



COMMUNITY FOCUSED

REAL SKILLS FOR

REMINGTON COLLEGE

THE REAL WORLD.

NON-PROFIT





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.

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.¹

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.



REAL HELP TO MAKE COLLEGE MORE AFFORDABLE.

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.²

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.

²VA 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.



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

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.



800-392-1908
remingtoncollege.edu



BUSINESS

ASSOCIATE
DEGREE
PROGRAM

BUSINESS OFFICE MANAGEMENT

Business Office Managers organize and manage an office's day-to-day tasks with a focus on improving overall quality and productivity.



CURRICULUM



COURSE CONTENT INCLUDES:

- Microsoft Office Programs
- Accounting Principles
- Payroll Applications
- Relational Database Applications
- Document Processing
- Personnel Management
- Business Law and Legal Procedures



As an Office Specialist, your duties may vary based on your chosen place of work. Most businesses employ Office Specialists to help organize meetings, order supplies, handle concerns and complaints, prepare letters and presentations, delegate tasks, and manage budgets.

Specific tasks may be much more specialized in certain workplaces, including hospitals, universities, financial institutions, government offices, charities, and more. Generally, Office Specialists may have the ability to motivate and encourage others with the goal of creating more efficient ways to conduct business.

Remington College's Business Office Management Degree program can help prepare you to handle the demands of working in a variety of business settings.¹

¹Employment not guaranteed for students or graduates.

BUSINESS OFFICE MANAGEMENT

CAREER POSSIBILITIES²

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

- General Office Specialist
- Accounting Assistant
- Administrative Assistant
- Payroll Office Clerk



²Employment not guaranteed for students or graduates.

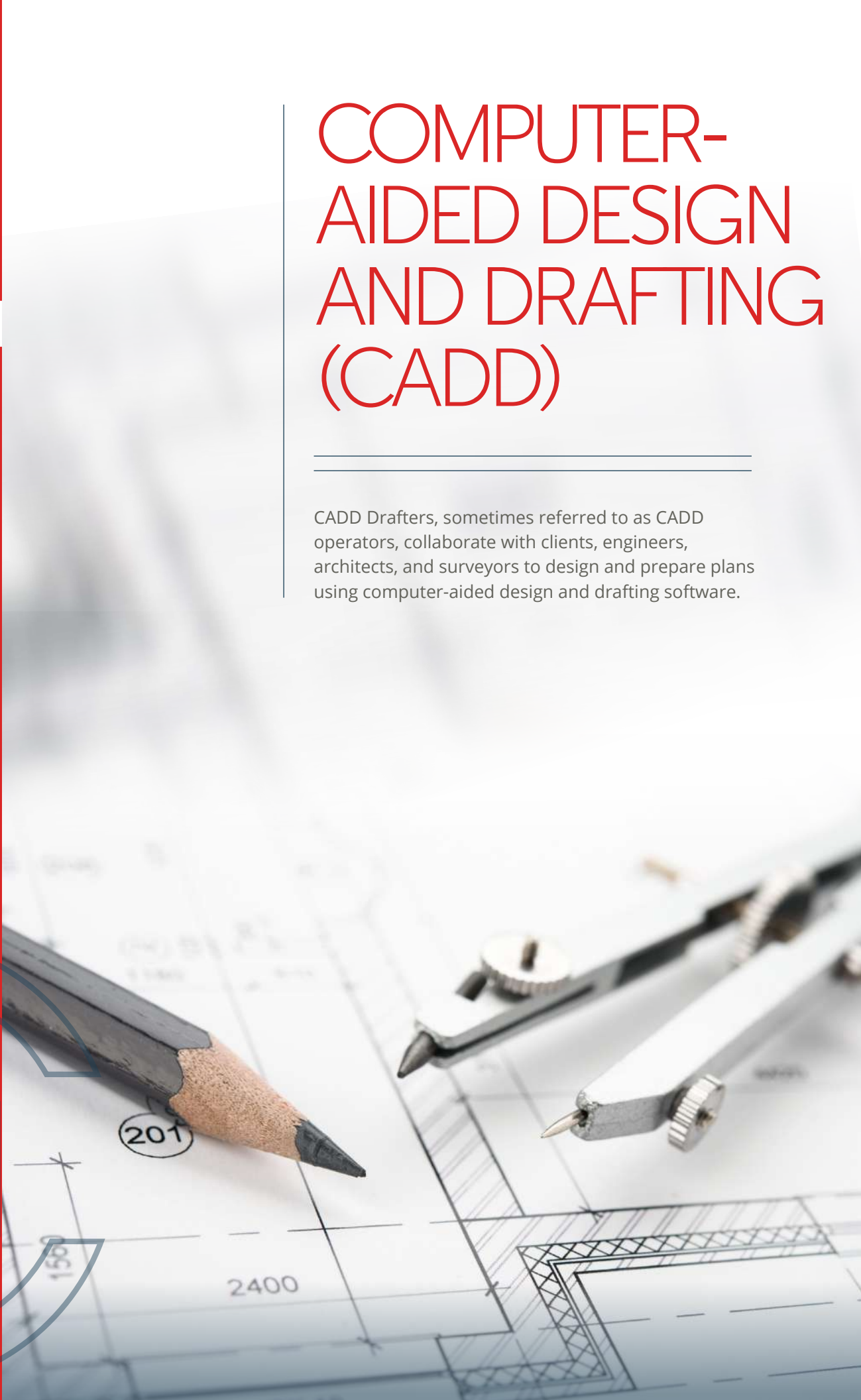


CREATIVE ARTS

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.¹

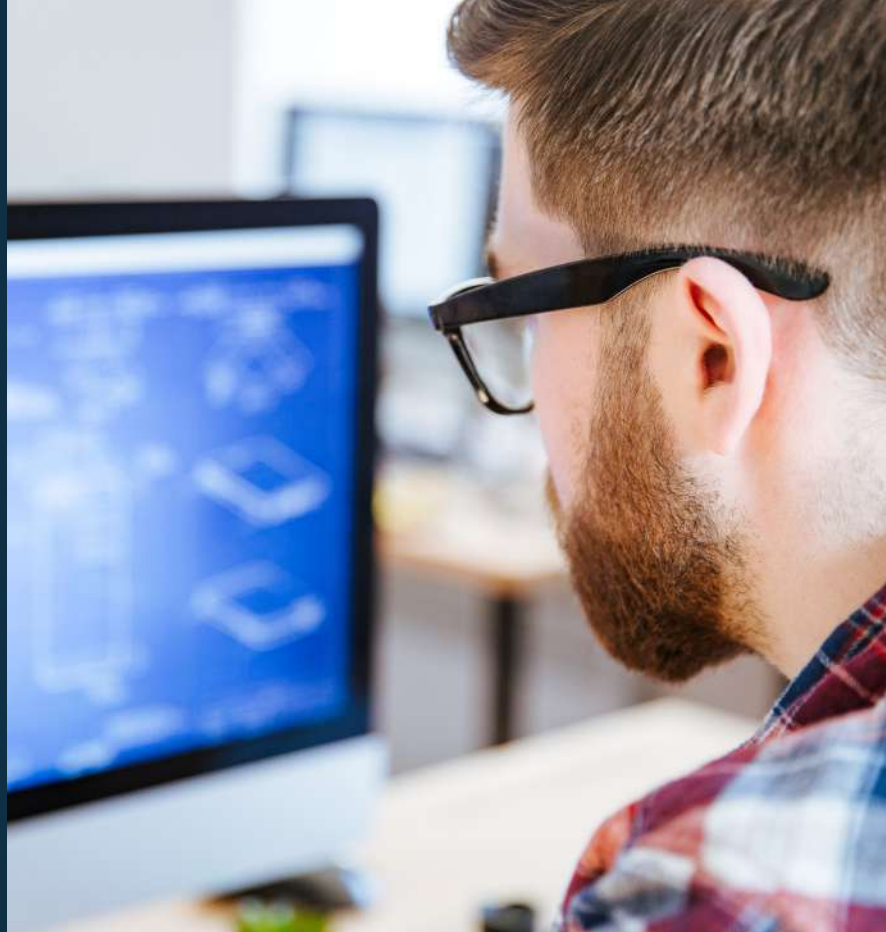
¹Employment not guaranteed for students or graduates.

COMPUTER-AIDED DESIGN AND DRAFTING

CAREER POSSIBILITIES²

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.

²Employment not guaranteed for students or graduates.



HEALTH & BEAUTY

ASSOCIATE
DEGREE
PROGRAM

COSMETOLOGY

Cosmetologists provide clients with a number of beauty-enhancing services including hair styling, makeup application, hair removal, and nail and skin care.



CURRICULUM



COURSE CONTENT INCLUDES:

- Introduction to the Cosmetology Industry and Basic Services
- Basic Anatomy and Physiology
- Principles and Techniques of Chemical Relaxing, Permanent Waving, and Hair Color
- Study and Practice of Hair Design, Hair Shaping, and Thermal Styling
- Client Protection and Safety
- Frosting, Tipping, Foil Highlighting, and Framing
- Manicure and Pedicure Techniques
- Facial Make-up and Artistry
- Introduction to Salon Management



As a Cosmetologist, you can express your creativity through hair, makeup, and skincare techniques. You have the opportunity to work closely with clients to help them reach their personal aesthetic goals through hair styling, cutting, coloring, and texturing; manicures and pedicures; makeup application; massage techniques and more.

Administrative and organizational tasks may also include ordering supplies, conducting client consultations, and scheduling appointments.

Cosmetologists often work in beauty salons, resorts, or day spa environments. Wherever you choose to practice your craft, cosmetology gives you the opportunity to help people in your community to look and feel their best every day.

With Remington College's Cosmetology program, you can get the training you may need to work in the beauty industry.¹

¹Employment not guaranteed for students or graduates.

COSMETOLOGY

CAREER POSSIBILITIES²

Cosmetologists may practice in a variety of settings associated with the beauty or fashion industry, including:


- Full-service Salons
- Nail Salons
- Day Spas



JOB OUTLOOK



EMPLOYMENT OF COSMETOLOGISTS,
HAIRDRESSERS, AND HAIRSTYLISTS
IS PROJECTED TO

 **INCREASE
80%**

DURING THE 2018-2028 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.

LICENSING AND CERTIFICATIONS

Licensing requirements vary by state, but generally candidates are required to graduate from a cosmetology program and pass the state licensing exam.³ Remington College assists students with the application process and the fees for the first attempt of the exam are included in the cost of tuition.⁴



²Employment not guaranteed for students or graduates.

³<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

⁴Certain restrictions may apply.

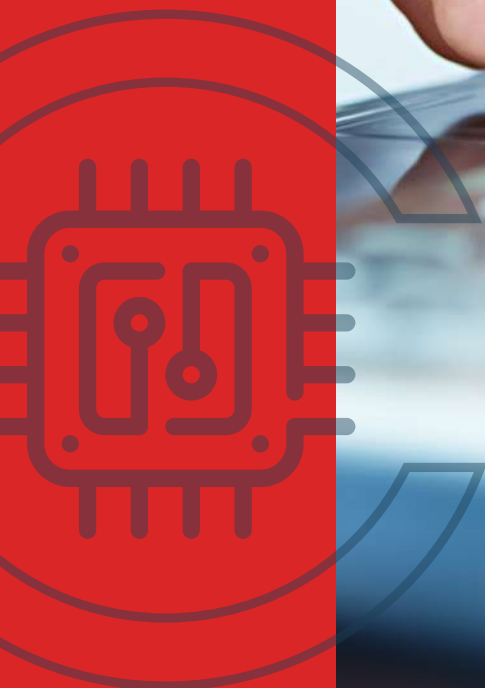


TECHNOLOGY

DEGREE
PROGRAM

DATABASE MANAGEMENT AND ADMINISTRATION

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.¹

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.^{1,2}

DATABASE MANAGEMENT AND ADMINISTRATION

CAREER POSSIBILITIES³

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



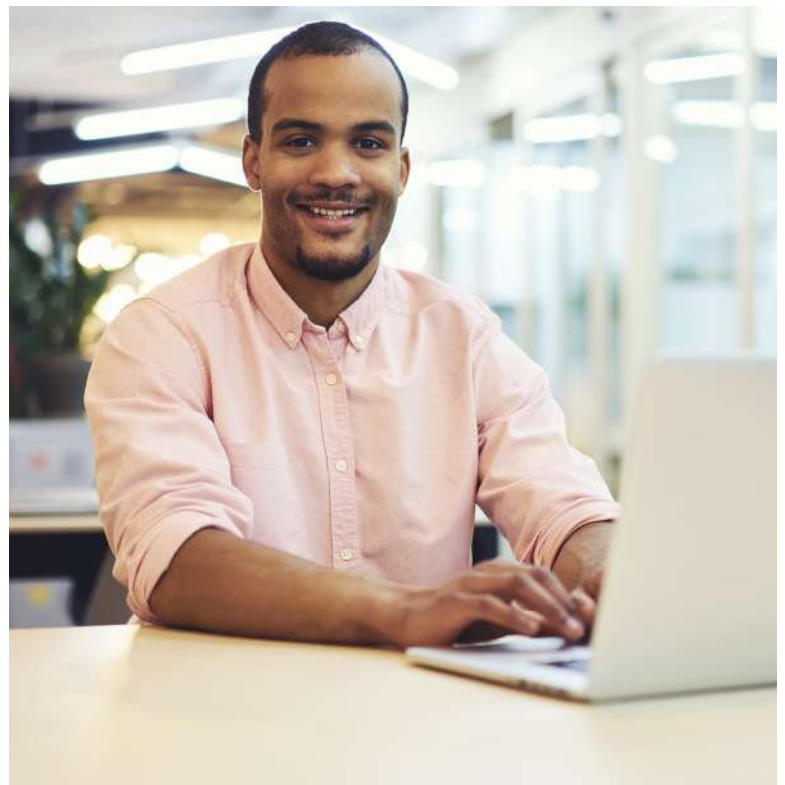
JOB OUTLOOK



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.

³Employment 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
- Externship¹
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.²

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

²Employment not guaranteed for students or graduates.

DENTAL ASSISTING

CAREER POSSIBILITIES³

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.⁴



*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.

³Employment not guaranteed for students or graduates.

⁴Certain restrictions may apply.



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.

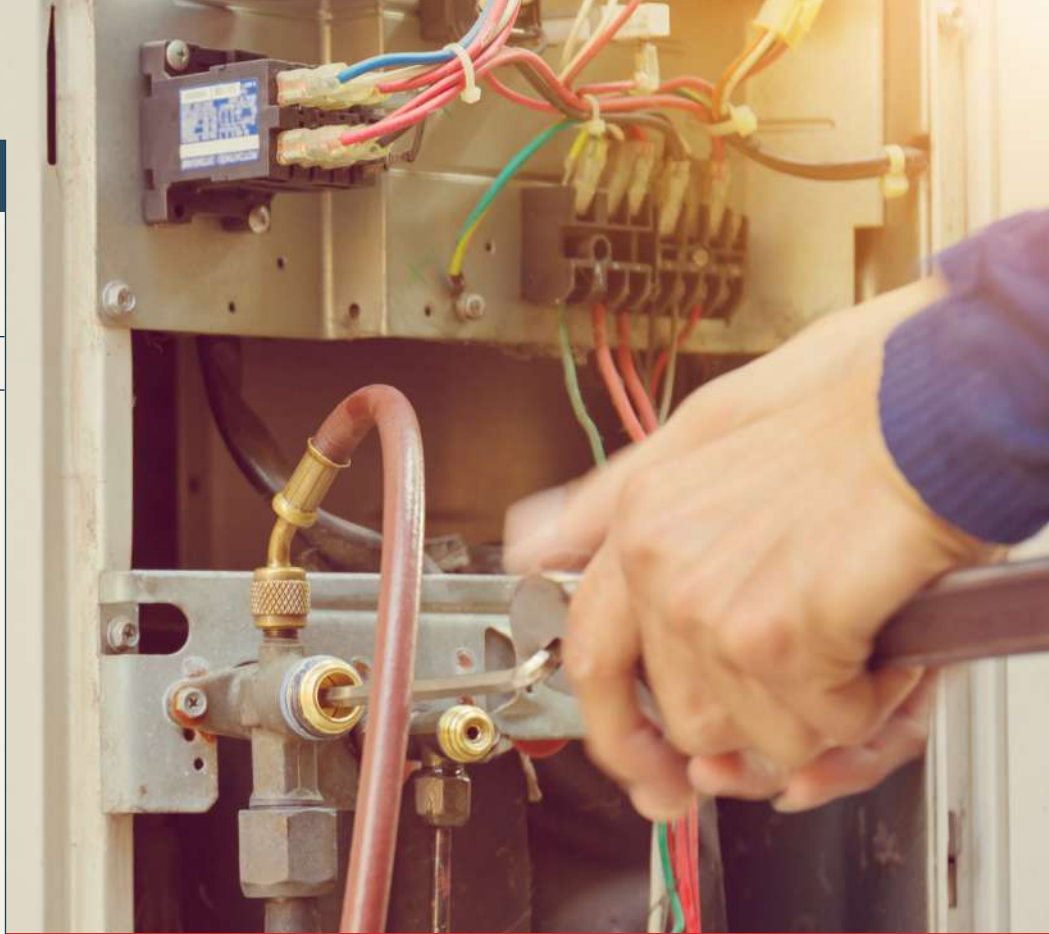


CURRICULUM



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.¹

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.

¹Employment not guaranteed for students or graduates.

HVAC

CAREER POSSIBILITIES²

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.

²Employment not guaranteed for students or graduates.

³Certain 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.³ 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.¹



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 Experience²



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.^{1,2} 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.³

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

²Must meet minimum GPA requirements to qualify for externship program.

Certain Restrictions may apply.

³Employment not guaranteed for students or graduates.

MEDICAL ASSISTING

CAREER POSSIBILITIES⁴

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.⁵



⁴Employment not guaranteed for students or graduates.

⁵Certain restrictions may apply.



HEALTHCARE

DEGREE
PROGRAM

MEDICAL ASSISTING

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)¹
- 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.²

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

²Employment not guaranteed for students or graduates.

MEDICAL ASSISTING

CAREER POSSIBILITIES³

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.⁴



³Employment not guaranteed for students or graduates.

⁴Certain restrictions may apply.



HEALTHCARE

DIPLOMA
&
DEGREE
PROGRAM

MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

Medical Assistants with X-ray Tech training work to assist physicians who use diagnostic imaging examinations in hospitals or clinic settings.



CURRICULUM



COURSE CONTENT INCLUDES:

- Career Development Fundamentals
- Health Science Essentials (includes CPR certification exam)
- Patient Care and Communication
- Medical Laboratory Procedures
- Cardiac Specialty Procedures
- Radiographic Imaging
- Externship (160 hours; gain practice in an actual medical setting)¹
- Capstone and Certification Preparation (prepare for the CCMA exam)



Medical Assistants with X-ray

Tech training often perform various clinical and administrative duties in a healthcare setting. Daily tasks include taking patient medical history, answering questions, working with insurance and billing, and assisting in the use of specialized radiological imaging equipment and technology.

Those in this field may work in a variety of settings, including hospitals, clinics, or physicians' offices.

At Remington College, you can get the hands-on training and clinical experience you may need for a career in healthcare as a Medical Assistant with X-Ray Tech.²

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

²Employment not guaranteed for students or graduates. State certification/ licensure may be required. This program should not be confused with an x-ray technologist program.

MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

CAREER POSSIBILITIES³

Medical assistants who have the additional skills of X-ray may work in the following settings:

- Radiology Clinics
- Physicians' Offices
- 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.⁴

Cardiopulmonary Resuscitation Certification (CPR)-

This certification is offered by the American Heart Association. Students are required to pass the CPR exam to pass the course in which the exam is offered.

State-Required Licensure:

Licensure requirements to perform limited scope x-ray functions may vary by state.

³Employment not guaranteed for students or graduates. State certification/licensure may be required. This program is not to be confused with an X-Ray Technologist program.

⁴Certain restrictions may apply.

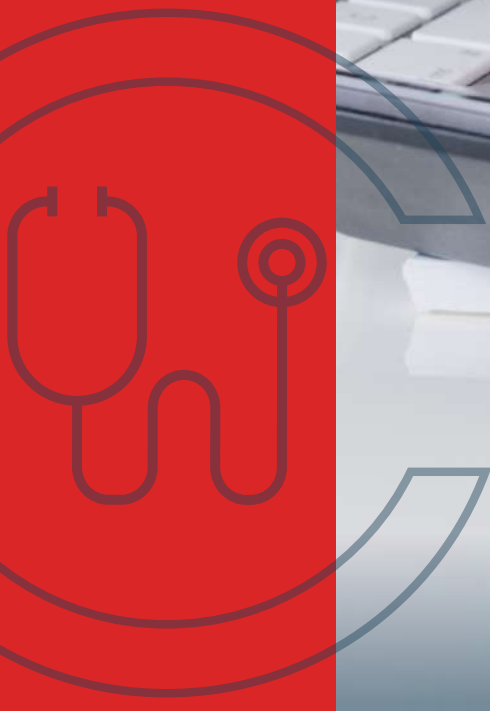


HEALTHCARE

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.¹

¹Employment not guaranteed for students or graduates.

MEDICAL OFFICE ADMINISTRATION

CAREER POSSIBILITIES²

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%

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*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.³



²Employment not guaranteed for students or graduates.

³Certain restrictions may apply.



LEGAL

ASSOCIATE
DEGREE
PROGRAM

PARALEGAL

Paralegals play a key role assisting lawyers with administrative and investigative duties in a number of legal settings.



CURRICULUM



COURSE CONTENT INCLUDES:

- Introduction to Paralegal Studies
- Legal Liability and Ethics
- Legal Writing
- Legal Research
- Bankruptcy Law
- Real Estate Law



As a Paralegal, you may pursue employment in a number of legal fields including family law, bankruptcy, probate, trial preparation, contracts, civil litigation, real estate, and more. Paralegals assist attorneys in most aspects of the legal profession—from drafting motions and summarizing reports to conducting background research and preparing documents for trial.

Your daily duties as a Paralegal may include working with legal documents including complaints, interrogatories, depositions, and legal briefs. You may also conduct research and investigation in preparation for trials. In smaller offices, secretarial and administrative tasks may also include answering phones, filing paperwork, and scheduling client appointments.

If you have a passion for justice and the legal system, a Paralegal degree at Remington College can introduce you to many facets of this diverse field of study.¹

¹Employment not guaranteed for students or graduates.

PARALEGAL

CAREER POSSIBILITIES²

As a Paralegal, you may be qualified to provide help to a wide spectrum of an organization's legal needs. While Paralegals are found in many different companies, most are employed by law firms, corporate legal departments, and government offices.

Additionally, Paralegals have the opportunity to work in several areas of the law, including:

- Litigation
- Corporate
- Bankruptcy
- Family Law
- Probate
- Real Estate



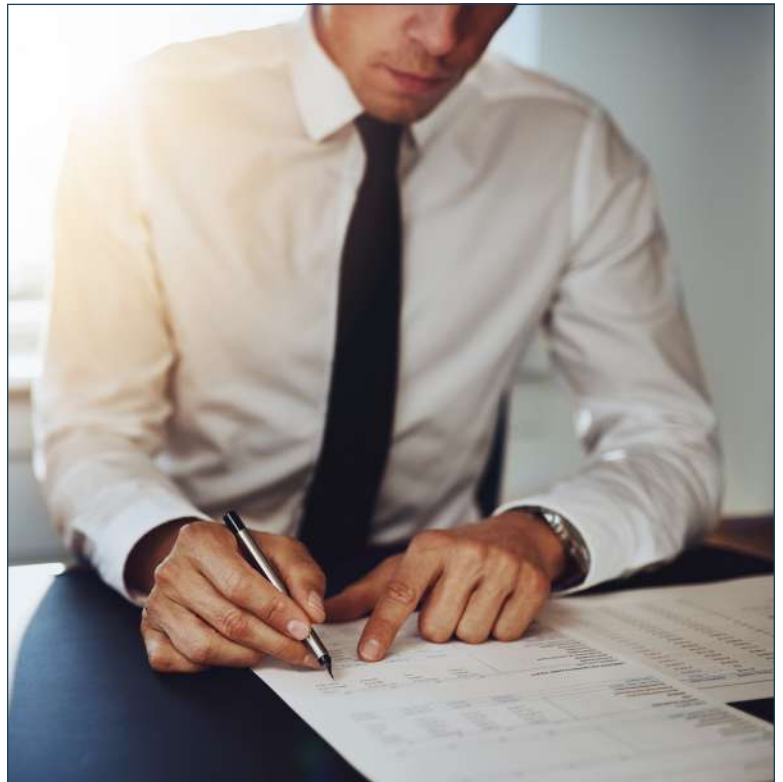
JOB OUTLOOK



EMPLOYMENT OF PARALEGALS
AND LEGAL ASSISTANTS
IS PROJECTED TO

 **INCREASE**
12%

DURING THE 2018-2028 DECADE.*



*Source: <http://www.bls.gov/ooh/legal/paralegals-and-legal-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.

²Employment not guaranteed for students or graduates.



BUSINESS

ASSOCIATE
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 program, you can get the real-world training and hands-on skills you need to manage businesses efficiently with high-quality customer service.¹

¹Employment not guaranteed for students or graduates.

RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

CAREER POSSIBILITIES²

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

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



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.³

²Employment not guaranteed for students or graduates.
³Only offered at some campuses.

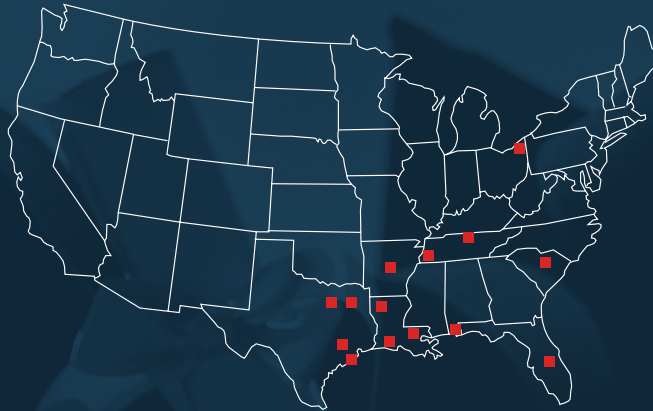
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4520 S Sherwood Forrest Blvd.
Baton Rouge, LA 70816

■ **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

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



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

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

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

■ **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

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

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



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