
PIMA MEDICAL INSTITUTE®

Trusted. Respected. Preferred.

# CATALOG

2015 - 2016

# Campus Locations

**Albuquerque**
**(505) 881-1234**
4400 Cutler Avenue N.E.
Albuquerque, NM 87110

**Albuquerque West**
**(505) 890-4316**
8601 Golf Course Road N.W.
Albuquerque, NM 87114

**Aurora**
**(303) 368-7462**
13750 E. Mississippi Avenue
Aurora, CO 80012

**Chula Vista**
**(619) 425-3200**
780 Bay Boulevard, Ste. 101
Chula Vista, CA 91910

**Colorado Springs**
**(719) 482-7462**
3770 Citadel Drive North
Colorado Springs, CO 80909

**Denver**
**(303) 426-1800**
7475 Dakin Street
Denver, CO 80221

**East Valley (Mesa, AZ)**
(480) 898-9898
2160 S. Power Road
Mesa, AZ 85209

**El Paso**
**(915) 633-1133**
8375 Burnham Road
El Paso, TX 79907

**Houston**
**(713) 778-0778**
10201 Katy Freeway
Houston, TX 77024

**Las Vegas**
**(702) 458-9650**
3333 E. Flamingo Road
Las Vegas, NV 89121

**Mesa**
**(480) 644-0267**
957 S. Dobson Road
Mesa, AZ 85202

**Phoenix**
**(602) 265-7462**
1445 E. Indian School Road
Phoenix, AZ 85014

**Renton**
**(425) 228-9600**
555 S. Renton Village Place
Renton, WA 98057

**Seattle**
**(206) 322-6100**
9709 Third Avenue N.E., Ste. 400
Seattle, WA 98115

**Tucson**
**(520) 326-1600**
3350 E. Grant Road
Tucson, AZ 85716

## Visit us at pmi.edu

*"…the only real measuring stick of a school's success is the achievement of its students."*
•••••••••• *Richard L. Luebke, Jr.*

# History, Philosophy, and Mission of Pima Medical Institute

Welcome to Pima Medical Institute (PMI). The *history* of our school is a success story that has its roots in the vision of its owners and founders, a dynamic husband and wife team. In January 1972, Richard Luebke, Sr. and Jo Ann Luebke began their dream of offering quality medical career education in Tucson, Arizona. Their dream quickly became a reality, as the demand for affordable training grew.

By January 1983, the Accrediting Bureau of Health Education Schools approved PMI for institutional accreditation. With the heightened need for high quality medical career education, additional campuses were introduced:

*Tucson, Arizona (Main Campus) – 1972*
*Albuquerque, New Mexico – 1985*
*Mesa, Arizona – 1986*
*Denver, Colorado – 1988*
*Seattle, Washington – 1989*
*Chula Vista, California – 1998*
*Colorado Springs, Colorado – 2002*
*Las Vegas, Nevada – 2003*
*Renton, Washington – 2004*
*Albuquerque West, New Mexico (Main Campus) – 2005*
*East Valley, Mesa – 2008*
*Houston, Texas – 2009*
*Aurora, Colorado (Main Campus) – 2010*
*El Paso, Texas – 2014*
*Phoenix, Arizona – 2014*

Our family and employee owned and operated schools have maintained a student-centered philosophy since opening the doors in 1972. The guiding *philosophy* of the institute is based in a firm belief in the worth and potential of each student. Following the belief that the seeds for future growth must be planted in the classroom, PMI has expanded its medical career college locations across the Western United States. PMI takes pride in its unique programs, quality of training, and professional environment that promote a student's sense of discovery, excellence, and self worth. Thousands graduate each year with a Certificate or Degree from PMI, and the majority of those graduates are placed into jobs.

PMI is committed to preparing competent medical professionals who can meet the expectations of 21st century employers. The *mission* of the institute is to improve the quality of people's lives by providing the best value in medical career education. Truly, a few months at PMI can change your life! Best of luck in your pursuit of higher education and life-long learning.

Sincerely,

Fred Freedman, CEO

*Richard L. Luebke, Jr., Chairman of the Board (left)*
*Mark P. Luebke, Former President (right)*
*Richard L. Luebke Sr., Founder 1972-2008*

**Pima Medical Institute Officers:**
Chief Executive Officer: Fred Freedman
Chief Financial Officer and Board Treasurer: Richard Almeroth
Vice President and Board Secretary: Liby Lentz
Vice President: Michael Niggl

**Pima Medical Institute Corporate Directors:**
Director of Admissions: Wendy Doolin
Director of Education: Dionne Billick
Director of Financial Aid: Michael Niggl
Director of Human Resources: Liby Lentz
Director of Information Technology: Kory Gray
Director of Marketing: Erin Fitzgerald
Director of Online Education: Deborah Ayers
Director of Lead Management: Christopher Luebke

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**Degree completion programs are intended for applicants transferring credits for courses successfully completed from a previous health science certificate or degree program.*

# Main Campus

## *Tucson, Arizona*

3350 East Grant Road, Suite 100
Tucson, Arizona 85716
Phone: (520) 326-1600
Fax: (520) 326-3945
www.pmi.edu

**Separate Classroom Locations:**
a) 40 N Swan, Suite 200
Tucson, AZ 85711
b) 3911 E Pima Street
Tucson, AZ 85716

**Institutional Accreditation:** Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

The Nursing Program has been granted full approval for an associate degree multiple exit (PN/ADN) Nursing program

The Veterinary Technician Program has been granted initial accreditation by the AVMA Committee on Veterinary Technician Education and Activities

**Licensed by:** Arizona State Board for Private Postsecondary Education

**Approved by:** Tucson Urban League, The Department of Vocational Rehabilitation, Department of Economic Security, Bureau of Indian Affairs

**State Registrations and Recognitions:** Registered under the Wyoming Private School Licensing Act

Recognized with exempt status by the Alaska Commission on Postsecondary Education for delivery of online programs

Registered with the New Mexico Higher Education Department

Recognized with exempt status by the State of Utah Department of Commerce

Recognized with exempt status by the North Dakota Board for Career and Technical Education

Registered with the Maryland Higher Education Commission to enroll Maryland students in fully online distance education programs

**Member of:** The Association of Private Sector Colleges and Universities, Arizona Private School Association and the Better Business Bureau

**Selected Programs Approved for Veterans Benefits by:** Arizona Department of Veterans Services

**Description of Facilities:** The Tucson Campus occupies approximately 31,000 square feet and is divided into fourteen major instructional areas. Each area contains appropriate instructional equipment and furniture.

The following non-main campuses are associated with the Tucson main campus: Albuquerque, Chula Vista, Colorado Springs, Denver, East Valley, El Paso, Houston, Las Vegas, Mesa, Renton, and Seattle.

# Non-Main Campus

## *Albuquerque, New Mexico*

4400 Cutler Avenue NE
Albuquerque, New Mexico 87110
Phone: (505) 881-1234
Fax: (505) 881-5329
www.pmi.edu

**Institutional Accreditation:** Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (and has been granted the accreditation status of "approval without reporting requirements"). The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Nursing Program has been granted full approval for an associate degree multiple exit (PN/ADN) Nursing program by the New Mexico Board of Nursing

**Licensed by:** New Mexico Higher Education Department

**Approved by:** The Department of Vocational Rehabilitation, The Workforce Investment Act, Department of Economic Security

**Member of:** New Mexico Private School Association, The Association of Private Sector Colleges and Universities, and Better Business Bureau

**Selected Programs Approved for Veterans Benefits by:** The New Mexico Veterans Service Commission

**Description of Facilities:** The Albuquerque Campus occupies approximately 45,400 square feet and is divided into eleven major instructional areas. Each area contains appropriate instructional equipment and furniture.

## *Chula Vista, California*

780 Bay Boulevard, Suite 101
Chula Vista, California 91910
Phone: (619) 425-3200
Fax: (619) 425-8213
www.pmi.edu

**Separate Classroom Location:**
130 Beyer Way
Chula Vista, California 91911

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The Veterinary Technician Program has been granted initial accreditation by the AVMA Committee on Veterinary Technician Education and Activities

**Approved by:** State of California Bureau for Private Postsecondary Education- Pima Medical Institute is granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1) until December 31, 2016 per CEC section 94890(b). Dental Board of California; California Department of Health Services, Radiologic Health Branch; The Workforce Investment Act/San Diego Workforce Partnership

**Member of:** Better Business Bureau and Chula Vista Chamber of Commerce, The Association of Private Sector Colleges and Universities, California Association of Private Postsecondary Schools

**Selected Programs Approved for Veterans Benefits by:** The Department of Veterans Affairs, the California Department of Consumer Affairs

**Description of Facilities:** The Chula Vista Campus occupies approximately 24,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, Chula Vista, California.

# Non-Main Campus

## *Colorado Springs, Colorado*

3770 Citadel Drive North
Colorado Springs, Colorado 80909
Phone: (719) 482-7462
Fax: (719) 482-7501
www.pmi.edu

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Veterinary Technician Program has been granted full accreditation by the AVMA Committee on Veterinary Technician Education and Activities

**Licensed by:** Approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board

**Member of:** The Association of Private Sector Colleges and Universities, Colorado Association of Career Colleges and Schools, and the Better Business Bureau

**Selected Programs Approved for Veterans Benefits by:** Colorado State Approving Agency for Veterans Education and Training

**Description of Facilities:** The Colorado Springs Campus occupies approximately 15,000 square feet and is divided into six major instructional areas. Each area contains appropriate instructional equipment and furniture.

## *Denver, Colorado*

7475 Dakin Street, Suite 100
Denver, Colorado 80221
Phone: (303) 426-1800
Fax: (303) 412-8752
www.pmi.edu

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association

The Ophthalmic Medical Technician Program is accredited by the Commission on Accreditation of Ophthalmic Medical Programs

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

**Licensed by:** Approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board

**Approved by:** Department of Vocational Rehabilitation and the Colorado State Board of Nursing

**Member of:** The Association of Private Sector Colleges and Universities, Colorado Association of Career Colleges and Schools, and the Better Business Bureau

**Selected Programs Approved for Veterans Benefits by:** Colorado Office of Veterans Education and Training (COVET)

**Description of Facilities:** The Denver Campus occupies approximately 40,000 square feet and is divided into twelve major instructional areas. Each area contains appropriate instructional equipment and furniture.

# Non-Main Campus

## *East Valley, Arizona*

2160 South Power Road
Mesa, Arizona 85209
Phone: (480) 898-9898
Fax: (480) 641-0452
www.pmi.edu

**Separate Classroom Location:**
1521 West Dobbins Road
Phoenix, AZ 85041

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Veterinary Technician Program has been granted initial accreditation by the AVMA Committee on Veterinary Technician Education and Activities

**Licensed by:** Arizona State Board for Private Postsecondary Education

**Member of:** The Association of Private Sector Colleges and Universities and Arizona Private School Association

**Selected Programs Approved for Veterans Benefits by:** Arizona Department of Veterans Services

**Description of Facilities:** The East Valley Campus occupies approximately 17,000 square feet and is divided into eight major instructional areas. Each area contains appropriate instructional equipment and furniture. Medical Assistant equipment includes: human skeletons, assistive devices, centrifuges, EKG machine, exam tables, blood pressure cuffs, microscopes, autoclave, ophthalmoscope, otoscope, and miscellaneous hand instruments. Phlebotomy Technician equipment includes: lab draw chairs, centrifuges, microscopes, acrylic shields, simulator draw hands and arms, and various venipuncture supplies. Nursing Assistant equipment includes: hospital beds, wheelchairs, walkers, blood pressure cuffs, scales and various teaching supplies. Veterinary Assistant equipment includes: animal skeletons, anatomy models, centrifuge, autoclave, microscopes, diagnostic tools, and various hand instruments. All classrooms have tables, chairs, LCD projector, and computers for educational purposes.

## *El Paso, Texas*

8375 Burnham Road
El Paso, Texas 79907
Phone: (915) 633-1133
Fax: (915) 633-1136
www.pmi.edu

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Occupational Therapy Assistant Program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

**Licensed by:** Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas

**Member of:** The Association of Private Sector Colleges and Universities

**Certificate of Authorization to offer Associate Degrees:** Texas Higher Education Coordinating Board

**Description of Facilities:** The El Paso Campus occupies approximately 7,636 square feet and is divided into four major instructional areas and a computer area. Each instructional classroom has an LED projector, projection screen, and faculty computers. Occupational Therapy Assistant equipment includes the basic activities of daily living and instrumental activities equipment consisting of a bathroom, bedroom and a kitchen area. Patient Care Technician equipment supports electrocardiography, emergency room, and hemodialysis content areas.

# Non-Main Campus

## *Houston, Texas*

10201 Katy Freeway
Houston, TX 77024
Phone: (713) 778-0778
Fax: (713) 778-9395
www.pmi.edu

**Separate Classroom Location:**
17555 Katy Freeway
Houston, TX 77094

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (and has been granted the accreditation status of "approval without reporting requirements"). The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association

The Respiratory Therapy program at Pima Medical Institute-Houston holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care. This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submission of an acceptable Self Study Report (SSR), and other documentation required by the CoARC Board. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Initial Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program.

The Veterinary Technician program has been granted initial accreditation by the AVMA Committee on Veterinary Technician Education and Activities.

**Licensed by:** Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas

**Member of:** The Association of Private Sector Colleges and Universities

**Certificate of Authorization to offer Associate Degrees:** Texas Higher Education Coordinating Board

**Selected Programs Approved for Veterans Benefits by:** Texas Veterans Commission

**Description of Facilities:** The Houston Campus occupies 43,200 square feet and is divided into fourteen major instructional areas. There are four computer labs. The dental assistant classroom includes three dental chairs and three x-ray machines. Dental equipment includes an ultrasonic, an autoclave, curing lights, amalgamators, model trimmers, a polishing lathe, an x-ray developer machine and digital equipment. The Dental Hygiene department includes a classroom, lab, dental clinic, and dental clinic lobby. The dental clinic equipment includes two ultrasonics, four autoclaves, fifteen dental chairs, three digital x-ray operatories, and panelipse machine. The Diagnostic Medical Sonography lab has ultrasound machines with gray-scale imaging capabilities, color Doppler and spectral Doppler capabilities along with a machine which provides 3D and 4D features. The medical labs are well equipped with a blood drawing chair, venipuncture arms, CPR mannequins, mannequin arms, EKG machine, an examination table, microscopes, an autoclave, a centrifuge, human skeleton, urinalysis machine, urinometers, pulse oximeter, nebulizer, a microhematocrit, an otoscope, and glucometers. The Pharmacy Technician classroom is well-equipped with drug shelving, digital scales, a cash register, graduated cylinders, a vent hood and pharmaceutical supplies. The Physical Therapy Assistant program lab space contains 10 exam tables, 2 treatment mats, parallel bars, a training staircase, a treadmill, a pulley weight system, and a myriad of assistive devices. It is also equipped with appropriate modalities to administer thermotherapy, cryotherapy, electrical stimulation, iontophoresis, ultrasound, hydrotherapy, infrared light, intermittent compression, and mechanical traction. Radiography program has two fully functional Digital Radiography X-Ray labs complete with skeletal models, phantoms, patient and occupational shielding, gurney, sponge sets, markers, imaging teaching files, and other radiograph equipment commonly utilized in a modern patient care hospital settings. Classroom has teaching videos, posters and anatomic models. The veterinary classroom hosts kennels, cages and treatment islands. Veterinary equipment includes microscopes, centrifuges, an x-ray view box, an autoclave, anatomical models, an otoscope and refractometers. The Respiratory Therapy space includes a fully functional lab with air and oxygen, a simulation room with SimMan™, mechanical ventilators (invasive and non-invasive), pulse oximeters, and arterial blood gas practice arms.

# Non-Main Campus

## *Las Vegas, Nevada*

3333 East Flamingo Road
Las Vegas, Nevada 89121
Phone: (702) 458-9650
Fax: (702) 458-0180
www.pmi.edu

**Separate Classroom Location:**
655 North Mojave Road
Las Vegas, Nevada 89101

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The Veterinary Technician Program has been granted full accreditation by the AVMA Committee on Veterinary Technician Education and Activities

The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association

**Licensed by:** The State of Nevada Department of Education, Commission on Postsecondary Education

**Approved by:** Southern Nevada Work Force Investment Board

**Selected Programs Approved for Veterans Benefits by:** State of Nevada Department of Education Commission on Postsecondary Education

**Member of:** The Association of Private Sector Colleges and Universities

**Description of Facilities**: The Las Vegas Campus occupies approximately 27,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture.

# Non-Main Campus

## *Mesa, Arizona*

957 South Dobson Road
Mesa, Arizona 85202
Phone: (480) 644-0267
Fax: (480) 644-8171
www.pmi.edu

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

The Nursing Program has been granted full approval for an associate degree multiple exit (PN/ADN) Nursing program

**Certificate of Authorization to operate EMS Training Programs:** The Arizona Department of Health Services

**Licensed by:** Arizona State Board for Private Postsecondary Education

**Approved by:** The Department of Vocational Rehabilitation, The Workforce Investment Act, Department of Economic Security

**Member of:** The Association of Private Sector Colleges and Universities, American Arbitration Association, Arizona Private School Association and the Better Business Bureau

**Selected Programs Approved for Veterans Benefits by:** Arizona Department of Veterans Services

**Description of Facilities:** The Mesa Campus occupies approximately 56,270 square feet and is divided into twelve major instructional areas. Each area contains appropriate instructional equipment and furniture.

## *Renton, Washington*

555 S. Renton Village Place, Suite 400
Renton, Washington 98057
Phone: (425) 228-9600
Fax: (425) 228-9601
www.pmi.edu

**Separate Classroom Locations:**
21615 64th Avenue South
Kent, Washington 98032

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

The Veterinary Technician Program has been granted full accreditation by the AVMA Committee on Veterinary Technician Education and Activities

**Licensed by:** Workforce Training and Education Coordinating Board and the State of Washington Student Achievement Council

Pima Medical Institute is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Pima Medical Institute to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

**Member of:** The Association of Private Sector Colleges and Universities

**Description of Facilities:** The Renton Campus occupies approximately 25,000 square feet and is divided into twelve major instructional areas. Each area contains appropriate instructional equipment and furniture.

# Non-Main Campus

## *Seattle, Washington*

9709 3rd Ave NE, Suite 400
Seattle, Washington 98115
Phone: (206) 322-6100
Fax: (206) 324-1985
www.pmi.edu

**Separate Classroom Locations:**
10700 Meridian Ave N, Suite G-25
Seattle, Washington 98133

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The Veterinary Technician Program has been granted full accreditation by the AVMA Committee on Veterinary Technician Education and Activities

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (and has been granted the accreditation status of "approval without reporting requirements"). The Commission is a specialized accrediting body recognized by the United States Department of Education.

**Licensed by:** Workforce Training and Education Coordinating Board; the State of Washington Student Achievement Council

Pima Medical Institute is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Pima Medical Institute to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

**Approved by:** Labor and Industries Division of Vocational Rehabilitation, The Work Force Investment Act, Department of Social and Health Services and the Board of Pharmacy for Pharmacy Technician "Level A" Programs

**Member of:** The Association of Private Sector Colleges and Universities, Northwest Career Colleges Federation, Better Business Bureau, and Washington State Department of Health

**Selected Programs Approved for Veterans Benefits by:** The Washington Veterans Service Commission

**Description of Facilities:** The Seattle Campus occupies approximately 19,000 square feet and is divided into ten major instructional areas. Each area contains appropriate instructional equipment and furniture.

# Main Campus

## *Albuquerque West, New Mexico*

8601 Golf Course Road NW
Albuquerque, New Mexico 87114
Phone: (505) 890-4316
Fax: (505) 816-0558
http://www.pmi.edu

**Institutional Accreditation:** Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Massage Therapy Program is approved by the New Mexico Massage Therapy Board, RMTS 032

**Licensed by:** New Mexico Higher Education Department

**Approved by:** The Department of Vocational Rehabilitation, The Workforce Investment Act, Department of Economic Security

**Member of:** New Mexico Private School Association, The Association of Private Sector Colleges and Universities, and the Better Business Bureau

**Selected Programs Approved for Veterans Benefits by:** The New Mexico Veterans Service Commission

**Description of Facilities:** The Albuquerque Main Campus occupies approximately 6,000 square feet and is divided into multiple instructional areas that include classroom and clinical internship areas. Each area contains appropriate instructional equipment and furniture.

# Main Campus

## *Aurora, Colorado*

13750 E. Mississippi Ave.
Aurora, Colorado 80012
Phone: (303) 368-7462
Fax: (303) 755-1438
www.pmi.edu

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Program Accreditation:** The Veterinary Technician Program has been granted full accreditation by the AVMA Committee on Veterinary Technician Education and Activities

**Licensed by:** Approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board

**Member of:** The Association of Private Sector Colleges and Universities, Colorado Association of Career Colleges and Schools, and the Better Business Bureau

**Selected Programs Approved for Veterans Benefits by:** Colorado Office of Veterans Education and Training (COVET)

**Description of Facilities:** The Aurora Main Campus occupies approximately 25,000 square feet and is divided into 5 major instructional areas. Each area contains appropriate instructional equipment and furniture.

The following non-main campus is associated with the Aurora main campus: Phoenix campus

# Non-Main Campus

## *Phoenix, Arizona*

1445 E. Indian School Road
Phoenix, Arizona 85014
Phone: (602) 265-7462
Fax: (602) 266-8398
www.pmi.edu

**Institutional Accreditation:** The Accrediting Bureau of Health Education Schools

**Licensed by:** Arizona State Board for Private Postsecondary Education

**Member of:** The Association of Private Sector Colleges and Universities and Arizona Private School Association

**Description of Facilities:** The Phoenix Campus occupies approximately 17,445 square feet and is divided into classrooms, laboratories, administrative offices, media center, library, and student break area. Each area contains appropriate instructional equipment and furniture.

# Accreditation & Approval Agencies

**Institutional Accreditation**

Accrediting Bureau of Health Education Schools (Degree and Non-degree Accreditation)
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
(703) 917-9503
www.abhes.org

**Approval, Authorizing, and/or Licensing Agency Information**

**Aurora, Colorado**

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1560 Broadway, Suite 1600
Denver, Colorado 80202
(303) 866-2723
Complaints* can be filed at http://highered.colorado.gov/Academics/Complaints/
*Complaints must be filed within two years after the student discontinues training

Colorado Office of Veterans Education and Training (COVET)
9101 East Lowry Boulevard
Denver, Colorado 80230
(303) 595-1622

**Albuquerque, New Mexico**

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
(505) 476-8400
http://hed.state.nm.us/

Link to the New Mexico Higher Education Department's complaint process:
http://www.hed.state.nm.us/institutions/complaints.aspx

New Mexico Board of Nursing
6301 Indian School Road NE, Suite 710
Albuquerque, NM 87110
(505) 841-8340

State of New Mexico Veterans Service Commission
P.O. Box 2324
Santa Fe, New Mexico 85703
(505) 248-6721

**Albuquerque West, New Mexico**

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
(505) 476-8400
http://hed.state.nm.us/

Link to the New Mexico Higher Education Department's complaint process:
http://www.hed.state.nm.us/institutions/complaints.aspx

New Mexico Massage Therapy Board
2550 Cerrillos Road
Santa Fe, New Mexico 87505
(505) 476-4870
http://www.rld.state.nm.us/boards/massage_therapy.aspx

State of New Mexico Veterans Service Commission
P.O. Box 2324
Santa Fe, New Mexico 85703
(505) 248-6721

**Colorado Springs, Colorado**

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1560 Broadway, Suite 1600
Denver, Colorado 80202
(303) 866-2723
Complaints* can be filed at http://highered.colorado.gov/Academics/Complaints/
*Complaints must be filed within two years after the student discontinues training

Colorado Office of Veterans Education and Training (COVET)
9101 East Lowry Boulevard
Denver, Colorado 80230
(303) 595-1622

**Chula Vista, California**

State of California Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959
(888) 370-7589
www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website, www.bppe.ca.gov.

San Diego Workforce Partnership
3910 University Avenue, Suite 400
San Diego, CA 92105
(619) 228-2900

Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815
(916) 263-2300
www.dbc.ca.gov

California Department of Public Health
Radiologic Health Branch
P.O. Box 997414, MS 7610
Sacramento, California 95899-7414
(916) 327-5106

California Department of Veterans Affairs
1227 O Street
Sacramento, CA 95814
(800) 952-5626
www.cdva.ca.gov/

**Denver, Colorado**

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1560 Broadway, Suite 1600
Denver, Colorado 80202
(303) 866-2723
Complaints* can be filed at http://highered.colorado.gov/Academics/

Complaints/
*Complaints must be filed within two years after the student discontinues training

Colorado Office of Veterans Education and Training (COVET)
9101 East Lowry Boulevard
Denver, Colorado 80230
(303) 595-1622

**Las Vegas, Nevada**
Commission on Postsecondary Education
State of Nevada Department of Education
3663 East Sunset Road, Suite 202
Las Vegas, Nevada 89120
(702) 486-7330

State Board of Pharmacy
555 Double Eagle Court, Suite 1100
Reno, Nevada 89511-8911
(775) 850-1440

**East Valley, Arizona**
Arizona State Board of Nursing
4747 North 7th Street, Suite 200
Phoenix, AZ 85014-3655
(602) 771-7800
arizona@azbn.gov

Arizona State Board for Private Postsecondary Education
1400 West Washington, Suite 260
Phoenix, Arizona 85007
(602) 542-5709
https://ppse.az.gov

If a complaint cannot be resolved after exhausting the institution's grievance procedure, an Arizona student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details (contact information above).

Arizona Veteran's Education and Training Agency (VETAA)
3839 North Third Street, Suite 209
Phoenix, AZ 85012
(602) 255-5395

**El Paso, Texas**
Texas Workforce Commission
Career Schools and Colleges - Room 104-T
101 East 15th Street
Austin, Texas 78778-0001
(512) 936-3100

The school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S4687. Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. If, as a student you were not provided with this information, please inform the school's management. Students dissatisfied with the school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with the other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and College Website at http://csc.twc.state.tx.us/.
Texas Higher Education Coordinating Board
Career Technical Programs
1200 East Anderson Lane
Austin, Texas 78711
(512) 427-6101
Mailing Address: P.O. Box 12788, Austin, TX 78711-2788

Students must address their concerns about this school or any of its educational programs by following the grievance procedure outlined in the school's catalog. Students dissatisfied with the school's response to their complaint or who are or not able to file a complaint with the school, can file a formal complaint with the THECB, as well as with the other relevant agencies or accreditors, if applicable. Information for filing a complaint with THECB can be found on the Texas Higher Education Coordinating Board website at: http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

Texas Veterans Commission
Stephen F. Austin Building, Suite 800
Austin, Texas 78701
(512) 463-6564
Mailing Address: P.O. Box 12277, Austin, TX 78711-2277

**Houston, Texas**
Texas Workforce Commission
Career Schools and Colleges - Room 104-T
101 East 15th Street
Austin, Texas 78778-0001
(512) 936-3100

The school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3438. Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. If, as a student you were not provided with this information, please inform the school's management. Students dissatisfied with the school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with the other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and College Website at http://csc.twc.state.tx.us/.

Texas Higher Education Coordinating Board
Career Technical Programs
1200 East Anderson Lane
Austin, Texas 78711
(512) 427-6101
Mailing Address: P.O. Box 12788, Austin, TX 78711-2788

Students must address their concerns about this school or any of its educational programs by following the grievance procedure outlined in the school's catalog. Students dissatisfied with the school's response to their complaint or who are or not able to file a complaint with the school, can file a formal complaint with the THECB, as well as with the other relevant agencies or accreditors, if applicable. Information for filing a complaint with THECB can be found on the Texas Higher Education Coordinating Board website at: http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

Texas Veterans Commission
Stephen F. Austin Building, Suite 800
Austin, Texas 78701
(512) 463-6564
Mailing Address: P.O. Box 12277, Austin, TX 78711-2277

**Mesa, Arizona**
Arizona Department of Health Services
Bureau of Emergency Medical Services & Trauma System
150 North 18th Avenue
Phoenix, Arizona 85007
(602) 542-1025
http://www.azdhs.gov/bems/

Arizona State Board of Nursing
4747 North 7th Street, Suite 200
Phoenix, AZ 85014-3655
(602) 771-7800
arizona@azbn.gov

Arizona State Board for Private Postsecondary Education
1400 West Washington, Suite 260
Phoenix, Arizona 85007
(602) 542-5709
https://ppse.az.gov

If a complaint cannot be resolved after exhausting the institution's grievance procedure, an Arizona student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details (contact information above).

Arizona Veteran's Education and Training Agency (VETAA)
3839 North Third Street, Suite 209
Phoenix, AZ 85012
(602) 255-5395

**Phoenix, Arizona**
Arizona State Board for Private Postsecondary Education
1400 West Washington, Suite 260
Phoenix, Arizona 85007
(602) 542-5709
https://ppse.az.gov

If a complaint cannot be resolved after exhausting the institution's grievance procedure, an Arizona student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details (contact information above).

**Renton and Seattle, Washington**
Workforce Training and Educational Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 753-5662
http://www.wtb.wa.gov/

This school is licensed under Chapter 28.10RCW. Inquiries or complaints regarding this or any other private vocational school may be made to: Workforce Training and Educational Coordinating Board through the above contact information. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at the above address.

Washington State Department of Veterans Affairs
1102 Quince St. SE
P.O. Box 41155
Olympia, Washington 98504-1155
(360) 725-2200

Washington Student Achievement Council
917 Lake Ridge Way SW
P.O. Box 43430
Olympia, Washington 98504-3430
(360) 753-7800
http://www.wsac.wa.gov/

Pima Medical Institute is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Pima Medical Institute to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

**Tucson, Arizona**
Arizona State Board for Private Postsecondary Education
1400 West Washington, Suite 260
Phoenix, Arizona 85007
(602) 542-5709
https://ppse.az.gov

If a complaint cannot be resolved after exhausting the institution's grievance procedure, an Arizona student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details (contact information above).

Arizona State Board of Nursing
4747 North 7th Street, Suite 200
Phoenix, AZ 85014-3655
(602) 771-7800
arizona@azbn.gov

Arizona Veteran's Education and Training Agency (VETAA)
3839 North Third Street, Suite 209
Phoenix, AZ 85012
(602) 255-5395

Alaska Commission on Postsecondary Education
PO Box 110505
Juneau, Alaska 99811-0505
(907) 465-6741

Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
(410) 767-3301
www.mhec.state.md.us

Pima Medical Institute, Tucson campus is registered with the Maryland Higher Education Commission to enroll Maryland students in fully online distance education programs. The Commission's registration of the fully online programs is not an authorization of the institution to operate in Maryland or an approval or endorsement of the institution's programs. Maryland students can direct complaints to the Attorney General at 200 Saint Paul Place Baltimore, MD 21202.

# Accreditation & Approval Agencies

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
(505) 476-8400
hed.state.nm.us/
Link to the New Mexico Higher Education Department's complaint process:
www.hed.state.nm.us/Complaint_3.aspx

Nonpublic Institution Licensing
South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
(803) 737-2297
www.che.sc.gov

Residents of South Carolina may access a complaint form through the web site of the Commission http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf. The form must be completed, signed, and notarized. It may be submitted with the required documentation to reshleman@che.sc.gov or sent to Nonpublic Institution Licensing address.

North Dakota Office of Attorney General
Consumer Protection & Antitrust Division
Gateway Professional Center
1050 East Intestate Ave. Ste. 200
Bismarck, ND 58503-5574
(701) 328-5570

State of Georgia
Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300
www.gnpec.org

State of Utah Department of Commerce
160 East 300 South, Box 146704
Salt Lake City, UT 84114-6704
(801) 530-6601
consumerprotection.utah.gov/consumerinfo/schools.html

Wyoming Department of Education
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002-0050
(307) 777-7673
www.edu.wyoming.gov

# Programmatic Accreditation

**Programmatic Accreditation**

Accreditation Council for Occupational Therapy Education
4720 Montgomery Lane, Suite 200
Bethesda, MD 20824-3449
(301) 652-2682
www.aota.org/Educate/Accredit.aspx

American Society of Health-System Pharmacists
7272 Wisconsin Avenue
Bethesda, Maryland 20814
(301) 657-3000
www.ashp.org/menu/Accreditation.aspx

American Veterinary Medical Association
Committee on Veterinary Technician Education and Activities
1931 North Meacham Road, Suite 100
Schaumburg, Illinois 60173
(800) 248-2862
www.avma.org/education/cvea/cvtea_home.asp

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
(817) 283-2835
www.coarc.com/

Commission on Accreditation in Physical Therapy Education
1111 North Fairfax Street
Alexandria, Virginia 22314
(703) 706-3245
accreditation@apta.org
www.capteonline.org/home.aspx

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, Florida 33756
(727) 210-2350
www.caahep.org/

Commission on Accreditation of Ophthalmic Medical Programs
2025 Woodland Drive
St Paul, Minnesota 55125-2995
(800) 284-3937
www.jcahpo.org/CoA-OMP/list/

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
(312) 440-2500
http://www.ada.org/en/coda

Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815
(916) 263-2300
www.dbc.ca.gov

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

# Definitions and Requirements

**Definition and Transfer of Credit**

A clock hour represents a minimum of 50 minutes of instruction. One credit hour is awarded for:

Every 15 clock hours of lecture
Every 30 clock hours of laboratory
Every 45 clock hours of externship/clinical

Students at PMI will meet course objectives with both in-class and outside of class coursework. Outside coursework may include: assigned readings as well as completing papers, portfolios, projects and assignments. These assignments are outlined in the respective course syllabi.

The credit measurement is equivalent to semester hours for purposes of transfer of credit. Pima Medical Institute (PMI) does not guarantee the transfer of credits to other educational institutions. It is suggested that students check the requirements of the school they wish to transfer to since the acceptance of the credits is at the discretion of the receiving institution.

**General Education, Technical Education, and Related Education**

When reviewing a program outline, General Education is identified by italic letters and numbers. Technical Education, also referred to as Professional Education, is identified by letters and numbers not in italics. Technical education can also be recognized through the prefix of the course number. Example: RA is Radiography, RES is Respiratory Therapy, and HCA is Health Care Administration. An example program outline is listed below:

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *ENG 101* | *English Composition I* | *45* | | | *3.0* |
| *MTH 105* | *College Algebra* | *45* | | | *3.0* |
| *CPT 201* | *Computer Fundamentals* | *45* | | | *3.0* |
| HCA 201 | Introduction to the Health Care System | 45 | | | 3.0 |
| **Semester I Total** | | **180** | | | **12.0** |

*When reviewing program outlines, the course number is listed on the left, followed by the course name, number of theory hours, number of laboratory hours, number of externship (clinical) hours, and number of credits granted for successfully completing the course.*

General Education prepares students to think broadly and have the general skills for life needed in the ever changing world. General Education courses assist students to build a foundation for Technical Education and develop habits to pursue life-long learning. Technical Education, in the area of concentration for which the degree is awarded, is designed to assist students in developing the skills, attitudes, and knowledge necessary for immediate job opportunities in their chosen field of study. Furthermore, Technical Education allows students to be technically prepared upon graduation and develop habits to pursue life-long learning. Related Education is associated with a specific discipline or college-level elective; this type of education adds educational value and enhances the degree being sought.

**Course Numbering Definition:** Courses numbered 100 and 200 are considered lower-division courses. Courses numbered 300 and 400 are considered upper-division courses. Transfer courses need to be of equivalent division level. As an example, if a prospective students wishes to transfer in general education credit for PHI 301 Critical Thinking, the level of the transfer credit must be equivalent (i.e. 300 or above).

**Delivery Method**

Program coursework is delivered on-ground (traditional methods) through classroom instruction and/or through distance education in an online environment as identified on the program page. If the coursework is delivered by both an on-ground and online option, the course description and objectives are identical. Blended (hybrid) courses have both on-ground and online components.

**Technology Requirements for Online Courses**

Program coursework is delivered via online classes using an internet-based interactive learning management system. Students will utilize their assigned PMI email account. Online courses cannot be completed on a tablet or smartphone. Students in online courses must a computer with the following specifications:

Windows
- Dual core processor (Intel or AMD) 512 MB RAM (1 GB recommended)
- High speed Internet connection
- Windows XP, Vista, 7, or 8
- Speakers (internal OR external)
- Printer
- Many courses also require a CD/DVD drive
- Microsoft Office

Macintosh
- Mac OS 10.4 (or better)
- High speed Internet connection
- Audio enabled
- Printer
- Many courses also require a CD/DVD drive
- Microsoft Office

**Distance Education Communication**
Online faculty respond to e-mails within 24 hours of receipt. Online faculty grade and return tests, quizzes, assignments, and exams within 48 hours of receipt; students receive feedback and have access to grades within the aforementioned timeframe.

**Career Prep**
The following Certificate Programs require a Career Prep Sequence: Dental Assistant (except California), Medical Administrative Assistant, Medical Assistant, Patient Care Technician, Pharmacy Technician, and Veterinary Assistant. Successful completion of the Career Prep Sequence (CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100) is required either online or on-ground prior to externship. CHS 100 is not offered online. PMI recommends that before any student attends a Career Prep course(s) outside of normal sequencing, the student should request approval from the Campus Director.

**Degree Completion Programs**
Degree completion programs are intended for applicants transferring credits for courses successfully completed from a previous health science certificate or degree program. Associate degree completion programs transfer credits toward completion of an associate degree. Bachelor degree completion programs are unique bachelor degrees in which technical and field specific education is emphasized in the first two years, while a significant percentage of general education in the final two years of the program contributes to a bachelor degree (Arney, Hardebeck, Estrada, & Permenter, 2006; Townsend, 2009; Townsend, Bragg, & Ruud, 2008).

# Certificate Programs

# Dental Assistant

## Objective

To develop in the student the personal traits, communication, office, and assisting skills needed to perform as an effective entry-level dental assistant.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

**Career Prep Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| CSK 100 | Study Skills* | 15 | | | 1.0 |
| *CAT 150* | *Anatomy, Physiology, and Terminology** | *55* | | | *3.5* |
| *CCB 100* | *Computer Basics** | | *15* | | *0.5* |
| *CMF 95* | *Math Fundamentals** | *20* | | | *1.0* |
| CHS 100 | CPR & First Aid* | 10 | 5 | | 0.5 |
| **Career Prep Sequence Total** | | **100** | **20** | | **6.5** |

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

**Professional Sequence I**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 120 | Dental Anatomy and Pathology | 30 | | | 2.0 |
| DEN 100 | Fundamentals of Dentistry | 30 | 15 | | 2.5 |
| DEN 105 | Dental Office Administration | 15 | 15 | | 1.5 |
| DEN 130 | Dental Pharmacology | 15 | | | 1.0 |
| **Professional Sequence I Total** | | **90** | **30** | | **7.0** |

**Professional Sequence II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 170 | Clinical Dental Procedures | 15 | 75 | | 3.5 |
| DEN 175 | Dental Equipment Use and Care | 15 | 15 | | 1.5 |
| **Professional Sequence II Total** | | **30** | **90** | | **5.0** |

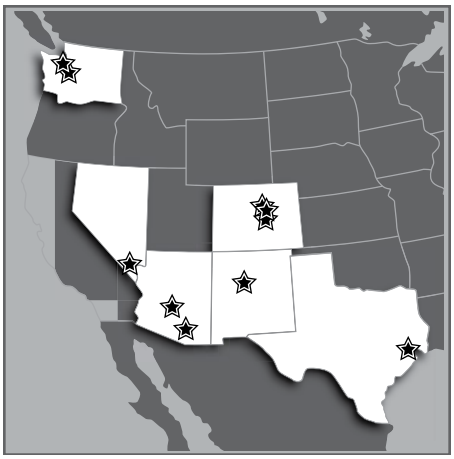
**Professional Sequence III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 160 | Dental Radiography | 30 | 70 | | 4.0 |
| DEN 165 | Dental Materials | 5 | 15 | | 0.5 |
| **Professional Sequence III Total** | | **35** | **85** | | **4.5** |

**Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 250 | Externship | | | 240 | 5.0 |
| **Externship Total** | | | | **240** | **5.0** |
| **PROGRAM TOTALS** | | **255** | **225** | **240** | **28.0** |

## Locations



**Albuquerque, Aurora, Colorado Springs, Denver, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 30 weeks and evening classes total 34 weeks. The total number of program hours is 720. Graduates of this program are granted a certificate.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CSK 101 Study Skills, CAT 150 Anatomy, Physiology, and Terminology, CCB 105 Computer Basics, and CMF 95 Math Fundamentals.

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**CAT 150 Anatomy, Physiology, and Terminology**
The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.
*Prerequisites: None*

**CCB 100 Computer Basics**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.
*Prerequisites: None*

**CMF 95 Math Fundamentals**
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
*Prerequisites: None*

**CHS 100 CPR & First Aid**
Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**DEN 120 Dental Anatomy and Pathology**
This course features the anatomy and pathology of the oral cavity, head, and neck. Content emphasizes tooth structure and composition, how to identify teeth by name and number, the stages of tooth development, and developmental disturbances.
*Prerequisites: None*

**DEN 100 Fundamentals of Dentistry**
This course presents an overview of dentistry, including the responsibilities of dental professionals in maintaining and delivering safe and ethical care in the dental office. Course content addresses the role of the dental assistant in promoting oral health and provides practical hands-on activities for students.
*Prerequisites: None*

**DEN 105 Dental Office Administration**
This course presents the fundamentals of dental office administration. Students participate in hands-on activities to learn and practice a variety of office-based skills. Topics include communicating with patients and coworkers, appointment scheduling, accounting procedures, ordering and maintaining office inventory, preparing and maintaining patient records and insurance forms, and practical applications of current dental-office software.
*Prerequisites: None*

**DEN 130 Dental Pharmacology**
This course presents various medications administered in the dental office and prescribed to patients for pain management and other dental applications. Content includes drug categories, classifications, forms, dosages, and methods of administration, with special emphasis on anesthetics used in dentistry.
*Prerequisites: None*

**DEN 170 Clinical Dental Procedures**
This course addresses the practical skills required to assist with and chart for a wide range of clinical dental procedures in such specialties as endodontics, periodontics, orthodontics, oral surgery, and prosthodontics. Course content includes the zones of activity, instruments and materials preparation and transfer, moisture management, amalgam, composites, sealant and matrix placement, crown and bridge restorations, tooth isolation, oral evacuation, and dental dam barrier application.
*Prerequisites: None*

**DEN 175 Dental Equipment Use and Care**
This course addresses the identification, application, care, and maintenance of various pieces of dental equipment, including burs and other instruments. Students participate in hands-on activities to gain skill and confidence in handling dental equipment in the operatory.
*Prerequisites: None*

**DEN 160 Dental Radiography**
This course provides an overview of dental radiography. Content includes radiation safety procedures for patient and operator, factors affecting radiographic images, and techniques for producing, processing, and mounting radiographs. Students learn to identify radiographic landmarks and use dental manikins to gain practical experience in radiography procedures.
*Prerequisites: None*

**DEN 165 Dental Materials**
This course addresses the characteristics of the properties that comprise dental laboratory materials. Students participate in hands-on activities to learn how to create alginate impressions, prepare study models, and how to mix specified dental materials.
*Prerequisites: None*

**DEN 250 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Career Prep and Dental Professional Sequences*

# Dental Assistant

## Objective

To develop in the student the personal traits, communication, office, and assisting skills needed to perform as an effective entry-level dental assistant. The course prepares California graduates to take the Registered Dental Assistant (RDA) License Exam.

## Admission Requirements

Basic Life Support (CPR) certification and an orientation prior to starting class. The orientation occurs the week prior to the start of class and includes orientation to the campus, basic oral anatomy and infection control. Please reference additional requirements on page 118 of this catalog.

**Professional Sequence I**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 103 | Dental Radiography I | 10 | 35 | | 1.5 |
| DEN 104 | Fundamentals of Dentistry I | 19 | | | 1.0 |
| DEN 109 | Clinical Dental Procedures I | 30 | 30 | | 3.0 |
| **Professional Sequence I Total** | | **59** | **65** | | **5.5** |

**Professional Sequence II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 113 | Dental Office Administration | 15 | | | 1.0 |
| DEN 125 | Fundamentals of Dentistry II | 15 | | | 1.0 |
| DEN 129 | Clinical Dental Procedures II | 20 | 74 | | 3.5 |
| **Professional Sequence II Total** | | **50** | **74** | | **5.5** |

**Professional Sequence III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 123 | Dental Radiography II | 10 | 35 | | 1.5 |
| DEN 136 | Microbiology and Dental Pharmacology | 20 | 14 | | 1.5 |
| DEN 144 | Fundamentals of Dentistry III | 30 | 15 | | 2.5 |
| **Professional Sequence III Total** | | **60** | **64** | | **5.5** |

**Professional Sequence IV**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 143 | Dental Radiography III | 10 | 35 | | 1.5 |
| DEN 154 | Fundamentals of Dentistry IV | 15 | | | 1.0 |
| DEN 149 | Chairside Assisting | 30 | 34 | | 3.0 |
| **Professional Sequence IV Total** | | **55** | **69** | | **5.5** |

**Professional Sequence V**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 128 | Clinical Dental Procedures III | 15 | 30 | | 2.0 |
| DEN 164 | Fundamentals of Dentistry V | 15 | 4 | | 1.0 |
| DEN 152 | Dental Materials | 30 | 30 | | 3.0 |
| **Professional Sequence V Total** | | **60** | **64** | | **6.0** |

**Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DEN 200 | Externship | | | 200 | 4.0 |
| **Externship Total** | | | | **200** | **4.0** |
| **PROGRAM TOTALS** | | **284** | **336** | **200** | **32.0** |

## Locations

**Chula Vista**

## Program Information

**Delivery Method:** ***On-ground***

Program length: day classes total 35 weeks and evening classes total 40 weeks. The total number of program hours is 820. Graduates of this program are granted a certificate.

**DEN 103 Dental Radiography I**
This course includes an overview of the basics of dental x-rays and x-ray equipment, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to bitewing and bisecting techniques.
*Prerequisites: None*

**DEN 104 Fundamentals of Dentistry I**
Addresses key historical, legal, and ethical aspects of dentistry, including the California Dental Practice Act and the Health Insurance Portability and Accountability Act (HIPAA). Other topics include the roles of dental team members, stages of tooth development, infection control, and development of skills to promote career success.
*Prerequisites: None*

**DEN 109 Clinical Dental Procedures I**
This course addresses the dental specialties of endodontics, orthodontics, and oral/maxillofacial surgery. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in these specialties.
*Prerequisites: None*

**DEN 113 Dental Office Administration**
This course focuses on the routine aspects of dental office administration. Topics include patient and coworker communication techniques, patient scheduling in electronic and manual practice management systems, patient records, dental insurance, basic accounting, and office inventory.
*Prerequisites: None*

**DEN 125 Fundamentals of Dentistry II**
This course provides an overview of dental terminology related to basic dentistry, anatomical and oral structures, and tooth origin and formation.
*Prerequisites: None*

**DEN 129 Clinical Dental Procedures II**
This course addresses the dental specialties of pediatric dentistry and periodontics. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in these specialties and as a Registered Dental Assistant, including pit and fissure sealants, coronal polish, and techniques to promote oral health and hygiene.
*Prerequisites: None*

**DEN 123 Dental Radiography II**
This course includes an overview of the basics of dental x-rays, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to paralleling techniques and full-mouth x-rays on one patient.
*Prerequisites: None*

**DEN 136 Microbiology and Dental Pharmacology**
This course introduces students to basic microbiology and dental pharmacology. Content includes microorganisms of concern in the dental office, infection control measures to prevent disease transmission, common medications administered in the dental office, and how to monitor patients who are sedated for dental procedures.
*Prerequisites: None*

**DEN 144 Fundamentals of Dentistry IV**
This course provides an overview of general anatomy and physiology, head and neck anatomy, and preparation for patient care and emergency management in the dental office.
*Prerequisites: None*

**DEN 143 Dental Radiography III**
This course includes an overview of the basics of dental x-rays, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to intraoral, extraoral, digital, and full-mouth x-rays on three patients.
*Prerequisites: None*

**DEN 154 Fundamentals of Dentistry IV**
Students will learn basic dental terminology and abbreviations related to patient examination, the impact of nutrition on dental health, and standard infection control and disease prevention practices in the dental office.
*Prerequisites: None*

**DEN 149 Chairside Assisting**
This course addresses basic concepts of chairside assisting, including patient management, instrument set up and transfer, tray systems, maintaining the operating field, oral pathology, and charting. Students participate in hands-on activities to learn a range of chairside skills required of the dental assistant.
*Prerequisites: None*

**DEN 128 Clinical Dental Procedures III**
This course addresses the dental specialty of prosthodontics and its associated procedures. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in this specialty, including but not limited to crowns, bridges, dentures, implants, and teeth whitening.
*Prerequisites: None*

**DEN 164 Fundamentals of Dentistry V**
This course focuses on safety standards and procedures in dentistry. Content includes OSHA and Cal/OSHA regulations, the identification, handling, and disposal of hazardous materials, and the significance of Safety Data Sheets (SDS) in the dental office.
*Prerequisites: None*

**DEN 152 Dental Materials**
This course is designed to acquaint students with various types of dental materials, including but not limited to dental cements, bases, liners, matrices, and wedges. Students participate in hands-on activities to learn and demonstrate proper techniques for dental procedures involving such materials as well as how to operate specified equipment.
*Prerequisites: None*

**DEN 200 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Dental Assistant Sequences I, II, III, IV, & V*

# Diagnostic Medical Sonography

## Objective

To prepare the student, through didactic, laboratory, and clinical instruction in the theoretical knowledge, tasks, skills, and responsibilities required of an entry-level general sonographer. Within the framework of the curriculum is information related to anatomy and physiology, pathophysiology, ultrasound scanning techniques and protocols, the sonographer's scope of practice, medical terminology, patient care, medical communications, and professional medical ethics.

## Admission Requirements

Bachelor's Degree (any major) or graduate of a single subject two-year allied health care associate degree program that is patient care related, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Sequence I (12 Weeks)***

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DMS 240 | Physical Principles & Instrumentation of Ultrasound | 96 | | | 6.0 |
| DMS 240 L | Physical Principles & Instrumentation of Ultrasound | | 124 | | 4.0 |
| DMS 245 | Professional Aspects of Sonography | 20 | | | 1.0 |
| **Sequence I Total** | | **116** | **124** | | **11.0** |

***Sequence I must be successfully completed prior to entrance into sequences II, III & IV. Sequences II, III & IV may be completed in any order.**

**Sequence II (12 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DMS 220 | Obstetrics & Gynecology Ultrasound Imaging | 96 | | | 6.0 |
| DMS 220 L | Obstetrics & Gynecology Ultrasound Imaging Lab | | 124 | | 4.0 |
| DMS 225 | Patient Care for Sonographers | 20 | | | 1.0 |
| **Sequence II Total** | | **116** | **124** | | **11.0** |

**Sequence III (12 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DMS 230 | Introduction to Vascular Ultrasound Imaging | 96 | | | 6.0 |
| DMS 230 L | Introduction to Vascular Ultrasound Imaging Lab | | 124 | | 4.0 |
| DMS 235 | Patient / Sonographer Interaction | 20 | | | 1.0 |
| **Sequence III Total** | | **116** | **124** | | **11.0** |

**Sequence IV (12 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DMS 210 | Abdominal & Small Parts Ultrasound Imaging | 96 | | | 6.0 |
| DMS 210 L | Abdominal & Small Parts Ultrasound Imaging Lab | | 124 | | 4.0 |
| DMS 215 | Fundamentals of Sonography | 20 | | | 1.0 |
| **Sequence IV Total** | | **116** | **124** | | **11.0** |

**Sequence V (12 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DMS 250 | Clinical Practicum I | | | 480 | 10.5 |
| **Sequence V Total** | | | | **480** | **10.5** |

**Sequence VI (12 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| DMS 260 | Clinical Practicum II | | | 480 | 10.5 |
| **Sequence VI Total** | | | | **480** | **10.5** |
| **PROGRAM TOTALS** | | **464** | **496** | **960** | **65.0** |

## Locations

**Houston**

## Program Information

**Delivery Method:** ***On-ground***

If not already completed as a part of the applicant's prior education, a minimum of 3 credits of each of the following college level general education courses must be completed prior to program acceptance: Mathematics, Anatomy & Physiology, Communications, and Physics. Program length is 72 weeks. There is a total of 1920 hours of training. Graduates of this program are granted a certificate. Graduates of this program are eligible to apply to sit for the American Registry of Diagnostic Medical Sonographers Examinations.

**DMS 240 Physical Principles and Instrumentation of Ultrasound**
This course provides a firm foundation in the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit, and prepares the student to take the ARDMS Sonography Principles and Instrumentation (SPI) exam. Coursework includes the basic acoustic principles of ultrasound, propagation of ultrasound in tissue, the physics of pulsed ultrasound, Doppler principles, the components of the ultrasound machine including internal components, provision of quality diagnostic images, common artifacts in imaging, quality assurance, bioeffects, and safety in operation of the ultrasound imaging system. DMS 240 must be taken concurrently with DMS 240L.
*Prerequisites: None*

**DMS 240 L Physical Principles and Instrumentation of Ultrasound Laboratory**
This course emphasizes operation of the instrumentation controls required for optimum operation of the ultrasound imaging instrument. Students are provided with hands on instruction in equipment operation and adjustment of gray scale and Doppler controls required for the production of ultrasound images. Maintenance of the ultrasound scanning unit and patient safety considerations in equipment operation are also covered. DMS 240 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning and equipment operation skills. DMS 240L must be taken concurrently with DMS 240.
*Prerequisites: None*

**DMS 245 Professional Aspects of Sonography**
The aspects of sonography as a career will be examined in this course. Topics include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, and preparation for the ARDMS Sonographic Principles and Instrumentation (SPI) exam.
*Prerequisites: None*

**DMS 220 Obstetrics and Gynecology Ultrasound Imaging**
Students learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal versus abnormal anatomy, optimization of ultrasonic images, ultrasound documentation of findings, biometry measurements, and preparation of initial preliminary reports to the interpreting physician. Demonstration and instruction in patient preparation and patient positioning techniques is also included. DMS 220 didactic instruction and laboratory instruction coincide to reinforce and integrate theory and hands on scanning skills. DMS 220L must be taken concurrently with DMS 220.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 220 L Obstetrics and Gynecology Ultrasound Imaging Laboratory**
Students learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal versus abnormal anatomy, optimization of ultrasonic images, ultrasound documentation of findings, biometry measurements, and preparation of initial preliminary reports to the interpreting physician. Demonstration and instruction in patient preparation and patient positioning techniques is also included. DMS 220 didactic instruction and laboratory instruction coincide to reinforce and integrate theory and hands on scanning skills. DMS 220L must be taken concurrently with DMS 220.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 225 Patient Care for Sonographers**
This course presents the student with different aspects of patient care that are relevant to the sonographer. Focus is placed on patient / sonographer interaction, patient confidentiality and HIPAA compliance, sonographic positioning techniques, patient history taking, patient preparation for different types of ultrasound examinations, and vital signs.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 230 Introduction to Vascular Ultrasound Imaging**
This introductory course in vascular ultrasound introduces the student to the hemodynamic considerations of the arterial and venous vascular systems. Also covered are the principles and techniques of spectral analysis, waveform analysis and interpretation, Color Doppler, and Power Doppler. The course focuses on the anatomy and physiology of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images through the use of power point slides and studies. Emphasis will be placed on types of vascular ultrasound examinations most commonly ordered, the clinical indications for various types of vascular duplex examinations, differentiation of normal versus abnormal conditions, and interpretation of ultrasound findings. DMS 230 must be taken concurrently with DMS 230L.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 230 L Introduction to Vascular Ultrasound Imaging Laboratory**
Students will learn standard ultrasound imaging techniques and protocols for duplex examination of the most commonly ordered vascular ultrasound studies. Focus is placed on duplex ultrasound examinations of the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. The course is designed to prepare the student to perform the most common vascular ultrasound studies that may be required of the general sonographer. DMS 230 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning skills. DMS 230L must be taken concurrently with DMS 230.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 235 Patient /Sonographer Interaction**
In this course students will learn patient care skills that apply to Diagnostic Medical Sonography. Emphasis is placed on body mechan-

ics and patient transfer techniques, care techniques for patients with tubing, standard precautions for infection control, aseptic / sterile technique, isolation techniques, emergency medical situations, caring for special needs patients, and communications with patients and other health care professionals.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 210 Abdominal and Small Parts Ultrasound Imaging**
This course covers the theoretical aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. Emphasis is placed upon basic anatomy and physiology, pathologies of specified organs, normal and abnormal ultrasound appearances of the organs of the abdominal cavity, retroperitoneum, breast, thyroid, parathyroid, prostate, and testes. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images through the use of power point slides and studies. Clinical indications for ultrasound examination of the abdomen and small parts, and differential diagnoses will also be presented and considered. DMS 210 must be taken concurrently with DMS 210L.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 210 L Abdominal and Small Parts Ultrasound Imaging Laboratory**
This course focuses upon the application of generally accepted scanning techniques and protocols utilized for ultrasound examination of the abdomen, related structures, and small parts. The course includes instruction and demonstration related to patient preparation and positioning employed to achieve optimum ultrasound images. Proper identification and representation of normal and abnormal anatomy is stressed. Laboratory demonstrations and scanning exercises coincide with DMS 210 to integrate and reinforce understanding of the didactic and hands on elements in sonographic evaluation of the abdomen and small parts. DMS 210L must be taken concurrently with DMS 210.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 215 Fundamentals of Sonography**
This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques. The student will learn causes of ergonomic injuries, how to prevent them, and causes of sonographer stress. Students will also discuss the different imaging modalities within the radiology department and their value in providing diagnostic information. Also addressed are issues related to work readiness: resume writing, job search strategies, career development and interviewing techniques.
*Prerequisites: Successful completion of Sequence I courses*

**DMS 250 Clinical Practicum I**
During this course, the student will be assigned to and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. After an introduction to the clinical setting and departmental organization, the student will work under the direct supervision of a supervising sonographer or supervising physician, and the school's Clinical Director, and will continue to acquire the hands-on skills necessary for a sonographer in clinical practice. This is accomplished through both observation of and participation in clinical cases studies of patients undergoing ultrasound examinations. Clinical assignments include weekly journal reflections, assigned readings, and other activities to support clinical understanding and in preparation for ARDMS registry exams. The student will be assessed on supervised clinical practice, completion of clinical assignments, and task based performance objectives.
*Prerequisites: Successful completion of Sequences I, II, III & IV courses*

**DMS 260 Clinical Practicum II**
This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect scanning skills in the clinical environment and to learn more advanced imaging techniques, protocols, and procedures required of the practicing sonographer. The student will gain more experience in performing various ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. Clinical assignments include weekly journal reflections, assigned readings, and other activities to support clinical understanding and in preparation for ARDMS registry exams. The student will be assessed on supervised clinical practice, completion of clinical assignments and task based performance objectives.
*Prerequisites: Successful completion of Sequences I, II, III, IV & V courses*

# Emergency Medical Technician

## Objective

To develop in students the personal traits and professional skills needed to perform as competent, entry-level Emergency Medical Technicians. The program introduces students to management of the pre-hospital sick or injured patient and their safe transportation to an acute care hospital. Topics to be covered will include anatomy & physiology, communication, patient assessment, and emergency interventions.

## Admission Requirements

Eighteen years of age and a reading competency equivalent to the 9th grade level. Current CPR-Healthcare Professional certification is required. Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| EMS 130 | Emergency Medical Technician | 112 | 44 | | 9.0 |
| EMS 130C | Emergency Medical Technician Clinical | | | 24 | 0.5 |
| **Program Totals** | | **112** | **44** | **24** | **9.5** |


## Course Descriptions

**EMS 130 Emergency Medical Technician**
This course prepares the Emergency Medical Technician (EMT) student to provide pre-hospital assessment and care for patients of all ages who have a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical service systems as well as the roles and responsibilities of EMTs. Other topics include anatomy and physiology, medical emergencies, trauma, patient transportation, and skills necessary for pre-hospital settings.
*Prerequisites: None*

**EMS 130C Emergency Medical Technician**
This course provides the concurrently enrolled EMS 130 student opportunities to apply learned objectives in a clinical setting. The clinical rotations will afford the student, under direct supervision of an authorized preceptor, the ability to use skills and knowledge learned in EMS 130. Each student is required to complete a total of 24 hours of observation under the supervision of a preceptor. The cumulative clinical hours must be complete prior to the last day of EMS 130.
*Prerequisites: None*

## Locations

**Mesa**

## Program Information

**Delivery Method:** ***On-ground***

Program length: classes total 10 weeks. The total number of program hours is 180. Graduates of this program will receive a certificate. Graduates from an approved EMT program are eligible to apply to take the National Registry of Emergency Medical Technicians (NREMT) and apply for state EMT certification.

# Massage Therapy

## Objective

This program is designed to provide students with interpersonal and professional skills appropriate to the practice of massage therapy. Students will apply knowledge gained from classroom instruction and lab practice in client services, business development, hygiene, and massage theory and techniques in a structured clinical setting.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

**Professional Sequence I**

| Course # | Course | Theory | Lab | Intern | Credits |
|---|---|---|---|---|---|
| *CAP 155* | *Anatomy & Physiology* | *40* | | | *2.5* |
| CSK 100 | Study Skills | 15 | | | 1.0 |
| MAS 103 | Swedish Massage | 15 | 50 | | 2.5 |
| **Professional Sequence I Total** | | **70** | **50** | | **6.0** |

**Professional Sequence II**

| Course # | Course | Theory | Lab | Intern | Credits |
|---|---|---|---|---|---|
| MAS 113 | Condition Specific Massage | 15 | 35 | | 2.0 |
| *MAP 105* | *Anatomy and Physiology* | *30* | | | *2.0* |
| *CCB 100* | *Computer Basics* | | *15* | | *0.5* |
| INT 140 | Internship I | | | 25 | 0.5 |
| **Professional Sequence II Total** | | **45** | **50** | **25** | **5.0** |

**Professional Sequence III**

| Course # | Course | Theory | Lab | Intern | Credits |
|---|---|---|---|---|---|
| MAS 123 | Therapeutic Massage | 15 | 40 | | 2.0 |
| MAP 112 | Kinesiology | 15 | 15 | | 1.5 |
| CHS 115 | CPR and First Aid | 8 | 2 | | 0.5 |
| INT 145 | Internship II | | | 25 | 0.5 |
| **Professional Sequence III Total** | | **38** | **57** | **25** | **4.5** |

**Professional Sequence IV**

| Course # | Course | Theory | Lab | Intern | Credits |
|---|---|---|---|---|---|
| MAS 133 | Asian Theory and Body Work | 10 | 30 | | 1.5 |
| MAS 230 | Massage for Special Populations | 10 | 15 | | 1.0 |
| MAP 117 | Kinesiology | 15 | 15 | | 1.5 |
| INT 150 | Internship III | | | 25 | 0.5 |
| **Professional Sequence IV Total** | | **35** | **60** | **25** | **4.5** |

**Professional Sequence V**

| Course # | Course | Theory | Lab | Intern | Credits |
|---|---|---|---|---|---|
| MAS 203 | Spa Technologies | 10 | 35 | | 1.5 |
| *MLE 123* | *Medical Law and Ethics* | *30* | | | *2.0* |
| CBU 225 | Practice Development | 20 | | | 1.0 |
| INT 155 | Internship IV | | | 25 | 0.5 |
| **Professional Sequence V Total** | | **60** | **35** | **25** | **5.0** |

**Professional Sequence VI**

| Course # | Course | Theory | Lab | Intern | Credits |
|---|---|---|---|---|---|
| MAS 155 | Sports Massage | 15 | 35 | | 2.0 |
| MAP 130 | Pathology, Contraindications, and Pharmacology | 45 | | | 3.0 |
| INT 160 | Internship V | | | 25 | 0.5 |
| **Professional Sequence VI Total** | | **60** | **35** | **25** | **5.5** |
| **PROGRAM TOTALS** | | **308** | **287** | **125** | **30.5** |

## Locations

**Albuquerque West**

## Program Information

**Delivery Method:** ***On-ground***

Program length: day classes total 36 weeks and evening classes total 42 weeks. The total number of program hours is 720. Graduates of this program will receive a certificate and are qualified to apply to sit for the National Certification Exam for Massage Therapy.

# Course Descriptions

**CAP 155 Anatomy & Physiology**
In addition to the body's cellular and histological composition, the course content includes the structure and function of the following systems: integumentary, skeletal, musculoskeletal, nervous, circulatory and lymphatic.
*Prerequisites: None*

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**MAS 103 Swedish Massage**
This course provides an introduction to the history, basic theory and practice of Swedish massage. Information concerning massage equipment, required documentation, body and table mechanics, and client draping are also presented. Students are also introduced to corporate chair massage.
*Prerequisites: None*

**MAS 113 Condition Specific Massage**
Students receive instruction on working with clients with specific injuries or dysfunctions. Included are specific massage techniques for low back release, carpal tunnel syndrome, rotator cuff injuries, and temporomandibular joint dysfunction. Students also learn postural and gait assessment.
*Prerequisites: Professional Sequence I*

**MAP 105 Anatomy & Physiology**
This course builds on the foundational principles of CAP 155. While the following systems are addressed individually; nervous, endocrine, cardiovascular, respiratory, digestive, sensory, urinary and reproductive, students are challenged to understand the complexity and integration of the body as a whole. Students apply this knowledge within the context of massage therapy.
*Prerequisites: Professional Sequence I*

**CCB 100 Computer Basics**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.
*Prerequisites: None*

**INT 140 Internship I**
This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.
*Prerequisites: Professional Sequence I*

**MAS 123 Therapeutic Massage**
This course focuses on therapeutic muscle-specific massage techniques, including palpation, friction, myofascial release and trigger points.
*Prerequisites: Professional Sequence I*

**MAP 112 Kinesiology**
This course covers the origins, insertions, and actions of muscles in the shoulder girdle, upper extremities, pelvis, thigh, leg and foot. Students also learn the ways these muscles and bones work together to create movement.
*Prerequisites: Professional Sequence I*

**CHS 115 CPR & First Aid**
Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**INT 145 Internship II**
This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.
*Prerequisites: Professional Sequence I*

**MAS 133 Asian Theory and Body Work**
Students will learn about Asian theory, energy, and receive an introduction to a variety of massage modalities that focus around energy work and Asian techniques.
*Prerequisites: Professional Sequence I*

**MAS 230 Massage for Special Populations**
Instruction is given in basic massage theory, proper positioning, and techniques for special populations including pregnancy, geriatric, handicapped and terminally ill. Students will learn to modify their massage techniques and approach, depending on the client.
*Prerequisites: Professional Sequence I*

**MAP 117 Kinesiology**
This course covers the origins and insertions of muscles in the spine, thorax, head, neck and face. Students also learn the ways these muscles and bones work together to create movement.
*Prerequisites: Professional Sequence I*

**INT 150 Internship III**
This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.
*Prerequisites: Professional Sequence I*

**MAS 203 Spa Technologies**
Student will learn basic theory and application of various spa techniques including hot and cold hydrotherapy, aromatherapy, exfoliation, scrubs, wraps, paraffin bath techniques, and hot stone massage.
*Prerequisites: Professional Sequence I*

**MLE 123 Medical Law & Ethics**
An overview of basic legal and ethical principles and practices as they relate to medical profession is provided. Topics include ethical considerations, legal issues, medical negligence, and the workplace. Students also learn about the ethics of the massage profession, professional boundaries for massage therapists and state, county and city guidelines.
*Prerequisites: Professional Sequence I*

**CBU 225 Practice Development**
This course will help students identify career opportunities and learn methods for documentation and billing. Emphasis is placed on entrepreneurial skills, locating job prospects, creating a resume, interviewing, and marketing.
*Prerequisites: Professional Sequence I*

**INT 155 Internship IV**
This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.
*Prerequisites: Professional Sequence I*

**MAS 155 Sports Massage**
This course emphasizes injury prevention techniques for athletes, including stretching, postural release techniques, flexibility, biomechanics of stretching, range of motion, and facilitated assisted stretching. Students also learn the different types/or times to massage an athlete (pre-event, inter-event and post event) along with injury rehabilitation and maintenance. Lymph system drainage and reflexology are also introduced, along with a review of corporate chair massage.
*Prerequisites: Professional Sequence I*

**MAP 130 Pathology, Contraindications and Pharmacology**
In this course, contraindications to massage and basic pathological disorders are studied to prepare the therapist for clients with specific conditions including cancer, multiple sclerosis, and fibromyalgia. Pharmacology information is presented with respect to massage. Basic information and guidelines concerning medications are studied, as well as information regarding specific classes of medications and massage.
*Prerequisites: Professional Sequence I*

**INT 160 Internship V**
This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.
*Prerequisites: Professional Sequence I*

# Medical Administrative Assistant

## Objective

To develop in students the personal traits and professional skills needed to perform as competent entry-level Medical Administrative Assistants. The program provides students with knowledge of medical terminology, law, office management, medical insurance, computers, and accounting procedures.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

**Career Prep Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| CSK 100 | Study Skills* | 15 | | | 1.0 |
| *CAT 150* | *Anatomy, Physiology, and Terminology** | *55* | | | *3.5* |
| *CCB 100* | *Computer Basics** | | *15* | | *0.5* |
| *CMF 95* | *Math Fundamentals** | *20* | | | *1.0* |
| CHS 100 | CPR & First Aid* | 10 | 5 | | 0.5 |
| **Career Prep Sequence Total** | | **100** | **20** | | **6.5** |

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

**Professional Sequence I****

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MAA 100 | Office Management | 30 | 30 | | 3.0 |
| MAA 102 | Introduction to Insurance and Coding | 15 | 15 | | 1.5 |
| MAA 104 | Business Writing and EHR | 15 | 15 | | 1.5 |
| **Professional Sequence I Total** | | **60** | **60** | | **6.0** |

**Professional Sequence I must be successfully completed prior to entrance into Professional Sequences II and III.

**Professional Sequence II**

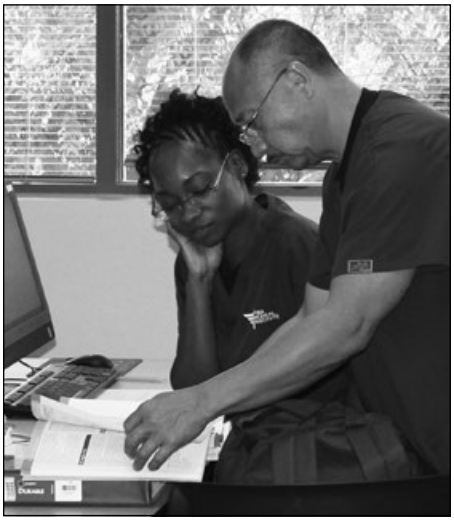
| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MAA 132 | Communication | 15 | | | 1.0 |
| MAA 134 | Vital Sign Basics | | 15 | | 0.5 |
| MAA 136 | Computer Applications for the Medical Office | 15 | 45 | | 2.5 |
| MAA 138 | Medical Billing and Coding | 15 | 15 | | 1.5 |
| **Professional Sequence II Total** | | **45** | **75** | | **5.5** |

**Professional Sequence III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MDA 136 | Medical Law and Ethics | 15 | | | 1.0 |
| MAA 142 | Electronic Health Records | 15 | 45 | | 2.5 |
| MAA 144 | Written Communication in the Medical Office | 30 | 15 | | 2.5 |
| **Professional Sequence III Total** | | **60** | **60** | | **6.0** |

**Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MAA 155 | Externship | | | 240 | 5.0 |
| **Externship Total** | | | | **240** | **5.0** |
| **PROGRAM TOTALS** | | **265** | **215** | **240** | **29** |



## Locations

**Albuquerque, Albuquerque West, Aurora, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 30 weeks and evening classes total 34 weeks. The total number of program hours is 720. Graduates of this program are granted a certificate.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CSK 100 Study Skills, CAT 150 Anatomy, Physiology, and Terminology, CCB 100 Computer Basics, and CMF 95 Math Fundamentals.

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**CAT 150 Anatomy, Physiology, and Terminology**
The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.
*Prerequisites: None*

**CCB 100 Computer Basics**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.
*Prerequisites: None*

**CMF 95 Math Fundamentals**
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
*Prerequisites: None*

**CHS 100 CPR & First Aid**
Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**MAA 100 Office Management**
Practical aspects of medical office procedures are presented and practiced in this course. Students will perform procedures related to friendly and efficient telephone techniques, appointment scheduling, patient reception and processing, and medical records management. Financial aspects of a medical office including billing and financial records will also be discussed.
*Prerequisites: None*

**MAA 102 Introduction to Insurance and Coding**
This course will cover third-party reimbursement, diagnostic and procedural coding, insurance coding, insurance terminology, and types of government sponsored insurance including worker's compensation. Students will perform coding tasks and complete sample insurance claim forms.
*Prerequisites: None*

**MAA 104 Business Writing and EHR**
Students develop an understanding of Electronic Health Records. Word processing techniques are applied to the types of documents typically found in a medical environment. HIPAA rules are discussed. Opportunities are given to write and to edit. Students create sample portfolios that may serve as references in the workplace.
*Prerequisites: None*

**MAA 132 Communication**
This course provides the student with experience with the wide range of communication skills necessary for success in medical administrative assisting. Verbal and non-verbal communication, speaking and listening critically, taking into consideration age and cultural differences, and other topics are included. Opportunities will be given to role play patient interaction and to develop materials necessary to communicate with patients.
*Prerequisites: Professional Sequence I*

**MAA 134 Vital Sign Basics**
This course will focus on having students learn the measurement of basic vital signs. In a lab setting, students will observe the demonstration of obtaining vital signs and then will practice measuring basic vital signs. Proper documentation within a medical record will also be emphasized.
*Prerequisites: Professional Sequence I*

**MAA 136 Computer Applications for the Medical Office**
This course will use a hands-on approach to have students working with Microsoft Word © and Microsoft Excel ©, especially for application in the medical office.
*Prerequisites: Professional Sequence I*

# Course Descriptions

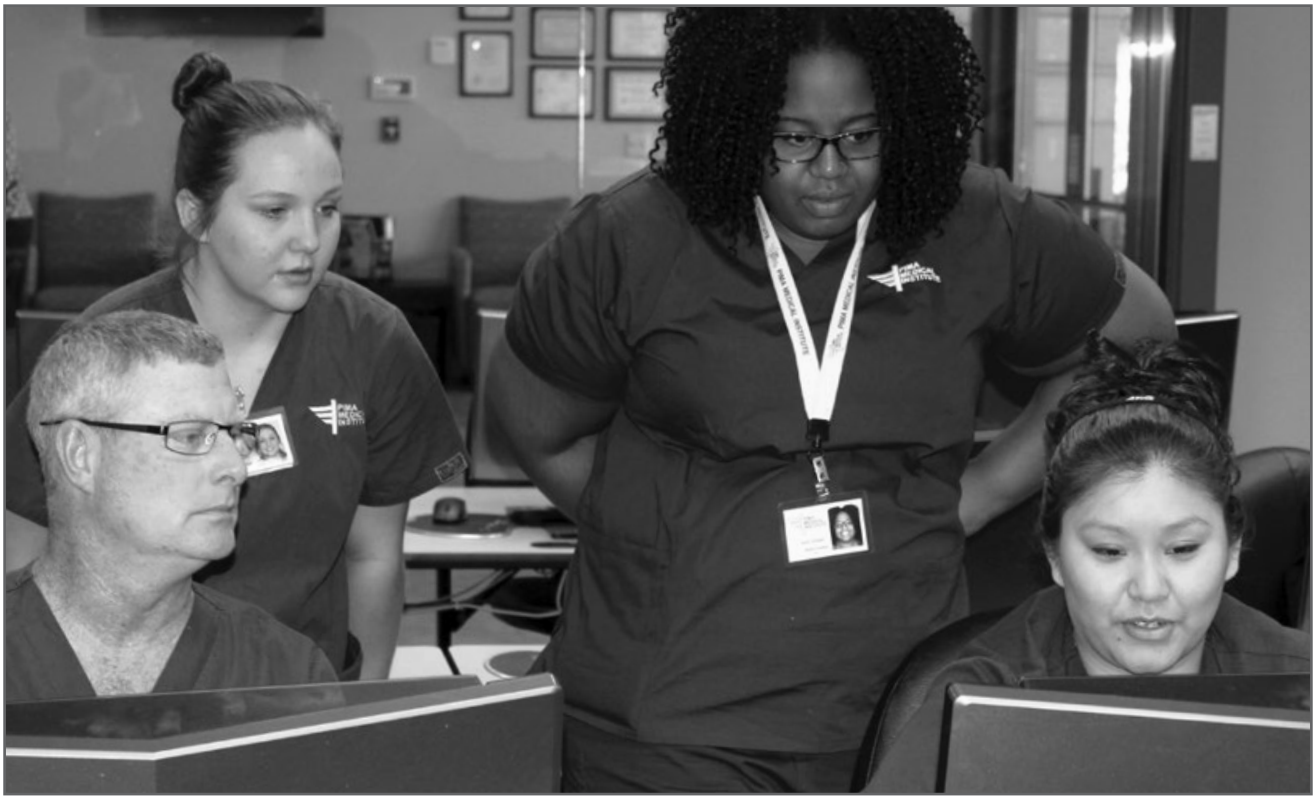
**MAA 138 Medical Billing and Coding**
Information regarding third-party reimbursement, diagnostic and procedural coding, and health insurance claim forms are presented. Students will perform coding tasks and complete sample insurance claim forms.
*Prerequisites: Professional Sequence I*

**MDA 136 Medical Law and Ethics**
The main focus of this course is the legal issues and guidelines relating to medical assisting. Topics include access and disclosure of medical information, patient confidentiality, and ethical considerations.
*Prerequisites: Professional Sequence I*

**MAA 142 Electronic Health Records**
Students will build upon previous knowledge of Electronic Health Records. They will be given opportunities to explore at a much deeper level the functionality of an EHR program and to practice office management skills using the EHR program.
*Prerequisites: Professional Sequence I*

**MAA 144 Written Communication in the Medical Office**
Students will practice spelling, grammar, and typing skills with an emphasis on accuracy and fluency. These skills will be applied in producing written communication documents for a medical office.
*Prerequisites: Professional Sequence I*

**MAA 155 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Career Prep and Professional Sequences I, II, and III*



# Medical Assistant

## Objective

To develop in students the personal traits and professional skills needed to perform as competent entry-level Medical Assistants. The program provides students with knowledge of anatomy and physiology, routine laboratory procedures, and patient care procedures commonly performed in medical offices.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

**Career Prep Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| CSK 100 | Study Skills* | 15 | | | 1.0 |
| *CAT 150* | *Anatomy, Physiology, and Terminology** | *55* | | | *3.5* |
| *CCB 100* | *Computer Basics** | | *15* | | *0.5* |
| *CMF 95* | *Math Fundamentals** | *20* | | | *1.0* |
| CHS 100 | CPR & First Aid* | 10 | 5 | | 0.5 |
| **Career Prep Sequence Total** | | **100** | **20** | | **6.5** |

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

**Professional Sequence I****

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MAA 100 | Office Management | 30 | 30 | | 3.0 |
| MAA 102 | Introduction to Insurance and Coding | 15 | 15 | | 1.5 |
| MAA 104 | Business Writing and EHR | 15 | 15 | | 1.5 |
| **Professional Sequence I Total** | | **60** | **60** | | **6.0** |

**Professional Sequence I must be successfully completed prior to entrance into Professional Sequences II, III, & IV. Professional Sequences II, III, & IV may be completed in any order.

**Professional Sequence II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MDA 111 | Examination Techniques | 15 | 30 | | 2.0 |
| MDA 121 | Clinical Aspects of Coding & Billing | 15 | 15 | | 1.5 |
| MDA 130 | Surgical Procedures | 15 | 30 | | 2.0 |
| **Professional Sequence II Total** | | **45** | **75** | | **5.5** |

**Professional Sequence III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MDA 106 | Pharmacology | 30 | 30 | | 3.0 |
| MDA 136 | Medical Law and Ethics | 15 | | | 1.0 |
| MDA 120 | Medical Office Laboratory Procedures | 15 | 30 | | 2.0 |
| **Professional Sequence III Total** | | **60** | **60** | | **6.0** |

**Professional Sequence IV**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MDA 125 | Medical Office Laboratory Procedures | 15 | 30 | | 2.0 |
| MDA 141 | Medical Specialty Procedures | 15 | 30 | | 2.0 |
| MDA 131 | Communication | 30 | | | 2.0 |
| **Professional Sequence IV Total** | | **60** | **60** | | **6.0** |

**Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| MDA 275 | Externship | | | 200 | 4.0 |
| **Externship Total** | | | | **200** | **4.0** |
| **PROGRAM TOTALS** | | **325** | **275** | **200** | **34.0** |

## Locations

**Albuquerque, Albuquerque West, Aurora, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 35 weeks and evening classes total 40 weeks. The total number of program hours is 800. Graduates of this program are granted a certificate.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CSK 100 Study Skills, CAT 150 Anatomy, Physiology, and Terminology, CCB 100 Computer Basics, and CMF 95 Math Fundamentals.

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**CAT 150 Anatomy, Physiology, and Terminology**
The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.
*Prerequisites: None*

**CCB 100 Computer Basics**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.
*Prerequisites: None*

**CMF 95 Math Fundamentals**
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
*Prerequisites: None*

**CHS 100 CPR & First Aid**
Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**MAA 100 Office Management**
Practical aspects of medical office procedures are presented and practiced in this course. Students will perform procedures related to friendly and efficient telephone techniques, appointment scheduling, patient reception and processing, and medical records management. Financial aspects of a medical office including billing and financial records will also be discussed.
*Prerequisites: None*

**MAA 102 Introduction to Insurance and Coding**
This course will cover third-party reimbursement, diagnostic and procedural coding, insurance coding, insurance terminology, and types of government sponsored insurance including worker's compensation. Students will perform coding tasks and complete sample insurance claim forms.
*Prerequisites: None*

**MAA 104 Business Writing and EHR**
Students develop an understanding of Electronic Health Records. Word processing techniques are applied to the types of documents typically found in a medical environment. HIPAA rules are discussed. Opportunities are given to write and to edit. Students create sample portfolios that may serve as references in the workplace.
*Prerequisites: None*

**MDA 111 Examination Techniques**
Demonstrations are provided on assisting the physician in performing physical examinations. Emphasis is placed on obtaining a medical history, measure of vital signs, auditory and visual testing, equipment set up, and proper positioning and draping of patients. Patient charting and documentation is also practiced.
*Prerequisites: Professional Sequence I*

**MDA 121 Clinical Aspects of Coding and Billing**
An overview of Medicaid, Medicare, private insurance and managed care verification and benefits are presented. Pre-authorization, referral procedures and medical record documentation will be practiced. A review and practice of diagnostic, procedural and laboratory coding will also be performed.
*Prerequisites: Professional Sequence I*

**MDA 130 Surgical Procedures**
Instruction is presented on assisting the physician with minor office surgery, patient preparation, tray-setup, scrubbing, identification and use of surgical instruments and supplies, postoperative dressing and surgical asepsis. Students will also learn correct body mechanics for assisting in patient transfer, how to identify different types of fractures and assist with correct casting procedures. Therapeutic modalities, assistive devices and surgical intervention will be discussed.
*Prerequisites: Professional Sequence I*

**MDA 106 Pharmacology**
This course will familiarize students with basic drug information including regulation, pharmacokinetics, classification, dosage calculation, and drug forms. Students will learn and practice safe, effective administration practices.
*Prerequisites: Professional Sequence I*

**MDA 136 Medical Law and Ethics**
The main focus of this course is the legal issues and guidelines relating to medical assisting. Topics include access and disclosure of medical information, patient confidentiality, and ethical considerations.
*Prerequisites: Professional Sequence I*

**MDA 120 Medical Office Laboratory Procedures**
Techniques are taught to enable students to perform the routine laboratory procedures conducted in physicians' offices. Information regarding laboratory safety, specimen collection and processing, electrocardiography, pulmonary testing and urinalysis are presented. Clinical Laboratory Improvement Amendments (CLIA) and Occupational Safety and Health Administration (OSHA) regulations are discussed.
*Prerequisites: Professional Sequence I*

**MDA 125 Medical Office Laboratory Procedures**
Techniques are taught to enable students to perform the routine laboratory procedures conducted in physicians' offices. Information regarding laboratory mathematics and measurement, use of laboratory equipment, collection and processing of specimens, microbiology, phlebotomy, and routine blood testing is presented.
*Prerequisites: Professional Sequence I*

**MDA 141 Medical Specialty Procedures**
Students are trained to assist the physician with special office examinations including pediatric, gynecologic and prenatal, dermatologic, endoscopic, gastrointestinal, geriatric, and neurological.
*Prerequisites: Professional Sequence I*

**MDA 131 Communication**
This course provides the student with experience in the wide range of communication skills necessary for success in medical assisting. Verbal and non-verbal communication, speaking and listening critically, taking into consideration age, cultural differences, medical disabilities and other topics are included. Patient education including nutrition and diet are also addressed. Opportunities will be given to role play patient interaction and patient education scenarios.
*Prerequisites: Professional Sequence I*

**MDA 275 Externship**
This externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assistant skills in working with patients. The student will work under the direct supervision of qualified personnel at the participating externship site, and under general supervision of program faculty and placement staff.
*Prerequisites: Career Prep and Professional Sequences I, II, III, and IV*

# Nursing Assistant/Nurse Aide

## Objective

To provide students with didactic and clinical training in preparation for entry-level employment as a Nursing Assistant or Nurse Aide. Students have the opportunity to develop professional skills in bed making, patient transfer, and personal care techniques.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern | Credits | Hours |
|---|---|---|---|---|---|---|
| NA 101 | Introduction to Health Care | 15 | 7.5 | | 1.0 | 22.5 |
| NA 102 | Nursing Arts I | 15 | 7.5 | | 1.0 | 22.5 |
| NA 103 | Nursing Arts II | 15 | 7.5 | | 1.0 | 22.5 |
| NA 104 | Nursing Arts III | 7.5 | 15 | | 1.0 | 22.5 |
| NA 105 | Externship | | | 40 | 0.5 | 40.0 |
| **Program Totals** | | **52.5** | **37.5** | **40** | **4.5** | **130.0** |

## Course Descriptions

**NA 101 Introduction to Health Care**
This course provides the student with an overview of health care system and the scope of practice of the nursing assistant/nurse aide as a member of the health care team. Central to the course is a focus on the rights of patients/residents/clients and concern for their safety and wellbeing. Topics include ethics, components of effective communication, conflict resolution, social skills, technologies, charting, techniques for maintaining medical asepsis, and obtaining vital signs.
*Prerequisites: None*

**NA 102 Nursing Arts I**
This course introduces the basic anatomy and physiology of the human organ systems, and the effects of the normal aging process on the systems. In addition, there is a survey of the common disorders that often result in the need for care in health care settings, and an introduction to the language of health care. The student will be introduced to the concepts of rehabilitation and restorative care, with a focus on promoting exercise and functioning and promoting skin integrity. Also emphasized is patient and resident safety, workplace safety, protocols for responding to emergency situations.
*Prerequisites: None*

**NA 103 Nursing Arts II**
This course focuses on the skills and equipment used to promote basic daily care, with continued emphasis on resident dignity and safety. Techniques learned in previous courses are expanded upon to cover assistance with grooming, personal hygiene, urinary elimination and bowel elimination. Also addressed is assisting with nutrition and fluids, and related recordkeeping. Procedures related to specimen collection and testing are addressed.
*Prerequisites: None*

**NA 104 Nursing Arts III**
This course examines the role of the nursing assistant in the procedures of patient admission, transfer and discharge, and caring for residents with special care concerns, including the dying, people with dementia and other health issues. Pre-operative, peri-operative and post-operative care and care for orthopedic conditions are addressed. A brief introduction to caring for people through home health care is included.
*Prerequisites: None*

**NA 105 Externship**
The externship is an extension of the classroom experience to demonstrate, in an employment setting, the skills learned in the classroom.
*Prerequisites: All Nursing Assistant Courses*

## Locations

**Denver, East Valley, Houston, Mesa**

## Program Information

**Delivery Method:** ***On-ground***

Program length: day classes total 5 weeks and evening classes total 6 weeks. The total number of program hours is 130. Graduates of this program are granted a certificate.

# Patient care technician

## Objective

To develop in students the personal traits and professional skills required to perform as competent entry-level Patient Care Technicians. Students will also have the opportunity to gain knowledge and experience with procedures used in the emergency room, phlebotomy, electrocardiography (ECG), and hemodialysis.

## Admission Requirements

Applicants must be a Certified Nursing Assistant (CNA) or successfully complete the PMI Nursing Assistant program and obtain a CNA certificate prior to entering the PCT sequences. Please reference additional requirements on page 118 of this catalog.

**Career Prep Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| CSK 100 | Study Skills* | 15 | | | 1.0 |
| *CAT 150* | *Anatomy, Physiology, and Terminology** | *55* | | | *3.5* |
| *CCB 100* | *Computer Basics** | | *15* | | *0.5* |
| *CMF 95* | *Math Fundamentals** | *20* | | | *1.0* |
| CHS 100 | CPR & First Aid* | 10 | 5 | | 0.5 |
| **Career Prep Sequence Total** | | **100** | **20** | | **6.5** |

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

**PCT - Emergency Room Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PHL 110 | Phlebotomy | 15 | 30 | | 2.0 |
| PCT 120 | Emergency Room Technician | 15 | 30 | | 2.0 |
| PCT 130 | General Systems Pathology | 10 | 5 | | 0.5 |
| PCT 100 | Infection Control | 10 | 5 | | 0.5 |
| **Professional Sequence I Total** | | **50** | **70** | | **5.0** |

**PCT - Electrocardiography (ECG) Sequence**

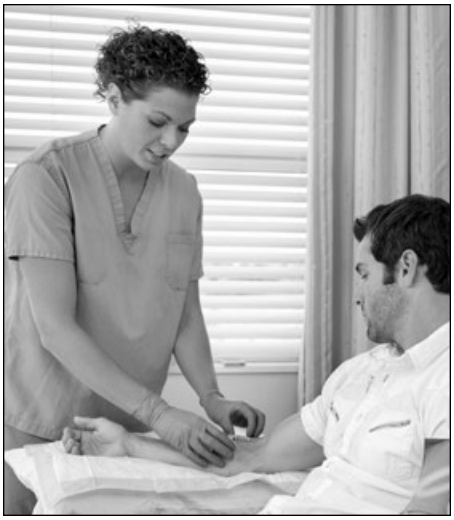
| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PCT 140 | Electrocardiography | 45 | 30 | | 4.0 |
| PCT 135 | Specific Systems Pathology | 20 | 10 | | 1.5 |
| PCT 110 | Medical Documentation | 15 | | | 1.0 |
| **Professional Sequence II Total** | | **80** | **40** | | **6.5** |

**PCT - Hemodialysis Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| AP 110 | Renal Anatomy and Physiology | 15 | | | 1.0 |
| PCT 150 | Principles and Practices of Hemodialysis | 30 | 15 | | 2.5 |
| PCT 155 | Hemodialysis Equipment and Water Treatment | 15 | 15 | | 1.5 |
| PCT 105 | Communication | 30 | | | 2.0 |
| **Professional Sequence III Total** | | **90** | **30** | | **7.0** |

**PCT - Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PCT 180 | Externship | | | 280 | 6.0 |
| **Externship Total** | | | | **280** | **6.0** |
| **PROGRAM TOTALS** | | **320** | **160** | **280** | **31.0** |



## Locations

**East Valley, El Paso**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 31 weeks and evening classes total 35 weeks. The total number of program hours is 760. Graduates of this program are granted a certificate.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CSK 100 Study Skills, CAT 150 Anatomy, Physiology, and Terminology, CCB 100 Computer Basics, and CMF 95 Math Fundamentals.

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**CAT 150 Anatomy, Physiology, and Terminology**
The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.
*Prerequisites: None*

**CCB 100 Computer Basics**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.
*Prerequisites: None*

**CMF 95 Math Fundamentals**
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
*Prerequisites: None*

**CHS 100 CPR & First Aid**
Students will learn how to administer first aid in nonlife-threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**PHL 110 Phlebotomy**
This course provides instruction in methods of venipuncture and other blood collecting techniques, including the use of vacutainers, butterflies, and saline lock insertion techniques.
*Prerequisites: None*

**PCT 120 Emergency Room Technician**
This course focuses on the skills required of a patient care technician in the emergency room setting. Skills include wound care, Foley/straight catheterization including irrigations and removal, urine and stool sample collection, stabilization of orthopedic injuries, patient safety and application of restraints, application of cold and hot packs, maintenance and removal of nasogastric tubes, and IV site maintenance and discontinuation.
*Prerequisites: None*

**PCT 130 General Systems Pathology**
This course covers common medical conditions of the blood, lymphatic, immune, gastrointestinal, musculoskeletal and genitourinary systems. Pathophysiology, diseases, and treatments are emphasized.
*Prerequisites: None*

**PCT 100 Infection Control**
Students will establish and maintain a sterile environment. Students will demonstrate utilization of standard precautions. Topics regarding safety and OSHA requirements in the workplace will be discussed.
*Prerequisites: None*

**PCT 140 Electrocardiography**
This course covers the application and analysis of electrocardiogram testing. Topics include electrocardiography, lead placement, and ECG interpretations.
*Prerequisites: None*

**PCT 135 Specific Systems Pathology**
This course focuses on common medical conditions of the cardiovascular, respiratory, and neurological systems. Pathophysiology, diseases, and treatments are emphasized.
*Prerequisites: None*

**PCT 110 Medical Documentation**
The main focus of this course is the legal issues and guidelines of properly documenting medical information in a patient record. Topics include access and disclosure of medical information, patient confidentiality including HIPAA regulations, and ethical considerations.
*Prerequisites: None*

**AP 110 Renal Anatomy and Physiology**
This course covers renal anatomy and common kidney diseases. Students will focus on problems caused by kidney failure, associated complications, and the treatment options available.
*Prerequisites: None*

**PCT 150 Principles and Practices of Hemodialysis**
Students will be introduced to the scientific principles used in dialysis. Practices for obtaining vascular access will be learned. Students will receive instruction on the step by step procedures associated with all aspects of dialysis treatment.
*Prerequisites: None*

**PCT 155 Hemodialysis Equipment and Water Treatment**
This course will focus on the dialyzer design and the purpose and delivery of the dialysate system. Special consideration will be given to the water treatment and the equipment monitoring that is required during dialysis.
*Prerequisites: None*

**PCT 105 Communication**
This course provides the student with experience in the wide range of communication skills necessary for success as a patient care technician. Verbal and non-verbal communication; speaking and listening critically, and taking into consideration age, cultural differences, and medical disabilities are topics included in this course. Opportunities will be given to role play patient interactions.
*Prerequisites: None*

**PCT 180 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Successful completion of Career Prep, Emergency Room Technician Sequence, Electrocardiography Sequence, Hemodialysis Sequence, and a current CNA certificate*

# Pharmacy Technician

## Objective

To provide students with didactic and clinical training in preparation for entry-level employment. Students have the opportunity to develop professional skills in customer service, prescription preparation, patient profiling, and drug inventory maintenance.

## Admission Requirements

Applicants are required to score a minimum of 77% on a mathematics screening exam. Las Vegas campus applicants are required to interview with the program director. Nevada Administrative Code 639.240(c) denies licensure to anyone who has been convicted of any felony or a misdemeanor involving moral turpitude, dishonesty or the unlawful possession, sale or use of drugs. Please reference additional requirements on page 118 of this catalog.

**Career Prep Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| CSK 100 | Study Skills* | 15 | | | 1.0 |
| *CAT 150* | *Anatomy, Physiology, and Terminology** | *55* | | | *3.5* |
| *CCB 100* | *Computer Basics** | | *15* | | *0.5* |
| *CMF 95* | *Math Fundamentals** | *20* | | | *1.0* |
| CHS 100 | CPR & First Aid* | 10 | 5 | | 0.5 |
| **Career Prep Sequence Total** | | **100** | **20** | | **6.5** |

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

**Professional Sequence I**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PHA 115 | Pharmacy Math | 15 | | | 1.0 |
| PHA 120 | Inventory Maintenance | 15 | 15 | | 1.5 |
| PHA 200 | Pharmacology | 15 | 30 | | 2.0 |
| PHA 102 | Pharmacy Law & Ethics | 30 | | | 2.0 |
| **Professional Sequence I Total** | | **75** | **45** | | **6.5** |

**Professional Sequence II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PHA 125 | Pharmacy Math | 15 | | | 1.0 |
| PHA 108 | Pharmacy Technician Duties | 30 | 30 | | 3.0 |
| PHA 210 | Pharmacology | 15 | 30 | | 2.0 |
| **Professional Sequence II Total** | | **60** | **60** | | **6.0** |

**Professional Sequence III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PHA 135 | Pharmacy Math | 15 | | | 1.0 |
| PHA 140 | Principles of Customer Service | 10 | 5 | | 0.5 |
| PHA 220 | Pharmacology | 15 | 30 | | 2.0 |
| PHA 225 | Pharmacy Laboratory Skills | 15 | 30 | | 2.0 |
| **Professional Sequence III Total** | | **55** | **65** | | **5.5** |

**Professional Sequence IV**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PHA 145 | Pharmacy Math | 15 | | | 1.0 |
| PHA 160 | Pharmacy Computer Applications | 15 | 30 | | 2.0 |
| PHA 230 | Pharmacology | 15 | 30 | | 2.0 |
| PHA 240 | Fundamentals of Chemistry | 15 | | | 1.0 |
| **Professional Sequence IV Total** | | **60** | **60** | | **6.0** |

**Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PHA 275 | Externship | | | 200 | 4.0 |
| **Externship Total** | | | | **200** | **4.0** |
| **PROGRAM TOTALS** | | **350** | **250** | **200** | **34.5** |

## Locations

**Albuquerque, Chula Vista, Colorado Springs, Denver, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 35 weeks and evening classes total 40 weeks. The total number of program hours is 800. Program length Las Vegas Campus: day classes total 36 weeks and evening classes total 41 weeks. The total number of program hours is 840. The Las Vegas program includes 1 different class (PHA 250 Externship totaling 5 credits). Graduates of this program are granted a certificate in Pharmacy Technician and receive a certificate in IV/Sterile Products from the National Pharmacy Technician Association.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CSK 100 Study Skills, CAT 150 Anatomy, Physiology, and Terminology, CCB 100 Computer Basics, and CMF 95 Math Fundamentals.

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**CAT 150 Anatomy, Physiology, and Terminology**
The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.
*Prerequisites: None*

**CCB 100 Computer Basics**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.
*Prerequisites: None*

**CMF 95 Math Fundamentals**
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
*Prerequisites: None*

**CHS 100 CPR & First Aid**
Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**PHA 115 Pharmacy Math**
This course emphasizes mathematical concepts for pharmaceutical and business-math calculations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
*Prerequisites: None*

**PHA 120 Inventory Maintenance**
This course emphasizes procedures and systems for inventory management of medications, equipment, supplies, and devices in the pharmacy setting. Students participate in hands-on activities to learn and practice standard procedures and documentation requirements for purchasing, receiving, and monitoring inventory along with proper identification, storage, and disposal of medications.
*Prerequisites: None*

**PHA 200 Pharmacology**
This course examines the anatomy, physiology, pathology, and pharmacology of the muscular, skeletal, and nervous systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
*Prerequisites: None*

**PHA 102 Pharmacy Law & Ethics**
This course provides an overview of legal requirements and ethical considerations pertinent to pharmacy technicians. Topics include federal and state statutes that regulate the pharmacy industry, agencies responsible for regulatory enforcement, and codes of ethics for pharmacy professionals.
*Prerequisites: None*

**PHA 125 Pharmacy Math**
This course emphasizes mathematical concepts for pharmaceutical calculations used in reconstitutions, dilutions, and concentrations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
*Prerequisites: None*

**PHA 108 Pharmacy Technician Duties**
This course introduces students to the tasks and responsibilities of pharmacy technicians as well as expectations for professionalism in the work environment. Topics include types of pharmacy practice settings, health care team interactions, time and stress management, prescription-related matters, insurance claims, and recordkeeping practices. Students participate in hands-on activities to learn and practice various skills expected of pharmacy technicians.
*Prerequisites: None*

**PHA 210 Pharmacology**
This course examines the anatomy, physiology, pathology, and pharmacology of the gastrointestinal, respiratory, and cardiovascular systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration as well as hematological agents used to treat blood disorders and diseases.
*Prerequisites: None*

**PHA 135 Pharmacy Math**
This course emphasizes mathematical concepts for pharmaceutical and intravenous (IV) calculations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
*Prerequisites: None*

**PHA 140 Principles of Customer Service**
This course introduces students to customer service practices expected of pharmacy technicians. Topics include how to convey a professional image in the work place, communication modes and strategies for various customer and health care team interactions, listening and speaking techniques, and cultural competency awareness. Students participate in activities designed to develop and enhance effective customer service skills.
*Prerequisites: None*

**PHA 220 Pharmacology**
This course examines the anatomy, physiology, pathology, and pharmacology of the urinary, endocrine, lymphatic, and reproductive systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
*Prerequisites: None*

**PHA 225 Pharmacy Laboratory Skills**
This course provides students with hands-on opportunities to develop and practice pharmacy technician skills in a simulated pharmacy environment. Topics range from sterile/nonsterile compounding procedures to preparing and dispensing various forms of medications according to industry standards. Special emphasis is placed on infection control, strategies to prevent medication errors, and quality assurance in the pharmacy setting.
*Prerequisites: None*

**PHA 145 Pharmacy Math**
This course emphasizes mathematical concepts for pharmaceutical calculations involving body weight and mass. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
*Prerequisites: None*

**PHA 160 Pharmacy Computer Applications**
This course explores the role of technology and computer-based medical information systems in the pharmacy environment. Topics include collection, entry, storage, retrieval, and transmission of customer, physician, and drug-related data. Students participate in hands-on activities to develop skills in navigating a pharmacy information system.
*Prerequisites: None*

**PHA 230 Pharmacology**
This course examines the anatomy, physiology, pathology, and pharmacology of the integumentary system and the eyes, ears, nose, and throat. Content addresses the therapeutic effects of prescription and nonprescription medications, including antineoplastic/oncology agents and anti-infective medications, as well as alternative therapies associated with these body structures. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
*Prerequisites: None*

**PHA 240 Fundamentals of Chemistry**
This course introduces basic chemistry concepts relevant to the human body and to the range of effects of medications within the body. Topics include drug absorption, distribution, metabolism, and excretion along with the chemical processes that drive these various interactions.
*Prerequisites: None*

**PHA 275 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Career Prep and Professional Sequences I - IV. In the State of Washington students must be registered Pharmacy Assistants to be eligible to participate in externship*

# Phlebotomy Technician

## Objective

To develop in students the personal traits and professional skills needed to perform as competent entry-level Phlebotomy Technicians. Special emphasis is placed on vacutainer and syringe blood drawing methods and specimens processing.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| CSK 100 | Study Skills | 15 | | | 1.0 |
| CHS 100 | CPR & First Aid | 10 | 5 | | 0.5 |
| PHL 101 | Anatomy & Physiology/Medical Terminology | 15 | | | 1.0 |
| PHL 102 | Introduction to Laboratory & Communication | 15 | 5 | | 1.0 |
| PHL 103 | Phlebotomy | 15 | 60 | | 3.0 |
| **Total** | | **70** | **70** | | **6.5** |

**Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PHL 200 | Externship | | | 160 | 3.5 |
| **Externship Totals** | | | | **160** | **3.5** |
| **PROGRAM TOTALS** | | **70** | **70** | **160** | **10.0** |

## Course Descriptions

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**CHS 100 CPR & First Aid**
Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**PHL 101 Anatomy and Physiology/Medical Terminology**
This course provides the basic knowledge of medical terminology, anatomy, and physiology that is required of a phlebotomist.
*Prerequisites: None*

**PHL 102 Introduction to Laboratory and Communication**
This course provides an introduction to students regarding the care and use of laboratory equipment, lab reports, and departments. The correct procedures for collecting non-blood specimens are covered. Effective oral and written communication skills for the workplace are taught and practiced.
*Prerequisites: None*

**PHL 103 Phlebotomy**
This course provides instruction in methods of venipuncture and other blood collecting techniques, including the use of vacutainers, blood cultures, syringes, microtainers for finger and heel sticks, and butterflies.
*Prerequisites: None*

**PHL 200 Externship**
Provides practical experience in medical laboratories, clinics, and hospitals, to reinforce subject matter and skills learned in the classroom.
*Prerequisites: All Phlebotomy Technician Courses*

## Locations

**East Valley, Houston, Las Vegas, Renton, Tucson**

## Program Information

**Delivery Method:** ***On-ground***

Program length: day classes total 11 weeks and evening classes total 13 weeks. The total number of program hours is 300. Graduates of this program are granted a certificate.

# Veterinary Assistant

## Objective

To provide students with didactic and clinical training in preparation for entry-level employment. Students have the opportunity to develop professional skills in office procedures, animal nursing, laboratory testing, diagnostic imaging, and surgical procedures.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

**Career Prep Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CAT 150* | *Anatomy, Physiology, and Terminology** | *55* | | | *3.5* |
| CSK 100 | Study Skills* | 15 | | | 1.0 |
| *CCB 100* | *Computer Basics** | | *15* | | *0.5* |
| *CMF 95* | *Math Fundamentals** | *20* | | | *1.0* |
| CHS 100 | CPR & First Aid* | 10 | 5 | | 0.5 |
| **Career Prep Sequence Total** | | **100** | **20** | | **6.5** |

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

**Professional Sequence I**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTA 125 | Comparative Veterinary Anatomy & Physiology | 45 | | | 3.0 |
| VTA 130 | Clinical Lab Procedures and Pathology | 15 | 60 | | 3.0 |
| **Professional Sequence I Total** | | **60** | **60** | | **6.0** |

**Professional Sequence II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTA 150 | Animal Life Stages, Nutrition, and Husbandry | 45 | | | 3.0 |
| VTA 160 | Animal Nursing and Diagnostic Imaging | 15 | 60 | | 3.0 |
| **Professional Sequence II Total** | | **60** | **60** | | **6.0** |

**Professional Sequence III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTA 110 | Office Procedures | 15 | | | 1.0 |
| VTA 165 | Pharmacology and Principles of Anesthesia | 45 | | | 3.0 |
| VTA 170 | Aseptic Technique and Surgical Assisting | 15 | 45 | | 2.5 |
| **Professional Sequence III Total** | | **75** | **45** | | **6.5** |

**Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTA 275 | Externship | | | 240 | 5.0 |
| **Externship Total** | | | | **240** | **5.0** |
| **PROGRAM TOTALS** | | **295** | **185** | **240** | **30.0** |

## Locations

**Albuquerque, Aurora, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Phoenix, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 30 weeks and evening classes total 34 weeks. The total number of program hours is 720. Graduates of this program are granted a certificate.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CAT 150 Anatomy, Physiology, and Terminology, CSK 100 Study Skills, CCB 100 Computer Basics, and CMF 95 Math Fundamentals.

**CAT 150 Anatomy, Physiology, and Terminology**
The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.
*Prerequisites: None*

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**CCB 100 Computer Basics**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.
*Prerequisites: None*

**CMF 95 Math Fundamentals**
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
*Prerequisites: None*

**CHS 100 CPR & First Aid**
Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**VTA 125 Comparative Veterinary Anatomy & Physiology**
An introductory study comparing the structures, functions and disorders of the body systems of various domesticated animals and selected exotic animals. Students will develop their understanding of medical terminology to encompass common veterinary medical terms and abbreviations.
*Prerequisites: None*

**VTA 130 Clinical Lab Procedures and Pathology**
This course is an investigation into the basic laboratory procedures to determine the presence of a variety of pathogens of importance in the veterinary field. The student will have the opportunity to demonstrate collection procedures. Topics include: laboratory equipment, hematology, urine and fecal analysis, parasitology, and the basics of clinical microbiology. Assisting with necropsy is also introduced.
*Prerequisites: None*

**VTA 150 Animal Life Stages, Nutrition, and Husbandry**
This course covers animal life stages from birth to old age, and issues related to animal death. Special attention is given to preventive health care, and the behavioral, dietary, housing and social needs throughout the lifetime of the canine, feline, equine and exotic species.
*Prerequisites: None*

**VTA 160 Animal Nursing and Diagnostic Imaging**
This course covers the basics of animal nursing including restraint techniques, physical exam and vital sign monitoring, ear and eye care, wound care and bandaging, and the basics of first aid and emergency medicine for small animals. Also addressed is the role of the veterinary assistant in the safe use of and positioning for diagnostic imaging modalities.
*Prerequisites: None*

**VTA 110 Office Procedures**
Students are introduced to facility types, paper and electronic record keeping, charting, client service and scheduling, OSHA safety regulations, and the role of the VA in the veterinary clinic. This course emphasizes the importance of professionalism in communications with clients, coworkers and potential employers.
*Prerequisites: None*

**VTA 165 Pharmacology and Principles of Anesthesia**
This course provides an introduction to the classification of medication including: classes, routes of administration and their effects on body systems. Instruction reviews the role of the veterinary assistant in assisting with the preparations for, and restraint of an animal for anesthesia. Practice in pharmacological math is aided by a review of metric and conventional measurements, and the use of dimensional analysis.
*Prerequisites: None*

**VTA 170 Aseptic Technique and Surgical Assisting**
This course trains the student in aseptic preparation of animals, personnel, instruments, and equipment for surgery. Topics include protocol for assisting surgeons in the operating room, descriptions of pre- and post-operative care, and assisting in a variety of basic procedures including animal dentistry.
*Prerequisites: None*

**VTA 275 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Career Prep Sequence, Veterinary Assistant Professional Sequences I, II, and III*

# Associate Degree Programs

# Dental Hygiene

## Objective

To develop in students the personal traits and professional skills required to perform as a competent entry-level dental hygienist within the dental team and community. Curriculum includes didactic, laboratory and on-site clinical training which allows students to gain knowledge and skills in the practice of ethical and comprehensive dental hygiene care by application of established standards of dental hygiene. Upon completion of the program, students will be able to employ life-long learning skills, analyze and apply advances in research to patient care, and facilitate health promotion.

## Admission Requirements

Applicants for the Dental Hygiene program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Semester I (15 Weeks)**

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| CSK 100 | Study Skills | 15 | | | 1.0 |
| *PSY 115* | *Psychology* | *45* | | | *3.0* |
| *CCM 121* | *Communications* | *15* | | | *1.0* |
| *BIO 115* | *Anatomy & Physiology* | *45* | *30* | | *4.0* |
| *BIO 145* | *Microbiology & Immunology* | *45* | | | *3.0* |
| RDH 101 | Introduction to Dental Hygiene | 30 | | | 2.0 |
| RDH 186 | Dental Anatomy | 45 | | | 3.0 |
| **Semester I Total** | | **240** | **30** | | **17.0** |

**Semester II (15 Weeks)**

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| *SOC 110* | *Sociology* | *30* | | | *2.0* |
| *CHM 125* | *Chemistry/Biochemistry* | *45* | | | *3.0* |
| BIO 156 | Head & Neck Anatomy | 45 | | | 3.0 |
| RDH 116 | Preclinical Dental Hygiene | 45 | | | 3.0 |
| RDH 120 | Preclinical Clinical Dental Hygiene | | | 90 | 2.0 |
| RDH 211 | Radiology | 30 | 45 | | 3.5 |
| **Semester II Total** | | **195** | **45** | **90** | **16.5** |

**Semester III (15 Weeks)**

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| RDH 150 | Dental Hygiene I | 30 | 15 | | 2.5 |
| RDH 155 | Clinical Dental Hygiene I | | | 120 | 2.5 |
| RDH 215 | Biomaterials | 15 | 45 | | 2.5 |
| RDH 218 | Periodontics | 45 | | | 3.0 |
| RDH 260 | Pharmacology for Dental Hygiene | 45 | | | 3.0 |
| **Semester III Total** | | **135** | **60** | **120** | **13.5** |

**Semester IV (15 Weeks)**

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| RDH 175 | Dental Hygiene II | 30 | 15 | | 2.5 |
| RDH 180 | Clinical Dental Hygiene II | | | 150 | 3.0 |
| RDH 209 | Nutrition & Cariology | 30 | | | 2.0 |
| RDH 214 | Patient/Pain Management | 30 | 45 | | 3.5 |
| RDH 220 | General/Oral Pathology | 45 | | | 3.0 |
| **Semester IV Total** | | **135** | **60** | **150** | **14.0** |

**Semester V (15 Weeks)**

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| RDH 200 | Dental Hygiene III | 30 | 15 | | 2.5 |
| RDH 205 | Clinical Dental Hygiene III | | | 180 | 4.0 |
| RDH 251 | Treatment of Special Needs Patient Seminar | 45 | | | 3.0 |
| RDH 259 | Community & Public Dental Health | 45 | | | 3.0 |
| RDH 266 | Restorative Lab* | 15 | 75 | | 3.5 |
| **Semester V Total** | | **135** | **90** | **180** | **16.0** |

**Semester VI (15 Weeks)**

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| RDH 226 | Review of Dental Hygiene | 45 | | | 3.0 |
| RDH 271 | Dental Health Promotions | 45 | | | 3.0 |
| RDH 280 | Dental Hygiene IV | | | 180 | 4.0 |
| RDH 285 | Restorative Clinic* | | | 60 | 1.0 |
| RDH 290 | Principles of Dental Hygiene Practice | 45 | | | 3.0 |
| **Semester VI Total** | | **135** | **0** | **240** | **14.0** |
| **PROGRAM TOTALS** | | **975** | **285** | **780** | **91.0** |

*Represents the Seattle program

## Locations

**Albuquerque, Houston, Seattle**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program is 90 weeks in length. The total number of program hours/credits equals 1,890 hours/86.5 in Houston and Albuquerque, while the program in Seattle equals 2,040 hours/91.0. The Seattle program has two unique courses: RDH 266 Restorative Lab in semester V and RDH 285 Restorative Clinic in semester VI. RDH 266 totals 75 additional lab hours, while RDH 285 totals 60 hours of additional clinical time. Graduates of this program receive an Associate of Applied Science degree. Graduates of accredited programs are eligible to apply to sit for the National Board Dental Hygiene Examination.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CSK 100 Study Skills, PSY 115 Psychology, CCM 121 Communications, and BIO 115 Anatomy & Physiology.

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**PSY 115 Psychology**
This course begins to explore the psychological nature of humans and their interactions. Students will gain an understanding of basic psychological concepts as well as an awareness of self and how these elements provide a foundation for interfacing with the social environment. Topics include, but are not limited to: adaptation, communication, group processes, and the impact of health on behavior.
*Prerequisites: None*

**CCM 121 Communications**
This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included. Legal and ethical issues in communication are addressed.
*Prerequisites: None*

**BIO 115 Anatomy and Physiology**
Students are introduced to the structures and functions of all systems within the human body. Cellular, tissue, and organ structures of each individual system are presented, followed by their functions as they relate within their systems as well as to the entire body. Course content includes the structures and functions of the following systems: integumentary, musculoskeletal, endocrine, nervous, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive.
*Prerequisites: None*

**BIO 145 Microbiology & Immunology**
This course provides a scientific foundation in microbiology and immunology which is required for future dental hygiene courses in periodontics, cariology, and pathology, as well as infectious disease transmission principles for the clinical setting. Microbial topics cover cell structure, classification, metabolism, genetics, and roles in infectious disease. Immunity types and immunological disorders are presented along with specific pathogenesis and epidemiology of bacteria, fungi, and viruses.
*Prerequisites: None*

**RDH 101 Introduction to Dental Hygiene**
This course introduces the role of a dental hygienist, beginning with the fundamental theoretical concepts of professionalism, law and ethics, oral health and disease, and the dental hygiene process of care.
*Prerequisites: None*

**RDH 186 Dental Anatomy**
This course develops an understanding of the development and anatomy of human teeth. Disciplines include embryology, histology, and highly specific anatomical components of each deciduous and permanent tooth. Course content includes embryonic development, craniofacial development, tooth development and eruption sequences, anatomy of the periodontium and salivary structures, and specific morphology of each tooth.
*Prerequisites: None*

**SOC 110 Sociology**
A survey of the basic concepts found within sociology including social organization, culture, socialization, groups, and human population. This course leads to an understanding of the sociological perspective of human behavior.
*Prerequisites: None*

**CHM 125 Chemistry/Biochemistry**
This course will introduce the basic concepts of chemistry and biochemistry. Topics include elements and compounds, chemical equations, nomenclature, molecular structure, and the chemistry of proteins, carbohydrates, lipids, and other biological compounds.
*Prerequisites: None*

**BIO 156 Head & Neck Anatomy**
BIO 156 will introduce the student to the regional study of the head and neck. This course emphasizes the basic anatomical functions of the head and neck including surface anatomy of the head and neck region, osteology, muscular, vascular, glandular, lymphatic and nervous systems. Emphasis will be on anatomy specifically related to the clinical practice of dental hygiene. The laboratory portion of this course will allow the student to explore, identify and gain an in depth understanding of the anatomy related to the head and neck region.
*Prerequisites: Successful completion of Semester I RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology and BIO 145 Microbiology & Immunology*

**RDH 116 Preclinical Dental Hygiene**
This course begins development of the professional competencies that will be continued throughout the dental hygiene theoretical and

clinical curriculum. Building from the Introduction to Dental Hygiene course, the following concepts will be introduced: clinical policy/procedure, prevention of disease transmission, emergency prevention and management, comprehensive patient assessment techniques, basic instrumentation and instrument sharpening, and exposure to dental hygiene scientific literature and review.
*Prerequisites: Successful completion of Semester I RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology and BIO 145 Microbiology & Immunology*

**RDH 120 Preclinical Dental Hygiene Lab**
This course begins development of the clinical skills that will be continued throughout the dental hygiene sequence of classes. The following clinical concepts will be practiced and refined: clinical policy/procedure, prevention of disease transmission, emergency prevention and management, comprehensive patient assessment techniques, basic instrumentation, and instrument sharpening. Basic patient care competencies are demonstrated and practiced in the clinical setting.
*Prerequisites: Successful completion of Semester I RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology and BIO 145 Microbiology & Immunology*

**RDH 211 Radiology**
This course provides the student with the scientific principles and clinical applications relating to the performance of dental radiographic procedures. Emphasis will be on techniques of exposing, processing, mounting, critically interpreting intra-oral and panoramic radiographs and to provide students with radiation and infection control principles for use in practical applications. Laboratory experience will allow the student to gain initial radiographic skills that will be utilized throughout the clinical courses.
*Prerequisites: Successful completion of Semester I RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology and BIO 145 Microbiology & Immunology*

**RDH 150 Dental Hygiene I**
This class continues the theoretic development of dental hygiene skills learned in the preclinical course as well as introducing new topics related to dental hygiene clinical treatment. Topics will include patient communication strategies, re-care and periodontal maintenance protocol, the referral process, anxiety management, topical chemotherapeutics, air-powder polishers, use of power driven scaling instruments, and dental sealants.
*Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 155 Clinical Dental Hygiene I**
This course provides the student with an opportunity to build on previously learned skills acquired in RDH 116 and to apply skills from RDH 150 with patients in a clinical setting under direct professional supervision. The operation of equipment in the dental operatory and sterilization areas is employed. Patient care emphasis will be placed on assessment skill development, treatment planning, calculus detection, patient treatment and beginning instrumentation skills. Air powder polishing, ultrasonic scaling, pit and fissure sealants, and clinical planning and reflection skills will be introduced and incorporated into patient care planning. Students will be evaluated with the expectation of demonstrating beginning competency level in direct patient care.
*Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 215 Biomaterials**
This course is a survey of materials used in dentistry, dental hygiene, and dental laboratory procedures. The chemical and physical properties of dental materials will be discussed with an emphasis on the handling, manipulation and rationale for use of materials used in dental hygiene and dentistry.
*Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 218 Periodontics**
The objective of this course is to provide the student with the knowledge to assess and appropriately treat periodontal diseases. Topics covered during this course will include epidemiology, etiology, microbiology and immunology of periodontal diseases. Emphasis will be on differentiating between the various periodontal diseases, evaluating the severity of periodontal diseases and applying the appropriate clinical treatment modalities to all currently recognized forms of periodontal diseases. Students will explore the general concepts of the effect that periodontal diseases and periodontal treatment relate to and affect the patient's overall systemic status.
*Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 260 Pharmacology for Dental Hygiene**
This course covers components of the respiratory, cardiac, and nervous systems as they relate to pharmacokinetics of prescription drugs as well as those used within the practice of dental hygiene. Prescription drugs are classified according to drug action and discussed in terms of their effects upon different body systems. Specific emphasis is placed on drug interactions which are contraindicated for specific dental procedures; drugs requiring treatment plan modifications and those medications whose side affects relate to the oral cavity.
*Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 175 Dental Hygiene II**
This course continues the cognitive, psychomotor, and affective foundations of dental hygiene practice. Students will be exposed to increasingly complex patient cases, and class discussion will integrate the topics of advanced instrumentation and supplemental dental

hygiene procedures when assessing and treatment planning such cases. Special emphasis will be placed upon developing individualized risk assessment and case management skills. Students will be introduced to self-evaluation with the intent of promoting life-long learning skills, uses for professional portfolios, evaluation of treatment outcomes, and evidence-based treatment for non-surgical periodontal therapy. Critical literature review practices will be expanded upon and students will apply those skills in a professional case study presentation which will become part of their research portfolio.
*Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 180 Clinical Dental Hygiene II**
This course provides the student with an opportunity to build on previously acquired clinical skills while applying theory and laboratory skills from RDH 175 and RDH 215 (Biomaterials) to patients in a clinical setting under direct professional supervision. Students will develop cultural competence as well as implement and evaluate evidence-based practice through exposure to a diverse group of patients and completing a periodontal case documentation study. Higher competency levels in assessment, diagnosis, dental hygiene care planning, and patient management will be expected. Care of oral prostheses, advanced instrumentation, pulpitis, acute periodontal conditions, and new communication techniques will be introduced. Initiation of self-evaluation will reflect student's critical thought development and understanding of the clinical care process.
*Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 209 Nutrition & Cariology**
This course covers foundational biochemistry of nutrition, specific nutritional requirements throughout the life stages, special requirements for systemic diseases, and how nutrition relates to oral health and disease. These nutritional concepts are then applied to the field of cariology as it relates to the development, function, and progression or reversal of caries. Advanced topics relative to dental caries include pathophysiology, diagnosis, risk assessment, development of appropriate prevention and therapeutic strategies, and trends in caries research.
*Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 214 Patient/Pain Management**
This course provides the student with a working knowledge of the theory and practice of the application of various physical, chemical and psychological modalities to the management of patient anxiety and pain. Focus will be on the proficient and safe administration of local anesthesia and nitrous oxide in a clinical setting.
*Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 220 General/Oral Pathology**
This course will introduce the concepts of general pathology as they relate to the systemic and oral conditions. The students will be equipped to assess, describe, and recognize characteristics that deviate from normal. Emphasis will be placed on evaluating information via case studies that include clinical observations, laboratory findings and radiographic features allowing the student to supply a differential diagnosis of lesions of the oral cavity.
*Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 200 Dental Hygiene III**
This course applies the concepts and principles introduced in earlier dental hygiene courses. Problem-based learning will be utilized to include appropriate assessment, planning-including pain management, implementation and evaluation of complex case studies. The dental hygienists ethical role in life-long learning will be emphasized. Theory and practice activities will cover occlusal trauma and occlusal evaluation, suture removal, periodontal dressing, and instrument re-contouring. Mock board requirements and patient competencies will be discussed in preparation for the clinical setting.
*Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 205 Clinical Dental Hygiene III**
Students will apply theory, concepts, and skills from previous courses to obtain competency in the areas of patient assessment, management, preventive and therapeutic dental hygiene treatment, and evaluation, with emphasis on comprehensive patient care. In addition to clinical evaluations, this skill will be assessed through a second professional case study project with specific criteria to assure appropriate case complexity. Students will select appropriate patients and successfully complete Clinical Mock Board examinations.
*Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 251 Treatment of Special Needs Patient Seminar**
This course is a continuation of the theoretical foundation for dental hygiene assessment and treatment. Completion of this course will prepare the student for treatment of medically and physically compromised patients, and specialized populations. Students will take part in predetermined laboratory rotations which allow the student to observe and gain insight into the treatment of patients that have special needs and/or considerations.
*Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 259 Community & Public Dental Health**
This course introduces students to the discipline of public health by covering epidemiology, disease prevention, access and financing of dental care, and the dental hygienists' role to advocate for improved oral health care for community populations. Expansion of topics related to dental hygiene research such as ethical and governmental considerations, types of study methods, and biostatistics are incorporated to advance research knowledge and critical literature evaluation. Skills learned in this course will culminate in a community health project designed by student groups which encompasses the aforementioned topics as well as population needs assessment, planning, implementation and outcome evaluations.
*Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 266 Restorative Lab***
This course provides a study of the properties and manipulation of materials used in dental hygiene expanded functions related to restorative dentistry. Amalgam, composite, glass ionomer, and provisional restorative materials will be covered as well as materials utilized for cements, bases, and liners. Students will attain competence in placing, finishing, polishing, and evaluating posterior composite and amalgam restorations in a typodont according to the accepted regional licensing examination criteria.
*Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 226 Review of Dental Hygiene**
This course provides a comprehensive review of the theory, concepts, and techniques taught in the preceding semesters of the Dental Hygiene curriculum. Review of student identified topics, study groups, case based exercises and practice tests from previously released exams will be utilized with intent of preparing the student for the National Board Dental Hygiene Examination.
*Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 271 Dental Health Promotions**
This course applies the concepts of preventive dentistry, oral health education, and nutritional counseling to the development and implementation of oral health promotion programs. Communication and behavior modification skills are utilized to develop the student as a health educator. Students will be exposed to various preventive strategies that can be used to promote and maintain oral health. Emphasis is on community outreach into rural and underserved areas focusing on the preventive programs for the pediatric population.
*Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 280 Dental Hygiene IV**
This course assesses the student's clinical competency while developing efficiency in preparation for professional employment. The student will proficiently assess, plan, treat, and evaluate outcomes for patients from diverse medical, dental, and social histories, with minimal assistance from the clinical faculty. Students will also participate in select clinics designed to simulate private practice settings. Mock clinical boards, along with periodontal debridement competency patients will also be included.
*Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 285 Restorative Clinic***
This course expands on the knowledge, skills and values developed in RDH 266 with the addition of treatment planning, implementation, evaluation, and documentation of restorative procedures performed on patients during a supervised clinical setting. Placement and evaluation of typodont requirements will be included to increase proficiency in preparation for the state board examination.
*Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

**RDH 290 Principles of Dental Hygiene Practice**
This course prepares the student to move into a career in dental hygiene with an understanding of practice management, legal principles related to the field of dentistry, ethical and professional conduct, and professional responsibility. Students will have the opportunity to evaluate, discuss and recommend ethically based principles through a case based learning format. RDH 290 will prepare students for transitioning from the academic environment to the employment setting by means of resume preparation, job interviewing, and practice management skills.
*Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry*

# Health Care Administration

## Objective

Health Care Administration (HCA) offers a general overview of the business, administrative and organizational activities of health care. The program introduces students to business communication, psychology, management, finance, economics and computer applications.

## Admission Requirements

Program applicants must have a high school diploma or GED, post-secondary certificate/diploma in an allied health field, pass an entrance examination, and pass a mathematics screening exam with a minimum score of 80%. An interview is also required. Students are required to transfer 27 credits into the Associate of Applied Science degree under the following conditions: minimum cumulative GPA of 2.0, grade of "C" or better in transfer courses, and transfer courses number 100 and above. Twelve of the 27 transfer credits are required to be health care administration credits. Applicants must provide evidence of practice in a relevant vocation or have graduated in a health care related field in the past 5 years. Certificate programs that transfer into HCA include Medical Administrative Assistant, Medical Assistant, and Pharmacy Technician. Please reference additional admissions and transfer credit requirements on pages 118 and 119 of this catalog.

| | Theory | Lab | Extern | Credits |
|---|---|---|---|---|
| Transfer of Credit | | | | 27.0 |
| **Transfer Totals** | | | | **27.0** |

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *ENG 101* | *English Composition I* | *45* | | | *3.0* |
| *MTH 105* | *College Algebra* | *45* | | | *3.0* |
| *CPT 201* | *Computer Fundamentals* | *45* | | | *3.0* |
| HCA 201 | Introduction to the Health Care System | 45 | | | 3.0 |
| **Semester I Total** | | **180** | | | **12.0** |

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *ECN 101* | *Macroeconomics* | *45* | | | *3.0* |
| *BIO 115* | *Anatomy and Physiology* | *45* | *30* | | *4.0* |
| HCA 210 | Business Communications | 45 | | | 3.0 |
| HCA 220 | Health Care Management | 45 | | | 3.0 |
| **Semester II Total** | | **180** | **30** | | **13.0** |

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *PSY 201* | *Psychology* | *45* | | | *3.0* |
| HCA 213 | Medical Law and Ethics | 45 | | | 3.0 |
| HCA 221 | Human Resource Management | 45 | | | 3.0 |
| HCA 223 | Health Care Finance | 45 | | | 3.0 |
| **Semester III Total** | | **180** | | | **12.0** |
| **PROGRAM TOTALS** | | **540** | **30** | | **64.0** |

## Online

**Albuquerque, Albuquerque West, Aurora, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***Online***

Health Care Administration is a degree completion program intended for graduates transferring credits for courses successfully completed from a previous allied health certificate/diploma program. Program is 45 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours is 570 at all campuses except Las Vegas. The Las Vegas campus program hours total 615 hours. The Las Vegas program includes one additional 3 credit class (HST 205 Nevada History and US Constitution) resulting in a total of 67 credits. Graduates of this program receive an Associate of Applied Science degree.

# Course Descriptions

**ENG 101 English Composition I**
This course reviews the basics of English composition, including how to plan, organize, write, edit, and revise written compositions. Grammar, sentence structure, spelling, punctuation, and vocabulary are reviewed as needed to help students practice and improve their writing skills.
*Prerequisites: None*

**CPT 201 Computer Fundamentals**
This course introduces students to the Windows environment and to Windows-based applications. Through a hands-on approach, students will achieve a working knowledge of Windows, Microsoft Word and Excel, and a brief introduction to Microsoft PowerPoint presentation software.
*Prerequisites: None*

**MTH 105 College Algebra**
This course introduces students to college-level algebra. Mathematical operations covered include basic operations (addition, subtraction, multiplication, division), fractions, decimals, algebraic equations, story problems, and graphing.
*Prerequisites: None*

**HCA 201 Introduction to the Health Care System**
This course introduces the basic structures and operations of the US health care system—from its historical origins and resources, to its individual services, cost, and quality. Using a unique "systems" approach, it brings together a breadth of information to clarify the complexities of health care organization and finance, while presenting a solid overview of how the various components fit together.
*Prerequisites: None*

**HCA 210 Business Communications**
This course focuses on the practice of effective communication and writing within the contexts of business and the health care profession. Students analyze the psychology, semantics, planning, and principles of effective business writing.
*Prerequisites: Successful completion of English Composition (ENG 101)*

**HCA 220 Health Care Management**
This course explores various health care settings ranging from hospitals to nursing homes to clinics. Issues addressed include ethics, cost management, strategic planning and marketing, information technology, and human resources.
*Prerequisites: None*

**Bio 115 Anatomy and Physiology**
Students are introduced to the structures and functions of all systems within the human body. Cellular, tissue, and organ structures of each individual system are presented, followed by their functions as they relate within their systems as well as to the entire body. Course content includes the structures and functions of the following systems: integumentary, musculoskeletal, endocrine, nervous, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive.
*Prerequisites: None*

**ECN 101 Macroeconomics**
This course presents an analysis of economic theory as applied to the operation of the economy as a whole. Topics covered include variables such as national income, employment, inflation, the roles of government expenditure, taxation, and fiscal policy as well as the Federal Reserve and monetary policy.
*Prerequisites: None*

**PSY 201 Psychology**
This course examines human behavior and its biological foundations, with emphasis on basic concepts and theories. The range of topics addressed includes adaptation, motivation, memory, learning, personality, and emotions. Human interactions in various contexts are also explored.
*Prerequisites: None*

**HCA 213 Medical Law and Ethics**
This course provides an overview of ethics and the law as they apply to medical practice. Topics include documentation, standards of care, professionalism and ethics, HIPAA, patient rights, informed consent, and employment discrimination.
*Prerequisites: None*

**HCA 221 Human Resource Management**
This course is designed to provide a basic understanding of the various aspects of personnel management. Emphasis is placed on such topics as communication, recruiting, interviews/selection, promotion, performance appraisals, and job satisfaction.
*Prerequisites: None*

**HCA 223 Health Care Finance**
This course introduces financial-management decision-making techniques for health care providers. Topics include financial-management functions, managed-care environments, financial-statement analysis, working-capital management, strategic planning, capital budgeting, cost of capital, variance analysis, and financing techniques.
*Prerequisites: Successful completion of College Algebra (MTH 105) and Computer Fundamentals (CPT 201)*

**HST 205 Nevada History and US Constitution (Las Vegas Campus Only)**
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.
*Prerequisites: None*

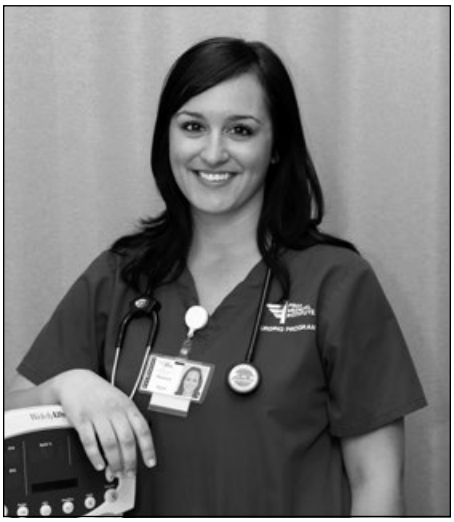
# Nursing

## Objective

To develop in students the personal traits and professional skills needed to perform as competent entry-level Nurses. The program provides students with knowledge of anatomy and physiology, growth and development, pharmacology, microbiology, nursing theory, and skills for patient care across the life span.

## Admission Requirements

A minimum score on a mathematics screening exam, a minimum score on a nursing admission test, a high school diploma or GED, and an interview with nursing faculty are required. Please reference additional requirements on page 118.



Semester I (16 Weeks)

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| *ENG 127* | *English* | *48* | | | *3.0* |
| *BIO 147* | *Human Anatomy and Physiology* | *48* | *32* | | *4.0* |
| *MTH 145* | *Applied Mathematics* | *48* | | | *3.0* |
| *HSC 125* | *Introduction to Healthcare* | *32* | *32* | | *3.0* |
| *PHI 116* | *Foundations of Human Potential* | *32* | | | *2.0* |
| NUR 103 | Strategies for RN Success | 8 | 16 | | 1.0 |
| **Semester I Total** | | **216** | **80** | **0** | **16.0** |

Semester II (16 Weeks)

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| *PSY 160* | *Human Development* | *32* | | | *2.0* |
| *BIO 175* | *Pathophysiology* | *48* | | | *3.0* |
| *PHA 109* | *Pharmacology* | *16* | | | *1.0* |
| NUR 111 | Pharmacology for Health Promotion and Maintenance | | 16 | | 0.5 |
| NUR 126 | Nursing's Role in Health Promotion | 48 | 64 | 96 | 7.0 |
| **Semester II Total** | | **144** | **80** | **96** | **13.5** |

*Licensed Practical Nursing Entrance*

Semester III (16 Weeks)

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| *BIO 185* | *Nutrition* | *16* | | | *1.0* |
| *PSY 225* | *Family Centered Care Across the Lifespan* | *32* | | | *2.0* |
| NUR 234 | Acute Care Nursing Across the Lifespan | 48 | 48 | 144 | 8.0 |
| NUR 266 | Professional Transition I | 32 | | | 2.0 |
| **Semester III Total** | | **128** | **48** | **144** | **13.0** |
| **Practical Nursing Semester Totals** | | **488** | **208** | **240** | **42.5** |

Semester IV (16 Weeks)

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| *SOC 245* | *Sociology of Health* | *32* | | | *2.0* |
| NUR 209 | Pharmacology for the Complex Patient | 32 | | | 2.0 |
| NUR 276 | Nursing Care for the Complex Patient | 48 | 64 | 168 | 9.0 |
| **Semester IV Total** | | **112** | **64** | **168** | **13.0** |

Semester V (16 Weeks)

| Course # | Course | Theory | Lab | Clinical | Credits |
|---|---|---|---|---|---|
| *HSC 280* | *Healthcare Informatics* | *32* | | | *2.0* |
| NUR 286 | Nursing Care in Challenging Situations | 48 | 64 | 192 | 9.5 |
| NUR 296 | Role Development of the Graduate Nurse | 48 | | | 3.0 |
| **Semester V Total** | | **128** | **64** | **192** | **14.5** |

| | | | | |
|---|---|---|---|---|
| **Associate Degree Nursing Totals** | **728** | **336** | **600** | **70.0** |

## Locations

**Albuquerque, Mesa, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

The Practical Nursing program is 48 weeks in length and 936 total program hours. Graduates of the PN program are granted a certificate in practical nursing. The Associate Degree Nursing (ADN) program is 80 weeks in length and 1,664 total program hours. Graduates of the ADN program are granted an Associate Degree of Applied Science in nursing. Graduates from an approved nursing program can apply to take the National Council Licensure Examination (NCLEX). After graduates successfully pass the NCLEX they are qualified to apply for state licensure or registration to practice nursing.

# Course Descriptions

**The following courses may be offered on-ground and/or blended:** ENG 127 English, BIO 147 Human Anatomy and Physiology, MTH 145 Applied Mathematics, HSC 125 Introduction to Healthcare, PHI 116 Foundations of Human Potential, NUR 103 Strategies for RN Success, PSY 160 Human Development, PHA 109 Pharmacology, NUR 126 Nursing's Role in Health Promotion, BIO 185 Nutrition, PSY 225 Family Centered Care Across the Lifespan, NUR 266 Professional Transition I, SOC 245 Sociology of Health, NUR 209 Pharmacology for the Complex Patient, HSC 280 Healthcare Informatics, NUR 296 Role Development of the Graduate Nurse.

**ENG 127 English**
This course focuses on expository writing, oral presentation, critical thinking, and research, with emphasis on the following: analyzing texts; using summary, paraphrase, and quotation; finding, evaluating, and documenting sources; and writing with emphasis placed on professional communication, fluency, process analysis and critical reasoning. Written and oral work presented in this course will help the student improve the organization of presentations through the application of frequently used patterns of composition (i.e. description, sequence-process, comparison, cause-effect and/or problem-solution). APA format will be used for written materials.
*Prerequisites: None*

**BIO 147 Human Anatomy and Physiology**
This course encompasses the structure, identification, analysis and integration of physiological data indicative of the wellness-illness continuum and human functioning of the major body organs and systems; and anatomy and physiology related to the concepts of acid-base balance, oxygenation, cellular regulation, micro-organism structure and function, digestion, elimination, fluid and electrolyte balance, gas exchange, glucose regulation, functional ability, immunity, infection, inflammation, intracranial regulation, reproduction, sensory perception, thermoregulation, tissue integrity, circulation, homeostasis, perfusion, ventilation, and skin integrity.
*Prerequisites: None*

**MTH 145 Applied Mathematics**
This course presents calculation, conversion, and computation of fractions, decimals, ratios, proportions, percents, measurements, abbreviations and data analysis; and acquaints the student with the skills important for the health professional's application and critical thinking necessary for evidence-based healthcare delivery. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.
*Prerequisites: None*

**HSC 125 Introduction to Healthcare**
This course provides an introduction to the healthcare delivery system; medical terminology, symbols and abbreviations; safety and responsibilities; health-seeking populations, needs and rights; group development, dynamics and interactions; and selected skills related to meeting the basic human needs of family and community. The wellness-illness continuum is explored within the context of the healthcare delivery system. A special emphasis is placed on the professional healthcare worker as caregiver, collaborator, communicator, critical-thinker and advocate in a culturally diverse setting. Practice of fundamental skills and use of high and low fidelity mannequins for application of theory and skills occurs.
*Prerequisites: None*

**PHI 116 Foundations of Human Potential**
This course augments students' management of stress, time, and finances; learning, organizational, and communication skills necessary for student and professional flourishing. Through repetitive standardized electronic test taking, improve critical thinking, test-taking ability, assessment techniques, prioritization and situational analysis.
*Prerequisites: None*

**NUR 103 Strategies for RN Success**
This course provides an introduction to nursing practice and judgment; professionalism, role development and identity; cultivating critical thinking skills toward application of theory-to-practice through virtual clinical simulations.
*Prerequisites: None*

**PSY 160 Human Development**
This course will guide the students' understanding and personal application of the basic psychological principles and biological processes that underlie social behavior, motivation, personality, emotion, perception, intelligence, human relations, communication, learning and decision making. Personal and professional reflection, recording and story-telling process will assist the student in improving academic performance; and progress and growth towards developing and maturing one's thoughts and actions that lead to professionalism, responsiveness, accountability, mutuality, excellence and relationships.
*Prerequisites: Successful completion of Semester I*

**BIO 175 Pathophysiology**
Chemical, biologic, biochemical, and psychological processes serve as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health, selected responses, and strategies that modify the alterations are included. Subjects to be covered include, but are not limited to: the interdependence of body systems; genomics; and the processes of pathogenesis and physiological adaptive responses on acid-base balance; oxygenation; cellular regulation; micro-organism characteristics, structure, function and activities; digestion; elimination; fluid and electrolyte balance; gas exchange; glucose regulation; functional ability; immunity; infection; inflammation; intracranial regulation; reproduction; sensory perception; thermoregulation; tissue integrity; circulation; homeostasis; perfusion; ventilation; and skin integrity.
*Prerequisites: Successful completion of Semester I*

**PHA 109 Pharmacology**
This course introduces students to the principles of pharmacokinetics, pharmacodynamics, pharmaceutics, pharmacotherapeutics, and toxicology using the concepts of suitability, safety, and evaluation to optimize positive outcomes. The legal and ethical aspects related to drugs and medication are addressed.
*Prerequisites: Successful completion of Semester I*

**NUR 111 Pharmacology for Health Promotion and Maintenance**
This course will establish the knowledge, skills, and attitudes necessary to continuously improve quality and safety while preparing, administering, and evaluating the desired and/or adverse effects of medications provided for health promotion and maintenance of patients with stable and well managed conditions.
*Prerequisites: Successful completion of Semester I*

**NUR 126 Nursing's Role in Health Promotion**
This course broadens the students' understanding of professional nursing practice to include the history, philosophical and theoretical basis for nursing and the Pima Medical Institute Associate Degree Nursing Program. Novice care of patients is developed through a foundational platform of knowledge, skills, attitude and evidence-based practice. Nursing practice will focus on the concepts, processes, and essentials of evidence-based health promotion and maintenance in local and global environments. This course targets the Quality Indicators resulting in health altering events currently identified by the Agency for Health Care Research and Quality (AHRQ). The health altering events and subsequent patient-care needs encountered across the life-span that influence the wellness-illness state will focus on the concepts of oxygenation, cardiac output, tissue perfusion, digestion, nutrition, elimination and skin integrity. Theory is correlated with laboratory, clinical and simulation practice in various settings.
*Prerequisites: Successful completion of Semester I*

**BIO 185 Nutrition**
This course presents the science of nutrition as it applies to everyday life. Students will learn how to apply the logic of science to nutritional concerns. Topics include the six major nutrients: carbohydrates, fats, proteins, vitamins, minerals, and water. The course will also examine the digestive process, energy balance, nutritional alterations and the wellness-illness continuum as related to nutrition and fitness. Discussion will include local and global programs available to provide health promotion practices with emphasis on cultural and population needs.
*Prerequisites: Successful completion of Semesters I & II*

**PSY 225 Family Centered Care Across the Lifespan**
This course will consider human activities across the lifespan that are directed toward developing, sustaining and enhancing wellness during all stages of development in the journey toward psychosocial maturity. Primary emphasis is on the dynamics and development of individuals, family, local and global communities. An emphasis on shared decision-making among family, provider and community is developed. The history and theories of growth and development are explored as a foundation to explain and predict human life-span events. The lived experiences of the developing individual and family are discussed within the following dimensions: physical and cognitive changes; holism; and cultural diversity.
*Prerequisites: Successful completion of Semesters I & II*

**NUR 234 Acute Care Nursing Across the Lifespan**
This course focuses on the Quality Indicators resulting in health altering problems and subsequent needs, as currently identified by the Agency for Health Care Research and Quality (AHRQ),that are related to human reproductive, biophysiological, psychosocial, cognition, mobility, neurosensation, wellness and illness for patients across the life-span, starting with conception through late stages of adulthood. The roles of: traditions, culture and diversity; age appropriateness; families and community; holism; effects of hospitalization; caring; therapeutic communication and relationship building; and prevention and/or minimization of risks and injuries expand the students' knowledge, skills and attitudes used in directing student clinical reasoning, judgment, decision making and delivery of safe, effective care. Theory is correlated with clinical practice and scripted simulated experiences. Competent performance that reflects quality, safety and accountability in the provision of care and integration of cumulative nursing knowledge, skills and attitudes will be expected during clinical and simulated assignments.
*Prerequisites: Successful completion of Semesters I & II*

**NUR 266 Professional Transition I**
This course assesses the student's progress towards mastery of core program concepts; provides a review of knowledge, skills and attitudes necessary for contemporary professional practices; and analyzes the student's readiness to progress to a higher level of integration of professional theory and practice. Demonstration of critical thinking, creative problem-solving and test taking skills are essential for successful completion of this course.
*Prerequisites: Successful completion of Semesters I & II*

**SOC 245 Sociology of Health**
This course examines the sociology of wellness, illness, biomedicine, and healthcare systems. It provides a forum for structured inquiry into the shaping of knowledge, meaning, livelihood, power, and resource distribution; and how these factors influence patterns of disease, experiences of health and illness, and the organization of treatments. The student will study the interface of the micro- and macro-environments that affect health; the politics of responsibility as it relates to health; gender and health; the moral, political and interpersonal contexts of bodily suffering; the social meanings of disease categories; and ideals of health. Wellness, disease, illness are investigated from the holistic and cross-cultural perspective.
*Prerequisites: Successful completion of Semesters I, II & III*

**NUR 209 Pharmacology of the Complex Patient**
This course advances the student's understanding, application, analysis and evaluation of the professional nursing responsibilities related to pharmacologic agents used across the life-span to manage the Quality Indicators of health altering problems as currently identified by the Agency for Health Care Research and Quality (AHRQ); subsequent expected outcomes; unexpected effects encountered; and error prevention and/or mitigation. Emphasis is placed on pharmacologic agents that influence the wellness-illness state related to oxygenation; cardiac output; tissue perfusion; digestion; nutrition; elimination; skin integrity; reproduction; cognition; mobility; biophysiological wellness; psychosocial wellness; neurosensation; regulation and metabolism; fluid, electrolyte, and acid-base imbalances; multiple and/or complex health alterations; and chronic, rehabilitative and end of life care.
*Prerequisites: Successful completion of Semesters I, II & III*

**NUR 276 Nursing Care for the Complex Patient**
This course focuses on nursing care directed toward the Quality Indicators of health altering problems and subsequent needs encountered across the life-span that influence the wellness-illness state, as currently identified by the Agency for Health Care Research and Quality (AHRQ), and specifically or expressly related to regulation and metabolism; fluid, electrolyte, and acid-base imbalances; multiple and/or complex body system alterations; and chronic, rehabilitative and end of life care. Theory is correlated with laboratory, clinical and simulation practice in various settings to apply, analyze and reflect on complex and ambiguous clinical situations through higher level reasoning, judgment, decision making, problem solving and evaluation. Competent performance and integration of cumulative nursing knowledge, science, skills, theory, time management, delegation, assessment, compassion, technology and documentation that reflect quality, safety and accountability in the provision of care will be expected during clinical, didactic, simulation and reflective assignments.
*Prerequisites: Successful completion of Semesters I, II & III*

**HSC 280 Healthcare Informatics**
This course explores the roles of the healthcare provider, consumer and key stakeholders in collecting, managing, analyzing, and safeguarding data to assist in decision making and inferences; and managing outcomes regarding healthcare, Provides an overview of national healthcare databases such as the National Database of Nursing Quality Indicators (NDNQI) and the Agency for Health Care Research and Quality (AHRQ), and emerging technologies. The course promotes understanding of computerized work flow processes that ensure safe and effective care delivery.
*Prerequisites: Successful completion of Semesters I, II, III & IV*

**NUR 286 Nursing Care in Challenging Situations**
This course focuses on competent and scholarly performance, and integration of cumulative nursing knowledge; science; skills; theory; delegation; assessment; interventions; outcomes; compassion and caring; and technology and documentation that reflect quality, safety, excellence, accountability and responsibility in the provision of care for very complex, ambiguous, intensive, life-threatening, crisis, and aggressive altered health states encountered across the life-span common to critical and life-challenging health conditions and outcomes, as identified by the National Center for Biotechnology Information (NCBI) and National Institute of Health (NIH) and The National Database of Nursing Quality Indicators (NDNQI).

Complex and ambiguous clinical reasoning and judgment; evidence-based and best practice that supports independent and interdependent decision making; ethical and legal comportment; resource allocation; collaborative practice and advocacy; physiological and psychosocial integrity; compassion, respect, dignity and human worth; technology and informatics use will be expected throughout clinical, didactic, simulation, reflective and capstone immersion assignments.

The capstone immersion experience will require the student to demonstrate a cumulative level of competence in the care of a group of patients with commonly identified AHRQ biophysiological and psychosocial health integrity alterations, and the following concepts: advocacy; caring and compassionate behaviors; collaboration; communication; critical thinking; diversity; family and community roles; knowledge, skills and attitudes; legal and ethical comportment; life-long learning; nursing process; professionalism; safety and quality; and skills and competencies.
*Prerequisites: Successful completion of Semesters I, II, III & IV*

**NUR 296 Role Development of the Graduate Nurse**
This course is designed to guide the student in preparation for the NCLEX-RN® Examination, directed by the NCLEX-RN Detailed Test Plan. A review is provided of advocacy; caring and compassionate behaviors; collaboration; communication; critical thinking; diversity; family and community; knowledge, skills and attitudes; legal and ethical; life-long learning; nursing process; biophysiological and psychosocial integrity; professionalism; safety and quality; and skills and competencies. Study and test taking strategies will be discussed and implemented using the nursing process to resolve application, analysis, synthesis and evaluation level questions. This course provides the student the opportunity to demonstrate synthesis of knowledge from general education and nursing core courses as a basis for professional nursing practice as a caregiver and provider of nursing practice; evaluator of nursing judgment; collaborator, coordinator and contributor to professional identity; advocate for human flourishing; and scholar with a spirit of inquiry. Trends and issues which determine practice frameworks and influence practice changes directed at continuous quality improvement will be examined. Leadership and management roles of the graduate novice professional nurse will be examined within a dynamic healthcare organizational, professional and political context.
*Prerequisites: Successful completion of Semesters I, II, III & IV*

# Occupational Therapy Assistant

## Objective

To provide students with didactic and fieldwork training in preparation for entry-level employment as an Occupational Therapy Assistant. Students have the opportunity to develop professional skills in activity analysis, growth & development, human occupations, principles of occupational therapy, therapeutic modalities, administrative procedures, and ethics and laws governing the practice of occupational therapy.

## Admission Requirements

Applicants for the OTA Program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Semester I (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CMT 105* | *Medical Terminology* | *16* | | | *1.0* |
| CSK 101 | Study Skills | 16 | | | 1.0 |
| *BIO 105* | *Anatomy & Physiology I* | *48* | *32* | | *4.0* |
| OTA 102 | Introduction to Occupational Therapy | 48 | | | 3.0 |
| *MTH 125* | *Math and Statistics* | *16* | | | *1.0* |
| *CCM 105* | *Communications for the Health Professions* | *16* | | | *1.0* |
| *CCB 105* | *Computer Basics* | *16* | | | *1.0* |
| *PSY 130* | *Psychology* | *48* | | | *3.0* |
| **Semester I Total** | | **224** | **32** | | **15.0** |

**Semester II (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *BIO 106* | *Anatomy & Physiology II* | *48* | *32* | | *4.0* |
| OTA 130 | Occupational Analysis | 32 | | | 2.0 |
| OTA 110 | Fundamentals of Occupational Therapy | 32 | | | 2.0 |
| OTA 108 | Growth & Development | 48 | | | 3.0 |
| OTA 115 | Principles of OT in Mental Health | 48 | 16 | | 3.5 |
| **Semester II Total** | | **208** | **48** | | **14.5** |

**Semester III (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| OTA 125 | Kinesiology | 32 | 16 | | 2.5 |
| OTA 201 | Documentation for the OTA | 32 | | | 2.0 |
| OTA 206 | Human Occupations I | 48 | 32 | | 4.0 |
| OTA 215 | Principles of OT in Physical Health | 48 | 16 | | 3.5 |
| OTA 220 | Fieldwork I | | | 80 | 1.5 |
| **Semester III Total** | | **160** | **64** | **80** | **13.5** |

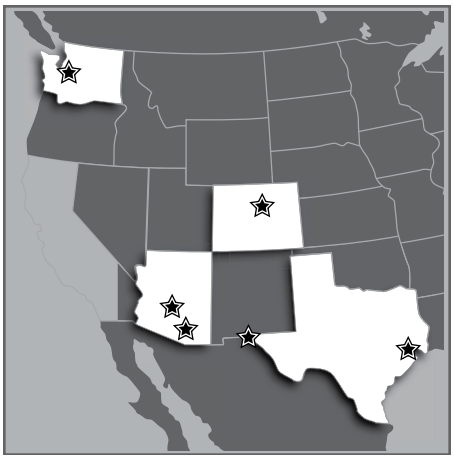
**Semester IV (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| OTA 208 | Human Occupations II | 48 | 32 | | 4.0 |
| OTA 230 | Administrative Procedures | 32 | | | 2.0 |
| OTA 240 | Pediatric Practice for the OTA | 32 | 32 | | 3.0 |
| OTA 250 | Specific Populations for the OTA | 32 | 16 | | 2.5 |
| OTA 226 | Professional Development Strategies | 32 | | | 2.0 |
| **Semester IV Total** | | **176** | **80** | | **13.5** |

**Semester V (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| OTA 221 | Fieldwork II A | | | 320 | 7.0 |
| OTA 222 | Fieldwork II B | | | 320 | 7.0 |
| **Semester V Total** | | | | **640** | **14.0** |
| **PROGRAM TOTALS** | | **768** | **224** | **720** | **70.5** |

## Locations



**Denver, El Paso, Houston, Mesa, Renton, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program is 80 weeks in length. The total number of program hours is 1,712. Graduates of the Houston and El Paso programs will receive an Associate of Applied Science degree, while all other graduates will receive an Associate of Occupational Science degree. Graduates of an accredited OTA program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

# Course Descriptions

**The following courses may be offered on-ground, online or blended:** CMT 105 Medical Terminology, CSK 101 Study Skills, CCM 105 Communications for the Health Professions, CCB 105 Computer Basics, PSY 130 Psychology, OTA 108 Growth and Development, OTA 201 Documentation for the OTA, OTA 215 Principles of OT in Physical Health, OTA 230 Administrative Procedures, and OTA 226 Professional Development Strategies.

**CMT 105 Medical Terminology**
The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.
*Prerequisites: None*

**CSK 101 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school and life.
*Prerequisites: None*

**BIO 105 Anatomy and Physiology I**
As the first part of a two-part anatomy and physiology introductory sequence, this course covers basic biological principles that are foundational to the study of anatomy and physiology including basic biochemistry, cellular structure and function, and organization of the human body. Students will learn the anatomy and physiology of the skeletal, muscular, nervous, and integumentary systems in this course. Pathology of these systems and the relationship of disease and disability to occupational therapy practice will be introduced.
*Prerequisites: None*

**OTA 102 Introduction to Occupational Therapy**
The course provides the student with an introduction to occupational therapy, including the various types of practice settings, client populations, roles, and the occupational therapy process. The foundation of occupational therapy will be explored – the profession's history, ethics standards, and occupational therapy values. A variety of resources will be introduced including the standards of practice and the Occupational Therapy Practice Framework: Domain and Process.
*Prerequisites: None*

**MTH 125 Math and Statistics**
This course is an introduction to college level math and statistics. Students will learn how statistical data are compiled and interpreted. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.
*Prerequisites: None*

**CCM 105 Communications for the Health Professions**
This course focuses on effective use of oral and written communication skills in a professional environment. Students will apply accepted communication conventions while considering context, situation, the influence of nonverbal actions, and audience factors such as diversity and roles. Legal and ethical aspects of communication in healthcare will be covered.
*Prerequisites: None*

**CCB 105 Computer Basics**
In this course, students will gain an understanding of basic computer function through demonstration and hands-on experience. Students will become familiar with commonly used computer functions and applications. In addition, students will learn "netiquette" as well as become familiar with the legal and ethical aspects of computer use.
*Prerequisites: None*

**PSY 130 Psychology**
This course begins to explore the psychological nature of humans and their interactions. Students will gain an understanding of basic psychological concepts as well as an awareness of self and how these elements provide a foundation for interfacing with the social environment. Topics include, but are not limited to: adaptation, psychological diagnoses and dysfunction, communication, group processes, and the impact of health on behavior.
*Prerequisites: None*

**BIO 106 Anatomy and Physiology II**
This course is a continuation of BIO 105. Subjects covered include: central and peripheral nervous system, lymphatic system, immune system, anatomy and physiology of the respiratory system, anatomy and physiology of the digestive system, urinary system, acid-base balance, and male and female reproductive systems. Knowledge gained in this course will prepare the student for more complex theoretical and conceptual discussions of structures and functions of the human body in future technical courses. The student will examine the body as a totally integrated and dynamic structure. Laboratory time will be available for specific anatomical structure identification.
*Prerequisites: Successful completion of BIO 105 A&P I and Semester I OTA designated courses*

**OTA 130 Occupational Analysis**
This course introduces the concepts of task, activity, and performance analysis. Students will learn the basics of grading and adapting tools, materials, and the environment which will be applied in subsequent OTA courses in order to develop the occupational performance of various populations. Students will learn to consider the domains of Occupational Therapy Practice Framework: Domain and Process in the process of activity analysis.
*Prerequisites: Successful completion of BIO 105 A&P I and Semester I OTA designated courses*

**OTA 110 Fundamentals of Occupational Therapy**
This course provides an integration of the theoretical foundations of the profession with practice. Concepts that guide clinical reasoning in practice will be interwoven with the domain and process of occupational therapy. Students will begin to relate frames of reference to client populations and practice settings, and to use clinical reasoning effectively within the guidelines of roles, ethics, and scope of practice.
*Prerequisites: Successful completion of BIO 105 A&P I and Semester I OTA designated courses*

**OTA 108 Growth and Development**
This course covers typical human growth and development as it occurs across the lifespan in physical, psychological, and cognitive domains. Emphasis will be placed on the relationship of development, health, and wellness to occupational performance in all stages of life. Multi-cultural perspectives as well as the impact of environmental, sociological, socioeconomic, and other diversity factors on human development will be considered.
*Prerequisites: Successful completion of BIO 105 A&P I, PSY 130 Psychology, and Semester I OTA designated courses*

**OTA 115 Principles of OT in Mental Health**
This course focuses on the biological/psychological/social models of mental health practice, common diagnoses, and traditional and emerging practice settings. Students will be introduced to approaches and modalities commonly used in mental health settings and their integration with OT practice. The course will cover the use of groups, selected assessments, and other occupational performance-based interventions. A focus will be on performance skills, which include emotion regulation and cognition.
*Prerequisites: Successful completion of BIO 105 A&P I, PSY 130 Psychology, and Semester I OTA designated courses*

**OTA 125 Kinesiology**
This combined lecture and lab course acquaints students with principles of movement as it supports occupation. Students will review key concepts of anatomy and physiology and apply these to biomechanical function. Students will gain an appreciation for the structures of the body and basic physics concepts that allow functional mobility and activity. Students will apply kinesiology concepts to manual muscle testing, range of motion assessment, and analysis of movement.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II and Semesters I and II OTA designated courses*

**OTA 201 Documentation for the OTA**
This course will discuss the relationship of practice models, frames of reference, pragmatic reasoning, and appropriate terminology to documentation to support performance, participation, health and well being. The student will document according to pertinent reimbursement issues, practice setting guidelines, and steps within the OT process. The legal implications of documentation will be discussed. Students will demonstrate entry level use of various forms of documentation in print and electronic formats.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, CMT 105 Medical Terminology, and Semesters I and II OTA designated courses*

**OTA 206 Human Occupations I**
This lecture / lab course presents a “toolbox” for commonly used intervention strategies. Students will learn treatment interventions commonly used in OT practice with an emphasis on occupation as an intervention technique as well as an outcome of treatment. Activities preparatory to participation in occupation are also included. This “toolbox” includes techniques for client (re)training in ADLs, IADLs, transfers and mobility, use of adaptive equipment, neuromuscular function, and sensory perception as needed to address occupational needs.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, PSY 130 Psychology, and Semesters I and II OTA designated courses*

**OTA 215 Principles of OT in Physical Health**
This course examines the biological/psychological/social models of physical health and wellness, focusing on the common diagnoses and pathologies most often encountered in occupational therapy practice. Also introduced are examples of assessments used for various diagnoses and pathologies, especially those of the musculoskeletal and cardiopulmonary systems. Students will be introduced to tools and interventions commonly used in physical health and emerging practice settings and their integration with OT practice. Students will explore OT treatment and other occupational performance-based interventions within the scope, roles, frames of reference, and practice guidelines related to physical health and wellness. A focus will be performance skills that include motor and praxis and sensory-perceptual.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II and Semesters I and II OTA designated courses*

**OTA 220 Fieldwork I**
This course provides the student with the opportunity to recognize the use of models of practice and occupational therapy skills in practice settings under the supervision of qualified and credentialed practitioner(s). Fieldwork consists of 80 hours of placement in selected settings.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II and Semesters I and II OTA designated courses*

**OTA 208 Human Occupations II**
This course is the culmination of didactic instruction in the academic program. Drawing on pertinent aspects of OT’s domain, students will analyze client’s occupational therapy needs, synthesize occupation-based interventions, and begin to critique their application of occupational therapy concepts. Students will examine the basic principles of physical agent modalities (PAMs) and other specialty interventions commonly used in OT practice, and practice techniques related to their use. Students will participate in hands-on scenarios simulating those situations likely to be encountered during Fieldwork and in practice.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III OTA designated courses*

**OTA 230 Administrative Procedures**
This course introduces the OTA student to administrative procedures in practice and prepares them for contributing to program management. Students will participate in program development and evaluation activities, analysis of professional literature, and promotion of the profession. Students will explore management versus leadership skills, and the application of administrative procedures.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III OTA designated courses*

**OTA 240 Pediatric Practice for the OTA**
In this course students will examine limitations and obstacles to occupational engagement for people from birth through 21 years of age. Students will examine the role of the OTA in pediatric settings and the function of OT in the field of pediatrics. Students will explore common disabilities, diagnoses and their implications for treatment in areas of occupation in traditional, community-based, and emerging practice settings. Students will learn treatment interventions commonly used by the OTA in pediatric practice. Students will synthesize occupation-based mental and physical health concepts related to occupational performance interventions with the pediatric population.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III OTA designated courses*

**OTA 250 Specific Populations for the OTA**
In this course students will synthesize occupation-based mental and physical health concepts as applied to commonly-used occupational performance interventions with neurological, bariatric, geriatric and emerging populations. In addition to exploring treatment in traditional practice settings, students will generalize their knowledge, skills, and abilities to community-based settings and emerging practice settings. An emphasis will be placed on interacting with, and teaching caregivers and family members.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III OTA designated courses*

**OTA 226 Professional Development Strategies**
This seminar course prepares the student for fieldwork and practice by examining professional development strengths and needs and formulating a plan for advocating for oneself and the profession. To accomplish this, students will explore supervisory needs, set goals for fieldwork success, and examine effective job search strategies. In addition, students will review and prepare for the NBCOT exam.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III OTA designated courses*

**OTA 221 Fieldwork II A**
This fieldwork course provides the student with the opportunity to apply learned models of practice and occupational therapy skills in a practice setting under the supervision of qualified and credentialed Occupational Therapy practitioner(s). This fieldwork consists of 320 hours of placement in selected settings.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II, III and IV OTA designated courses*

**OTA 222 Fieldwork II B**
This fieldwork course provides the student with the opportunity to apply learned models of practice and occupational therapy skills in a practice setting under the supervision of qualified and credentialed Occupational Therapy practitioner(s). This fieldwork consists of 320 hours of placement in selected settings.
*Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II, III and IV OTA designated courses*

# Ophthalmic Medical Technician

## Objective

To develop in students the personal traits and professional skills needed to perform as competent entry-level Ophthalmic Technicians. The program introduces students to skills necessary to perform preliminary vision and diagnostic testing prior to physician examination. Training includes ultrasound, digital photography, and light based imaging of the eye with scanning lasers, as well as surgical assisting.

## Admission Requirements

Applicants for the Ophthalmic Medical Technician program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Semester I**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *BIO 108* | *Anatomy & Physiology* | *60* | | | *4.0* |
| *CLE 125* | *Law & Ethics* | *30* | | | *2.0* |
| CSK 100 | Study Skills | 15 | | | 1.0 |
| *MTH 130* | *Math Applications* | *15* | | | *1.0* |
| *PSY 105* | *Interpersonal Communications* | *30* | | | *2.0* |
| OPH 100 | Ocular Anatomy & Physiology | 45 | | | 3.0 |
| OPH 114 | Ocular Disease | 60 | | | 4.0 |
| **Semester I Total** | | **255** | | | **17.0** |

**Semester II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| OPH 108 | Refractometry | 45 | 60 | | 5.0 |
| OPH 112 | Basic Skills | 30 | 60 | | 4.0 |
| OPH 115 | Patient Services | 30 | 30 | | 3.0 |
| **Semester II Total** | | **105** | **150** | | **12.0** |

**Semester III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| OPH 217 | Contact Lenses | 30 | 60 | | 4.0 |
| OPH 222 | Administrative Procedures | 15 | | | 1.0 |
| OPH 214 | Ocular Motility | 30 | 30 | | 3.0 |
| OPH 216 | Special Diagnostics | 30 | 60 | | 4.0 |
| **Semester III Total** | | **105** | **150** | | **12.0** |

**Semester IV**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| OPH 206 | Surgical Assisting | 15 | 30 | | 2.0 |
| OPH 207 | Pharmacology | 30 | | | 2.0 |
| OPH 210 | Clinical Externship I | | | 256 | 5.5 |
| OPH 212 | Optics | 45 | | | 3.0 |
| OPH 225 | Ophthalmic Photography and Imaging | 30 | 60 | | 4.0 |
| OPH 230 | Echography and Light Based Imaging | 15 | 30 | | 2.0 |
| **Semester IV Total** | | **135** | **120** | **256** | **18.5** |

**Semester V**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| OPH 220 | Clinical Externship II | | | 640 | 14.0 |
| **Semester V Total** | | | | **640** | **14.0** |
| **PROGRAM TOTALS** | | **600** | **420** | **896** | **73.5** |

## Locations

**Denver**

## Program Information

**Delivery Method:** ***On-ground***

Program is 80 weeks in length. The total number of program hours is 1,916. Graduates of this program are awarded an Occupational Associate Degree and are eligible to sit for the national Certified Ophthalmic Assistant® (COA®) and Certified Ophthalmic Technician® (COT®) exams as administered by the Joint Commission on Allied Health Personnel in Ophthalmology ® (JCAHPO®).

# Course Descriptions

**BIO 108 Anatomy & Physiology**
This course focuses on the fundamentals of human anatomy and physiology, and medical terminology. Subjects that will be covered include but are not limited to: organization of the body, anatomy and physiology of cells and tissues, and the structures and functions of the following systems: cardiovascular, respiratory, endocrine, nervous, integumentary, musculoskeletal, lymphatic, digestive, urinary and reproductive. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.
*Prerequisites: None*

**CLE125 Law & Ethics**
Instruction provides an overview of basic legal and ethical principles and practices as related to medical professions. Topics include ethical considerations, legal issues, medical documentation, medical negligence, and the workplace.
*Prerequisites: None*

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**MTH 130 Math Applications**
This course provides a review of math operations, skills and computations that are used in performing optics calculations. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.
*Prerequisites: None*

**PSY 105 Interpersonal Communications**
This course begins to explore the psychological nature of humans and their interactions and provides students with an introduction to interpersonal communications. Students will gain an understanding of basic psychological concepts as well as an awareness of self and how these elements provide a foundation for interfacing with the social environment. Topics include, but are not limited to: adaptation, communication, group processes, and the impact of health on behavior. Communication concepts and critical thinking processes are introduced that can be used to influence professional behavior and improve relationships between caregivers, those they care for, and their families.
*Prerequisites: None*

**OPH 100 Ocular Anatomy**
Instruction on anatomy and physiology of the visual sensory organs and related structures.
*Prerequisites: None*

**OPH 114 Ocular Disease**
Instruction on pathologic conditions affecting the visual sensory organs and related structures, including signs, symptoms, and treatment of common ocular disorders. The course addresses systemic diseases and their impact on the eye and on vision, and implications for treatment.
*Prerequisites: None*

**OPH 108 Refractometry**
This course provides students with instruction in optical properties of the human eye, the interaction of light and lenses, and the laws governing optics. Methods will be taught to subjectively and objectively measure the refractive status of the eye.
*Prerequisites: Successful completion of OPH 100 Ocular Anatomy & Physiology and OPH 114 Ocular Disease*

**OPH 112 Basic Skills**
This lecture and laboratory class presents basic eye exam procedures and techniques. Students are instructed in how to obtain a complete ocular and medical history and perform visual acuity assessments. Students will learn to perform the basic eye exam including ancillary testing. Students apply concepts related to the basic nature of light and the refractive condition of the eye.
*Prerequisites: Successful completion of OPH 100 Ocular Anatomy & Physiology and OPH 114 Ocular Disease*

**OPH 115 Patient Services**
Instruction covers basic spectacle principles, and the performance and documentation of lensometry, administration of ophthalmic medications, use of ocular dressings and shields, and other patient services. Students will be introduced to types of ophthalmic equipment and its maintenance. Students will perform lid eversion and tear production testing.
*Prerequisites: Successful completion of OPH 100 Ocular Anatomy & Physiology and OPH 114 Ocular Disease*

**OPH 217 Contact Lenses**
Instruction covers the basic concepts of contact lenses. Included are techniques for fitting and evaluation of various kinds of contact lenses. Students learn how to instruct patients in insertion, removal and care of contact lenses. Students will learn keratometry and corneal topography and their application to contact lens fitting.
*Prerequisites: Successful completion of all Semesters I and II OPH designated courses (technical courses)*

**OPH 222 Administrative Procedures**
This course introduces the student to administrative procedures in practice and prepares them for contributing to the successful functioning of a clinic. Students will review the components of the various types of exams and related documentation. Also included is a focus on professional communication with patients and other health professionals. The application of critical thinking skills and self-reflective practices, and the role of continued professional development will be stressed.
*Prerequisites: Successful completion of Semesters I and II OPH designated courses (technical courses)*

**OPH 214 Ocular Motility**
This lecture and laboratory class presents the fundamentals of ocular muscle balance and muscle interaction including current techniques for extra ocular muscle evaluation.
*Prerequisites: Successful completion of Semesters I and II OPH designated courses (technical courses)*

**OPH 216 Special Diagnostics**
Instruction covers the fundamental techniques of visual field testing, slit lamp external examination of the anterior segment of the eye, measurement of intraocular pressure, scanning computer ophthalmic diagnostic imaging, and special procedures.
*Prerequisites: Successful completion of Semesters I and II OPH designated courses (technical courses)*

**OPH 206 Surgical Assisting**
This course covers infection control, disinfection, sanitization, and sterilization methods and procedures. Students learn sterile technique and assisting methods for office and operating room surgical procedures.
*Prerequisites: Successful completion of all Semester I, II and III courses*

**OPH 207 Pharmacology**
Students are instructed on the use and effects of ophthalmic pharmacologic agents. Included are topical, oral and injected medications, as well as those used in intraocular surgery. Instruction also examines the impact and interactions of other prescription medications, over the counter medications, supplements, and herbal agents
*Prerequisites: Successful completion of all Semester I, II and III courses*

**OPH 210 Clinical Externship I**
Assignment to a physician's office or clinic to obtain practical experience to reinforce subject matter and skills learned in the classroom.
*Prerequisites: Successful completion of all Semester I, II and III courses*

**OPH 212 Optics**
Instruction includes the optical properties of the human eye, lenses, the interaction of light, and the laws governing optics.
*Prerequisites: Successful completion of all Semester I, II and III courses*

**OMT 225 Ophthalmic Photography and Imaging**
This lecture and laboratory course covers the fundamentals of ophthalmic photography including specific instruction in anterior and posterior segment photography and stereo photography. Included are essentials for fluorescein angiography, indocyanine green angiography, black and white film development, and digital imagery.
*Prerequisites: Successful completion of all Semester I, II and III courses*

**OPH 230 Echography and Light Based Imaging**
Instruction on ultrasonic techniques and light based imaging used to measure corneal thickness, length of eye, and to view pathology within the eye. Students will gain an understanding of intraocular lens calculation and selection.
*Prerequisites: Successful completion of all Semester I, II and III courses*

**OPH 220 Clinical Externship II**
Assignment to a physician's office or clinic to obtain practical experience to reinforce subject matter and skills learned in the classroom.
*Prerequisites: Successful completion of all Semester I, II, II and IV courses*

# PARAMEDIC

## Objective

To develop in students the personal traits and professional skills required to perform as a competent entry-level Paramedic on an emergency services team. Students will be given the academic and field training necessary to provide pre-hospital assessment and care of patients. Topics that will be addressed include: anatomy & physiology, patient assessment, traumatic injuries, airway management, and cardiology.

## Admission Requirements

Applicants must be eighteen years of age and have an active EMT certificate. Minimum scores on an entrance exam and mathematics screening exam, a reading competency equivalent at the 9th grade level, and an interview are required. Please reference additional requirements on page 118 of this catalog.

**Semester I (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| EMS 101 | Introduction to Paramedic Practice | 30 | 5 | | 2.0 |
| *BIO 160* | *Anatomy and Physiology* | *55* | *15* | | *4.0* |
| EMS 110 | Pharmacology | 45 | 5 | | 3.0 |
| EMS 160 | Airway Management | 30 | 5 | | 2.0 |
| EMS 171 | Patient Assessment & Diagnostics | 45 | 15 | | 3.5 |
| **Semester I Total** | | **205** | **45** | | **14.5** |

**Semester II (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| EMS 180 | Cardiology | 45 | 15 | | 3.5 |
| EMS 191 | ECG Interpretation - Advanced Cardiac Diagnostics | 15 | | | 1.0 |
| EMS 220 | Medical Emergencies & Advanced Life Support | 45 | 20 | | 3.5 |
| EMS 240 | Trauma | 50 | 30 | | 4.0 |
| EMS 250 | Clinical Practicum I | | | 250 | 5.5 |
| **Semester II Total** | | **155** | **65** | **250** | **17.5** |

**Semester III (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| EMS 265 | Pediatric Emergencies | 30 | 15 | | 2.5 |
| EMS 270 | Advanced Medical Emergencies | 45 | 15 | | 3.5 |
| EMS 275 | ALS Operations | 25 | | | 1.5 |
| EMS 280 | National Review Registry | 42 | 8 | | 3.0 |
| EMS 255 | Clinical Practicum II | | | 250 | 5.5 |
| **Semester III Total** | | **142** | **38** | **250** | **16.0** |
| **Certificate Program Totals** | | **502** | **148** | **500** | **48.0** |

**Semester IV (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *MTH 105* | *College Algebra** | *45* | | | *3.0* |
| *ENG 101* | *English Composition I** | *45* | | | *3.0* |
| *PSY 201* | *Psychology** | *45* | | | *3.0* |
| *HCA 213* | *Medical Law and Ethics** | *45* | | | *3.0* |
| **Semester IV Total** | | **180** | | | **12.0** |
| **Associate Degree Program Totals** | | **682** | **148** | **500** | **60.0** |

*These courses may be offered on-ground, online and/or blended

## Locations

**Mesa**

## Program Information

**Delivery Method:** ***On-ground or blended***

The certificate Paramedic program is 45 weeks in length and 1,150 hours. Graduates of the program are granted a Certificate in Paramedic. The associate degree Paramedic program is 60 weeks in length and 1,330 total program hours. Graduates of the program are granted an Associate of Applied Science degree. Graduates of an approved Paramedic certificate or associate degree program are eligible to apply to take the National Registry of Emergency Medical Technicians (NREMT) at the Paramedic level and apply for state Paramedic certification.

# Course Descriptions

**EMS 101 Introduction to Paramedic Practice**
This course introduces the student to the field of Emergency Medicine Services (EMS). The history of EMS, types of practice models, and scope of practice will be discussed. The roles and responsibilities of the EMS provider on the health care team are also explored. Students are familiarized with terminology used to describe patient signs and symptoms, along with being introduced to and basic patient assessment techniques.
*Prerequisites: None*

**BIO 160 Anatomy & Physiology**
Students are introduced to the structure and function of all systems within the human body. Cellular, tissue, and organ structures of each individual system are presented, followed by their functions as they relate within their system as well as to the entire body. Course content includes the structure and functions of the following systems: integumentary, musculoskeletal, the endocrine, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive systems.
*Prerequisites: None*

**EMS 110 Pharmacology**
This course discusses basic principle of pharmacology, drug classes, and toxicology. Students will learn the administration of emergency medicines as outlined in the current Paramedic scope of practice. Indications, contraindications, therapeutic effects, and side effects of medications will also be covered.
*Prerequisites: None*

**EMS 160 Airway Management**
This course integrates comprehensive knowledge of anatomy, physiology, and pathophysiology into patient respiratory assessment. Students use tools of assessment to develop and implement a treatment plan to ensure a patent airway, provide adequate mechanical ventilation, and restore respiration for patients of all ages.
*Prerequisites: None*

**EMS 171 Patient Assessment & Diagnostics**
This course will focus on initial patient assessment. Students will learn to take scene and patient assessments and to integrate previous knowledge to form a field impression. Students will be challenged to use clinical reasoning to modify the assessment and formulate a treatment plan. The course is also intended to give the student the ability to recognize the basic rules and mechanisms of common arrhythmias necessary for cardiac patient assessment.
*Prerequisites: None*

**EMS 180 Cardiology**
This course covers assessment and pre-hospital management of cardiac emergencies. Topics include cardiovascular diseases and conditions, EKG interpretation, hyper and hypotensive emergencies, patient monitoring and treatment. As part of this course, students will complete a 16-hour Advanced Cardiac Life Support (ACLS) course.
*Prerequisites: Successful completion of Semester I courses*

**EMS 191 ECG Interpretation - Advanced Cardiac Diagnostics**
Students will build on previous ECG knowledge and will increase their knowledge of 12-lead ECG's, bundle branch blocks, infarction locations, and axis deviations in order to distinguish subtle ECG findings.
*Prerequisites: Successful completion of Semester I courses*

**EMS 220 Medical Emergencies & Advanced Life Support**
This course will take the knowledge previously gained regarding anatomy, physiology, and pathophysiology to help students make assessments in the field. Students will practice using clinical reasoning to develop a pre-hospital treatment plan for patients suffering from a variety of disorders. Student will also take a sixteen hour Advanced Medical Life Support (AMLS) class as a portion of this course.
*Prerequisites: Successful completion of Semester I courses*

**EMS 240 Trauma**
This course provides an overview of assessment and emergency out-of-hospital management of trauma patients. Isolated and multi-system trauma is covered. As part of this course, students will complete a 16-hour Pre-Hospital Trauma Life Support (PHTLS) course.
*Prerequisites: Successful completion of Semester I courses*

**EMS 250 Clinical Practicum I**
This course provides the paramedic student with an opportunity to apply previously learned knowledge and skills in a supervised clinical setting. Rotations in this course include the Emergency Department, Adult Intensive Care Unit, Pediatric Intensive Care Unit, Labor and Delivery Unit, Burn ICU, Pediatric Childcare Clinic, and pre hospital experiences.
*Prerequisites: Successful completion of Semester I courses*

**EMS 265 Pediatric Emergencies**
This course covers assessment and pre-hospital management of neonatal and pediatric emergencies. As part of this course, students will complete a 16-hour Pediatric Life Support (PALS) course.
*Prerequisites: Successful completion of Semesters I and II courses*

**EMS 270 Advanced Medical Emergencies**
This course will cover critical care activities such as gynecology, obstetrics, neonatal care, pediatrics, geriatrics, and patients with special challenges. The course will also include the 16 hour Geriatric Education for Emergency Medical Services (GEMS) course.
*Prerequisites: Successful completion of Semesters I and II courses*

**EMS 275 ALS Operations**
This course will cover various field EMS operations such as: ground ambulance operations, air medical operations, multiple-casualty incidents, and hazardous materials.
*Prerequisites: Successful completion of Semesters I and II courses*

**EMS 280 National Review Registry**
This course will review each of the skills stations that make up the NREMT Psychomotor Examination. The course will give an overview of the NREMT Cognitive Examination (CBT) and will also focus on providing students with test taking strategies.
*Prerequisites: Successful completion of Semesters I and II courses*

**EMS 255 Clinical Practicum II**
This course provides the paramedic student a continuation of EMS 250, with an opportunity to apply previously learned knowledge and skills in a supervised clinical setting. Rotations in this course include the Emergency Department, Adult Intensive Care Unit, Pediatric Intensive Care Unit, Labor and Delivery Unit, Burn ICU, Pediatric Childcare Clinic, and pre hospital experiences.
*Prerequisites: Successful completion of Semesters I and II courses*

**MTH 105 College Algebra**
This course introduces students to college-level algebra. Mathematical operations covered include basic operations (addition, subtraction, multiplication, division), fractions, decimals, algebraic equations, story problems, and graphing.
*Prerequisites: None*

**ENG 101 English Composition I**
This course introduces English composition and includes planning, organizing, writing, and editing multi-paragraph papers. Grammar, sentence structure, spelling, punctuation, and vocabulary will be taught as needed as a complement to written communication.
*Prerequisites: None*

**PSY 201 Psychology**
This course is an introduction to the basic concepts and methods of psychology. The course addresses the history of psychology, biological basis and theories of behavior, and evaluates mental illness.
*Prerequisites: None*

**HCA 213 Medical Law and Ethics**
This course provides an overview of ethics and the law as they apply to medical practice. Topics include documentation, standards of care, professionalism and ethics, HIPAA, patient rights, informed consent, and employment discrimination.
*Prerequisites: None*

# Physical Therapist Assistant

## Objective

To prepare students to become integral members of the physical therapy healthcare team under the supervision of a Licensed Physical Therapist. The framework of this curriculum includes information in anatomy and physiology, kinesiology, fundamentals of diseases and conditions, medical terminology, physical therapy techniques, treatment plans, rehabilitation therapies, the musculoskeletal system, administrative procedures, and ethics and laws governing the practice of physical therapy.

## Admission Requirements

Applicants for the Physical Therapist Assistant program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Semester I (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CMT 100* | *Medical Terminology* | *15* | | | *1.0* |
| CSK 100 | Study Skills | 15 | | | 1.0 |
| *BIO 100* | *Anatomy & Physiology I* | *45* | *30* | | *4.0* |
| PTA 110 | Introduction to Physical Therapy | 30 | 15 | | 2.5 |
| *MTH 100* | *Math & Physics Applications* | *45* | | | *3.0* |
| *CCM 120* | *Communications for the Health Professions* | *30* | | | *2.0* |
| *CLE 120* | *Law & Ethics* | *15* | | | *1.0* |
| **Semester I Total** | | **195** | **45** | | **14.5** |

**Semester II (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PTA 103 | PTA Techniques | 30 | 45 | | 3.5 |
| *BIO 109* | *Anatomy & Physiology II* | *45* | *15* | | *3.5* |
| PTA 104 | Fundamentals of Disease | 45 | | | 3.0 |
| PTA 105 | Growth & Development | 45 | | | 3.0 |
| PTA 120 | Introduction to Kinesiology | 15 | | | 1.0 |
| **Semester II Total** | | **180** | **60** | | **14.0** |

**Semester III (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PTA 200 | Kinesiology | 30 | 45 | | 3.5 |
| PTA 201 | Rehabilitation I | 30 | 30 | | 3.0 |
| PTA 205 | Therapeutic Exercise I | 45 | 30 | | 4.0 |
| PTA 210 | Clinical Practicum I | | | 80 | 1.5 |
| **Semester III Total** | | **105** | **105** | **80** | **12.0** |

**Semester IV (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PTA 207 | Therapeutic Exercise II | 30 | 30 | | 3.0 |
| PTA 202 | Rehabilitation II | 38 | 30 | | 3.5 |
| PTA 211 | Clinical Practicum II | | | 280 | 6.0 |
| **Semester IV Total** | | **68** | **60** | **280** | **12.5** |

**Semester V (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PTA 204 | Administrative Procedures | 30 | | | 2.0 |
| PTA 208 | Special Topics | 45 | 21 | | 3.5 |
| PTA 209 | PTA Seminar | 32 | | | 2.0 |
| PTA 212 | Clinical Practicum III | | | 280 | 6.0 |
| **Semester V Total** | | **107** | **21** | **280** | **13.5** |
| **PROGRAM TOTALS** | | **655** | **291** | **640** | **66.5** |

## Locations

**Albuquerque, Denver, Houston, Las Vegas, Mesa, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length is 75 weeks. The total number of program hours is 1,586 at all campuses except Las Vegas. The Las Vegas campus program hours total 1631. The Las Vegas program includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates of this program will receive an Occupational Associate degree, with exception to graduates in Houston being awarded an Associate of Applied Science. Graduates of accredited programs are eligible to apply to sit for the National Physical Therapy Examination (for physical therapist assistants).

# Course Descriptions

**The following courses may be offered on-ground, online or blended:** HST 205 Nevada History and US Constitution (Las Vegas campus only), CMT 100 Medical Terminology, and CSK 100 Study Skills.

**CMT 100 Medical Terminology**
The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.
*Prerequisites: None*

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**BIO 100 Anatomy & Physiology I**
This course addresses the fundamentals of human anatomy and physiology. Subjects that will be covered include but are not limited to: organization of the body, chemical basis of life, anatomy and physiology of cells, tissues, skin, skeletal tissues and systems, articulations, and the anatomy and physiology of the muscular system and components of blood. Knowledge gained in this course will prepare the student for more complex theoretical and conceptual discussions of structures and functions of the human body in future technical courses. The student will begin to examine the body as a totally integrated and dynamic structure. Laboratory time will be available for specific anatomical structure identification.
*Prerequisites: None*

**PTA 110 Introduction to Physical Therapy**
This course introduces physical therapist assistant (PTA) students to the physical therapy profession from its early development to its present-day complexities. Course material emphasizes the role of the PTA, general state-practice acts, scope of practice, types of practice settings, patient interactions, professional organizations, and the importance of lifelong professional growth and development. Lab topics address a range of basic patient care skills including hand washing, infection control, vital signs, positioning and draping, and basic sensation testing.
*Prerequisites: None*

**MTH 100 Math & Physics Applications**
This course will cover the general math and physics applications needed to succeed as a physical therapist assistant. The major topics covered are as follows: basic math operations, solving linear equations, graphing, and principles of mechanics, thermodynamics, sound, light, liquids and electricity.
*Prerequisites: None*

**CCM 120 Communications for the Health Professions**
This course addresses the application of fundamental oral and written communication theory and practice for healthcare practitioners.
*Prerequisites: None*

**CLE 120 Law & Ethics**
This course addresses basic legal and ethical principles and practices as they relate to medical professionals. Topics include scope of practice, ethical considerations, legal issues, medical negligence, and the workplace.
*Prerequisites: None*

**PTA 103 PTA Techniques**
This lecture and laboratory course addresses the basic principles and physiological responses to thermal agents, electromagnetic radiation, ultrasound, soft tissue mobilization, hydrotherapy, electrical stimulation, traction and compression and the safe and effective application thereof.
*Prerequisites: Successful completion of Semester I PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I*

**BIO 109 Anatomy & Physiology II**
This course is a continuation of BIO 100. Subjects covered include the anatomy and physiology of the following body systems: cardiovascular, central and peripheral nervous, lymphatic, immune, respiratory, digestive, urinary, endocrine, and male and female reproductive systems. Laboratory time will be available for specific anatomical structure identification. Students will identify internal organ structures, study dermatomes and myotomes, find pulse points, test reflexes and cranial nerves, and measure heart rate, respiratory rate, and blood pressure. Knowledge gained in this course will prepare the student for more complex theoretical and conceptual discussions of structures and functions of the human body in future technical courses.
*Prerequisites: Successful completion of Semester I PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I*

**PTA 104 Fundamentals of Disease**
This class presents basic information about common medical conditions. Diseases of the cardiovascular, respiratory, nervous, endocrine, integumentary, immune, lymphatic, sensory, musculoskeletal and digestive systems are covered. Emphasis is placed on those conditions that could potentially affect the mobility of the person or the outcome of physical therapy treatment. Consideration is given to the diagnosis, treatment, and prognosis for various diseases. Through the study of specific diseases, the student will become familiar with doing research, reading professional literature and using critical thinking in relation to how disease affects physical therapy

treatments.
*Prerequisites: Successful completion of Semester I PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I*

**PTA 105 Growth & Development**
This class explores several theories that examine the relationship of structure and function with the development of movement skills throughout the life span. Students will also study changes that occur to major body systems during various phases of growth and development and how these changes affect health and wellness.
*Prerequisites: Successful completion of Semester 1 PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I*

**PTA 120 Introduction to Kinesiology**
This course introduces students to the principles of kinesiology with an emphasis on biomechanical function and movement patterns, including osteokinematics, arthrokinematics, normal gait cycle, and optimal posture.
*Prerequisites: Successful completion of Semester I PTA-designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I*

**PTA 200 Kinesiology**
This course broadens prior knowledge of kinesiology principles with an emphasis on biomechanical function. Students apply concepts of resistance, forces, and positioning to specific muscles and movement patterns by studying anatomical models of joints and muscles and other visual aids to enhance understanding of anatomy and movement. Lab activities focus on skills development and provide a range of competency-based practice opportunities along with analysis of gait and normal and abnormal biomechanical movement patterns.
*Prerequisites: Successful completion of Semesters I and II PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 201 Rehabilitation I**
This lecture and laboratory class presents basic rehabilitation procedures and techniques. Emphasis is placed on practice in bed mobility and transfer techniques, general safety, basic wheelchair management, use of ambulation aides, and gait training. Students are evaluated on essential skills through written exam, practical exams and role-playing in the lab setting.
*Prerequisites: Successful completion of Semesters I and II PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 205 Therapeutic Exercise I**
This lecture and laboratory course presents theoretical foundation for therapeutic exercise and covers the indications for exercise, as well as the basic principles and physiological responses of therapeutic exercise protocols. Special exercise considerations for the lower extremity and pelvic conditions are emphasized. Also addressed are exercises for the cardiopulmonary system.
*Prerequisites: Successful completion of Semesters I and II PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 210 Clinical Practicum I**
This course provides the student with an opportunity to apply learned theories and skills in a clinical setting under direct supervision of a Licensed Physical Therapist or Licensed/Certified (if regulated by state law) Physical Therapist Assistant. This practicum consists of 2 weeks of full time (40 hours/week) clinical time.
*Prerequisites: Successful completion of Semesters I and II PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 207 Therapeutic Exercise II**
This class continues the presentation of the theoretical foundation for therapeutic exercise. Indications for exercise, the basic principles and physiological responses of therapeutic exercise involving the upper extremities, trunk, head and neck protocols are covered.
*Prerequisites: Successful completion of Semesters I, II and III PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 202 Rehabilitation II**
This lecture and laboratory class presents a comprehensive look at the field of physical medicine and rehabilitation, focusing primarily on the adult neurological patient. The class takes a comprehensive and eclectic approach towards the assessment and treatment of the neurologically involved patient beginning with foundation material that provides an overview of neurological assessment and treatment and progressing to the more common clinical syndromes related to motor and postural control.
*Prerequisites: Successful completion of Semesters I, II and III PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 211 Clinical Practicum II**
This course is a continuation of PTA 210 and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a Licensed Physical Therapist or Licensed/Certified (if regulated by state law) Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time.
*Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses), and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 204 Administrative Procedures**
This course examines the components included in the administration of the physical therapy practice. Topics covered include: physical therapy practice; medical records; ethics; law; delegation and supervision; health insurance; and preparing for the workplace.
*Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 208 Special Topics**
This course presents the theoretical foundation for treatment of some of the more specialized patient populations/ diagnoses seen in the physical therapy clinic. It will cover the indications for physical therapy interventions, as well as the basic principles and physiological responses of therapeutic exercise protocols. Particular exercises and functional training considerations for these special patient conditions will be emphasized.
*Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 209 PTA Seminar**
This course provides a comprehensive review of technical coursework and prepares the student for transition into the workforce as an entry level PTA. Through development of personal comprehensive study plans, participating in mock exams and other activities, students prepare to take the national PTA exams. Students examine employment opportunities and review policies and procedures for applying for state licensure in their current location and in target employment markets.
*Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**PTA 212 Clinical Practicum III**
This course is a continuation of PTA 211 and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a Licensed Physical Therapist or Licensed/Certified (if regulated by state law) Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time.
*Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 109 Anatomy and Physiology II*

**HST 205 Nevada History and US Constitution (Las Vegas Campus Only)**
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.
*Prerequisites: None*

# Radiography

## Objective

To develop in students the personal traits and professional skills needed to perform as competent entry-level Radiologic Technologists. Students will be presented with information in anatomy and physiology, methods of patient care, psychology, medical terminology, radiographic techniques, and communications.

## Admission Requirements

Applicants for the Radiography program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Semester I (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CSK 101* | *Study Skills* | *16* | | | *1.0* |
| RA 100 | Radiography I | 48 | | | 3.0 |
| *CMT 105* | *Medical Terminology* | *16* | | | *1.0* |
| *MT 203* | *Math Applications* | *48* | | | *3.0* |
| RA 102 | Positioning I | 32 | 32 | | 3.0 |
| *BIO 130* | *Anatomy and Physiology I* | *32* | | | *2.0* |
| *CCM 110* | *Communications* | *48* | | | *3.0* |
| **Semester I Total** | | **240** | **32** | | **16.0** |

**Semester II (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RA 118 | Positioning II | 48 | 32 | | 4.0 |
| RA 206 | Physics | 48 | | | 3.0 |
| RA 110 | Principles of Exposure | 48 | | | 3.0 |
| RA 121 | Methods of Patient Care | 48 | 16 | | 3.5 |
| *BIO 140* | *Anatomy and Physiology II* | *32* | | | *2.0* |
| *CLE 110* | *Medical Law & Ethics* | *16* | | | *1.0* |
| **Semester II Total** | | **240** | **48** | | **16.5** |

**Semester III (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CCL 110* | *Computer Literacy* | *24* | *16* | | *2.0* |
| RA 130 | Radiographic Biology | 32 | | | 2.0 |
| RA 300 | Clinical Externship I | | | 512 | 11.0 |
| **Semester III Total** | | **56** | **16** | **512** | **15.0** |

**Semester IV (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RA 114 | Adv. Rad Imaging & Spec. Proc | 48 | | | 3.0 |
| RA 112 | Pathology I | 16 | | | 1.0 |
| RA 301 | Clinical Externship II | | | 512 | 11.0 |
| **Semester IV Total** | | **64** | | **512** | **15.0** |

**Semester V (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RA 201 | Radiography II | 48 | | | 3.0 |
| RA 212 | Pathology II | 16 | | | 1.0 |
| RA 302 | Clinical Externship III | | | 512 | 11.0 |
| **Semester V Total** | | **64** | | **512** | **15.0** |

**Semester VI (16 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RA 202 | Radiography III | 64 | | | 4.0 |
| RA 303 | Clinical Externship IV | | | 512 | 11.0 |
| **Semester VI Total** | | **64** | | **512** | **15.0** |
| **PROGRAM TOTALS** | | **728** | **96** | **2048** | **92.5** |

## Locations

**Albuquerque, Chula Vista, Denver, Houston, Las Vegas, Mesa, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program is 96 weeks in length. The total number of program hours is 2,872 at all campuses except Chula Vista and Las Vegas. The Chula Vista campus program hours total 2,882 and the Las Vegas campus program hours total 2,917. The Chula Vista program includes 2 different classes (RA 100C Radiography I: 2 credits and RA 102C Positioning I: 4 credits). The Las Vegas program includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates of the Houston program receive an Associate of Applied Science, while all other graduates receive an Associate of Occupational Science degree. Graduates are qualified to apply to take the American Registry of Radiologic Technologists examination for certification.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CMT 105 Medical Terminology, CCM 110 Communications, CSK 101 Study Skills, CCL 110 Computer Literacy, CLE 110 Medical Law & Ethics, RA 202 Radiography III, HST 205 Nevada History and US Constitution

**CSK 101 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school and life.
*Prerequisites: None*

**RA 100 Radiography I**
This course provides the student with introduction to the field of Radiologic Technology through a broad overview of the radiography curriculum. Content areas include: imaging equipment, radiographic examinations, image production, patient care, radiation protection, imaging modalities, and professional growth and development.
*Prerequisites: None*

**CMT 105 Medical Terminology**
The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.
*Prerequisites: None*

**MT 203 Math Applications**
This course provides the student with the fundamentals of college algebra. Mathematical operations covered include: fractions, decimals, algebraic equations, basic statistics, word problems, and graphing.
*Prerequisites: None*

**RA 102 Positioning I**
Positioning I covers basic terminology, anatomy and radiographic procedures. In the laboratory, students practice positioning through simulation on peers and radiographic exposure of man-made models of corresponding body parts.
*Prerequisites: None*

**BIO 130 Anatomy and Physiology I**
The objective of this course is to provide the student with knowledge of the structure and function of the human body. Cells and tissues will be described, and organs will be discussed as components of their respective systems. Course content includes the structure and function of the integumentary and musculoskeletal systems.
*Prerequisites: None*

**CCM 110 Communications**
This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included.
*Prerequisites: None*

**RA 118 Positioning II**
This course is a continuation of Positioning I. Advanced radiographic procedures are covered. Students will also learn advanced positioning skills for age-specific populations. Laboratory practice is through peer simulation and radiographic exposure of man-made models.
*Prerequisites: Successful Completion of Semester I courses*

**RA 206 Physics**
This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include: atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions.
*Prerequisites: Successful Completion of Semester I courses*

**RA 110 Principles of Exposure**
This course covers the technical factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, image receptors, image processing, beam limitation, grids, contrast, density, detail, structural considerations and distortion.
*Prerequisites: Successful Completion of Semester I courses*

**RA 121 Methods of Patient Care**
Students are taught basic patient care skills as they apply to Radiologic Technology. Emphasis is placed on: safety, infection control, aseptic techniques, administration of contrast media, pharmacology, patient assessment, care of the critical patient, emergency care, and care of tubes, catheters and vascular lines. In California this course will provide the training and education for venipuncture.
*Prerequisites: Successful Completion of Semester I courses*

**BIO 140 Anatomy and Physiology II**
A continuation of BIO 130, this course content includes the structure and function of the endocrine, nervous, cardiovascular (including blood, heart, blood vessels and circulation), lymphatic, respiratory, digestive, urinary and reproductive systems.
*Prerequisites: Successful completion of BIO 130 Anatomy and Physiology I*

**CLE 110 Medical Law and Ethics**
Students are provided an overview of ethics and the law as they apply to medical professions and practice. Topics include: scope of practice, legal issues, ethical considerations, patient rights, informed consent, standards of care, documentation, and workplace issues, including employment discrimination.
*Prerequisites: None*

**CCL 110 Computer Literacy**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, basic word processing, spread sheets, Power point presentations and Internet use are explained. Students will use technology to retrieve, evaluate and synthesize information from diverse sources and points of view.
*Prerequisites: None*

**RA 130 Radiographic Biology**
This course provides the student with instruction on X-ray interactions with matter, radiation effects on the molecular and cellular levels, acute and long-term radiation responses and radiation protection principles.
*Prerequisites: Successful Completion of Semester I and II courses*

**RA 300 Clinical Externship I**
Clinical experience under supervision of clinical staff and faculty correlated with theories presented in the classroom.
*Prerequisites: Successful Completion of Semester I and II courses*

**RA 114 Advanced Radiographic Imaging & Procedures**
This course presents radiography skills and equipment used in various imaging procedures and modalities. Topics include, but are not limited to: digital imaging; fluoroscopy; cardiovascular and interventional radiology; computed tomography imaging; magnetic resonance imaging; mammography; bone densitometry; ultrasound; nuclear medicine; radiation oncology; geriatric and pediatric exams, and trauma exams.
*Prerequisites: Successful Completion of Semester I, II and III courses*

**RA 112 Pathology I**
This course provides an overview of radiographic pathology. Topics include pathologies of the musculoskeletal, respiratory, gastrointestinal, hepatobiliary and urinary systems.
*Prerequisites: Successful Completion of Semester I, II and III courses*

**RA 301 Clinical Externship II**
This course is a continuation of RA 300. This course continues to provide the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skill and competence.
*Prerequisites: Successful Completion of Semester I, II and III courses*

**RA 201 Radiography II**
This course covers the application of classroom theory and practical externship in the critique of analog and digital radiographic image quality, with an emphasis on technical factors, equipment, processing, artifacts and quality control. In California, this course includes fluoroscopic equipment and procedures, enabling graduates to be eligible to apply to take the California State Fluoroscopy Permit Examination.
*Prerequisites: Successful Completion of Semester I, II, III, and IV courses*

**RA 212 Pathology II**
This course is a continuation of Pathology I. Topics include pathologies of the hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems; diseases and trauma.
*Prerequisites: Successful Completion of Semester I, II, III and IV courses*

**RA 302 Clinical Externship III**
This course is a continuation of RA 301. This course continues to provide the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skill and competence.
*Prerequisites: Successful Completion of Semester I, II, III, and IV courses*

**RA 202 Radiography III**
This course is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists (ARRT).
*Prerequisites: Successful Completion of Semester I, II, III, IV and V courses*

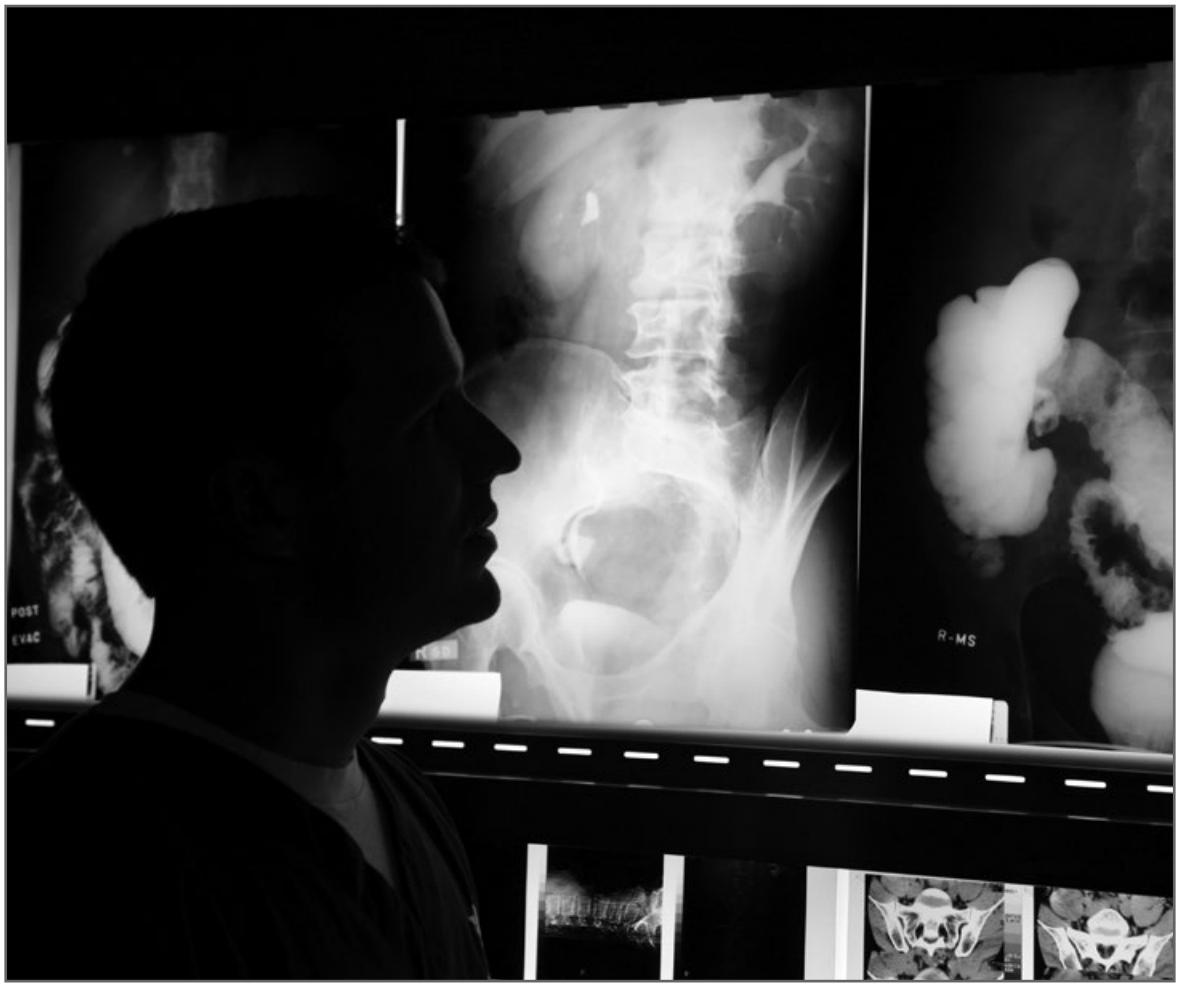
**RA 303 Clinical Externship IV**
This course is a continuation of RA 302. This course continues to provide the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse

patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate the clinical skill and competence as required of an entry level radiographer.
*Prerequisites: Successful Completion of Semester I, II, III, IV and V courses*

**HST 205 Nevada History and US Constitution (Las Vegas Campus Only)**
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.
*Prerequisites: None*

**RA 100C Radiography I (Chula Vista Campus Only)**
This course provides the student with introduction to the field of Radiologic Technology through a broad overview of the radiography curriculum. Content areas include: imaging equipment, radiographic examinations, image production, patient care, radiation protection, imaging modalities, and professional growth and development.
*Prerequisites: None*

**RA 102C Positioning I (Chula Vista Campus Only)**
Positioning I covers basic terminology, anatomy and radiographic procedures. In the laboratory, students practice positioning through simulation on peers and radiographic exposure of man-made models of corresponding body parts.
*Prerequisites: None*



# Advanced Placement Track- Radiography

## Objective

To develop in students the personal and professional skills needed to perform as competent entry-level Radiologic Technologists. Students will be presented with information in anatomy and physiology, methods of patient care, medical terminology, radiographic techniques, and communications.

## Admission Requirements

Applicants must document a minimum of 1,928 hours of clinical experience in Radiologic Sciences. In addition, applications must document graduation from one of the following: a United States Military Program in Radiologic Sciences; a JRCERT accredited Radiologic Sciences program; a foreign program in Radiologic Sciences equivalent in length to one year or more of college course work; an approved or licensed limited scope Radiography program equivalent in length to one year or more of college course work. One year of college course work is defined as 30 credit hours. Students are granted 45.5 credits for previous Radiologic Sciences education and experience. Transfer course descriptions can be found in this Academic Catalog under Radiography. Please reference additional admissions and transfer credit requirements on pages 118 and 119 of this catalog.

| Course # | Course | Theory | Extern | Credits |
|---|---|---|---|---|
| DRA 100 | Radiography I | 48 | | 3.0 |
| *DMT 105* | *Medical Terminology* | *16* | | *1.0* |
| DRA 320 | Clinical Externship I | | 628 | *13.5* |
| DRA 325 | Clinical Externship II | | 628 | *13.5* |
| DRA 330 | Clinical Externship III | | 672 | *14.5* |
| **Transfer Courses Total** | | **64** | **1928** | **45.5** |

| Course # | Course | Theory | Extern | Credits |
|---|---|---|---|---|
| *CSK 101* | *Study Skills* | *16* | | *1.0* |
| *MT 203* | *Math Applications* | *48* | | *3.0* |
| *CCL 111* | *Computer Literacy* | *32* | | *2.0* |
| **Semester I Total** | | **96** | | **6.0** |

| Course # | Course | Theory | Extern | Credits |
|---|---|---|---|---|
| *DIO 130* | *Anatomy & Physiology I* | *32* | | *2.0* |
| DRA 102 | Positioning I | 48 | | 3.0 |
| DSC 206 | Physics | 48 | | 3.0 |
| *DCM 110* | *Communications* | *48* | | *3.0* |
| DRA 121 | Methods of Patient Care | 56 | | 3.5 |
| *DLE 101* | *Medical Law & Ethics* | *16* | | *1.0* |
| **Semester II Total** | | **248** | | **15.5** |

| Course # | Course | Theory | Extern | Credits |
|---|---|---|---|---|
| *DIO 140* | *Anatomy & Physiology II* | *32* | | *2.0* |
| DRA 116 | Positioning II | 64 | | 4.0 |
| DRA 130 | Radiographic Biology | 32 | | 2.0 |
| DRA 201 | Radiography II | 48 | | 3.0 |
| DBI 112 | Pathology I | 16 | | 1.0 |
| **Semester III Total** | | **192** | | **12.0** |

| Course # | Course | Theory | Extern | Credits |
|---|---|---|---|---|
| DBI 212 | Pathology II | 16 | | 1.0 |
| DRA 110 | Principles of Exposure | 48 | | 3.0 |
| DRA 114 | Adv. Radiographic Imaging & Special Procedures | 48 | | 3.0 |
| DRA 203 | Radiography III | 64 | | 4.0 |
| DRA 331 | Clinical Externship IV | | 240 | 5.0 |
| **Semester IV Total** | | **176** | **240** | **16.0** |
| **TRANSFER COURSES TOTAL** | | **64** | **1928** | **45.5** |
| **SEMESTERS I, II, III and IV TOTALS** | | **712** | **240** | **49.5** |
| **PROGRAM TOTALS** | | **776** | **2168** | **95.0** |

## Online

**Houston, Las Vegas, Tucson. Online Dept. location is on the main campus in Tucson, Arizona.**

## Program Information

**Delivery Method:** ***Online***

Program is 49 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours is 2944 including transfer hours and 952 program specific hours. The Las Vegas program includes an additional 3 credit online class (HST 206 Nevada History & US Constitution) resulting in a total of 997 program hours and 98 credits. Graduates of the Houston program receive an Associate of Applied Science, while all other graduates receive an Associate of Occupational Science degree. Graduates of this program are qualified to apply to take the American Registry of Radiologic Technologists examination for certification.

# Course Descriptions

**CSK 101 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school and life.
*Prerequisites: None*

**MT 203 Math Applications**
This course provides the student with the fundamentals of college algebra. Mathematical operations covered include: fractions, decimals, algebraic equations, basic statistics, word problems, and graphing.
*Prerequisites: None*

**CCL 111 Computer Literacy**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, basic word processing, spread sheets, Power point presentations and Internet use are explained. Students will use technology to retrieve, evaluate and synthesize information from diverse sources and points of view.
*Prerequisites: None*

**DIO 130 Anatomy & Physiology I**
The objective of this course is to provide the student with knowledge of the structure and function of the human body. Cells and tissues will be described, and organs will be discussed as components of their respective systems. Course content includes the structure and function of the integumentary and musculoskeletal systems.
*Prerequisites: Successful Completion of Semester I courses*

**DRA 102 Positioning I**
Positioning I covers basic terminology, anatomy and radiographic positioning and procedures.
*Prerequisites: Successful Completion of Semester I courses*

**DSC 206 Physics**
This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include: atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions.
*Prerequisites: Successful Completion of Semester I courses*

**DCM 110 Communications**
This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included.
*Prerequisites: Successful Completion of Semester I courses*

**DRA 121 Methods of Patient Care**
Students are taught basic patient care skills as they apply to Radiologic Technology. Emphasis is placed on: safety, infection control, aseptic techniques, administration of contrast media, pharmacology, patient assessment, care of the critical patient, emergency care, and care of tubes, catheters and vascular lines.
*Prerequisites: Successful Completion of Semester I courses*

**DLE 101 Medical Law and Ethics**
Students are provided an overview of ethics and the law as they apply to medical professions and practice. Topics include: scope of practice, legal issues, ethical considerations, patient rights, informed consent, standards of care, documentation, and workplace issues, including employment discrimination.
*Prerequisites: Successful Completion of Semester I courses*

**DIO 140 Anatomy & Physiology II**
A continuation of DIO 130, this course content includes the structure and function of the endocrine, nervous, cardiovascular (including blood, heart, blood vessels and circulation), lymphatic, respiratory, digestive, urinary and reproductive systems.
*Prerequisites: Successful Completion of Semester I and II courses*

**DRA 116 Positioning II**
This course is a continuation of Positioning I. Advanced radiographic procedures are covered. Students will also learn advanced positioning skills for age-specific populations.
*Prerequisites: Successful Completion of Semester I and II courses*

**DRA 130 Radiographic Biology**
This course provides the student with instruction on x-ray interactions with matter, radiation effects on the molecular and cellular levels, acute and long-term radiation responses and radiation protection principles.
*Prerequisites: Successful Completion of Semester I and II courses*

**DRA 201 Radiography II**
This course covers the application of classroom theory and practical externship in the critique of analog and digital radiographic quality, with an emphasis on technical factors, equipment, processing, artifacts and quality control.
*Prerequisites: Successful Completion of Semester I and II courses*

**DBI 112 Pathology I**
This course provides an overview of radiographic pathology. Topics include pathologies of the musculoskeletal, respiratory, gastrointestinal, hepatobiliary and urinary systems.
*Prerequisites: Successful Completion of Semester I and II courses*

**DBI 212 Pathology II**
This course is a continuation of Pathology I. Topics include pathologies of the hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems; diseases and trauma.
*Prerequisites: Successful Completion of Semester I, II and III courses*

**DRA 110 Principles of Exposure**
This course covers the technical factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, image receptors, image processing, beam limitation, grids, contrast, density, detail, structural considerations and distortion.
*Prerequisites: Successful Completion of Semester I, II and III courses*

**DRA 114 Advanced Radiographic Imaging & Special Procedures**
This course presents radiography skills and equipment used in various imaging procedures and modalities. Topics include, but are not limited to: digital imaging; fluoroscopy; cardiovascular and interventional radiology; computed tomography imaging; magnetic resonance imaging; mammography; bone densitometry; ultrasound; nuclear medicine; radiation oncology; geriatric and pediatric exams, and trauma exams.
*Prerequisites: Successful Completion of Semester I, II and III courses*

**DRA 203 Radiography III**
This course is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists (ARRT).
*Prerequisites: Successful Completion of Semester I, II and III courses*

**DRA 331 Clinical Externship IV**
This course provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate the clinical skill and competence as required of an entry level radiographer.
*Prerequisites: Successful Completion of Semester I, II and III courses*

# Respiratory Therapy

## Objective

To provide students with academic and clinical training in preparation for employment as an Advanced Level Respiratory Therapist. Students have the opportunity to develop professional skills in advanced respiratory care techniques (including neonatal and adult special care procedures), general and advanced pharmacology, cardiopulmonary disease, patient assessment and therapeutics.

## Admission Requirements

Applicants for the Respiratory Therapy program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Semester I (17 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CCB 108* | *Introduction to Computers & Healthcare Communications* | *32* | | | *2.0* |
| *CMT 105* | *Medical Terminology* | *16* | | | *1.0* |
| *MT 102* | *Math Applications* | *32* | | | *2.0* |
| *CHP 110* | *General Sciences* | *38* | | | *2.5* |
| *BIO 126* | *Anatomy & Physiology* | *62* | | | *4.0* |
| *MB 115* | *Microbiology* | *22* | | | *1.0* |
| AP 116 | Cardiac Anatomy & Physiology | 30 | | | 2.0 |
| AP 117 | Pulmonary Anatomy & Physiology | 74 | | | 4.5 |
| PC 121 | Patient Assessment | 20 | 14 | | 1.5 |
| **Semester I Total** | | **326** | **14** | | **20.5** |

**Semester II (17 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RX 150 | Pharmacology | 34 | | | 2.0 |
| RES 130 | Cardiopulmonary Diagnostics | 44 | 28 | | 3.5 |
| RES 140 | Cardiopulmonary Diseases | 40 | | | 2.5 |
| RES 160 | Respiratory Pediatrics | 30 | | | 2.0 |
| RES 170 | Respiratory Therapeutics I | 32 | 24 | | 2.5 |
| RES 175 | Respiratory Therapeutics II | 48 | 60 | | 5.0 |
| **Semester II Total** | | **228** | **112** | | **17.5** |

**Semester III (17 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CLE 185* | *Law and Ethics* | *24* | | | *1.5* |
| RES 190 | Respiratory Care Practicum I | | | 252 | 5.5 |
| RES 200 | Pulmonary Rehabilitation & Wellness | 20 | | | 1.0 |
| RES 210 | Critical Care Techniques | 34 | 16 | | 2.5 |
| RES 241 | Emergency Care | 36 | 16 | | 2.5 |
| RES 221 | Advanced Patient Assessment | 28 | 18 | | 2.0 |
| **Semester III Total** | | **142** | **50** | **252** | **15.0** |

**Semester IV (17 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RES 250 | Advanced Pharmacology | 46 | | | 3.0 |
| RES 230 | Advanced Pulmonary Diagnostics | 38 | | | 2.5 |
| RES 280 | Introduction to Mechanical Ventilation | 58 | 58 | | 5.5 |
| RES 290 | Respiratory Care Practicum II | | | 252 | 5.5 |
| **Semester IV Total** | | **142** | **58** | **252** | **16.5** |

**Semester V (17 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CCM 210* | *Professional Communications* | *16* | | | *1.0* |
| RES 270 | Cardiovascular Diagnostics | 50 | | | 3.0 |
| RES 260 | Respiratory Perinatology | 50 | | | 3.0 |
| RES 286 | Advanced Mechanical Ventilation | 46 | 32 | | 4.0 |
| RES 295 | Respiratory Care Practicum III | | | 216 | 4.5 |
| RES 275 | NBRC Review Course | 30 | | | 2.0 |
| **Semester V Total** | | **192** | **32** | **216** | **17.5** |
| **PROGRAM TOTALS** | | **1030** | **266** | **720** | **87.0** |

## Locations

**Albuquerque, Chula Vista, Denver, Houston, Las Vegas, Mesa, Renton, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program is 85 weeks in length. The total number of program hours is 2,016 at all campuses except Las Vegas. The Las Vegas campus program hours total 2,061. The Las Vegas program includes one additional 3 credit class (HST 205 Nevada History and US Constitution). Graduates of the program receive an Associate of Applied Science degree. Graduates are eligible to apply to sit for the National Board for Respiratory Care Therapist Multiple-Choice Examination (TMC). Following successful performance on the TMC, the graduate is then eligible to sit for the Clinical Simulation Examination (CSE) for certification as a Registered Respiratory Therapist (RRT).

# Course Descriptions

**The following course(s) may be offered on-ground, online and/or blended:** CCB 108 Introduction to Computers & Healthcare Communications, CMT 105 Medical Terminology, RES 140 Cardiopulmonary Diseases, CLE 185 Law and Ethics, RES 200 Pulmonary Rehabilitation & Wellness, CCM 210 Professional Communications, RES 275 NBRC Review Course, and HST 205 Nevada History and US Constitution.

**CCB 108 Introduction to Computers & Healthcare Communications**
This course provides an overview of the operation of computers and their application in the field of allied health. Topics include the effective use of oral, written and electronic communications skills, verbal and non-verbal communication, intercultural communication, technical and professional writing, and the applications of computers in allied health. Students will develop critical-thinking skills as they locate reliable sources of information, and evaluate and synthesize that information in written format to support of evidence-based practice.
*Prerequisites: None*

**CMT 105 Medical Terminology**
The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.
*Prerequisites: None*

**MT 102 Math Applications**
This course provides the student with the fundamentals of college algebra. Mathematical operations covered include: fractions, decimals, percents, rations and algebraic equations. Additional topics include a review of the metric system, scientific notation, graphing and dosing calculations.
*Prerequisites: None*

**CHP 110 General Sciences**
This lecture course introduces chemistry concepts of atomic theory, the use of the periodic chart, chemical bonding and balancing equations. This course will also include an introduction to basic physics, which includes laws of gaseous particles and diffusion, relative humidity, temperature, conversion, and pressure, and an introduction to partial pressures.
*Prerequisites: None*

**BIO 126 Anatomy & Physiology**
The objective of this course is to provide the student with knowledge of the structure and function of the human body. Cells, tissues and organs are described and discussed as components of their respective systems. Course content includes the structure and function of the following systems: integumentary, musculoskeletal, the endocrine, cardiovascular (including blood, heart, blood vessels and circulation), lymphatic, immune, respiratory, digestive, urinary and reproductive systems.
*Prerequisites: None*

**MB 115 Microbiology**
This course presents the basics of microbiology. Topics include bacteriology, virology, mycology, equipment processing and infection control in the clinical setting.
*Prerequisites: None*

**AP 116 Cardiac Anatomy & Physiology**
Provides an in-depth study of the heart, including the functions of the heart, its components and the chemical and physical processes involved.
*Prerequisites: None*

**AP 117 Pulmonary Anatomy & Physiology**
The course provides an in-depth study of the lungs and their functions, including pulmonary structure and the physiology of gas transport.
*Prerequisites: None*

**PC 121 Patient Assessment**
Introduces the techniques of observation, palpation, percussion and auscultation, and performance of vital signs for head to toe patient evaluation. Also introduced are communication techniques for interaction with the patient and their family.
*Prerequisites: None*

**RX 150 Pharmacology**
Presents major pharmacological agents used in treating cardio-pulmonary diseases. Provides knowledge of pharmaceutical classification, drug action and modes of administration, the metric system, medications and special handling procedures.
*Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology*

**RES 130 Cardiopulmonary Diagnostics**
This course presents an introduction to basic cardiopulmonary diagnostic testing. Topics include, but are not limited to: ABGs; PFTs; EKGs; CXRs; bronchoscopy; pulmonary function testing, which includes the machines, equipment and accessories utilized for diagnosis.
*Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology*

**RES 140 Cardiopulmonary Diseases**
In-depth study of cardiopulmonary diseases, the etiology of each disease, the clinical manifestations of each disease and the appropriate management of the disease by the respiratory care practitioner.
*Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology*

**RES 160 Respiratory Pediatrics**
The focus of this course is to introduce assessment skills needed to treat the pediatric patient, study diseases particular to pediatrics and appropriate therapies and resuscitative procedures.
*Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology*

**RES 170 Respiratory Therapeutics I**
The course provides an introduction to medical gas, storage systems, oxygen devices, monitoring systems and the use of hyperbaric oxygen related to respiratory care.
*Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology*

**RES 175 Respiratory Therapeutics II**
This course covers the various therapeutic modalities used in respiratory care. Indications, side effects, hazards and basis for application are stressed. Specific focus on technologies for airway clearance and hyperinflation.
*Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology*

**CLE 185 Law and Ethics**
This course addresses basic legal and ethical principles and practices as they relate to medical professions. Topics include scope of practice, ethical considerations, legal issues, medical negligence, and the workplace. Students will examine aspects of service delivery that affect quality of patient care, including ethical and legal decision-making.
*Prerequisites: Successful completion of Semester I and Semester II courses*

**RES 190 Respiratory Care Practicum I**
Basic therapeutic modalities used by respiratory care practitioners in a hospital which may include, but not be limited to emergency room, Medical/Surgical and Pediatric general floor clinical settings. Included are modalities of aerosol therapy, humidity therapy, hyperinflation, oxygen therapy, chest physiotherapy, airway care and arterial blood gas sampling and analysis. Learners will assess, analyze and apply therapeutic modalities based upon patient outcomes.
*Prerequisites: Successful completion of Semester I and II courses*

**RES 200 Pulmonary Rehabilitation & Wellness**
This course presents the basic elements required in designing the components of a cardio-pulmonary rehabilitation program. Topics include community and individual health promotion, patient education, family training, smoking cessation programs and how to deal with tobacco issues. Instruction also focuses on the importance and benefits of home health care.
*Prerequisites: Successful completion of Semester I and II courses*

**RES 210 Critical Care Techniques**
Instructional focus is centered on emergency management and maintenance of artificial airways according to AHA ACLS standards.
*Prerequisites: Successful completion of Semester I and II courses*

**RES 241 Emergency Care**
This course provides knowledge of basic and advanced life support, triage techniques and identification of pathophysiology. Topics include: emergency care applications and management of drowning; hypo-and hyperthermia; shock; poisons; drug overdose; burns, diving accidents and other types of trauma.
*Prerequisites: Successful completion of Semester I and II courses*

**RES 221 Advanced Patient Assessment**
This course provides knowledge and application of advanced patient assessment techniques and skills in Respiratory Therapy. Interpretation of laboratory data and the nutritional status of the critical care patient are stressed.
*Prerequisites: Successful completion of Semester I and II courses*

**RES 250 Advanced Pharmacology**
This course provides a review of respiratory specific drugs, cardiac drugs, sedatives, and pain maintenance drugs as they relate to cardiopulmonary function. Also addressed are vaccinations currently recommended for adult respiratory patients.
*Prerequisites: Successful completion of Semester I, II, and III courses*

**RES 230 Advanced Pulmonary Diagnostics**
An in-depth course that provides knowledge of arterial blood gas analysis, pulmonary function testing, chest radiography, cardiac stress testing, and assessment of Sleep Disorders.
*Prerequisites: Successful completion of Semester I, II, and III courses*

**RES 280 Introduction to Mechanical Ventilation**
This course introduces the indications, mechanics, and physiologic effects of mechanical ventilation. Topics include initiation, monitoring, management, and discontinuance of mechanical ventilation.
*Prerequisites: Successful completion of Semester I, II, and III courses*

**RES 290 Respiratory Care Practicum II**
Structured to provide the learner with opportunities to apply respiratory care modalities in intensive care settings. Included are modalities for pulmonary functions, polysomnography, arterial blood gas sampling and interpretation of results, airway care, bronchoscopy, and ventilator management for adult and pediatric patients. The learner will have the opportunity to assess, analyze and apply therapeutic modalities based upon patient outcomes, using appropriate AARC CPG-based upon ventilator management.
*Prerequisites: Successful completion of Semester I, II, and III courses and RES 280*

**CCM 210 Professional Communications**
This course provides a review of the communication skills and practices related to seeking employment and advancing in the workplace. Topics include different modes of effective professional communication, job market exploration, resume writing and preparation of cover letters, the importance of references and recommendations, and the interviewing process. Emphasis is placed on customer service, supervision, job success and on-going advancement in the profession.
*Prerequisites: Successful completion of Semester I, II, III, and IV courses*

**RES 270 Cardiovascular Diagnostics**
An in-depth course designed to instruct the learner on the application and analysis of electrocardiogram testing, EST interpretation and hemodynamic monitoring.
*Prerequisites: Successful completion of Semester I, II, III, and IV courses*

**RES 260 Respiratory Perinatology**
Provides an in-depth study of normal neonatal anatomy and physiology, labor and delivery, high-risk infants, resuscitation, mechanical ventilation and common neonatal pathologies and modalities for their treatment.
*Prerequisites: Successful completion of Semester I, II, III, and IV courses*

**RES 286 Advanced Mechanical Ventilation**
This course provides the student with knowledge of advanced concepts and applications of mechanical ventilation including high frequency ventilation to adult, pediatric, and neonatal patients.
*Prerequisites: Successful completion of Semester I, II, III, and IV courses*

**RES 295 Respiratory Care Practicum III**
This course involves clinical application of the diagnostic and therapeutic modalities presented in the classroom and lab setting. Emphasis is placed on neonatal, pediatric and adult mechanical ventilation, airway management and cardiopulmonary monitoring of patients.
*Prerequisites: Successful completion of Semester I, II, III, IV and V courses*

**RES 275 NBRC Review Course**
This course is designed to prepare the learner for the National Board for Respiratory Care Therapist Multiple-Choice Examination (TMC) and the Clinical Simulation Examination (CSE).
*Prerequisites: Successful completion of Semester I, II, III, and IV courses*

**HST 205 Nevada History and US Constitution (Las Vegas Campus Only)**
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.
*Prerequisites: None*

# Veterinary Technician

## Objective

To develop in students the personal traits and professional skills needed to perform as competent entry-level Veterinary Technicians. The program provides students with knowledge of medical terminology, anatomy and physiology, office management, examination techniques, radiologic, dental, and surgical procedures as they relate to veterinary care.

## Admission Requirements

Applicants for the Veterinary Technician program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. Applicants must provide evidence of a certificate/diploma from an approved veterinary assistant program with a 3.0 GPA and successfully transfer 30 credits. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Veterinary Assistant (30 Weeks-Days/34 Weeks-Evenings)**

| | Theory | Lab | Extern | Credits |
|---|---|---|---|---|
| Career Prep & Veterinary Assisting Professional Sequences I, II, III & Extern | 295 | 185 | 240 | 30.0 |
| **Veterinary Assistant Totals** | **295** | **185** | **240** | **30.0** |

**Professional Sequence I (8 Weeks) PRIOR TO SEQUENCES II through V**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CCM 111* | *Communications* | *45* | | | *3.0* |
| *MTH 129* | *Math Applications* | *45* | | | *3.0* |
| *SCI 120* | *Foundations in Biology and Chemistry* | *60* | | | *4.0* |
| VTT 176 | Introduction to Veterinary Technology | 25 | | | 1.5 |
| **Professional Sequence I Total** | | **175** | **0** | **0** | **11.5** |

**Professional Sequence II (8 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 222 | Food and Fiber Animal | 45 | 10 | | 3.0 |
| VTT 224 | Diagnostic Imaging for Veterinary Technicians | 15 | 15 | | 1.5 |
| VTT 226 | Small Animal Nursing for Veterinary Technicians | 15 | 60 | | 3.0 |
| **Professional Sequence II Total** | | **75** | **85** | **0** | **7.5** |

**Professional Sequence III (8 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 232 | Laboratory Animal Science | 20 | 15 | | 1.5 |
| VTT 234 | Laboratory Procedures for Veterinary Technicians | 30 | 35 | | 3.0 |
| VTT 236 | Anatomy and Physiology for Veterinary Technicians | 30 | 30 | | 3.0 |
| **Professional Sequence III Total** | | **80** | **80** | **0** | **7.5** |

**Professional Sequence IV (8 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 242 | Dentistry Techniques | 15 | 15 | | 1.5 |
| VTT 244 | Pharmacology for Veterinary Technicians | 45 | | | 3.0 |
| VTT 246 | Surgical Nursing for Veterinary Technicians | 30 | 40 | | 3.0 |
| VTT 248 | Clinic Surgery and Lab | | 15 | | 0.5 |
| **Professional Sequence IV Total** | | **90** | **70** | **0** | **8.0** |

**Professional Sequence V (8 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 252 | Exotic Animal Medicine and Nursing | 15 | 15 | | 1.5 |
| VTT 254 | Equine Medicine and Nursing | 45 | 15 | | 3.5 |
| VTT 256 | Emergency Procedures | 30 | 10 | | 2.0 |
| VTT 258 | Clinic Surgery and Lab | | 30 | | 1.0 |
| **Professional Sequence V Total** | | **90** | **70** | **0** | **8.0** |

**Externship & Seminar (7 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 262 | Veterinary Technician Seminar | 15 | | | 1.0 |
| VTT 291 | Externship | | | 225 | 5.0 |
| **Externship** | | **15** | **0** | **225** | **6.0** |
| **PROGRAM TOTALS** | | **820** | **490** | **465** | **78.5** |

## Locations

**Aurora, Chula Vista, Colorado Springs, East Valley, Houston, Las Vegas, Phoenix, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 77 weeks and evening classes total 84 weeks. The total number of program hours is 1,775 at all campuses except in Las Vegas. The Las Vegas campus program hours total 1,820 and includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates of this program are granted an Associate of Applied Science degree. Graduates of accredited programs are eligible to sit for the Veterinary Technician National Examination (VTNE) and applicable state board examinations.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CCM 111 Communications, MTH 129 Math Applications, SCI 120 Foundations in Biology and Chemistry, VTT 176 Introduction to Veterinary Technology, VTT 262 Veterinary Technician Seminar, and HST 205 Nevada History and US Constitution (Las Vegas Campus Only).

**CCM 111 Communications**
This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included. Legal and ethical issues in communication are addressed.
*Prerequisites: None*

**MTH 129 Math Applications**
This course provides the student with the fundamentals of college algebra, and includes common formulae and calculations used in applied settings. Topics include: fractions, decimals, linear equations, basic statistics, pharmaceutical math, and graphing.
*Prerequisites: None*

**SCI 120 Foundations in Biology and Chemistry**
This course provides an introduction to the fundamentals of chemistry and various life sciences as they relate to veterinary technology. Topics include: inorganic and organic chemistry, biochemistry, cellular biology and the biology of various life processes. This course provides a foundation for applied coursework in veterinary technology.
*Prerequisites: None*

**VTT 176 Introduction to Veterinary Technology**
The course presents the student with an introduction to veterinary science and the role of the credentialed veterinary technician on the veterinary team. Topics include the history of the field, scope of practice, ethical and legal issues, professionalism and a survey of employment opportunities. This course provides the opportunity to learn and adopt methods and life skills that aid success in a professional degree program and the workplace, and promote life-long learning.
*Prerequisites: None*

**VTT 222 Food and Fiber Animal**
This course introduces the veterinary nursing student to livestock and animal science. This includes an overview of various segments of the livestock and poultry industries. Building on previous anatomy and physiology coursework, the primary focus of the course is the nursing and medicine of food animals and poultry. Coursework and lab exercises cover restraint, behavior, husbandry, nursing care, sampling techniques, bandaging, radiography as well as medicine and a review of common surgeries of food and fiber species (bovine, caprine, ovine, camelid and swine). Additional topics include a survey of issues in poultry health and management.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 224 Diagnostic Imaging for Veterinary Technicians**
This course furthers the training in radiology, begun in veterinary assistantship, with advanced studies in screens, positioning and contrast studies. Students will learn to utilize a portable radiology machine. The course introduces the student to basic ultrasound techniques and digital radiography.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 226 Small Animal Nursing for Veterinary Technicians**
This course provides advanced training in various nursing procedures within the Veterinary Technician's scope of practice. Topics include: catheterization, aspiration, centesis, necropsy, endotracheal and gastric intubation, rectal and reproductive procedures, sensory organ exams and testing, bandaging and sling techniques.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 232 Laboratory Animal Science**
This course provides an overview of the principles of laboratory animal research and the role of the veterinary technician in the husbandry and nursing of small mammalian species, and participation in research activities. Students will work with selected species that may include mice, rats, guinea pigs and rabbits, as well as other small mammals. The use of primates and non-mammalian species will be discussed.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 234 Laboratory Procedures for Veterinary Technicians**
This course focuses on diagnostic tests performed in the veterinary laboratory and includes discussion of various diseases and disorders of the body systems. Experience in bacteriology, endocrinology, hematology, serology, and parasitology is part of the curriculum.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 236 Anatomy and Physiology for Veterinary Technicians**
This course provides an in depth analysis of the anatomy and physiology of the domestic species, with focus on the cat and dog. In the lab sessions, students will identify anatomical features and demonstrate an understanding of body function. Dissection and necropsy technique is mandatory.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 242 Dentistry Techniques**

This course presents the tasks and techniques within the scope of practice of a veterinary technician. Included are examination, cleaning, scaling, polishing, and in some jurisdictions, extractions. Tooth anatomy and terminology is reviewed as well as the common veterinary dental diseases and disorders. Also addressed are protocols for veterinary dental radiography and assisting the DVM in advanced techniques.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 244 Pharmacology for Veterinary Technicians**
This course focuses on those pharmacological topics within the scope of the Veterinary Technician. Topics include a review of pharmaceutical math and a detailed examination of the physiology and chemistry of drug effects on the nervous system. Also presented is a discussion of the proper protocol for many injectable and inhalant anesthetics, analgesics and anti-inflammatories. Chemotherapeutics, antimicrobial, antiparasitic and euthanasia agents are also addressed.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 246 Surgical Nursing for Veterinary Technicians**
In defining the veterinary technician's role in surgery nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintenance of the unit. The student will evaluate, medicate, anesthetize, prepare, and monitor a variety of surgical patients, as well as learn the protocol as a sterile scrub nurse. A review and demonstration of various monitoring equipment is provided, and the student will participate in several surgeries of various intensities.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 248 Clinic Surgery and Lab**
This course provides opportunities for the students to advance their experience with surgical and anesthetic procedures and protocols, through observation and applied practice. Students will deepen their understanding of laboratory and surgical procedures, from assessment to follow-up care. Students will practice a variety of lab skills appropriate to their level of study.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 252 Exotic Animal Medicine and Nursing**
This course presents an overview of the various exotic animals that are an increasing part of the pet population. The focus is on the anatomy, behavior, nutrition, diseases and restraint of various reptilian, amphibian and avian groups, as well as some of the exotic small mammals. Lab activities will include the restraint and physical examination of these species. Also addressed are the basic nursing of these species.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 254 Equine Medicine and Nursing**
This course introduces the veterinary nursing student to equine medicine and the role of the veterinary technician in the equine practice. Lecture and lab activities develops a more advanced understanding of equine anatomy and physiology and covers restraint, behavior, husbandry, nursing and sampling techniques, bandaging, and radiography. Content includes the common causes of lameness in the horse as well as the more commonly performed surgical procedures. Toxicological principles and the more common diseases and disorders of the horse will also be discussed.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 256 Emergency Procedures**
This course covers the role of the veterinary technician in emergency procedures, both at an emergency clinic and at the veterinary hospital. Topics include assessment and triage, shock pathophysiology and treatment, trauma, CPCR review, toxicology, anesthetic and surgical emergencies, and the veterinary technician's role in maintenance of the veterinary emergency crash kit.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 258 Clinic Surgery and Lab**
This course provides opportunities for the students to advance their experience with surgical and anesthetic procedures and protocols, through observation and applied practice. Students will deepen their understanding of laboratory and surgical procedures, from assessment to follow-up care. Students will practice a variety of lab skills appropriate to their level of study.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 262 Veterinary Technician Seminar**
This course is designed to prepare the learner for the Veterinary Technician National Examination (VTNE). Content includes a comprehensive review of program content and the opportunity to participate in a simulated VTNE exam.
*Prerequisites: Successful completion of Professional Sequences I-V*

**VTT 291 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Successful completion of Professional Sequences I-V and all laboratory competencies*

**HST 205 Nevada History and US Constitution (Las Vegas Campus Only)**
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.
*Prerequisites: None*

# Bachelor Degree Programs

# Bachelor of Science in Health Care Administration

## Objective

The Bachelor of Science in Health Care Administration (BSHCA) program is intended to develop critical thinking abilities, communication competence, and leadership capacity with an advanced understanding of health care management services and delivery. A health care professional entering the program will 1) develop strategies to analyze behavioral, ethical, and cultural trends that impact management in health care systems with diverse populations, 2) demonstrate the ability to evaluate ethical, legal, and regulatory policies, and 3) demonstrate a mastery of core business theories as applied to health care systems.

## Admission Requirements

The BSHCA is a degree completion program requiring that applicants possess a high school diploma or recognized equivalency, and have completed a total of 64 semester credits at the postsecondary level. The 64 transfer credits shall consist of 14 general education, 26 health science technical, and 24 related credits. Transfer credits into the Bachelor of Science degree must meet the following conditions: awarded by a nationally or regionally accredited institution, grade of "C" or better, and numbered 100 and above. General education transfer credits are required to be a broad sampling of various educational experiences including the following categories: arts & humanities, business, information systems, social sciences, or natural sciences. Please reference additional admissions and transfer credit requirements on pages 118 and 119 of this catalog.

| | Theory | Lab | Extern | Credits |
|---|---|---|---|---|
| Transfer of Credit (14 gen ed, 26 technical, & 24 related credits) | | | | 64.0 |
| **Transfer Totals** | | | | **64.0** |

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CPT 301* | *Microcomputer Applications* | *45* | | | *3.0* |
| *ENG 310* | *Technical Writing* | *45* | | | *3.0* |
| *BUS 215* | *Basic Accounting* | *60* | | | *4.0* |
| HCA 310 | Health Care Law and Compliance | 45 | | | 3.0 |
| **Semester I Total** | | **195** | | | **13.0** |

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *SOC 325* | *Culture and Human Diversity* | *45* | | | *3.0* |
| *PHI 301* | *Critical Thinking* | *45* | | | *3.0* |
| HCA 430 | Patient Information and Management | 45 | | | 3.0 |
| HCA 325 | Leadership in Health Care Management | 45 | | | 3.0 |
| *BUS 210* | *Introduction to Marketing* | *45* | | | *3.0* |
| **Semester II Total** | | **225** | | | **15.0** |

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *MTH 310* | *Research Statistics* | *45* | | | *3.0* |
| HCA 410 | Long-Term Care | 60 | | | 4.0 |
| HCA 420 | Managing Emergency Response Operations | 60 | | | 4.0 |
| HCA 440 | Health Care Policy | 45 | | | 3.0 |
| **Semester III Total** | | **210** | | | **14.0** |

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| HCA 450 | Health Insurance Reimbursement | 45 | | | 3.0 |
| HCA 460 | Introduction to Public and Community Health | 45 | | | 3.0 |
| HCA 470 | Quality Management | 45 | | | 3.0 |
| HCA 490 | Professional Capstone | 75 | | | 5.0 |
| **Semester IV Total** | | **210** | | | **14.0** |
| **SEMESTERS I, II, III, & IV TOTALS** | | **840** | | | **56.0** |
| **PROGRAM TOTAL WITH BLOCK TRANSFER** | | **1410** | | | **120.0** |

## Online

**Online Dept. location is on the main campus in Tucson, Arizona.**

## Program Information

**Delivery Method:** ***Online***

The BSHCA is a degree completion program intended for health care administration professionals. The BSHCA program is 64 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours within the BSHCA is 840, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

**CPT 301 Microcomputer Applications**
This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.
*Prerequisites: Acceptance into bachelor degree program*

**ENG 310 Technical Writing**
This course is the study of technical communications. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence.
*Prerequisites: Acceptance into bachelor degree program*

**BUS 215 Basic Accounting**
This course introduces the fundamentals of financial accounting with an emphasis on the role of accounting in the monitoring of organizational operations. Also addressed are related concepts critical to decision-making, which include: financial statement analysis, accounting and managerial control of cash, accounts receivable, inventory and budgeting, and the production of meaningful financial reports.
*Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 310 Health Care Law and Compliance**
Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In addition this content gives guidance on risk management techniques, including reporting, which can help mitigate noncompliance.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**SOC 325 Culture and Human Diversity**
This course explores the nature and sources of cultural differences and the impact of cultural diversity on our changing society. Students will examine characteristics of cultural systems and how they influence behavior in various settings such as the family, workplace, and educational and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**PHI 301 Critical Thinking**
This course examines the components of and barriers to critical thinking. Students will examine premises and fallacies in various types of arguments. Students will evaluate components of persuasive communications.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 430 Patient Information & Management**
Patient information management is important because of the integral role a healthcare professional has within the team. It is essential for the healthcare professional to provide all members of the team with a thorough patient record to ensure quality patient care.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 325 Leadership and Project Management**
This course presents best practices for leading healthcare organizations in a changing environment. Topics include strategic planning, the impact of cultural change and employee engagement. Also addressed are skills related to internal and external assessment, facilitation, negotiation and collaboration skills.
*Prerequisites: Acceptance into BSHCA program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**BUS 210 Introduction to Marketing**
This course presents basic marketing concepts, theories and strategies. Also examined are the impacts of social factors, including demographic trends, cultural change and changes in the political and legal environment impacting marketing decision making.
*Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**MTH 310 Research Statistics**
This course familiarizes students to research statistics. The course provides students with an opportunity to understand the language of statistics, statistical rationale, and when to apply various statistical techniques. By the conclusion of the course students will be able to make sensible decisions by using analysis of numbers in both personal and professional experiences.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 410 Long Term Care**
This course provides a survey of the long-term care settings, and the purpose of and challenges presented by each. Settings include: short-term and long-term skilled nursing facilities, assisted living facilities, sub-acute care, adult day care and hospice. Also addressed are issues related to home health care. Students will explore administrative and management skills required by long-term care facilities today, and those projected for the future.
*Prerequisites: Acceptance into BSHCA program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 420 Managing Emergency Response Operations**
This course provides students with an introduction to the strategic and tactical nature of decision making and management in the volatile and complex environments created by crises and disasters encountered in domestic, regional, and international settings. Also addressed are the social, economic, and political aspects of disaster planning, preparedness, and mitigation responses.
*Prerequisites: Acceptance into BSHCA program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 440 Health Care Policy**
This course examines the role of governmental legislation and regulation on the provision of health care services in the United States. Also addressed are the roles of stakeholders on the financing and provision of services, and their influence on the public policy making process.
*Prerequisites: Acceptance into BSHCA program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 450 Health Insurance and Reimbursement**
This course provides students with an overview of the processes and procedures related to medical billing and insurance reimbursement in the United States. Topics discussed are the roles and responsibilities of health care professionals in ensuring accurate and timely reimbursement for health care services; provisions of Medicare, Medicaid and other federal and state administered payment programs are covered as well. Also addressed is the impact on health care reform and government regulations on the operation and performance of the private health insurance industry, as well as on public programs.
*Prerequisites: Acceptance into BSHCA program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 460 Introduction to Public and Community Health**
This course provides an overview of the field of public health, with an emphasis on the role of public health agencies in resolving community health problems. Students will examine social, political, economic, geographic, demographic, and physiological factors affecting health care status of communities and individuals.
*Prerequisites: Acceptance into BSHCA program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 470 Quality Management**
This course provides the student with a solid foundation in quality management and teamwork within the health care environment. Quality management is important to ensure the proper functioning of equipment and compliance with various standards. Health care professionals should have an understanding of the activities and their role in leading the quality management process.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 490 Professional Capstone**
This is a capstone course focusing on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. This course provides students with an opportunity to implement research skills to formulate strategies to manage various challenges they will encounter in the healthcare environment. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future. The course content focuses on the application of intellectual inquiry, information literacy, and the use of scholarly research methods.
*Prerequisites: Semester I, II and III courses or equivalents*

# Bachelor of Science in Nursing

## Objective

The Baccalaureate of Science in Nursing, Degree Completion program of study is designed for registered nurses working in the profession to obtain a Baccalaureate of Science degree in nursing (BSN) through an online learning platform. The program, enhanced with liberal arts and sciences, is aimed to prepare Associate Degree and Diploma nurse graduates for increased responsibility in an ever-evolving health care environment. The BSN program of study focuses on theories, concepts, and principles important for development of nursing leadership and management knowledge, skills, and attitudes; evidence-based research analysis and utilization; and pertinent clinical, fiscal, legal, and political trends confronting healthcare and the nursing profession. The graduate will be prepared to assume roles requiring increased leadership capability and clinical responsibility in the delivery of care to individuals, families, communities, and global populations.

## Admission Requirements

The Bachelor of Science in Nursing (RN to BSN) program is a degree completion program. Applicants must maintain an active license as a registered nurse and be employed as a registered nurse in order to be eligible for admission to the program. Admission to the program also requires that the applicant possess a high school diploma or recognized equivalency and complete a total of 60 semester credits of specific coursework at the postsecondary level. The 60 transfer credits shall consist of 45 nursing credits and 15 general education credits.

Registered nurses who have successfully completed a nationally or regionally accredited Associate's degree Nursing program will receive a maximum of 45 semester credits for pre-licensure nursing course work. Graduates of a recognized Diploma school may be required to take additional lower division courses to meet the overall credits to graduate from the RN to BSN degree completion program. The following lower division courses must be transferred or completed prior to admission to the BSN program: English Composition, 3 credits; Biological Sciences (Anatomy and Physiology or Microbiology) 4 credits; Social Sciences (Psychology/Sociology), 5 credits; and Mathematics, 3 credits. Please reference additional admissions and transfer credit requirements on pages 118 and 119 of this catalog.

Furthermore, lower division general education courses numbered 100 or 200 may be eligible for up to 21 semester transfer credits and upper division general education courses numbered 300 or 400 may be eligible for up to 18 semester transfer credits provided a grade of "C" or better is achieved, course descriptions and content are similar to that of PMI courses, and courses fulfill an appropriate category in arts or foreign language, humanities, biological, physical & social sciences, written & oral communication, mathematics, and computer applications as determined through the official transcript review.

**Transfer Credit Requirements**

| | Theory | Lab | Extern | Credits |
|---|---|---|---|---|
| Transfer of Nursing Course Credits | | | | 45.0 |
| Transfer of Lower Division General Education Credits | | | | 15.0 |
| **Transfer Totals** | **0** | **0** | | **60.0** |

**Semester I (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CPT 301* | *Microcomputer Applications* | *45* | | | *3.0* |
| NUR 300 | Role Transition and Professional Development | 45 | | | 3.0 |
| *CHM 300* | *Chemistry* | *30* | *30* | | *3.0* |
| *ENG 310* | *Technical Writing* | *45* | | | *3.0* |
| **Semester I Total** | | **165** | **30** | | **12.0** |

**Semester II (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| BUS 220 | Health Care Management | 45 | | | 3.0 |
| *REL 200* | *World Religions* | *45* | | | *3.0* |
| *SPA 210* | *Spanish for the Medical Professional* | *45* | | | *3.0* |
| NUR 320 | Integrated Health Assessment for the Experienced Nurse | 45 | | | 3.0 |
| **Semester II Total** | | **180** | **0** | | **12.0** |

**Semester III (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *PHI 301* | *Critical Thinking* | *45* | | | *3.0* |
| HCA 310 | Health Care Law and Compliance | 45 | | | 3.0 |
| *MTH 310* | *Research Statistics* | *45* | | | *3.0* |
| NUR 380 | Nursing Informatics | 45 | | | 3.0 |
| **Semester III Total** | | **180** | **0** | **0** | **12.0** |

**Semester IV (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *SOC 325* | *Culture and Human Diversity* | *45* | | | *3.0* |
| NUR 400 | Transcultural Nursing Practice | 45 | | | 3.0 |
| NUR 425 | Foundations of Evidence-Based Nursing Practice | 45 | | | 3.0 |
| NUR 440 | Quality Improvement in Nursing and Health Care Organizations | 45 | | | 3.0 |
| **Semester IV Total** | | **180** | **0** | **0** | **12.0** |

**Semester V (15 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| NUR 475 | Community Oriented Nursing Practice and Global Health Issues | 90 | | | 6.0 |
| NUR 480 | Nursing Leadership & Healthcare Management | 90 | | | 6.0 |
| **Semester V Total** | | **180** | **0** | **0** | **12.0** |
| **SEMESTERS I, II, III, IV & V TOTALS** | | **885** | **30** | **0** | **60.0** |
| **PROGRAM TOTALS** | | **885** | **30** | **0** | **120.0** |


## Online

**Online Dept. location is on the main campus in Tucson, Arizona.**

# Course Descriptions

## Program Information

**Delivery Method:** ***Online***

The BSN program is a degree completion program intended for registered nurses. The BSN portion of the program is 75 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours within the BSN is 915 and the total number of credits is 60, excluding transfer credits/clock hours. Graduates of the program receive a Bachelor of Science degree in Nursing.

**CPT 301 Microcomputer Applications**
This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.
*Prerequisites: Acceptance into a bachelor degree program*

**NUR 300 Role Transition and Professional Development**
This course provides an opportunity for the generalist nurse to broaden his/her perspective of the role of the professional nurse in healthcare delivery. Role differentiation of the baccalaureate prepared nurse is explored in the context of contemporary and future nursing practice. Role transition to the baccalaureate level nurse as provider, designer, coordinator, manager of care, and member of profession is examined. Students will explore the history of nursing; nursing theory; research utilization; and moral, ethical, and legal standards of conduct related to practice as a baccalaureate prepared care provider, nurse leader, and member of the nursing profession. Emphasis is placed on identification of the importance of and strategies for success as a lifelong learner.
*Prerequisites: Acceptance into the RN to BSN Program of study; RN license in good standing; employment in a health care agency as a registered nurse*
*Prerequisites or corequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**CHM 300 Chemistry**
This course is an integrated study of both organic and biochemistry. Topics include elements and compounds, chemical equations, nomenclature, molecular structure, and the chemistry of proteins, carbohydrates, lipids, and other biological compounds. Students will also have the opportunity to participate in online laboratory experiments.
*Prerequisites: Acceptance into a bachelor degree program*

**ENG 310 Technical Writing**
This course is the study of technical communications. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence.
*Prerequisites: Acceptance into a bachelor degree program*

**BUS 220 Health Care Management**
This course explores a wide variety of healthcare settings, from hospitals to nursing homes and clinics. Important issues in healthcare management, such as ethics, cost management, strategic planning and marketing, information technology, and human resources are explored.
*Prerequisites: None*

**REL 200 World Religions**
This course will explore basic tenets of each faith in order to gain the ability to discuss each religion and its corresponding history, practice, and relationship to other faiths. This will also provide students with the framework for evaluating the culture impact of religions in our world today.
*Prerequisites: None*

**SPA 210 Spanish for the Medical Professional**
This course will focus on the simple phrases, terminology, and pronunciation necessary to communicate with Spanish-speaking clients in a health care setting. Students will also examine cultural and social factors that may impact communication in a health care setting.
*Prerequisites: None*

**NUR 320 Integrated Health Assessment for the Experienced Nurse**
This course facilitates use of a systematic approach to complete an integrated health assessment. It includes a focus on the biological, psychological, and sociological aspects of individuals across the lifespan. The purpose of this course is to broaden the learners' knowledge base, increase assessment skills, and facilitate ability to apply these skills in a clinical setting. Selection and use of appropriate assessment tools are explored. Documentation and interpretation of assessment findings is included. Aberrations in health status resulting from selected societal and environmental issues are addressed.
*Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents; NUR 300 Role Transition and Professional Development*

**PHI 301 Critical Thinking**
This course examines the components of and barriers to critical thinking. Students will examine premises and fallacies in various types of arguments. Students will evaluate components of persuasive communications.
*Prerequisites: Acceptance into a bachelor degree program*

**HCA 310 Health Care Law and Compliance**
Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In

addition this content gives guidance on risk management techniques, including reporting, which can help mitigate noncompliance.
*Prerequisites: Acceptance into a bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**MTH 310 Research Statistics**
This course familiarizes students to research statistics. The course provides students with an opportunity to understand the language of statistics, statistical rationale, and when to apply various statistical techniques. By the conclusion of the course students will be able to make sensible decisions by using analysis of numbers in both personal and professional experiences.
*Prerequisites: Acceptance into a bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**NUR 380 Nursing Informatics**
This course examines the history of healthcare informatics, current issues, basic informatics concepts and health information management systems. This course further explores the present and potential impact of healthcare informatics on the discipline of nursing, the healthcare delivery system, and the patient, family, and community. The role of the nurse in collecting, managing, processing, and safeguarding data to assist the multidisciplinary team in making decisions and inferences based on both qualitative data and quantitative information for the care of patients, groups, communities and populations is further examined. Legal and ethical concerns, such as patient privacy, consent, and the importance of utilizing empirical and experiential knowledge to broaden the scope of and enhance professional nursing practice are presented. The student is provided the opportunity to develop the knowledge base and skills necessary to effectively utilize information technology in a variety of areas of nursing practice to improve patient safety and work effectiveness.
*Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents; NUR 300 Role Transition and Professional Development*

**SOC 325 Culture and Human Diversity**
This course explores the nature and sources of cultural differences and the impact of cultural diversity on our changing society. Students will examine characteristics of cultural systems and how they influence behavior in various settings such as the family, workplace, and educational and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
*Prerequisites: Acceptance into a bachelor degree program*

**NUR 400 Transcultural Nursing Practice**
This course provides a theoretical framework for the delivery of culturally competent nursing care. This course examines the role of the nurse in providing culturally appropriate care for increasingly diverse populations while navigating obstacles that culture can place on the patient/family experience. Through presentation of the history and theory behind cultural competence in nursing, the course offers key information regarding health beliefs and the impact of culture on both health and illness. Healthcare disparities, policy development, healthcare systems, and the role of national and global healthcare agencies in and along the health/illness continuum are examined.
*Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents; NUR 300 Role Transition and Professional Development*

**NUR 425 Foundations of Evidence-Based Nursing Practice**
This course provides a foundation for understanding evidence-based nursing practice through the use of the research process, clinical judgment, and interprofessional perspectives. Skills necessary to critically read and evaluate both qualitative and quantitative nursing research and to use the results of research in practice are developed in this course. The historical, legal, and ethical aspects of nursing research are considered. This course also focuses on the evaluation and utilization of research and other sources of knowledge necessary to address patient needs, provide quality care, implement best practices, facilitate innovations, and eliminate evidence-based practice barriers.
*Prerequisites: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, and MTH 310 Research Statistics or equivalents; NUR 300 Role Transition and Professional Development*

**NUR 440 Quality Improvement in Nursing and Health Care Organizations**
In this course continuous quality improvement is introduced as a foundation for quality care and patient safety. Data to monitor the processes and outcomes of nursing care are discussed. Methods to design and test changes to continuously improve the quality and safety of healthcare are explored.
*Prerequisites: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, and MTH 310 Research Statistics or equivalents; NUR 300 Role Transition and Professional Development*
*Prerequisites or corequisites: NUR 425 Foundations of Evidence-Based Nursing Practice*

**NUR 475 Community Oriented Nursing Practice and Global Health Issues**
This course explores the demands of the dynamic health care system that require nurses to have an understanding of both community health nursing and population-focused practice. Nurses must be able to span systems of care and focus on the needs of aggregates, no matter where health care services are provided and/or needed. This course further explores population-focused decision making, community-based strategies for health promotion and disease prevention, primary care services, and disaster prevention and planning which are emerging issues at the forefront of healthcare services. The epidemiological process guides the survey of current public health issues. The course focuses on prevention, the health issues of underserved, vulnerable, or culturally diverse populations at the local, state, national and international levels. Healthcare inequities are addressed.
*Prerequisites: All Semester I, II, III, and IV courses*

**NUR 480 Nursing Leadership & Healthcare Management**
This course provides the student an opportunity to focus on the application, synthesis and evaluation of concepts and nursing issues studied throughout the RN to BSN program. This course examines leadership principles related to organizational culture and change including concepts of team, delegation, motivation, negotiation, and problem solving within an organizational context. The BSN student develops skills to assist the healthcare organization through periods of transformation while building a culture of quality and safety. The student uses nursing research to contribute to the profession by identifying evidence-based solutions to clinical practice and administrative situations. The course facilitates a greater understanding of the role of the nurse as a member of an interdisciplinary team using communication, collaboration, technology, and resource management and provides strategies for handling challenges that arise in health care organizations to better assist nurse leaders in creating a healing environment for both consumers and healthcare providers.
*Prerequisites: All Semester I, II, III, and IV courses*

# Bachelor of Science in Physical Therapist Assistant

## Objective

The Bachelor of Science in Physical Therapist Assistant (BSPTA) degree is intended for Physical Therapist Assistants (PTA) seeking a baccalaureate degree completion program. The mission of the BSPTA program is to provide advanced foundational, technical, and evidence-based knowledge necessary to progress skills, enhance professionalism, and apply critical thinking beyond the associate degree level for PTAs. The BSPTA program follows a philosophy that an upwardly transitioning education for PTAs better meets graduate, employer, and societal needs.

## Admission Requirements

The BSPTA is a degree completion program requiring that applicants have graduated from a Commission on Accreditation in Physical Therapy Education accredited PTA program. Admission to the program requires that an applicant possess a high school diploma or recognized equivalency and has completed a total of 66 semester credits of specific coursework at the postsecondary level. The 66 transfer credits shall consist of 15 general education, 39 PTA technical, and 12 related credits. Transfer credits into the Bachelor of Science degree must meet the following conditions: awarded by a nationally or regionally accredited institution, grade of "C" or better, and numbered 100 and above. General education transfer credits are required to be a broad sampling of various educational experiences including the following categories: arts & humanities, business, information systems, social sciences, or natural sciences. Please reference additional admissions and transfer credit requirements on pages 118 and 119 of this catalog.

| | Theory | Lab | Extern | Credits |
|---|---|---|---|---|
| Transfer of Credit (15 general education, 39 PTA, & 12 related credits) | | | | 66.0 |
| **Transfer Totals** | | | | **66.0** |

**Semester I BSPTA**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *ENG 310* | *Technical Writing* | *45* | | | *3.0* |
| *CPT 301* | *Microcomputer Applications* | *45* | | | *3.0* |
| *PSY 201* | *Psychology* | *45* | | | *3.0* |
| PTA 315 | Exercise Physiology | 45 | 30 | | 4.0 |
| **Semester I Total** | | **180** | **30** | | **13.0** |

**Semester II BSPTA**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *BUS 220* | *Healthcare Management* | *45* | | | *3.0* |
| *MTH 310* | *Research Statistics* | *45* | | | *3.0* |
| *SOC 325* | *Culture & Human Diversity* | *45* | | | *3.0* |
| PTA 350 | Evidence-based Practice for the PTA | 60 | | | 4.0 |
| **Semester II Total** | | **195** | | | **13.0** |

**Semester III BSPTA**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *PHI 301* | *Critical Thinking* | *45* | | | *3.0* |
| PTA 375 | Patient Communication, Motivation, and Learning | 45 | | | 3.0 |
| PTA 415<br>PTA 420 | Inpatient Care Practice or<br>Outpatient Care Practice | 60 | | | 4.0 |
| HCA 310 | Health Care Law & Compliance | 45 | | | 3.0 |
| **Semester III Total** | | **195** | | | **13.0** |

**Semester IV BSPTA**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| HLT 410 | Pathophysiology | 45 | | | 3.0 |
| PTA 435 | Clinical Kinesiology | 60 | | | 4.0 |
| PTA 460 | Practice Specific Rehabilitation | 60 | | | 4.0 |
| PTA 490 | Professional Capstone | 60 | | | 4.0 |
| **Semester IV Total** | | **225** | | | **15.0** |
| **SEMESTERS I, II, III, & IV TOTALS** | | **795** | **30** | **0** | **54.0** |
| **PROGRAM TOTALS** | | | | | **120.0** |

## Online

**Online Dept. location is on the main campus in Tucson, Arizona.**

## Program Information

**Delivery Method:** ***Online***

The BSPTA is a degree completion program intended for PTAs. The Commission on Accreditation in Physical Therapy Education does not accredit degree completion programs. The BSPTA portion of the program is 60 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours within the BSPTA is 825, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

**ENG 310 Technical Writing**
This course is the study of technical communications. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence.
*Prerequisites or Equivalents: Acceptance into BSPTA program*

**CPT 301 Microcomputer Applications**
This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.
*Prerequisites or Equivalents: Acceptance into BSPTA program*

**PSY 201 Psychology**
This course presents the concepts and methods of psychology. The course addresses the history of psychology, biological basis and theories of behavior, and evaluates mental illness.
*Prerequisites or Equivalents: Acceptance into BSPTA program*

**PTA 315 Exercise Physiology**
This lecture and laboratory class examines exercise physiology through applied knowledge of the human body's physiologic responses and adaptations to acute exercise, prolonged training, and other stressors. The course reviews body systems responsible for the generation and conservation of energy necessary for varied exercise intensities. Students are required to complete various exercise protocols and physiological measurements.
*Prerequisites or Equivalents: Acceptance into BSPTA program*

**BUS 220 Healthcare Management**
This course explores a wide variety of healthcare settings, from hospitals to nursing homes and clinics. Important issues in healthcare management, such as ethics, cost management, strategic planning and marketing, information technology, and human resources are explored.
*Prerequisites or Equivalents: Acceptance into BSPTA program*

**MTH 310 Research Statistics**
This course familiarizes students to research statistics. The course provides students with an opportunity to understand the language of statistics, statistical rationale, and when to apply various statistical techniques. By the conclusion of the course students will be able to make sensible decisions by using analysis of numbers in both personal and professional experiences.
*Prerequisites or Equivalents: Semester I courses*

**SOC 325 Culture & Human Diversity**
This course explores the nature and sources of cultural differences and the impact of cultural diversity on our changing society. Students will examine characteristics of cultural systems and how they influence behavior in various settings such as the family, workplace, and educational and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
*Prerequisites or Equivalents: Acceptance into BSPTA program*

**PTA 350 Evidence-based Practice for the PTA**
This class reviews the history, rationale, types, elements, and value of evidence-based practice in physical therapy. Emphasis is placed on intellectual inquiry and information literacy in preparation for future classes and projects. This course provides students with practical knowledge of statistical measurements and how to critically analyze results in research articles. Lastly, foundational methods for the research process and design are explored through initial development of the professional capstone project.
*Prerequisites or Equivalents: Semester I courses and MTH 310 Research Statistics*

**PHI 301 Critical Thinking**
This course examines the components of and barriers to critical thinking. Students will examine premises and fallacies in various types of arguments. Students will evaluate components of persuasive communications.
*Prerequisites or Equivalents: Acceptance into BSPTA program*

**PTA 375 Patient Communication, Motivation, and Learning**
This course is focused on patient communication, motivation, and teaching techniques used to support physical therapist assistants in achieving optimal treatment outcomes. Foundational topics on psychosocial aspects are examined in the context of working health care professionals and include: professionalism, ethics, values, multiculturalism, and spirituality. Types of communication styles and motivational strategies are explored in relationship to patient understanding and learning.
*Prerequisites or Equivalents: Semester I and II courses*

**PTA 415 Inpatient Care Practice**
This course provides an avenue for practicing physical therapist assistants to research topics of interest related to inpatient practice including: emergent, acute, subacute, neurologic, cardiopulmonary, and skilled nursing care. Learning will be self-directed under the guidance of a faculty member. Students are required to apply evidence-based methodology and techniques in the context of clinical problem solving, clinical approaches, and physical therapy interventions. Delivery of patient care by physical therapist assistants must be under the direction and supervision of a licensed physical therapist.
*Prerequisites or Equivalents: Semester I and II courses*

**PTA 420 Outpatient Care Practice**
This course provides an avenue for practicing physical therapist assistants to research topics of interest related to outpatient practice including: orthopedic, sport, school, geriatric, and home health care. Learning will be self-directed under the guidance of a faculty member. Students are required to apply evidence-based methodology and techniques in the context of clinical problem solving, clinical approaches, and physical therapy interventions. Delivery of patient care by physical therapist assistants must be under the direction and supervision of a licensed physical therapist.
*Prerequisites or Equivalents: Semester I and II courses*

**HCA 310 Health Care Law & Compliance**
Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In addition, this content gives guidance on risk management techniques, including reporting, that can help mitigate noncompliance.
*Prerequisites or Equivalents: Semester I and II courses*

**HLT 410 Pathophysiology**
A rich appreciation of the characteristics and manifestations of diseases caused by alterations or injury to the structure or function of the body are essential to the health care professional. The in depth study of pathophysiology allows the professional to communicate better with other health care professionals, including physicians and scientists, as well as with the patient, for the history and physical assessment.
*Prerequisites or Equivalents: Acceptance into BSPTA program*

**PTA 435 Clinical Kinesiology**
This class reviews the study of human movement as it relates to the practice of physical therapy. Biomechanical principles are reviewed and applied to human motion and function. Abnormal gait, posture, and movement are examined in relationship to disease or injury.
*Prerequisites or Equivalents: Semester I, II, and III courses*

**PTA 460 Practice Specific Rehabilitation**
This class is designed to further the professional development and lifelong learning habits of physical therapist assistants by exposing them to a variety of special topics through review of current research. Specific patient populations are explored including pediatrics, geriatrics, orthopedics, women's health, wound care, neurology, and cardiopulmonary.
*Prerequisites or Equivalents: Semester I, II, and III courses*

**PTA 490 Professional Capstone**
This is a capstone course focusing on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. This course provides students with an opportunity to identify and develop research skills necessary to create a solution for an existing healthcare issue. The course content is geared to increase and disseminate intellectual inquiry, information literacy, and the use of scholarly research methods.
*Prerequisites or Equivalents: Semester I, II, and III courses*

# Bachelor of Science in Radiologic Sciences

## Objective

The Bachelor of Science in Radiologic Sciences (BSRS) degree is intended for radiology professionals seeking a baccalaureate degree completion program. The program prepares graduates for employment responsibilities where knowledge and skills beyond those typically attained at the associate degree level are required or preferred, with emphasis on developing professional leadership skills, acquiring advanced knowledge of health care systems, and application of critical thinking. The general education within the program gives students the opportunity to explore and integrate information beyond the specific focus of their major and to build a foundation for life-long learning. The program is based upon the core curriculum guidelines of the American Society of Radiologic Technologists.

## Admission Requirements

The BSRS is a degree completion program requiring that applicants hold an American Registry of Radiologic Technologists (ARRT) certification. Applicants admitted to the program will choose a program track - Education or Management. Admission to the program requires that an applicant possess a high school diploma or recognized equivalency and have completed a total of 70 semester credits of specific coursework at the postsecondary level. The 70 transfer credits shall consist of 15 general education, 46 radiography technical, and 9 related credits. Transfer credits into the Bachelor of Science degree must meet the following conditions: awarded by a nationally or regionally accredited institution, grade of "C" or better, and numbered 100 and above. General education transfer credits are required to be a broad sampling of various educational experiences including the following categories: arts & humanities, business, information systems, social sciences, or natural sciences. Please reference additional admissions and transfer credit requirements on page 118 and 119 of this catalog.

| | Theory | Lab | Extern | Credits |
|---|---|---|---|---|
| Transfer of Credit (15 gen ed, 46 radiography, & 9 related credits) | | | | 70.0 |
| **Transfer Totals** | | | | **70.0** |

**Semester I**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *ENG 310* | *Technical Writing* | *45* | | | *3.0* |
| *CPT 301* | *Microcomputer Applications* | *45* | | | *3.0* |
| *BUS 220* | *Healthcare Management* | *45* | | | *3.0* |
| *PSY 201* | *Psychology* | *45* | | | *3.0* |
| **Semester I Total** | | **180** | | | **12.0** |

**Semester II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| HLT 330 | Pharmacology | 45 | | | 3.0 |
| *PHI 301* | *Critical Thinking* | *45* | | | *3.0* |
| *MTH 310* | *Research Statistics* | *45* | | | *3.0* |
| EDU 310<br>HCA 310 | Foundations of Adult Education **(E Track) or**<br>Health Care Law and Compliance **(M Track)** | 45 | | | 3.0 |
| **Semester II Total** | | **180** | | | **12.0** |

**Semester III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RA 410 | Sectional Anatomy | 60 | | | 4.0 |
| RA 403 | Advanced Modalities | 45 | | | 3.0 |
| RA 350 | Advanced Patient Assessment & Treatment | 45 | | | 3.0 |
| EDU 330<br>HCA 430 | Educational Technology **(E Track) or**<br>Patient Information and Management **(M Track)** | 45 | | | 3.0 |
| **Semester III Total** | | **195** | | | **13.0** |

**Semester IV**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *SOC 325* | *Culture & Human Diversity* | *45* | | | *3.0* |
| EDU 410<br>HLT 410 | Health Education Training Development **(E Track) or**<br>Pathophysiology **(M Track)** | 45 | | | 3.0 |
| EDU 470<br>HCA 470 | Clinical Education **(E Track) or**<br>Quality Management **(M Track)** | 45 | | | 3.0 |
| RA 490 | Professional Capstone | 60 | | | 4.0 |
| **Semester IV Total** | | **195** | | | **13.0** |
| **SEMESTERS I, II, III, & IV TOTALS** | | **750** | **0** | **0** | **50.0** |
| **PROGRAM TOTALS** | | **750** | **0** | **0** | **120.0** |

## Online

**Online Dept. location is on the main campus in Tucson, Arizona.**

## Program Information

**Delivery Method:** ***Online***

The BSRS is a degree completion program intended for radiology professionals. The ASRT recognizes the baccalaureate degree as the professional level of radiologic science education. The BSRS portion of the program is 60 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours within the BSRS is 750, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

**ENG 310 Technical Writing**
This course is the study of technical communications. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence.
*Prerequisites: Acceptance into bachelor degree program*

**CPT 301 Microcomputer Applications**
This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.
*Prerequisites: Acceptance into bachelor degree program*

**BUS 220 Healthcare Management**
This course explores a wide variety of healthcare settings, from hospitals to nursing homes and clinics. Important issues in healthcare management, such as ethics, cost management, strategic planning and marketing, information technology, and human resources are explored.
*Prerequisites: None*

**PSY 201 Psychology**
This course examines human behavior and its biological foundations, with emphasis on basic concepts and theories. The range of topics addressed includes adaptation, motivation, memory, learning, personality, and emotions. Human interactions in various contexts are also explored.
*Prerequisites: None*

**HLT 330 Pharmacology**
An exploration of pharmacology is necessary to provide the student with comprehensive knowledge concerning drugs and their applications as health care professionals. Drug regulations, types of drugs and drug administration are included. Discussions will integrate the selection of drugs with their appropriate use and possible effects.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**PHI 301 Critical Thinking**
This course examines the components of and barriers to critical thinking. Students will examine premises and fallacies in various types of arguments. Students will evaluate components of persuasive communications.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**MTH 310 Research Statistics**
This course familiarizes students to research statistics. The course provides students with an opportunity to understand the language of statistics, statistical rationale, and when to apply various statistical techniques. By the conclusion of the course students will be able to make sensible decisions by using analysis of numbers in both personal and professional experiences.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**EDU 310 Foundations of Adult Education (E Track)**
This course examines factors to consider when planning instruction for adults, including participant attributes, the context in which learning occurs, content and motivation for learning, as well as the learning process itself. Students will examine various approaches to learning and theories of adult education.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 310 Health Care Law & Compliance (M Track)**
Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In addition, this content gives guidance on risk management techniques, including reporting, that can help mitigate noncompliance.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**RA 410 Sectional Anatomy**
This course provides a detailed overview of human sectional anatomy in the axial, sagittal, coronal and oblique planes. Successful completion of this course will assist the imaging professional in understanding the physical relationship of internal structures, as well as identifying anatomy as it is commonly displayed through CT and MRI imaging.
*Prerequisites: Acceptance into BSRS program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**RA 403 Advanced Modalities**
This course provides the student with an opportunity to increase their understanding of advanced imaging modalities, specifically computed tomography and magnetic resonance imaging. A wide range of topics will be explored, including the function and application of advanced imaging technologies, as well as current issues and trends. The course will also explore facets of the advanced imaging environment from an administrative perspective. Successful completion of this course will enhance the student's ability to manage

advanced imaging personnel and resources, by providing a broad foundation of practical knowledge in the area.
*Prerequisites: Acceptance into BSRS program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**RA 350 Advanced Patient Assessment & Treatment**
As the role of the medical imaging professional continues to expand, more knowledge is needed in all areas. Patient care is no exception. Advanced patient care skills are essential elements of providing high quality patient care. This course focuses on patient education, assessment, communication, pre-procedural and post-procedural care and proper charting and documentation. Technologists' responsibilities and intervention in cases of critical patient need will be discussed.
*Prerequisites: Acceptance into BSRS program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**EDU 330 Educational Technology (E Track)**
This course introduces the use of technology to enhance teaching and learning in all educational environments. Topics include course management systems and online learning, multi-media development, eResources, online libraries, social media and legal and ethical uses for technology.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 430 Patient Information & Management (M Track)**
Patient information management is important because of the integral role a healthcare professional has within the team. It is essential for the healthcare professional to provide all members of the team with a thorough patient record to ensure quality patient care.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**SOC 325 Culture & Human Diversity**
This course explores the nature and sources of cultural differences and the impact of cultural diversity on our changing society. Students will examine characteristics of cultural systems and how they influence behavior in various settings such as the family, workplace, and educational and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**EDU 410 Health Education Training Development (E Track)**
This course addresses community health education training and development. Program development and implementation in settings outside of the traditional classroom are emphasized. Topics include: needs assessment, budgeting, program planning, project management, training delivery methods, and evaluation of training efficacy.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HLT 410 Pathophysiology (M Track)**
A rich appreciation of the characteristics and manifestations of diseases caused by alterations or injury to the structure or function of the body are essential to the health care professional. The in depth study of pathophysiology allows the professional to communicate better with other health care professionals, including physicians and scientists, as well as with the patient, for the history and physical assessment.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**EDU 470 Clinical Education (E Track)**
This course examines education and training within the scope of the clinical setting. Topics include teaching and training methods, mentoring, evaluation techniques and competency assessment in the health care field.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 470 Quality Management (M Track)**
This course provides the student with a solid foundation in quality management and teamwork within the health care environment. Quality management is important to ensure the proper functioning of equipment and compliance with various standards. Health care professionals should have an understanding of the activities and their role in leading the quality management process.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**RA 490 Professional Capstone**
This is a capstone course focusing on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. This course provides students with an opportunity to identify and develop research skills necessary to create a solution for an existing healthcare issue. The course content is geared to increase and disseminate intellectual inquiry, information literacy, and the use of scholarly research methods.
*Prerequisites: Semester I, II, and III courses or equivalents*

# Bachelor of Science in Respiratory Therapy

## Objective

The Bachelor of Science Respiratory Therapy (BSRT) program is intended to offer the highest quality education that fosters critical thinking, encourages professional leadership and development, and inspires a strong appreciation of ethical values and cultural diversity. A Respiratory Therapist entering the program will acquire the skills and knowledge above what is typically attained at the associate degree level. The comprehensive curriculum allows the student to become a successful communicator, critical thinker, global citizen and conscientious leader while encouraging life-long learning.

## Admission Requirements

The BSRT is a degree completion program requiring that applicants be a Registered Respiratory Therapist. Applicants admitted to the program will choose a program track - Education or Management. Admission to the program requires that an applicant possess a high school diploma or recognized equivalency and have completed a total of 71 semester credits of specific coursework at the postsecondary level. The 71 transfer credits shall consist of 15 general education, 44 respiratory therapy technical, and 12 related credits. Transfer credits into the Bachelor of Science degree must meet the following conditions: awarded by a nationally or regionally accredited institution, grade of "C" or better, and numbered 100 and above. General education transfer credits are required to be a broad sampling of various educational experiences including the following categories: arts & humanities, business, information systems, social sciences, or natural sciences. Please reference additional admissions and transfer credit requirements on pages 118 and 119 of this catalog.

| | Theory | Lab | Extern | Credits |
|---|---|---|---|---|
| Transfer of Credit (15 gen ed, 44 respiratory ther, & 12 related credits) | | | | 71.0 |
| **Transfer Totals** | | | | **71.0** |

**Semester I**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *ENG 310* | *Technical Writing* | *45* | | | *3.0* |
| *CPT 301* | *Microcomputer Applications* | *45* | | | *3.0* |
| *BUS 220* | *Healthcare Management* | *45* | | | *3.0* |
| *PSY 201* | *Psychology* | *45* | | | *3.0* |
| **Semester I Total** | | **180** | | | **12.0** |

**Semester II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RES 325 | Polysomnography | 45 | | | 3.0 |
| *PHI 301* | *Critical Thinking* | *45* | | | *3.0* |
| *MTH 310* | *Research Statistics* | *45* | | | *3.0* |
| EDU 310<br>HCA 310 | Foundations of Adult Education **(E Track) or**<br>Health Care Law and Compliance **(M Track)** | 45 | | | 3.0 |
| **Semester II Total** | | **180** | | | **12.0** |

**Semester III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| RES 425 | Public Health | 45 | | | *3.0* |
| RES 435 | Infectious Disease | 45 | | | *3.0* |
| RES 440 | Home Health | 45 | | | 3.0 |
| EDU 330<br>HCA 430 | Educational Technology **(E Track) or**<br>Patient Information and Management **(M Track)** | 45 | | | 3.0 |
| **Semester III Total** | | **180** | | | **12.0** |

**Semester IV**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *SOC 325* | *Culture & Human Diversity* | *45* | | | *3.0* |
| EDU 410<br>HLT 410 | Health Education Training Development **(E Track) or**<br>Pathophysiology **(M Track)** | 45 | | | 3.0 |
| EDU 470<br>HCA 470 | Clinical Education **(E Track) or**<br>Quality Management **(M Track)** | 45 | | | 3.0 |
| RES 490 | Professional Capstone | 60 | | | 4.0 |
| **Semester IV Total** | | **195** | | | **13.0** |
| **SEMESTERS I, II, III, & IV TOTALS** | | **735** | **0** | **0** | **49.0** |
| **PROGRAM TOTALS** | | **735** | **0** | **0** | **120.0** |

## Online

**Online Dept. location is on the main campus in Tucson, Arizona.**

## Program Information

**Delivery Method:** ***Online***

The BSRT is a degree completion program intended for respiratory care professionals. The Committee on Accreditation for Respiratory Care does not accredit degree completion programs. The BSRT portion of the program is 60 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours within the BSRT is 735, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

**ENG 310 Technical Writing**
This course is the study of technical communications. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence.
*Prerequisites: Acceptance into bachelor degree program*

**CPT 301 Microcomputer Applications**
This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.
*Prerequisites: Acceptance into bachelor degree program*

**BUS 220 Healthcare Management**
This course explores a wide variety of healthcare settings, from hospitals to nursing homes and clinics. Important issues in healthcare management, such as ethics, cost management, strategic planning and marketing, information technology, and human resources are explored.
*Prerequisites: None*

**PSY 201 Psychology**
This course examines human behavior and its biological foundations, with emphasis on basic concepts and theories. The range of topics addressed includes adaptation, motivation, memory, learning, personality, and emotions. Human interactions in various contexts are also explored.
*Prerequisites: None*

**RES 325 Polysomnography**
This course is a comprehensive study of sleep. Topics include normal sleep physiology, sleep disorders and abnormal sleep physiology. Treatment and interventions will be introduced. The student will also be given information regarding sleep lab management and research.
*Prerequisites: Acceptance into BSRT program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**PHI 301 Critical Thinking**
This course examines the components of and barriers to critical thinking. Students will examine premises and fallacies in various types of arguments. Students will evaluate components of persuasive communications.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**MTH 310 Research Statistics**
This course familiarizes students to research statistics. The course provides students with an opportunity to understand the language of statistics, statistical rationale, and when to apply various statistical techniques. By the conclusion of the course students will be able to make sensible decisions by using analysis of numbers in both personal and professional experiences.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**EDU 310 Foundations of Adult Education (E Track)**
This course examines factors to consider when planning instruction for adults, including participant attributes, the context in which learning occurs, content and motivation for learning, as well as the learning process itself. Students will examine various approaches to learning and theories of adult education.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 310 Health Care Law & Compliance (M Track)**
Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In addition, this content gives guidance on risk management techniques, including reporting, that can help mitigate noncompliance.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**RES 425 Public Health**
This course is an introduction to the issues in the public health arena. Topics include public health education, the aging population and their special issues, pulmonary rehabilitation, health promotion and the current political views on health care within diverse populations.
*Prerequisites: Acceptance into BSRT program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**RES 435 Infectious Disease**
This course is designed for the department manager to investigate the impact and issues encountered with infectious disease. Topics include staff management in the midst of an infectious disease crisis, current issues and trends in respiratory disease, and the growing issue of drug resistant organisms.
*Prerequisites: Acceptance into BSRT program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**RES 440 Home Health**
This course is an introduction to home health and its specific issues. Topics include discharge planning, case management, reimbursement and Medicare. Students will be introduced to outcome-based home care and disease management.
*Prerequisites: Acceptance into BSRT program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**EDU 330 Educational Technology (E Track)**
This course introduces the use of technology to enhance teaching and learning in all educational environments. Topics include course management systems and online learning, multi-media development, eResources, online libraries, social media and legal and ethical uses for technology.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 430 Patient Information & Management (M Track)**
Patient information management is important because of the integral role a healthcare professional has within the team. It is essential for the healthcare professional to provide all members of the team with a thorough patient record to ensure quality patient care.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**SOC 325 Culture & Human Diversity**
This course explores the nature and sources of cultural differences and the impact of cultural diversity on our changing society. Students will examine characteristics of cultural systems and how they influence behavior in various settings such as the family, workplace, and educational and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**EDU 410 Health Education Training Development (E Track)**
This course addresses community health education training and development. Program development and implementation in settings outside of the traditional classroom are emphasized. Topics include: needs assessment, budgeting, program planning, project management, training delivery methods, and evaluation of training efficacy.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HLT 410 Pathophysiology (M Track)**
A rich appreciation of the characteristics and manifestations of diseases caused by alterations or injury to the structure or function of the body are essential to the health care professional. The in depth study of pathophysiology allows the professional to communicate better with other health care professionals, including physicians and scientists, as well as with the patient, for the history and physical assessment.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**EDU 470 Clinical Education (E Track)**
This course examines education and training within the scope of the clinical setting. Topics include teaching and training methods, mentoring, evaluation techniques and competency assessment in the health care field.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**HCA 470 Quality Management (M Track)**
This course provides the student with a solid foundation in quality management and teamwork within the health care environment. Quality management is important to ensure the proper functioning of equipment and compliance with various standards. Health care professionals should have an understanding of the activities and their role in leading the quality management process.
*Prerequisites: Acceptance into bachelor degree program; ENG 310 Technical Writing and CPT 301 Microcomputer Applications or equivalents*

**RES 490 Professional Capstone**
This is a capstone course focusing on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. This course provides students with an opportunity to identify and develop research skills necessary to create a solution for an existing healthcare issue. The course content is geared to increase and disseminate intellectual inquiry, information literacy, and the use of scholarly research methods.
*Prerequisites: Semester I, II, and III courses or equivalents*

# Continuing Education

Note: Continuing education courses are not included within the institution's grant of accreditation, nor under the license of the respective state agency.

# Advanced Cardiac Life Support

## Objective

To provide the health care provider with the advanced knowledge and skills required to respond to cardiopulmonary emergencies. The course includes information regarding airway management and related pharmacology.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern |
|---|---|---|---|---|
| EMS 80 | Advanced Cardiac Life Support | 8 | 8 | |
| **Advanced Cardiac Life Support Total** | | **8** | **8** | |
| **PROGRAM TOTALS** | | **8** | **8** | **0** |

## Course Descriptions

**EMS 80 Advanced Cardiac Life Support**

At the conclusion of this course, each participant will be able to demonstrate appropriate techniques in resuscitating the adult patient. A strong emphasis will be placed on appropriate dysrhythmia recognition and management. American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Provider is included with all ACLS classes.

*Prerequisites: One day renewal course attendees must hold a current ACLS provider certification, expired less than three months. If not currently ACLS certified, two day provider course attendees must be healthcare providers whose daily occupations or volunteer activities demand proficiency in the knowledge and skills of ACLS and who are authorized to perform some or all of these functions. A basic EKG class is strongly recommended prior to taking ACLS for the first time.*

## Locations

**Mesa**

## Program Information

**Delivery Method:** ***On-ground***

Classes will be presented on two consecutive 8 hour days. The total number of hours for an initial provider course is 16 hours. Students who successfully complete this program are awarded continuing education and an ACLS certification.

This continuing education course is not included within the institution's grant of accreditation.

# Advanced Life Support Refresher Course

## Objective

To provide the health care provider who currently holds a Department of Human Services, BEMS as an AEMT, EMT-1 (99) or Paramedic certification the opportunity to review the knowledge and skills required to renew their certifications.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern |
|---|---|---|---|---|
| EMS 95 | Advanced Life Support Refresher Course | 24 | 24 | |
| **Advanced Life Support Total** | | **24** | **24** | |
| **PROGRAM TOTALS** | | **24** | **24** | **0** |

## Course Descriptions

**EMS 95 Advanced Life Support Refresher Course**

The student will review the knowledge, skills, and competencies established for an Advanced Life Support provider and will learn the additional materials for the new education standards. The course will include review of airway, oxygenation, and ventilation. Refresher courses for the following certifications are woven into the course: Advanced Medical Life Support (AMLS), Advanced Cardiac Life Support (ACLS), Prehospital Trauma Life Support (PHTL), and Pediatric Advanced Life Support (PALS). At the conclusion of the course students will complete the required NREMT psychomotor skills and final evaluation testing.

*Prerequisites: Attendees must have current certification with the Department of Health Services, BEMS as an AEMT, EMT-I (99), or Paramedic. Attendees must have the following certifications: AMLS, ACLS, PHTL, and PALS either currently, or expired less than 3 months.*

## Locations

**Mesa**

## Program Information

**Delivery Method:** ***On-ground***

Classes will be presented during six 8-hour days. The total number of hours for the provider course is 48 hours. Students who successfully complete this program are awarded continuing education and renew their AMLS, ACLS, PHTL, and PALS certifications.

This continuing education course is not included within the institution's grant of accreditation.

# Expanded Duties Dental Assistant

## Objective

To teach the dental assistant expanded duties, techniques, procedures, and different applications which will prepare students for advanced Dental Assistant employment.

## Admission Requirements

Applicants must be a graduate of an approved Dental Assistant program or have one year of experience as a Dental Assistant. Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| ED 01 | Expanded Duties Dental Assistant | 15 | 30 | | 2.0 |
| **Expanded Duties Dental Assistant Total** | | **15** | **30** | | 2.0 |
| **PROGRAM TOTALS** | | **15** | **30** | **0** | **2.0** |

## Course Descriptions

**ED 01 Expanded Duties Dental Assistant**

Covers expanded dental assistant duties to provide the added knowledge necessary for expanded duties, techniques, procedures, and applications to be performed under the supervision of a dentist.

## Locations

**Aurora, Colorado Springs, Denver**

## Program Information

**Delivery Method:** ***On-ground***

Classes are presented on nine consecutive Saturdays, consisting of a total of 45 hours. Students completing this program are awarded continuing education upon successful completion.

This continuing education course is not included within the institution's grant of accreditation.

# Pediatric Advanced Life Support

## Objective

To provide the health care provider with the knowledge and skills required to respond to emergencies in infants and children.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern |
|---|---|---|---|---|
| EMS 90 | Pediatric Advanced Life Support | 8 | 8 | |
| **Pediatric Advanced Life Support Total** | | **8** | **8** | |
| **PROGRAM TOTALS** | | **8** | **8** | **0** |

## Course Descriptions

**EMS 90 Pediatric Life Support**

At the conclusion of this course, each participant will be able to demonstrate appropriate techniques in resuscitating the critically injured or ill child. A strong emphasis will be placed on appropriate assessment and management of the respiratory and shock states.

*Prerequisites: One day renewal course attendees must hold a current PALS certification, expired less than three months. If not currently PALS certified, two day provider course attendees must be a healthcare provider whose daily occupations or volunteer activities demand proficiency in the knowledge and skills of PALS and who are authorized by state law to perform some or all of these functions.*

## Locations

**Mesa**

## Program Information

**Delivery Method:** ***On-ground***

Classes will be presented on two consecutive 8 hour days. The total number of hours for an initial provider course is 16 hours. Students who successfully complete this program are awarded continuing education and a PALS certification.

This continuing education course is not included within the institution's grant of accreditation.

# Point of Care Testing

## Objective

To provide the phlebotomists with the knowledge and expertise required to develop Point of Care Testing (POCT) skills. The course includes information on pre-analytical considerations during this type of testing.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern |
|---|---|---|---|---|
| PHL 90 | Point of Care Testing | 8 | 12 | |
| **Point of Care Testing Total** | | **8** | **12** | |
| **PROGRAM TOTALS** | | **8** | **12** | **0** |

## Course Descriptions

**PHL 90 Point of Care Testing**

This course provides current phlebotomists the opportunity to develop Point of Care Testing (POCT) skills. These skills help technicians to gain a better understanding of the pre-analytical considerations during this type of testing and to expand their knowledge in the field of phlebotomy.

*Prerequisites: Students must be a current phlebotomy employee and have a minimum of a GED or high-school diploma*

## Locations

**Houston**

## Program Information

**Delivery Method:** ***On-ground***

Classes will be presented on four consecutive Saturdays. The total number of hours for the course is 20 hours. Students completing this course are awarded a continuing education seminar certificate upon successful completion.

This continuing education course is not included within the institution's grant of accreditation.

# Sterile Products Certification

## Objective

To assist pharmacy technicians in becoming certified in sterile product preparation and aseptic techniques.

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| PHA 201 | Sterile Products Certification | 18 | 22 | | 1.5 |
| **Sterile Products Certfication Total** | | **18** | **22** | | 1.5 |
| **PROGRAM TOTALS** | | **18** | **22** | **0** | **1.5** |

## Course Descriptions

**PHA 201 Sterile Products Certification Course**

NPTA/ Pima Medical Institute's Sterile Product Certification Course has been designed to train pharmacy technicians on the topic of sterile product preparation and aseptic technique.

*Prerequisites: Successful completion of an approved pharmacy technician program, certification by the PTCB, or currently employed as pharmacy technician*

## Locations

**Albuquerque, Chula Vista, Colorado Springs, Denver, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***Blended (online and on-ground)***

The Sterile Product Certification Course is continuing education intended for pharmacy technician professionals. The program is 4 weeks in length, but individual time to completion may vary by student. The total number of program hours is 40. Students completing this program are awarded a CEU certificate upon successful completion.

This continuing education course is not included within the institution's grant of accreditation.

# Admissions and Policies

# Admissions and Policies

**Calendar**
Academic programs are in session throughout the calendar year except for the following holidays and winter break:

| | |
|---|---|
| Martin Luther King, Jr. Day | 3rd Monday in January |
| Memorial Day | Last Monday in May |
| Independence Day | July 4th |
| Labor Day | First Monday in September |
| Thanksgiving | 4th Thursday in November |
| Veterans Day Observed | 4th Friday in November |
| Winter Break | Christmas and New Years Weeks |

Due to the holidays, the graduation date may be extended. Pima Medical Institute reserves the right to change, modify or reschedule a program of study or class periods. These changes will not increase the cost of a program, or have any reduction in time or content presented to enrolled students.

**Class Starts and Postponement**
Classes for the various programs start throughout the year. Please see catalog addendum. Postponement by the school within thirty (30) days of the original starting date will not alter the terms and conditions of the enrollment agreement. Postponement by the school beyond thirty (30) days of the original starting date will terminate the enrollment agreement with all monies paid by the applicant to be refunded in full.

**Affirmative Action**
In compliance with Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1974, it is the policy of Pima Medical Institute not to discriminate against any person on the basis of race, color, religion, creed, national origin, sex, age, marital or parental status or disability in all of its educational and employment programs and activities, its policies, practices and procedures. No person will be retaliated against for bringing a claim of discrimination or for advocating on behalf of someone else. To report any violations of Title IX or any discrimination laws, please contact our Title IX Coordinator at 40 N. Swan Rd, Suite 100, Tucson, AZ 85711 or TitleIXCoordinator@pmi.edu.

**Disabled Applicants and Students**
The school is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Each Pima Medical Institute campus has a Compliance Coordinator who ensures Section 504 compliance. Grievances or complaints concerning ADA matters should be directed to the Compliance Coordinator.

**Reasonable Accommodation**
Pima Medical Institute has adequate halls, doorways, classrooms, bathrooms, and student lounges to accommodate disabled students. Pima Medical Institute has designated parking areas for disabled students. Elevators are available at campus locations with multiple floors to assist students to upper level classrooms. Applicants and students seeking reasonable accommodations are required to communicate the specific need in writing using the Request for Accommodation Form to the campus Compliance Coordinator.

**Degree Program Policy and Procedure Manuals**
Degree programs may have a policy and procedure manual or student handbook in addition to the policy and procedures outlined in this Academic Catalog.

**Consumer Information**
Pima Medical Institute publishes consumer information in compliance with United States Department of Education and other accrediting agencies. Due to the frequency of this information changing, consumer information can be found at www.pmi.edu under the consumer information link.

**Admission Requirements and Procedures**
Applicants under the legal age must have written approval of a parent or legal guardian. Students who are of compulsory school age may enroll if they meet state compulsory school age requirements.

A high school transcript, high school diploma, or evidence of satisfactory completion of GED is required of applicants. A signed statement indicating high school graduation or satisfactory GED completion may be accepted for Arizona, Colorado, and Washington campus applicants. Only possessing a "Certificate of High School Completion or Attendance" does not qualify a student for Federal financial assistance. Ability to benefit students may apply to eligible programs, but those accepted are not eligible for Federal financial assistance.

All applicants must take an entrance exam and pass with a minimum score. This requirement may be waived for applicants submitting official transcripts documenting completion of an Associate degree or higher. A passing entrance exam score is good for one year from date of testing.

Depending on the program, a background check and/or drug screening may be required prior to enrollment, prior to attending externship (clinical) training, or during progression through the program. A "for cause" drug or alcohol screening test may be conducted if impaired behavior is recognized in class or while attending externship (clinical). Applicants are advised that the cost of the background check/drug screen is an out of pocket expense. Please contact an admissions representative and/or program director regarding the program of interest for more information regarding background checks/drug screenings.

All applicants must be interviewed prior to acceptance. Observation experience may be a requirement for associate degree programs. Additional entrance requirements specific to a program of study are noted within the particular program description and/or program handout.

**Language Proficiency**
To demonstrate language proficiency, prospective students are required to take an entrance exam or demonstrate successful completion of an associate degree or higher by an institution recognized by the Department of Education or Council for Higher Education Accreditation. Academic program materials and instruction are provided solely in English. English language services are not provided by Pima Medical Institute.

**International Students**
Pima Medical Institute is authorized under federal law to enroll non-immigrant students. The Albuquerque, Albuquerque West, Aurora, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Mesa, Renton, Seattle and Tucson campuses are Student and Exchange Visitor Program (SEVP) approved and are therefore eligible to sponsor international student visas. There is a minimum English requirement for international students: 65-78 on the TOEFL, 5.5-6.0 on the IELTS, or

the equivalent.

**Re-Admission**
Students who withdraw from a program and return to complete the same program may be charged the following:

- Tuition: The tuition charge is the greater of either the difference between the current tuition and the earned tuition charge from the prior enrollment, or the per academic credit charge of the remaining credits based on prevailing rates.
- Registration Fee.
- Books/Uniforms as necessary.

Students who are terminated from a program have 60 days to appeal using the procedure on page 122. Students who do not appeal within 60 days of the date of termination forfeit further rights to appeal.

Terminated students may only apply for re-admission upon the following conditions:

- A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred.
- Provide a written plan detailing how the student has addressed the issues which led to their termination. The written plan must also contain action items that will direct the student to successful completion of program requirements. The written plan may be reviewed by the campus re-admission committee.
- Meet with the Campus Director, Program Director, and/or Student Services Coordinator.

Any balance due from a prior enrollment at Pima Medical Institute must be satisfied or a payment plan arranged before re-enrollment will be considered. If a year or more has passed since the last date of attendance, the student must retake the entrance exam. Upon re-enrollment students are responsible for the cost of courses to be taken. Courses required for the completion of any program will be determined by the Campus Director and/or the Program Director.

- Students are eligible for re-admission a maximum of two times.

Returning students may be required to audit and/or successfully demonstrate competency in skills and knowledge learned in previously completed coursework before enrolling in courses needed for program completion.

**Credit for Previous Education and Life Experience**
Courses completed at other institutions having different course titles and credit values may be used to establish credit for listed courses based on a determination by Pima Medical Institute (PMI) of equivalency in content and credits. The applicant is responsible for providing documentation regarding coursework completed at other schools sufficient to allow PMI to make this determination. Requests for transfer credit for previous education must be submitted in writing and include unofficial transcripts, course descriptions, and other supporting documentation as appropriate to determine qualifying admission into the program. Official transcripts must be provided to award credit. Transfer courses must be similar in content and objectives to PMI courses within a program and have an equal or greater number of credits. Courses being considered for transfer credit must be from an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. Foreign degree evaluation by an NACES or AICE accredited agency is required for transfer of foreign credits. Transfer courses need to be of equivalent division level. As an example, if a prospective students wishes to transfer in general education credit for PHI 301 Critical Thinking, the level of the transfer credit must be equivalent (i.e. 300 or above). Credit will be awarded only for courses successfully completed with a grade of "C" or better, and where no more than 7 years have elapsed since completion. Credit for prior education is determined by the Program Director or Campus Director, and may require additional testing with a proficiency score of 77% or higher.

Graduates transferring credits into a PMI degree completion program will be awarded credit for courses successfully completed with a grade of "C" or better leading to a certificate or degree and are not subject to completion of courses within 7 years. Degree completion students transferring credit must provide recent evidence of practice in a relevant vocation or have graduated in the past 5 years. Please review specific program information as additional requirements may be mandatory for a particular degree completion program.

Credit granted for life experience is academic only, without financial credit for courses. Credit for life experience may be awarded upon documentation of appropriate experience(s), academic testing, and demonstration of professional skills (as appropriate). Testing and skills evaluation are conducted by PMI faculty. A minimum score of 77% is required on each test and a grade of pass on each skill evaluation; the student transcript will reflect the earned grade. The decision to grant credit is made by the Campus Director.

Credit granted for previous education is academic and financial. Financially, a student that has been granted credit for previous education will be provided with $150.00 per course credit successfully transferred. Students transferring up to a maximum of 15 course credits upon enrollment, are required to pay a one-time $50.00 processing fee. In the case of multiple courses (greater than 15 credits) transferred upon enrollment, a one-time $150.00 processing fee is required. Processing fees are due upon request for transfer of credit and are non-refundable. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee.

Advanced Placement Track students can transfer up to 49% of the total number of credits and are required to pay a one-time processing fee of $150.00. Degree completion students may transfer up to 74% of the total number of credits and are required to pay a one-time processing fee of $150.00. Transfer credits for advanced placement track or degree completion students are awarded financial credit based upon the per credit hour fee schedule noted on the enrollment agreement. For all other students, no more than 25% of the total number of credits for a particular program may be accepted. PMI does not guarantee the transfer of credits from or to any other institution.

Application for life experience and previous education transfer credit must be received prior to the start of the program in which the course(s) under consideration is (are) offered in order to correctly calculate the cost of the program.

**Honors Distinction**
Distinction is awarded at graduation for those students completing a certificate or degree at Pima Medical Institute and meeting the following requirements:

- For Honors: 3.75 GPA and a passing grade of all courses attempted including externship and clinicals.

**Crime Awareness**
In compliance with the Crime Awareness and Campus Security Act of 1990, and the Hate Crimes Statistics Act, (The Clery Act, 34 CFR 668.46 Code of Federal Regulations) as amended on November 1, 1999,

Pima Medical Institute collects, maintains, and disseminates data regarding crimes committed on and around campus. Pima Medical Institute publishes an annual report that includes Pima Medical Institute's Crime Awareness Policies and Procedures. This report is available at each campus.

**Student Breaks and Mealtimes**
Student breaks equal 10 minutes per hour, not exceeding 40 minutes per 4 hours. Pima Medical Institute does not provide "mealtime", however students are welcome to eat meals during student breaks.

**Attendance Requirements**
Students are to notify Pima Medical Institute by phone prior to class time if they are going to be absent or late. Notice of prolonged absence must be made in person or by letter to the appropriate school administrator, as designated by the Campus Director. All absence time, including late arrivals and early departures, regardless of reason, is recorded and becomes part of the student record.

Students with absences in excess of 5% of the total number of classroom hours in a program (certificate programs) or semester (degree programs) receive attendance advisement. Students with absences of 10% of the total number of classroom hours in a program or semester are placed on attendance warning. Absences in excess of 15% of the total program or semester class hours may result in termination for unsatisfactory attendance. Certificate program students who are accepted through the re-admission process are subject to the above attendance policy based on the total number of hours remaining at the point of re-admission.

Attendance in an online course requires classroom activity such as submitting an assignment, posting to a discussion, or completing a quiz.

All externship absences must be made up prior to graduation in the following programs: Dental Assistant, Dental Assistant (Chula Vista), Emergency Medical Technician, Massage Therapy, Medical Administrative Assistant, Medical Assistant, Nursing Assistant/Nurse Aide, Patient Care Technician, Pharmacy Technician, Phlebotomy Technician, Veterinary Assistant, and Veterinary Technician. Made up externship absences are not deleted from the 15% calculation. Any externship absences in excess of 15% of the scheduled clinical hours may result in termination.

Students may be absent 6.0% of the scheduled externship/clinical hours each semester in the following programs: Dental Hygiene, Diagnostic Medical Sonography, Nursing, Occupational Therapy Assistant, Ophthalmic Medical Technician, Paramedic, Physical Therapist Assistant, Radiography, Advanced Placement Track Radiography, and Respiratory Therapy. Absences must be requested by the student and approved by the Clinical Director. Accrued absence time exceeding 6.0% must be made-up prior to the start of the next semester or graduation from the program, as determined by the Program Director.

Students absent for fourteen (14) consecutive calendar days (including weekends and holidays) from the last date of academically related activity, including externship, will be terminated. Perfect attendance awards are given only to students that have completed all class hours.

**Leave-of-Absence Policy**
A leave-of-absence may be granted for non term programs (certificate programs and Veterinary Technician) only. Upon submission of written request, a leave-of-absence may be granted for up to a maximum of 180 days in a 12 month period. Students may request more than one leave-of-absence during a 12 month period provided the total time granted does not exceed 180 days. Time spent during an approved leave-of-absence is not considered accrued time for a course or program.

Student status is not changed from active to leave-of-absence unless the request procedure and associated forms are completed. To request a leave-of-absence:
- Submit a written request to the campus, stating the reason and the amount of time needed for the leave-of-absence.
- Complete and sign all required forms.

Students who do not complete the forms and are not in attendance are marked absent and will be terminated if the number of absences exceeds fourteen (14) consecutive calendar days (including weekends and holidays).

Students who have not requested a leave-of-absence extension, or do not return to class on the approved leave-of-absence return date, will be terminated.

In the state of Texas:
- Programs and seminars 40 hours or less: no leave-of-absence permitted.
- Programs and seminars 200 hours or less: in a 12-month calendar period, a student may have no more than two (2) leave-of-absences. A leave-of-absence may be no more than 30 total calendar days.
- Programs and seminars greater than 200 hours but less than 600 hours: in a 12-month calendar period, a student may have no more than two (2) leave-of-absences. A leave-of-absence may be no more than 60 total calendar days.

**Administrative Leave-of-Absence Policy**
Students in term based programs (semester programs) may be granted an administrative leave-of-absence. All associate and bachelor degree programs are considered term based with the exception of Veterinary Technician. An administrative leave-of-absence is granted for an interruption in the academic schedule. In order to be eligible for an administrative leave-of-absence the student must have recorded attendance in the current semester, but due to an interruption in the academic schedule additional required courses are not available until a subsequent semester. A return of Title IV calculation and refund may be required.

**Student/Instructor Ratio**
The laboratory ratio of students to instructor does not exceed 20 to 1. The Texas classroom ratio does not exceed 30 to 1. In other states, the classroom ratio does not exceed 35 to 1. The online classroom ratio does not exceed 25 to 1.

**Satisfactory Academic Progress**
Pima Medical Institute's Satisfactory Academic Progress policy consists of two components: a qualitative measure (GPA) and quantitative measure (maximum time frame).

Satisfactory Progress Definition:
Non Term Based Programs (certificate programs and Veterinary Technician): Students must maintain a cumulative grade point average of 2.0 in their current program and must complete their program within one and one-half (1½) times the published length of the program measured in weeks.
- Unsatisfactory Progress: Students are evaluated for satisfactory progress at the end of each payment period. Students who have not maintained a minimum cumulative program GPA of 2.0 lose Financial Aid funding. Upon successful completion of previously funded credits, students regain Federal Financial Aid eligibility for the remaining program credits.

- If a student is not able to complete the program within one and one-half (1½) times the program length of the program measured in weeks, the student can continue on a cash basis, but will no longer be eligible for Financial Aid.

Term Based Programs (semester programs): Students must maintain a grade point average of 2.0 in their current program and must complete their program within one and one-half (1½) times the published length of the program measured in credits.

- Financial Aid Warning: Students are evaluated for satisfactory progress at the end of each semester. To maintain Satisfactory Academic Progress, students must successfully complete 67% of their attempted credits with a 2.0 or greater cumulative program GPA. Students who have not maintained a minimum cumulative program GPA of 2.0 and completed 67% of their attempted credits in a semester are placed on Financial Aid Warning. Students who have been placed on Financial Aid Warning are eligible for Federal Financial Aid while on Financial Aid Warning. Students who achieve a cumulative program GPA of 2.0 and complete 67% of their attempted credits after the end of their next semester will be removed from Financial Aid Warning. If a cumulative program GPA of 2.0 and completion of 67% of the attempted credit is not achieved, the student will be placed on Financial Aid Probation and will lose their eligibility for Federal Financial Aid until Satisfactory Academic Progress has been achieved or a financial aid appeal has been submitted and approved. If a financial aid appeal is approved, students with Financial Aid Probation status can only receive one term of funding eligibility.
- If a student is not able to complete the program within one and one-half (1½) times the program length measured in credits, the student can continue on a cash basis, but will no longer be eligible for Financial Aid.

**Academic Progress and Advisement**

Students are monitored for academic progress at the end of their sequence or semester. For certificate programs, except Diagnostic Medical Sonography, each sequence is seven (7) weeks or less; students are advised of their academic progress at the end of each sequence. For the Diagnostic Medical Sonography program, students are advised of their academic progress at mid and end of sequence; each sequence is 12 weeks. For Associate and Bachelor Degree programs, except Veterinary Technician, students are advised of their academic progress at mid and end of semester; each semester is 15-17 weeks. For the Veterinary Technician program, students are advised of their academic progress at the end of each sequence.

Students in non term programs who have not maintained a minimum cumulative program GPA of 2.0 in a sequence are placed on Academic Progress Warning. Students who achieve a cumulative program GPA of 2.0 after the end of their payment period will be removed from Academic Progress Warning. Students who do not achieve a cumulative program GPA of 2.0 while on Academic Progress Warning will be placed on Unsatisfactory Progress at the end of the payment period.

Appeal Process: The student has the right to appeal the determination of not meeting satisfactory progress based upon extenuating circumstances. The student request should be submitted in writing to the Campus Director. A committee will review appeals on a case-by-case basis. Appeal approval may be granted for extenuating circumstances beyond the control of the student. Inability to master course material is not an extenuating circumstance. All decisions made by the committee are final.

Failed Course/Course Repetition: Students may repeat a failed or attempted course a maximum of 2 additional times then are subject to termination. Grades for all course attempts are considered for GPA evaluations. All attempted credits are included for the measurement of maximum time frame. Attendance in a course constitutes an attempt.

Failed Externship/Repetition: Students may repeat a failed/attempted externship a maximum of 1 time, provided the repeated course can be completed within maximum time frame of one and one-half (1½) times the published program length. Grades for all externship attempts are considered for GPA evaluation. All attempted externship credits are included in the measurement of maximum timeframe.

Grading: Grades for all courses completed and attempted are recorded on students' permanent transcripts using the following grading system:

| Grade | Standing | Percentage |
|---|---|---|
| A | Excellent | 93-100% |
| B | Good | 85-92% |
| C | Average | 77-84% |
| F | Failing | 76% or lower |
| INC | Incomplete | |
| TR | Transfer Credit | |
| X | Leave of Absence | |
| W | Withdrawn | |
| T | Terminated | |

Pima Medical Institute does not award pass/fail grades.

Non-Credit Remedial Course Repetition: Non-credit remedial courses may be offered as determined by the Campus Director and may be at the expense of the student.

Incomplete: An incomplete grade is given when required course work has not been completed by the end of the term. Course work includes assignments and activities other than examinations. All work must be completed within two weeks from the end of the term. Failure to comply with the two-week limit results in the incomplete grade reverting to a grade of "0" (zero) for the course work. Students should contact the instructor within the aforementioned two-week period to make-up incomplete work.

Examination Make-Up Policy: Students absent on examination day are given a make-up examination on the first day they return to class. Students are required to receive instructor approval prior to the absence to be eligible for examination make-up. Examinations include quizzes, tests, graded lab demonstrations, and midterm and final exams. The earned score on a make-up examination is reduced by 10%. A grade of zero is given for examinations not taken on the day of return or without instructor approval. With proper documentation, the score reduction may be waived for students who are absent due to jury duty, military obligation, death of an immediate family member, or birth of a son or daughter.

Transfer Credits relative to Maximum Timeframe: All transfer credits will be considered when calculating maximum timeframe. Maximum timeframe will be limited to one and one-half (1½) times the prescribed length of course work actually taken at Pima Medical Institute.

Withdrawal/Termination: A withdrawn designation is awarded when a student voluntarily withdraws. The W designation is applied to any courses that were not completed at the time of withdrawal. The W is

considered a permanent designation and remains on the student's transcript even if he or she returns and retakes the course(s). A student returning to the same program is required to repeat any courses that carry a W designation. The earned grade for repeated courses is also recorded on the student's transcript.

A terminated designation is awarded when a student is terminated by the school. The T designation is applied to any courses that were not completed at the time of termination. The T is considered a permanent designation and remains on the student's transcript even if he or she returns and retakes the course(s). A returning student is required to repeat any courses that carry a T designation. The earned grade for repeated courses is also recorded on the student's transcript.

Students who withdraw or are terminated from a course or program of study are charged according to the settlement policy on the enrollment agreement. Students who wish to appeal a termination should follow the grievance procedure described in this catalog. If a student withdraws their financial aid is terminated. If a student re-enrolls the length of the program may be extended.

Externship: Students must complete all classroom requirements with a cumulative grade point average of 2.0 prior to beginning externship. While on externship, students will be required to attend the externship full-time (typically 40 hours per week), unless noted in the catalog addendum.

**Tuition for Failed Courses**
Term based students receiving a failing grade in a course or externship, are charged for repeating the failed course or externship. Charges are based on cost per credit noted in the most recently signed enrollment agreement. Non term based students in an active status are not charged for repeating a failed course or externship.

**Student Services**
The school offers the following student services:
- Assistance in applying for Financial Aid.
- Orientation.
- Listing of off-campus housing facilities.
- Listing of childcare facilities.
- Listing of social service agencies.
- Assistance with job search skill development.
- Assistance with job placement upon graduation.

The school does not offer the following student services:
- Housing or dormitories.

**Electronic Library**
PMI has an extensive online library allowing instructors and students the opportunity to research numerous journals with thousands of full-text peer reviewed articles and over 100,000 books. PMI's library contains multiple databases. EBSCO and ProQuest provide access to full-text journal articles, while ebrary provides access to e-books. The electronic library is available online both on campus and off campus.

**Accident Insurance**
Students without private insurance may be provided a limited amount of accident insurance coverage. The insurance only applies to injuries sustained during Pima Medical Institute scheduled, supervised and sponsored activities. The insurance excludes coverage for injury incurred while traveling to and from the school campus, externship sites and any other school sponsored activity.

Students are strongly encouraged to seek their own medical and accident coverage from private or public sources. Personal health insurance is the responsibility of the student. Programs may require students to obtain health insurance prior to attending externship; see specific program catalog addendum for more information.

In the event a student is injured during a Pima Medical Institute scheduled, supervised, and sponsored activity, the student must report the injury to a campus representative and an Incident Report, signed by the student, must be filed with the school within 24 hours of the incident. When the injured student arrives at the medical treatment facility, if the student has his or her own medical insurance coverage, he or she must provide that information to the facility for billing purposes. The school's insurance company will not pay claims for students who have any form of insurance coverage.

**Grievance and Discrimination Complaint Procedure**

A. The procedures described below may be used for the following types of grievances:
   1. Appeals from students who have been terminated from a program of study may appeal for re-admission within 60 days.
   2. Complaints alleging discrimination on the basis of race, national origin, color, sex, disability, age by students, staff, or third parties. Such complaints must be filed within 30 days of the last alleged incident of discrimination.
   3. Other student concerns that cannot be resolved through discussion with the Instructor or Program Director.

B. Procedure

- The students must submit the substance of the grievance in written form to the Campus Director, Associate Director or the PMI Title IX Coordinator.
- An appointment will be made to meet with either the Campus Director, Associate Director or Title IX Coordinator.
- The Campus Director, Associate Director or Title IX Coordinator will respond to the complaint within 10 working days of the meeting.
- If the grievance is still unresolved after meeting with one of the above-named individuals, the student may telephone or write the CEO, Fred Freedman at 888-412-7462 or 40 N. Swan Road, Suite 100, Tucson, AZ 85711. The student must submit the substance of the grievance in written form to the CEO.
- The CEO will respond to the written complaint within 30 days of receipt, if possible. The CEO or representative will conduct an impartial investigation, which may include an opportunity for the complainant to provide relevant evidence and may have relevant information, and review of relevant documents.
- During or after the investigation, at the request of the Complainant, PMI will consider various options to protect the Complainant as appropriate, including but not limited to:
  a. a no-contact order (Complainant may go to local law enforcement)
  b. health and mental services
  c. academic support
  d. opportunity to re-take the class, or
  e. withdraw without penalty
- Further, PMI states that retaliation is absolutely forbidden and will discipline any person engaging in retaliatory conduct.
- If an actual hearing is convened, at the request of the CEO, both parties will have access to all the evidence at least 10 days before the hearing.

- One or both parties may be represented by a duly licensed attorney at the hearing.
- However, the formal rules of evidence shall not apply. Cross examination of the parties may only be done by a party's attorney. No party to the hearing shall directly cross-examine another party.
- Documentation will be kept of all steps of the process by the Title IX Coordinator.
- PMI will take all necessary steps to train the investigators, Title IX Coordinator, adjudicators, etc. on the applicable laws and these procedures.
- Once the outcome of the complaint or grievance has been determined, written correspondence will be provided to all parties involved as assurance that corrective measures will be taken to prevent reoccurrence of a complaint related to discrimination of any kind.
- If the investigation determines that discrimination has occurred, corrective action will be taken, including consequences imposed on the individual found to have engaged in the discriminatory conduct, individual remedies offered or provided to the subject of the complaint, and/or staff or student training or other systemic remedies as necessary to eliminate discrimination and prevent it from recurring.
- If the complaint cannot be resolved after exhausting the Institution's grievance procedure, the students may file a complaint with the appropriate state or accrediting agency listed on pages 14-18. Each agency has specific procedure for filing a grievance. Student is advised to contact the agency directly to insure proper filing of concern.
- There shall be no conflict of interest or the appearance of a conflict of interest during any stage of the grievance process.
- If the investigation will take longer than 30 days, all parties will be kept apprised of the steps being taken.
- Sanctions can range from a written reprimand to expulsion from the school in the case of a student, or termination from employment in the case of an employee, depending on the nature and severity of the charges.
- PMI will keep the student's identity confidential as much as possible. However, it may be necessary to release the student's name to the accused in order to fully investigate the grievance or charge.
- Evidence of past relationships will not be allowed as evidence in this process.

**Graduation Requirements**
Students are awarded a Certificate or Degree and considered graduates when the following requirements have been met:
- Successful completion of the program of study with a minimum grade average of 77% in each course.
- Completion of exit interviews with the Financial Aid and the Career Services Departments.
- Payment in full of all debt owed to the school.

**Placement Assistance**
Although job placement after graduation cannot be guaranteed, Pima Medical Institute assists graduates in obtaining employment in their career fields.

Graduates who have not secured employment, or are seeking new opportunities, may contact the Career Services Department for assistance.

**Privacy of Student Records**
Family Educational Rights and Privacy Act (FERPA):
The Family Educational Rights and Privacy Act (FERPA) affords students the following rights:
- to inspect and review his/her education records within 45 days of Pima Medical Institute's receipt of a request for access. To inspect and review records, submit a written request identifying the records to be inspected and reviewed to the Campus Director. The Campus Director or Associate Director will arrange for access and notify the student of the time and place for record inspection and review.
- to request an amendment of his/her education record(s) if the student believes the record(s) is inaccurate. If a record is believed to be inaccurate, submit a written statement to the Campus Director that clearly identifies the part of the record in question and specifies why it is believed to be inaccurate. The student will be notified of decisions to either amend or not amend the record. Should Pima Medical Institute decide not to amend the record as requested by the student, the student will be informed of his or her right to a hearing regarding the request for amendment and provided with information regarding the hearing procedures.
- to consent to disclosures of personally identifiable information contained in the student's education records. Exceptions that permit disclosure without student consent are school officials (persons employed by Pima Medical Institute in administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff); persons or companies Pima Medical Institute has contracted with (such as an attorney, auditor, or collection agent); students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and upon request, officials of another school in which a student intends to enroll.
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by Pima Medical Institute to comply with the requirements of FERPA.

The office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

**Directory Information**
FERPA permits public disclosure of directory information without the student's consent unless the student has requested that directory information be withheld. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA requires each institution to define its directory items. At Pima Medical Institute the following information is considered directory information: Student Name, PMI Email address, Photograph, Campus, Field of Study, Dates of Attendance, Grade Level, Enrollment Status, Degrees, and Honors & Awards.

Pima Medical Institute does not publish a student directory. A student's directory information may be released to an inquirer, unless the student specifically requests that directory information be withheld. FERPA does not require that directory information be released. Students may elect to withhold directory information by completing and signing the Request to Withhold Directory Information form, which places the student record in a Confidentiality Hold. This form is available from the Student Services office. The signed form along with a copy of photo identification must be taken in person, mailed or emailed to the Student Services office on the respective campus within 10 days of the first day of class. A request to withhold directory information is in effect permanently, even if the student is no longer enrolled at Pima Medical

Institute. A request to withhold directory information results in the following:

- Student name and program information will be excluded from all printed public documents and other similar printed material, such as commencement programs.
- Enrollment and degree awarded inquiries from third parties, including potential employers and insurance companies, will neither receive a confirmation of enrollment nor graduation.
- No information will be released to any person(s) on the telephone or via e-mail.

A student's request for withhold of directory information does not permit the student to be anonymous in the classroom (including an online classroom) nor to impede or be excluded from classroom communication.

The directory information withhold can be removed if the student submits a written request for removal.

Release of Non Directory Information:
Students may provide consent to release non-directory information (financial and academic records) to designated third parties by completing a FERPA Release Form available from the student services office. The release remains in effect until the consent is revoked in writing and the revocation is delivered to Pima Medical Institute.

**Student Record Retention**
Pima Medical Institute maintains academic transcripts for all courses completed and/or attempted permanently. Financial Aid records are kept for three years after the end of the final award year in which the student last attended. Other student records including enrollment agreements, admission documents, financial records, attendance records, externship evaluations, and placement documents are maintained for three years from the fiscal year during which the student last attended.

**Student Transcript Request**
Students and graduates may request transcripts either by written request to the campus office manager/registrar or through the Alumni link on the Pima Medical Institute website at www.pmi.edu. Please allow two weeks for delivery. Release of transcripts to graduates is contingent upon payment in full of all debt owed to the school.

**Student Regulations**
Student Areas: Students are provided with a lounge and library for use outside assigned class sessions. It is each student's responsibility to assist in maintaining the orderly appearance of these areas. The student lounge should be free of all student materials upon departure.

Classrooms: Classrooms are to be left clean and neat. Books and any other student materials found in classrooms are taken to the reception area.

Use of Equipment: Pima Medical Institute provides various equipment for student use. Under no circumstances are students to use equipment during or outside of classroom hours without instructor supervision. Equipment should be turned off and covered when not in use. Equipment must be used in accordance with prescribed procedures. Problems encountered when using equipment must be reported immediately to the instructor.

Health and Safety: Clear beverages are allowed in the classroom in a sealed container unless otherwise noted by the instructor (soda cans are not considered sealed containers). Food is prohibited. Food or beverages are not allowed in the laboratories and library. Students are not allowed to smoke inside Pima Medical Institute buildings.

Pregnancy: Pregnant students are not required to report pregnancy to school officials. It is suggested that pregnant students seek information regarding their health or the health of the fetus, relative to the demands of the course of study. Students who wish to declare their pregnancy may contact the Program Director, Instructor, Associate Director, Student Services Coordinator, or Campus Director.

Infectious Disease: Students who have been diagnosed with a communicable disease (i.e., mumps, chicken pox, hepatitis, measles) must notify the Campus Director or Associate Director in writing and submit documentation of the illness. Students may not attend classes or externship while contagious. Students may return to class only with a physician's signed statement indicating they are no longer contagious.

**Student Conduct**
Students who violate Pima Medical Institute policies or regulations, harass or otherwise interfere with the progress of other students, or do not make timely payments of charges due to Pima Medical Institute may be terminated. Reinstatement is at the discretion of the Campus Director. Furthermore, students who are under the influence of drugs or alcohol, cheat, steal, or engage in any form of dishonesty, upon proof, are subject to immediate termination by the Campus Director. Students who have been terminated may appeal under the provisions outlined in the Grievance Procedure. Refunds made to students who have been terminated are subject to the terms of the Enrollment Agreement.

**Harassment Policy**
It is the practice at Pima Medical Institute to ensure that employees, students, and outside vendors enjoy an environment that is based upon mutual respect, trust, and dignity. Pima Medical Institute is committed to providing a learning environment that is free of harassment.

Harassment of any kind will not be tolerated and includes the following: a) actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, disability, or any other protected status, b) actions intended to intimidate or cause fear, and c) any form of unwelcome behavior of a sexual nature including verbal, nonverbal, written, and physical actions.

An individual who has reason to believe that he or she is the victim of sexual or another form of harassment should immediately report the incident to his or her Campus Director or Associate Campus Director in written form. An investigation will be initiated no later than five working days and corrective action taken when warranted. No action will be taken against those reporting harassment, regardless of the investigation's outcome. Those found to be engaging in any form of harassment will be subject to termination.

**Vaccination Policy**
The Career Services Department maintains a list of vaccination requirements, which is available upon request. Applicants are advised that the cost of required vaccinations is an out-of-pocket expense.

**Tuition and Fees**
Students are responsible for the purchase of required textbooks. The cost of textbooks is subject to change without notice.

A Registration Fee is due with the signing of the student enrollment agreement and places the student on the roster of a future designated class.

The tuition for any program is due on the starting date, unless a payment plan has been arranged in advance. Tuition payments are expected to be made on or before the due date. Tuition and fees are subject to change, but are firm for those students already enrolled.

A Tuition Price List, a schedule of program beginning/ending dates, and faculty list are in the catalog addendum.

**Return of Funds**
If a student withdraws or is terminated during an enrollment period, the amount of student Financial Aid program assistance earned to that point is determined by a specific formula. If more assistance was received than was earned by a student, the excess funds must be returned. If a student receives excess funds that must be returned, Pima Medical Institute must return a portion of the excess equal to the lesser of:

- The institutional charges or student SFA eligibility multiplied by the unearned percentage of the student's eligibility, or
- The entire amount of the excess funds.

If Pima Medical Institute is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds the student is to return must be repaid in accordance with the terms of the promissory note. In other words, the student must make scheduled payments to the holder of the loan over a designated period of time.

If a student is responsible for returning grant funds, the student is not responsible for returning the full amount of the grant. The law provides that a student is responsible to repay only 50 percent of the excess grant assistance awarded. Any amount of grant money that must be returned is considered a grant overpayment, and the student must make arrangements with the Department of Education to return the funds.

For all programs, the amount of assistance a student has earned from Student Financial Aid Programs is determined on a pro rata basis. For example, if a student completed 30 percent of the period of enrollment, a student will have earned 30 percent of the assistance originally scheduled for receipt in the enrollment period. Once a student has completed more than 60 percent of the enrollment period, all of the assistance is considered earned for that period. The percentage is defined as days attended during an enrollment period divided by the total number of days in the enrollment period.

**Refunds and Tuition Obligation**
An applicant who fails to meet the enrollment requirements is entitled to a refund of all monies paid. All monies paid by an applicant are refunded, minus a cancellation charge of $100.00 (all campuses except California and Colorado) if the applicant cancels enrollment within 3 days (5 days in Washington) after signing an Enrollment Agreement and making an initial payment, but prior to the start of classes.

Charges for students withdrawing from the program are calculated using a pro rata refund policy. The last date of actual attendance during the enrollment period will be used to calculate the percentage of the enrollment period completed. The percentage is defined as weeks, or any portion thereof, attended during the enrollment period divided by the total number of weeks in the enrollment period, except in Colorado and California. The earned tuition percentage is calculated separately for each period. A $100.00 ($150.00 in California and Colorado) withdrawal or cancellation charge will be deducted from any computed refund.

Refunds are made within 45 days of the date of determination, unless otherwise noted in this catalog. If date of determination is unknown, the last date in which student attended class will be the date of determination. If a student drops without official notification, the withdrawal date will be determined by the institution within 10 days of the last date of attendance. Nevada and Arizona campus refund policies differ and can be found under the respective state refund policy.

Only the tuition portion of the total program cost is subject to the refund calculation. An Enrollment Period is defined as the program length for all non-term programs. For Associate Degree programs, an Enrollment Period is defined as a semester. An Academic Year is defined as 24 credits and 30 weeks in length.

In California the student has the right to cancel an enrollment agreement, without any penalty or obligation, through attendance of the first class session or the seventh calendar day after enrollment, whichever is later. The student maintains the right to withdraw from a program anytime after the cancellation period and may receive a pro rata refund if the student has completed 60 percent or less of the scheduled days in the current payment period through the last day of attendance. Notice of cancellation or withdrawal must be made in writing to the school at the following address: Pima Medical Institute, 780 Bay Blvd. Ste. 101, Chula Vista, CA 91910. The effective date of termination is the date of proper mailing of student's notification or the date the written notice is hand delivered to the school. Refunds are calculated from the date of determination.

If the student fails to return issued materials, the student will be responsible for the cost of those materials. Uniforms which have been worn may not be returned. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance for 10 consecutive days or more or failure to return from a Leave of Absence.

In Colorado, an applicant rejected by the school is entitled to a refund of all monies paid. The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the Campus Director and post marked/hand delivered to Pima Medical Institute at the address stated herein within 3 business days after the date of signature. An applicant requesting cancellation more than 3 days after signing an Enrollment Agreement and making an initial payment, but prior to starting classes, is entitled to a refund of all monies paid minus a cancellation charge of $150.00. If a student withdraws after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition based on the percentage of contact days (see the Colorado refund policy). The refund is based on the last date of recorded attendance. The earned tuition percentage is based on the number of scheduled clock hours in the enrollment period divided by the total clock hours in the enrollment period. A student shall receive a full tuition refund if the school discontinues the program within a period of time a student could reasonably complete the program. This period of time shall not be any longer than 1½ times the normal duration of the program. The policy for granting credit for previous training shall not impact the refund policy.

In Texas and in accordance with the Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete to reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.241-245).

**California Refund Policy**
A student withdrawing from class after the seven (7) day period will receive a prorated refund of tuition which will be calculated as follows if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance; (a) Deduct a non-refundable registration fee of $150.00 and the Student Tuition Recovery Fund fee if listed as due from the total tuition charge; (b) Divide this figure by the number of days in the program; (c) The quotient is the daily charge for the program; (d) The amount owed by the student for purposes of calculating a refund is derived by multiplying the total days scheduled by the daily charge for instruction; (e) The refund would be any amount in excess of the figure derived in item (d) that was paid by the student; (f) The refund amount shall be adjusted for equipment, if applicable. The refund will be issued within 45 days of the receipt of the student's written notice of termination. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

The student will receive a statement reporting the amount of refund and to whom the refund was made within ten (10) days of the refund date.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Arizona Refund Policy**
Refunds are calculated on the tuition and registration fee only. No refunds will be due on textbooks, uniforms and supplies. Full refunds will be issued in the event courses/programs are discontinued. Refunds for a cancellation are made within 30 days from the date of cancellation. A cancellation fee is not charged if the applicant cancels the enrollment within 3 business days of signing an Enrollment Agreement, but prior to starting classes.

ARIZONA INSTITUTIONAL REFUND POLICY

| A Student Terminating Training: | Is Entitled to a Refund of: |
|---|---|
| Within first 10% of enrollment period | 90% less $100 cancellation charge |
| After 10% but within the first 30% of the enrollment period | 70% less $100 cancellation charge |
| After 30% but within the first 60% of the enrollment period | 40% less $100 cancellation charge |
| 60% of the enrollment period | 40% less $100 cancellation charge |
| After 60% of the enrollment period | no refund |

**Colorado Refund Policy**
Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the cancellation charge of $150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. Refunds are calculated on the tuition and registration fee only. No refunds will be due on workbooks, uniforms and supplies. Full refunds will be issued in the event courses/programs are discontinued. All refunds are based on the actual last day of attendance. Refunds will be made within 30 days of a student's withdrawal or termination date. The official date of withdrawal or termination of a student shall be determined in the following manner:

- The date on which the school receives written notice of the student's intention to discontinue the training program; or
- The date on which the student violates published school policy, which provides for termination.
- Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

COLORADO INSTITUTIONAL REFUND POLICY

On-ground Programs

| A Student Terminating or Withdrawing Training: | Is Entitled to a Refund of: |
|---|---|
| Within first 10% of program | 90% less $150 cancellation charge |
| After 10% but within the first 25% of program | 75% less $150 cancellation charge |
| After 25% but within the first 50% of program | 50% less $150 cancellation charge |
| After 50% but within the first 75% of program | 25% less $150 cancellation charge |
| After 75% of program | no refund |

Distance Education refund is based on the number of lessons completed.

| A Student Terminating or Withdrawing Training: | Is Entitled to a Refund of: |
|---|---|
| Health Care Administration Semester 1 Lessons 0-3<br>Health Care Administration Semester 2 Lessons 0-4<br>Health Care Administration Semester 3 Lessons 0-3<br>Veterinary Technician Online Lessons 1-2 | 90% less $150 cancellation charge |
| Health Care Administration Semester 1 Lessons 4-8<br>Health Care Administration Semester 2 Lessons 5-10<br>Health Care Administration Semester 3 Lessons 4-7<br>Veterinary Technician Online Lessons 3-6 | 75% less $150 cancellation charge |
| Health Care Administration Semester 1 Lessons 9-17<br>Health Care Administration Semester 2 Lessons 11-20<br>Health Care Administration Semester 3 Lessons 8-15<br>Veterinary Technician Online Lessons 7-12 | 50% less $150 cancellation charge |
| Health Care Administration Semester 1 Lessons 18-25<br>Health Care Administration Semester 2 Lessons 21-30<br>Health Care Administration Semester 3 Lessons 16-23<br>Veterinary Technician Online Lessons 13-18 | 25% less $150 cancellation charge |

**Nevada Refund Policy**

- Pima Medical Institute (PMI) follows the Nevada Statute for refund policy: (a) If PMI has substantially failed to furnish the training program agreed upon in the enrollment agreement, PMI shall refund to a student all the money he has paid; (b) If a student cancels his enrollment before the start of the training program, PMI shall refund to the student all the money he has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less; (c) If a student withdraws or is expelled by PMI after the start of the training program and before the completion of more than 60 percent of the program, PMI shall refund the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less; (d) If a student withdraws or is expelled by PMI after completion of more than 60 percent of the training program, PMI is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment

agreement.

- If a refund is owed pursuant to subsection 1, PMI shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the: (a) Date of cancellation by a student of his enrollment; (b) Date of termination by PMI of the enrollment of a student; (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or (d) Last day of attendance of a student, whichever is applicable.
- Books, educational supplies, or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund will be paid by PMI to the student if those items were not used by the student. Disputes must be resolved by the Campus Director for refunds required by this subsection on a case-by-case basis.
- For the purposes of this section: (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences; (b) The period of time for a training program is the period set forth in the enrollment agreement; (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that are listed separately from the tuition and fees.

Refunds will be calculated on the tuition and registration fee only. No tuition refunds will be due on workbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued.

NEVADA INSTITUTIONAL REFUND POLICY

| Withdrawal or Termination During: | % of Enrollment Period Charges to be Retained by PMI: |
|---|---|
| First day through & including 60% of enrollment period | Pro Rata % remaining + $100 registration fee |
| Greater than 60% through the remainder of enrollment period | 100% of tuition charges |

**New Mexico Refund Policy**

- Cooling off period. Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.
- Refunds prior to commencing instruction. Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than $100 or 5% in tuition or fees, whichever is less, as registration charges.
- In the case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than $100 or 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
- Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
- Refunds following commencement of instruction. An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. department of education. Exceptions may be made on a case by case basis by the department or its designee.
- A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. In accordance with the most recent U.S. department of education guidelines, the institution shall be entitled to retain, as registration charges, no more than $100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro rata amount according to the following schedule, as outlined by the U.S. department of education:

| Date of student withdrawal as a % of the enrollment period for which the student was obligated | Portion of tuition and fees obligated and paid that are eligible to be retained by the institution |
|---|---|
| On 1st class day | 0% |
| After 1st day; within 10% | 10% |
| After 10%; within 25% | 25% |
| After 25%; within 50% | 50% |
| 50% or thereafter | 100% |

- "Enrollment period for which the student was obligated" means a quarter, semester, or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.
- Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.
- Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.
- The institution's payment and refund policies shall be clearly articulated in the institution's catalog and as part of all enrollment agreements.
- Tuition and fee charges shall be the same for all students admitted to a given program for a given term of instruction. An institution may not discount its tuition and fees charged to individual students as an incentive to quick enrollment or early payment. An institution may negotiate special rates with business, industrial, governmental, or similar groups for group training programs and may establish special rates for students who transfer between programs. An institution may charge a reasonable carrying fee associated with deferred or time payment plans.
- In the case of vocational/technical/occupational programs, an institution shall be able to demonstrate that its tuition and fees for completing each program are reasonable in relation to the earnings that a graduate or completer of the program can be reasonably expected to earn.

[2-27-85, 6-30-92, 7-1-94, 9-30-96, 5.100.2.20 NMAC - Rn & A, 5 NMAC 100.2.20, 5-15-01; A, 7/31/05]

**Texas Refund Policy**
An applicant rejected by the School is entitled to a refund of all tuition and fees paid. The applicant may cancel this contract and receive a full refund of all tuition and fees paid to date if cancellation is made in writing to the Campus Director and post marked/hand delivered to the Institution at the address stated herein within three (3) business days after the date of signature (until midnight of the third day, excluding Saturday, Sunday and federal or state holidays) or within the student's first three scheduled class days (does not apply to Seminars). For on-ground programs, an applicant requesting cancellation more than three (3) business days after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all tuition and fees paid minus a cancellation charge of $100.00. For asynchronous distance education (online) programs, an applicant requesting cancellation more than three (3) business days after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all tuition and fees paid minus a cancellation charge of $50.00. For seminar courses, an applicant requesting a cancellation after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all tuition and fees paid. In the case a student withdraws after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition, which is based on the percentage of clock hours for on-ground programs and the percentage of lessons completed for asynchronous distance education (online) programs, as described below.

For on-ground programs and seminar courses, the earned tuition percentage is based on the number of scheduled clock hours in the enrollment period through and including the student's last day of attendance divided by the total number of clock hours in the enrollment period. On-ground program refunds are based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Seminar course refunds are based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination. For asynchronous distance education (online) programs, the earned tuition percentage is based on the number of lessons completed in the enrollment period through and including the student's last day of attendance divided by the total number of lessons in the enrollment period. Refunds are based on the precise number of lessons the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. A student shall receive a full tuition refund if the school discontinues the program within a period of time a student could reasonably complete the program, this period of time shall not be any longer than 1 ½ times the normal duration of the program, except if the school ceases operation. The policy for granting credit for previous training shall not impact the refund policy.

TEXAS INSTITUTIONAL REFUND POLICY

| **A student who withdrawals/ is terminated from an on-ground program:** | **Is Entitled to a Refund of:** |
|---|---|
| Within the first 75% of the total # of clock hours in the enrollment period | Pro rata % based on clock hours remaining less a $100 non-refundable administrative fee |
| After 75% of the total # of clock hours scheduled in the enrollment period | No refund |
| **A student who withdrawals/terminated from an asynchronous distance education (online) program:** | **Is Entitled to a Refund of:** |
| Within the first 75% of the total # of lessons in the enrollment period | Pro rata % based on lessons remaining less a $50 non-refundable administrative fee |
| After 75% of the total # of lessons in the enrollment period | No refund |
| **A student who withdrawals or is terminated from a seminar course** | **Is Entitled to a Refund of:** Pro rata % based on remaining clock hours- less a $100 non-refundable administrative fee |

For on-ground programs the effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance. For asynchronous distance education (online) programs and seminar courses, the effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student. Only the tuition component of the total program cost is pro-rated. Supplies are not pro-rated. Uniforms are considered unreturnable upon delivery. When computing earned charges, all school property (i.e.; textbooks, classroom equipment, etc.) must be returned to avoid additional charge (refund examples are available upon request). Refunds will be totally consummated within 60 days after the effective date of termination.

Pursuant to section 668.22 of the Higher Education Act, as amended, and the State of Texas Refund Policy, any unearned Title IV funds or refunds will be returned no later than 45 days after the date of the Institution's determination that the Student has withdrawn. Pursuant Chapter 132.061 of the Texas Education Code, a student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

Active Military Service: A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

**Washington Refund Policy**
Refunds are calculated on the tuition and registration fee only. No refunds will be due on workbooks, uniforms and supplies. Full refunds will be issued in the event courses/programs are discontinued. Student refunds are made within 30 calendar days from the date of determination.

WASHINGTON INSTITUTIONAL REFUND POLICY

| A Student Terminating Training: | Is Entitled to a Refund of: |
|---|---|
| First week of class or up to 10%, whichever is less | 90% less a $100 **registration fee** |
| Second week through & including 25% of enrollment period | 75% less a $100 **registration fee** |
| Greater than 25% through & including 50% of enrollment period | 50% less a $100 **registration fee** |
| After 50% of the enrollment period | no refund |

**Allocation of Refunds**
- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant, for which a Return is required
- Other Federal, State, Private, or Institutional Aid
- Student

**Federal Financial Aid Programs**
The philosophy of Pima Medical Institute is to help eligible students receive aid to cover the costs of attendance through the most beneficial and cost-effective financial aid programs. After Pima Medical Institute has accepted a student for enrollment, the Financial Aid Office will determine eligibility and assist the student in the completion of the application process. If a student obtains a student loan to pay for an educational program, the student will be responsible for repaying the loan amount plus any interest, less the amount of any refund. Opportunities for Federal financial assistance at Pima Medical Institute include the following programs:
- Federal Pell Grant: Maximum award for each academic year will depend on program funding. This is a grant and does not require repayment.
- Leveraging Educational Assistance Partnership (California and Arizona only): Maximum award for each academic year will depend on the availability of funds. This is a grant and does not require repayment.
- Federal Stafford Loan- Subsidized and unsubsidized: Repayment begins six months after graduation, withdrawal, or becoming a less than half time student. The interest rate for undergraduate borrowers is as follows:

| Academic Year | Rates |
|---|---|
| 2014-15 | 4.66% |

- Federal Parent Loans for Undergraduate Students (PLUS): Federal PLUS loans enable parents to borrow for the benefit of their children. The interest rate is fixed at 7.21%.
- Federal SEOG (Supplemental Educational Opportunity Grant): Maximum award for each academic year will depend on program funding. This program is for undergraduates with exceptional financial need and does not require repayment. For California applicants, student financial aid consumer information may be found in a catalog supplement.
- Campus Based Funding: The amount of aid received from campus-based programs depends on each student's financial need, the amount of other aid received, and the availability of funds at Pima Medical Institute. Unlike the Pell Grant Program, which provides funds to every eligible student, each school participating in any of the campus-based programs receives a limited amount of funds each year. When that money has been disbursed, no additional awards will be given for that year.

See page 120 for Pima Medical Institute's Satisfactory Academic Progress policy.

**Publishing Information**
Pima Medical Institute is the trade name of Vocational Training Institutes, Inc., an Arizona Corporation doing business in the States of Arizona, New Mexico, California, Nevada, Texas, Colorado, and Washington with main campuses located in Tucson, Arizona; Aurora, Colorado; and Albuquerque, New Mexico. Information in the Academic Catalog and addenda to the catalog are property and copyright of Pima Medical Institute.

There are three stockholders or groups who own the outstanding shares of stock in the corporation. Luebke Revocable Trust (trustee: Jo Ann Luebke) located at 40 N Swan Road, Suite 100, Tucson, Arizona 85711; Richard L. Luebke, Jr. is located at 40 N Swan Road, Suite 100, Tucson, Arizona 85711; and the Employee Stock Ownership Plan (trustee: Argent Trust) located at 40 N Swan Road, Suite 100, Tucson, Arizona 85711.

This Academic Catalog is volume number V and effective through April of 2017. The campus specific addendum and supplemental information are related to Pima Medical Institute's Academic Catalog Published and Printed April of 2015. Academic Catalog is maintained electronically at www.pmi.edu. A printed version of the Academic Catalog and campus specific addendums can be provided upon request.

Pima Medical Institute reserves the right to change, without notification, any of the information published in the catalog. These changes will not affect currently enrolled students, without prior written consent.

Photographs and images within the Academic Catalog are of Pima Medical Institute students, graduates, and faculty. The April 2015 catalog is not intended for advertising or students to disburse.

Published April 2015

# Notes

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PIMA MEDICAL INSTITUTE®

Trusted. Respected. Preferred.

# *On graduation day, everything changes!*


Chula Vista Campus Addendum
Catalog Addendum for Pima Medical Institute, 2015-2016 Catalog published April 2015

780 Bay Blvd., Suite 101
Chula Vista, CA 91910
619.425.3200

INQUIRIES OR COMPLAINTS REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO:

STATE OF CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 CAPITOL OAKS DRIVE, SUITE 400
SACRAMENTO, CA
95833

Web: www.bppe.ca.gov
Phone: 916.431.6959

Revision date: 8/24/2015

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| | |
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| MIKE WEGENKA | Associate Director |
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| JANNA BUSSING | Financial Aid Coordinator |
| MARIE DEFEDE | Medical Career Specialist Sr. |
| ANGIE DOLFO | Student Services Coordinator |
| DIANA FLORES | Office Assistant |
| LAURIE FLOROW | Registrar |
| JOSEPHINE JOSE | Career Services Advisor |
| SEVERINO MAGBUHAT, JR. | Financial Aid Officer |
| JASMINE MALLARE | Financial Aid Officer |
| DEBORAH MENDOZA | Medical Career Specialist |
| STEPHANIE MERCADO | Office Assistant |
| DONNA PAIGE | Financial Aid Officer |
| RODRIGO ROBLES | Career Services Coordinator |
| RACHEL SANCHEZ | Career Services Advisor |
| MICHELLE SANDOVAL | Medical Career Specialist |
| JOY SCHOUTEN | Career Services Advisor |
| BIANCA WHITE | Office Assistant |
| RENAE WOODS | Receptionist |

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|---|---|
| FACULTY: | |
| Anderson, DeAnne, A.S., RCP, RRT<br>A.S., Respiratory Therapy, Pima Medical Institute<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
| Andrews, Heather, A.S., R.V.T.<br>A.S., Mesa College<br>Registered Veterinary Technician, California | Veterinary Technician Clinical Director<br>Full-time |
| Angulo, Richard, M.A., RT(R)(ARRT), CRT<br>M.A., Occupational Leadership, Chapman University<br>B.A., Psychology, Chapman University<br>A.A., General Studies, Mesa College<br>A.S., Radiologic Technology, George Washington University<br>Licensed Radiologic Technologist-California | Radiography Instructor<br>Full-time |
| Brewer, Karin, B.S., A.S., R.V.T.<br>B.S., San Diego State University<br>A.S., Mesa College<br>Registered Veterinary Technician, California | Veterinary Assistant Instructor<br>Full-time |
| Castillo, Anne, R.D.A<br>Edutek Professional Colleges<br>Registered Dental Assistant | Lead Dental Assistant Instructor<br>Full-time |
| Castillo, Jesus, RCP, AS<br>A.S., Respiratory Therapy, Grossmont College<br>RCP, California<br>▯ | Respiratory Therapy Clinical Instructor<br>Part-time |
| Chavoya, Nelsy, A.S., CMA<br>A.S., Pima Medical Institute<br>Certificate American Association of Medical Assistants | Medical Assistant Instructor<br>Full-time |
| Culver, Steven, B.S., RVT, CTE<br>B.S. San Diego State University<br>Registered Veterinary Technician<br>Career Technical Educator- S.D. County Office of Education | Career Preparation Instructor<br>Full-time |
| Dominquez, Erica<br>Certificate, Maric College | Medical Administrative Assistant Instructor/Medical Assistant Instructor<br>Full-time |
| Eslick, Arianna, RCP, RRT, A.S.<br>A.S., Respiratory Science, California College<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
| Fojo-Perez, Tina, A.S., NCMA<br>A.S. Pima Medical Institute<br>Certificate, Pima Medical Institute<br>National Certified Medical Assistant | Medical Assistant Instructor<br>Full-time |

| | |
|---|---|
| Gambs-Anton, Gayla, RCP, RRT, A.S.<br>A.S., Respiratory Therapy, Grossmont College<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
| Geiger, Susan L., L.P.T.<br>Certificate, Riverside Medical & Paratechnical College<br>Licensed Pharmacy Technician | Lead Pharmacy Technician Instructor<br>Full-time |
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| Graner, Carl, DVM<br>Oregon State University<br>Doctor Veterinary Medicine, CA | Veterinary Technician Program Director<br>Full-time |
| Greene, Staci S., A.S., RCP, RRT<br>A.S., Respiratory Therapy, Santa Fe Community College<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
| Guajardo, Carolyn, B.S., R.V.T<br>B.S., Animal Health Science, Cal Poly Pomona<br>Registered Veterinary Technician, California | Veterinary Assistant Instructor<br>Full-time |
| Haskins, Kenneth, B.S., RCP, RRT<br>B.S., Respiratory Therapy, Pima Medical Institute<br>A.S., Respiratory Therapy, Pima Medical Institute<br>RCP, California | Respiratory Therapy Instructor<br>Full-time |
| Hawkins, Michael, A.S., NCPT, NCMA<br>A.S., Pima Medical Institute<br>Certificate, Apollo Medical College<br>National Certified Medical Assistant<br>National Certified Phlebotomy Assistant | Lead Medical Assistant Instructor<br>Full-time |
| Helgeson, Jana I., M.S., B.S., R.V.T.<br>M.S., Animal Science, Cal Poly Pomona<br>B.S., Animal Health Science, Cal Poly Pomona<br>Registered Veterinary Technician, California | Veterinary Technician Instructor<br>Full-time |
| Hernandez, Rodolfo, A.S., RCP, RRT<br>A.S., Respiratory Therapy, Pima Medical Institute<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
| Kruckenberg, Kippy, NCMA<br>Certificate, Pima Medical Institute<br>National Certified Medical Assistant | Medical Assistant/Career Preparation Instructor<br>Full-time |

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| Lyon, Shelee, A.S., R.V.T<br>A.S., Mesa College<br>Registered Veterinary Technician, California | Veterinary Technician Instructor<br>Full-time |
| Mance, Christian, A.S., RCP, RRT<br>A.S., Respiratory Therapy, Grossmont College<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Full-time |
| Matulac, Kristine, MA<br>Certificate Maric College | Medical Assistant Instructor<br>Part-time |
| Miles, Gerald "Jed", B.S., RT(R)(ARRT), CRT<br>B.S., Radiologic Science, Florida Hospital College of Health Sciences<br>A.A.S., Radiologic Technology, Loma Linda University<br>Licensed Radiologic Technologist-California | Radiography Clinical Coordinator<br>Full-time |
| Montoya, Benjamin, B.S., L.P.T.<br>B.S., California State Polytechnic University<br>Licensed Pharmacy Technician | Pharmacy Technician Instructor<br>Full-time |
| Neves, Jennifer, A.S.<br>A.S. Pima Medical Institute<br>Certificate, Pacific College of Medical & Dental Assistants | Faculty Coordinator/Lead Medical Administrative Assistant<br>Full-time |
| Noy, Paulkun, B.S., A.S., RCP, RRT<br>B.S., San Diego State University<br>A.S., Respiratory Therapy, Pima Medical Institute<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
| O'Brien, Diane, B.S., R.V.T<br>B.A., Vocational Education in Applied Arts, San Diego State University<br>Registered Veterinary Technician, California | Veterinary Technician Instructor<br>Full-time |
| Pandya, Mona, RCP, RRT, A.S.<br>A.S., Respiratory Therapy<br>Pima Medical Institute<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
| Perez, Chris, A.S., RCP, CRT<br>A.S., Respiratory Therapy, California College<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
| Polanco, Betty Pauline, RRT, RCP, MEd<br>MEd, Northern Arizona University<br>BS, Elementary Education, Prescott College<br>AS, Respiratory Therapy, Pima Community College<br>RCP, California, Arizona<br>▯ | Respiratory Therapy Clinical Instructor<br>Full-time |
| Polanco, Jesus, Medical Assistant<br>Certificate, Pima Medical Institute | Career Preparation Classroom Assistant<br>Full-time |
| Ramirez, Yvette, R.D.A.<br>Certificate, Concorde Career Institute<br>Licensed Registered Dental Assistant | Dental Assistant Instructor<br>Part-time |

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| Schmidt, Lisa F., Ph.D., RT(R)(M)(ARRT), CRT<br>Ph.D., Higher Education, University of Arizona<br>M.A., Higher Education, University of Arizona<br>B.F.A., Studio Art, University of Arizona<br>A.A.S., Radiologic Technology, Pima Community College<br>A.A., Studio Art, Pima Community College<br>Licensed Radiologic Technologist-California | Radiography Program Director<br>Full-time |
| Sensbach, Patricia<br>Certificate, Pacific College of Medical and Dental Assistants | Medical Administrative Assistant Instructor<br>Full-time |
| Sy, Lea, R.D.A.<br>Registered Dental Assistant | Dental Assistant Instructor<br>Part-time |
| Terrazas, Melissa, L.P.T.<br>Certificate, Pima Medical Institute | Pharmacy Technician Instructor<br>Full-time |
| Toscano, Melissa, MA<br>Certificate, Pima Medical Institute | Medical Assistant Instructor<br>Full-time |
| Volpe, Debra, B.S., RCP, RRT<br>B.S., University of Redlands, Redlands<br>A.S., Respiratory Therapy, Mt. San Antonia College<br>RCP, California | Respiratory Therapy Program Director<br>Full-time |
| Whitmarsh, Sandra, R.V.T.<br>A.S., Mesa College<br>Registered Veterinary Technician | Veterinary Assistant Instructor<br>Full-time |
| Woempner, Jeanette, B.A., A.A., R.V.T.<br>B.A., Almeda University<br>A.A., Southwestern College<br>Registered Veterinary Technician, California | Veterinary Technician Instructor<br>Full-time |
| Yeider, Robert, RCP, RRT<br>A.S., Respiratory Therapy, California College<br>RCP, California | Respiratory Therapy Clinical Instructor<br>Part-time |
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| ONLINE FACULTY: | |
| Cheryl Anderson<br>Ph.D. Health Care Management, Walden University<br>M.B.A. Univserity of St Thomas<br>B.A. Physical Therapy, College of St. Scholastica | Bachelor of Science Instructor<br>Part-time |
| Sheri Beasley<br>Ph.D. Educational Leadership, Trident University International<br>B.A. Management, University of Phoenix<br>M.A. Organizational Management, University of Phoenix | Bachelor of Science Instructor<br>Part-time |
| Rhonda Baughman<br>Ed.S. Leadership & Administration, Argosy University<br>M.A. Creative writing, Antioch University McGregor<br>B.A. English, Kent State University | HCA Instructor<br>Part-time |
| Rhonda Benavides<br>M.B.A. University of Phoenix<br>B.S. Business Administration, Colorado Technical University<br>A.O.S. Pima Medical Institute | Bachelor of Science Instructor<br>Part-time |
| Carl Biscontini<br>D.P.T, Temple University<br>B.S. Exercise Science, East Stroudsburg University of Pennsylvania | Bachelor of Science Instructor<br>Part-time |
| Michael Bishop<br>M. A. English Literature, Hunter College, SUNY, NY<br>B.A. French Literature, College of Charleston, SC | HCA Instructor<br>Part-time |
| Melissa Brandt<br>M.P.T., Loma Linda University<br>B.S. Life Science, Loma Linda University | Bachelor of Science Instructor<br>Part time |
| Mark Breen<br>M.M., Music Performance, Northern Illinois University<br>B.M., Music Education, Arizona State University | HCA, Advanced Radiography, and Bachelor of Science Instructor<br>Part-time |
| Mari Broenen<br>Ph.D. Mythological Studies with Emphasis in Depth Psychology, Pacifica Graduate Institute<br>M.A. Mythological Studies with Emphasis in Depth Psychology, Pacifica Graduate Institute<br>B.S. Business Administration, University of Phoenix | Bachelor of Science Instructor<br>Part time |
| Encarnita (Toni) Chamberlain<br>M.S. Leadership, Walden University<br>B.A. English Literature, University of WI, Madison<br>Certificate Radiography, Madison General School of Radiologic Technology | HCA and Bachelor of Science Instructor<br>Part-Time |

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|---|---|
| Wendy Chiesa<br>Ed. D. Executive Leadership: St. John Fisher College<br>MBA Fraud Management, Utica College<br>B.S. Business Management/Administration, SUNY Cobleskill<br>ARRT & NYS R.T. License: Genesee Hospital School of Radiologic Technology | Bachelor of Science Instructor<br>Part-time |
| Britany Coberley<br>M.B.A., Chadron State College<br>B.A. Human Development, University College San Diego<br>A.S. Respiratory Sciences, Pima Medical Institute | Bachelor of Science Instructor<br>Part-Time |
| Michael Cohen<br>D.H.Sc., Arizona School of Health Sciences<br>J.D. Health Law, Concord School of Law<br>P.A-C., George Washington University<br>B.S. Biology, University of Richmond | Bachelor of Science Instructor<br>Part-Time |
| Joshua Colby<br>M.A. English & American Literature, University of Texas<br>B.A. English & American Literature, University of Texas<br>B.A. Philosophy, University of Texas at El Paso | Bachelor of Science Instructor<br>Part-Time |
| Michelle Colten-Jones<br>M.Ed. Coppin State University<br>B.S. Sociology and Psychology, Towson State University | Bachelor of Science Instructor<br>Part-Time |
| Tommy Comer<br>Ed.D Organizational Leadership, Argosy University<br>M.B.A. HR Management, University of Phoenix<br>B.S. Psychology, University of Arizona | HCA Instructor<br>Part-Time |
| Natalie Comerford-Dadey<br>B.S. Respiratory Therapy, Pima Medical Institute | Bachelor of Science Instructor<br>Part-time |
| Janet Crosier<br>D.P.T. MGH Institute of Health Professions<br>M.S.E. University of Pittsburgh<br>B.S. Physical Therapy, University of Pittsburgh | Bachelor of Science Instructor<br>Part-time |
| Nancy Daugherty<br>M.A., Education, Ottawa University<br>B.S. Health Occupations Education, University of Louisville<br>A.H.S. Radiologic Technology, University of Louisville | Bachelor of Science Instructor<br>Part-time |
| Laura Davis<br>M.S.W., Arizona State University<br>B.Sc. Sociology, University of Arizona<br>A.A.S. Respiratory Therapy, Pima Community College | Bachelor of Science Instructor<br>Part-Time |
| Edward DiMaulo<br>D.C. Cleveland Chiropractic College<br>B.S. Biology, Fairleigh Dickinson University | Bachelor of Science Instructor<br>Part-time |
| Suzanne Douglas<br>M.B.A. Grand Canyon University<br>B.S. Business Communications, Southern Connecticut State University | Bachelor of Science Instructor<br>Part-time |

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| Jan Duistermars<br>A.A. General Studies, Glendale Community College<br>B.S. Business, Grand Canyon University<br>M.H.S.A. Health Services Administration, University of St. Francis | Bachelor of Science Instructor<br>Part-Time |
| Colin Easom<br>Certificate – Online Teaching, Open College, England<br>M.A. Library and Information Management, Liverpool John Moores University, England<br>B.A. Librarianship and Information Studies, Liverpool Polytechnic, England | Advanced Radiography Program Instructor<br>Part-time |
| Paul Emeka<br>Ph.D. Public Health, Walden University<br>M.P.A. Health and Public Administration, Indiana University<br>B.S. Business Administration, Indiana University | Bachelor of Science Instructor<br>Part-Time |
| Shelly Farrington<br>M.S. Health Care Administration, Grand Canyon University<br>B.A.S. Respiratory Care, Long Technical College | Bachelor of Science Instructor<br>Part-time |
| Laura Ferries<br>M.A., Organizational Management, University of Phoenix<br>M.B.A. University of Phoenix<br>B.S., Business Management | HCA Instructor<br>Part-Time |
| James Follbaum<br>M.S.N Education, Grand Canyon University<br>B.S.N. Grand Canyon University<br>A.S. Nursing, Henry Ford Community College | Bachelor of Science Instructor<br>Part-time |
| Steve Forshier<br>M.Ed. Adult and Continuing Education, University of Phoenix<br>B. S. Radiologic Technology, Creighton University | Advanced Radiography Clinical Director<br>Full-time |
| Daniel Garmus<br>M.S. Multi-media Technology / Visual Communications, Duquesne University<br>B.S. Visual Communications / Graphic Design, Ashland University | Bachelor of Science Instructor<br>Part-time |
| Lois Griffitts<br>Certificate – Radiation Therapy, Washburn University<br>Certificate – Radiologic Technician, Pima Medical Institute<br>M.B.A., Arizona State University<br>M.A. English, Arizona State University<br>B.A. English, University of Idaho | Bachelor of Science Instructor<br>Part-time |
| Kethery Haber<br>M.H.A., University of Phoenix<br>B.S. Radiologic Science, Pima Medical Institute | Bachelor of Science Instructor<br>Part-time |
| Cheryl Hamilton<br>M.S. Health Administration, University of St. Francis<br>B.S. Health, University of St. Francis<br>A.O.S. Respiratory Therapy, Pima Community College | Bachelor of Science Instructor<br>Part-time |

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| Michael Hawkes<br>M.Ed. Educational Leadership, Northern Arizona University<br>B.S. Radiologic Science, Florida Hospital College of Health Sciences | HCA and Advanced Radiography Instructor<br>Part-Time |
| Eva Hearn<br>M.S. Public Health, University of Oklahoma<br>B.S. Healthcare Administration, Tennessee State University | HCA and Bachelor of Science Instructor<br>Part-time |
| Kelly Heisinger<br>M.A. English, California State University<br>B.A. English, University of California | HCA Instructor<br>Part-time |
| Kevin Heisinger<br>M.S. Applied Health Informatics, University College Irvine<br>B.A. Social Studies, University College Irvine | HCA and Bachelor of Science Instructor<br>Part-time |
| Jana Helgeson<br>M.S. Animal Health Science, California Polytechnic State University<br>B.S. Animal Health Science, California Polytechnic State University<br>B.S.N., National University | VTT Instructor<br>Part-time |
| Camille Hendricks<br>A.A.A.S. Bel-Rea Institute of Animal Technology | VTT Instructor<br>Part-time |
| Allison Hubley<br>Post Graduate Certificate – Forensic Accounting,<br>Davenport University<br>M.B.A., Wayne State University<br>M.S. Administration, Central Michigan University<br>B.A. Political Science, Oakland University | HCA and Bachelor of Science Instructor<br>Part-Time |
| Sharon Jackson<br>M.S.N. Xavier University<br>B.S.N. Sillman University, Philippines | Bachelor of Science Instructor<br>Part-Time |
| Jeffrey Jin<br>M.P.H. Epidemiology and Environmental focus,<br>A.T. Still University<br>B.A. Sociology and Biology, Central Washington University | A.A.S. Health Care Administration Program<br>Director<br>Full-Time |
| Nancy Johnson<br>Ph.D. Health Services, Walden University<br>M.S.N. University of Illinois<br>B.S.N. Wesleyan University | Bachelor of Science Instructor<br>Part-Time |
| Chalonda Jones-Thomas<br>M.A. Education Curriculum and Instruction, University of Phoenix<br>B.S. Radiologic Science, University of Alabama | Advanced Radiography Program Director<br>Full-time |
| Jaime Kazal<br>M.Ed. Educational Leadership, Northern Arizona University<br>B.A. Elementary Education, University of Arizona | VTT Instructor<br>Part-time |
| Denise King<br>M.B.A. California University of Pennsylvania<br>M.A. Educational Praxis, Carlow University<br>B.S. Management/Accounting, California University of Pennsylvania | HCA and Bachelor of Science Instructor<br>Part-time |

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| Venita Knighton<br>B.S. Social Work, University of Wisconsin-Lacrosse<br>A.O.S. Radiology Technology, Pima Medical Institute | Advanced Radiography Program Instructor<br>Part-time |
| Leanna Konechne<br>M.Ed., Educational Leadership, Northern Arizona University<br>B.A. English and Biology, Montana State University | HCA Instructor<br>Part-Time |
| Patrick LaRose<br>D.N.P. Capella University<br>M.S.N. Walden University<br>B.S.N. University of Phoenix | Bachelor of Science Instructor<br>Part-Time |
| Christopher LaRue<br>M.S. Healthcare Administration, Bellevue University<br>B.S. Radiologic Science, Florida Hospital College of Health<br>A.A.S. Radiography, Forsyth Technical Community College | Advanced Radiography, and Bachelor of Science Instructor<br>Part-Time |
| Ebony Lawrence<br>M.S. Health Administration, University of North Carolina at Charlotte<br>B.S. Health Education/Community Wellness, Virginia Commonwealth University | Bachelor of Science Instructor<br>Part-Time |
| Scott LeCote<br>M.A. Forensic Psychology, Argosy University<br>B.S. Management of Technical Operations,<br>Embry-Riddle Aeronautical University | Bachelor of Science Instructor<br>Part-Time |
| Devin Lee<br>M. Ed. Guidance and Counseling, City University<br>B.A. Communication Studies, Bellevue College | HCA Instructor<br>Part-Time |
| Dug Lee<br>M.A. Clinical Psychology, Fielding Graduate University<br>M.A. Applied Behavioral Science, Bastyr University<br>B.S. Business Administration, University of Tennessee | HCA, VTT and Bachelor of Science Instructor<br>Part-Time |
| Janice Lewis<br>B.S. Health Care Administration, University of Phoenix<br>A.A. Health Care Administration, University of Phoenix | HCA Instructor<br>Part-time |
| Jo Beth Linzy<br>M.A. Higher Education, LcKendree University<br>B.A., West Virginia University | BS Radiography Program Director<br>Full-time |
| Felix Lao<br>Ph.D. Commerce, Univeristy of Santo Tomas, Philippines<br>M.B.A. University of the City of Manilla, Philippines<br>B.B.M. University of the City of Manilla, Philippines | Bachelor of Science Instructor<br>Part-time |
| Lydiann McFadden<br>M.A. Special Education, Arizona State University<br>B.A. Elementary Education, Arizona State University | HCA Advanced Radiography Instructor<br>Part-time |
| Sue Meckert<br>M.B.A. University of Phoenix<br>B.A. Health Care Education, Ottawa University | Bachelor of Science Instructor<br>Part-time |

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| Aimee Michaelis<br>M.Ed. Human Resource Development, Colorado State University<br>B.A. Speech and Communications, Colorado State University | Bachelor of Science Instructor<br>Part-time |
| Lucas Micromatis<br>M.A. Media Arts, University of Arizona<br>Post-Baccalaureate Teacher Certification, University of Arizona<br>B.A. English Literature, Berry College | HCA Instructor<br>Part-time |
| Selina Muccio<br>M.Ed., Colorado State University<br>B.A. Kinesiology, University of Colorado | Bachelor of Science Instructor<br>Part-time |
| Lou Ann Negrete<br>M.A. Education, Northern Arizona University<br>B.S. Physical Therapy, University of Puget Sound | Bachelor of Science Instructor<br>Part-time |
| Aaron Nielsen<br>M.B.A. Hawaii Pacific University<br>B.S. Finance, University of North London, England | Bachelor of Science Instructor<br>Part-time |
| Albertus Ohanuka<br>D.Ed. candidate in Education, Walden University<br>M.S. Management, Southern Wesleyan University<br>B.S. Biology, University of South Carolina<br>A.S. Respiratory Care, Greenville Technical College | Bachelor of Science Instructor<br>Part-time |
| Nicole Pachl<br>M.S. Health Care Management, Trident University International<br>B.S. Social Psychology, Park University | Bachelor of Science Instructor<br>Part-time |
| Phil Peffers<br>Post Graduate Teaching Certificate – Math, PE, Computers<br>M.Ed. Educational Leadership, Northern Arizona University<br>B.S. Physical Education, University of Arizona | Advanced Radiography instructor<br>Part-time |
| Terri Randolph<br>M.B.A. Healthcare Management, University of Phoenix<br>B.S. Health Administration, University of Phoenix | Bachelor of Science Instructor<br>Part-time |
| John Roberts<br>M.Ed. Educational Leadership, Walden University<br>B.A. Sociology, Prescott College | Bachelor of Science Instructor<br>Part-time |
| Theresa Roberts-Holloway<br>M.H.S. Allied Health Education, Quinnipiac University<br>B.A. Human Resources, New Hampshire College<br>A.S. Radiologic Technology, South Central Community College | Advanced Radiography Instructor<br>Part-time |
| Mary Jo Rodriguez<br>M.S. Adult Fitness/Cardiac Rehabilitation, University of Wisconsin<br>B.A. Physical Therapy, College of St. Scolastica | Bachelor of Science Physical Therapy<br>Assistant Program Director<br>Full-time |
| Lillian Rosadillo<br>Master Teacher Certificate, Illinois Online University<br>B.S. Radiologic Science, Pima Medical Institute<br>Diploma Radiologic Technology, Louis Weiss Memorial Hospital | Advanced Radiography Instructor<br>Full-time |

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|---|---|
| Susan Rose<br>B.S., Animal Science, University of Arizona<br>A.A.S. Social Services, Pima Community College | VTT Instructor<br>Part-time |
| Patricia Rutledge<br>M.Ed. Educational Technology, American College of EducationB.S. Business Management, University of Phoenix<br>A.O.S. Radiography Technology, Pima Medical Institute | Advanced Radiography and Bachelor of Science Instructor<br>Part-time |
| Cathy Salazar<br>M.S. Human Service/Health & Wellness, Liberty University | HCA Instructor<br>Part-time |
| Lisa Schmidt<br>Ph.D. Higher Education<br>M.A. Higher Education, University of Arizona<br>B.F.A. Graphic Design, University of Arizona<br>A.A.S. Radiologic Technology, Pima Community College | HCA and Advanced Radiography Instructor<br>Part-Time |
| Amy Sloan<br>Ed.D. Higher & Postsecondary Education, Argosy University<br>M.A. English Literature, University of Tennessee<br>B.A. University Scholar (English Literature), Baylor University | VTT , HCA, and Bachelor of Science Instructor<br>Part-time |
| Cynthia Smathers<br>M.Ed. Psychology, Northern Arizona University<br>B.A. Education/Psychology, Ottawa University<br>A.A. Mental Health, Mesa Community College<br>A.S.N. Nursing, Excelsior College | HCA and Bachelor of Science Instructor<br>Part-time |
| Donnie Smith<br>Ed.S. Higher Education and Leadership, Liberty University<br>M.B.A. Pharmaceutical Management, Drexel University<br>B.S.N., West Virginia University | Bachelor of Science Health Care Administration Program Director<br>Full-time |
| Marsha Sortor<br>M. A. Health Education, Idaho State University<br>B.I.S. Radiographic Technology, Brigham Young University | Advanced Radiography, HCA, and Bachelor of Science Instructor<br>Part-time |
| Russell Stowers<br>Ed.D. Leadership, Texas A&M University<br>M.H.A. University of New Mexico<br>M.S. Occupational Training and Development / Educational Technology, Texas A&M University<br>B.S. Community Health, Abilene Christian University | Bachelor of Science Instructor<br>Part-time |
| Maria Strevay<br>M.A. Education, University of Phoenix<br>M.B.A. Accounting, University of Phoenix<br>B.A. English, Old Dominion University | HCA, Bachelor of Science, and Advanced Radiography Instructor<br>Part-time |
| John Streit<br>M.P.H. Grand Canyon University<br>B.S. Respiratory Therapy, Pima Medical Institute | Bachelor of Science Instructor<br>Part-time |

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|---|---|
| Cecilia Szakolczay<br>M.A. Teaching, Sacred Heart University<br>B.S. Health Science, Quinnipiac College<br>A.S. Respiratory Therapy, Quinnipiac College | Bachelor of Science Instructor<br>Part-time |
| Traci Tawney<br>Teaching Endorsement – Mathematics, City University<br>M.Ed. Special Education, University of Phoenix<br>B.A. Communications, University of Washington | HCA, and VTT Instructor<br>Part-time |
| Melinda Tolitsky<br>D.C., Parker Chiropractic College<br>B.S. Anatomy, Parker Chiropractic College<br>B.A. Spanish, University of Arizona | HCA and VTT Instructor<br>Part-time |
| Myni Vazquez<br>M.S. Health Care Administration, Troy State University<br>B.S. Health Information Management, Macon State College | Bachelor of Science Instructor<br>Part-time |
| Jason Waldow<br>M.S. Communications, Eastern Washington University<br>M.A. Business Leadership, Seattle, City University<br>B.A. Marketing/Journalism, Evergreen State | Bachelor of Science, HCA, and VTT Instructor<br>Part-time |
| Melanie Walker<br>M.A. Teaching (Science), Western Governors University<br>B.S. Zoology, Albertson's College of Idaho | VTT Instructor<br>Part-time |
| Jami Weidmann<br>Ed.S. Educational Leadership, Liberty University<br>M.A. Mathematics Education, Western Governors University<br>B.S. Business Administration, Averett University | Bachelor of Science Instructor<br>Part-time |
| Bettye Wilson<br>M.A. Education – Allied Health Services, University of Alabama<br>B.S. Allied Health, University of Alabama<br>Certificate of Completion, Radiologic Technology Program,<br>University of Alabama | Advanced Radiography Program Instructor<br>Part-time |
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Revisions to the 2015-2016 Catalog published April 2015:

*The following statement is added to the 2015-2016 Catalog published April 2015 under Student Services on page 122:*

*Housing*
The Chula Vista campus does not provide or assist students in finding housing. There are no dormitory facilities under our control. The availability of housing located reasonably near the institution's facilities is an estimation of cost of $930-$1800 for a one bedroom per ForRent.com.

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*The following statement is added to the 2015-2016 Catalog published April 2015 under Refunds and Tuition Obligation on page 125:*

The cancellation and refund policy applies to both on-ground and the distance education programs.

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*The following statement is added to the 2015-2016 Catalog published April 2015 under Veterinary Technician program information on page 90:*

Day and Evening programs at the Chula Vista campus are 86 weeks in length.

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*The following statement is added to the 2015-2016 Catalog published April 2015 under Grievance and Discrimination Procedure on page 122:*

Student grievances are recorded on the Student Grievance Form.

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*The following sections replace the identical sections noted in the 2015-2016 catalog on page 121: Re-Failed Course/Course Repetition and Failed Externship/Repetition:*

Failed Course/Course Repetition: Students may repeat a failed or attempted course a maximum of 2 additional times then are subject to termination. Only the highest grade is considered for GPA evaluation, but all attempted credits are included for measurement of maximum timeframe. Attendance in a course constitutes an attempt.

Failed Externship/Repetition: Students may repeat a failed/attempted externship a maximum of 1 time, provided the repeated course can be completed within maximum time frame of one and one-half (1½ ) times the published program length. Only the highest externship grade is considered for GPA evaluation. All attempted externship credits are included in the measurement of maximum timeframe.

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*The following statement is currently in the 2015-2016 catalog on page 124: Re-Release of Non Directory Information:*

“Students may provide consent to release non-directory information (financial and academic records) to designated third parties by completing a FERPA Release Form available from the student services office”.

*This statement has been replaced with the following:*

“Students may provide consent to release non-directory information (financial and academic records) to designated third parties by completing a FERPA Release in the student portal.”

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*The following replaces the Student Record Rentention policy located in the 2015-2016 catalog on page 124:*

Pima Medical Institute maintains academic transcripts for all courses completed and/or attempted for an indefinite period of time. Financial Aid records are kept for five years after the end of the final award year in which the student last attended. Other student records including enrollment agreements, admission documents, financial records, attendance records, externship evaluations, and placement documents are maintained for five years from the fiscal year during which the student was last enrolled.

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*The following statements are currently in the 2015-2016 catalog on page 129:*

Federal Stafford Loan- Subsidized and unsubsidized: Repayment begins six months after graduation, withdrawal, or becoming a less than half time student. The interest rate for undergraduate borrowers is as follows:

| Academic Year | Rates |
|---|---|
| 2014-15 | 4.66% |

Federal Parent Loans for Undergraduate Students (PLUS): Federal PLUS loans enable parents to borrow for the benefit of their children. The interest rate is fixed at 7.21%

*The statements have been replaced with the following:*

Federal Stafford Loan- Subsidized and unsubsidized: Repayment begins six months after graduation, withdrawal, or becoming a less than half time student. The interest rate for undergraduate borrowers is as follows:

| Academic Year | Rates |
|---|---|
| 2015-16 | 4.29% |

Federal Parent Loans for Undergraduate Students (PLUS): Federal PLUS loans enable parents to borrow for the benefit of their children. The interest rate is fixed at 6.84%

These loans also have additional loan fees of 1.068% from Oct. 1, 2015 before Oct. 1, 2016. Direct Plus Loan Fees are 4.272%.

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CALIFORNIA LICENSURE REQUIREMENTS

The following statement applies to the Veterinary Technician, Pharmacy Technician, Radiography, and Respiratory Therapy programs. The State of California requires graduates of Veterinary Technician, Pharmacy Technician, Radiography, and Respiratory Therapy programs to be licensed, registered, or certified in order to obtain employment in the field. Relevant website links and licensure eligibility requirements are listed by program below:

VETERINARY TECHNICIAN - American Association of Veterinary State Boards (AAVSB)
www.aavsb.org Veterinary Technician National Exam (VTNE)
www.aavsb.org/vtne.org/vtne Veterinary Medical Board (VMB)
www.vmb.ca.gov/forms_pubs/rvt_instruction.pdf

*List of Requirements for eligibility for licensure as a Veterinary Technician in the State of California include the following:*

1. Graduate from an AVMA or California approved RVT program
2. Apply for, take, and pass the California RVT Examination
3. Apply for, take, and pass the Veterinary Technician National Examination
4. Submit required documentation with application:
    - Certified transcripts showing degree conferred or copy of diploma DOJ and
    - FBI fingerprint clearance
    - Passport photo (2x2)
5. Appropriate fees must be submitted with application
6. Submit all applicable registration fees

PHARMACY TECHNICIAN - Pharmacy Technician Certification Board (PTCB) www.ptcb.org
California State Board of Pharmacy www.pharmacy.ca.gov

*List of Requirements for eligibility for licensure as a Pharmacy Technician in the State of California include the following:*

1. Submit a sealed copy of a Practitioner Self-Query Report to the Board of Pharmacy at a cost of $8.00.
2. Submit a Live Scan receipt, showing fingerprint submission information at a cost of $69.00.
3. Submit a certified copy of High School transcripts or a certified copy of an official transcript of your General Education Development (GED) test results (cost may vary).
4. Submit an Affidavit of Completed Coursework or Graduation for Pharmacy Technician from one of the following: course which provides a minimum of 240 hours of instruction as specified in Title 16 California Regulation section 1793.6(c), course/program accredited by the American Society of Health-System Pharmacists or the Accreditation Council for Pharmacy Education instruction, or an Associate Degree in Pharmacy Technology program. Certified copy of Pharmacy Technician Certification Board certificate or armed services training copy of the DD214 can be submitted in place of the aforementioned affidavit.
5. Submit an application with attachments 1-4 above to the California State Board of Pharmacy with a passport photo attached and a fee of $105.00.

NOTICE: Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the Board. You are obligated to pay your state tax obligation. This application may be denied or your license may be suspended if the state tax obligation is not paid.

RADIOGRAPHY - Joint Review Committee on Education in Radiologic Technology (JRCERT)
www.jrcert.org
American Registry of Radiologic Technologists Examination (ARRT)
http://www.arrt.org
California Department of Public Health Radiologic Health Branch (CDPH-RHB)
www.cdph.ca.gov/programs/pages/radiologichealthbranch.aspx

*List of Requirements for eligibility for licensure as a Radiologic Technologist in the State of California include the following:*

1. Graduation from an approved Radiography Technology program and obtainment of Flouroscopy School Certification Completion.
   *Student graduates from the PMI Chula Vista Radiologic Technology Program receive the following documentation:*
   a. An Associate of Occupational Science Degree in Radiologic Technology
   b. A Flouroscopy School Certification of Completion

2. The graduate completes the American Registry of Radiologic Technologists National Certification Examination.
3. Upon passing, and within 4-6 weeks the graduate receives the ARRT certification by mail
4. The graduate can then submit an application to the California Department of Public Health Radiologic Health Branch for the Radiologic Technology Certificate Application (Form CDPH 8200 - website http://www.cdph.ca.gov/pubsforms/forms/Pages/RHBCertificationForms%28HealingArts%29.aspx)
5. Following the application, the graduate must submit the following with the application:
   a. A copy of the ARRT certificate for Radiography.
   b. A non-refundable application fee of $88.00 in the form of a check or money order made payable to the CDPH-RHB.
   c. The graduate will be notified of their application status within 30 calendar days of submission of the application.
6. Graduates from the PMI Chula Vista Radiologic Technology Program have the option of also submitting the Radiologic Technology Flouroscopy Permit Application (CDPH 8218).
   a. The graduate must submit a copy of the graduation diploma or a certificate of completion from a CDPH-RHB approved Radiologic Technologist flouroscopy school.
   b. The application is found at http://www.cdph.ca.gov/pubsforms/forms/CtrldForms/cdph8218.pdf
   c. The graduate must submit a non-refundable application fee of $88.00 in the form of a check or money order made payable to the CDPH-RHB

7. The RHB will notify the graduate of the following:
    a. That their application is complete and the CDPH-RHB decision regarding the application is:

        i. The application is acceptable, and what examination, if applicable the graduate must pass within 180 days in order to complete the application.
        ii. Instructions will be sent to the graduate on how to submit payment of the non-refundable examination fee ($175.00 made payable to the ARRT).
        iii. Or the RHB will notify the graduate that the application is not accepted for filing, and what specific information, documentation or fee the graduate must submit within 30 calendar days in order for the CDPH-RHB to consider the application acceptable.

RESPIRATORY THERAPY - National Board for Respiratory Care (NBRC)
www.nbrc.org
Respiratory Care Board (RCB)
www.rcb.ca.gov

On July 23, 2014 AB 1972 was signed by Governer Edmund G. Brown Jr., establishing the Registered Respiratory Therapist (RRT) exam as the minimum requirement for licensure effective January 1, 2015. Therefore, the Respiratory Care Board (Board) will no longer recognize passage of the Certified Respiratory Therapist (CRT) examination by new graduates for licensure as of January 1, 2015.

Those students will be required to take the new Therapist Multiple-Choice Examination (the new version of the NBRC exam which will be available 1/15/15), and pass the RRT examination to qualify for licensure. The cost for the Therapist Multiple-Choice Examination will remain the same as the current cost for the CRT examination ($190 for new applicants and $150 for repeat applicants). However, students/applicants taking the new exam will now be required to apply for (and pass) the Clinical Simulation Examination, which includes a fee of $200 (for both new and repeat applicants).*

Please contact the Board at 916.999.2190, or toll free at 866.375.0386 if you have any questions.

Before you apply for you examination you are strongly encouraged to review, in detail, the NBRC's Candidate Handbook. If you request your application for examination by calling the NBRC you will receive the handbook with your application. If you apply on-line or download the application, you can obtain a copy of the handbook by either:
1) visiting NBRC's website at www.nbrc.org. From the home page, click on "Examinations" then select "RRT." On the left side of the next screen click on "Candidate Handbook" or
2) calling the NBRC at 913.895.4900 and request a handbook be mailed to you.

***List of Requirements for eligibility for licensure as a Respiratory Care Practitioner (RCP) in the State of California include the following:***

1. Graduation from an CoARC approved Respiratory Therapy Program.
2. National Board of Respiratory Care (NBRC) to take the exam for RRT *credentialing:*
    a. The exam Therapist Multiple Choice (TMC)(computer based exam; $190.00)
    b. Application online: www.nbrc.org
    c. This exam can be scheduled and taken as soon as student is officially "cleared" for graduate status from PMI.
    d. Must achieve a passing score, RRT level
    e. Exam is taken at testing sites in CA (H&R Block, San Diego)
    f. This is the graduate's *national credential*
    g. This is the requisite exam for licensure status. (Alaska) does *not* have state licensure).

1. State of CA for licensure as a Respiratory Care Practitioner (RCP) Process.
    a. This process can begin as early as 90 days prior to graduation (early filing helps to expedite the process).
    b. Application online: www.rcb.ca.gov
    c. *Live Scan* fingerprints / passport photos (2): $70.00
    d. Professional Ethics course must be taken online from the AARC or CSRC; passed with 80% or >, and completion certificate submitted. (3 hours; $40.00)
    e. Applicant goes through FBI and DOJ *extensive* background checks
    f. Licensure Application fee: $300.00
    g. DMV "H-6": complete 10 year driving history in <u>all</u> states with DL held: $15.00/state

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***<u>The following statement is added to the Volume V Catalog published April 2015 under the Chula Vista Campus description of facilities section on page 5:</u>***

The types of equipment used in classrooms include computers and laboratory areas for each program.

The dental assistant classroom includes, 6 operatory stations, 6 dental chairs with operator unit, 3 x-ray units, 6 digital x-ray programs with 3 sensors, 5 x-ray view boxes, 3 lead aprons, 3 high speed hand pieces, 7 low speed hand pieces, 12 water and air syringes, 1 air compressor system, 2 automatic x-ray processors, 3 model trimmers, 6 model vibrators, 1 lathe with 2 attachments, 3 amalgamators, 3 curing lights, 3 Dexter with radio teeth and 1 regular teeth, 3 coronal polishing Dexter heads, 28 bench mounts, 3 lab micromotor hand pieces, 1 hydrocolliod conditioning bath, 2 autoclaves, 1 intra-oral camera, 1 Pentamix impression machine, vital sign monitor, EKG, 2 vacuum former, printer, x-ray duplicators, 1 ultrasonic unit, 1 oxygen unit, pit & fissure sealant equipment, 1 flat screen TV, DVD player, 4 computers with 1 printer.

The medical assisting has 2 lecture classrooms with sinks, computers, and a printer in each room. The large lab includes 4 exam rooms, 2 sinks, 4 exam tables, 4 gooseneck lamps, 2 autoclaves, 2 venipuncture drawing chairs, 6 venipuncture and blood drawing practice arms, 4 ECG machines, 1 holter monitor, emergency clean-up kit, 2 eye wash stations, 6 glucometers, 2 HemaQue, miscellaneous medical instruments, ophthalmoscope, otoscope, 4 mayo stands, 4 medical waste containers, 2 microhematocrit centrifuges, 2 regular centrifuges, 4 microscopes, 2 nebulizers, 2 pediatric practice dummies, 1 pediatric scale, 3 pulse oximeters, refrigerator, 2 scales, 9 floor model sphygmomanometers, 6 manual sphygmomanometers, electronic and tympanic thermometers, 2 urinalysis test machines, Vacutainer tube rocker, walker, wheel chair, cane, and 2 pair of crutches.

The pharmacy technician classroom includes an adding machine, cash register, compounding slabs, computers/printers, containers for syrups and pills, counting trays, dispensers, electronic scales, weight sets metric and apothecary, funnels/filter equipment, glass graduates/cylinders, laminar air flow hoods, mortars and pestles, original drug bottles, pill and tablet counters, large and small spatulas, ointment bases - Aquaphor, aquaphilic, etc., gelatin capsules, methylcellulose, glycerin, sodium chloride, mineral oil, cherry syrup, labels, coal tar solution, Ichthammol ointment, corn syrup, salicylic acid powder, lactose powder, cornstarch, camphor, menthol crystals, glass stirring rods, and torsion balance.

The veterinary classroom includes refrigerator, microscopes, otoscope, refractometer, exam table, anesthesia machine, IV stand, x-ray view box, x-ray cassettes, caliper, lead apron with thyroid shield, lead gloves, film markers, specimen jars, crash cart, anatomical model (small animal), sink, autoclave, centrifuge, cages, and miscellaneous surgical instruments.

The separate veterinary technician classroom includes large animal limb, large animal skull, anesthesia machine - small animal, autoclave, cardiac monitor, dehorner, dental instruments, splash shields, prophy heads, electric clippers, emergency crash kit, endotracheal tubes, esophageal stethoscopes, laryngoscope, nail trimmers, oral dosing equipment, oral speculum, cages complying w/ federal regulations, examination tables, oximeter/capnograph, surgical lights, surgical tables, surgical gowns, towels and drapes, basic surgical instruments, tourniquet, feeding and gavage tubes, vaginal speculum, warming pad blanket, twitch, restraint pole, Elizabethan collars, muzzles, cat bags, tonometer, blood mixer/ rocker, centrifuge, microhemotocrit centrifuge, clinical chemistry analyzer, differential blood cell counter, electronic blood cell counter, hand tally cell counters, hemocytometer, incubator, refractometer, lab scales, microscopes, lead apron with lead thyroid collar, lead gloves, radiation safety badges, storage racks for gloves and aprons, portable x-ray machine, x-ray machine, x-ray viewer, mop and bucket, automated film processor, calipers, cassette holders, digital film unit and processor, film ID markers, and high speed/rare earth screens.

The respiratory therapy classroom includes body box, Collins water seal, Breon, Koko Spirometer, isolette, Schrist infant ventilator, Bennett MAI ventilator, Curasse ventilator with chest shell, PR 2 IPPB machine, Bird Mark 7 IPPB machine, ultrasonic nebulizer and stand, SPAG nebulizer, croup tent, PulmoAide air compressor, therapy vest, 2 hospital beds, crash cart with disposable supplies, EKG, 12 lead EKG machine, EKG rhythm simulator, x-ray view boxes, arterial arm, arterial line set-up, 2 IV poles, pulmonary artery catheters, pulse oximeter/end-tidal CO2 monitor, pleuravac, 4 O2 flowmeters, room air flowmeters, basic adult CPR mannequin, modified CPR mannequin with intubation head attached, pediatric itubation head, galvanic fuel cell O2 analyzers, Wright's respirometer, negative inspiratory force gauge, lung simulator, full-sized spine board with c-collar/foam wedges, various sized Shiley trach tubes and inner cannulae, various sized Portex trach tubes and inner cannulae, transtracheal O2 catheters, apnea monitor, low pressure monitor, liquid O2 reservoir with portable carrier, and O2 concentrator.

The radiologic technology classroom includes life sized skeletal model, VCR/TV, x-ray table with Potter-Bucky diaphragm, energized x-ray tube, wall-mounted wall bucky, energized control panel, full body positioning phantom, lead apron, half lead apron, pair of lead gloves, calipers, portable cassette holder, various sized film cassettes, hot light, curved film cassette, portable grid cassette, various lead markers, foam positioning sponges, foot stool, wheel chair, IV pole, standing eight scale, gurney/stretcher, wire mesh screen, aluminum step wedge, densitometer, table top processor, film bin, wall mounted sage lights, and film patient ID camera/flashers.

The materials that will be used for instruction are based on the individual program and could include towels, gauze, cotton balls, bandages, pit & fissure sealant materials, vacutainers, capillary tubes, critoseal, plastic urine specimen cups, urinometer, urine tek tubes and caps, strep test dipsticks, pregnancy test dipsticks, Snellen charts, leashes, muzzles, rabies pole, splints, cast padding, tape, hot/cold packs, alcohol, betadine scrub, slides, cover slips, pipettes, Elisha tests, needles, syringes, gloves, shoe covers, stethoscope, catheters, masks, gowns, face shields, scrub brushes, thermometers and various wall charts.

CALIFORNIA CATALOG ADDENDUM

Pima Medical Institute is a private institution and is licensed to operate under the terms of California Education Code (CEC) section 94890(a)(1) until December 31, 2016 per CEC section 94890(b).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.).

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Pima Medical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pima Medical Institute to determine if your credits, or degree, diploma, or certificate will transfer.

## Online and On-ground Articulation Agreements

Pima Medical Institute (PMI) has four articulation agreements with the following institutions: Chadron State College (CSC), Grand Canyon University (GCU), Montana State University, Billings (MSU), and the University of Phoenix (UOP). The agreements allow PMI students to pursue online or on-ground baccalaureate degree completion programs or advanced degrees. CSC and GCU allow for PMI degree and non-degree students to transfer credit, while MSU and UOP allow for PMI degree students to transfer credit.

Further detail of the agreements can be found within the following pages. PMI supports the pursuit of life-long learning so please consider the aformentioned options as an excellent opportunity to continue your education.

Dionne Billick
Corporate Education Director
Pima Medical Institute

*Pima Medical Institute does not guarantee the transfer of credit to any other institution. The college and/or university to which a student applies determine transfer of credit. The articulation agreements in this guide are subject to change.*

## STUDENT CREDIT TRANSFER OPTIONS

*REGIONALLY ACCREDITED INSTITUTIONS*

CHADRON STATE COLLEGE
1000 Main St.
Chadron NE 69337
(308) 432-6000
www.csc.edu

Chadron State College (CSC) allows transfer of credit for PMI degree and non-degree students.

PMI graduates can transfer up to 70 credits from an earned PMI associate's degree or up to 36 credits from an earned PMI certificate program toward fulfillment of the 125 credits required for completion of CSC's Bachelor of Applied Science (BAS) degree.

PMI bachelor degree graduates can transfer into a CSC graduate program on a conditional basis until the student successfully completes 12 graduate credit hours with a minimum 3.25 GPA.

For more information regarding transferring to CSC contact the Start Office at 800-242-3766 x6060

GRAND CANYON UNIVERSITY
3300 West Camelback Road
Phoenix, AZ 85017
(800) 800-9776
www.gcu.edu

Grand Canyon University (GCU) allows transfer of credit for PMI degree and non-degree students.

PMI associate degree graduates can transfer up to 84 credits to GCU. Several bachelor degree options are available, many specific to fields of study at PMI.

PMI bachelor degree graduates can transfer into several GCU graduate programs.

Interested students need to contact Heather Bullis in order to obtain a discount. For more information regarding transferring to GCU contact Heather Bullis, University Development Representative, 1-800-800-9776 ext. 433-1112 or 520-275-0288 Cell; e-mail: heather.bullis@gcu.edu.

MONTANA STATE UNIVERSITY
1500 University Drive
Billings, MT 59101
www.msubillings.edu

Montana State University (MSU) allows transfer of credit for PMI degree students.

PMI graduates can transfer up to 36 credits from an earned PMI associate's degree. The Bachelor of Applied Science (BAS) and Bachelor of Science in Liberal Studies (BSLS) degree completion programs at MSU are intended to provide online degree completion opportunites for PMI students who have completed an Associate of Occupational Science Degree in Radiography or Respiratory Therapy.

For more information regarding transferring to MSU contact the New Student Services department at 800-565-6782 x2888; e-mail: admissions@msubillings.edu.

UNIVERSITY OF PHOENIX
www.phoenix.edu

University of Phoenix (UOP) allows transfer of credit for PMI degree students. Credit from associate degrees, awarded at PMI, will transfer to UOP; however, additional general education credits may be needed to fulfill the program requirements.

Students from PMI will be granted admission to a baccalaureate degree program at the UOP based on academic requirements as a result of having earned an associate degree.

PMI bachelor degree graduates can transfer into several UOP graduate programs.

For more information regarding transferring to UOP contact a representative from the respective campus location:

*Albuquerque - Loyola Herrera - 505-331-8046*
*Chula Vista - Felix Sablan - 858-650-3843*
*Colorado Springs - Joe Moore - 719-314-6246*
*Denver - Jennifer Lucero - 720-201-2739*
*Mesa/East Valley - Jeremy Hammond - 512-431-2834*
*Houston - Demetrius Walker - 713-576-4039*
*Las Vegas - Eric Dillon - 702-352-0431*
*Renton/Seattle - Constance Kronlund - 425-572-1691*
*Tucson - Bill Clyde - 520-239-5220*

Pima Medical Institute - Chula Vista Campus
Tuition Price List
Effective July 1, 2015

| Program | Total Cost | Tuition | Reg. | Books* | Uniform* | Extern Weeks | Total Credits/ Clock Hours | Total Weeks (Day/Night) | Extern Credits/ Hours |
|---|---|---|---|---|---|---|---|---|---|
| Dental Assistant (DEN)** | $14,953 | $14,081 | $150 | $557 | $165 | 5 | 32/820 | 35/40 | 4/200 |
| AAS Health Care Administration (HCA) | $13,270 | $11,470 | $300 | $1,500 | $0 | NA | 37 / 570 | 45 | NA |
| Medical Assistant (MA) | $13,151 | $12,331 | $150 | $505 | $165 | 5 | 34/800 | 35/40 | 4/200 |
| Medical Administrative Asst (MAA) | $9,883 | $8,816 | $150 | $752 | $165 | 6 | 29/720 | 30/34 | 5/240 |
| Pharmacy Technician (PHA) | $13,517 | $12,451 | $150 | $751 | $165 | 5 | 34.5/800 | 35/40 | 4/200 |
| Sterile Products Certification Course | $774 | $774 | $0 | $0 | $0 | NA | 40 Hours | 4 | NA |
| Radiography (RAD)** | $36,963 | $34,494 | $150 | $2,154 | $165 | 64 | 92.5/2882 | 96 | 44/2048 |
| Respiratory Therapy (RT) | $38,803 | $36,165 | $150 | $2,323 | $165 | 22 | 87/2016 | 85 | 15.5/720 |
| Veterinary Assistant (VTA) | $12,919 | $12,026 | $150 | $578 | $165 | 6 | 30/720 | 30/34 | 5/240 |
| Veterinary Technician (VTT) | $20,667 | $18,843 | $0 | $1,659 | $165 | 7 | 48.5/1055 | 47/52 | 5/225 |

*Includes Tax @ 8.0%

**Program Outline is unique to CV, due to CA regulations

Online Programs (HCA)- Reg. Fee includes Registration Fee ($100), Application Fee ($50), Credit Transfer Fee ($150). Transfer of PMI credit is not subject to the transfer fee.

*(Changes in Bold)*

Revision Date: 06/15/15

PIMA MEDICAL INSTITUTE

Pima Medical Institute - Online Programs
Tuition Price List
Effective July 1, 2015

| Program | Total Cost | Tuition | App Fee | Reg. Fee | Textbooks* | Credit Transfer Fee** | Uniform* | Extern Weeks | Total Credits/ Clock Hours | Total Wks (Day/Night) | Extern Credits/ Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Advanced Placement Radiography (APTR)- Tucson | $20,826 | $18,570 | $50 | $100 | $1,956 | $150 | N/A | 6 | 49.5 / 952 | 49 | 5 / 240 |
| Advanced Placement Radiography (APTR)- Las Vegas | $21,004 | $18,720 | $50 | $100 | $1,984 | $150 | N/A | 6 | 52.5 / 997 | 49 | 5 / 240 |
| Advanced Placement Radiography (APTR)- Houston | $20,826 | $18,570 | $50 | $100 | $1,956 | $150 | N/A | 6 | 49.5 / 952 | 49 | 5 / 240 |
| Bachelor of Science in Health Care Administration (BSHCA)- Tucson | $21,342 | $19,040 | $50 | $100 | $2,002 | $150 | N/A | NA | 56 / 840 | 60 | NA |
| Bachelor of Science in Nursing (RN to BSN) | $20,630 | $18,000 | $50 | $100 | $2,330 | $150 | N/A | NA | 60 / 915 | 75 | NA |
| Bachelor of Science in Physical Therapist Assistant (BSPTA)- Tucson | $20,345 | $18,360 | $50 | $100 | $1,685 | $150 | N/A | NA | 54 / 825 | 60 | NA |
| Bachelor of Science in Radiologic Sciences (BSRS)- Tucson | $19,176 | $17,000 | $50 | $100 | $1,876 | $150 | N/A | NA | 50 / 750 | 60 | NA |
| Bachelor of Science in Respiratory Therapy (BSRT)- Tucson | $18,990 | $16,660 | $50 | $100 | $2,030 | $150 | N/A | NA | 49 / 735 | 60 | NA |

*(Changes in Bold)*

** Includes shipping and handling. In Arizona, includes Tax @ 8.1%. In Nevada, includes Tax @8.100%. In Texas, includes Tax @ 8.25%.*
***Transfer of PMI credit is not subject to the transfer fee.*

Revision Date: 06/16/15

## STATE OF CALIFORNIA
## STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Requirements and application for filing a claim against Student Tuition Recovery Fund can be obtained at www.bppe.ca.gov/applications/strf.pdf. Questions regarding the STRF may be directed to the: BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, P.O. BOX 980818 WEST SACRAMENTO, CA 95798-0818, (888) 370-7589.

# Associate Degree Tuition Charges
# CHULA VISTA
# Effective January 1, 2015

## Radiography:

| | SEM 1 | SEM 2 | SEM 3 | SEM 4 | SEM 5 | SEM 6 | TOTAL |
|---|---|---|---|---|---|---|---|
| Tuition | $5,749 | $5,749 | $5,749 | $5,749 | $5,749 | $5,749 | $34,494 |
| Reg Fee | $150 | $0 | $0 | $0 | $0 | $0 | $150 |
| Textbooks | $1,350 | $434 | $110 | $83 | $0 | $169 | $2,146 |
| Uniform | $165 | $0 | $0 | $0 | $0 | $0 | $165 |
| Grand Total | $7,414 | $6,183 | $5,859 | $5,832 | $5,749 | $5,918 | $36,955 |

## Respiratory Therapy

| | SEM 1 | SEM 2 | SEM 3 | SEM 4 | SEM 5 | TOTAL |
|---|---|---|---|---|---|---|
| Tuition | $7,233 | $7,233 | $7,233 | $7,233 | $7,233 | $36,165 |
| Reg Fee | $150 | $0 | $0 | $0 | $0 | $150 |
| Textbooks | $1,567 | $356 | $164 | $123 | $0 | $2,210 |
| Uniform | $165 | $0 | $0 | $0 | $0 | $165 |
| Grand Total | $9,115 | $7,589 | $7,397 | $7,356 | $7,233 | $38,690 |

## Veterinary Technician: (VA PMI Grads Only)

| | PERIOD 1 | PERIOD 2 | PERIOD 3 | TOTAL |
|---|---|---|---|---|
| Tuition | $6,281 | $6,281 | $6,281 | $18,843 |
| Reg Fee | $0 | $0 | $0 | $0 |
| Textbooks | $1,080 | $255 | $304 | $1,639 |
| Uniform | $165 | $0 | $0 | $165 |
| Grand Total | $7,526 | $6,536 | $6,585 | $20,647 |

## Health Care Administration:

| | PERIOD 1 | PERIOD 2 | PERIOD 3 | TOTAL | |
|---|---|---|---|---|---|
| Tuition | $3,720 | $4,030 | $3,720 | $11,470 | $310.00 Per Credit Hour |
| Reg Fee | $300 | $0 | $0 | $300 | |
| Textbooks | $490 | $471 | $524 | $1,485 | |
| Uniform | $0 | $0 | $0 | $0 | |
| Grand Total | $4,510 | $4,501 | $4,244 | $13,255 | |

**Revised 12/16/14**

# 2015 Start Dates

*Indicates Start Date is a Holiday - Classes begin on Tuesday

| Certificate Program | AM/PM/EVE | Days | Start date | Midpoint | Extern | Grad date |
|---|---|---|---|---|---|---|
| | | | | | | |
| DA | AM | M-F | 1/19/15 | | 8/17/15 | 9/18/15 |
| DA | AM | M-F | 3/2/15 | | 9/28/15 | 10/30/15 |
| DA | AM | M-F | 4/13/15 | | 11/9/15 | 12/11/15 |
| DA | AM | M-F | 5/25/15 | | 1/4/16 | 2/5/16 |
| DA | AM | M-F | 7/6/15 | | 2/15/16 | 3/18/16 |
| DA | AM | M-F | 8/17/15 | | 3/28/16 | 4/29/16 |
| DA | AM | M-F | 9/28/15 | | 5/9/16 | 6/10/16 |
| DA | AM | M-F | 11/9/15 | | 6/20/16 | 7/22/16 |
| | | | | | | |
| DA | AFT | M-F | 1/19/15 | | 8/17/15 | 9/18/15 |
| DA | AFT | M-F | 3/2/15 | | 9/28/15 | 10/30/15 |
| DA | AFT | M-F | 4/13/15 | | 11/9/15 | 12/11/15 |
| DA | AFT | M-F | 5/25/15 | | 1/4/16 | 2/5/16 |
| DA | AFT | M-F | 7/6/15 | | 2/15/16 | 3/18/16 |
| DA | AFT | M-F | 8/17/15 | | 3/28/16 | 4/29/16 |
| DA | AFT | M-F | 9/28/15 | | 5/9/16 | 6/10/16 |
| DA | AFT | M-F | 11/9/15 | | 6/20/16 | 7/22/16 |
| | | | | | | |
| DA | EVE | M-TH | 2/9/15 | | 10/12/15 | 11/13/15 |
| DA | EVE | M-TH | 3/30/15 | | 11/30/15 | 1/15/16 |
| DA | EVE | M-TH | 5/18/15 | | 2/1/16 | 3/4/16 |
| DA | EVE | M-TH | 7/6/15 | | 3/21/16 | 4/22/16 |
| DA | EVE | M-TH | 8/24/15 | | 5/9/16 | 6/10/16 |
| DA | EVE | M-TH | 10/12/15 | | 6/27/16 | 7/29/16 |
| DA | EVE | M-TH | 11/30/15 | | 8/15/16 | 9/16/16 |
| | | | | | | |
| MAA | AFT | M-F | 1/19/15 | | 7/6/15 | 8/14/15 |
| MAA | AFT | M-F | 3/2/15 | | 8/17/15 | 9/25/15 |
| MAA | AFT | M-F | 4/13/15 | | 9/28/15 | 11/6/15 |
| MAA | AFT | M-F | 5/25/15 | | 11/9/15 | 12/18/15 |
| MAA | AFT | M-F | 7/6/15 | | 1/4/16 | 2/12/16 |
| MAA | AFT | M-F | 8/17/15 | | 2/15/16 | 3/25/16 |
| MAA | AFT | M-F | 9/28/15 | | 3/28/16 | 5/6/16 |
| MAA | AFT | M-F | 11/9/15 | | 5/9/16 | 6/17/16 |
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| MA | AM | M-F | 1/19/15 | | 8/17/15 | 9/18/15 |
| MA | AM | M-F | 3/2/15 | | 9/28/15 | 10/30/15 |
| MA | AM | M-F | 4/13/15 | | 11/9/15 | 12/11/15 |
| MA | AM | M-F | 5/25/15 | | 1/4/16 | 2/5/16 |
| MA | AM | M-F | 7/6/15 | | 2/15/16 | 3/18/16 |
| MA | AM | M-F | 8/17/15 | | 3/28/16 | 4/29/16 |
| MA | AM | M-F | 9/28/15 | | 5/9/16 | 6/10/16 |
| MA | AM | M-F | 11/9/15 | | 6/20/16 | 7/22/16 |
| | | | | | | |
| MA | AFT | M-F | 1/19/15 | | 8/17/15 | 9/18/15 |
| MA | AFT | M-F | 3/2/15 | | 9/28/15 | 10/30/15 |
| MA | AFT | M-F | 4/13/15 | | 11/9/15 | 12/11/15 |
| MA | AFT | M-F | 5/25/15 | | 1/4/16 | 2/5/16 |
| MA | AFT | M-F | 7/6/15 | | 2/15/16 | 3/18/16 |
| MA | AFT | M-F | 8/17/15 | | 3/28/16 | 4/29/16 |
| MA | AFT | M-F | 9/28/15 | | 5/9/16 | 6/10/16 |
| MA | AFT | M-F | 11/9/15 | | 6/20/16 | 7/22/16 |
| | | | | | | |
| MA | EVE | M-TH | 2/9/15 | | 10/12/15 | 11/13/15 |
| MA | EVE | M-TH | 3/30/15 | | 11/30/15 | 1/15/16 |
| MA | EVE | M-TH | 5/18/15 | | 2/1/16 | 3/4/16 |
| MA | EVE | M-TH | 7/6/15 | | 3/21/16 | 4/22/16 |
| MA | EVE | M-TH | 8/24/15 | | 5/9/16 | 6/10/16 |
| MA | EVE | M-TH | 10/12/15 | | 6/27/16 | 7/29/16 |
| MA | EVE | M-TH | 11/30/15 | | 8/15/16 | 9/16/16 |
| | | | | | | |
| PHA | AM | M-F | 1/19/15 | | 8/17/15 | 9/4/15 |
| PHA | AM | M-F | 3/2/15 | | 9/28/15 | 10/16/15 |
| PHA | AM | M-F | 4/13/15 | | 11/9/15 | 12/11/15 |
| PHA | AM | M-F | 5/25/15 | | 1/4/16 | 2/5/16 |
| PHA | AM | M-F | 7/6/15 | | 2/15/16 | 3/18/16 |
| PHA | AM | M-F | 8/17/15 | | 3/28/16 | 4/29/16 |
| PHA | AM | M-F | 9/28/15 | | 5/9/16 | 6/10/16 |
| PHA | AM | M-F | 11/9/15 | | 6/20/16 | 7/22/16 |
| | | | | | | |
| PHA | AFT | M-F | 1/19/15 | | 8/17/15 | 9/4/15 |
| PHA | AFT | M-F | 3/2/15 | | 9/28/15 | 10/16/15 |
| PHA | AFT | M-F | 4/13/15 | | 11/9/15 | 12/11/15 |
| PHA | AFT | M-F | 5/25/15 | | 1/4/16 | 2/5/16 |
| PHA | AFT | M-F | 7/6/15 | | 2/15/16 | 3/18/16 |
| PHA | AFT | M-F | 8/17/15 | | 3/28/16 | 4/29/16 |
| PHA | AFT | M-F | 9/28/15 | | 5/9/16 | 6/10/16 |
| PHA | AFT | M-F | 11/9/15 | | 6/20/16 | 7/22/16 |
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| PHA | EVE | M-TH | 2/9/15 | | 10/12/15 | 10/30/15 |
| PHA | EVE | M-TH | 3/30/15 | | 11/30/15 | 1/15/16 |
| PHA | EVE | M-TH | 5/18/15 | | 2/1/16 | 3/4/16 |
| PHA | EVE | M-TH | 7/6/15 | | 3/21/16 | 4/22/16 |
| PHA | EVE | M-TH | 8/24/15 | | 5/9/16 | 6/10/16 |
| PHA | EVE | M-TH | 10/12/15 | | 6/27/16 | 7/29/16 |
| PHA | EVE | M-TH | 11/30/15 | | 8/15/16 | 9/16/16 |
| | | | | | | |
| VTA | AM | M-F | 1/19/15 | | 7/6/15 | 8/14/15 |
| VTA | AM | M-F | 3/2/15 | | 8/17/15 | 9/25/15 |
| VTA | AM | M-F | 4/13/15 | | 9/28/15 | 11/6/15 |
| VTA | AM | M-F | 5/25/15 | | 11/9/15 | 12/18/15 |
| VTA | AM | M-F | 7/6/15 | | 1/4/16 | 2/12/16 |
| VTA | AM | M-F | 8/17/15 | | 2/15/16 | 3/25/16 |
| VTA | AM | M-F | 9/28/15 | | 3/28/16 | 5/6/16 |
| VTA | AM | M-F | 11/9/15 | | 5/9/16 | 6/17/16 |
| | | | | | | |
| VTA | AFT | M-F | 1/19/15 | | 7/6/15 | 8/14/15 |
| VTA | AFT | M-F | 3/2/15 | | 8/17/15 | 9/25/15 |
| VTA | AFT | M-F | 4/13/15 | | 9/28/15 | 11/6/15 |
| VTA | AFT | M-F | 5/25/15 | | 11/9/15 | 12/18/15 |
| VTA | AFT | M-F | 7/6/15 | | 1/4/16 | 2/12/16 |
| VTA | AFT | M-F | 8/17/15 | | 2/15/16 | 3/25/16 |
| VTA | AFT | M-F | 9/28/15 | | 3/28/16 | 5/6/16 |
| VTA | AFT | M-F | 11/9/15 | | 5/9/16 | 6/17/16 |
| | | | | | | |
| VTA | EVE | M-TH | 2/9/15 | | 8/24/15 | 10/2/15 |
| VTA | EVE | M-TH | 3/30/15 | | 10/12/15 | 11/20/15 |
| VTA | EVE | M-TH | 5/18/15 | | 11/30/15 | 1/22/16 |
| VTA | EVE | M-TH | 7/6/15 | | 2/1/16 | 3/11/16 |
| VTA | EVE | M-TH | 8/24/15 | | 3/21/16 | 4/29/16 |
| VTA | EVE | M-TH | 10/12/15 | | 5/9/16 | 6/17/16 |
| VTA | EVE | M-TH | 11/30/15 | | 6/27/16 | 8/5/16 |

| Degree Program | AM/PM/EVE | Days | Semester start | | Semester end | Grad. date |
|---|---|---|---|---|---|---|
| | | | | | | |
| HCA | Online | | 1/7/15 | | 4/21/15 | |
| | | | 5/6/15 | | 8/18/15 | |
| | | | 9/2/15 | | 12/15/15 | 12/15/15 |
| | | | | | | |
| | | | 5/6/16 | | 8/18/15 | |
| | | | 9/2/15 | | 12/15/15 | |
| | | | 1/6/16 | | 4/19/16 | 4/19/16 |
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | 9/2/15 | | 12/15/15 | |
| | | | 1/6/16 | | 4/19/16 | |
| | | | 5/4/16 | | 8/16/16 | 8/16/16 |
| | | | | | | |
| RAD | AFT | M-F | 5/25/15 | | 7/11/15 | |
| | | | 9/21/15 | | 1/22/16 | |
| | | | 2/1/16 | | 5/20/16 | |
| | | | 5/30/16 | | 9/16/16 | |
| | | | 9/26/16 | | 1/27/17 | |
| | | | 2/6/17 | | 5/26/17 | 5/26/17 |
| | | | | | | |
| RT | AM | M-F | 4/20/15 | | 8/14/15 | |
| | | | 8/24/15 | | 12/18/15 | |
| | | | 1/4/16 | | 4/29/16 | |
| | | | 5/9/16 | | 9/2/16 | |
| | | | 9/12/16 | | 1/20/17 | 1/20/17 |
| | | | | | | |
| RT | AFT | M-F | 10/12/15 | | 2/19/16 | |
| | | | 2/22/16 | | 6/17/16 | |
| | | | 6/27/16 | | 10/21/16 | |
| | | | 10/31/16 | | 3/10/17 | |
| | | | 3/13/17 | | 7/7/17 | 7/7/17 |
| | | | | | | |
| VTT | AM | M-F | 1/19/15 | | 11/30/15 | 1/29/16 |
| | | | 3/16/15 | | 2/15/16 | 4/1/16 |
| | | | 5/11/15 | | 4/18/16 | 6/3/16 |
| | | | 8/3/15 | | 6/20/16 | 8/5/16 |
| | | | 9/28/15 | | 8/22/16 | 10/7/16 |
| | | | 11/23/15 | | 10/24/16 | 12/9/16 |
| | | | | | | |
| VTT | AFT | M-F | 1/19/15 | | 11/30/15 | 1/29/16 |
| | | | 3/16/15 | | 2/15/16 | 4/1/16 |
| | | | 5/11/15 | | 4/18/16 | 6/3/16 |
| | | | 8/3/15 | | 6/20/16 | 8/5/16 |
| | | | 9/28/15 | | 8/22/16 | 10/7/16 |
| | | | 11/23/15 | | 10/24/16 | 12/9/16 |
| | | | | | | |
| | | | | | | |
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# Veterinary Assistant

## Objective

To provide students with didactic and clinical training in preparation for entry-level employment. Students have the opportunity to develop professional skills in office procedures, animal nursing, laboratory testing, diagnostic imaging, and surgical procedures.

-Catalog Addendum for 2015-2016 catalog published April 2015 (5/11/15)

## Admission Requirements

Please reference additional requirements on page 118 of this catalog.

**Career Prep Sequence**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CAT 150* | *Anatomy, Physiology, and Terminology** | *55* | | | *3.5* |
| CSK 100 | Study Skills* | 15 | | | 1.0 |
| *CCB 100* | *Computer Basics** | | *15* | | *0.5* |
| *CMF 95* | *Math Fundamentals** | *20* | | | *1.0* |
| CHS 100 | CPR & First Aid* | 10 | 5 | | 0.5 |
| **Career Prep Sequence Total** | | **100** | **20** | | **6.5** |

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

**Professional Sequence I**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTA 125 | Comparative Veterinary Anatomy & Physiology | 45 | | | 3.0 |
| VTA 130 | Clinical Lab Procedures and Pathology | 15 | 60 | | 3.0 |
| **Professional Sequence I Total** | | **60** | **60** | | **6.0** |

**Professional Sequence II**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTA 150 | Animal Life Stages, Nutrition, and Husbandry | 45 | | | 3.0 |
| VTA 160 | Animal Nursing and Diagnostic Imaging | 15 | 60 | | 3.0 |
| **Professional Sequence II Total** | | **60** | **60** | | **6.0** |

**Professional Sequence III**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTA 110 | Office Procedures | 15 | | | 1.0 |
| VTA 165 | Pharmacology and Principles of Anesthesia | 45 | | | 3.0 |
| VTA 170 | Aseptic Technique and Surgical Assisting | 15 | 45 | | 2.5 |
| **Professional Sequence III Total** | | **75** | **45** | | **6.5** |

**Externship**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTA 275 | Externship | | | 240 | 5.0 |
| **Externship Total** | | | | **240** | **5.0** |
| **PROGRAM TOTALS** | | **295** | **185** | **240** | **30.0** |

## Locations

**Albuquerque, Aurora, Chula Vista, Colorado Springs, Denver, Dillon, East Valley, Houston, Las Vegas, Phoenix, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 30 weeks and evening classes total 34 weeks. The total number of program hours is 720. Graduates of this program are granted a certificate.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CAT 150 Anatomy, Physiology, and Terminology, CSK 100 Study Skills, CCB 100 Computer Basics, and CMF 95 Math Fundamentals.

**CAT 150 Anatomy, Physiology, and Terminology**
The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.
*Prerequisites: None*

**CSK 100 Study Skills**
Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.
*Prerequisites: None*

**CCB 100 Computer Basics**
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.
*Prerequisites: None*

**CMF 95 Math Fundamentals**
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
*Prerequisites: None*

**CHS 100 CPR & First Aid**
Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.
*Prerequisites: None*

**VTA 125 Comparative Veterinary Anatomy & Physiology**
An introductory study comparing the structures, functions and disorders of the body systems of various domesticated animals and selected exotic animals. Students will develop their understanding of medical terminology to encompass common veterinary medical terms and abbreviations.
*Prerequisites: None*

**VTA 130 Clinical Lab Procedures and Pathology**
This course is an investigation into the basic laboratory procedures to determine the presence of a variety of pathogens of importance in the veterinary field. The student will have the opportunity to demonstrate collection procedures. Topics include: laboratory equipment, hematology, urine and fecal analysis, parasitology, and the basics of clinical microbiology. Assisting with necropsy is also introduced.
*Prerequisites: None*

**VTA 150 Animal Life Stages, Nutrition, and Husbandry**
This course covers animal life stages from birth to old age, and issues related to animal death. Special attention is given to preventive health care, and the behavioral, dietary, housing and social needs throughout the lifetime of the canine, feline, equine and exotic species.
*Prerequisites: None*

**VTA 160 Animal Nursing and Diagnostic Imaging**
This course covers the basics of animal nursing including restraint techniques, physical exam and vital sign monitoring, ear and eye care, wound care and bandaging, and the basics of first aid and emergency medicine for small animals. Also addressed is the role of the veterinary assistant in the safe use of and positioning for diagnostic imaging modalities.
*Prerequisites: None*

**VTA 110 Office Procedures**
Students are introduced to facility types, paper and electronic record keeping, charting, client service and scheduling, OSHA safety regulations, and the role of the VA in the veterinary clinic. This course emphasizes the importance of professionalism in communications with clients, coworkers and potential employers.
*Prerequisites: None*

**VTA 165 Pharmacology and Principles of Anesthesia**
This course provides an introduction to the classification of medication including: classes, routes of administration and their effects on body systems. Instruction reviews the role of the veterinary assistant in assisting with the preparations for, and restraint of an animal for anesthesia. Practice in pharmacological math is aided by a review of metric and conventional measurements, and the use of dimensional analysis.
*Prerequisites: None*

**VTA 170 Aseptic Technique and Surgical Assisting**
This course trains the student in aseptic preparation of animals, personnel, instruments, and equipment for surgery. Topics include protocol for assisting surgeons in the operating room, descriptions of pre- and post-operative care, and assisting in a variety of basic procedures including animal dentistry.
*Prerequisites: None*

**VTA 275 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Career Prep Sequence, Veterinary Assistant Professional Sequences I, II, and III*

# Veterinary Technician

## Objective

To develop in students the personal traits and professional skills needed to perform as competent entry-level Veterinary Technicians. The program provides students with knowledge of medical terminology, anatomy and physiology, office management, examination techniques, radiologic, dental, and surgical procedures as they relate to veterinary care.

-Catalog Addendum for 2015-2016 catalog published April 2015 (5/11/15)

## Admission Requirements

Applicants for the Veterinary Technician program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. Applicants must provide evidence of a certificate/diploma from an approved veterinary assistant program with a 3.0 GPA and successfully transfer 30 credits. An interview with the Program Director is also required. Please reference additional requirements on page 118 of this catalog.

**Veterinary Assistant (30 Weeks-Days/34 Weeks-Evenings)**

| | Theory | Lab | Extern | Credits |
|---|---|---|---|---|
| Career Prep & Veterinary Assisting Professional Sequences I, II, III & Extern | 295 | 185 | 240 | 30.0 |
| **Veterinary Assistant Totals** | **295** | **185** | **240** | **30.0** |

**Professional Sequence I (8 Weeks) PRIOR TO SEQUENCES II through V**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| *CCM 111* | *Communications* | *45* | | | *3.0* |
| *MTH 129* | *Math Applications* | *45* | | | *3.0* |
| *SCI 120* | *Foundations in Biology and Chemistry* | *60* | | | *4.0* |
| VTT 176 | Introduction to Veterinary Technology | 25 | | | 1.5 |
| **Professional Sequence I Total** | | **175** | **0** | **0** | **11.5** |

**Professional Sequence II (8 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 222 | Food and Fiber Animal | 45 | 10 | | 3.0 |
| VTT 224 | Diagnostic Imaging for Veterinary Technicians | 15 | 15 | | 1.5 |
| VTT 226 | Small Animal Nursing for Veterinary Technicians | 15 | 60 | | 3.0 |
| **Professional Sequence II Total** | | **75** | **85** | **0** | **7.5** |

**Professional Sequence III (8 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 232 | Laboratory Animal Science | 20 | 15 | | 1.5 |
| VTT 234 | Laboratory Procedures for Veterinary Technicians | 30 | 35 | | 3.0 |
| VTT 236 | Anatomy and Physiology for Veterinary Technicians | 30 | 30 | | 3.0 |
| **Professional Sequence III Total** | | **80** | **80** | **0** | **7.5** |

**Professional Sequence IV (8 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 242 | Dentistry Techniques | 15 | 15 | | 1.5 |
| VTT 244 | Pharmacology for Veterinary Technicians | 45 | | | 3.0 |
| VTT 246 | Surgical Nursing for Veterinary Technicians | 30 | 40 | | 3.0 |
| VTT 248 | Clinic Surgery and Lab | | 15 | | 0.5 |
| **Professional Sequence IV Total** | | **90** | **70** | **0** | **8.0** |

**Professional Sequence V (8 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 252 | Exotic Animal Medicine and Nursing | 15 | 15 | | 1.5 |
| VTT 254 | Equine Medicine and Nursing | 45 | 15 | | 3.5 |
| VTT 256 | Emergency Procedures | 30 | 10 | | 2.0 |
| VTT 258 | Clinic Surgery and Lab | | 30 | | 1.0 |
| **Professional Sequence V Total** | | **90** | **70** | **0** | **8.0** |

**Externship & Seminar (7 Weeks)**

| Course # | Course | Theory | Lab | Extern | Credits |
|---|---|---|---|---|---|
| VTT 262 | Veterinary Technician Seminar | 15 | | | 1.0 |
| VTT 291 | Externship | | | 225 | 5.0 |
| **Externship** | | **15** | **0** | **225** | **6.0** |
| **PROGRAM TOTALS** | | **820** | **490** | **465** | **78.5** |

## Locations

**Aurora, Chula Vista, Colorado Springs, Dillon, East Valley, Houston, Las Vegas, Phoenix, Renton, Seattle, Tucson**

## Program Information

**Delivery Method:** ***On-ground or blended (see course list)***

Program length: day classes total 77 weeks and evening classes total 86 weeks. The total number of program hours is 1,775 at all campuses except in Las Vegas. The Las Vegas campus program hours total 1,820 and includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates of this program are granted an Associate of Applied Science degree. Graduates of accredited programs are eligible to sit for the Veterinary Technician National Examination (VTNE) and applicable state board examinations.

# Course Descriptions

**The following courses may be offered on-ground, online and/or blended:** CCM 111 Communications, MTH 129 Math Applications, SCI 120 Foundations in Biology and Chemistry, VTT 176 Introduction to Veterinary Technology, VTT 262 Veterinary Technician Seminar, and HST 205 Nevada History and US Constitution (Las Vegas Campus Only).

**CCM 111 Communications**
This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included. Legal and ethical issues in communication are addressed.
*Prerequisites: None*

**MTH 129 Math Applications**
This course provides the student with the fundamentals of college algebra, and includes common formulae and calculations used in applied settings. Topics include: fractions, decimals, linear equations, basic statistics, pharmaceutical math, and graphing.
*Prerequisites: None*

**SCI 120 Foundations in Biology and Chemistry**
This course provides an introduction to the fundamentals of chemistry and various life sciences as they relate to veterinary technology. Topics include: inorganic and organic chemistry, biochemistry, cellular biology and the biology of various life processes. This course provides a foundation for applied coursework in veterinary technology.
*Prerequisites: None*

**VTT 176 Introduction to Veterinary Technology**
The course presents the student with an introduction to veterinary science and the role of the credentialed veterinary technician on the veterinary team. Topics include the history of the field, scope of practice, ethical and legal issues, professionalism and a survey of employment opportunities. This course provides the opportunity to learn and adopt methods and life skills that aid success in a professional degree program and the workplace, and promote life-long learning.
*Prerequisites: None*

**VTT 222 Food and Fiber Animal**
This course introduces the veterinary nursing student to livestock and animal science. This includes an overview of various segments of the livestock and poultry industries. Building on previous anatomy and physiology coursework, the primary focus of the course is the nursing and medicine of food animals and poultry. Coursework and lab exercises cover restraint, behavior, husbandry, nursing care, sampling techniques, bandaging, radiography as well as medicine and a review of common surgeries of food and fiber species (bovine, caprine, ovine, camelid and swine). Additional topics include a survey of issues in poultry health and management.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 224 Diagnostic Imaging for Veterinary Technicians**
This course furthers the training in radiology, begun in veterinary assistantship, with advanced studies in screens, positioning and contrast studies. Students will learn to utilize a portable radiology machine. The course introduces the student to basic ultrasound techniques and digital radiography.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 226 Small Animal Nursing for Veterinary Technicians**
This course provides advanced training in various nursing procedures within the Veterinary Technician's scope of practice. Topics include: catheterization, aspiration, centesis, necropsy, endotracheal and gastric intubation, rectal and reproductive procedures, sensory organ exams and testing, bandaging and sling techniques.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 232 Laboratory Animal Science**
This course provides an overview of the principles of laboratory animal research and the role of the veterinary technician in the husbandry and nursing of small mammalian species, and participation in research activities. Students will work with selected species that may include mice, rats, guinea pigs and rabbits, as well as other small mammals. The use of primates and non-mammalian species will be discussed.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 234 Laboratory Procedures for Veterinary Technicians**
This course focuses on diagnostic tests performed in the veterinary laboratory and includes discussion of various diseases and disorders of the body systems. Experience in bacteriology, endocrinology, hematology, serology, and parasitology is part of the curriculum.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 236 Anatomy and Physiology for Veterinary Technicians**
This course provides an in depth analysis of the anatomy and physiology of the domestic species, with focus on the cat and dog. In the lab sessions, students will identify anatomical features and demonstrate an understanding of body function. Dissection and necropsy technique is mandatory.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 242 Dentistry Techniques**

This course presents the tasks and techniques within the scope of practice of a veterinary technician. Included are examination, cleaning, scaling, polishing, and in some jurisdictions, extractions. Tooth anatomy and terminology is reviewed as well as the common veterinary dental diseases and disorders. Also addressed are protocols for veterinary dental radiography and assisting the DVM in advanced techniques.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 244 Pharmacology for Veterinary Technicians**
This course focuses on those pharmacological topics within the scope of the Veterinary Technician. Topics include a review of pharmaceutical math and a detailed examination of the physiology and chemistry of drug effects on the nervous system. Also presented is a discussion of the proper protocol for many injectable and inhalant anesthetics, analgesics and anti-inflammatories. Chemotherapeutics, antimicrobial, antiparasitic and euthanasia agents are also addressed.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 246 Surgical Nursing for Veterinary Technicians**
In defining the veterinary technician's role in surgery nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintenance of the unit. The student will evaluate, medicate, anesthetize, prepare, and monitor a variety of surgical patients, as well as learn the protocol as a sterile scrub nurse. A review and demonstration of various monitoring equipment is provided, and the student will participate in several surgeries of various intensities.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 248 Clinic Surgery and Lab**
This course provides opportunities for the students to advance their experience with surgical and anesthetic procedures and protocols, through observation and applied practice. Students will deepen their understanding of laboratory and surgical procedures, from assessment to follow-up care. Students will practice a variety of lab skills appropriate to their level of study.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 252 Exotic Animal Medicine and Nursing**
This course presents an overview of the various exotic animals that are an increasing part of the pet population. The focus is on the anatomy, behavior, nutrition, diseases and restraint of various reptilian, amphibian and avian groups, as well as some of the exotic small mammals. Lab activities will include the restraint and physical examination of these species. Also addressed are the basic nursing of these species.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 254 Equine Medicine and Nursing**
This course introduces the veterinary nursing student to equine medicine and the role of the veterinary technician in the equine practice. Lecture and lab activities develops a more advanced understanding of equine anatomy and physiology and covers restraint, behavior, husbandry, nursing and sampling techniques, bandaging, and radiography. Content includes the common causes of lameness in the horse as well as the more commonly performed surgical procedures. Toxicological principles and the more common diseases and disorders of the horse will also be discussed.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 256 Emergency Procedures**
This course covers the role of the veterinary technician in emergency procedures, both at an emergency clinic and at the veterinary hospital. Topics include assessment and triage, shock pathophysiology and treatment, trauma, CPCR review, toxicology, anesthetic and surgical emergencies, and the veterinary technician's role in maintenance of the veterinary emergency crash kit.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 258 Clinic Surgery and Lab**
This course provides opportunities for the students to advance their experience with surgical and anesthetic procedures and protocols, through observation and applied practice. Students will deepen their understanding of laboratory and surgical procedures, from assessment to follow-up care. Students will practice a variety of lab skills appropriate to their level of study.
*Prerequisites: Successful completion of Professional Sequence I*

**VTT 262 Veterinary Technician Seminar**
This course is designed to prepare the learner for the Veterinary Technician National Examination (VTNE). Content includes a comprehensive review of program content and the opportunity to participate in a simulated VTNE exam.
*Prerequisites: Successful completion of Professional Sequences I-V*

**VTT 291 Externship**
This course provides students with opportunities to apply professional skills learned in the classroom.
*Prerequisites: Successful completion of Professional Sequences I-V and all laboratory competencies*

**HST 205 Nevada History and US Constitution (Las Vegas Campus Only)**
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.
*Prerequisites: None*