

# REMINGTON COLLEGE'S MOBILE CAMPUS

## ADDENDUM TO CATALOG/VOLUME N-2001 DATED 1/6/2020

Revised: 3/27/20

### TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING .....	\$23,160.00
DIPLOMA IN COSMETOLOGY .....	\$20,590.00
DIPLOMA IN FACILITY MAINTENANCE .....	\$14,565.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING .....	\$14,565.00
DIPLOMA IN MEDICAL ASSISTING .....	\$16,685.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) .....	\$21,210.00
DIPLOMA IN MEDICAL BILLING AND CODING .....	\$16,685.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION.....	\$16,685.00
DIPLOMA IN NAIL TECHNICIAN.....	\$5,250.00
DIPLOMA IN PHARMACY TECHNICIAN* .....	\$21,210.00
<i>*No longer enrolling new students</i>	
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE* .....	\$34,590.00
<i>*No longer enrolling new students</i>	
ASSOCIATE OF APPLIED SCIENCE IN DATABASE MANAGEMENT AND ADMINISTRATION.....	\$23,065.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN FACILITY MAINTENANCE AND TECHNOLOGY .....	\$29,590.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN HEATING, VENTILATION AND AIR CONDITIONING .....	\$21,085.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) .....	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN .....	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY .....	\$34,590.00
ASSOCIATE OF OCCUPATIONAL STUDIES IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT.....	\$23,065.00
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE .....	\$30,590.00

## ADMINISTRATORS AND FACULTY

ADMINISTRATORS.....	TITLES
Jesse Klenk .....	Director of Campus Administration
Tekia Rocker.....	Campus Dean
Tasha Carter.....	Director of Admissions
Sonya Starks .....	Director of Career Services
Detoria Crawford.....	Student Services Associate
Susan Meredith.....	CADD Chair
Lakeyshia Blackmon .....	Cosmetology Chairperson
Christopher Rigoni .....	Criminal Justice Chairperson
Demone Clarke .....	HVAC and Facility Maint. Chair
Donna Plattenburg .....	Medical Chair
Tyisha Tyus .....	Pharmacy Tech. Lead Instructor
Anthony Pringle.....	Process Technology Chair
Rochelle Edwards.....	Externship Coordinator

### COMPUTER-AIDED DESIGN AND DRAFTING

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

### COSMETOLOGY AND NAIL TECHNICIAN

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Dustin Holloway .....	Licensed Cosmetology Instructor .....	State of Alabama
Lakeyshia Blackmon .....	Licensed Cosmetology Instructor .....	State of Alabama
Rosa Dotch.....	Licensed Cosmetology Instructor .....	State of Alabama
Tara Austin .....	Licensed Cosmetology Instructor .....	State of Alabama

### CRIMINAL JUSTICE

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Angelica Brooks .....	BS, Criminal Justice.....	Kaplan University
Christopher Rigoni .....	BS, Criminal Justice.....	Auburn University

### DATABASE MANAGEMENT AND ADMINISTRATION

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Cynthia Patrick.....	BBA, Management Data Processing.....	Georgia Southern College

### FACILITY MAINTENANCE AND FACILITY MAINTENANCE AND TECHNOLOGY

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

### GENERAL EDUCATION

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

### HEATING, VENTILATION AND AIR CONDITIONING

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

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

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Felicia Tansey.....	AS, Medical Assistant .....	Virginia College
Kimberly Gordon .....	AS, Medical Assisting .....	Fortis College
LaShundra Jackson .....	AAS, Health Information Systems .....	Bishop State Community College
	Diploma, Limited X-Ray Machine Op. ....	Fortis College
Rochelle Edwards.....	MS, Healthcare Admin .....	Columbia Southern University
	BS, Business Administration .....	Faulkner University

**MEDICAL BILLING AND CODING**

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
Charyce Birch	Nine years of professional coding experience	
Phebie Abrams	Diploma, Medical Assisting	Capps College
Sara Tedla	Masters of Health Care Administration	University of Phoenix
	BS, Business Administration	University of South Alabama
Temika Leslie	Master's, Healthcare Management	Capella University
	BA, Business Administration	Capella University
	Certificate, Medical Assistant	Capps College

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

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
Phaydrian Coats	Diploma, Medical Assisting	Remington College

**PHARMACY TECHNICIAN**

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

**PROCESS TECHNOLOGY**

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

**RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT**

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

## ADDITIONAL MODIFICATIONS

Page 14: 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 31: 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 87: The Medical Assisting Diploma Program follows the calendar provided below, which does not include scheduled breaks.

### MEDICAL ASSISTING DIPLOMA PROGRAM\*

<u>Begin</u>	<u>End</u>
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

***\*\*The calendar for the Medical Assisting diploma program does not include breaks.***

# 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, which are delivered in a hybrid format, and one externship period. In the hybrid format, courses include in-person (residential) and distance education (on-line) components.

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

### **MA160**

#### **Introduction to Healthcare Services**

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*

**4.50 Quarter Credit Hours**

**65/0/0**

### **MA161**

#### **Health Science Procedures**

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*

**4.50 Quarter Credit Hours**

**45/25/0**

### **MA162**

#### **Anatomy & Physiology with Terminology A**

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*

**4.50 Quarter Credit Hours**

**60/10/0**

### **MA163**

#### **Anatomy & Physiology with Terminology B**

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*

**4.50 Quarter Credit Hours**

**60/10/0**

### **MA164**

#### **Clinical Procedures A**

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*

**4.50 Quarter Credit Hours**

**20/60/0**

### **MA165**

#### **Clinical Procedures B**

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*

**4.50 Quarter Credit Hours**

**20/60/0**

### **MA166**

#### **Pharmacology**

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*

**4.50 Quarter Credit Hours**

**45/25/0**

### **MA167**

#### **Insurance Applications, Billing, and Coding**

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*

**4.50 Quarter Credit Hours**

**40/35/0**

**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*