental Assistant Diploma Program can help you on your way to a new career.<sup>2</sup>

<sup>1</sup>Must meet minimum GPA requirements to qualify for externship program. Certain Restrictions may apply.

<sup>2</sup>Employment not guaranteed for students or graduates.

## DENTAL ASSISTING

# CAREER POSSIBILITIES<sup>3</sup>

Dental Assistants may work in a wide variety of medical offices and facilities, including:

- Private Practice Dental Office
- Dental Clinic
- General Dentistry
- Pediatric Dentistry
- Periodontics
- Endodontics
- Prosthodontics



### JOB OUTLOOK



EMPLOYMENT OF DENTAL  
ASSISTANTS IS PROJECTED TO

↑ **INCREASE**  
**11%**

DURING THE 2018-2028 DECADE.\*

See campus for certification details. Cost of first attempt at certification exam included in tuition.<sup>4</sup>



\*Source: <http://www.bls.gov/ooh/healthcare/dental-assistants.htm>. BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

<sup>3</sup>Employment not guaranteed for students or graduates.

<sup>4</sup>Certain restrictions may apply.





HEALTHCARE

ASSOCIATE  
DEGREE  
PROGRAM

# DENTAL HYGIENE

Dental Hygienists work with dentists to help patients achieve and maintain optimal oral health.



## CURRICULUM



### COURSE CONTENT INCLUDES:

- Dental Hygiene Theory
- Dental Hygiene Practice
- Oral and Dental Anatomy
- Oral Radiology
- Dental Materials
- Dental Pharmacology
- Periodontics
- General and Oral Pathology
- Anxiety and Pain Control
- Prevention and Health Promotion



As a Dental Hygienist, you may work in a dental office to provide important and necessary oral health care for patients. Your routine role as a Dental Hygienist may include determining disease risk, formulating treatment plans, and educating patients on proper oral hygiene and care. Hands-on tasks include making impressions and casts, creating temporary crowns, taking dental x-rays, administering local anesthetics, and more.

Dental Hygienists are essential members in most dental practices. The care provided by a skilled Dental Hygienist helps people improve their health and quality of life by enhancing overall tooth and gum care. The ability to communicate well with patients while performing a number of relevant tasks is essential to your success as a Dental Hygienist.

If you like working with people and have a passion for oral health, Remington College's Dental Hygiene degree program may help open up the door to a career in the dental field.<sup>1</sup>

<sup>1</sup>Employment not guaranteed for students or graduates. State licensure may be required.



## DENTAL HYGIENE

# CAREER POSSIBILITIES<sup>2</sup>

Areas within the field of dentistry in which dental hygienists may work include:

- General Dentistry
- Pediatric Dentistry
- Periodontics
- Endodontics
- Prosthodontics



### JOB OUTLOOK



EMPLOYMENT OF DENTAL  
HYGIENISTS IS PROJECTED TO

 **INCREASE**  
**11%**

DURING THE 2018-2028 DECADE.\*

### CERTIFICATION AND LICENSURE

This program has been developed to help students prepare to take the National Board Dental Hygiene Exam (NBDHE) and any required state or regional clinical exams. Remington College will pay for the first attempt of these exams and the NBDHE.<sup>3</sup>

The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653, or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>

\*Source: <http://www.bls.gov/ooh/healthcare/dental-hygienists.htm>. BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

<sup>2</sup>Employment not guaranteed for students or graduates. State licensure may be required.

<sup>3</sup>Certain restrictions may apply.



TRADES

DIPLOMA  
&  
ASSOCIATE OF  
OCCUPATIONAL  
STUDIES  
DEGREE  
PROGRAM

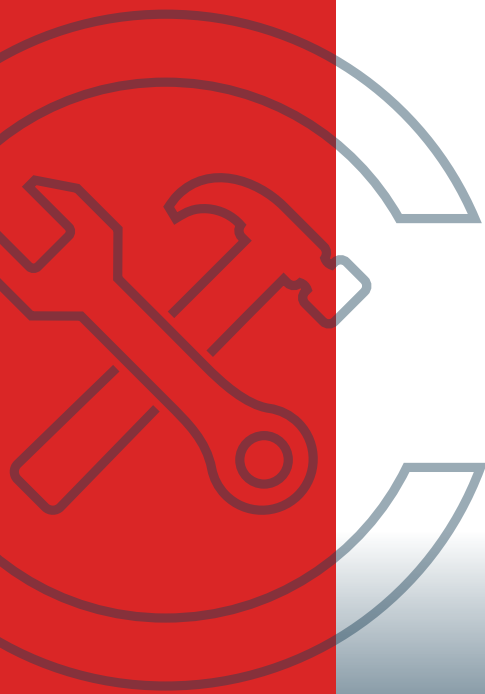
# FACILITY MAINTENANCE

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# FACILITY MAINTENANCE & TECHNOLOGY

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Facility Maintenance Technicians inspect, diagnose, and repair building issues in a number of professional settings.





## CURRICULUM



### COURSE CONTENT INCLUDES:

- Introduction to HVAC and Refrigeration
- Fundamental HVAC Maintenance
- Small Power Equipment and Appliances
- Facility Maintenance I - Residential
- Facility Maintenance II - Commercial
- Electrical
- Carpentry and Finishing



## As a Facility Maintenance Technician,

you may be responsible for inspecting buildings, identifying maintenance issues, and repairing problems along the way. Remington College's Facility Maintenance diploma and Facility Maintenance Technology Associate of Occupational Studies degree programs cover a range of topics from HVAC maintenance and small appliance repair to drywall repair skills and plumbing maintenance.

If you enjoy troubleshooting issues, implementing creative solutions, and working with your hands, you may want to consider pursuing a program in Facility Maintenance at Remington College.<sup>1</sup>

## FACILITY MAINTENANCE

# CAREER POSSIBILITIES<sup>2</sup>

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



### JOB OUTLOOK



EMPLOYMENT OF GENERAL  
MAINTENANCE AND REPAIR  
WORKERS IS PROJECTED TO

↑ **INCREASE**  
**6%**

DURING THE 2018-2028 DECADE.\*



\*Source: <https://www.bls.gov/ooh/installation-maintenance-and-repair/general-maintenance-and-repair-workers.htm>. BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

<sup>2</sup>Employment not guaranteed for students or graduates.





TRADE

DIPLOMA  
PROGRAM

# HEATING, VENTILATION, AND AIR CONDITIONING

HVAC Technicians, Mechanics and Installers work on heating, ventilation, cooling, and refrigeration systems in a variety of buildings.

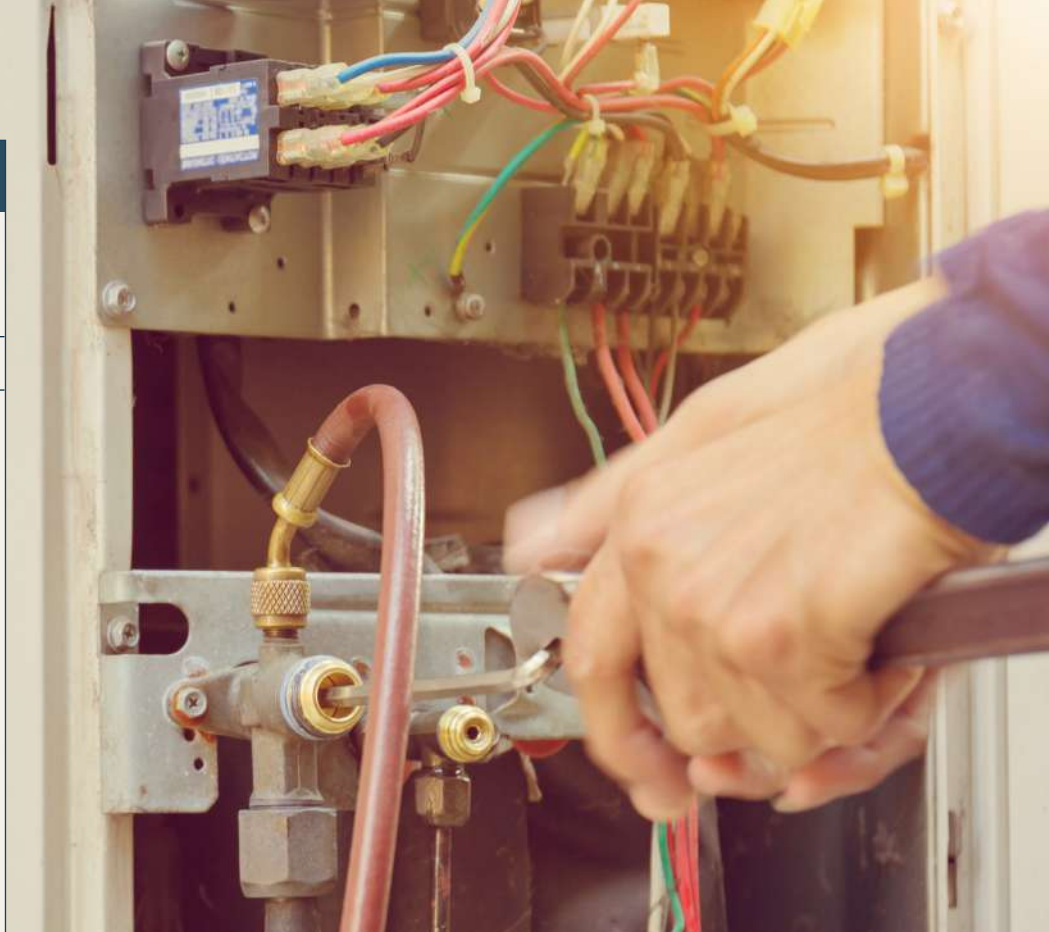


## CURRICULUM



### DIPLOMA PROGRAM COURSE CONTENT INCLUDES:

- Introduction to HVAC and Refrigeration
- Fundamental HVAC Maintenance
- HVAC Automated Controls
- Motors and Motor Controls
- Residential Systems
- Commercial HVAC Systems
- Commercial Refrigeration Systems
- Domestic Appliances
- Heat Pumps and Hydronic Heating
- Ducting and Air Flow
- Hydronic Systems



## As a skilled HVAC Technician,

you may work in a residential home, school, hospital, factory or office building. Your typical duties may include following blueprints to install or repair systems, testing and troubleshooting, and repairing or replacing defective parts—all while following a strict set of safety regulations.<sup>1</sup>

In modern homes and workplaces, people are spending more time inside than ever before, making reliable heating, cooling and ventilation essential to quality of life and comfort. HVAC Technicians can play an essential role in improving overall comfort, safety and energy efficiency for their clients on a day-to-day basis.

Remington College provides hands-on training in heating, ventilation and cooling systems through our HVAC Diploma Program.

<sup>1</sup>Employment not guaranteed for students or graduates.



## HVAC

# CAREER POSSIBILITIES<sup>2</sup>

Heating, Ventilation and Air-Conditioning Technicians work in a variety of locations, including:

- Industrial Locations
- Residential Facilities
- Commercial Facilities



## JOB OUTLOOK



EMPLOYMENT OF HVACR  
MECHANICS AND INSTALLERS  
IS PROJECTED TO

↑ INCREASE  
13%

DURING THE 2018-2028 DECADE.\*

\*Source: <http://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm>. BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

<sup>2</sup>Employment not guaranteed for students or graduates.

<sup>3</sup>Certain restrictions may apply.

## CERTIFICATIONS

Persons who perform maintenance, service, repairs, or disposals that could release refrigerants (and the chemicals in them) from appliances into the atmosphere are required by the U.S. Environmental Protection Agency (EPA) to hold specific certifications to ensure that the refrigerants are handled correctly. Remington College's HVAC diploma program tuition includes the cost of the student's first attempt at the EPA certification exams.<sup>3</sup> Certifications are as follows:

**Type I**—Required for HVAC technicians primarily servicing small appliances, such as domestic refrigerators, window air conditioners and vending machines.

**Type II**—Required for HVAC technicians primarily servicing and disposing of equipment using a high-pressure refrigerant. Examples include residential air conditioners and heat pumps, supermarket refrigeration and process refrigeration.

**Type III**—Required for HVAC technicians primarily servicing and disposing of equipment using a low-pressure refrigerant. These units are mainly chillers.

**Universal**—Required for HVAC technicians who service all types of equipment.



HEALTHCARE

9-MONTH  
DIPLOMA  
PROGRAM

# MEDICAL ASSISTING

Accelerate your career in the healthcare industry  
with Remington College's 9-month Medical Assisting  
Diploma Program.<sup>1</sup>





## CURRICULUM



### COURSE CONTENT INCLUDES:

- Introduction to Healthcare Services
- Health Science Procedures
- Clinical Procedures
- Pharmacology
- Anatomy and Physiology
- Insurance Applications, Billing and Coding
- Capstone and Certification
- Clinical Experience<sup>2</sup>



As a Medical Assistant, your daily tasks may include scheduling appointments, performing routine tests, handling patient billing and insurance claims, preparing examination rooms, recording vital information, maintaining inventory, and ordering supplies.

Medical Assistants are important members of any healthcare team, as they assist doctors and nurses in performing their duties more efficiently. They may also serve as the first point of contact with a patient by performing initial point-of-care testing, including collecting intake forms and samples.

Over the course of your 9-month diploma program, you will complete 8 classroom academic periods and a one-month externship module.<sup>1,2</sup> This program is specifically designed to prepare graduates for entry-level positions in a number of healthcare settings, such as hospitals, clinics, nursing homes, and home health agencies.<sup>3</sup>

<sup>1</sup>Program completion times may vary based on individual performance/circumstances.

<sup>2</sup>Must meet minimum GPA requirements to qualify for externship program.  
Certain Restrictions may apply.

<sup>3</sup>Employment not guaranteed for students or graduates.

## MEDICAL ASSISTING

# CAREER POSSIBILITIES<sup>4</sup>

Medical Assistants may work in a wide variety of medical offices and facilities, including:

- Individual Private Practice
- Physician Groups
- Clinics



## JOB OUTLOOK



EMPLOYMENT OF MEDICAL  
ASSISTANTS IS PROJECTED TO

↑ INCREASE  
**23%**

DURING THE 2018-2028 DECADE.\*

\*Source: <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>.  
BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

## CERTIFICATION

### Registered Medical Assistant (RMA) Certification

Remington College offers Registered Medical Assistant certification through the American Medical Technologists. The cost of the first attempt of the Registered Medical Assistant exam is included in tuition.<sup>5</sup>



<sup>4</sup>Employment not guaranteed for students or graduates.

<sup>5</sup>Certain restrictions may apply.





HEALTHCARE

DEGREE  
PROGRAM

# MEDICAL ASSISTING

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Medical Assistants are healthcare professionals who perform various clinical and administrative duties while working alongside physicians in medical offices, hospitals, and clinics.



## CURRICULUM



### COURSE CONTENT INCLUDES:

- Career Development Fundamentals
- Health Science Essentials (includes CPR certification exam)
- Patient Care and Communication
- Medical Laboratory Procedures
- Pharmacology
- Introduction to Healthcare Insurance
- Externship (160 hours; gain practice in an actual medical setting)<sup>1</sup>
- Capstone and Certification Preparation (prepare for the CCMA exam)



## As a Medical Assistant, your

duties may vary based on the healthcare setting. In a private practice, you might be responsible for examining patient samples, administering immunizations, taking lab work, scheduling appointments or handling billing.

You may also serve as the first point of contact for a patient—helping with intake forms, collecting samples, and performing initial point-of-care testing.

Medical Assistants can be vital members of a healthcare team, as they assist doctors and nurses in performing their duties more efficiently. Your degree in Medical Assisting can help get you on the path to a career in the healthcare industry.<sup>2</sup>

<sup>1</sup>Must meet minimum GPA requirements to qualify for externship program. Certain Restrictions may apply.

<sup>2</sup>Employment not guaranteed for students or graduates.



## MEDICAL ASSISTING

# CAREER POSSIBILITIES<sup>3</sup>

Medical Assistants may work in a wide variety of medical offices and facilities, including:

- Individual Private Practice
- Physician Groups
- Clinics



## JOB OUTLOOK



EMPLOYMENT OF MEDICAL  
ASSISTANTS IS PROJECTED TO

↑ INCREASE  
**23%**

DURING THE 2018-2028 DECADE.\*

\*Source: <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>. BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

## CERTIFICATIONS

### **Certified Clinical Medical Assistant (CCMA)–**

This certification is offered by the National Healthcareer Association. The cost of the first attempt of the Certified Clinical Medical Assistant exam is included in tuition.<sup>4</sup>



<sup>3</sup>Employment not guaranteed for students or graduates.

<sup>4</sup>Certain restrictions may apply.



HEALTHCARE

DIPLOMA  
PROGRAM

# MEDICAL OFFICE ADMINISTRATION

Medical Administrative Assistants work alongside doctors and nurses in various healthcare settings to fulfill medical office administrative tasks.





## CURRICULUM



### COURSE CONTENT INCLUDES:

- Fundamentals of Medical Office Administration
- Healthcare Business Management
- Structure and Function of the Human Body
- Law, Ethics, and Medical Records
- Fundamentals of Practice Management
- Introduction to Coding
- Basic Medical Coding Applications
- Medical Terminology



## As a Medical Office Administration graduate,

you may work in locations such as hospitals, clinics, nursing homes, medical supply businesses, home health agencies, and general offices. Though most Medical Office Administration professionals execute similar job responsibilities, your day-to-day role will depend on your particular workplace environment.

Medical Administrative Assistants often answer phone calls, schedule appointments, communicate with insurance companies, communicate test results, order medical supplies, update patient records, and more. Specific jobs in this healthcare field include medical administrative assistant, medical billing specialist, collections clerk, or patient services representative.

With Remington College's diploma program in Medical Office Administration, students will be able to study the fundamentals of medical office administration, healthcare practices, medical terminology, and the basics of medical coding.<sup>1</sup>

<sup>1</sup>Employment not guaranteed for students or graduates.

## MEDICAL OFFICE ADMINISTRATION

# CAREER POSSIBILITIES<sup>2</sup>

A Medical Office Administration diploma may lead to an entry-level position such as:

- Medical Administrative Assistant
- Medical Billing Specialist
- Medical Collections Clerk
- Patient Services Representative
- Admissions Clerk
- Front Office Assistant
- Medical Record Clerk
- Medical Claims Clerk
- Insurance Coordinator
- Insurance Verification Clerk



### JOB OUTLOOK



EMPLOYMENT OF MEDICAL  
ASSISTANTS IS PROJECTED TO

↑ INCREASE  
**23%**

DURING THE 2018-2028 DECADE.\*

\*Source: <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>. BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

### CERTIFICATION

#### **Certified Medical Administrative Assistant (CMAA)–**

This certification is offered by the National Healthcareer Association. The cost of the first attempt of the Certified Medical Administrative Assistant exam is included in tuition.<sup>3</sup>



<sup>2</sup>Employment not guaranteed for students or graduates.

<sup>3</sup>Certain restrictions may apply.





BUSINESS

ASSOCIATE OF  
OCCUPATIONAL  
STUDIES  
DEGREE  
PROGRAM

# RESTAURANT, HOSPITALITY, AND RETAIL MANAGEMENT

Restaurant, Hospitality, and Retail Managers help increase efficiency, quality, profitability, and customer satisfaction.



## CURRICULUM



### COURSE CONTENT INCLUDES:

- Lodging Front Office Management
- Intro to Hospitality Management
- Foodservice Management
- Human Resource Management
- Event Planning and Logistics
- Retail Operations Management
- Property Maintenance
- Customer Service Management
- Tourism
- Human Resource Management
- Hospitality and Tourism Information Technology
- Hospitality and Tourism Marketing and Sales



## As a Restaurant, Hospitality, and Retail Manager,

you may enter a number of various number of fields related to tourism, sales, casinos, hotels, event planning, catering, restaurant, and retail.

Successful Restaurant, Hospitality, and Retail Managers will use their management skills to oversee both front and back of house responsibilities, including organizing and supervising shifts, responding to customer concerns, managing operational costs, complying with safety regulations, creating reports, and promoting events.

With Remington College's Restaurant, Hospitality, and Retail Management Associate of Occupational Studies Degree Program, you can get the real-world training and hands-on skills you need to manage businesses efficiently with high-quality customer service.<sup>1</sup>

<sup>1</sup>Employment not guaranteed for students or graduates.



## RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

# CAREER POSSIBILITIES<sup>2</sup>

Restaurant, Hospitality, and Retail Managers have employment opportunities in:

- Tourism sales
- Event planning
- Hotels
- Retail
- Catering Companies
- Casinos
- Restaurants



### JOB OUTLOOK



EMPLOYMENT OF FOOD SERVICE  
MANAGERS IS PROJECTED TO

 **INCREASE  
11%**

DURING THE 2018-2028 DECADE.\*

\*Source: <https://www.bls.gov/ooh/management/food-service-managers.htm>. BLS statistics represent national job growth projections and are not necessarily reflective of local market conditions. Employment not guaranteed for students or graduates.

### HYBRID TRAINING

Some campuses offer hybrid learning, providing students with the opportunity to complete some courses on campus, while other courses are completed online. The program utilizes a combination of lecture along with demonstrations and simulations to give students the ability to see real-world applications of coursework material.<sup>3</sup>

<sup>2</sup>Employment not guaranteed for students or graduates.

<sup>3</sup>Only offered at some campuses.

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■ **BATON ROUGE, LA**  
4520 S Sherwood Forrest Blvd.  
Baton Rouge, LA 70816

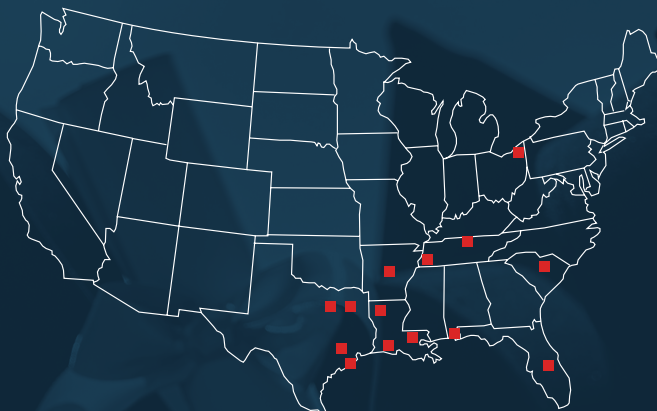
■ **CLEVELAND, OH**  
14445 Broadway Ave.  
Cleveland, OH 44125

■ **COLUMBIA, SC**  
607 Bush River Rd.  
Columbia, SC 29210

■ **DALLAS, TX (GARLAND)**  
1800 Eastgate Dr.  
Garland, TX 75041

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■ **FORT WORTH, TX**  
300 E Loop 820  
Fort Worth, TX 76112



■ **GREENSPPOINT, TX (NORTH HOUSTON)**  
11310 Greens Crossing Blvd. #300  
Houston, TX 77067

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■ **KNOXVILLE, TN**  
7415 Maynardville Pike,  
Suite 106  
Knoxville, TN 37938

■ **LAFAYETTE, LA**  
303 Rue Louis XIV  
Lafayette, LA 70508

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■ **LITTLE ROCK, AR**  
10600 Colonel Glenn Rd. #100  
Little Rock, AR 72204

■ **MEMPHIS, TN**  
2710 Nonconnah Blvd.  
Memphis, TN 38132

■ **MOBILE, AL**  
828 Downtowner Loop W  
Mobile, AL 36609

■ **NASHVILLE, TN**  
441 Donelson Pike #150  
Nashville, TN 37214

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■ **SHREVEPORT, LA**  
2106 W Bert Kouns  
Industrial Loop  
Shreveport, LA 71118

■ **WEBSTER, TX (HOUSTON SOUTHEAST)**  
20985 Gulf Fwy.  
Webster, TX 77598



**800-392-1908 - [remingtoncollege.edu](http://remingtoncollege.edu)**

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