REMINGTON COLLEGE'S MEMPHIS CAMPUS

ADDENDUM TO CATALOG/VOLUME N-1904 DATED 4/15/2019
Revised: 3/27/20

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING $23,065.00

DIPLOMA IN CULINARY SKILLS ESSENTIALS $16,565.00

DIPLOMA IN DENTAL ASSISTING..$16,685.00

DIPLOMA IN FACILITY MAINTENANCE $14,565.00

DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING $21,685.00

DIPLOMA IN MEDICAL ASSISTING (9-MONTH) $16,685.00

DIPLOMA IN MEDICAL ASSISTING (12-MONTH)* $21,210.00
No longer enrolling new students

DIPLOMA IN MEDICAL OFFICE ADMINISTRATION $16,685.00

DIPLOMA IN PATIENT CARE TECHNICIAN $13,065.00

DIPLOMA IN PHARMACY TECHNICIAN...$21,210.00

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION* $34,590.00
No longer enrolling new students

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND NETWORK ADMINISTRATION $34,590.00

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE $34,590.00

ASSOCIATE OF OCCUPATIONAL STUDIES IN CULINARY MANAGEMENT $23,065.00

ASSOCIATE OF APPLIED SCIENCE IN DATABASE MANAGEMENT AND ADMINISTRATION.............................$23,065.00

ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS AND COMPUTER TECHNOLOGY................................$34,590.00

ASSOCIATE OF OCCUPATIONAL STUDIES IN FACILITY MAINTENANCE AND TECHNOLOGY $29,590.00

ASSOCIATE OF OCCUPATIONAL STUDIES IN HEATING, VENTILATION AND AIR CONDITIONING $29,590.00

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING...$28,085.00

ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN $28,085.00

ASSOCIATE OF OCCUPATIONAL STUDIES IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT.......$23,065.00

BACHELOR OF APPLIED SCIENCE IN CRIMINAL JUSTICE $30,590.00

ADMINISTRATORS AND FACULTY

ADMINISTRATORS	TITLES
Dr. Chandra Johnson	Director of Campus Administration
Jules Scalisi	Campus Dean
Melvin Cosey	Director of Admissions
John Snell	Director of Student Financial Services
Randy Peace	Director of Career Services
Darhia Williams	Assistant Director of Career Services
Ralonda Reed	CADD Program Chair
Darryl Humphrey	Criminal Justice Program Chair
Maxine McGee	Dental Assisting Program Chair
Jackie Davis	Facility Maintenance & HVAC Chair
Deandrea Means	Medical Assisting Program Chair
Sheena Butler	Patient Care Tech. Program Chair
Tetranetta Harris	Pharmacy Tech. Program Chair
Rachel Flowers	Restaurant, Hospitality & Retail Mgt Chair
Sharon Scott	Externship Coordinator
Charles Prest	LRS Manager

BUSINESS ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Charlotte Liddell	Master of Business Administration	Columbia Southern University
Jacqueline Riddle	Masters in Business Marketing	Strayer University
Rachel Flowers	MBA	Bethel University
Shamika Watson	MBA, BBA	Strayer University

COMPUTER AND NETWORK ADMINISTRATION

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

COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY	CREDENTIALS	INSTITUTIONS
Floyd Weaver	MS, Technical Ed.	University of Memphis
Ralonda Reed	AAS, Computer Aided Design & Drafting	Northwest Mississippi Community College

CRIMINAL JUSTICE

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

CULINARY SKILLS ESSENTIALS AND CULINARY MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
John Richardson	Associate Degree, Culinary Arts	L'Ecole Culinary School
Paisley Johnson	Associate Degree, Culinary Arts	L'Ecole Culinary School
Ranequa Rodgers	Bachelor's Degree, Culinary Management	The International Culinary Art Institute

DATABASE MANAGEMENT AND ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

DENTAL ASSISTING

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

ELECTRONICS AND COMPUTER TECHNOLOGY

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

FACILITY MAINTENANCE AND FACILITY MAINTENANCE AND TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Jackie Davis	Associate of Occupational Studies	Vatterott College
Ricky Strickland	AOS, EPA Universal Certification	Vatterott College

HEATING, VENTILATION AND AIR CONDITIONING

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

MEDICAL ASSISTING

FACULTY	CREDENTIALS	INSTITUTIONS
Antoinette Stone	BS, Healthcare Admin / Health Mgt.	University of Phoenix
Brittany Ball	AS, Medical Assisting	Rasmussen College
Brittany Bowers	Associate Degree, Medical Assisting	Anthem Career College
Christina Etheridge	Associate Degree, Medical Assisting	Vatterott College
DeAndrea Means	AAS, Respiratory Therapy	Concorde Career College
Tabitha Smith	Masters, Health Administration	Colorado Technical University

MEDICAL OFFICE ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Brittany Ball	AS, Medical Assisting	Rasmussen College
Brittany Bowers	Associate Degree, Medical Assisting	Anthem Career College

PATIENT CARE TECHNICIAN

FACULTY	CREDENTIALS	INSTITUTIONS
Charlene Ali	LPN	Coahoma Community College
Sheena Butler	Associate Degree, Nursing	Southwest TN Community College
Tempest Coleman	Diploma – Certified Medical Asst.	Delta Technical College

PHARMACY TECHNICIAN

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

RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

ADDITIONAL MODIFICATIONS

Page 3: The Admissions Requirements and Procedures section of the Catalog has been amended to include the following Non-Degree/Diploma Seeking Enrollment policy.

Non-Degree/Diploma Seeking Enrollment
The non-degree/diploma seeking status is designed for part-time students who do not seek an academic degree at Remington College. This can include students completing courses that may or may not include a credit hour basis. Enrollment as a non-degree/diploma seeking student does not guarantee automatic admission to Remington College as degree/diploma seeking student. Individuals who wish to apply for non-degree/diploma seeking status must complete the application for admission. Acceptance as a non-degree/diploma seeking student is not automatic. Applicants must be 18 years old or have parental/guardian approval to enroll. Students enrolled as non-degree/diploma seeking are limited to 30 attempted Quarter Credit Hour courses. Enrollment in non-credit courses is unlimited. Credit earned as a non-degree/diploma student cannot be considered for credit at Remington College until the admission criteria has been met by the student for the declared program.

Non-degree/diploma seeking students are required to remain in good academic standing (not on academic or disciplinary probation). Non-degree/diploma seeking students who do not enroll in one or more consecutive courses must reapply for non-degree/diploma admission. Non-degree/diploma seeking students are not eligible for financial aid. Non-degree/diploma students must pay for courses prior to starting class using non-Title IV funds. Tuition and fees are the same for degree seeking and non-degree/diploma seeking students and can be found in tuition and fees section of the catalog addendum. Non-degree/diploma students will be held to the same code of conduct, attendance, refund policies, and all other guidelines as set forth in the campus catalog. Enrollment for non-degree/diploma seeking students is on a space-available basis only. Course selections may be limited. Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). Non-degree/diploma seeking students must provide proof that course prerequisites have been met prior to enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course(s).

Page 3: Item 1 of the Admissions Requirements and Procedures has been amended to include the following requirement:

Applicants for the Dental Assisting program must also (i) complete a Criminal History Acknowledgement and Self-Disclosure Form; and (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check.

Page 3: The last paragraph in item 2 of the Admissions Requirements and Procedures has been amended to read as follows:

Applicants for admission who have obtained a high school diploma outside of the United States must provide proof that they hold the equivalent of a U.S. high school diploma, prior to attending class. This proof must be obtained by having the high school diploma translated to English, evaluated, and certified as equivalent to a U.S. high school diploma by a foreign evaluation service which is recognized by the National Association of Credential Evaluation Services (http://naces.org/members.html). The applicant is responsible for paying all fees associated with the evaluation. The Provost, or his or her designee, will review the evaluation results to determine if the foreign high school transcript is deemed equivalent.

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

The Wonderlic exam is not required for student entering a program who can show proof of an associate's degree or higher from a college accredited by an agency recognized by the U.S. Department of Education.

Page 3: Item 5 of the Admissions Requirements and Procedures policy has been amended to read as follows:

For programs that include distance education components, applicants must complete the Wonderlic Admissions Risk Profile Survey. Remington College also provides enrolling students with 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.

Page 4: Item 8 of the Admissions Requirements and Procedures has been amended to read as follows:

Applicants are enrolled for class starts on a space-available basis. In order to be eligible for enrollment, the applicant must have executed an Application and Enrollment Agreement prior to first attending a scheduled class of the program for which the applicant is applying, and the applicant must be able to meet the applicable attendance requirements for activation.

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

The criminal background check performed on Dental Assisting applicants must reflect no prior criminal history or the activation must be approved by Remington College's Legal Department.

Page 9:   The Transcript Fee policy has been amended to read as follows:

Transcript Fee: Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, or has other remaining obligations to Remington College, in which case they will receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law. Any additional transcript requests will be charged $45.00 per transcript for official transcripts and $25.00 per transcript for unofficial transcripts.

Page 13:   The following policy has been added to the Veteran's Benefits section of the Types of Financial Aid Available to those who Qualify.

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

Page 13:   The following program has been added to the Types of Financial Aid Available to Those Who Qualify.

Economic Hardship Grant
The Economic Hardship Grant is available to new students enrolling on or after March 26, 2020 in one of the programs designated for participation in the Economic Hardship Grant for a class start occurring in April or May 2020. The Economic Hardship Grant is not available to re-enrolling or re-entering students. The amount of an Economic Hardship Grant is $1,000, which will be applied to an eligible student's account as a tuition credit after the student has been activated. For a list of the programs designated for participation in the Economic Hardship Grant program or to obtain additional information, contact the Student Finance Department.

Page 14:   The Campus High School Scholarship has been discontinued.

Pages 22-23: The HVAC, Facility Maintenance, and Facility Maintenance and Technology programs are delivered in a hybrid
34-35   format. In the hybrid format, courses may include in-person and online components.

Page 26:   A course change has been made in the Patient Care Technician program, which results in the program's total credit hours increasing from 47 to 47.5. The course number for the Practicum Hours course has been changed from PC175 to PC176, the externship clock hours in the Practicum Hours course have increased from 20 to 30, and the course credits in the Practicum Hours course have increased from 0.5 to 1.0.

Page 32:   The Database Management and Administration program has been modified. The program is now being offered as an Associate of Applied Science, and, upon successful completion of the program, graduates will be awarded an Associate of Applied Science Degree in Database Management and Administration.

Page 36:   The first paragraph of the program description for the Medical Assisting Associate of Applied Science degree program has been amended to read as follows:

The Medical Assisting Degree Program provides training in both administrative and clinical procedures, including the basic elements of coding for the healthcare and insurance industries. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry-level, or advancement in, positions such as medical assistant, clinical or medical administrative assistant, insurance billing clerk, medical biller, collections and billing clerk, or medical receptionist in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

Page 37:   The first paragraph of the program description for the Pharmacy Technician Associate of Applied Science degree program has been amended to read as follows:

The Pharmacy Technician Degree Program provides training in the basic elements of the field of pharmacy such as medical abbreviations, prescription writing and interpretation, drug forms and routes of administration, sterile product mixtures and compounding, as well as developing relationships between the pharmacist and the pharmacy technician. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry-level, or advancement in, positions such as pharmacy technician, pharmacy service representative, outpatient pharmacy technician, and inpatient pharmacy technician in work locations such as retail or mailorder pharmacies, hospitals, nursing homes, and assisted-living facilities.

Page 40 & 43: The course description for BN1108 and BSN1108 Packaged Applications has been amended. Please see the course description on page 9 of this Addendum.

Page 70: The Leave of Absence policy has been amended. The amended policy is provided below.

Leave of Absence

Remington College will allow a student enrolled in a program to request a leave of absence ("LOA") from his or her program of up to one hundred eighty (180) calendar days from the students last date of attendance prior to the commencement of the LOA. A student must be meeting Satisfactory Academic Progress standards at the time of the LOA request. Acceptable reasons for leave of absence include, but may not be limited to: Medical (self or care for others/family), Financial/Work Related, Military, Childcare, Personal (must be approved by the Provost or designee), or other reasons as mandated by federal or state agencies, laws, or guidelines. Documentation may be required for approval of the LOA.

At Remington College an LOA, when approved, will last for no less than one academic quarter. An LOA may only start at the beginning of a Quarter. 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. Documentation may be required to substantiate the inability to request the LOA in advance.

A student can request an extension to his or her leave of absence, not to exceed a combined total of 180 days, by submitting the LOA application and any supporting documentation that would warrant an extension. The LOA request will be reviewed by the Provost (or designee). The extension, if approved, must be for the consecutive academic quarter. The request must be made prior to the scheduled return date of the original LOA. A student who fails to return from a Leave of Absence on the first available course following their return date will be withdrawn from the program. 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 70: The Academic Standards section of the Catalog has been amended to include the following Non-LOA Temporary Leave policy.

Non-LOA Temporary Leave

In some cases, a Non-LOA Temporary Leave may be requested by students attending module-based courses within an academic quarter. Students can, in lieu of being temporarily dropped from the program, request a temporary leave. This amount of time cannot exceed one module within an academic quarter. In rare circumstances, a student may need a course that is not being offered in a specific module within a quarter. The college will make reasonable efforts to ensure the courses needed are offered and will work with each student to create a completion plan in situations where the student has failed courses or dropped and re-entered into the program.

The request for temporary leave can only be approved for a single module within a quarter for situations where a course is unavailable or one of the qualifying LOA conditions noted above are presented. The student must make the request no later than the last date of the student's current module. Students can request this temporary leave by completing the Leave of Absence form with a reason of Course Not Offered or Temporary Leave with Intent to Resume. The leave must be approved by the Provost or designee.

A student who fails to return from a Non-LOA Temporary Leave on the first available course following their return date will be withdrawn from the program. A student's failure to return from a Non-LOA Temporary Leave 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 74: The last paragraph in the Graduation Requirements policy has been amended to read as follows:

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

Page 75: The Attendance Policy has been amended to include the following requirements:

METHOD OF RECORDING ATTENDANCE IN CAMPUS-BASED HYBRID COURSES

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

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

ATTENDANCE REQUIREMENTS IN CAMPUS-BASED HYBRID COURSES
A student enrolled in a campus-based hybrid course who fails to attend on-campus and online courses for 14 consecutive calendar days will be dropped.

Page 76:   Independent Study has been amended. The amended policy is provided below.

Independent Study
Remington College reserves the use of Independent Study to rare or mitigating circumstances presented by the student. In situations where students have mitigating circumstances, the Dean may authorize a student, on a voluntary basis, to take a course as an Independent Study. Unless approved by the Provost, the total amount of independent study should not exceed 10% of the total program credits required for graduation. Students should not be granted an Independent Study for a course previously attempted. Situations that merit the use of Independent Study are rare. (For example, when the Campus is no longer enrolling students for a particular course or program and the student needs only a relatively small number of credits to complete the program.)

The Campus Dean is authorized to approve an Independent Study for a student. The Campus Dean must submit a request for an Independent Study to the Registrar for final approval and scheduling. An approved Independent Study must be supervised by a dedicated faculty member and credit hours for the Independent Study will be the same as the credit hours normally earned in the course.

To qualify for Independent Study, students must:
- *Be actively pursuing a program of study,*
- *Be in good standing with the Satisfactory Academic Progress and Attendance Policies, and*
- *Have a history of good attendance and academics, and*
- *Make the request to the Campus Dean (signing the Independent Study Contract), and*
- *Must present mitigating circumstances to warrant the need for an Independent Study.*

Page 77:   The following Return of Unearned TA Funds policy has been added to the Cancellation, Withdrawals, and Refund Policies section of the Catalog.

Return of Unearned Military Tuition Assistance (TA) Funds
Remington College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. If the student has to withdraw due to military service, Remington College will work with the student to identify solutions so that the student's return of TA funds does not result in a student debt.

Page 83:   The first paragraph of the Remington College Grievance Procedures policy has been amended to include the following statement:

All parties involved in the dispute will have the opportunity to be heard at each level of the grievance process.

Page 88:   The list of Directors and Officers has been replaced with the following list.

Dr. Archie Cubarrubia, Director
Jackson Farrow, Director
Dr. Jerry White, Director
Kevin M. Wilcox, Director
Leah Matthews, Director
Pam Bell, President
Adam Martin, General Counsel / Senior VP of Human Resources / Secretary

Pages 90-91:   The 2020 Calendar can be found on pages 11-12 of this Addendum.

MEDICAL ASSISTING
DIPLOMA
9 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures. The objective of this Program is to prepare graduates for entry level positions as medical assistants in a clinical or administrative role, to include insurance billing clerks, medical billers, laboratory technicians, or medical receptionist in work locations such as hospitals, clinics, nursing homes, and home health agencies.

Program completion normally requires 9 months. The Program is divided into 9 monthly academic periods (modules) comprised of 8 months of classroom and laboratory instruction and one externship period. Classroom and laboratory instruction may be delivered residentially or via distance education (i.e., online).

In order to be eligible for the externship period, students must successfully complete all courses in the academic periods and must have earned a minimum cumulative GPA of 2.0.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MA160	Introduction to Healthcare Services	65	0	0	4.5
MA161	Health Science Procedures	45	25	0	4.5
MA162	Anatomy and Physiology with Terminology A	60	10	0	4.5
MA163	Anatomy and Physiology with Terminology B	60	10	0	4.5
MA164	Clinical Procedures A	20	60	0	4.5
MA165	Clinical Procedure B	20	60	0	4.5
MA166	Pharmacology	45	25	0	4.5
MA167	Insurance Applications, Billing, and Coding	40	35	0	4.5
MA168	Capstone and Certification	20	0	0	1.0
MA169	Clinical Experience	0	0	160	6.0
	Total:	*375*	*225*	*160*	*43.0*

COURSE DESCRIPTIONS

BN1108 & BSN1108   **6.00 Quarter Credit Hours**
Packaged Applications
This course focuses on technology-related tasks that students can apply immediately in the workplace, the classroom, and at home through the review of practical content, hands-on projects, and coverage of artificial intelligence to provide an engaging learning experience. Learners will be prepared with the skills they need to be digitally literate in their everyday lives and in the workplace.
Prerequisite(s): None

MA160   **4.50 Quarter Credit Hours**
Introduction to Healthcare Services   **65/0/0**
This course provides an introduction into the Allied Health career field, to include Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. This course also covers the profession of Medical Assisting and the venues in which a Medical Assistant can be employed in. Students are also instructed on Medical terminology word structures.
Prerequisites: None

MA161   **4.50 Quarter Credit Hours**
Health Science Procedures   **45/25/0**
This course provides the students with the information on how to work with patients in a clinical setting in adherence with the health laws and regulations on federal and state levels. The emphasis is placed on foundational communication skills for healthcare professionals who provide patient care. Students will also focus on the characteristics of professionalism within the healthcare field to include personal presence and interpersonal exchanges.
Prerequisites: None

MA162   **4.50 Quarter Credit Hours**
Anatomy & Physiology with Terminology A   **60/10/0**
Coursework introduces students to the terminology and functions of the mechanical structure of the human body to include planes, cavities, and basic units. The systems and terminology associated with this course are the integumentary system, skeletal system, muscular system, and nervous system.
Prerequisites: None

MA163   **4.50 Quarter Credit Hours**
Anatomy & Physiology with Terminology B   **60/10/0**
This course instructs students on the structure, function, and terminology of the human body. The systems studied in this course are the endocrine system, circulatory system, respiratory system, digestive system, urinary system, and reproductive system.
Prerequisites: None

MA164   **4.50 Quarter Credit Hours**
Clinical Procedures A   **20/60/0**
This course focuses on the procedures related to phlebotomy. Students will then focus on applying these skills to the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA) waived testing. Students will become familiar with the use of microscopic materials and complete lab requisitions. The course will also provide information on aseptic techniques, documentation, collecting health history, vital signs, and sterilization techniques.
Prerequisites: MA162, MA163

MA165   **4.50 Quarter Credit Hours**
Clinical Procedures B   **20/60/0**
This course introduces basic microbiological procedures associated with urinalysis and other blood testing procedures. Specialty examinations such as obstetrics and gynecology, gerontology, specimen collection, and other examinations of the body will be addressed in this course as well. Quality control, specimen processing, and immunology procedures will also be provided in this course.
Prerequisites: MA162, MA163, MA164

MA166   **4.50 Quarter Credit Hours**
Pharmacology   **45/25/0**
This course examines the use of pharmacological skills needed by medical assistants in both ambulatory care and basic pharmacology for the hospital setting. Pharmacology uses, sources, forms, delivery routes, proper medication documentation, and the laws concerning controlled substances are addressed. In addition, the use of a Physician's Desk Reference (PDR) is discussed along with the administration of drugs. Students will learn the performance of basic medical conversions and dosage calculations and measurement conversions.
Prerequisites: MA162, MA163, MA164, MA165

MA167   **4.50 Quarter Credit Hours**
Insurance Applications, Billing, and Coding   **40/35/0**
This course provides students with the basic coding principles and methodologies associated with filing medical claims. Students will also learn the types of health insurance as well as key insurance terminology and definitions. This course is designed to introduce skills required to be knowledgeable of health insurance to include computerized billing and office management techniques. Students will learn how to perform administrative tasks within the healthcare setting to include patient information, operational tasks, and workplace proficiencies.
Prerequisites: MA162, MA163, MA164, MA165

MA168   **1.00 Quarter Credit Hours**
Capstone and Certification   **20/0/0**
This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Registered Medical Assistant (RMA) exam from American Medical Technologists. Remington reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used.
Prerequisites: MA160, MA161, MA162, MA163, MA164, MA165, MA166, MA167

MA169   **6.00 Quarter Credit Hours**
Clinical Experience   **0/0/160**
Upon successful completion of all other courses in the Medical Assisting program, students will be eligible to participate in a 160-hour clinical experience. This clinical experience enables students to work in the clinic, applying principles and practices learned in the program. Students work under the direct supervision of the clinical staff at participating sites. Students must successfully complete their externship to fulfill the necessary requirements for graduation.
Prerequisites: MA160, MA161, MA162, MA163, MA164, MA165, MA166, MA167

2020 CALENDAR

MEDICAL ASSISTING (9-Month) DIPLOMA PROGRAM**

Begin	End
January 27, 2020	February 20, 2020
February 24, 2020	March 19, 2020
March 23, 2020	April 16, 2020
April, 20 2020	May 14, 2020
May 18, 2020	June 11, 2020
June 15, 2020	July 9, 2020
July 13, 2020	August 6, 2020
August 10, 2020	September 3, 2020
September 7, 2020	October 1, 2020
October 5, 2020	October 29, 2020
November 2, 2020	November 26, 2020
November 30, 2020	December 24, 2020
December 28, 2020	January 21, 2021

ALL OTHER DIPLOMA PROGRAMS

Begin	End
January 13, 2020	February 6, 2020
February 10, 2020	March 5, 2019
March 9, 2020	April 2, 2020
April 13, 2020	May 7, 2020
May 11, 2020	June 4, 2020
June 8, 2020	July 2, 2020
July 13, 2020	August 6, 2020
August 10, 2020	September 3, 2020
September 7, 2020	October 1, 2020
October 12, 2020	November 5, 2020
November 9, 2020	December 3, 2020
December 7, 2020	January 7, 2021

FACILITY MAINTENANCE AND TECHNOLOGY AOS, HEATING, VENTILATION AND AIR CONDITIONING AOS, MEDICAL ASSISTING AAS, AND PHARMACY TECHNICIAN AAS PROGRAMS

Begin	End
January 13, 2020	April 2, 2020
February 10, 2020	May 7, 2020
March 9, 2020	June 4, 2020
April 13, 2020	July 2, 2020
May 11, 2020	August 6, 2020
June 8, 2020	September 3, 2020
July 13, 2020	October 2, 2020
August 10, 2020	November 5, 2020
September 7, 2020	December 3, 2020
October 12, 2020	January 7, 2021
November 9, 2020	February 4, 2021
December 7, 2020	March 4, 2021

DATABASE MANAGEMENT AND ADMINISTRATION AOS AND RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT AOS PROGRAMS**

Begin	End
March 23, 2020	June 11, 2020
June 15, 2020	September 3, 2020
September 7, 2020	November 26, 2020
November 30, 2020	February 18, 2021

MID-QUARTERS

	Begin	**End**
Spring Term	January 13, 2020	February 20, 2020
	February 24, 2020	April 2, 2020
Summer Term	April 13 2020	May 21, 2020
	May 25, 2020	July 2, 2020
Fall Term	July 13, 2020	August 20, 2020
	August 24, 2020	October 1, 2020
Winter Term	October 12, 2020	November 19, 2020
	November 23, 2020	January 7, 2021

QUARTERS

	Begin	**End**
Winter Quarter	January 13, 2020	April 2, 2020
Spring Quarter	April 13, 2020	July 2, 2020
Summer Quarter	July 13, 2020	October 1, 2020
Fall Quarter	October 12, 2020	January 7, 2021

BREAKS**

	Begin	**End**
Spring Break	April 6, 2020	April 12, 2020
Summer Break	July 6, 2020	July 12, 2020
Fall Break	October 5, 2020	October 11, 2020
Winter Break	December 26, 2020	December 31, 2020

HOLIDAYS

Dr. Martin Luther King Day	January 20, 2020
President's Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Columbus Day	October 12, 2020
Veterans Day	November 11, 2020
Thanksgiving Day	November 26, 2020
Friday After Thanksgiving Day	November 27, 2020
Christmas Day	December 25, 2020
New Year's Day	January 1, 2021

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

*****The calendars for the 9-Month Medical Assisting, Database Management and Administration, and
Restaurant, Hospitality and Retail Management programs do not include breaks.***