

**Texas Altierus Career College**  
**Arlington (Mid-Cities), Ft. Worth South, Austin, Houston Bissonnet, Houston Hobby, San Antonio**  
**2017 - 2019 Catalog, Volume I, Version II**  
**Addendum Effective 05/25/18**

- **ADDENDUM:** The following language was added to the catalog and applies to Medical Assistant students only.

**iPads and Keyboard/Cases**

An iPad or similar device is required for participation in the Medical Assistant (MA) program. Technology in the hands of students empowers them to become the architects of their education and the learning process. For this reason, Altierus will be providing all Medical Assistant students with an iPad and keyboard/case as a part of their instructional materials fee which may be covered by financial aid resources if qualified.

To receive their iPad and keyboard/case as part of their instructional resources, MA students do not need to do anything. An iPad and keyboard/case will be issued to all MA students beginning with the July 2018 session and, if they qualify, financial aid resources will be utilized to cover the cost, as with all other related course materials. This iPad and keyboard/case is purchased, thus, they are owned by the student and remains the student's property after graduation. Altierus is not responsible for damaged, lost, or stolen iPads or keyboard/cases.

We strongly recommend that students receive the iPad and keyboard/case as a part of their instructional materials fee so that their iPad and keyboard/case are sufficient for all their learning needs and enables an engaging, technology-rich classroom. Students that wish to forego this opportunity and opt out of receiving this important technology tool must provide their own iPad or mobile computing device that meets the minimum requirements on the Altierus technology specifications page. Altierus is not able to provide support for any device purchased outside of the Altierus instructional materials purchase pathway. Students opting to provide their own iPad or mobile computing device are required to have all apps and textbooks required by their course syllabus and their instructors for each of their classes. Failure to provide a sufficient iPad or device may result in the student not being able to participate fully in the classroom learning enrichment activities and can negatively impact the student's overall learning experience. Students wishing to opt out of purchasing the iPad need to indicate their decision by signing the iPad Opt Out form at the student portal.

- **ADDENDUM:** The tuition and estimated textbooks & equipment cost for the Medical Assistant diploma program at the Houston Bissonnet campus was updated as follows.

<b>Houston Bissonnet</b>				
<b>Diploma Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Textbooks &amp; Equipment (estimated)</b>	<b>Tuition</b>
Medical Assistant	41 Weeks	60	\$2,252.28*	\$11,805
Effective on or after May 25, 2018				
*includes iPad and keyboard/case				

- **ADDENDUM:** The new Title IX Coordinator is Susan Samek and the contact information was updated under **APPENDIX A** at the bottom of page 114 of the catalog as shown below.

<sup>1</sup> Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for the Altierus – Atlanta West and Norcross campuses is Susan Samek. Please send your concerns to Zenith Education Group, 111 South Washington Avenue, Minneapolis, MN 55401 or to TitleIXquestions@zenith.org. You may also call the Title IX Coordinator directly at 714-825-7161.

- **ADDENDUM:** The schools no longer offer online programs and no longer accept international students. All language and policies referencing online programs and international students was removed from the catalog.

- **ADDENDUM:** In order to help Medical Billing and Coding students at the Houston Bissonnet campus, whose graduation falls in the following year after enrollment, prepare for the AAPC exam in that new year, a book was added to the program, therefore increasing the tuition by \$200. The tuition increase for this program only applies to students who start classes anytime between May through December. The tuition will remain at \$14,500 for students who start anytime between January and April.

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<b>Houston Bissonnet</b>				
<b>Modular Programs</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Textbooks &amp; Equipment (estimated)</b>	<b>Tuition</b>
Medical Billing and Coding	33 Weeks	48	Included in tuition	\$14,500
Medical Billing and Coding (blended)	33 Weeks	48	Included in tuition	\$14,700*

\*Effective on or after May 7, 2018. Tuition was increased by \$200 due to a book being added to help students prepare for the AAPC exam in 2019. Applies to students who start anytime between May through December.

■ **ADDENDUM:** The Administration table was updated for the Bissonnet campus as shown below.

<b>BISSONNET</b>	
Syed Kazmi	Campus Director
Dr. Natasha Williams	Academic Dean
Clarence Francis	Manager of Finance
Delilah Olivares	Director of Career Services
Michael Guillory	Director of Enrollment

■ **ADDENDUM:** The 2018 – 2019 modular calendars and the 2018 – 2020 linear calendars were updated as follows.

<b>Modular/Diploma Calendar 2018 – 2019</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/8/2018	2/2/2018
2/5/2018	3/4/2018
3/5/2018	4/01/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019
1/7/2019	2/3/2019
2/4/2019	3/3/2019
3/4/2019	3/31/2019
4/8/2019	5/5/2019
5/6/2019	6/2/2019
6/3/2019	6/30/2019
7/8/2019	8/4/2019
8/5/2019	9/1/2019
9/3/2019	9/29/2019
10/7/2019	11/3/2019
11/4/2019	11/27/2019*
12/2/2019	1/5/2020

<b>Modular/Diploma Student Holiday/Breaks 2018 - 2019</b>		
<b>Holiday/Student Breaks</b>	<b>Start Dates</b>	<b>End Dates</b>
Christmas & New Year Holidays	12/23/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Student Break	4/2/2018	4/8/2018
Memorial Day	5/26/2018	5/28/2018
Student Break	7/2/18	7/8/18
Labor Day	9/1/2018	9/3/2018
Student Break	10/1/18	10/7/18
Thanksgiving Holiday	11/22/2018	11/25/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019
Martin Luther King Day	1/21/2018	1/21/2019
Presidents Day	2/18/2019	2/18/2019
Student Break	4/1/2019	4/7/2019
Memorial Day	5/25/2019	5/27/2019
Student Break	7/1/2019	7/7/2019
Labor Day	9/2/2019	9/2/2019
Student Break	9/30/2019	10/06/2019
Thanksgiving Holiday	11/28/2019	12/1/2019
Christmas & New Year Holidays	12/24/2019	01/01/2020

\*End Date due to Thanksgiving Holiday

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Academic Year 2018 - 2019				
Summer Term Starts		July	9	2018
Summer Term Add/Drop Deadline <b>6 Week 1 Courses</b>		July	15	2018
Summer Term Add/Drop Deadline <b>12 Week Courses</b>		July	22	2018
Mini-Term Starts		August	20	2018
Mini-Term Add/Drop Deadline		August	26	2018
Labor Day Holiday		September	3	2018
Summer Term Ends		September	30	2018
Fall Break	From:	October	1	2018
	To:	October	7	2018
Fall Term Start		October	8	2018
Fall Term Add/Drop Deadline <b>6 Week 1 Courses</b>		October	14	2018
Fall Term Add/Drop Deadline <b>12 Week Courses</b>		October	21	2018
Mini-Term Starts		November	19	2018
Thanksgiving Day Holiday	From:	November	22	2018
	To:	November	25	2018
Mini-Term Add/Drop Deadline		November	29	2018
Winter Holiday	From:	December	24	2018
	To:	January	1	2019
Classes Resume		January	2	2019
Fall Term Ends		January	6	2019
				2019
Winter Term Starts		January	7	2019
Winter Term Add/Drop Deadline <b>6 Week 1 Courses</b>		January	13	2019
Winter Term Add/Drop Deadline <b>12 Week Courses</b>		January	20	2019
M.L. King Jr. Birthday Holiday		January	21	2019
Presidents' Day		February	18	2019
Mini-Term Starts		February	19	2019
Mini Term Add/Drop Deadline		February	25	2019
Winter Term Ends		March	31	2019
Spring Vacation	From:	April	1	2019
	To:	April	7	2019
Spring Term Starts		April	8	2019
Spring Term Add/Drop Deadline <b>6 week 1 Courses</b>		April	14	2019
Spring Term Add/Drop Deadline <b>12 week Courses</b>		April	21	2019
Mini-Term Starts		May	20	2019
Mini Term Add/Drop Deadline		May	26	2019
Memorial Day Holiday		May	27	2019
Spring Term Ends		June	30	2019
Summer Vacation	From:	July	1	2019
	To:	July	7	2019
Independence Day Holiday		July	4	2019

Academic Year 2019 - 2020				
Summer Term Starts		July	8	2019
Summer Term Add/Drop Deadline <b>6 Week 1 Courses</b>		July	14	2019
Summer Term Add/Drop Deadline <b>12 Week Courses</b>		July	21	2019
Mini-Term Starts		August	19	2019
Mini-Term Add/Drop Deadline		August	25	2019
Labor Day Holiday		September	2	2019
Summer Term Ends		September	29	2019
Fall Break	From:	September	30	2019
	To:	October	6	2019
Fall Term Start		October	7	2019
Fall Term Add/Drop Deadline <b>6 Week 1 Courses</b>		October	13	2019
Fall Term Add/Drop Deadline <b>12 Week Courses</b>		October	20	2019
Mini-Term Starts		November	18	2019
Mini-Term Add/Drop Deadline <b>6 week 2 courses</b>		November	24	2019
Thanksgiving Day Holiday	From:	November	28	2019
	To:	December	1	2019
Winter Holiday	From:	December	24	2019
	To:	January	1	2020
Classes Resume		January	2	2020
Fall Term Ends		January	5	2020
Winter Term Starts		January	6	2020
Winter Term Add/Drop Deadline <b>6 Week 1 Courses</b>		January	12	2020
Winter Term Add/Drop Deadline <b>12 week courses</b>		January	19	2020
M.L. King Jr. Birthday Holiday		January	20	2020
Presidents' Day		February	17	2020
Mini-Term Starts		February	18	2020
Mini Term Add/Drop Deadline		February	24	2020
Winter Term Ends		March	29	2020
Spring Vacation	From:	March	30	2020
	To:	April	5	2020
Spring Term Starts		April	6	2020
Spring Term Add/Drop Deadline <b>6 week 1 courses</b>		April	12	2020
Spring Term Add/Drop Deadline <b>12 Week Courses</b>		April	19	2020
Mini-Term Starts		May	18	2020
Mini Term Add/Drop Deadline		May	24	2020
Memorial Day Holiday		May	25	2020
Spring Term Ends		June	28	2020
Summer Vacation	From:	June	29	2020
	To:	July	5	2020
Independence Day Holiday		July	3	2020

■ **ADDENDUM:** Future printings of the school catalogs and addendums will include proper trademark symbols when using "GI Bill ®".

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- **ADDENDUM:** The Retroactive Veterans' Benefits section was updated as follows:

### **Retroactive Veterans' Benefits**

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. The date stamped on the student's application determines the one-year date. Retroactive benefits may be handled differently and may exceed one year, therefore, the student should contact the DVA directly for information about this option. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

- **ADDENDUM:** The second paragraph of the Prior Credit for Education and Training section was updated below.

### **Prior Credit for Education and Training**

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide transcripts for such education and training. Students are expected to provide the school with official transcripts evidencing prior postsecondary school attendance, military education and training for the purposes of evaluating and granting, as appropriate, any such credit. The school is responsible for evaluating transcripts of previous education and experience, granting credit, as appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two (2) terms of the enrollment period for a student enrolled in a diploma program and within the first twenty-four (24) weeks of instruction for student enrolled in a degree program. If all transcripts have not been provided to the school by the end of this time frame, the school will be unable to certify any additional enrollment periods and the student will be ineligible to receive any further funding.

- **ADDENDUM:** The additional transcript fee is \$10.00 as shown in the Transcript and Diploma Release section below.

### **TRANSCRIPT AND DIPLOMA RELEASE**

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Students will receive one free transcript at the time of graduation with their diploma. Additional transcripts are \$10.00 per copy.

Pursuant to Florida law, any student enrolled at or seeking an official transcript from a Florida campus will not be eligible to receive an official transcript if the student is determined to be in default in making legally required payments on any student loan made or guaranteed by the State of Florida or its agencies (such as the Florida Office of Student Financial Assistance ("OFSA")), including any OFSA scholarship loan, student loan, or guaranteed loan. Any such student may not receive an official transcript until the loan is paid in full or the default status has been removed.

Altierus is working with Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to <https://www.altierus.edu/alumni> or by contacting the Registrar office for assistance. Transcripts will be delivered electronically to the student's destination of choice if:

- Student has a record in the current student information system
- Student is current with their financial obligation to the campus, and student owes the campus an outstanding balance of \$1,500 or less

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

**Note:** Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript.

**\*Effective April 1, 2018**

- **ADDENDUM:** The following language was updated in the catalog and is effective on March 1, 2018:

### **ACADEMIC COUNSELING AND READINESS**

Incoming prospective students, prior to enrollment, must provide evidence demonstrating their level of academic readiness as demonstrated by a high school diploma or recognized equivalent. Prior to course registration, prospective students must also provide evidence demonstrating their level of academic readiness as described

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below. If evidence cannot be provided by meeting the benchmarks below, the student must take the required assessment.

Acceptable measures of academic readiness that do not require counseling or remediation include:

- **Recent high school academic performance:** A high school cumulative grade point average (GPA) of 2.6 or higher on a 4 point scale (80% or higher on a numeric scale), with a date of high school graduation 4 years or less prior to the date of admission. High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.
- **Prior postsecondary performance:** An English Composition or writing-intensive general education course with a grade of C or higher, taken from a nationally or regionally accredited postsecondary institution, which suggests readiness level for reading and writing, and College Algebra with the same criteria, which suggests readiness level for mathematics. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Review and approval of previous college experience to be completed by office of the Registrar.
- **Recent standardized test scores:** Test scores at or above the thresholds below on tests administered 4 years or less prior to the date of admission:

Assessment Method	Composition	Math
SAT Scores (Completed before 3/16)	460	460
SAT Scores (Completed after 3/16)	Reading—25 Writing—27 Evidence—520	500
PSAT Scores (taken prior to December of 2014)	Reading—46 Writing—46 Total CR+W—92	46
PSAT Scores (taken after January of 2015)	Reading—46 Writing—46 Total CR+W—92	52
ACT Scores	Reading—18 Writing—22	22
MRT Scores	70%	70%
External Institution ACCUPLACER (1 <sup>st</sup> Generation)	80+ Sentence Skills 76+ Reading	74 Elementary Algebra
ACCUPLACER (Next Generation)	263+ Reading 263 + Writing	263+ Arithmetic
Compass	85+ Reading 74+ Writing	50+ Math

If evidence of Academic Readiness cannot be provided as described above, the student must take the required assessment. For diploma students, the *MyReadinessTest*, a non-proctored, web-based assessment of fundamental math, reading, and writing skills must be taken. For Degree students, including Nursing and Surgical Technology students, ACCUPLACER, a proctored, nationally-normed web-based assessment of fundamental math, reading, and writing skills must be taken.

**Academic Readiness for Nursing and Surgical Technology Programs**

All Nursing and Surgical Technology Programs require administration of Test of Essential Academic Skills (TEAS). The TEAS is an entrance exam intended to predict the success of students in nursing and Surgical Technology programs. Documentation that a nursing associate degree or surgical technology student has met the applicable requirements above must be retained and present in the student's file prior to enrollment.

**Nursing, Associate in Science Degree**

Applicants must achieve a composite score of 66 or higher on the TEAS to be considered for entrance to the Associate Degree Nursing Program.

- If first time test taker fails (below 75%), must wait 7 days to retest.
- If second time test taker fails (below 75%), must wait 90 days to retest.
- If third time test taker fails again, must wait a year to retest.

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**Surgical Technology, Associate in Science Degree**

Applicants must achieve a composite score of 60 or higher on the TEAS to be considered for entrance to the Associate Degree Nursing Program.

- If first time test taker fails (below 75%), must wait 7 days to retest.
- If second time test taker fails (below 75%), must wait 90 days to retest.
- If third time test taker fails again, must wait a year to retest.

**Academic Readiness Interventions**

Diploma students scoring below 70% on the *MyReadinessTest* (MRT) must meet with an advisor who will place students in the specific intervention based on program of study and modality, prior to enrollment.

Degree students scoring below 263 in reading, writing, and arithmetic must meet with an advisor to discuss the required academic support course(s).

**Online Readiness**

Prospective students are required to complete an Online Readiness Assessment (ORA) prior to enrollment. Students who score below 40 points on the Online Readiness Assessment (ORA) will be required to meet with an advisor to discuss his/her scores.

**Retaking Assessments**

All incoming applicants with the exception of Nursing Associate Degree and Surgical Technology programs are not permitted to retake an assessment for six months from the date of the initial assessment, unless approved by an academic advisor due to extenuating circumstances (e.g., compromised assessment environment).

All incoming Nursing Associate Degree and Surgical Technology program applicants who do not achieve the minimum required score on the assessment must refer to the program handbook for details on retesting.

Re-entering students will not be required to retake the academic readiness assessment if all required benchmark evidence, exam results, and advising and remediation documentation are in the student's permanent academic file and recorded in the system of record as per the above criteria.

■ **ADDENDUM:** The Retaking Failed Coursework section below was updated in the catalog and is effective on March 1, 2018:

**Retaking Failed Coursework**

Students must repeat all failed courses that are required for graduation from the program. Students in diploma programs may not exceed three attempts of courses. Students in degree programs must request permission to repeat a course after the second attempt to pass. Each attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average. If a student doesn't pass a course after three attempts in a diploma program or if a course retake request is denied for a required course in a degree program, the student will be dismissed due to their inability to meet the program requirements for graduation.

Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

■ **ADDENDUM:** The Academic Forgiveness language below was added to the catalog and is effective on March 1, 2018:

**Academic Forgiveness**

Academic Forgiveness offers a fresh start to students who have been separated from the college for a period of at least one (1) year and who wish to re-enroll. The student can re-enroll into the same or a different program. The student's grade point average begins with the new matriculation date; however, the former record will remain on the transcript. The student will retain the credits for any course(s) in which a grade of C or better was earned. This offer is only available once throughout the students' academic career with Zenith. Please refer to the student re-entry and the Administration of VA Benefits policy. Any academic forgiveness does not alter the student's CGPA or affect MTF for purposes of Title IV SAP assessments and Title IV SAP.

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- **ADDENDUM:** The new Pharmacy Technician diploma program information was added for the Bissonnet campus.



**PHARMACY TECHNICIAN**

*Diploma Program*  
 Bissonnet campus  
 33 weeks – 760 hours – 48 credit units  
 Modality: Full Blended

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and disease states, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be eligible to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Module Number	Module Title	Total Contact Hours	Quarter Credit Units
<b>Prerequisite Course</b>			
HCIN	Introduction to the Healthcare Profession	80	6.0
<b>Modular Courses</b>			
PHTDB- A	History and Ethics of Pharmacy	80	6.0
PHTDB- B	Pharmacology	80	6.0
PHTDB- C	Pharmacy Law and Administration for Pharmacy Technicians	80	6.0
PHTDB- D	Pharmacy Operations in the Retail and Hospital Setting	80	6.0
PHTDB- E	Medical Calculations and Non-Sterile Processing	80	6.0
PHTDB- F	Medical Calculations and Sterile Processing	80	6.0
PHTDB- X	Pharmacy Clinical Externship	200	6.0
<b>PROGRAM TOTAL:</b>		<b>760</b>	<b>48.0</b>

**Module HCIN - Introduction to the Healthcare Profession**

**6.0 Quarter Credits**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40

**Module PHTDB-A – History and Ethics of Pharmacy**

**6.0 Quarter Credits**

Included in this module is an overview and historical development of pharmacy. Subjects covered include a history and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The module will also cover best practices for high quality customer service, teamwork, and overall professionalism. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40

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**Module PHTDB-B - Pharmacology**

**6.0 Quarter Credits**

This module is designed to provide students with an overall understanding of anatomy and physiology as it relates to disease medication and treatment for:

- Endocrine and lymphatic systems
- Nervous system
- Respiratory, cardiovascular, and circulatory systems
- Integumentary system
- Neurological conditions, mental disorders, and muscle relaxants
- G.I. and musculoskeletal systems
- Urinary and reproductive systems
- Oncology
- HIV/AIDS
- Disorders of the eyes and ears

Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40

**Module PHTDB-C – Pharmacy Law and Administration for Pharmacy Technicians**

**6.0 Quarter Credits**

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and type the prescription labels. Also covered are the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. This module covers preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states.

Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40

**Module PHTDB-D –Pharmacy Operations in the Retail and Hospital Settings**

**6.0 Quarter Credits**

This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy to include. These topics include description of medication administration, safety, emerging therapies, and quality assurance. Also included are review of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug use control, and receiving and processing medication orders. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory, and purchasing. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40

**Module PHTDB-E –Medical Calculations and Non-Sterile Compounding**

**6.0 Quarter Credits**

This module is designed to provide the student with an overall understanding of medical calculations and non-sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds and admixtures. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Calculations and dimensional analysis of drug dosages will also be covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40

**Module PHTDB-F –Medical Calculations and Sterile Compounding**

**6.0 Quarter Credits**

This module is designed to provide the student with an overall understanding of medical calculations and sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. This module covers infection control, mitigation of medication errors and quality assurance practices in the pharmacy setting. Students will examine intravenous flow rates of large volume and small volume IV and infusion of IV piggybacks. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Critical care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40



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**Module PHTDB-X – Pharmacy Clinical Externship**

**6.0 Quarter Credits**

This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0 Lab Hours: 0 Other Hours: 200

<b>BISSONNET</b>					
<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>	<b>Total Cost (estimated)</b>
Pharmacy Technician (full blended)	33 Weeks	48	\$14,500	Include in tuition	\$14,500
*Tuition effective on or after February 5, 2018					

<b>48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48)</b>				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not met if CGPA is below	SAP Not Met if Rate of Progress is Below
12-17	2.0	66.67%	N/A	N/A
24-29	2.0	66.67%	N/A	N/A
30-35	N/A	N/A	2.0	66.67%
36-41	2.0	66.67%	N/A	N/A
48-72	N/A	N/A	2.0	66.67%

<b>Full Blended Shifts Pharmacy Technician 2017 – 2018</b>	
<b>Start Dates</b>	<b>End Dates</b>
10/9/2017	11/5/2017
11/6/2017	12/3/2017
12/4/2017	1/7/2018
1/8/2018	2/4/2018
2/5/2018	3/4/2018
3/5/2018	4/1/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019

<b>Full Blended Student Holiday/Breaks 2017 - 2018</b>		
<b>Holiday/Student Breaks</b>	<b>Start Dates</b>	<b>End Dates</b>
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Student Break	7/2/2018	7/8/2018
Labor Day	9/3/2018	9/3/2018
Student Break	10/1/2018	10/7/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019

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- **ADDENDUM:** An "X" was added next to the Pharmacy Technician program for the Bissonnet campus.

**PROGRAMS BY LOCATION**

<b>MODULAR PROGRAMS</b>	<b>Arlington</b>	<b>Fort Worth South</b>	<b>Austin</b>	<b>Bissonnet</b>	<b>Hobby</b>	<b>San Antonio</b>
Carpentry				X*		
Computer Information Technology	X*		X*	X	X*	X*
Dental Assistant	X*	X*	X*	X	X*	
Electrical Technician	X*		X*	X		
Heating, Ventilation and Air Conditioning	X*		X*	X		X*
Medical Assistant	X*	X*	X*	X	X*	X*
Medical Administrative Assistant				X*		X*
Medical Billing and Coding			X*	X	X*	
Medical Insurance Billing and Coding		X*		X*	X*	
Pharmacy Technician	X*			X	X*	X*
Plumbing Technology				X*		
<b>QUARTER-BASED PROGRAMS</b>						
Business		X*	X*	X		
Business Administration	X*					
Computer Information Technology	X*					
Criminal Justice	X*	X*				
* Enrollments are no longer accepted in this programs						

- **ADDENDUM:** The Bissonnet campus was added to the Pharmacy Technician Program section shown below.

**Pharmacy Technician Program (Arlington, Bissonnet, Hobby, and San Antonio Campuses Only)**

All applicants for the Pharmacy Technician program must have be a High School graduate or have a GED; must reach 18 years of age on or prior to the expected date of graduation; and students must meet with the Program Director prior to enrollment in the program. In addition, all applicants will be required to complete a student disclosure form and undergo a background check appropriate for a license in the field which includes fingerprinting. Pharmacy Technician students will also need to meet the Texas State Board of Pharmacy requirements in order to work as a pharmacy technician following graduation.

As a service to better support our graduates, Altierus Career College will assume the cost of the application (\$47) and the fingerprinting fee (\$42) for students to register as a pharmacy technician trainee.

Students are encouraged to seek registration or licensure as required by State Law. Failure to comply will result in being determined ineligible from the process, which will have a negative impact on career placement assistance and employment eligibility.

**Texas Registration/Certification Requirements**

- Graduates from the Pharmacy Technician program are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee. As a service to better support our graduates, Altierus Career College will assume the cost of the application (\$47) and the fingerprinting fee (\$42).
- Within two years of obtaining the pharmacy technician trainee license, graduates are required to register with the Texas State Board of Pharmacy as a pharmacy technician.
  - Registration Fee: \$80-82 depending on applicant birth month. Please contact the Texas State Board of Pharmacy at (512) 305-8000 to confirm payment amount.
  - Fingerprinting Fee: \$42 unless previous fingerprinting fee was submitted
  - National Examination Fee through the Pharmacy Technician Certification Board: \$129

- **ADDENDUM:** The underlined language was added to the Transcript and Diploma Release section as follows:

**TRANSCRIPT AND DIPLOMA RELEASE**

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Students will receive one free transcript at the time of graduation with their diploma. Additional transcripts are \$7.50 per copy.

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Altierus Career College is working with Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to <https://www.altierus.edu/alumni> or by contacting the Registrar office for assistance. Transcripts will be delivered electronically to the student's destination of choice if:

- Student has a record in the current student information system
- Student is current with their financial obligation to the campus, and student owes the campus an outstanding balance of \$1,500 or less

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

Note: Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript.

■ **ADDENDUM:** The following updates were made to the table below for the Bissonnet campus: marked Medical Insurance Billing and Coding as a teach out program and the Business degree program was added.

**PROGRAMS OFFERED BY LOCATION**

<b>MODULAR PROGRAMS</b>	<b>Arlington</b>	<b>Fort Worth South</b>	<b>Austin</b>	<b>Bissonnet</b>	<b>Hobby</b>	<b>San Antonio</b>
Carpentry				X*		
Computer Information Technology	X*		X*	X	X*	X*
Dental Assistant	X*	X*	X*	X	X*	
Electrical Technician	X*		X*	X		
Heating, Ventilation and Air Conditioning	X*		X*	X		X*
Medical Assistant	X*	X*	X*	X	X*	X*
Medical Administrative Assistant				X*		X*
Medical Billing and Coding			X*	X	X*	
Medical Insurance Billing and Coding		X*		X*	X*	
Pharmacy Technician	X*				X*	X*
Plumbing Technology				X*		
<b>QUARTER-BASED PROGRAMS</b>						
Business		X*	X*	X		
Business Administration	X*					
Computer Information Technology	X*					
Criminal Justice	X*	X*				
* Enrollments are no longer accepted in this program						

■ **ADDENDUM:** All language relating to Accrediting Council for Independent College and Schools (ACICS) has been removed from the catalog for the Fort Worth South campus.

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■ **ADDENDUM:** The programs offered table has been updated to reflect the teach-out of all the programs.

**PROGRAMS OFFERED BY LOCATION**

MODULAR PROGRAMS	Arlington	Fort Worth South	Austin	Bissonnet	Hobby	San Antonio
Carpentry				X*		
Computer Information Technology	X*		X*	X	X*	X*
Dental Assistant	X*	X*	X*	X	X*	
Electrical Technician	X*		X*	X		
Heating, Ventilation and Air Conditioning	X*		X*	X		X*
Medical Assistant	X*	X*	X*	X	X*	X*
Medical Administrative Assistant				X*		X*
Medical Billing and Coding			X*	X	X*	
Medical Insurance Billing and Coding		X*		X	X*	
Pharmacy Technician	X*				X*	X*
Plumbing Technology				X*		
<b>QUARTER-BASED PROGRAMS</b>						
Business		X*	X*			
Business Administration	X*					
Computer Information Technology	X*					
Criminal Justice	X*	X*				
* Enrollments are no longer accepted in this programs						

■ **ADDENDUM:** The following calendars have been updated.

**ALL CAMPUSES**

<b>Full Blended Shifts</b> Medical Billing and Coding 2017 – 2018	
Start Dates	End Dates
10/9/2017	11/5/2017
11/6/2017	12/3/2017
12/4/2017	1/7/2018
1/8/2018	2/4/2018
2/5/2018	3/4/2018
3/5/2018	4/1/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019

<b>Full Blended Student Holiday/Breaks</b> 2017 - 2018		
Holiday/Student Breaks	Start Dates	End Dates
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Student Break	7/2/2018	7/8/2018
Labor Day	9/3/2018	9/3/2018
Student Break	10/1/2018	10/7/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019

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<b>DIY/Jr. Blended and All Shifts</b>	
Dental Assistant	
Electrical Technician	
Heating, Ventilation and Air Conditioning	
Massage Therapy	
Medical Assistant	
Medical Insurance Billing and Coding	
Medical Administrative Assistant	
Pharmacy Technician	
<b>2017 – 2018</b>	
Start Dates	End Dates
11/6/2017	12/1/2017
12/4/2017	1/5/2018
1/8/2018	2/2/2018
2/5/2018	3/2/2018
3/5/2018	3/30/2018
4/9/2018	5/4/2018
5/7/2018	6/1/2018
6/4/2018	6/29/2018
7/9/2018	8/3/2018
8/6/2018	8/31/2018
9/4/2018	9/28/2018
10/8/2018	11/2/2018
11/5/2018	11/30/2018
12/3/2018	1/4/2019

<b>DIY/Jr. Blended and All Shift</b>		
<b>Student Holiday/Breaks</b>		
<b>2017 - 2018</b>		
Holiday/Student Breaks	Start Dates	End Dates
Thanksgiving Holiday	11/23/2017	11/26/2017
Christmas & New Year Holidays	12/23/2017	1/1/2018
Martin Luther King Day	1/13/2018	1/15/2018
Presidents Day	2/17/2018	2/19/2018
Student Break	3/31/18	4/8/18
Memorial Day	5/26/2018	5/28/2018
Student Break	6/30/18	7/8/18
Labor Day	9/1/2018	9/3/2018
Student Break	9/29/18	10/7/18
Thanksgiving Holiday	11/22/2018	11/25/2018
Christmas & New Year Holidays	12/22/2018	1/1/2019

■ **ADDENDUM:** The following link has been updated.

Old	New
<a href="http://www.Altierus.org">www.Altierus.org</a>	<a href="http://www.Altierus.edu">www.Altierus.edu</a>

■ **ADDENDUM:** All language relating to Accrediting Council for Independent College and Schools (ACICS) has been removed from the catalog for Arlington Mid-Cities campus.