

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 08/14/18

■ **ADDENDUM effective August 14, 2018:** The following developmental courses have been added to the Houston (Bissonnet) campus. The admissions requirements, graduation requirements, fees, and class schedules have also been included below.

ENC 0011 – Reading & Writing Strategies (co-requisite)

4.0 Quarter Credit Hours

This course introduces students to critical reading and thinking concepts to prepare them to be successful in college level courses and their everyday lives. Emphasis will be placed on the development of written communication skills, which include developing a paragraph and an essay, defining the stages of the writing process, and understanding rhetorical strategies. This course is designed to support students in ENC 1101. Lecture Hours: 40, Lab Hours: 0, Outside Hours: 20, Co-Requisite: ENC 1101. **(Applies to the Surgical Technology degree program only)**

MAT 0023 – Mathematical Reasoning Strategies

4.0 Quarter Credit Hours

The course will introduce students to the foundational skills needed to become numerically literate and use numbers to communicate in their everyday lives. Emphasis will be placed on understanding math terminology, including formulas, equations, proportions, financial literacy, visual displays of mathematics, and basic statistical concepts. This course is designed to support students in MAT 1023. Lecture Hours: 40, Lab Hours: 0, Outside Hours: 20, Co-Requisite: MAT 1023. **(Applies to the Surgical Technology degree program only)**

SLS 0071 – Foundations

1 Quarter Credit Hour

This course is designed for new diploma students scoring below their program's defined minimum level on the placement assessment in reading, writing, and mathematics. The materials provided in this course are used to increase the student's level of proficiency and encourage successful completion of the remainder of the student's program. Lecture Hours: 0, Lab Hours: 20, Outside Hours: 0 **(Applies to diploma programs only)**

Note: These courses are only available to students enrolling into a program at the school.

**ADMISSIONS REQUIREMENTS
REQUIREMENTS AND PROCEDURES**

- High school diploma or a recognized equivalent such as the GED is required for admittance.
- Applicants are informed of their acceptance status within 15 days after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

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 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:

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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 st 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

For diploma students, the WorkKeys assessment must be taken prior to registration in order to determine placement in the co-requisite SLS 0071 Foundations courses. Students complete three sections of the assessment—Graphic Literacy, Workplace Documents, and Applied Mathematics—and complete remediation in the corresponding area if the student scores below their programmatic level.

	ACT Job Title	ACT WorkKeys Workplace Documents	ACT WorkKeys Graphic Literacy	ACT WorkKeys Applied Math
Trades				
Electric	Helpers-Electricians	6	5	5
HVAC	Heating & Air Conditioning Mechanics & Installers	6	5	5
Allied Health				
Dental Assistant	Dental Assistant	5	6	5
Massage Therapy	Massage Therapists	6	7	6
Medical Assistant	Medical Assistant	6	6	5
Medical Admin.	Medical Secretaries	5	5	6
Pharm. Tech	Pharmacy Technicians	6	5	5
Medical Billing & Coding	Medical Records & Health Information Technology	4	4	5
CIT				
CIT Diploma	Computer User Support Specialist	5	5	5

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 Assessment for Nursing and Surgical Technology Programs

All nursing and Surgical Technology programs require administration of a HESI (Health Education Systems Inc.) Test. Students will complete the Reading Comprehension, Grammar, Vocabulary and Knowledge, and Math portions of the HESI to be considered for entrance into the Nursing or Surgical Technology programs. The HESI is an entrance exam intended on to predict student success in nursing and Surgical Technology programs.

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Nursing, Associate of Science Degree

Applicants must achieve a score of 75% or higher on each area of the HESI test to be considered for entrance into the Associate of Science Nursing Degree Program.

- If a first time test taker fails, they must wait 7 days to retest.
- If a second time test taker fails, they must wait 90 days to retest.
- If a third time test taker fails again, they must wait a year to retest.

Surgical Technology Program

Applicants must achieve a score of 70% or higher on each area OR a 70% or higher on the Reading Comprehension section and have a cumulative score of 70% or higher with a minimum of 64% in each other area of the HESI test to be considered for entrance to the Surgical Technology program.

- If a first time test taker fails, they must wait 7 days to retest.
- If a second time test taker fails, they must wait 90 days to retest.
- If a third time test taker fails again, they must wait a year to retest.

Academic Readiness Interventions

Diploma students who require remediation will be registered in the co-requisite SLS 0071 Foundations course and their program's corresponding introductory course (Allied Health: HCIN, CIT Diploma: CGS 2060 and Trades: CON 1010). These courses will also be setup as pass/fail to limit their potential negative impact on students. For students who place on level for their program, they will not be required to register for the co-requisite course and will be registered solely for their introductory course. Degree students scoring below 263 in reading, writing, and arithmetic must meet with an advisor to discuss the required academic support course(s).

For ENC 0011 – Reading and Writing Strategies and MAT 0023 Mathematical Reasoning Strategies:

Students scoring below 263 in each section for reading, writing, and arithmetic must meet with an advisor (academic advisor, academic dean, or admission-retention advisor (ARA)) to discuss the required academic support course(s).

Students are required to enroll into the following courses based on the program course sequence:

- If student scores below 263 in arithmetic, then the student will take both MAT 1023 Quantitative Reasoning and MAT 0023 Co-Requisite Mathematical Reasoning.
- If student scores below 263 in reading and/or writing, then the student will take both ENC 1101 Composition I and ENC 0011 Co-Requisite Integrated Reading and Writing.

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.

Experiential Learning Portfolio

Students may earn credit for experiential learning through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. No more than 25% of the units required for a degree shall be awarded for prior experiential learning. Procedures for applying for credit through experiential learning are available in the Campus Director's/Academic Dean's office.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program-specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

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Fee breakdown (itemized) and total amount that students will pay the school for the subject and other out-of-pocket costs.

- The ENC 0011 – Reading & Writing Strategies is a \$320/credit hour attempted course.
- The MAT0023 – Mathematical Reasoning Strategies course is a \$320/credit hour attempted course.
- There is no additional charge for the SLS 0071– Foundations course.

Note: Students taking 4 hour courses are charged \$1,280 per attempt.

If a student fails the co-requisite course but passes the program-level course, the student is not required to retake the co-requisite course. If a student fails both courses, the student will need to retake both courses. If a student passes the co-requisite course but fails the program-level course, the student will need to repeat the program-level course.

The SLS 0071 – Foundations course is tied to the diploma program therefore there is no charge for this course. Diploma programs are charged based on length of time and are not a charge per course (degree programs) like the ENC 0011 or MAT 0023 co-requisite courses. Since this course is taken concurrently with the student’s first mod, we are not adding any length of time to the program hence the “no charge”. A student who drops before completing the program is handled like any other student who is dropped from the diploma program.

Class schedule

- Students in the ENC 0011 Reading & Writing Strategies course will meet onsite once a week for four hours and once a week online for four hours. The total course length is a total of six weeks.
- Students in the MAT 0023 – Mathematical Reasoning & Strategies course will meet onsite once a week for four hours and once a week online for four hours. The total course length is six weeks.
- Students in the SLS 0071 - Foundations course will meet onsite one hour each day from Monday through Friday. The total course length is four weeks.

Academic Calendars for SLS 0071 – Foundations

Modular/Diploma Calendar 2018 – 2019	
Start Dates	End Dates
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

Modular/Diploma Student Holiday/Breaks 2018 - 2019		
Holiday/Student Breaks	Start Dates	End Dates
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	1/21/2019	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 Calendars for:
ENC 0011 Reading and Writing Strategies
MAT 0023 Mathematical Reasoning Strategies

Academic Year 2018				
Winter Term Starts		January	8	2018
Winter Term Add/Drop Deadline 6 Week 1 Courses		January	14	2018
M.L. King Jr. Birthday Holiday*		January	15	2018
Winter Term Add/Drop Deadline 12 Week Courses		January	22	2018
Presidents' Day*		February	19	2018
Mini-Term Starts		February	20	2018
Mini Term Add/Drop Deadline		February	26	2018
Winter Term Ends		April	1	2018
Spring Vacation	From:	April	2	2018
	To:	April	8	2018
Spring Term Starts		April	9	2018
Spring Term Add/Drop Deadline 6 Week 1 Courses		April	15	2018
Spring Term Add/Drop Deadline 12 Week Courses		April	22	2018
Mini-Term Starts		May	21	2018
Mini Term Add/Drop Deadline		May	27	2018
Memorial Day Holiday*		May	28	2018
Spring Term Ends		July	1	2018
Independence Day Holiday		July	4	2018
Summer Vacation	From:	July	2	2018
	To:	July	8	2018
*Holiday not applicable for online courses				

Academic Year 2018 - 2019				
Summer Term Starts		July	9	2018
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	15	2018
Summer Term Add/Drop Deadline 12 Week Courses		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 6 Week 1 Courses		October	14	2018
Fall Term Add/Drop Deadline 12 Week Courses		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	13	2019
Winter Term Starts		January	14	2019

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Winter Term Add/Drop Deadline 6 Week 1 Courses		January	20	2019
M.L. King Jr. Birthday Holiday		January	21	2019
Winter Term Add/Drop Deadline 12 Week Courses		January	28	2019
Presidents' Day		February	18	2019
Mini-Term Starts		February	25	2019
Mini Term Add/Drop Deadline		March	3	2019
Winter Term Ends		April	7	2019
Spring Vacation	From:	April	8	2019
	To:	April	14	2019
Spring Term Starts		April	15	2019
Spring Term Add/Drop Deadline 6 week 1 Courses		April	21	2019
Spring Term Add/Drop Deadline 12 week Courses		April	28	2019
Memorial Day Holiday		May	27	2019
Mini-Term Starts		May	28	2019
Mini Term Add/Drop Deadline		June	3	2019
Spring Term Ends		July	7	2019
Independence Day Holiday		July	4	2019
Summer Vacation	From:	July	8	2019
	To:	July	14	2019

■ **ADDENDUM effective July 23, 2018:** The Computer Information Technology Associate of Applied Science degree program is no longer offered at the campus.

■ **ADDENDUM effective July 13, 2018:** The Altierus Student Emergency Fund is now available at the Bissonnet campus as shown below.

Funded and made possible by a grant from the ECMC Foundation, the Altierus Student Emergency Fund is available to help students with one-time emergency financial needs that may impact their ability to stay in school, such as past due rent, car repairs, medical bills, past due utilities, child care, or other living expenses. (Funding is not available to cover tuition, books or related fees.) A student may apply for up to \$1,000 in financial support during his or her enrollment at Altierus.

Funds are available only to students attending an Altierus Career College. To qualify, at the time of application students must:

- Be enrolled at least part-time status;
- Have a cumulative GPA of at least 2.0
- Have completed the first two mods, or terms, or their program;
- Have no holds on their student account;
- Demonstrate that the need for funds is due to unforeseen circumstances that are not likely to reoccur.
- Submit satisfactory documentation demonstrating an eligible financial need. Acceptable documentation may include bills, invoices, or receipts, displaying the name, address, and phone number of the entity to be paid. Receipts must be dated within 30 days of the application.

Qualifying expenses may include:

- Utilities
- Housing/Rent
- Medical/Dental expenses
- Personal automobile repairs or expenses (other than fuel expenses)
- Child care
- Public Transportation expenses
- Temporary displacement costs

Applications should be submitted online at altierus.edu/emergencyfund. If approved, payment is issued directly to the vendor in question.

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■ **ADDENDUM effective July 13, 2018:** The language below was updated as follows:

ALTIERUS CAREER COLLEGE – BISSONNET

The Bissonnet campus is conveniently located in the Westwood Technology Center on Bissonnet Street, just west of U.S. Highway 59. The campus has 60,000 square feet containing classrooms, allied health, trade and technology lecture and lab facilities, administrative offices, student lounge, restrooms and a learning resource center containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

The Learning Resource Center is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, computers and on-line resources to support its curriculum. The Learning Resource Center is staffed with trained professionals to assist in the research needs of students and faculty, and it is conveniently open to accommodate class schedules.

This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

■ **ADDENDUM effective July 5, 2018:** The following language has been added to the Surgical Technology Associate Degree program information.

There is a required HESI cumulative score of 70% and a reading cumulative score of 70%. Additionally, each of the other three sections (Grammar, Vocabulary & Knowledge and Math) require a minimum score of 64%.

■ **ADDENDUM effective June 1, 2018:** The Surgical Technology Associate of Science degree program is now available at the Houston Bissonnet campus. The program information is included below.



SURGICAL TECHNOLOGY
 Associate of Science Degree
 24 Months – 94 Credits

The Surgical Technology Associate of Science degree program at Altierus Career College is designed to prepare students to provide critical support services to surgeons, nurses, anesthesia providers, and other surgical team members. Using a variety of learning resources, students will acquire the knowledge base of sterile technique, surgical instrumentation and equipment, surgical procedures, asepsis and patient care skills. During the clinical portion of the program, students will complete a minimum of 120 cases of various surgical specialties in the first and second scrub roles while supervised by a clinical preceptor.

This eight-quarter program includes general education and surgical technology courses and leads to an Associate in Science degree. In this program, students gain proficiency through class (theory), lab, and clinical experience in a variety of settings assisting with a variety of surgical procedures.

College Core			
Course Number	Course Title	Total Contact Hours	Quarter Credits
SLS 1317	Strategies for Healthcare Professional Success	40	4.0
Major Core			
CGS 2060	Computer Applications	50	4.0
HSC 1529	Diseases of the Human Body	40	4.0
MCB 2000	Microbiology & Infection Control	40	4.0
STS 1001	Principles and Practices of Surgical Technology	40	4.0
STS 2007	Surgical Pharmacology	40	4.0
STS 2171	Surgical Technology I	50	4.0
STS 2172	Surgical Technology II	50	4.0
STS 2173	Surgical Procedures I	80	6.0
STS 2174	Surgical Procedures II	80	6.0
STS 2175	Clinical Rotation I	150	5.0
STS 2176	Clinical Rotation II	350	11.0
STS 2200	Surgical Technologist Certification Exam Review	20	2.0
General Education Core			
ENC 1101	Composition I	40	4.0

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ENC 1102	Composition II	40	4.0
MAT 1023	Quantitative Reasoning	40	4.0
SPC 2300	Fundamentals of Interpersonal Communication	40	4.0
EVS 1001	Environmental Science	40	4.0
PSY 2012	General Psychology	40	4.0
BSC 1085	Anatomy & Physiology I	40	4.0
BSC 1086	Anatomy & Physiology II	40	4.0
	Program Total	1350	94

SLS 1317 - Strategies for Health Care Professional Success

4.0 Quarter Credits

This course is designed to prepare students for transition in their health care professional education and life. The course includes introduction to the college and its resources, professionalism, study skills, test taking skills, critical thinking, medical terminology, abbreviations, math review, communication, teamwork, information technology, learning styles along with written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

CGS 2060 - Computer Applications

4.0 Quarter Credits

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Other Hours: 20

HSA 1529 - Diseases of the Human Body

4.0 Quarter Credits

This course provides a study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment. Prerequisites: BSC 1085, BSC 1086 Lecture Hours: 40 Lab Hours: 0 Outside Hours: 26

MCB 2000 - Microbiology and Infection Control

4.0 Quarter Credits

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: SLS 1317 Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

STS 1001 - Principles and Practices of Surgical Technology

4.0 Quarter Credits

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, death and dying, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

STS 2007 - Surgical Pharmacology

4.0 Quarter Credits

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisites: SLS 1317, MAT 1033. Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

STS 2171 - Surgical Technology I

4.0 Quarter Credits

This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Prerequisites: SLS 1317, STS 1001. Lecture Hours: 30 Lab Hours: 20 Outside Hours: 20

STS 2172 - Surgical Technology II

4.0 Quarter Credits

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Robotics, physics and electricity are also introduced. Prerequisite: STS 2171. Lecture Hours: 30 Lab Hours: 20 Outside Hours: 20

STS 2173 - Surgical Procedures I

6.0 Quarter Credits

This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in surgical specialties of General, Obstetrics & Gynecology, Genitourinary, Otorhinolaryngology, and Oral/Maxillofacial surgical specialties. Prerequisites: BCS 1085, BSC 1086, HSA 1529, STS 2172 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

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STS 2174 - Surgical Procedures II

6.0 Quarter Credits

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 2173. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

STS 2175 - Clinical Rotation I

5.0 Quarter Credits

This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Prerequisite: STS 2174. Lecture Hours: 0 Lab Hours: 0 Clinical Hours: 150 Outside Hours: 0

STS 2176 - Clinical Rotation II

11.0 Quarter Credits

This course is a continuation of the skills practiced in STS 2175C with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and the out-patient surgery department. Prerequisites: STS 2174, STS 2175. Lecture Hours: 0 Lab Hours: 0 Clinical Hours: 350 Outside Hours: 0

STS 2200 - Surgical Technologist Certification Examination Review

2.0 Quarter Credits

This course is designed to guide students in the preparation for the Surgical Technologist Certification Examination. Test-taking strategies will be discussed and implemented with an in-depth review of application level questions that require critical thinking skills. A review will be provided of the Surgical Technologist knowledge, skill, and abilities necessary to provide quality surgical patient care. Prerequisites: STS 2174, STS 2175. Lecture Hours: 20 Lab Hours: 0 Clinical Hours: 0 Outside Hours: 30

ENC 1101 - Composition I

4.0 Quarter Credits

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central ideas and supporting material. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

ENC 1102 - Composition II

4.0 Quarter Credits

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisites: ENC 1101 Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

MATP 1023 – Quantitative Reasoning

4.0 Quarter Credits

This course will introduce students to the skills needed to think critically, make informed decisions, provide reason from evidence, and become numerically literate to understand how numbers are used to communicate in their everyday lives. Emphasis is placed on open-ended exercises that involve reading, writing, calculating, synthesizing, and clearly explaining results using quantitative information. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

SPC 2300 - Fundamentals of Interpersonal Communication

4.0 Quarter Credits

The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

EVS 1001 - Environmental Science

4.0 Quarter Credits

This course covers environmental issues and illustrates the importance of environmental science in students' daily lives. The relationship between humans and the environment is explored to demonstrate to students their role in the state of the environment. Environmental issues such as invasive species, climate change, pollution, and corrective actions will be studied. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

PSY 2012 - General Psychology

4.0 Quarter Credits

This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

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BSC 1085 – Anatomy and Physiology I

4.0 Quarter Credits

This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisites: None Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

BSC 1086 – Anatomy and Physiology II

4.0 Quarter Credits

This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisites: BSC 085 Lecture Hours: 40 Lab Hours: 0 Outside Hours: 20

Houston Bissonnet				
Degree Program	Program Length	Credit Units	Textbooks & Equipment (estimated)	Tuition
Surgical Technology (Associate of Science)	96 Weeks	94	Included in tuition	\$320/credit hour attempted Expected total - \$30,080
Effective on or after June 4, 2018				

All students enrolled or enrolling in a degree program with an academic year start date of February 1, 2016 or later will be assessed a technology fee of \$150.00 per academic year.

94 Quarter Credit Hour Program. Total credits that may be attempted: 141 (150% of 94)				
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
1-16 (1st Term)	2.5	N/A	66.67%	N/A
1-16	N/A	2.0	N/A	66.67%
17-32	N/A	2.0	N/A	66.67%
33-48	N/A	2.0	N/A	66.67%
49-60	N/A	2.0	N/A	66.67%
61-72	N/A	2.0	N/A	66.67%
73-84	N/A	2.0	N/A	66.67%
85-141	N/A	2.0	N/A	66.67%

ACADEMIC CALENDARS

Please note: The end dates for any program with no online or distance-based attendance or academic requirements will be the Friday immediately preceding the end date listed in all of the calendars below.

Academic Year 2017 - 2018				
	To:	January	1	2018
Classes Resume		January	2	2018
Fall Term Ends		January	7	2018
				2018
Winter Term Starts		January	8	2018
Winter Term Add/Drop Deadline 6 Week 1 Courses		January	14	2018
M.L. King Jr. Birthday Holiday*		January	15	2018
Winter Term Add/Drop Deadline 12 Week Courses		January	22	2018
Presidents' Day*		February	19	2018
Mini-Term Starts		February	20	2018
Mini Term Add/Drop Deadline		February	26	2018
Winter Term Ends		April	1	2018
Spring Vacation	From:	April	2	2018
	To:	April	8	2018

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Spring Term Starts		April	9	2018
Spring Term Add/Drop Deadline 6 Week 1 Courses		April	15	2018
Spring Term Add/Drop Deadline 12 Week Courses		April	22	2018
Mini-Term Starts		May	21	2018
Mini Term Add/Drop Deadline		May	27	2018
Memorial Day Holiday*		May	28	2018
Spring Term Ends		July	1	2018
Independence Day Holiday*		July	4	2018
Summer Vacation	From:	July	2	2018
	To:	July	8	2018

Academic Year 2018 - 2019				
Summer Term Starts		July	9	2018
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	15	2018
Summer Term Add/Drop Deadline 12 Week Courses		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 6 Week 1 Courses		October	14	2018
Fall Term Add/Drop Deadline 12 Week Courses		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
Winter Term Starts		January	7	2019
Winter Term Add/Drop Deadline 6 Week 1 Courses		January	13	2019
Winter Term Add/Drop Deadline 12 Week Courses		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 6 week 1 Courses		April	14	2019
Spring Term Add/Drop Deadline 12 week Courses		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

Academic Year 2019 - 2020				
Summer Term Starts		July	8	2019
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	14	2019
Summer Term Add/Drop Deadline 12 Week Courses		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 6 Week 1 Courses		October	13	2019
Fall Term Add/Drop Deadline 12 Week Courses		October	20	2019
Mini-Term Starts		November	18	2019
Mini-Term Add/Drop Deadline 6 week 2 courses		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 6 Week 1 Courses		January	12	2020
Winter Term Add/Drop Deadline 12 week courses		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 6 week 1 courses		April	12	2020
Spring Term Add/Drop Deadline 12 Week Courses		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

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	To:	July	7	2019
Independence Day Holiday		July	4	2019

Independence Day Holiday		July	3	2020
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■ **ADDENDUM effective June 1, 2018:** The new Electrical Construction Technician diploma program information for the Bissonnet campus was added to the catalog.



ELECTRICAL CONSTRUCTION TECHNICIAN

Diploma Program

36 weeks – 720 hours – 58 credit units

The **Electrical Construction Technician** program is designed to prepare students for entry-level jobs installing or modifying electrical systems as part of a new construction or renovation of residential, commercial buildings, or similar projects. The program is designed for learners to acquire the specialized knowledge and skills required to successfully perform on the job including: complying with workplace safety requirements; applying electrical theory in the design, installation, and repair of circuits and devices; interpreting plans and drawings correctly; applying National Electrical Code standards to the installation of raceways, conductors, devices, and other utilization equipment; selecting appropriate materials for a given installation; and using tools and equipment properly to complete a given task.

The ultimate objective of the Electrical Construction Technician program is to prepare graduates for entry-level employment with electrical contractors, or other businesses that require employees to have specialized training to install, maintain, and or repair electrical systems in buildings or related facilities. Some typical positions for graduates of this program include: Apprentice Electrician, Electrician Helper, Electrical Installer, Residential Electrician, Commercial Electrician, Facilities Maintenance Technician, Lighting Maintenance Technician and more.

Course Code	Course Title	Total Contact Hours	Quarter Credit Hours
Prerequisite Courses			
CON 1010	Basic Construction	80	6.5
EEV1031	Electrical Theory	80	8.0
EEV1103	Electrical Craft Skills	80	6.0
Core Courses			
EEV1750	Transformers and Power Distribution	80	6.5
EEV2035	Electric Motors	80	6.5
EEV1720	Conductors and Overcurrent Protection	80	6.5
Elective Cluster Courses			
EEV1730	Residential Wiring	80	6.0
EEV1710	Large Raceways and Feeders	80	6.0
EEV1735	Lighting and Low-Voltage Systems	80	6.0
Program Totals		720	58

CON 1010 Basic Construction

6.5 Quarter Credit Hours

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading, material handling, communication and employability skills. Students will also learn techniques for studying and test-taking. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 50 Lab Hours: 30

EEV 1031 Electrical Theory

8.0 Quarter Credit Hours

Electricity makes the modern world possible by providing the power needed for lighting, air-conditioning, communications, and computers, yet how it works is a mystery to most. This course provides a basic understanding of how electrical energy is used to produce useful work, how it is measured and tested, and the calculations required for analyzing electrical circuits. Topics of study include direct-current (DC) and alternating-current (AC) systems, transformer operation, basic electronic components and semiconductors. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 80 Lab Hours: 0

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EEV 1103 Electrical Craft Skills

6.0 Quarter Credit Hours

Electricians use specialized skills to install and repair electrical systems in homes and businesses. This course is designed for students to learn the basic skills needed in the electrical craft that include working safely with electricity, proper usage of hand and power tools, procedures for installing electrical conduit, boxes, wiring, and determining minimum installation requirements of the National Electrical Code. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours 40

EEV 1710 Large Raceways and Feeders

6.0 Quarter Credit Hours

Electrical power is supplied and distributed throughout buildings using large conductors that feed electrical current to multiple load centers. This course prepares students to install the raceways, pull boxes, junction boxes, conductors, and cables required for these distribution systems. Students will learn to bend conduit using mechanical, electric, and hydraulic benders and also the procedures for setting up cable pulling equipment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON1010, EEV1031, EEV1103 Lecture Hours: 40 Lab Hours: 40

EEV 1720 Conductors and Overcurrent Protection

6.5 Quarter Credit Hours

The size of an electrical conductor determines how much current it can carry and exceeding this limit can result in hazardous conditions that could lead to equipment damage, fire and personal injury. Therefore it is crucial that an electrician determine the correct size of wire for an electrical circuit and how to protect it from various fault-currents. This course enables students to identify the circuit faults that cause overcurrent and the minimum requirements of the National Electrical Code to safeguard those circuits. Additional topics of study include the minimum requirements for grounding and bonding electrical systems and equipment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON1010, EEV1031, EEV1103 Lecture Hours: 50 Lab Hours: 30

EEV 1730 Residential Wiring

6.0 Quarter Credit Hours

One of the more common jobs for an electrician is the installation or repair of the electrical system of a person's home. This course familiarizes the student with the materials and methods used in modern residential construction and the minimum requirements for installing a complete electrical system for a typical residence. Students will learn and practice techniques for installing non-metallic sheathed cables, device boxes, receptacles, switches, lighting fixtures, circuit breaker panels, and service entrance equipment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON1010, EEV1031, EEV1103 Lecture Hours: 40 Lab Hours: 40

EEV 1735 Lighting and Low-Voltage Systems

6.0 Quarter Credit Hours

Any list of world-changing inventions would have to include electric lighting and, well over a century after its introduction, electricians are still the primary trade responsible for installing and maintaining it. This course introduces the basic principles of light and how lighting is used to enhance safety, worker productivity, sales, etc. Additional topics include basic requirements and applications for low-voltage systems for voice and data communications, video surveillance, and alarm systems. Prerequisites: CON1010, EEV1031, EEV1103 Lecture Hours: 40 Lab Hours: 40

EEV 1750 Transformers and Power Distribution

6.5 Quarter Credit Hours

A properly installed and maintained power distribution system is critical to the operation of commercial buildings and industrial facilities. This course familiarizes the student with the various types of electrical equipment used to distribute power within a building including service entrance equipment, switchgear, transformers, and backup power sources. Additional topics include the process for calculating electrical load and proper sizing and selection of conductors. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON1010, EEV1031, EEV1103 Lecture Hours: 40 Lab Hours: 40

EEV 2035 Electric Motors

6.5 Quarter Credit Hours

One of the main uses for electricity is to make something move and this is what electric motors are used for. Motors are unique in that the amount of electrical current required to operate them changes with the load that is placed on the motor. This course explores the basic construction, operation, and maintenance of various direct-current (DC) motors, single-phase and three-phase alternating-current (AC) motors, and the minimum National Electrical Code requirements for circuits supplying motors. Students also learn to install basic control circuits to stop, start, and reverse motors. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON1010, EEV1031, EEV1103 Lecture Hours: 40 Lab Hours: 40

BISSONNET				
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Electrical Construction Technician (Full Blended)	36 Weeks	58	\$14,500	Included in tuition
Effective on or after June 4, 2018				

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All new students enrolling in a diploma program will be assessed a lab fee of \$150 per academic year. Academic years consisting of externship hours only will not be assessed the \$150 lab fee.

58 Quarter Credit Hour Program. Total credits that may be attempted: 87 (150% of 58)				
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
12-19	2.0	66.67%	N/A	N/A
26-32	2.0	66.67%	N/A	N/A
33-39	N/A	N/A	2.0	66.67%
40-46	2.0	66.67%	N/A	N/A
52-57	2.0	66.67%	N/A	N/A
58-87	N/A	N/A	2.0	66.67%

Please note: The end dates for any program with no online or distance-based attendance or academic requirements will be the Friday immediately preceding the end date listed in all of the calendars below.

Modular/Diploma Calendar Full Blended 2018 – 2019	
Start Dates	End Dates
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

Modular/Diploma Full Blended Student Holiday/Breaks 2018 - 2019		
Holiday/Student Breaks	Start Dates	End Dates
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	5/28/2018	5/28/2018
Student Break	7/2/18	7/8/18
Labor Day	9/3/2018	9/3/2018
Student Break	10/1/18	10/7/18
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019
Martin Luther King Day	1/21/2019	1/21/2019
Presidents Day	2/18/2019	2/18/2019
Student Break	4/1/2019	4/7/2019
Memorial Day	5/27/2019	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	11/29/2019
Christmas & New Year Holidays	12/24/2019	01/01/2020

*End Date due to Thanksgiving Holiday

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■ **ADDENDUM effective June 1, 2018:** The HVAC Technician diploma program at the Bissonnet campus was revised as shown below. Please note that the tuition and calendars have changed, but the SAP table, grade scale, total contact and credit hours remain the same.



HEATING, VENTILATION AND AIR CONDITIONING (HVAC) TECHNICIAN

Diploma Program
 Bissonnet Campus
 36 weeks – 720 hours – 55 credit units
 Modality: Full Blended

The **HVAC Technician** program is designed to prepare students for entry-level jobs installing, maintaining and repairing heating, ventilating, and air-conditioning (HVAC) equipment in residential and commercial buildings. The program is designed for learners to acquire the specialized knowledge and skills required to successfully perform on the job including: complying with workplace and environmental safety requirements; applying the basic principles of refrigeration and heat transfer to the installation and repair of heating and cooling systems; interpreting plans and drawings correctly; using proper techniques to install piping, ductwork, and equipment when completing a given task; using hand and power tools, test equipment, and refrigerant-handling equipment correctly when servicing HVAC equipment; and demonstrating professional behavior and clear communication skill at all times in the workplace.

The ultimate objective of the HVAC Technician program is to prepare graduates for entry-level employment with mechanical contractors, air-conditioning service and installation companies or other businesses that require employees to have specialized training to install, maintain, and or repair HVAC equipment in residential and commercial buildings. Some typical positions for graduates of this program include: HVAC Installer, HVAC Technician, Facilities Maintenance Technician, Building Maintenance Technician, Building Engineer, and Assistant Building Engineer.

Course Code	Course Title	Total Contact Hours	Quarter Credit Hours
Prerequisite Courses			
CON1010	Basic Construction	80	6.5
ACR1020	HVAC/R Craft Skills	80	6.0
ACR1030	Basic Air Conditioning	80	6.0
ACR1040	Electricity for HVAC/R Technicians	80	6.0
Core Courses			
ACR1210	HVAC/R System Service and Maintenance	80	6.0
ACR1220	Basic Heating Systems	80	6.0
Elective Cluster Courses			
ACR1310	Advanced Heating Systems	80	6.0
ACR1320	Air Distribution	80	6.0
ACR1330	Energy Conservation Methods	80	6.5
Program Totals		720	55.0

<p>CON 1010 Basic Construction</p> <p>This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading, material handling, communication and employability skills. Students will also learn techniques for studying and test-taking. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 50 Lab Hours 30</p>	<p>6.5 Quarter Credit Hours</p>
<p>ACR 1020 HVAC/R Craft Skills</p> <p>Air-conditioning and refrigeration technicians use specialized skills to install, repair, and maintain heating and cooling systems. This course provides the opportunity for students to learn the basic skills used in the craft for installing copper, plastic, and steel piping, reading construction drawings, and selecting the correct hardware and fasteners for an installation. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 40 Lab Hours: 40</p>	<p>6.0 Quarter Credit Hours</p>

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ACR 1030 Basic Air Conditioning	6.0 Quarter Credit Hours
The basic principle behind air-conditioning is to move heat from inside a building to the outside leaving the interior space cooler. This course introduces the fundamental concepts and technology at the core of every air-conditioning system. Topics include a survey of the basic types of air-conditioning equipment, a thorough study of the heat transfer process, the refrigeration cycle, components of an air-conditioning system, and modern refrigerants. In addition, students will learn to use manifold gauges and other testing equipment to measure system operation. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None, Lecture Hours: 40, Lab Hours: 40	
ACR 1040 Electricity for HVAC/R Technician	6.0 Quarter Credit Hours
The machinery used to provide heating, cooling, and refrigeration uses electric motors to turn fans, blowers, and compressors and has complex electrical control systems. Many of the problems encountered by HVAC/R technicians involve electrical systems, so technicians must have a thorough knowledge of electricity to work on the equipment. This course covers basic electrical theory and calculations, using electrical meters, reading schematic diagrams, and basic controls used on HVAC/R systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None, Lecture Hours: 40, Lab Hours: 40	
ACR 1210 HVAC/R System service and Maintenance	6.0 Quarter Credit Hours
Most HVAC/R technicians not only install new systems but also maintain and repair existing ones. This course provides students the opportunity to learn the proper procedures for removing and installing refrigerant in cooling systems, finding leaks, and performing basic maintenance functions. Additional topics include a review of EPA608 requirements for handling refrigerant and techniques for ensuring excellent customer service. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1020, ACR 1030, ACR 1040, Lecture Hours: 40, Lab Hours: 40	
ACR 1220 Basic Heating Systems	6.0 Quarter Credit Hours
The installation and maintenance of heating systems requires special care because flame and combustible fuels are involved. This makes the potential for fire or explosion a real threat. This course reviews principles of heat transfer, combustion and the typical fuels and equipment used to heat homes and businesses. These include gas furnaces, electric heating, and boilers. Additional topics include requirements for venting and exhausting of fuel-burning appliances and troubleshooting. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1020, ACR 1030, ACR 1040, Lecture Hours: 40, Lab Hours: 40	
ACR 1310 Advanced Heating Systems	6.0 Quarter Credit Hours
There are more efficient ways to heat and cool homes and businesses other than just burning fossil fuels. This course explores some of them. This course covers the installation, operation and maintenance of heat pumps, and surveys alternative heating and cooling systems. These systems include solar heating, pellet stoves, evaporative coolers, spot cooling, and computer room units. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1020, ACR 1030, ACR 1040, Lecture Hours: 40, Lab Hours: 40	
ACR 1320 Air Distribution	6.0 Quarter Credit Hours
The overall performance of an HVAC system is closely linked to the quality of the air distribution system used to move air to and from the A/C unit. This course prepares students for jobs installing and maintaining the ductwork and air-handling units in residential and commercial buildings. This course covers the installation requirements for various types of ductwork including basic techniques used to fabricate ductwork on the job. Additional course topics include commercial airside units; variable air volume (VAV) and variable volume, variable temperature (VVT) systems; and maintaining air quality within buildings. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1020, ACR 1030, ACR 1040, Lecture Hours: 40, Lab Hours: 40	
ACR 1330 Energy Conservation Methods	6.5 Quarter Credit Hours
This course reviews the various strategies used in the design of energy efficient heating and cooling systems that include calculating heating and cooling loads, laying out and sizing ductwork, and equipment selection. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1020, ACR 1030, ACR 1040, Lecture Hours: 40, Lab Hours: 40	

BISSONNET				
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Heating, Ventilation and Air Conditioning Technician (Full Blended)	36 Weeks	55	\$14,500	Included in tuition
Effective on or after June 4, 2018				

All new students enrolling in a diploma program will be assessed a lab fee of \$150 per academic year. Academic years consisting of externship hours only will not be assessed the \$150 lab fee.

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55 Quarter Credit Hour Program. Total credits that may be attempted: 82.5 (150% of 55)				
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
12-18	2.0	66.67%	N/A	N/A
25-30	2.0	66.67%	N/A	N/A
31-36	N/A	N/A	2.0	66.67%
37-42	2.0	66.67%	N/A	N/A
49-54	2.0	66.67%	N/A	N/A
55-82.5	N/A	N/A	2.0	66.67%

Please note: The end dates for any program with no online or distance-based attendance or academic requirements will be the Friday immediately preceding the end date listed in all of the calendars below.

Modular/Diploma Calendar Full Blended 2018 – 2019	
Start Dates	End Dates
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

Modular/Diploma Full Blended Student Holiday/Breaks 2018 - 2019		
Holiday/Student Breaks	Start Dates	End Dates
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	5/28/2018	5/28/2018
Student Break	7/2/18	7/8/18
Labor Day	9/3/2018	9/3/2018
Student Break	10/1/18	10/7/18
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019
Martin Luther King Day	1/21/2019	1/21/2019
Presidents Day	2/18/2019	2/18/2019
Student Break	4/1/2019	4/7/2019
Memorial Day	5/27/2019	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	11/29/2019
Christmas & New Year Holidays	12/24/2019	01/01/2020

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- **ADDENDUM effective May 25, 2018:** 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 effective May 25, 2018:** The tuition and estimated textbooks & equipment cost for the Medical Assistant diploma program at the Houston Bissonnet campus was updated as follows.

Houston Bissonnet				
Diploma Program	Program Length	Credit Units	Textbooks & Equipment (estimated)	Tuition
Medical Assistant	41 Weeks	60	\$2,252.28	\$11,805
*Effective on or after May 25, 2018				

- **ADDENDUM effective May 25, 2018:** 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.

¹ 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 effective May 25, 2018:** 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 effective April 27, 2018:** 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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Houston Bissonnet				
Modular Programs	Program Length	Credit Units	Textbooks & Equipment (estimated)	Tuition
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 effective April 27, 2018:** The Administration table was updated for the Bissonnet campus as shown below.

BISSONNET	
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 effective April 13, 2018:** The 2018 – 2019 modular calendars and the 2018 – 2020 linear calendars were updated as follows.

Modular/Diploma Calendar 2018 – 2019	
Start Dates	End Dates
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

Modular/Diploma Student Holiday/Breaks 2018 - 2019		
Holiday/Student Breaks	Start Dates	End Dates
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	1/21/2019	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

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Academic Year 2018 - 2019				
Summer Term Starts		July	9	2018
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	15	2018
Summer Term Add/Drop Deadline 12 Week Courses		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 6 Week 1 Courses		October	14	2018
Fall Term Add/Drop Deadline 12 Week Courses		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 6 Week 1 Courses		January	13	2019
Winter Term Add/Drop Deadline 12 Week Courses		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 6 week 1 Courses		April	14	2019
Spring Term Add/Drop Deadline 12 week Courses		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 6 Week 1 Courses		July	14	2019
Summer Term Add/Drop Deadline 12 Week Courses		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 6 Week 1 Courses		October	13	2019
Fall Term Add/Drop Deadline 12 Week Courses		October	20	2019
Mini-Term Starts		November	18	2019
Mini-Term Add/Drop Deadline 6 week 2 courses		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 6 Week 1 Courses		January	12	2020
Winter Term Add/Drop Deadline 12 week courses		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 6 week 1 courses		April	12	2020
Spring Term Add/Drop Deadline 12 Week Courses		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 effective March 27, 2018:** Future printings of the school catalogs and addendums will include proper trademark symbols when using “GI Bill®”.

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- **ADDENDUM effective March 27, 2018:** 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 effective March 27, 2018:** 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 effective March 19, 2018:** 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 effective March 19, 2018:** 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 st 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 effective March 19, 2018:** 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 effective March 19, 2018:** 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 effective February 1, 2018:** 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
Prerequisite Course			
HCIN	Introduction to the Healthcare Profession	80	6.0
Modular Courses			
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
PROGRAM TOTAL:		760	48.0

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

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

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48)				
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%

Full Blended Shifts Pharmacy Technician 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

Full Blended Student Holiday/Breaks 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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■ **ADDENDUM effective February 1, 2018:** An “X” was added next to the Pharmacy Technician program for the Bissonnet campus.

PROGRAMS 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*	X*
Plumbing Technology				X*		
QUARTER-BASED PROGRAMS						
Business		X*	X*	X		
Business Administration	X*					
Computer Information Technology	X*					
Criminal Justice	X*	X*				

* Enrollments are no longer accepted in this programs

■ **ADDENDUM effective February 1, 2018:** 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

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■ **ADDENDUM effective February 1, 2018:** 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.

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 effective December 15, 2017:** 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

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*		
QUARTER-BASED PROGRAMS						
Business		X*	X*	X		
Business Administration	X*					
Computer Information Technology	X*					
Criminal Justice	X*	X*				
* Enrollments are no longer accepted in this program						

■ **ADDENDUM effective November 28, 2017:** 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 effective November 16, 2017:** 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*		
QUARTER-BASED PROGRAMS						
Business		X*	X*			
Business Administration	X*					
Computer Information Technology	X*					
Criminal Justice	X*	X*				
* Enrollments are no longer accepted in this programs						

■ **ADDENDUM effective November 16, 2017:** The following calendars have been updated.

ALL CAMPUSES

Full Blended Shifts 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

Full Blended Student Holiday/Breaks 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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DIY/Jr. Blended and All Shifts	
Dental Assistant	
Electrical Technician	
Heating, Ventilation and Air Conditioning	
Massage Therapy	
Medical Assistant	
Medical Insurance Billing and Coding	
Medical Administrative Assistant	
Pharmacy Technician	
2017 – 2018	
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

DIY/Jr. Blended and All Shift		
Student Holiday/Breaks		
2017 - 2018		
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 effective November 16, 2017:** The following link has been updated.

Old	New
www.Altierus.org	www.Altierus.edu

■ **ADDENDUM effective November 16, 2017:** All language relating to Accrediting Council for Independent College and Schools (ACICS) has been removed from the catalog for Arlington Mid-Cities campus.