PIMA MEDICAL INSTITUTE®

Trusted. Respected. Preferred.

CATALOG

2018 - 2019

Albuquerque
4400 Cutler Avenue N.E.
Albuquerque, NM 87110

Albuquerque West - Rio Rancho
8601 Golf Course Road N.W.
Albuquerque, NM 87114

Aurora
13750 E. Mississippi Avenue
Aurora, CO 80012

Chula Vista
780 Bay Boulevard, Suite 101
Chula Vista, CA 91910

Colorado Springs
5725 Mark Dabling Boulevard, Suite 150
Colorado Springs, CO 80919

Denver
7475 Dakin Street
Denver, CO 80221

Dillon
434 E. Poindexter Street
Dillon, MT 59725

East Valley (Mesa, AZ)
2160 S. Power Road
Mesa, AZ 85209

El Paso
6926 Gateway Boulevard E.
El Paso, TX 79915

Houston
10201 Katy Freeway
Houston, TX 77024

Las Vegas
3333 E. Flamingo Road
Las Vegas, NV 89121

Mesa
957 S. Dobson Road
Mesa, AZ 85202

Phoenix
13610 N. Black Canyon Highway
Phoenix, AZ 85029

Renton
555 S. Renton Village Place
Renton, WA 98057

San Marcos
111 Campus Way
San Marcos, CA 92078

Seattle
9709 Third Avenue N.E., Suite 400
Seattle, WA 98115

Tucson
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.*

About Pima Medical Insitute: History, Philosophy, and Mission

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 (ABHES) 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
Dillon, Montana – 2015
San Marcos, California – 2017

Our employee and family 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 education and 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 these 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 lifelong learning.

Sincerely,

Fred Freedman, President/CEO

Pima Medical Institute Officers:
President/Chief Executive Officer: Fred Freedman
Vice President and Board Secretary: Liby Lentz

Pima Medical Institute Corporate Directors:
Controller: Richard Almeroth
Director of Education: Jen Spurlin
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 Regulatory Operations: Amy Brown
Regional Director of Admissions: Wendy Doolin
Regional Director of Admissions: Bree Fulp
Regional Director of Operations: John Hanson
Regional Director of Operations: Kristen Torres

Pictured left to right:
Richard L. Luebke, Jr., Chairman of the Board
Richard L. Luebke Sr., Founder 1972-2008
Mark P. Luebke, Former President

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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 North Swan, Suite 200
Tucson, Arizona 85711
b) 3911 East Pima Street
Tucson, Arizona 85716

Institutional Accreditation: Accrediting Bureau of Health Education Schools

Program Accreditation:
The Respiratory Therapy program, CoARC program #200336, Associate of Applied Science, Tucson, AZ, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, email: mail@jrcert.org

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 (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the 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). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all 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.

The Associate Degree Nursing program has been granted full approval by the Arizona Board of Nursing

The Bachelor of Science in Nursing (RN to BSN) program at Pima Medical Institute is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791

The Veterinary Technician program is fully accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

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

Member of: The Association of Private Sector Colleges and Universities, Arizona Private School Association, the Better Business Bureau, and the National Council of State Authorization Reciprocity Agreement

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 14 major instructional areas. Each area contains appropriate instructional equipment and furniture.

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

Nonmain 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, CoARC program #200483, Associate of Applied Science, Albuquerque, NM, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, email: mail@jrcert.org

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

The Dental Hygiene program 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 Practical Nursing program has been granted initial approval 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 11 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) 425-0785
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, CoARC program #200494, Associate of Applied Science, Chula Vista, CA, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, email: mail@jrcert.org

The Veterinary Technician program is fully accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

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 February 28, 2018 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.

Nonmain Campus

Colorado Springs, Colorado

5725 Mark Dabling Boulevard, Suite 150
Colorado Springs, Colorado 80919
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 is fully accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

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

Description of Facilities: The Colorado Springs campus occupies approximately 32,000 square feet and is divided into seven 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, CoARC program #200383, Associate of Applied Science, Denver, CO, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, email: mail@jrcert.org

The Nurse Aide program has been granted full approval by the Colorado Board of Nursing

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 (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the 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). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all 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 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

Description of Facilities: The Denver Campus occupies approximately 48,000 square feet and is divided into 12 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Nonmain Campus

East Valley, Arizona

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

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation:
The Veterinary Technician program is fully accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

The Patient Care Technician Program has been approved by the Board of Nephrology Examiners Nursing Technology (BONENT)

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. Patient Care Technician equipment includes dialysis machines, gurneys, a hospital bed, blood draw chairs, ECG machines, suction equipment, manikins, and a functioning oscilloscope. 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.

Nonmain Campus

El Paso, Texas

6926 Gateway Boulevard
El Paso, Texas 79915
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 is accredited 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 is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the 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). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all 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.

The Veterinary Technician program has submitted an initial application for accreditation to the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities. While the application has been accepted, application for accreditation does not guarantee accreditation nor does applying for accreditation grant any temporary status of accreditation.

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 40,000 sq. ft. anchored at either end by an administration wing (north) or a faculty wing (south), with classrooms and labs centrally located between. Administration Wing: 11 offices, work room, testing & financial aid workstations, reception area. Faculty Wing: 10 offices, 8 workstations, work room, reception area, break room. Classroom & Lab Core: 7 Labs, 4 Lab/Classroom combos, 9 classrooms, 1 computer lab. Separate Student Lounge with outdoor patio access. A dental lab/classroom (6 dental chairs, mold lab, sterilization) and Vet Tech lab/classroom (4 exam tables, surgery suite, x-ray room, bathing tub) Occupational Therapy Assistant equipment includes the basic activities of daily living and instrumental activities equipment consisting of a bathroom, bedroom, and a kitchen area. The areas contain a bathtub, commode/toilet, bathroom sink, hospital bed, refrigerator, dishwasher, electric stove, microwave, upper and lower kitchen cabinets, washer/dryer, table with chairs, sofa, privacy screens, and other variety of adaptive equipment and devices to promote independence in daily living activities. The lab also includes items typical to a rehabilitation occupational space including mat tables, hydro collator, physical agent modalities, bolster set, children crafts, scooter boards, weights, exercise equipment, wheelchairs, walkers, and various tools for visual and sensory motor skills.

Houston, Texas

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

Separate Classroom Location:
17555 Katy Freeway
Houston, Texas 77094

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation:
The Respiratory Therapy program, CoARC program #200606, Associate of Applied Science, Houston, TX, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835

This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, email: mail@jrcert.org

Nonmain Campus

The Dental Hygiene program 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 Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the JRC-DMS. Commission on Accreditation of Allied Health Education Programs, 25400 US Hwy 19 N., Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org

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

The Veterinary Technician program is initially accredited by the American Veterinary Medical Association as a program for educating veterinary technicians.

The Occupational Therapy Assistant program is accredited 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 is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the 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). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all 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

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 14 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, 15 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 that 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 Therapist Assistant program lab space contains 10 exam tables, 2 treatment mats, parallel bars, a training staircase, a treadmill, a pulley weight system, and myriad 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. The 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 Assistant classroom hosts cages, exam tables, centrifuges, microscopes, refractometers, an autoclave, an x-ray view box, an otoscope, and anatomical models. The Respiratory Therapy space includes a fully functional lab with air and oxygen, a simulation room with SimMan™, mechanical ventilators (invasive and noninvasive), pulse oximeters, and arterial blood gas practice arms. The separate classroom located at 17555 Katy Freeway houses the Veterinary Technician program and is equipped with all American Veterinary Medical Association essential equipment and supplies including a full surgical suite, surgical prep area, radiography area, and laboratory area equipment.

Nonmain Campus

Las Vegas, Nevada

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

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation:
The Respiratory Therapy program, CoARC program #200507, Associate of Applied Science, Las Vegas, NV, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244 (817) 283-2835

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, email: mail@jrcert.org

The Veterinary Technician program is fully accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

The pharmacy technician training program conducted by Pima Medical Institute, Las Vegas, Nevada, 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

The Occupational Therapy Assistant program is accredited 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 is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the 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). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all 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: Licensed to operate by The Nevada Commission on Postsecondary Education

Approved by: Southern Nevada Work Force Investment Board

Selected Programs Approved for Veterans Benefits by: The Nevada Commission on Postsecondary Education

Member of: The Association of Private Sector Colleges and Universities

Description of Facilities: The Las Vegas Campus occupies approximately 36,000 square feet and is divided into 12 instructional areas. Each area contains appropriate instructional equipment and furniture.

Nonmain 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, CoARC program #200384, Associate of Applied Science, Mesa, AZ, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, email: mail@jrcert.org

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 (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the 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). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all 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.

The Associate Degree Nursing program has been granted full approval by the Arizona Board of Nursing

The Emergency Medical Services - Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To Contact CAAHEP
Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
www.caahep.org

To Contact COAEMSP
Committee on Accreditation of Education Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

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 12 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Nonmain Campus

Renton, Washington

555 S Renton Village Place, Suite 110
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, CoARC program #200552, Associate of Applied Science, Renton,WA, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244 (817) 283-2835

The Occupational Therapy Assistant program is accredited 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 is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the 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). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all 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.

The Veterinary Technician program is fully accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

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 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 or by email at degreeauthorization@wsac.wa.gov.

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 12 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Nonmain Campus

San Marcos, California

111 Campus Way
San Marcos, California 92078
Phone: (760) 299-4500
Fax: (760) 268-1168
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 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.

The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care

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 February 28, 2018 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 San Marcos 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 San Marcos Campus occupies approximately 40,000 square feet and is divided into 10 major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, San Marcos, California.

Nonmain Campus

Seattle, Washington

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

Separate Classroom Locations:
10700 Meridian Avenue North, 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, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, email: mail@jrcert.org

The Veterinary Technician program is fully accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

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

The Dental Hygiene program 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 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 or by email at degreeauthorization@wsac.wa.gov.

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 10 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) 890-4460
http://www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools

Licensed by: New Mexico Higher Education Department

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

Member of: Career Education Colleges & Universities

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.

The following nonmain campus is associated with the Albuquerque West main campus: Dillon.

Nonmain Campus

Dillon, Montana

434 East Poindexter Street
Dillon, Montana 59725
Phone: (406) 865-0233
Fax: (406) 865-7723
http://www.pmi.edu

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation: The Veterinary Technician program is initially accredited by the American Veterinary Medical Association as a program for educating veterinary technicians.

Licensed by: Authorized by the State of Montana through the Board of Regent of the Montana University System to offer postsecondary education.

Description of Facilities: Pima Medical Institute's Montana campus consists of approximately 3,000 square feet of floor space. This space is divided into classrooms, laboratories, treatment area, and administrative offices/workstations.

The facility includes the following:

Veterinary Assistant laboratory, Veterinary Technician classroom, one main treatment area/teaching laboratory, one radiology room, one surgery room, one prep/pack room, one large surgical suite with two surgical tables, ten cages, workstations, bathing area, freezer, restrooms, and utility/food prep area. The facility includes administrative (student services) and faculty area with workstations.

Main Campus

Aurora, Colorado

13750 East Mississippi Avenue
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 is initially accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

The Practical Nursing program has been granted Interim Approval by the Colorado Board of Nursing

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

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

The following nonmain campus is associated with the Aurora main campus: Phoenix campus

Nonmain Campus

Phoenix, Arizona

13610 North Black Canyon Highway, Suite 102
Phoenix, Arizona 85029
Phone: (602) 265-7462
Fax: (480) 376-8742
www.pmi.edu

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation: The Veterinary Technician program is initially accredited by the American Veterinary Medical Association as a program for educating veterinary technicians

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 43,000 square feet and is divided into classrooms, laboratories, administrative offices, 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 nondegree accreditation)
7777 Leesburg Pike, Suite 314 North
Falls Church, VA 22043
Phone: (703) 917-9503
Website: www.abhes.org

APPROVAL, AUTHORIZING, AND/OR LICENSING AGENCY INFORMATION

ARIZONA

East Valley Campus
Arizona State Board of Nursing
1740 West Adams Street, Suite 2000
Phoenix, AZ 85007
Phone: (602) 771-7800
Email: arizona@azbn.gov

Arizona State Board for Private Postsecondary Education
1740 West Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709
Website: 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
Phone: (602) 255-5395

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

Arizona State Board of Nursing
1740 West Adams Street, Suite 2000
Phoenix, AZ 85007
Phone: (602) 771-7800
Email: arizona@azbn.gov

Arizona State Board for Private Postsecondary Education
1740 West Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709
Website: 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
Phone: (602) 255-5395

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Website: www.caahep.org

Committee on Accreditation of Education Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
Phone: (214) 703-8445 / Fax: (214) 703-8992
Website: www.coaemsp.org

Phoenix Campus
Arizona State Board for Private Postsecondary Education
1740 West Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709
Website: 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).

Tucson Campus
Arizona State Board for Private Postsecondary Education
1740 West Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709
Website: 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
1740 West Adams Street, Suite 2000
Phoenix, AZ 85007
Phone: (602) 771-7800
Email: arizona@azbn.gov
Arizona Veteran's Education and Training Agency (VETAA)
3839 North Third Street, Suite 209
Phoenix, Arizona 85012
Phone: (602) 255-5395
The State Authorization Reciprocity Agreement is a voluntary agreement among its member states and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. The State Authorization Reciprocity Agreement is overseen by a National Council of State Authorization Reciprocity Agreement, NC-SARA. Pima Medical Institute is an approved NC-SARA institution through the home state of Arizona.

Pima Medical Institute is approved to offer fully online distance education programs to NC-SARA member states' residents through the Arizona portal agency AZ SARA, http://azsara.arizona.edu/.

Accreditation & Approval Agencies

CALIFORNIA

Chula Vista Campus

State of California Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (916) 431-6959 or (888) 370-7589
Website: 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
Phone: (619) 228-2900

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

California Department of Public Health
Radiologic Health Branch
PO Box 997414, MS 7610
Sacramento, CA 95899-7414
Phone: (916) 327-5106

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

San Marcos Campus

State of California Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (916) 431-6959 or (888) 370-7589
Website: 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
Phone: (619) 228-2900

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

California Department of Public Health
Radiologic Health Branch
PO Box 997414, MS 7610
Sacramento, CA 95899-7414
Phone: (916) 327-5106

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

COLORADO

Aurora Campus

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1560 Broadway, Suite 1600
Denver, CO 80202
Phone: (303) 862-3001
Complaints* can be filed at http://highered.colorado.gov/dpos/students/complaint.html
*Complaints must be filed in writing within two years after the student discontinues training

Colorado Board of Nursing
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-2458 / Fax: (303) 894-2821
Email: dora_nursingboard@state.co.us

Colorado Office of Veterans Education and Training
9101 East Lowry Boulevard
Denver, CO 80230
Phone: (303) 595-1621

Colorado Springs Campus

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1560 Broadway, Suite 1600
Denver, CO 80202
Phone: (303) 862-3001
Complaints* can be filed at http://highered.colorado.gov/dpos/students/complaint.html
*Complaints must be filed in writing within two years after the student discontinues training

Colorado Office of Veterans Education and Training
9101 East Lowry Boulevard
Denver, CO 80230
Phone: (303) 595-1621

Denver Campus

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1560 Broadway, Suite 1600
Denver, CO 80202
Phone: (303) 862-3001
Complaints can be filed at http://highered.colorado.gov/dpos/students/complaint.html. Complaints must be filed in writing within two years after the student discontinues training

Colorado Office of Veterans Education and Training
9101 East Lowry Boulevard
Denver, CO 80230
Phone: (303) 595-1621

Accreditation & Approval Agencies

Colorado Board of Nursing
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-2430 / Fax: (303) 894-2821
Email: dora_nursingboard@state.co.us
Website: colorado.gov/Dora/nursing

MONTANA
Dillon Campus
Montana University System
Office of the Commissioner of Higher Education
2500 Broadway Street, PO Box 203201
Helena, MT 59620-3201
Phone: (406) 444-6570 / Fax: (406) 444-1469
Website: https://mus.edu/che/default.asp

NEVADA
Las Vegas Campus
Commission on Postsecondary Education
8778 S. Maryland Parkway, Suite 115
Las Vegas, NV 89183
Phone: (702) 486-7330

State Board of Pharmacy
431 West Plumb Lane
Reno, NV 89509
Phone: (775) 850-1440

NEW MEXICO
Albuquerque Campus
New Mexico Higher Education Department
2044 Galisteo Street #4
Santa Fe, NM 87505
Phone: (505) 476-8400
Website: 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
Phone: (505) 841-8340

State of New Mexico Veterans Service Commission
PO Box 2324
Santa Fe, NM 85703
Phone: (505) 248-6721

Albuquerque West Campus
New Mexico Higher Education Department
2044 Galisteo Street #4
Santa Fe, NM 87505
Phone: (505) 476-8400
Website: 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

State of New Mexico Veterans Service Commission
PO Box 2324
Santa Fe, NM 85703
Phone: (505) 248-6721

TEXAS
El Paso Campus
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78778-0001
Phone: (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, TX 78711
Phone: (512) 427-6101
Mailing Address: PO 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, TX 78701
Phone: (512) 463-6564
Mailing Address: PO Box 12277, Austin, Texas 78711-2277

Houston Campus
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78778-0001
Phone: (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/.

Accreditation & Approval Agencies

Texas Higher Education Coordinating Board
Career Technical Programs
1200 East Anderson Lane
Austin, TX 78711
Phone: (512) 427-6101
Mailing Address: PO Box 12788, Austin, Texas 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, TX 78701
Phone: (512) 463-6564
Mailing Address: PO Box 12277, Austin, TX 78711-2277

Texas Board of Nursing
333 Guadalupe, Suite 3-460
Austin, TX 78701-3944
Phone: (512) 305-7400 / Fax: (512) 305-7401
Email: Webmaster@bon.texas.gov
Website: www.bon.texas.gov

WASHINGTON

Renton and Seattle Campuses

Workforce Training and Educational Coordinating Board
128 Tenth Avenue SW
PO Box 43105
Olympia, WA 98504-3105
Phone: (360) 753-5662
Website: 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 Street SE
PO Box 41155
Olympia, WA 98504-1155
Phone: (360) 725-2200

Washington Student Achievement Council
917 Lake Ridge Way SW
PO Box 43430
Olympia, WA 98504-3430
Phone: (360) 753-7800
Website: 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 PO Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

Accreditation: Programmatic

Accreditation Council for Occupational Therapy Education (ACOTE®)
AOTA Accreditation Department
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
Phone: (301) 652-2682
Website: www.acoteonline.org

American Society of Health-System Pharmacists
7272 Wisconsin Avenue
Bethesda, MD 20814
Phone: (301) 657-3000
Website: www.ashp.org/Professional-Development/Technician-Program-Accreditation

American Veterinary Medical Association
Committee on Veterinary Technician Education and Activities
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173
Phone: (800) 248-2862
Website:
https://www.avma.org/ProfessionalDevelopment/Education/Pages/default.aspx

Board of Nephrology Examiners Nursing Technology
100 South Washington Street
Rockville, MD 20850
Phone: (202) 462-1252
Website: www.bonent.org

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

Commission on Accreditation in Physical Therapy Education
1111 North Fairfax Street
Alexandria, VA 22314
Phone: (703) 706-3245
Email: accreditation@apta.org
Website: http://www.capteonline.org

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: (727) 210-2350
Website: www.caahep.org/

Commission on Accreditation of Ophthalmic Medical Programs
2025 Woodland Drive
St Paul, MN 55125-2998
Phone: (651) 731-7237
Website: www.jcahpo.org/CoA-OMP/list/

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
Phone: (202) 887-6791
Website: www.aacn.nche.edu/ccne

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, IL 60611-2678
Phone: (312) 440-4653
Website: http://www.ada.org/en/coda

Committee on Accreditation of Educational Programs
for the Emergency Medical Services Professions (CoAEMSP)
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
Phone: (214) 703-8445
Fax: (214) 703-8992
Website: www.coaemsp.org

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

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

Definitions and Requirements

Clock Hours and Credits

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 Pima Medical Institute (PMI) will meet course objectives with both in-class and outside-of-class coursework. Outside coursework may include assigned readings, papers, portfolios, projects, and assignments. These assignments are outlined in the respective course syllabi.

Notice Concerning Transferability of Credits and Credentials Earned at Pima Medical Institute

The credit measurement is equivalent to semester hours for purposes of transfer of credit. The transferability of credits earned at PMI is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at PMI will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at PMI to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at PMI will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

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 nonitalicized letters and numbers. Technical education can also be recognized through the prefix of the course number. Example: RAD 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 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**

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 courses develop basic essential knowledge, skills, and abilities for continued learning and career development. General education courses provide an academic foundation for technical coursework. Examples of general education offerings include courses in communications, mathematics, humanities, social sciences, and natural sciences. Technical education courses are designed to assist students in developing technical knowledge and skills necessary for job success in the chosen field of study. Technical courses also promote professionalism and the pursuit of lifelong learning. Related education is associated with a specific discipline or college-level elective. Related education coursework adds educational value and enhances the degree being sought.

Course Numbering and Transfer Courses: 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 (that is, 300 or above).

Definitions and Requirements

Career Prep Sequence
The following certificate programs require the Career Prep Sequence: Dental Assistant (except California), Medical Administrative Assistant, Medical Assistant, Patient Care Technician, Pharmacy Technician, Sterile Processing Technician, and Veterinary Assistant. Career Prep is designed to provide foundational knowledge. Successful completion of the Career Prep sequence (CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100) is required prior to externship.

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. Blended programs contain on-ground, online, and/or blended courses.

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. Tablets and smartphones may not be used to complete course work. They are to be used for reading and email only. Students in online courses must have a computer with the following specifications:

Windows
- Dual core processor (Intel or AMD) 512 MB RAM (recommended: 1 GB of RAM)
- High speed internet connection (minimum 2,000 kbps connection)
- Windows XP, Vista, 7, or higher
- Speakers (internal OR external)
- Printer
- Some courses may also require a CD/DVD drive
- Microsoft Office

Macintosh
- Mac OSX v10.6 (or better)
- High speed internet connection (minimum 2,000 kbps connection)
- Audio enabled
- Printer
- Some courses may also require a CD/DVD drive
- Microsoft Office

Distance Education (Online) Communication
Online faculty respond to emails within 24 hours of receipt. Online faculty grade and return tests, quizzes, assignments, and exams within 48 hours of due date; students receive feedback and have access to grades within the aforementioned time frame.

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 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.

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 admission requirements on page 130.

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, El Paso, Houston, Las Vegas, Mesa, Phoenix, Renton, Seattle, Tucson

Program Information

Delivery Method: *On-ground*

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

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
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multirescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
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 Professional Sequences I, II, and III

Mesa Campus

Dental Assistant - California Campuses

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

In addition to the admission requirements on page 130, applicants must obtain Basic Life Support (CPR) certification prior to starting class. A required orientation occurs the week prior to the start of class and includes orientation to the campus, basic oral anatomy, and infection control.

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, San Marcos

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.

Course Descriptions

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 III
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

Course Descriptions

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: Professional Sequences I, II, III, IV, and V

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 admission requirements on page 130.

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, and CMF 95 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 Electronic Health Records	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

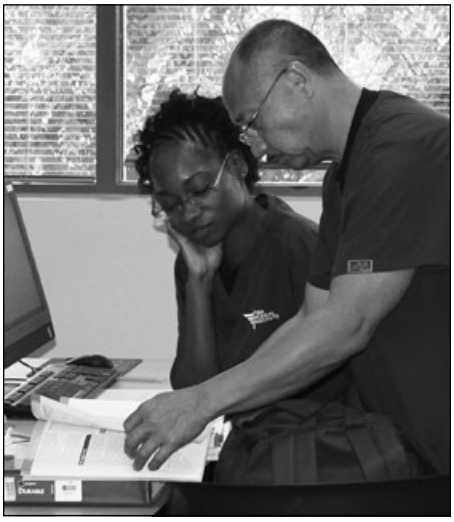
Course #	Course	Theory	Lab	Extern	Credits
MAA 132	Communication	15			1.0
MAA 134	Vital Sign Basics		15		0.5
MAA 136	Computer Applications for the Medical Office	15	45		2.5
MAA 138	Medical Billing and Coding	15	15		1.5
Professional Sequence II Total		**45**	**75**		**5.5**

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, El Paso, Houston, Las Vegas, Phoenix, Renton, San Marcos, Seattle, Tucson

Program Information

Delivery Method: *On-ground*

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

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
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multirescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

MAA 100 Office Management
This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, billing procedures, and financial and medical records management.
Prerequisites: None

MAA 102 Introduction to Insurance and Coding
This course presents the fundamentals of insurance billing and coding procedures, including terminology, types of insurance, and coding methods and forms. Students participate in hands-on activities to practice completing sample claim forms similar to those used in medical office environments.
Prerequisites: None

MAA 104 Business Writing and Electronic Health Records
Course content focuses on the development and application of the business writing and technology skills typically required in a medical office environment. Students complete a typing assessment and participate in hands-on activities to compose various business-oriented documents and to become familiar with the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.
Prerequisites: None

MAA 132 Communication
Course content introduces students to the types of professional communication skills expected of medical administrative assistants. Topics include basic terminology, patient and coworker interactions, verbal and nonverbal cues, and listening skills, among others. Activities offer students opportunities to practice communication exchanges typically encountered in the medical office environment.
Prerequisites: Professional Sequence I

MAA 134 Vital Sign Basics
This lab-based course provides a hands-on approach to obtaining and documenting a patient's vital signs as part of a medical record. Discussion topics include the purpose of the medical history, recognizing normal and abnormal vital sign values, accepted charting and documentation methods, and HIPAA compliance considerations.
Prerequisites: Professional Sequence I

MAA 136 Computer Applications for the Medical Office
This course emphasizes the development and application of computer-based skills required in the medical office setting. Lab time offers students focused opportunities to familiarize themselves and practice with common word-processing, spreadsheet, and presentation software.
Prerequisites: Professional Sequence I

Course Descriptions

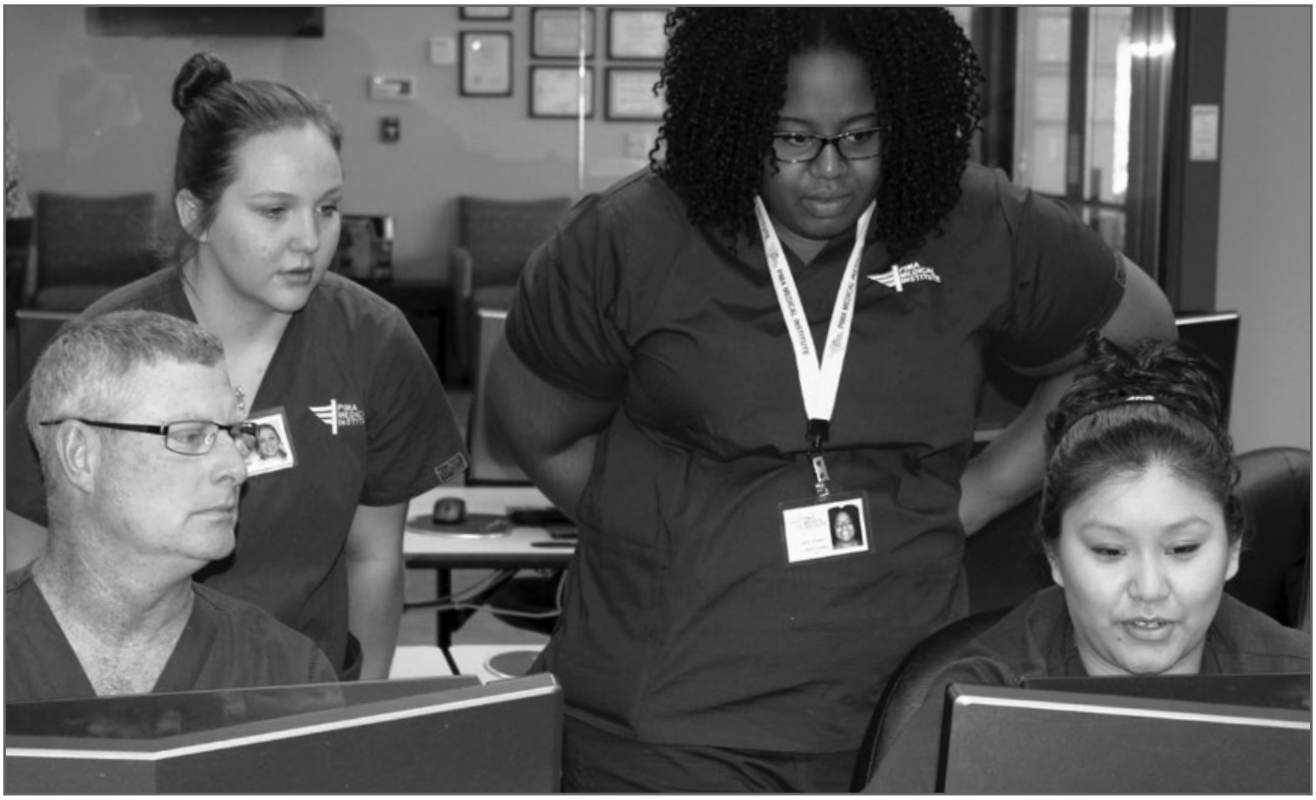
MAA 138 Medical Billing and Coding
This course is designed to enhance students' knowledge of billing and coding procedures through discussion and hands-on practice. Topics include patient payment issues, diagnostic and procedural coding, insurance claim forms, and third-party reimbursement.
Prerequisites: Professional Sequence I

MDA 136 Medical Law and Ethics
This course addresses legal and ethical considerations relevant to the medical office setting. Content includes legal terminology, professional competence, scope of practice rules, and regulatory compliance issues with particular focus on HIPAA and patient confidentiality requirements.
Prerequisites: Professional Sequence I

MAA 142 Electronic Health Records
Course content builds upon students' prior knowledge of and experience with electronic health records (EHR). Through focused lab exercises, students practice navigating a basic EHR system intended to prepare them for the types of tasks they will encounter in the medical office environment.
Prerequisites: Professional Sequence I

MAA 144 Written Communication in the Medical Office
This course emphasizes development and refinement of basic writing skills for the medical office. Various assignments reinforce proper writing mechanics and grammar usage, attention to detail, spelling, correct use of medical terminology and symbols, and a range of skills related to medical documentation. Students are expected to practice their keyboarding skills and complete a typing assessment by the end of the course.
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



East Valley Campus

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 admission requirements on page 130.

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 Electronic Health Records	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**

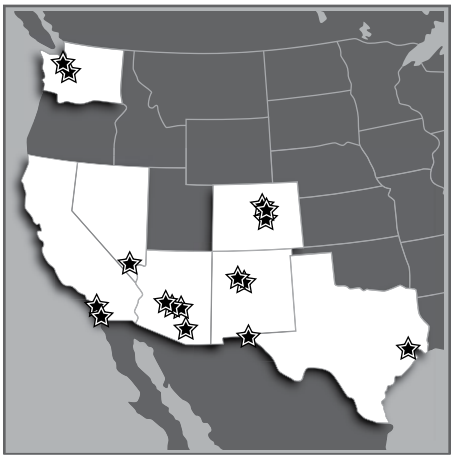
Professional Sequence IV

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, El Paso, Houston, Las Vegas, Mesa, Phoenix, Renton, San Marcos, Seattle, Tucson

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 800. Graduates of this program are granted a certificate. Graduates of this program are qualified to apply to take national certification examinations for the medical assistant.

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

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
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multirescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

MAA 100 Office Management
This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, billing procedures, and financial and medical records management.
Prerequisites: None

MAA 102 Introduction to Insurance and Coding
This course presents the fundamentals of insurance billing and coding procedures, including terminology, types of insurance, and coding methods and forms. Students participate in hands-on activities to practice completing sample claim forms similar to those used in medical office environments.
Prerequisites: None

MAA 104 Business Writing and Electronic Health Records
Course content focuses on the development and application of the business writing and technology skills typically required in a medical office environment. Students complete a typing assessment and participate in hands-on activities to compose various business-oriented documents and to become familiar with the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.
Prerequisites: None

MDA 111 Examination Techniques
Content emphasizes the development and practice of skills required to assist physicians during a patient's physical examination. Lab exercises focus on such skills as patient positioning/draping, equipment set-up, and obtaining and/or documenting medical history information, vital signs, and other specified tests and procedures.
Prerequisites: Professional Sequence I

MDA 121 Clinical Aspects of Coding & Billing
Content reinforces and builds upon students' prior knowledge of coding and billing terminology and practices with focused attention on back-office (clinical) skills development. Topics include procedural and diagnostic coding systems, regulatory guidelines and HIPAA compliance, insurance authorization/verification, and other documentation related to patient records. Students are expected to recognize anatomy and physiology terms for coding assignment purposes.
Prerequisites: Professional Sequence I

MDA 130 Surgical Procedures
This course introduces students to the skills needed to assist physicians with minor office-based surgical procedures. Through hands-on activities, students practice and demonstrate such skills as room and patient preparation, instrument identification, and proper pre/postoperative aseptic techniques, among others. Discussion topics include terminology and guidelines associated with office-based surgeries.
Prerequisites: Professional Sequence I

Course Descriptions

MDA 106 Pharmacology
This course introduces students to basic pharmacology principles and practices. Content addresses terminology, safety regulations, resources, dosage calculations, medication preparation and administration, patient education, and disposal of biohazardous materials. Lab-based activities provide students hands-on practice with common injections prior to demonstrating their proficiency with these required skills.
Prerequisites: Professional Sequence I

MDA 136 Medical Law and Ethics
This course addresses legal and ethical considerations relevant to the medical office setting. Content includes legal terminology, professional competence, scope of practice rules, and regulatory compliance issues with particular focus on HIPAA and patient confidentiality requirements.
Prerequisites: Professional Sequence I

MDA 120 Medical Office Laboratory Procedures
Content emphasizes the skills required for routine laboratory procedures and tests conducted in the medical office. Topics include safety protocol, regulatory agencies, equipment use and maintenance, patient preparation, specimen collection and processing, and documentation. Students practice and demonstrate assisting skills for specified tests and procedures including pulmonary function, electrocardiography, and urinalysis.
Prerequisites: Professional Sequence I

MDA 125 Medical Office Laboratory Procedures
Content emphasizes assisting skills for routine laboratory procedures and tests conducted in the medical office examination room. Topics include safety protocol, equipment use and maintenance, laboratory mathematics and measurement, specimen collection, microbiology, phlebotomy, and routine blood tests. Lab-based activities provide hands-on practice with common venipuncture procedures prior to demonstrating proficiency with these required skills.
Prerequisites: Professional Sequence I

MDA 141 Medical Specialty Procedures
Content addresses assisting skills for specialty testing and procedures conducted in the medical office examination room. Students practice and demonstrate assisting skills for specified tests and procedures related to pediatrics, male and female reproductive systems, dermatology, endoscopy, gastroenterology, age-related conditions, and neurology.
Prerequisites: Professional Sequence I

MDA 131 Communication
This course focuses on the range of communication skills needed to work successfully in the medical office setting. Topics include communication terminology, cultural sensitivity in patient and coworker interactions, verbal and nonverbal cues, and effective listening practices, among others. Students participate in role-play opportunities designed to encourage critical thinking regarding interactions within the medical office environment.
Prerequisites: Professional Sequence I

MDA 275 Externship
This course provides students with opportunities to apply professional skills learned in the classroom.
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 admission requirements on page 130.

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 the 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 well-being. 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, and 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. Preoperative, perioperative and postoperative 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: NA 101, NA 102, NA 103, and NA 104

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 (PCT). 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

In addition to the admission requirements on page 130, 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.

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	15	15		1.5
PCT 110	Medical Documentation	15			1.0
Professional Sequence II Total		**75**	**45**		**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		**315**	**165**	**280**	**31.0**

East Valley Campus

Locations

East Valley, Houston

Program Information

Delivery Method: *On-ground*

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

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
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multirescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
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

Course Descriptions

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. Topics include verbal and nonverbal communication, speaking and listening critically, and consideration of age, cultural differences, and medical disabilities. 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: Career Prep Sequence, Emergency Room Technician Sequence, Electrocardiography Sequence, Hemodialysis Sequence, and a current CNA certificate

Pharmacy Technician

Objective

To prepare students for entry-level employment as a pharmacy technician through development of professional skills in such areas as customer service, drug inventory management, and prescription preparation that includes training in sterile products and aseptic techniques.

Admission Requirements

In addition to the admission requirements on page 130, applicants must score a minimum of 60% 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.

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

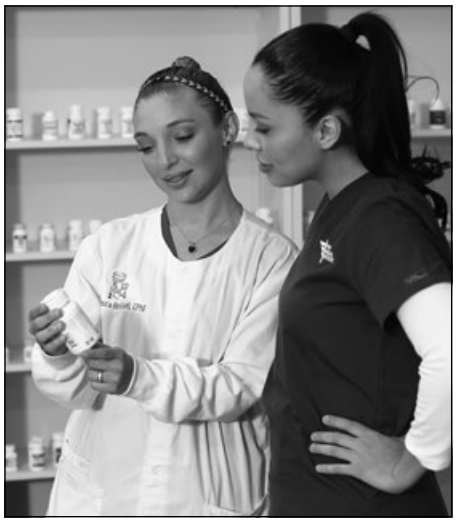
Course #	Course	Theory	Lab	Extern	Credits
PHA 135	Pharmacy Math	15			1.0
PHA 140	Principles of Customer Service	10	5		0.5
PHA 220	Pharmacology	15	30		2.0
PHA 225	Pharmacy Laboratory Skills	15	30		2.0
Professional Sequence III Total		**55**	**65**		**5.5**

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 250	Externship			240	5.0
Externship Total				**240**	**5.0**
PROGRAM TOTALS		**350**	**250**	**240**	**35.5**



Locations

Albuquerque, Chula Vista, Colorado Springs, Denver, El Paso, Houston, Las Vegas, Mesa, Renton, San Marcos, Seattle, Tucson

Program Information

Delivery Method: *On-ground*

Program length: day classes total 36 weeks and evening classes total 41 weeks. The total number of program hours is 840. In the State of Washington students must be registered pharmacy assistants to be eligible to participate in externship. Upon completion of the program requirements, which include passing a certification course in IV/sterile products through the National Pharmacy Technician Association, graduates receive a certificate in Pharmacy Technician and are eligible to apply for and take national examinations to become certified pharmacy technicians.

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

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
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multirescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
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

Course Descriptions

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 reviews 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 250 Externship
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep and Professional Sequences I, II, III, and 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 admission requirements on page 130.

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
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multirescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

PHL 101 Anatomy & Physiology/Medical Terminology
This course provides an overview of the laboratory and the types of communication skills expected of phlebotomists in the workplace. Students explore the care and use of laboratory equipment, procedures for collecting nonblood specimens, and how to interpret physicians' orders and various reports. Content also addresses ethical and legal aspects of the profession and the types of computer skills typically required of phlebotomists.
Prerequisites: None

PHL 102 Introduction to Laboratory & 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 instructs students 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. Students participate in hands-on activities to learn and practice various skills phlebotomists are expected to perform in the field. Content also emphasizes safety standards and addresses point-of-care testing procedures.
Prerequisites: None

PHL 200 Externship
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: All Phlebotomy Technician Courses

Locations

East Valley, El Paso, Houston, Phoenix, Renton, San Marcos, 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.

Practical Nursing

Objective

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

Admission Requirements

In addition to the admission requirements on page 130, applicants must achieve a minimum score on a mathematics screening exam and on a nursing admission test. An interview with nursing faculty is required.

Sequence I

Course #	Course	Theory	Lab	Clinical	Credits
MTH 127	*Med Math*	*16*			*1.0*
CMT 102	*Medical Terminology*	*16*			*1.0*
HUN 100	*Nutrition*	*16*			*1.0*
ENG 115	*Communication and Composition*	*32*			*2.0*
PSY 120	*Human Development Across the Life Span*	*32*			*2.0*
NUR 104	Strategies for PN Success	16			1.0
Sequence I Total		**128**			**8.0**

Sequence II

Course #	Course	Theory	Lab	Clinical	Credits
BIO 112	*Anatomy and Physiology I*	*24*	*16*		*2.0*
NUR 105	Introduction to Nursing and Pharmacology	48	40		4.0
Sequence II Total		**72**	**56**		**6.0**

Sequence III

Course #	Course	Theory	Lab	Clinical	Credits
BIO 113	*Anatomy and Physiology II*	*24*	*16*		*2.0*
NUR 150	Elder Care and Nursing Theory	64	16		4.5
NUR 151	Clinical Foundations of Nursing I			95	2.0
Sequence III Total		**88**	**32**	**95**	**8.5**

Sequence IV

Course #	Course	Theory	Lab	Clinical	Credits
BIO 116	*Anatomy and Physiology III*	*24*	*16*		*2.0*
NUR 160	Adult Medical & Surgical Community Health Nursing Theory	48	16		3.5
NUR 161	Clinical Foundations of Nursing II			95	2.0
Sequence IV Total		**72**	**32**	**95**	**7.5**

Sequence V

Course #	Course	Theory	Lab	Clinical	Credits
BIO 117	*Anatomy and Physiology IV*	*24*	*16*		*2.0*
NUR 170	Maternal Child Nursing Theory	48	16		3.5
NUR 171	Clinical Foundations of Nursing III			95	2.0
Sequence V Total		**72**	**32**	**95**	**7.5**

Sequence VI

Course #	Course	Theory	Lab	Clinical	Credits
NUR 180	Pharmacology - Intravenous Therapy	24	16		2.0
NUR 200	Role Transition	32			2.0
NUR 205	Clinical Foundations of Nursing IV			120	2.5
Sequence VI Total		**56**	**16**	**120**	**6.5**
PROGRAM TOTALS		**488**	**168**	**405**	**44**

Locations

Albuquerque, Aurora

Program Information

Delivery Method: *On-ground*

The Practical Nursing (PN) program is 48 weeks in length and 1,061 total program hours. Graduates of the PN program are granted a certificate in practical nursing. Graduates from an approved nursing program can apply to take the National Council Licensure Examination (NCLEX-PN). After graduates successfully pass the NCLEX-PN they are qualified to apply for state licensure or registration as a practical nurse.

Course Descriptions

CMT 102 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

ENG 115 Communication and Composition
This course addresses the skills needed for effective oral and written communications in a variety of contexts. Among the topics addressed are verbal and nonverbal communication cues, active listening techniques, technical and professional writing, health literacy, evaluating culturally diverse points of view, and professional courtesy.
Prerequisites: None

HUN 100 Nutrition
This course acquaints students entering health professions with each of the major nutrients, nutritional needs and requirements, and methods used for planning nutritionally adequate and healthy diets throughout the life span. Nutrition essentials are presented related to clinical practice, patient care, and education in various populations with acute and/or chronic disease. Discussing current nutrition issues/controversies enables the student in becoming astute at identifying nutrition facts and fallacies.
Prerequisites: None

MTH 127 Med Math
This course presents calculation, conversion, and computation of fractions, decimals, ratios, proportions, percents, measurements, abbreviations, and data analysis. It also acquaints the student with the skills important for the health professional's application and critical thinking necessary for evidence-based health care delivery. Knowledge gained in this course prepares the student for more complex theoretical and practical applications in subsequent technical courses.
Prerequisites: None

NUR 104 Strategies for PN Success
This course provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include time management, reading skills, test-taking techniques, goal setting, and stress management.
Prerequisites: None

PSY 120 Human Development Across the Life Span
This course addresses physical, cognitive, social, emotional, and psychosexual components of human growth and development from birth to death. Topics include analysis of activities that are directed toward developing, sustaining, and enhancing wellness during all stages of development in the journey toward psychosocial maturity. Students will explore the history and theories of growth and development, including the impact of ethnic, gender, and cultural factors on the process. The course provides opportunities for students to develop an understanding of shared decision-making among family, provider, and community.
Prerequisites: None

BIO 112 Anatomy and Physiology I
This course provides students with the knowledge of the structure and function of the human body. Content includes the organization of the human body including an introduction to each of the body systems. Special focus will be given to the integumentary system. Other course topics include disease and disease-producing organisms, benign and malignant cancers, and infectious diseases.
Prerequisites: None

NUR 105 Introduction to Nursing and Pharmacology
This course introduces the role of the practical nurse and basic nursing. The historical perspective and elements of nursing as outlined by various nursing theories provide a framework for developing critical thinking in approaching health care. Additional topics include ethical/legal responsibilities, American Nurse Association, Nurse Practice Act, HIPAA, NCLEX-PN, the health care team, the nursing process, health teaching, basic needs, and cultural diversity. The course also provides the foundational knowledge and principles of pharmacology.
Prerequisites: MTH 127 Med Math and NUR 104 Strategies for PN Success

BIO 113 Anatomy and Physiology II
This course provides students with the knowledge of the structure and function of the human body. Course content focuses on the musculoskeletal, nervous, sensory, digestive, urinary, and endocrine systems. Topics covered also include metabolism, nutrition, and body fluids.
Prerequisites: Sequence II

NUR 150 Elder Care and Nursing Theory
This course is designed to assist the student in caring for the aging population. Students will provide culturally sensitive care to patients while promoting independence. Students will understand the physical and cognitive changes that occur in the elderly. The subject of abuse and neglect will be covered in this course. Students have opportunities to practice and demonstrate competency in simulated, interactive, and virtual settings.
Prerequisites: Sequence II; Concurrent enrollment in NUR 151 Clinical Foundations of Nursing I

Course Descriptions

NUR 151 Clinical Foundations of Nursing I
This course provides the student with opportunities to apply concepts covered in NUR 150. Application includes clinical practice and competency/performance testing in simulated, interactive, and virtual settings.
Prerequisites: Sequence II; Concurrent enrollment in NUR 150 Elder Care and Nursing Theory

BIO 116 Anatomy and Physiology III
This course provides students with the knowledge of the structure and function of the human body. Content of this course focuses on blood, the cardiovascular system, and respiratory system.
Prerequisites: Sequences II and III

NUR 160 Adult Medical & Surgical Community Health Nursing Theory
This course addresses the nursing theory, pharmacology concepts, and the skills required to collect data and contribute to a basic physical assessment, all of which will be used in caring for adults with various medical/surgical conditions. Emphasis is placed on cardiovascular, hematopoietic, and respiratory systems. Concepts of community based and home health nursing services are explored. Students will have opportunities to practice and demonstrate competency in simulated, interactive, and virtual settings.
Prerequisites: Sequences II and III; Concurrent enrollment in NUR 161 Clinical Foundations of Nursing II

NUR 161 Clinical Foundations of Nursing II
This course provides the student with opportunity to apply concepts covered in NUR 160. Clinical hours take place in various settings including clinics, physician offices, community, and medical/surgical care agencies. Application includes clinical practice and competency/performance testing in simulated, interactive, and virtual settings.
Prerequisites: Sequences II and III; Concurrent enrollment in NUR 160 Adult Medical Surgical & Community Health Nursing Theory

BIO 117 Anatomy and Physiology IV
This course provides students with the knowledge of the structure and function of the human body, including terminology. Content of this course includes the male and female reproductive systems, development and birth, and heredity and hereditary diseases. Additional emphasis is placed on blood, body defense, and the lymph system and immunity.
Prerequisites: Sequences II, III, and IV

NUR 170 Maternal Child Nursing Theory
This course addresses the nursing theory, pharmacology concepts, and the skills required to collect data and contribute to a basic physical assessment, all of which will be applied during the study of the pregnancy and the birth process. Focus is on the pediatric population from birth to adulthood. Discussion will also include the immune, lymph, and reproductive systems. Students have opportunities to practice and demonstrate competency in simulated, interactive, and virtual settings.
Prerequisites: Sequences II, III, and IV; Concurrent enrollment in NUR 171 Clinical Foundations of Nursing III

NUR 171 Clinical Foundations of Nursing III
This course provides the student with opportunities to apply concepts from all current and prior nursing courses in a variety of clinical settings. Clinical hours are provided in various pediatric, obstetric, community health, and adult medical/surgical agencies. Application includes clinical practice and competency/performance testing in simulated, interactive, and virtual settings.
Prerequisites: Sequences II, III, and IV; Concurrent enrollment in NUR 170 Maternal Child Nursing Theory

NUR 180 Pharmacology - Intravenous Therapy
This course focuses on intravenous (IV) therapy, including the fundamentals of fluid administration, premixed IV fluids containing electrolytes and vitamins, and premixed antibiotic solutions. Content includes topics required for national IV therapy certification by the National Federation of Licensed Practical Nurses, Inc. (NFLPN). Laboratory time will provide practice of the IV skills and procedures.
Prerequisites: Sequences I, II, III, IV, and V

NUR 200 Role Transition
This course is designed to prepare the student for the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN). By providing a comprehensive review of the technical coursework, mock examinations, and test taking strategies are covered.
Prerequisites: Sequences I, II, III, IV, and V

NUR 205 Clinical Foundations of Nursing IV
This course provides students with opportunities to apply learned theories and skill in a variety of clinical settings under the supervision of a qualified nursing faculty member. Students are given the opportunity to develop and implement a leadership project in collaboration with the clinical agency.
Prerequisites: Sequences I, II, III, IV, and V

Sterile Processing Technician

Objective

To provide students with entry-level training that will prepare them to function in the sterile processing and distribution areas of health care facilities. The program provides students with knowledge of surgical instruments, microbiology, medical equipment, surgical terminology, storage and distribution, as well as the skills required for sterilization and decontamination.

Admission Requirements

Please reference admission requirements on page 130.

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
CSP 105	Surgical Instruments	30	30		3.0
CSP 110	Microbiology and Infection Control	30			2.0
CSP 100	Principles and Practices of Sterile Processing	30			2.0
Professional Sequence I Total		**90**	**30**		**7.0**

Professional Sequence II

Course #	Course	Theory	Lab	Extern	Credits
CSP 120	Sterilization Procedures and Practice	45	45		4.5
CSP 130	Storage and Distribution	15	15		1.5
Professional Sequence II Total		**60**	**60**		**6.0**

Professional Sequence III

Course #	Course	Theory	Lab	Extern	Credits
CSP 140	Decontamination Procedures and Practice	30	45		3.5
CSP 150	Medical Equipment	15			1.0
CSP 115	Surgical Terminology	30			2.0
Professional Sequence III Total		**75**	**45**		**6.5**

Externship

Course #	Course	Theory	Lab	Extern	Credits
CSP 180	Externship			400	8.5
CSP 190	Certification Review	20			1.0
Externship Total		**20**		**400**	**9.5**
PROGRAM TOTALS		**345**	**155**	**400**	**35.5**

Denver Campus

Locations

Albuquerque West, Denver, Phoenix

Program Information

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

Program length: day classes total 35 weeks and evening classes total 39 weeks. The total number of program hours is 900. Graduates of this program are granted a certificate and are eligible to apply to take the Certified Registered Central Service Technician (CRCST) examination.

Course Descriptions

The following courses may be offered on-ground, online and/or blended: CSP 110 Microbiology and Infection Control, CSP 115 Surgical Terminology, and CSP 190 Certification Review.

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
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multirescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

CSP 105 Surgical Instruments
This course presents and discusses basic and complex surgical instrumentation. The student will learn how instruments are manufactured, their structure, their classifications, and their categories based on functions. Students will learn to identify instrument damage and malfunction. The care and maintenance of complex surgical instruments, including powered and endoscopic instrumentation, will also be covered. Review and identification of surgical instruments will be performed in the lab setting.
Prerequisites: None

CSP 110 Microbiology and Infection Control
This course will provide an overview of microbiology for central service professionals. The student will learn the basic facts about the identification and classification of microorganisms and nonbacterial organisms as well as their transmission. Control and destruction of microorganisms and infection prevention will be defined and discussed. Students will be given an overview of standard precautions, including the OSHA Bloodborne Pathogens Standard and the five principles of asepsis.
Prerequisites: None

CSP 100 Principles and Practices of Sterile Processing
This course is designed to introduce the primary responsibilities of the Sterile Processing Technician. The student will learn the importance of the Central Service and Sterile Processing Departments. Job duties, career growth, and professional development are also discussed. Federal regulations and professional and safety standards required for the successful management of the Central Sterile Processing Department will be introduced. Communication and human relations skills, as they relate to the Central Service and Sterile Processing Departments, will also be presented.
Prerequisites: None

CSP 120 Sterilization Procedures and Practice
This course presents and discusses the techniques and protocols for processing instrumentation and supplies for use in the sterile environment. The student will learn sterile packaging and storage, high and low temperature sterilization methods, and point of use processing. Preparation of pack contents, packaging procedures, storage, and transport will be introduced. Steam, dry heat, and chemical sterilization will be presented along with a review of the parameters that are involved with each form of sterilization. Practice of these techniques will be performed in the lab setting.
Prerequisites: None

CSP 130 Storage and Distribution
This course discusses the importance of all aspects of inventory management and storage. The student will learn the importance of managing inventory through the discussion of inventory replenishment systems, automated tracking systems, and important inventory management concepts. The management of patient care equipment and the surgical case cart system will be covered as well as the use of quality assurance in central service operations.
Prerequisites: None

CSP 140 Decontamination Procedures and Practice
This course presents the techniques and protocol for the cleaning, disinfection, and decontamination of surgical instrumentation. Personal protective equipment will be introduced and basic instrument cleaning procedures demonstrated. Point of use preparation and transport will also be discussed. Practice of these techniques will be performed in the lab setting.
Prerequisites: None

CSP 150 Medical Equipment
This course will cover the management and maintenance of patient care equipment. The student will learn the basic types of patient care equipment and how to properly handle, clean and disinfect soiled equipment. Procuring new and additional equipment will be reviewed. The importance of monitoring and recordkeeping will also be reviewed.
Prerequisites: None

CSP 115 Surgical Terminology
This course will provide students with a medical terminology vocabulary for use in the central sterile processing and surgical settings. Students will build on the knowledge acquired in CAT 150 to learn and identify surgical terminology and will be introduced to common abbreviations used in surgery.
Prerequisites: CAT 150 Anatomy, Physiology, and Terminology

CSP 180 Externship
This course will offer the student 400 hours of hands-on clinical experience in a hospital and/or surgery center facility. The student will be able to take the knowledge they acquired in the didactic portion of the program and apply it in the workplace. The student will hone their skills in the following areas; patient care equipment, general cleaning, wrapping/packaging, assembling instrument sets, sterilization, storage and cleaning, case carts, distribution and miscellaneous duties. This externship course meets the clinical hour requirements to sit for the certification exam provided by IAHCSMM (International Association of Healthcare Central Service Materials Management).
Prerequisites: Career Prep and Professional Sequences I, II, and III

CSP 190 Certification Review
This course will provide students with a review of all aspects of the Sterile Processing Technician program to prepare them to take the certification exam offered by IAHCSMM (International Association of Healthcare Central Service Materials Management). This certification will enable the student to receive the credentials of CRCST (Certified Registered Central Sterile Technician).
Prerequisites: Career Prep and Professional Sequences I, II, and III

Denver Campus

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 admission requirements on page 130.

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, El Paso, Houston, Las Vegas, Phoenix, Renton, San Marcos, Seattle, Tucson

Program Information

Delivery Method: *On-ground*

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

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
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multirescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
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 recordkeeping, charting, client service and scheduling, OSHA safety regulations, and the role of the veterinary assistant 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 medications, including classes and 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 postoperative 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, Professional Sequences I, II, and III

East Valley Campus

Associate Degree Programs

Dental Hygiene

Objective

To develop in students the personal traits and professional skills required to perform as competent entry-level dental hygienists 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 lifelong learning skills, analyze and apply advances in research to patient care, and facilitate health promotion.

Admission Requirements

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the program director is also required.

Course #	Course	Theory	Lab	Clinical	Credits
PSY 125	*Psychology*	*30*			*2.0*
CCM 145	*Communications & Composition*	*30*			*2.0*
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		**225**	**30**		**16.0**

Course #	Course	Theory	Lab	Clinical	Credits
SOC 110	*Sociology*	*30*			*2.0*
CHM 125	*Chemistry/Biochemistry*	*45*			*3.0*
BIO 136	Head & Neck Anatomy	30			2.0
RDH 118	Medical Emergencies	15			1.0
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**

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**

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
RDH 223	Restorative Lab I*		30		1.0
Semester IV Total		**135**	**90**	**150**	**15.0**

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 233	Restorative Lab II*	15	75		3.5
Semester V Total		**135**	**90**	**180**	**16.0**

Course #	Course	Theory	Lab	Clinical	Credits
RDH 226	Review of Dental Hygiene	45			3.0
RDH 230	Dental Health Promotions	30			2.0
RDH 240	Dental Hygiene IV	15			1.0
RDH 245	Clinical Dental Hygiene IV			180	4.0
RDH 285	Restorative Clinic*			60	1.0
RDH 291	Principles of Dental Hygiene Practice	30			2.0
Semester VI Total		**120**		**240**	**13.0**
ALBUQUERQUE AND HOUSTON PROGRAM TOTALS		**930**	**210**	**720**	**84.5**
SEATTLE PROGRAM TOTALS		**945**	**315**	**780**	**90.0**

*Represents the Seattle program

Locations

Albuquerque, Houston, Seattle

Program Information

Delivery Method: *On-ground*

Program length: 90 weeks (15 weeks per semester). The total number of program hours/credits equals 1,860 hours/84.5 credits in Houston and Albuquerque, while the program in Seattle equals 2,040 hours/90 credits. The Seattle program has three unique courses: RDH 223 Restorative Lab I in semester IV, RDH 233 Restorative Lab II in semester V, and RDH 285 Restorative Clinic in semester VI. Graduates of this program receive an Associate of Applied Science degree. Graduates of accredited programs are eligible to apply to take the National Board Dental Hygiene Examination.

Course Descriptions

PSY 125 Psychology
This course introduces basic concepts in human psychology through an overview of the foundations of the discipline and a more in-depth look at contemporary approaches in the field. Among the many topics included are mental health, well-being, behavior, cognition, personality traits, life-span development, social interactions, and various therapies used to treat psychological disorders.
Prerequisites: None

CCM 145 Communications & Composition
This course addresses the skills needed for effective oral and written communications in a variety of contexts. Among the topics addressed are verbal and nonverbal communication cues, active listening techniques, technical and professional writing, health literacy, evaluating culturally diverse points of view, and professional courtesy.
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: Semester I courses

CHM 125 Chemistry/Biochemistry
This course introduces the basic concepts of general chemistry as well as organic and inorganic 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: Semester I courses

BIO 136 Head & Neck Anatomy
This course explores the anatomical features and functions of the head and neck region within the context of dental hygiene clinical practice. Students acquire in-depth understanding of the head and neck region through examination and identification of associated osteological structures and body systems.
Prerequisites: Semester I courses

RDH 118 Medical Emergencies
This course is designed to instill a working knowledge of appropriate assessment procedures required to obtain and evaluate patient histories that may indicate patients at risk for medical emergencies in the dental setting. Students analyze case scenarios and apply critical thinking skills to accurately identify, treat, manage, and prevent various emergency situations.
Prerequisites: Semester I courses

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. Among the topics included are clinical policy/procedure, maintaining a safe and aseptic work environment, patient assessment techniques, and duties related to basic instrumentation and equipment.
Prerequisites: Semester I courses

Course Descriptions

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. Clinical concepts introduced and practiced include clinical policy/procedure, maintaining a safe and aseptic work environment, patient assessment techniques, and duties related to basic instrumentation and equipment.
Prerequisites: Semester I courses

RDH 211 Radiology
This course provides the student with the scientific principles and clinical applications relating to the performance of dental radiographic procedures. Content emphasizes techniques of exposing, processing, mounting, and critically interpreting intraoral and panoramic radiographs, and provides students with radiation and infection control principles for use in practical applications. Laboratory experience allows students to gain initial radiographic skills that will be utilized throughout the clinical courses.
Prerequisites: Semester I courses

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 include patient communication strategies, recare and periodontal maintenance protocol, the referral process, anxiety management, air-powder polishers, use of power driven scaling instruments, and dental sealants.
Prerequisites: Semesters I and II courses

RDH 155 Clinical Dental Hygiene I
This course applies previously learned skills in a clinical setting under direct professional supervision. Content emphasizes patient care through the application of assessment techniques, treatment planning, calculus detection, and basic instrumentation and procedures. Students are evaluated with the expectation of demonstrating beginning competency level in direct patient care.
Prerequisites: Semesters I and II courses

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: Semesters I and II courses

RDH 218 Periodontics
This course examines the effects of periodontal disease on overall health. Through exploration of the epidemiology, etiology, microbiology, and immunology of various periodontal diseases, students develop skills that enable them to differentiate and evaluate the severity of the diseases and to develop and apply appropriate clinical treatment modalities.
Prerequisites: Semesters I and II courses

RDH 260 Pharmacology for Dental Hygiene
This course covers the basic components of pharmacology with emphasis on the interaction with the biologic systems in the body as well as those that specifically affect oral health. Topics include therapeutic use, pharmacokinetics, pharmacodynamics, pharmacologic effects, adverse effects, drug interactions, and contraindications, among others.
Prerequisites: Semesters I and II courses

RDH 175 Dental Hygiene II
This course integrates the cognitive, psychomotor, and affective foundations of dental hygiene practice through exposure to increasingly complex patient cases, with emphasis on the development of advanced instrumentation, individualized risk assessment, and case management skills. Topics include evidence-based treatment for nonsurgical periodontal therapy, evaluation of treatment outcomes, and professional development strategies. Students participate in case-study presentations drawn from literature reviews that are designed to expand critical thought processes.
Prerequisites: Semesters I, II, and III courses

RDH 180 Clinical Dental Hygiene II
This course introduces new concepts and techniques while providing opportunities to apply acquired skills and knowledge in the clinical setting under direct supervision. Students are expected to demonstrate advanced competency in patient assessment, diagnosis, management, and dental hygiene care planning. Topics and skills addressed include advanced instrumentation and communication techniques, care of oral prostheses, and cultural competence, among others. Students complete a periodontal documentation case study to demonstrate ability to evaluate and implement evidence-based practice techniques.
Prerequisites: Semesters I, II, and III courses

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: Semesters I, II, and III courses

Course Descriptions

RDH 214 Patient/Pain Management
This course conveys a working knowledge of theoretical and practical applications of various physical, chemical, and psychological modalities intended for pain and anxiety management. Topics address the safe, ethical, legal, and proficient administration of local anesthesia and nitrous oxide in the clinical setting.
Prerequisites: Semesters I, II, and III courses

RDH 220 General/Oral Pathology
This course introduces general pathology concepts relevant to systemic and oral conditions. Discussion topics address recognition, description, and assessment of characteristics that deviate from normal findings. Students apply critical thinking skills to evaluate case studies that include laboratory, clinical, and radiographic data designed to elicit differential diagnoses of oral lesions.
Prerequisites: Semesters I, II, and III courses

RDH 223 Restorative Lab I (Seattle Campus Only)
This course focuses on the development of restorative skills. Content emphasizes placement and carving of amalgam and composite restorations on a dentoform as well as developing an understanding of regional licensing examination criteria.
Prerequisites: Semesters I, II, and III courses

RDH 200 Dental Hygiene III
This course applies concepts and principles introduced in earlier dental hygiene courses. Students participate in increasingly complex problem-based learning activities that are designed to develop critical thinking skills and that emphasize appropriate assessment and planning techniques for a variety of practice-related situations, including occlusal evaluation and trauma, pain management, caries removal, and instrument recontouring, among others. Clinical preparation discussion topics include mock board requirements and patient competencies.
Prerequisites: Semesters I, II, III, and IV courses

RDH 205 Clinical Dental Hygiene III
This course engages students in increasingly complex cases in which they apply knowledge and skills acquired in earlier semesters. Competencies include patient assessment, management, treatment, and evaluation as well as preventive measures as part of comprehensive patient care efforts. Additional requirements include appropriate patient selection and completion of clinical mock board examinations and a professional case study.
Prerequisites: Semesters I, II, III, and IV courses

RDH 251 Treatment of Special Needs Patient Seminar
This course explores various assessment and treatment practices for special needs populations. Content and activities focus on preparing students to identify appropriate treatment approaches for patients with medical, physical, and other special considerations. Students participate in enrichment experiences designed to enhance their knowledge and understanding of various treatment strategies that are appropriate for a range of special needs situations.
Prerequisites: Semesters I, II, III, and IV courses

RDH 259 Community & Public Dental Health
This course introduces public health concepts relevant to the field of dental hygiene. Content includes epidemiology, disease prevention, and advocacy for community access to dental care, among others. Students apply critical thinking skills to explore various research-related topics that incorporate biostatistics, study methods, and other considerations to advance knowledge and literature review competence. Student collaboration experiences culminate in designing a community health project that demonstrates understanding of needs assessment, planning, implementation, and outcome evaluations.
Prerequisites: Semesters I, II, III, and IV courses

RDH 233 Restorative Lab II (Seattle Campus Only)
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 develop competency in placing, finishing, polishing, and evaluating posterior composite and amalgam restorations in a typodont according to the accepted regional licensing examination criteria.
Prerequisites: Semesters I, II, III, and IV courses

RDH 226 Review of Dental Hygiene
This course provides a comprehensive review of the theory, concepts, and techniques taught in the preceding semesters to prepare students for the National Board Dental Hygiene Examination. Students participate in study groups to identify study topics, discuss case studies, and review practice questions.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 230 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 underserved areas/populations.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 240 Dental Hygiene IV
This course applies the concepts and principles introduced in earlier dental hygiene courses through problem-based learning activities with an emphasis on self-evaluation and lifelong learning. Topics include student preparation for the clinical board exam, mock board requirements, clinical setting preparation, and licensing requirements.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 245 Clinical Dental Hygiene IV
This course assesses clinical competency while developing efficiency in preparation for professional employment. Students assess, plan, treat, and evaluate outcomes for patients with diverse medical, dental, and social histories with minimal assistance from clinical faculty. Students also participate in select clinics designed to simulate private practice settings as well as mock clinical boards.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 285 Restorative Clinic (Seattle Campus Only)
This course expands the knowledge, skills, and values developed in prior courses with the addition of treatment planning, implementation, evaluation, and documentation of restorative procedures performed on patients during a supervised clinical setting.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 291 Principles of Dental Hygiene Practice
This course reinforces knowledge of prior content with a focus on career readiness. Students prepare for their transition from an academic setting to the dental practice environment through various activities designed to enhance opportunities for employment. Discussion topics include practice management, legal and ethical principles, and professional responsibilities and expectations.
Prerequisites: Semesters I, II, III, IV, and V courses

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

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the program director is also required.

Semester I

Course #	Course	Theory	Lab	Extern	Credits
BIO 115	*Anatomy & Physiology*	*45*	*30*		*4.0*
CCM 115	*Communications*	*45*			*3.0*
CLE 115	*Medical Law & Ethics*	*30*			*2.0*
CMT 100	*Medical Terminology*	*15*			*1.0*
MTH 140	*Math Applications*	*45*			*3.0*
PHY 102	*Physics*	*45*			*3.0*
Semester I Total		**225**	**30**		**16.0**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
DMS 115	Patient Care	45			3.0
DMS 125	Sonographic Physics & Instrumentation	90			6.0
DMS 125L	Sonographic Physics & Instrumentation Lab		120		4.0
DMS 135	Vascular Structures	30			2.0
Semester II Total		**165**	**120**		**15.0**

Semester III

Course #	Course	Theory	Lab	Extern	Credits
DMS 195	Abdomen & Superficial Structures Sonography	90			6.0
DMS 195L	Abdomen & Superficial Structures Sonography Lab		120		4.0
DMS 200	Vascular Imaging I	30			2.0
DMS 205	Introduction to Vascular Imaging Lab		60		2.0
Semester III Total		**120**	**180**		**14.0**

Semester IV

Course #	Course	Theory	Lab	Extern	Credits
DMS 242	Vascular Imaging II	30			2.0
DMS 242L	Vascular Imaging II Lab		60		2.0
DMS 255	Obstetric & Gynecology Sonography	90			6.0
DMS 255L	Obstetric & Gynecology Sonography Lab		120		4.0
Semester IV Total		**120**	**180**		**14.0**

Semester V

Course #	Course	Theory	Lab	Extern	Credits
DMS 270	Clinical Practicum I			540	12.0
DMS 275	Sonography as a Profession	15			1.0
Semester V Total		**15**		**540**	**13.0**

Semester VI

Course #	Course	Theory	Lab	Extern	Credits
DMS 280	Clinical Practicum II			540	12.0
DMS 285	Sonography Examination Review	30			2.0
Semester VI Total		**30**		**540**	**14.0**
PROGRAM TOTALS		**675**	**510**	**1080**	**86.0**

El Paso Campus

Locations

El Paso, Houston, Phoenix

Program Information

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

Program length: 90 weeks (15 weeks per semester). The total number of program hours is 2,265. Graduates of this program are granted an Associate of Applied Science degree.

Course Descriptions

The following courses may be offered on-ground, online and/or blended: BIO 115 Anatomy & Physiology, PHY 102 Physics, DMS 275 Sonography as a Profession, and DMS 285 Sonography Examination Review.

BIO 115 Anatomy & Physiology
Students are introduced to the structures and functions of the major 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

CCM 115 Communications
This course addresses the wide range of communication skills necessary in health professions. Verbal and nonverbal communication, technical and professional writing, speaking and listening critically, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included. Legal and ethical aspects of communication in health care are covered.
Prerequisites: None

CLE 115 Medical Law & Ethics
This course provides 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 coding, and the use of best practices to prevent legal difficulties.
Prerequisites: None

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

MTH 140 Math Applications
This course provides the student with the fundamentals of college algebra necessary for understanding concepts and performing measurements and calculations in health care fields. Mathematical operations covered include: fractions, decimals, algebraic equations, basic statistics, measurement, geometric concepts, and graphing functions.
Prerequisites: None

PHY 102 Physics
This course provides an overview of the fundamental concepts of physics. Topics include properties of matter, mechanics of measurement, force and motion, gravity, temperature and heat, sound waves, thermodynamics, electricity, and magnetism. Also addressed are atomic and nuclear physics.
Prerequisites: None

DMS 115 Patient Care
This course provides an introduction to the provision of safe, high-quality patient care. Topics include communication skills, professional sonographer/patient interaction, patient rights, privacy, identification and assessment, patient preparation for various sonographic examinations, infection control, patient transfer and immobilization, and body mechanics and ergonomics. Also addressed are emergency situations and the provision of care for patients with special needs and patients with tubes and oxygen administration devices.
Prerequisites: Semester I courses

DMS 125 Sonographic Physics & Instrumentation
This course applies basic principles of physics within diagnostic medical ultrasound. Topics include basic acoustic principles, wave analysis, propagation of waves in tissue, physics of pulse-echo, image optimization, hemodynamics, Doppler imaging principles, and the instrumentation of the ultrasound unit. Course content also addresses issues of quality assurance, quality control, imaging artifacts, and patient/sonographer safety. This course prepares the students for the ARDMS Sonography Principles and Instrumentation (SPI) exam.
Prerequisites: Semester I courses
Corequisite: DMS 125L Sonographic Physics & Instrumentation Lab

DMS 125L Sonographic Physics & Instrumentation Lab
This course introduces the operation of ultrasound instrumentation to ensure sonographic image optimization. Hands-on instruction provides experience in operating console controls and the transducer. Students learn the process of acquiring quality images through the manipulation of the 2-D gray scale, color Doppler, continuous-wave Doppler, and 2-D Doppler applications. Also addressed are the inspection and maintenance of the ultrasound unit, quality control/quality assurance, infection control, and ergonomic considerations.
Prerequisites: Semester I courses
Corequisite: DMS 125 Sonographic Physics & Instrumentation

Course Descriptions

DMS 135 Vascular Structures
This course introduces hemodynamics of the vascular system. Course content covers normal and pathological appearance of vascular structure images, common vascular studies, diagnostic test protocols, and interpretation of ultrasound findings. Also addressed are the principles and techniques of 2-D Doppler, color Doppler, power Doppler, and waveform interpretation.
Prerequisites: Semester I courses

DMS 195 Abdomen & Superficial Structures Sonography
This course introduces sonographic scanning of organs and structures of the abdomen and the superficial structures of the body. Instruction focuses on the sonographic and Doppler appearance of normal and abnormal organs, their vasculature, pathologies, and the processes of distinguishing normal anatomy from artifacts and pathologic conditions. Also covered are necessary modifications or extensions of the scope of the examination, prioritization of differential diagnoses, and preparation of a technical report.
Prerequisites: Semesters I, and II courses
Corequisite: DMS 195L Abdomen and Superficial Structures Sonography Lab

DMS 195L Abdomen & Superficial Structures Sonography Lab
This course provides opportunities to refine skills in scanning, interpreting sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of abdominal and superficial structures and their related vasculature. The student will practice interviewing, preparing, and positioning patients, gathering pertinent clinical data, selecting equipment, and choosing and manipulating sonographic controls to achieve quality sonographic images.
Prerequisites: Semesters I, and II courses
Corequisite: DMS 195 Abdomen & Superficial Structures Sonography

DMS 200 Vascular Imaging I
This course reviews the anatomy, physiology, and pathologies of the arterial and venous systems of the abdomen and related hemodynamic considerations. Instruction focuses on recognition of normal images associated with 2-D spectral waveform analysis, color Doppler, and power Doppler. Also addressed are the most common vascular studies of the abdomen, standardized diagnostic test protocols, correlation of test data with other clinical information, interpretation of sonographic findings, and didactic content related to indirect physiological arterial testing.
Prerequisites: Semesters I, and II courses

DMS 205 Introduction to Vascular Imaging Lab
This course provides students with hands-on experience in the techniques and protocols for the most commonly ordered vascular ultrasound studies that the general sonographer would be called upon to perform, with a focus on the carotid artery.
Prerequisites: Semesters I, and II courses

DMS 242 Vascular Imaging II
This course introduces the normal anatomy and pathologies of the peripheral arterial and venous vasculature. Instruction focuses on recognition of the ultrasonic appearance of normal and abnormal images. Also addressed are the principles and techniques of spectral wave analysis, and interpretation of color Doppler and power Doppler.
Prerequisites: Semesters I, II, and III courses
Corequisite: DMS 242L Vascular Imaging II Lab

DMS 242L Vascular Imaging II Lab
This course introduces hands-on scanning of the anatomy of the peripheral arterial and venous vascular systems, and provides practice in refining skills in scanning, recognizing the sonographic appearance of normal anatomical variations and pathologies, and interpreting findings. Also addressed are the principles and techniques of 2-D Doppler, color Doppler, power Doppler, and waveform interpretation.
Prerequisites: Semesters I, II, and III courses
Corequisite: DMS 242 Vascular Imaging II

DMS 255 Obstetric & Gynecology Sonography
This course provides a comprehensive study of the anatomy, physiology, pathophysiology, and sonographic appearances of the female reproductive system, as well as the development and sonographic appearance of the fetal and extra-fetal anatomy. Sonographic studies focus on the fertilization process, clinical indications for obstetrical sonograms, characteristics of normal/abnormal gravid and nongravid uterine anatomy, and data collected to determine fetal age, weight, and biometry measurements.
Prerequisites: Semesters I, II, and III courses
Corequisite: DMS 255L Obstetric & Gynecology Sonography Lab

DMS 255L Obstetric & Gynecology Sonography Lab
This course provides the student opportunities to refine scanning and interpretation skills while following gynecologic and obstetric patient protocols. The student will gather pertinent clinical data in order to understand the total medical picture of the patient prior to the ultrasound examination. Also addressed are the special concerns and protocols regarding sonography and Doppler studies of the developing fetus and the related biometry measurements.
Prerequisites: Semesters I, II, and III courses
Corequisite: DMS 255 Obstetric & Gynecology Sonography

DMS 270 Clinical Practicum I
This course provides clinical experience under direct supervision of qualified clinical staff or DMS faculty member. Students will develop clinical competence expertise in scanning through observing, assisting, and performing the full range of sonographer responsibilities. Student learning and competence will be determined in part through frequent critique and evaluation of the performance of required competencies.
Prerequisites: Semesters I, II, III, and IV courses

DMS 275 Sonography as a Profession
This course examines the role and responsibilities of a sonographer in achieving and maintaining professional credentials and advancing expertise. Students will review ethical and legal aspects of professional practice as a sonographer. Also addressed are the skills required to transition into the workforce.
Prerequisites: Semesters I, II, III, and IV courses

DMS 280 Clinical Practicum II
This course advances the student's clinical experience under direct supervision of qualified clinical staff or DMS faculty member. Students gain expertise in scanning through observing, assisting, and performing the full range of sonographer responsibilities. Student learning and competence will be determined in part through frequent critique and evaluation of the performance of required competencies. By the completion of the course, students are expected to demonstrate the clinical skills and competence required of an entry-level sonographer.
Prerequisites: Semesters I, II, III, IV, and V courses

DMS 285 Sonography Examination Review
This course is designed to prepare the student for examination for certification by the American Registry of Diagnostic Medical Sonography (ARDMS).
Prerequisites: Semesters I, II, III, IV, and V courses

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 health information technology, business communication, psychology, health care management, finance, and computer applications.

Admission Requirements

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80%. Applicants can apply for a block transfer option to accelerate into semester III of the five-semester program by transferring 28 credits under the following conditions: 12 of the 28 transfer credits must be from a health care field. Pima Medical Institute certificate programs that block-transfer into semester III include Dental Assistant, Medical Administrative Assistant, Medical Assistant, Patient Care Technician, Pharmacy Technician, and Sterile Processing Technician. Transfer credit requirements, which apply to all transfer credits, are listed on page 133.

Semester I

		Theory	Lab	Extern	Credits
CCM 110	*Communications*	*48*			*3.0*
CCL 111	*Computer Literacy*	*32*			*2.0*
BIO 121	*Anatomy, Physiology, and Pathology*	*60*			*4.0*
CMT 115	*Medical Terminology*	*60*			*4.0*
Semester I Total		**200**			**13.0**

Semester II

		Theory	Lab	Extern	Credits
MAA 100	Office Management	30	30		3.0
HIT 150	Electronic Health Records	15	60		3.0
MTH 132	*Basic College Mathematics*	*45*			*3.0*
HIT 120	Introduction to Coding	30	30		3.0
HIT 130	Introduction to Insurance	45			3.0
Semester II Total		**165**	**120**		**15.0**

Semester III

Course #	Course	Theory	Lab	Extern	Credits
ENG 101	*English Composition I*	*45*			*3.0*
CPT 201	*Computer Fundamentals*	*45*			*3.0*
MT 203	*Math Applications*	*48*			*3.0*
HCA 201	Introduction to the Health Care System	45			3.0
Semester III Total		**183**			**12.0**

Semester IV

Course #	Course	Theory	Lab	Extern	Credits
HCA 210	Business Communications	45			3.0
HCA 220	Health Care Management	45			3.0
ECN 101	*Macroeconomics*	*45*			*3.0*
SOC 115	*Introduction to Sociology*	*45*			*3.0*
Semester IV Total		**180**			**12.0**

Semester V

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 V Total		**180**			**12.0**
PROGRAM TOTALS		**908**	**120**		**64.0**

Online

Online Dept. location is on the main campus in Tucson, Arizona.

Program Information

Delivery Method: ***Online***

Program length: 75 weeks (15 weeks per semester). Individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours is 1,028. Graduates of this program receive an Associate of Applied Science degree.

Course Descriptions

CCM 110 Communications
This course addresses the wide range of communication skills necessary for success in health professions. Topics include verbal and nonverbal communication, technical and professional writing, speaking and listening critically, health literacy, and evaluating and synthesizing material from diverse cultural sources and points of view, among others.
Prerequisites: None

CCL 111 Computer Literacy
This course provides a survey of the responsible and ethical uses of computers and related devices in academic and medical settings. Through demonstration and hands-on experience, students acquire a general understanding of computer technology. Topics include review of common terminology and hardware/software components and applications used in basic word processing, spreadsheets, and presentations. Students utilize technology to retrieve, evaluate, and synthesize information from diverse sources and points of view.
Prerequisites: None

BIO 121 Anatomy, Physiology, and Pathology
This course examines the structure and function of human body systems and incorporates the interrelationships between the structures and systems as well as common diseases and conditions associated with each system. Course content also includes foundational knowledge regarding the diagnosis, treatment, and prognosis for various diseases.
Prerequisites: None

CMT 115 Medical Terminology
This 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 as they relate to various anatomical, physiological, and pathological conditions. Medical records and reports are introduced to provide opportunities for students to apply the knowledge within the clinical environment.
Prerequisites: None

MAA 100 Office Management
This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, billing procedures, and financial and medical records management.
Prerequisites: None

HIT 150 Electronic Health Records
This course provides an overview of electronic health records (EHR) and the significance of EHR systems within the health care field. Students participate in hands-on activities to practice and hone their abilities to navigate and understand the EHR environment.
Prerequisites: None

MTH 132 Basic College Mathematics
This course presents calculation, conversion, and computation of fractions, decimals, measurements, ratios, and proportions. It also introduces students to the application of these skills as required in the health care setting.
Prerequisites: None

HIT 120 Introduction to Coding
This course introduces the fundamentals of coding procedures within the health care field. Students participate in hands-on activities to apply their coding knowledge to assign appropriate codes to case scenarios.
Prerequisites: None

HIT 130 Introduction to Insurance
This course addresses third-party reimbursement, insurance terminology, and types of government-sponsored insurance including workers' compensation, Medicare, and Medicaid. Students complete sample insurance claim forms.
Prerequisites: None

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: CCB 100 Computer Basics or CCL 111 Computer Literacy

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: CMF 95 Math Fundamentals or MTH 132 Basic College Mathematics

Course Descriptions

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: ENG 101 English Composition I

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

ECN 101 Macroeconomics
This course presents an analysis of economic theory as applied to the operation of the economy as a whole. Topics 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

SOC 115 Introduction to Sociology
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives, concepts and methodologies are presented. Students will examine the influence of social groups and institutions, culture, the process of socialization, social structures, and inequality on individuals and society, social organization, culture, socialization, groups, and human population. This course leads to an understanding of the sociological perspective of human behavior.
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: CPT 201 Computer Fundamentals and MTH 203 Math Applications

Medical Laboratory Technician

Objective

To develop in students the personal traits and professional skills required to perform as competent entry-level medical laboratory technicians. Students learn and practice the fundamentals of testing procedures on various body fluids, including urine, synovial fluid, cerebrospinal fluid, and blood. They also learn to differentiate between normal and abnormal test results. Students learn and apply important safety concepts and practices, including OSHA standards, universal precautions, and personal protective equipment.

Admission Requirements

Please reference admission requirements on page 130.

Semester I

Course #	Course	Theory	Lab	Extern	Credits
PSY 107	*Psychology of Success*	*40*			*2.5*
MAP 110	*Medical Terminology*	*40*			*2.5*
ENG 121	*English Communications*	*40*			*2.5*
MLT 140	*General Chemistry*	*40*			*2.5*
MLT 100	Introduction to Medical Lab	20	20		2.0
CIS 110	*Fundamental Computer Skills*	*20*	*20*		*2.0*
MAP 123	*Anatomy & Physiology: Circulation & Life*	*40*			*2.5*
Semester I Total		**240**	**40**		**16.5**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
MAP 122	*Anatomy & Physiology: Control & Metabolism*	*40*			*2.5*
MLT 105	Instrumentation and Quality Control	20	20		2.0
MLT 115	*Molecular Biology*	*40*			*2.5*
MLT 110	Math for Medical Specialities	40			2.5
MLT 160	Microbiology	20	60		3.0
PSY 134	*General Psychology*	*40*			*2.5*
Semester II Total		**200**	**80**		**15.0**

Semester III

Course #	Course	Theory	Lab	Extern	Credits
MLT 120	Phlebotomy and Specimen Collection	20	20		2.0
MLT 145	Clinical Chemistry	20	20		2.0
MLT 102	Human Pathology	40			2.5
MLT 150	Pathogenic and Prasitic Organisms	20	20		2.0
MLT 130	Hematology	20	60		3.0
MLT 155	Immunology and Serology	20	20		2.0
Semester III Total		**140**	**140**		**13.5**

Semester IV

Course #	Course	Theory	Lab	Extern	Credits
MLT 170	Immunohematology and Bloodbanking	20	60		3.0
MLT 125	Urinalysis and Body Fluids	20	20		2.0
MLT 135	Hemostasis and Specialty Testing	20	20		2.0
MAP 185	*Medical Law and Ethics*	*40*			*2.5*
CMS 111	Career Marketing Strategies	40			2.5
Semester IV Total		**140**	**100**		**12.0**

Semester V

Course #	Course	Theory	Lab	Extern	Credits
MLT 200	Medical Laboratory Review	20	60		3.0
EMG 101	CPR & Basic First Aid Certification	10	20		1.0
MLT210	Externship			400	8.5
Semester V Total		**30**	**80**	**400**	**12.5**
PROGRAM TOTALS		**750**	**440**	**400**	**69.5**

Locations

Colorado Springs

Program Information

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

Program length: 75 weeks (15 weeks per semester). The total number of program hours is 1,590. Graduates of this program receive an Occupational Associate degree and are eligible to apply to take the American Society for Clinical Pathology certification examination.

Course Descriptions

PSY 107 Psychology of Success
Students will learn to balance home, work, and college using human relations skills, enabling them to contribute more to organizational productivity, and in general, have more successful careers.
Prerequisites: None

MAP 110 Medical Terminology
The student who successfully completes this course will be able to understand and build an extensive medical vocabulary including medical abbreviations. The student should also be able to use the word-building system to further define new medical terms as necessary.
Prerequisites: None

ENG 121 English Communications
Fundamentals of communication theory and practice are reviewed and practiced. Topics include the study of vocabulary, spelling, mechanics, parts of speech, and sentence analysis.
Prerequisites: None

MLT 140 General Chemistry
This course is designed to give the student fundamental basic knowledge of chemistry in preparation for utilization in the clinical laboratory. This course will cover basic principles, vocabulary, molecular structures, methods of measurement, quantum theory, acids, bases, and salts.
Prerequisites: None

MLT 100 Introduction to the Medical Lab
This course is designed to introduce students to OSHA standards, personal protective equipment, the care and use of laboratory equipment including microscopes and proper techniques for handling of glassware. In addition, students will learn basic skills in hematology, urinalysis, microbiology, chemistry, and parasitology. Quality control documentation requirements and techniques used in lab reporting will also be presented.
Prerequisites: MAP 110 Medical Terminology

CIS 110 Fundamental Computer Skills
Students learn basic computer skills for the business and medical office. Hands-on experience with PC applications and typing technique will be the focus.
Prerequisites: None

MAP 123 Anatomy & Physiology: Circulation & Life
The student who successfully completes this course will be able to identify the first systems of the body and their major functions, describe the relationship of anatomy and physiology to the medical terminology used in transcribing medical records, and identify gross anatomical features on selected diagrams of the body systems.
Prerequisites: MAP 110 Medical Terminology

MAP 122 Anatomy & Physiology: Control & Metabolism
The student who successfully completes this course should be able to identify the remaining systems of the body and their major functions, describe the relationships of anatomy and physiology to the medical terminology used in transcribing medical records, and identify gross anatomical features on selected diagrams of the body systems.
Prerequisites: MAP 110 Medical Terminology

MLT 105 Instrumentation & Quality Control
Students will be introduced to laboratory instrumentation including the spectrophotometer, perform linearity studies, and incorporate all aspects of quality control required in the laboratory.
Prerequisites: MLT 100 Introduction to the Medical Lab; MLT 110 Math for Medical Specialties

MLT 115 Molecular Biology
Students who are enrolled in this course will learn the fundamentals of molecular biology. Students will have an understanding of cellular biology, genetics, metabolism, mitosis, and meiosis and how they relate to medical laboratory testing.
Prerequisites: None

MLT 110 Math for Medical Specialties
Upon completion of this course, students will have an understanding of mathematical concepts used in general chemistry, clinical chemistry, hematology, and basic physics needed for proper calculation in a medical setting.
Prerequisites: None

MLT 160 Microbiology
Upon completion of this course students will have an understanding of the theories and principles applicable to clinical microbiology. The student will recognize and learn the clinical significance of unusual pathogens. Students will be exposed to techniques for cultivation of anaerobes and identification schemes for less common pathogens. Students will become familiar with virology terminology.
Prerequisites: MLT 100 Introduction to the Medical Lab; MLT 115 Molecular Biology

Course Descriptions

PSY 134 General Psychology
An introduction to psychological issues and disorders present in public interaction, including psychosocial factors in physical disorders. Basic relationship issues emphasizing boundaries, roles, limits, and methods are covered.
Prerequisites: None

MLT 120 Phlebotomy & Specimen Collection
Students who successfully complete this course will have the ability to perform proper collection, handling, and processing of blood using various collection methods. In addition, they will have an understanding of other specimen collection techniques, proper labeling, and required documentation in a medical laboratory.
Prerequisites: MLT 100 Introduction to Medical Lab

MLT 145 Clinical Chemistry
Upon completion of this course students will have an understanding of the theory and clinical interpretation of carbohydrates, lipids, and proteins needed for clinical laboratory testing. The student will have the ability to perform both manual and automated laboratory determinations and spectrophotometer methods. In addition, students will have an understanding of the standard operating procedures as well as quality assurance standards for all chemistry tests performed. Theory and clinical interpretation of enzymes, electrolytes, and toxic substances will be presented. The student will perform both manual and automated laboratory determinations corresponding to theoretical study.
Prerequisites: MLT 100 Introduction to Medical Lab; MLT 105 Instrumentation and Quality Control; MLT 140 General Chemistry

MLT 102 Human Pathology
Upon successful completion of this course, the student will have an understanding of the most common disease processes involved in all systems of anatomy and physiology.
Prerequisites: MAP 110 Medical Terminology

MLT 150 Pathogenic and Parasitic Organisms
Students will learn about parasites and clinically important protozoans, menatodes, trematodes, cestodes, and the following characteristics: geographical distribution, life cycle, pathology, morphology, and clinical diagnosis. This course provides practical procedures for the preparation, examination, and identification of common pathogenic parasites. Mycology and their reactions to the body and environment will be studied. The student will learn methods of collecting specimens, preparation of media, and microscopic examinations for the identification of common saprophytic and pathogenic fungi. Additional pathogenic microorganisms will be presented.
Prerequisites: MLT 160 Microbiology

MLT 130 Hematology
This course equips the student with the practices and principles explored in the hematology laboratory. Procedures include complete blood counts with white blood cell counts, red blood cell counts, hemoglobin determinations, hematocrit values, blood smear differential, red cell indices, sedimentation rates, and reticulocyte counts and gene mutation.
Prerequisites: MLT 105 Instrumentation and Quality Control; MLT 115 Molecular Biology; MLT 120 Phlebotomy and Specimen Collection

MLT 155 Immunology & Serology
This course will introduce the students to immunology, the immune response, and antigen/antibody testing, which will include various serology tests used in the laboratory. Students will become familiar with virology terminology and understand the classifications of various viruses and the clinical manifestations of viruses.
Prerequisites: MLT 105 Instrumentation and Quality Control

MLT 170 Immunohematology & Bloodbanking
This course is designed to give the student a basic understanding of the immune system and bloodbanking and their relationship to clinical testing. The student will have a basic knowledge of antigen-antibody testing methods and be able to perform the necessary pipetting skills for these tests. In addition, the student will understand and be capable of performing ABO grouping, RH typing, compatibility testing, antibody identification, and component therapy. Donor screening, blood processing, and appropriate quality assurance procedures are also treated.
Prerequisites: MLT 155 Immunology & Serology; MLT 130 Hematology

MLT 125 Urinalysis & Body Fluids
During this course students will learn the physical, chemical, and microscopic examination of urine and its importance to a physician in the diagnosis of disease. Students will also learn proper processing and handling of other bodily fluids for laboratory testing.
Prerequisites: MLT 100 Introduction to the Medical Lab; MLT 115 Molecular Biology

MLT 135 Hemostasis & Specialty Testing
This course will prepare students with knowledge of procedures in coagulation and handling of samples. Studies include clotting mechanisms, platelet structure and function, and the maintenance of vascular integrity including both intrinsic and extrinsic systems. All areas of study will be substantiated with lab procedures and methods used to monitor these conditions. In addition, the students will examine abnormal blood smears to include leukemias and myeloproliferative disorders.
Prerequisites: MLT 130 Hematology

Course Descriptions

MAP 185 Medical Law & Ethics
Students will be able to state major legal concerns of being a member of the health profession, formulate self-awareness of ethics as it applies to the medical field, identify risk management issues, and state the importance of confidentiality.
Prerequisites: MAP 110 Medical Terminology

CMS 111 Career Marketing Strategies
Students create a portfolio including résumés, references, cover letters, and thank-you letters. Mock interviews will be conducted. Students learn how to evaluate job offers and skills.
Prerequisites: None

MLT 200 Medical Laboratory Review
Upon completion of this course the student will be prepared for the application process and testing procedures needed for completion of their certification exam. This course will provide review of all laboratory materials, competencies, and guidelines necessary for completion of the exam.
Prerequisites: MAP 110 Medical Terminology

EMG 101 Basic CPR & First Aid Certification
This course will be a combination of lecture, simulation, demonstration, and student participation. Lab time will allow hands-on experiences, small group discussions, simulations, and return demonstration of newly acquired skills.
Prerequisites: None

MLT 210 Externship
An externship consists of 400-hour field experience in an appropriate location. It provides an opportunity for students to practice the skills they have learned under direct supervision in an actual work environment.
Prerequisites: Semesters I, II, III, IV, and V courses

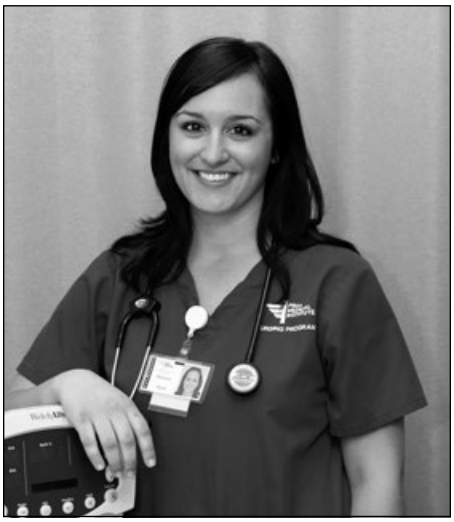
Nursing

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, nursing theory, and skills for patient care across the life span.

Admission Requirements

In addition to the admission requirements on page 130, applicants must achieve a minimum score on a mathematics screening exam and on a nursing admission test. An interview with nursing faculty is required.



Semester I

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 Health Care*	*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**		**16.0**

Semester II

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 Advanced Placement Entrance **Semester III**

Course #	Course	Theory	Lab	Clinical	Credits
BIO 185	*Nutrition*	*16*			*1.0*
PSY 225	*Family Centered Care Across the Life span*	*32*			*2.0*
NUR 234	Acute Care Nursing Across the Life span	48	48	144	8.0
NUR 266	Professional Transition I	32			2.0
Semester III Total		**128**	**48**	**144**	**13.0**

Semester IV

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

Course #	Course	Theory	Lab	Clinical	Credits
HSC 280	*Health Care 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**
PROGRAM TOTALS		**728**	**336**	**600**	**70.0**

Locations

Mesa, Tucson

Program Information

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

Program length: 80 weeks (16 weeks per semester). The total number of hours is 1,664. Graduates of the program are granted an Associate of Applied Science degree 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

ENG 127 English
This course focuses on expository writing, oral presentation, critical thinking, and research. Skills emphasize professional communication with other health professionals, patients, families, and other stakeholders. Written and oral work presented in this course will help the student improve the organization of presentations. APA format will be used for written materials.
Prerequisites: None

BIO 147 Human Anatomy and Physiology
This course is a conceptual study of the structure and function of the human body including cells, tissues, and organs. Emphasis is on interrelationships among systems and concepts and their regulation of physiologic function necessary to maintain homeostasis.
Prerequisites: None

MTH 145 Applied Mathematics
This course presents calculation, conversion, and computation of fractions, decimals, ratios, proportions, percentages, measurements, abbreviations and data analysis. Content acquaints the student with the skills important for the health professional's application and critical thinking necessary for evidence-based health care delivery. Concepts apply to dose calculation and pharmacology.
Prerequisites: None

HSC 125 Introduction to Health Care
This course provides an introduction to the health care delivery system. Topics include medical terminology, safety, and responsibilities and selected skills related to achieving patient centered care and meeting the basic human needs of family and community. The wellness-illness continuum is explored within the context of the health care delivery system. Special emphasis is placed on the professional health care worker as caregiver, collaborator, communicator, critical-thinker, and advocate in culturally diverse settings. Students practice fundamental skills and use of high- and low-fidelity mannequins for application of theory and skills.
Prerequisites: None

PHI 116 Foundations of Human Potential
This course assists students in managing issues that may impact learning, organization, and communication skills necessary to flourish personally and professionally. Students practice using repetitive standardized electronic test taking to 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, identity, and cultivation of critical thinking skills toward application of theory-to-practice.
Prerequisites: None

PSY 160 Human Development
This course will guide the student's 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 will assist the student in improving academic performance, professionalism, responsiveness, accountability, mutuality, excellence, and relationships.
Prerequisites: Semester I courses

BIO 175 Pathophysiology
This course will serve as a foundation for the understanding of structural and foundational alterations in health and the selected responses and strategies that modify them. Concepts include chemical, biological, biochemical, and psychological processes as identified by national databases such as AHRQ Quality Indicators. The course also provides the foundational knowledge and principles of pharmacology.
Prerequisites: Semester I courses

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 medications are addressed.
Prerequisites: Semester I courses

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: Semester I courses

Course Descriptions

NUR 126 Nursing's Role in Health Promotion
The course broadens the student's understanding of professional nursing practice to include the history, philosophical, and theoretical basis for nursing and for 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. This course targets health-altering events identified by various health care care data bases including the Agency for Health Care Research and Quality (AHRQ). Subsequent patient-care needs encountered across the that influence the wellness-illness state will focus on the concepts of oxygenation, cardiac output, tissue perfusion, digestion, nutrition, elimination, and skin integrity. Key concepts are correlated with simulation laboratory and clinical practice in various settings.
Prerequisites: Semester I courses

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: Semesters I and II courses

PSY 225 Family Centered Care Across the Life Span
This course will consider human activities across the life span 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 dimension of physical and cognitive changes, holism, and cultural diversity.
Prerequisites: Semesters I, and II courses

NUR 234 Acute Care Nursing Across the Life span
This course will allow students to demonstrate, at an intermediate novice level, the nursing process while providing safe, evidence-based, holistic patient-centered care for patients across the life-span. Students will demonstrate competent performance and integration of cumulative nursing knowledge, skills, and attitudes that reflect quality, safety, and accountability as well as judgment and decision-making in the provision of care in the simulation lab and in clinical practice.
Prerequisites: Semesters I, and II courses

NUR 266 Professional Transition I
This course assesses the student's progress toward 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: Semesters I and II courses

SOC 245 Sociology of Health
This course examines the sociology of wellness, illness, biomedicine, and health care 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 the moral, political, and interpersonal contexts of bodily suffering as well as the social meanings of disease categories and ideals of health. Wellness, disease, and illness are investigated from the holistic and cross-cultural perspective.
Prerequisites: Semesters I, II, and III courses

NUR 209 Pharmacology for 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, and fluid, electrolyte, and acid-base imbalances, multiple and/or complex health alterations, and chronic, rehabilitative and end-of-life care.
Prerequisites: Semesters I, II, and III courses

NUR 276 Nursing Care for the Complex Patient
This course will allow students to demonstrate the nursing process at an advanced level of reasoning and problem solving in providing safe, evidence-based, holistic patient-centered plans for patients across the life span with multiple and/or complex health alterations. Students will demonstrate competent performance and integration of cumulative nursing knowledge, science, skills, theory, assessment, compassion, time management, delegations, technology use, and documentation that reflect quality, safety, and accountability in the simulation lab and clinical practice.
Prerequisites: Semesters I, II, and III courses

HSC 280 Health care Informatics
This course explores the roles of the health care provider, consumer and key stakeholders in collecting, managing, analyzing, and safeguarding data to assist in decision-making and inferences and managing outcomes regarding health care. It also provides an overview of national health care 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: Semesters I, II, III, and IV courses

NUR 286 Nursing Care in Challenging Situations
This course focuses on: competent integration of cumulative nursing knowledge, science, skills, and 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. 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; lifelong learning; nursing process; professionalism; safety and quality; and skills and competencies.
Prerequisites: Semesters I, II, III, and IV courses

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, and lifelong 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 health care organizational, professional, and political context.
Prerequisites: Semesters I, II, III, and IV courses

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 and development, human occupations, principles of occupational therapy, therapeutic modalities, administrative procedures, and ethics and laws governing the practice of occupational therapy.

Admission Requirements

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the program director is also required.

Semester I

Course #	Course	Theory	Lab	Extern	Credits
CMT 105	*Medical Terminology*	*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 150	*Communications for the Health Professions*	*48*			*3.0*
PSY 130	*Psychology*	*48*			*3.0*
Semester I Total		**224**	**32**		**15.0**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
HST 205	*Nevada History and US Constitution**	*45*			*3.0*
BIO 106	*Anatomy & Physiology II*	*48*	*32*		*4.0*
OTA 130	Occupational Analysis	32			2.0
OTA 201	Documentation for the OTA	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		**253**	**48**		**17.5**

*Represents the Las Vegas Campus

Semester III

Course #	Course	Theory	Lab	Extern	Credits
OTA 125	Kinesiology	32	16		2.5
OTA 110	Fundamentals of Occupational Therapy	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

Course #	Course	Theory	Lab	Extern	Credits
OTA 209	Human Occupations II	40	32		3.5
OTA 230	Administrative Procedures	32			2.0
OTA 245	Pediatric Practice for the OTA	40	32		3.5
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

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**
LAS VEGAS PROGRAM TOTALS		**813**	**224**	**720**	**73.5**

Mesa Campus

Locations

Denver, El Paso, Houston, Las Vegas, Mesa, Renton, San Marcos, Tucson

Program Information

Delivery Method: ***On-ground all locations***
On-ground or blended (Las Vegas program only)

Program length: 80 weeks (16 weeks per semester). The total number of program hours is 1,712 at all campuses except Las Vegas, which has 1,757 hours. The Las Vegas program includes one additional 3 credit class (HST 205 Nevada History and US Constitution). Graduates will receive an Occupational Associate degree with the exception of Houston and El Paso program graduates, who will receive an Associate of Applied Science degree. Graduates of an accredited OTA program are eligible to take 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 and/or blended (Las Vegas campus only): CCM 150 Communications for the Health Professions, CMT 105 Medical Terminology, HST 205 Nevada History and US Constitution and PSY 130 Psychology.

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

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 150 Communications for the Health Professions
This course provides instruction on the wide range of communication skills necessary for success in health professions. Students will learn effective communication skills to enable appropriate and professional collaboration with client, family, and other professionals. Course content provides opportunities for students to communicate through a variety of media, to give and receive feedback, and to appreciate and consider the context of the variety of communication needs and styles of patients/clients, coworkers, other professionals, the general public and other contextual factors. Ethical and legal concerns related to documentation, effective use of written and oral communications, and those related to certain technologies are identified and explored.
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

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

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: 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: BIO 105 A&P I, PSY 130 Psychology, and Semester I OTA-designated courses

Course Descriptions

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 occupational therapy 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: BIO 105 A&P I, CMT 105 Medical Terminology, and Semester I OTA-designated courses

OTA 108 Growth and Development
This course covers typical human growth and development as it occurs across the life span 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. Multicultural perspectives as well as the impact of environmental, sociological, socioeconomic, and other diversity factors on human development will be considered.
Prerequisites: 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 occupational therapy 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: 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: BIO 105 A&P I, BIO 106 A&P II, and Semesters I and II 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: BIO 105 A&P I, BIO 106 A&P II, PSY 130 Psychology, 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 occupational therapy 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: 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 (OT) 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 occupational therapy 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: 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: BIO 105 A&P I, BIO 106 A&P II and Semesters I and II OTA-designated courses

OTA 209 Human Occupations II
This course is the culmination of didactic instruction in the academic program. Drawing on pertinent aspects of the domain of occupational therapy, students will analyze the 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 occupational therapy 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: BIO 105 A&P I, BIO 106 A&P II and Semesters I, II, and III OTA-designated courses

Course Descriptions

OTA 230 Administrative Procedures
This course introduces the occupational therapy assistant (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: BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II, and III OTA-designated courses

OTA 245 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 occupational therapy assistant (OTA) in pediatric settings and the function of occupational therapy in the field of pediatrics. Students will explore common disabilities and 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: 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: 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 National Board for Certification in Occupational Therapy (NBCOT) Certified Occupational Therapy Assistant (COTA®) exam.
Prerequisites: 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: Semesters I, II, III, and IV 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: Semesters I, II, III, and IV 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

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the program director is also required.

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 223	Surgical Assisting	30	30		3.0
OPH 207	Pharmacology	30			2.0
OPH 210	Clinical Externship I			256	5.5
OPH 235	Optics and Advanced Refractometry	30			2.0
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**

Denver Campus

Locations

Denver

Program Information

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

Program length: 80 weeks (16 weeks per semester). The total number of program hours is 1,916. Graduates of this program are awarded an Occupational Associate degree and are eligible to take the Certified Ophthalmic Technician® national board exam as administered by the Joint Commission on Allied Health Personnel in Ophthalmology®.

Course Descriptions

BIO 108 Anatomy & Physiology
This course focuses on the fundamentals of human anatomy and physiology and medical terminology. Subjects include the 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

CLE 125 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 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 & Physiology
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: 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: OPH 100 Ocular Anatomy & Physiology and OPH 114 Ocular Disease

OPH 115 Patient Services
Instruction covers basic spectacle principles, 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: 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: Semesters I and II OPH-designated courses

Course Descriptions

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: Semesters I and II OPH-designated courses

OPH 214 Ocular Motility
This lecture and laboratory class presents the fundamentals of ocular muscle balance and muscle interaction including current techniques for extraocular muscle evaluation.
Prerequisites: Semesters I and II OPH-designated 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 laser ophthalmic diagnostic imaging, and special procedures.
Prerequisites: Semesters I and II OPH-designated courses

OPH 223 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: Semesters 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: Semesters 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: Semesters I, II, and III courses

OPH 235 Optics and Advanced Refractometry
Instruction includes the optical properties of the human eye, lenses, the interaction of light, and the laws governing optics. Also addressed are the principles and challenges of advanced refractometry.
Prerequisites: Semesters 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 digital photography and imaging as well as digital stereo photography. Included are essentials for fluorescein angiography, indocyanine green angiography, and scanning laser imaging.
Prerequisites: Semesters 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 and length of eye and to view pathology within the eye. Students will gain an understanding of intraocular lens calculation and selection.
Prerequisites: Semesters 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: Semesters I, II, III, 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 prehospital assessment and care of patients. Topics include anatomy & physiology, patient assessment, traumatic injuries, airway management, and cardiology.

Admission Requirements

In addition to the admission requirements on page 130, applicants must be 18 years of age and have an active EMT certificate. Applicants must achieve minimum scores on a mathematics screening examination and a reading competency equivalent at the 9th grade level. An interview with the program director is also required.

Semester I

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

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 265	Pediatric Emergencies	30	15		2.5
EMS 251	Clinical Practicum I			155	3.0
Semester II Total		**185**	**80**	**155**	**17.5**

Semester III

Course #	Course	Theory	Lab	Extern	Credits
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 256	Clinical Practicum II			360	8.0
Semester III Total		**112**	**23**	**360**	**16.0**
Certificate Program Totals		**502**	**148**	**515**	**48.0**

Semester IV

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**	**515**	**60.0**

Locations

Mesa

Program Information

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

Program length: 45 weeks (15 weeks per semester). The total number of program hours is 1,165. Graduates of the program are granted a Certificate in Paramedic. The associate degree Paramedic program is 60 weeks in length and 1,345 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

The following courses are offered via distance education: MTH 105 College Algebra, ENG 101 English Composition I, PSY 201 Psychology, and HCA 213 Medical Law and Ethics.

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: EMS 101 Introduction to Paramedic Practice

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: EMS 101 Introduction to Paramedic Practice and BIO 160 Anatomy & Physiology

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 patient airway, provide adequate mechanical ventilation, and restore respiration for patients of all ages.
Prerequisites: BIO 160 Anatomy and Physiology, EMS 101 Introduction to Paramedic Practice, and EMS 110 Pharmacology

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: BIO 160 Anatomy and Physiology, EMS 101 Introduction to Paramedic Practice, EMS 110 Pharmacology and EMS 160 Airway Management

EMS 180 Cardiology
This course covers assessment and prehospital management of cardiac emergencies. Topics include cardiovascular diseases and conditions, ECG interpretation, hyper- and hypotensive emergencies, and patient monitoring and treatment. As part of this course, students will complete a 16-hour Advanced Cardiac Life Support (ACLS) course.
Prerequisites: 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 ECGs, bundle branch blocks, infarction locations, and axis deviations in order to distinguish subtle ECG findings.
Prerequisites: Semester I courses and EMS 180 Cardiology

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 prehospital treatment plan for patients suffering from a variety of disorders. Student will also take a 16-hour Advanced Medical Life Support (AMLS) class as a portion of this course.
Prerequisites: Semester I courses, EMS 180 Cardiology, and EMS 191 ECG Interpretation - Advanced Cardiac Diagnostics

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 Prehospital Trauma Life Support (PHTLS) course.
Prerequisites: Semester I courses, EMS 180 Cardiology, EMS 191 ECG Interpretation - Advanced Cardiac Diagnostics, and EMS 220 Medical Emergencies & Advanced Life Support

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: Semester I courses, EMS 180 Cardiology, EMS 191 ECG Interpretation - Advanced Cardiac Diagnostics, EMS 220 Medical Emergencies & Advanced Life Support, and EMS 240 Trauma

Course Descriptions

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

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: Semesters I and II courses, EMS 265 Pediatric Emergencies, and EMS 270 Advanced Medical Emergencies

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: Semesters I and II courses, EMS 265 Pediatric Emergencies, EMS 270 Advanced Medical Emergencies, and EMS 275 ALS Operations

EMS 256 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 vehicular setting. Students will have the opportunity to act as team leads in a variety of prehospital emergency situations.
Prerequisites: Semesters I and II courses, EMS 265 Pediatric Emergencies, EMS 270 Advanced Medical Emergencies, and EMS 275 ALS Operations.

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 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

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

Physical Therapist Assistant

Objective

To prepare students to become integral members of the physical therapy health care team under the supervision of a licensed physical therapist. The framework of this curriculum includes information in anatomy and physiology, kinesiology, diseases and conditions, medical terminology, physical therapy interventions and data collection skills, treatment plans, administrative procedures, and ethics and laws governing the practice of physical therapy.

Admission Requirements

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80% or higher. An interview with program faculty is also required.

Semester I

Course #	Course	Theory	Lab	Extern	Credits
CMT 100	*Medical Terminology*	*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 135	*Communications for the Health Professions*	*45*			*3.0*
CLE 120	*Law & Ethics*	*15*			*1.0*
Semester I Total		**195**	**45**		**14.5**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
HST 205	*Nevada History and US Constitution**	*45*			*3.0**
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		**225**	**60**		**17.0**

***Represents the Las Vegas Program**

Semester III

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

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

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**
LAS VEGAS PROGRAM TOTALS		**700**	**291**	**640**	**69.5**

Mesa Campus

Locations

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

Program Information

Delivery Method: ***On-ground all locations***
On-ground or blended (Las Vegas program only)

Program length: 75 weeks (15 weeks per semester). The total number of program hours is 1,586 at all campuses except Las Vegas which has 1,631 hours. The Las Vegas program includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates receive an Occupational Associate degree with the exception of El Paso and Houston program graduates, who receive an Associate of Applied Science degree. Graduates are eligible to apply to take the National Physical Therapy Examination (for physical therapist assistants).

Course Descriptions

The following course may be offered on-ground, online and/or blended: HST 205 Nevada History and US Constitution (Las Vegas campus only).

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

BIO 100 Anatomy & Physiology I
This course is the first of two basic anatomy and physiology courses in the program that are designed to introduce students to the key components of the human body and prepare them for more complex discussions that occur in the technical courses. Topics address the organizational levels and chemical processes within the body, including structural components of cells, tissues, blood, skin, and articulations. Through lecture and hands-on laboratory activities, students begin to examine the body as an integrated and dynamic structure with an emphasis on the skeletal and muscular systems and anatomical structure identification.
Prerequisites: None

PTA 110 Introduction to Physical Therapy
This course introduces students to the physical therapy profession from its early development to its present-day complexities. Course material emphasizes the role of the physical therapist assistant, 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 infection control and patient positioning and draping.
Prerequisites: None

MTH 100 Math & Physics Applications
This course covers the general math and physics applications needed to succeed as a physical therapist assistant. Topics include basic math operations, solving linear equations, graphing, and principles of mechanics, thermodynamics, sound, light, liquids, and electricity.
Prerequisites: None

CCM 135 Communications for the Health Professions
This course addresses the application of fundamental oral, written, and electronic communication theory and practice for health care practitioners. Verbal and nonverbal communication, technical and professional writing, speaking and listening critically, and evaluating and synthesizing material from diverse cultural sources and points of view are included. Also addressed are special considerations regarding documentation, electronic communication of medical information, the use and misuse of social media, consideration of context, situation, and audience factors such as health literacy, cultural diversity, and roles.
Prerequisites: None

CLE 120 Law & Ethics
This course addresses legal and ethical principles and practices in the workplace, particularly in health care settings. Topics include the laws that govern and limit professional scopes of practice, codes of ethics, ethical and legal issues, federal and state regulations, and medical negligence.
Prerequisites: None

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

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

BIO 109 Anatomy & Physiology II
This course is the second of the two anatomy and physiology courses in the program with an emphasis on the knowledge students will need to apply in their technical courses. Content addresses additional body systems, including cardiovascular, nervous, lymphatic, immune, reproductive, respiratory, digestive, urinary, endocrine, and special senses. Students participate in hands-on laboratory activities to identify internal organ structures, locate pulse points, and test reflexes and cranial nerves.
Prerequisites: Semester I PTA-designated courses and BIO 100 Anatomy & Physiology I

Course Descriptions

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, urogenital, and gastrointestinal 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: Semester I PTA-designated courses and BIO 100 Anatomy & 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: Semester 1 PTA-designated courses and BIO 100 Anatomy & 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: Semester I PTA-designated courses and BIO 100 Anatomy & 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: Semesters I and II PTA-designated courses and BIO 100 and BIO 109 (Anatomy & Physiology I and II)

PTA 201 Rehabilitation I
This course addresses basic rehabilitation procedures and techniques. Students participate in hands-on activities to develop and practice skills in bed mobility and transfer techniques, general safety and infection control procedures, basic wheelchair management, gait training with ambulation aides, and measurement of vital signs.
Prerequisites: Semesters I and II PTA-designated courses and BIO 100 and BIO 109 (Anatomy & Physiology I and II)

PTA 205 Therapeutic Exercise I
This course explores the theoretical foundations for therapeutic exercise. Content addresses clinical indications for exercise as well as the basic principles of and physiological responses to therapeutic exercise protocols. Topics emphasized include special exercise considerations for the lower extremities and lumbopelvic regions.
Prerequisites: Semesters I and II PTA-designated courses and BIO 100 and BIO 109 (Anatomy & Physiology I and 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 physical therapist assistant. This practicum consists of two weeks of full-time (40 hours/week) clinical time.
Prerequisites: Semesters I, II, and III PTA-designated courses and BIO 100 and BIO 109 (Anatomy & Physiology I and II)

PTA 207 Therapeutic Exercise II
This course continues the presentation of theoretical foundations for therapeutic exercise, including basic principles of and physiological responses to exercise. Topics emphasized include clinical indications for therapeutic exercise involving the shoulder girdle, upper extremity, and cervical/thoracic regions as well as the cardiopulmonary system.
Prerequisites: Semesters I, II, and III PTA-designated courses and BIO 100 and BIO 109 (Anatomy & Physiology I and II)

PTA 202 Rehabilitation II
This course explores the field of physical medicine and rehabilitation with a focus on the adult neurological patient. Content progresses from an overview of neurological assessment and treatment to the more common clinical syndromes related to motor and postural control. Students participate in hands-on activities to develop and practice relevant skills for this patient population.
Prerequisites: Semesters I, II, and III PTA-designated courses and BIO 100 and BIO 109 (Anatomy & Physiology I and II)

PTA 211 Clinical Practicum II
This course is a continuation of Clinical Practicum I 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 physical therapist assistant. This practicum consists of seven weeks of full time (40 hours/week) clinical time.
Prerequisites: Semesters I, II, III, and IV PTA-designated courses, and BIO 100 and BIO 109 (Anatomy & Physiology I and II)

PTA 204 Administrative Procedures
This course examines the components included in the administration of the physical therapy practice. Topics include physical therapy practice, medical records, ethics, law, delegation and supervision, health insurance, and preparation for the workplace.
Prerequisites: Semesters I, II, III, and IV courses

PTA 208 Special Topics
This course presents the theoretical foundations for treatment of some of the more specialized patient populations/diagnoses seen in the physical therapy clinic. Topics include indications for physical therapy interventions as well as the basic principles of and physiological responses to therapeutic exercise protocols, with an emphasis on particular exercises and functional training considerations for these populations.
Prerequisites: Semesters I, II, III, and IV courses

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 physical therapist assistant. Through development of personal comprehensive study plans and participating in mock exams and other activities, students prepare to take the National Physical Therapist Examination (for physical therapist assistants). Students examine employment opportunities and review policies and procedures for applying for state licensure in their current location and in target employment markets.
Prerequisites: Semesters I, II, III, and IV courses

PTA 212 Clinical Practicum III
This course is a continuation of Clinical Practicum II 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 physical therapist assistant. This practicum consists of seven weeks of full time (40 hours/week) clinical time.
Prerequisites: Semesters I, II, III, and IV courses

Radiography

Objective

To develop 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

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the program faculty is also required.

Semester I

Course #	Course	Theory	Lab	Extern	Credits
BIO 130	*Anatomy and Physiology I*	*32*			*2.0*
CCL 115	*Computer Literacy*	*16*			*1.0*
CCM 110	*Communications*	*48*			*3.0*
CMT 105	*Medical Terminology*	*16*			*1.0*
MT 203	*Math Applications*	*48*			*3.0*
RAD 105	Radiography I	16			1.0
RAD 110	Positioning I	48	32		4.0
Semester I Total		**224**	**32**		**15.0**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
BIO 140	*Anatomy and Physiology II*	*32*			*2.0*
CLE 110	*Medical Law & Ethics*	*16*			*1.0*
RAD 120	Positioning II	40	32		3.5
RAD 125	Physics	48			3.0
RAD 130	Principles of Exposure	48			3.0
RAD 135	Methods of Patient Care	48	8		3.0
Semester II Total		**232**	**40**		**15.5**

Semester III

Course #	Course	Theory	Lab	Extern	Credits
HST 205	*Nevada History and US Constitution**	*45*			*3.0**
PSY 135	*Interpersonal Relations*	*32*			*2.0*
RAD 140	Radiographic Biology	32			2.0
RAD 205	Clinical Externship I			492	10.5
Semester III Total		**109**		**492**	**17.5**

***Represents the Las Vegas Program**

Semester IV

Course #	Course	Theory	Lab	Extern	Credits
RAD 210	Adv. Rad Imaging & Special Procedures	32			2.0
RAD 220	Pathology I	16			1.0
RAD 225	Clinical Externship II			492	10.5
Semester IV Total		**48**		**492**	**13.5**

Semester V

Course #	Course	Theory	Lab	Extern	Credits
RAD 230	Radiography II	48			3.0
RAD 235	Pathology II	16			1.0
RAD 240	Clinical Externship III			492	10.5
Semester V Total		**64**		**492**	**14.5**

Semester VI

Course #	Course	Theory	Lab	Extern	Credits
RAD 245	Radiography III	56			3.5
RAD 250	Clinical Externship IV			492	10.5
Semester VI Total		**56**		**492**	**14.0**
PROGRAM TOTALS		**688**	**72**	**1968**	**87.0**
LAS VEGAS PROGRAM TOTALS		**733**	**72**	**1968**	**90.0**

Locations

Albuquerque, Chula Vista, Denver, El Paso, Houston, Las Vegas, Mesa, Seattle, Tucson

Program Information

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

Program length: 96 weeks (16 weeks per semester). The total number of program hours is 2,728 at all campuses except Las Vegas which has 2,773 hours. The Las Vegas program includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates receive an Associate of Applied 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 (blended delivery is limited to the Chula Vista, Denver, Houston, Las Vegas, and Tucson campuses): CMT 105 Medical Terminology, CCM 110 Communications, CCL 115 Computer Literacy, CLE 110 Medical Law & Ethics, RAD 245 Radiography III, HST 205 Nevada History and US Constitution

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

CCL 115 Computer Literacy
This course provides a survey of the responsible and ethical uses of computers and related devices in academic and medical settings. Topics include, but are not limited to, review of common hardware and software to incorporate basic word processing, spread sheets, and presentation software. Students will utilize technology to retrieve, evaluate and synthesize information from diverse sources and points of view.
Prerequisites: None

CCM 110 Communications
This course addresses the wide range of communication skills necessary for success in health professions. Topics include verbal and nonverbal communication, technical and professional writing, speaking and listening critically, health literacy, and evaluating and synthesizing material from diverse cultural sources and points of view, among others.
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

RAD 105 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

RAD 110 Positioning I
This course 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 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: 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

RAD 120 Positioning II
This course is a continuation of RAD 110. 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: Semester I courses

RAD 125 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: Semester I courses

RAD 130 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: Semester I courses

RAD 135 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: Semester I 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

PSY 135 Interpersonal Relations
This course explores 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 the interaction of the individual within the social and health care environments. Topics include but are not limited to perception, adaptation, communication, group processes, and the impact of health on behavior.
Prerequisites: None

RAD 140 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: Semesters I and II courses

RAD 205 Clinical Externship I
Clinical experience under supervision of clinical staff and faculty correlated with theories presented in the classroom.
Prerequisites: Semesters I and II courses

RAD 210 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 exams, pediatric exams, and trauma exams.
Prerequisites: Semesters I, II, and III courses

RAD 220 Pathology I
This course provides an overview of radiographic pathology. Topics include pathologies of the musculoskeletal, respiratory, gastrointestinal, hepatobiliary, and urinary systems.
Prerequisites: Semesters I, II, and III courses

RAD 225 Clinical Externship II
This course is a continuation of RAD 205 and 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 increasing clinical skill and competence.
Prerequisites: Semesters I, II, and III courses

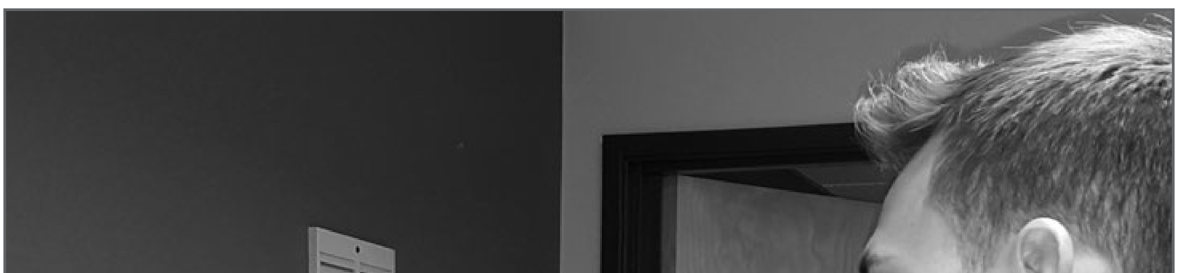
RAD 230 Radiography II
This course covers the application of classroom theory and practical externship in the critique of analog and digital radiographic image quality, with an emphasis on technical factors, equipment, processing, artifacts, and quality control. In California, this course includes fluoroscopic equipment and procedures, enabling graduates to be eligible to apply to take the California State Fluoroscopy Permit Examination.
Prerequisites: Semesters I, II, III, and IV courses

RAD 235 Pathology II
This course is a continuation of RAD 220. Topics include pathologies of the hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems, and diseases and trauma.
Prerequisites: Semesters I, II, III, and IV courses

RAD 240 Clinical Externship III
This course is a continuation of RAD 225 and 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 increasing clinical skill and competence.
Prerequisites: Semesters I, II, III, and IV courses

RAD 245 Radiography III
This course is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists (ARRT).
Prerequisites: Semesters I, II, III, IV, and V courses

RAD 250 Clinical Externship IV
This course is a continuation of RAD 240 and 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: Semesters I, II, III, IV, and V courses



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

In addition to the admission requirements on page 130, applicants must document a minimum of 1,716 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 coursework; an approved or licensed limited scope radiography program. One year of college course work is defined as 30 credit hours. Students are granted 39.5 credits for previous radiologic sciences education and experience. Please reference additional transfer credit requirements on page 133.

Course #	Course	Theory	Extern	Credits
RAD 105	Radiography I	16		1.0
CMT 105	*Medical Terminology*	*16*		*1.0*
RAD 206	Clinical Externship I		572	*12.5*
RAD 216	Clinical Externship II		572	*12.5*
RAD 226	Clinical Externship III		572	*12.5*
Transfer Courses Total		**32**	**1716**	**39.5**

Semester I

Course #	Course	Theory	Extern	Credits
HST 205	*Nevada History and US Constitution*	*45*		*3.0*
PSY 135	*Interpersonal Relations*	*32*		*2.0*
MT 203	*Math Applications*	*48*		*3.0*
CCL 111	*Computer Literacy*	*32*		*2.0*
CCM 110	*Communications*	*48*		*3.0*
BIO 130	*Anatomy & Physiology I*	*32*		*2.0*
Semester I Total		**237**		**15.0**

***Represents the Las Vegas Campus**

Semester II

Course #	Course	Theory	Extern	Credits
RAD 111	Positioning I	64		4.0
RAD 126	Physics	48		3.0
RAD 136	Methods of Patient Care	56		3.5
CLE 110	*Medical Law & Ethics*	*16*		*1.0*
BIO 140	*Anatomy & Physiology II*	*32*		*2.0*
Semester II Total		**216**		**13.5**

Semester III

Course #	Course	Theory	Extern	Credits
RAD 121	Positioning II	64		4.0
RAD 141	Radiographic Biology	32		2.0
RAD 231	Radiography II	48		3.0
RAD 221	Pathology I	16		1.0
RAD 131	Principles of Exposure	48		3.0
Semester III Total		**208**		**13.0**

Semester IV

Course #	Course	Theory	Extern	Credits
RAD 236	Pathology II	16		1.0
RAD 211	Adv. Radiographic Imaging & Special Procedure	32		2.0
RAD 246	Radiography III	56		3.5
RAD 256	Clinical Externship IV		252	5.5
Semester IV Total		**104**	**252**	**12.0**
TRANSFER COURSES TOTAL		**32**	**1716**	**39.5**
SEMESTERS I, II, III and IV TOTALS		**720**	**252**	**50.5**
PROGRAM TOTALS		**752**	**1968**	**90.0**
LAS VEGAS PROGRAM TOTALS		**797**	**1968**	**93.0**

Online

Online Dept. location is on the main campus in Tucson, Arizona.

Program Information

Delivery Method: *Online*

Program length: 60 weeks (15 weeks per semester). Individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours is 2,720 including transfer hours and 972 program-specific hours. The Las Vegas program includes an additional 3 credit online class (HST 205 Nevada History and US Constitution) resulting in a total of 2,765 program hours including transfer hours and 1,017 program-specific hours. Graduates of this program receive an Associate of Applied Science degree and are qualified to apply to take the American Registry of Radiologic Technologists examination for certification.

Course Descriptions

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

PSY 135 Interpersonal Relations
This course explores 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 the interaction of the individual within the social and health care environments. Topics include but are not limited to perception, adaptation, communication, group processes, and the impact of health on behavior.
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
This course provides a survey of the responsible and ethical uses of computers and related devices in academic and medical settings. Through demonstration and hands-on experience, students acquire a general understanding of computer technology. Topics include review of common terminology and hardware/software components and applications used in basic word processing, spreadsheets, and presentations. Students utilize technology to retrieve, evaluate, and synthesize information from diverse sources and points of view.
Prerequisites: None

CCM 110 Communications
This course addresses the wide range of communication skills necessary for success in health professions. Topics include verbal and nonverbal communication, technical and professional writing, speaking and listening critically, health literacy, and evaluating and synthesizing material from diverse cultural sources and points of view, among others.
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

RAD 111 Positioning I
Positioning I covers basic terminology, anatomy, and radiographic positioning and procedures.
Prerequisites: BIO 130 Anatomy and Physiology I

RAD 126 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: MT 203 Math Applications

RAD 136 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: None

CLE 110 Medical Law & 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

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: BIO 130 Anatomy and Physiology I

RAD 121 Positioning II
This course is a continuation of RAD 111. Advanced radiographic procedures are covered. Students will also learn advanced positioning skills for age-specific populations.
Prerequisites: RAD 111 Positioning I, BIO 130 and 140 (Anatomy and Physiology I and II)

Course Descriptions

RAD 141 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: RAD 126 Physics, BIO 130 and 140 (Anatomy and Physiology I and II)

RAD 231 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: RAD 126 Physics, RAD 111 Positioning I

RAD 221 Pathology I
This course provides an overview of radiographic pathology. Topics include pathologies of the musculoskeletal, respiratory, gastrointestinal, hepatobiliary, and urinary systems.
Prerequisites: BIO 130 and 140 (Anatomy and Physiology I and II), RAD 111 Positioning I

RAD 131 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: RAD 126 Physics, RAD 111 Positioning I

RAD 236 Pathology II
This course is a continuation of RAD 221. Topics include pathologies of the hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems, and diseases and trauma.
Prerequisites: Semesters I, II, and III courses

RAD 211 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: Semesters I, II, and III courses

RAD 246 Radiography III
This course is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists.
Prerequisites: Semesters I, II, and III courses

RAD 256 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: Semesters I, II, and III courses

Respiratory Therapy

Objective

To provide students with academic and clinical training in preparation for employment as a registered respiratory therapist. Students have the opportunity to develop professional skills in advanced respiratory care techniques (including neonatal, pediatric, and adult special care procedures), general and advanced pharmacology, cardiopulmonary disease, patient assessment and therapeutics.

Admission Requirements

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the program director is also required.

Semester I

Course #	Course	Theory	Lab	Extern	Credits
CCB 108	*Introduction to Computers & Health Care 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

Course #	Course	Theory	Lab	Extern	Credits
HST 205	*Nevada History and US Constitution**	*45*			*3.0**
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		**273**	**112**		**20.5**

***Represents the Las Vegas campus**

Semester III

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

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

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**
LAS VEGAS PROGRAM TOTALS		**1075**	**266**	**720**	**90.0**

Locations

Albuquerque, Chula Vista, Denver, Houston, Las Vegas, Mesa, Renton, San Marcos, Tucson

Program Information

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

Program length: 85 weeks (17 weeks per semester). The total number of program hours is 2,016 at all campuses except Las Vegas, which has 2,061 hours. 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 take the National Board for Respiratory Care Therapist Multiple-Choice Examination (TMC). Following successful performance on the TMC, the graduate is then eligible to take the Clinical Simulation Examination (CSE) for credentialing as a Registered Respiratory Therapist (RRT).

Course Descriptions

The following courses may be offered on-ground, online and/or blended (blended delivery is limited to the Houston, Mesa, and Tucson campuses): CCB 108 Introduction to Computers & Health Care 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 & Health Care 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 nonverbal 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. Content includes fractions, decimals, percents, ratios, 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 course introduces chemistry concepts of atomic theory, the use of the periodic chart, and chemical bonding and balancing equations. This course also includes an introduction to basic physics, which includes laws of gaseous particles and diffusion, relative humidity, temperature, conversion, pressure, and 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 patients and their families.
Prerequisites: None

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

RX 150 Pharmacology
Presents major pharmacological agents used in treating cardiopulmonary diseases. Provides knowledge of pharmaceutical classification, drug action and modes of administration, the metric system, medications, and special handling procedures.
Prerequisites: AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology

Course Descriptions

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, and pulmonary function testing, which includes the machines, equipment, and accessories utilized for diagnosis.
Prerequisites: 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: 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: 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: 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: 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: Semesters I and II courses

RES 190 Respiratory Care Practicum I
Basic therapeutic modalities used by respiratory care practitioners in a hospital, which may include 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: Semesters I and II courses

RES 200 Pulmonary Rehabilitation & Wellness
This course presents the basic elements required in designing the components of a cardiopulmonary 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: Semesters 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: Semesters 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: Semesters 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: Semesters 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: Semesters I, II, and III courses

Course Descriptions

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: Semesters 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: Semesters 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: Semesters 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, résumé 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 ongoing advancement in the profession.
Prerequisites: Semesters 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: Semesters 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: Semesters 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: Semesters 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: Semesters 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: Semesters I, II, III, and IV courses

Surgical Technology

Objective

To prepare competent, entry-level surgical technologists with curriculum that addresses the three learning domains—cognitive (knowledge), psychomotor (hands-on skills), and affective (professional behavior and conduct). Students develop the skills required to become an integral member of the surgical team, which includes surgeons, anesthesiologists, registered nurses, and other personnel who deliver patient care before, during, and after surgery.

Admission Requirements

In addition to the admission requirements on page 130, applicants must pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the program director is also required.

Semester I

Course #	Course	Theory	Lab	Extern	Credits
BIO 122	*Anatomy and Physiology I*	*45*	*15*		*3.5*
BIO 118	*Medical Terminology*	*45*			*3.0*
MTH 131	*Math Applications*	*45*			*3.0*
CCM 140	*Communications*	*30*			*2.0*
SUR 100	Introduction to Surgical Technology	45	15		3.5
Semester I Total		**210**	**30**		**15.0**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
BIO 132	*Anatomy and Physiology II*	*45*	*15*		*3.5*
BIO 133	*Microbiology*	*60*	*15*		*4.5*
SUR 140	Surgical Patient Care	45	30		4.0
SUR 120	Principles and Practice of Surgical Technology	60	30		5.0
Semester II Total		**210**	**90**		**17.0**

Semester III

Course #	Course	Theory	Lab	Extern	Credits
SUR 200	Surgical Pharmacology and Anesthesia	60	30		5.0
SUR 210	Endoscopic Principles and Procedures	60	30		5.0
SUR 220	Basic Surgical Procedures	60	60		6.0
Semester III Total		**180**	**120**		**16.0**

Semester IV

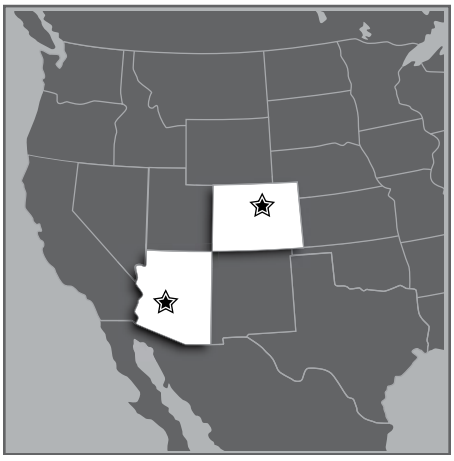
Course #	Course	Theory	Lab	Extern	Credits
SUR 230	Advanced Surgical Procedures	60	60		6.0
SUR 240	Clinical Preparation and Practice	15	60		3.0
SUR 245	Professional Development	45			3.0
SUR 250	Clinical Practicum I			120	2.5
Semester IV Total		**120**	**120**	**120**	**14.5**

Semester V

Course #	Course	Theory	Lab	Extern	Credits
SUR 260	Clinical Practicum II			480	10.5
SUR 270	Certification Preparation	60			4.0
Semester V Total		**60**		**480**	**14.5**
PROGRAM TOTALS		**780**	**360**	**600**	**77.0**

Denver Campus

Locations



Denver, Phoenix

Program Information

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

Program length: 75 weeks (15 weeks per semester). The total number of program hours is 1,740. Graduates of this program will receive an Associate of Applied Science degree.

Course Descriptions

The following courses may be offered on-ground, online or blended: BIO 118 Medical Terminology, SUR 245 Professional Development, and SUR 270 Certification Preparation.

BIO 122 Anatomy and Physiology I
This course is designed to provide a comprehensive foundation of the basic structure and function of the human body. Medical terminology related to body structures and function is introduced. Body organization, chemistry, cell structure, and tissues are reviewed. Systems covered include the integumentary, skeletal, muscular, nervous, and endocrine. The course also incorporates the interrelationships between the structures and systems, as well as the common illnesses and conditions associated with each system.
Prerequisites: None

BIO 118 Medical Terminology
This 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

MTH 131 Mathematics Applications
This course presents calculation, conversion, and computation of fractions, decimals, measurements, ratios, and proportions. It also introduces students to the application of these skills as required in the health care setting.
Prerequisites: None

CCM 140 Communications
This course addresses a wide range of communication skills necessary in health professions. Students will apply accepted communication conventions while considering context, situation, the influence of nonverbal actions, and audience factors such as diversity and roles.
Prerequisites: None

SUR 100 Introduction to Surgical Technology
This course is an introduction to the field of surgical technology. The history of the profession along with the roles and responsibilities of a surgical technologist are covered. The course content also includes foundational knowledge regarding the organizational, physical, and safety aspects of both hospitals and surgical suites. Legal and ethical issues are discussed.
Prerequisites: None

BIO 132 Anatomy and Physiology II
A continuation of BIO 122, this course is designed to provide a comprehensive foundation to the basic structure and function of the cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive, and the endocrine systems. The course also incorporates the interrelationships between the structures and systems, as well as the common illnesses and conditions associated with each system.
Prerequisites: Semester I courses

BIO 133 Microbiology
This course presents the basics of microbiology. The course content focuses on microorganisms, pathogens, and disease transmission and prevention.
Prerequisites: Semester I courses

SUR 140 Surgical Patient Care
This course addresses the physical and psychosocial aspects of the surgical patient. Topics and skills addressed include moving, handling, and positioning patients, and performing vital signs, skin preparation, urinary catheterization, open gloving, and draping.
Prerequisites: Semester I courses

SUR 120 Principles and Practice of Surgical Technology
This course focuses on the responsibilities of a surgical technologist in the pre-, post-, and intraoperative phases of surgery. Emphasis is placed on ensuring patient safety through proper scrubbing, gowning, and gloving. Other topics covered include: surgical instrumentation, decontamination, sterilization, disinfection, wounds, wound healing, suture material, and stapling devices. Case preparation and surgical case management utilizing the principles of aseptic technique are demonstrated and practiced.
Prerequisites: Semester I courses

SUR 200 Surgical Pharmacology and Anesthesia
This course introduces surgical pharmacology and anesthesia. Medications commonly used in surgery and the procedures for properly identifying, handling, and storing them are emphasized. Anesthetic agents and equipment are also introduced.
Prerequisites: Semesters I and II courses

SUR 210 Endoscopic Principles and Procedures
This course explores endoscopic surgery and minimally invasive surgery. Topics include the preparation, maintenance, required cleaning, and surgical procedures appropriate for each type of endoscope. The use of physics, lasers, and robotics in the surgical setting is introduced.
Prerequisites: Semesters I and II courses

Course Descriptions

SUR 220 Basic Surgical Procedures
This course covers the basic surgical procedures used in the several areas of surgery, including general, obstetrics and gynecology, genitourinary, plastic and reconstructive, ophthalmic, ENT, and oral and maxillofacial. Topics addressed for each surgical specialty include related anatomy and terminology, common surgical procedures, pathophysiology, appropriate instrumentation, supplies, anesthesia method, patient positioning, prepping and draping, incision, basic procedural steps, complications, special medications, and specimen handling.
Prerequisites: Semesters I and II courses

SUR 230 Advanced Surgical Procedures
This course covers advanced surgical procedures used in several aeas of surgery, including orthopedic, peripheral vascular, thoracic and pulmonary, cardiac, neuro, pediatric, and emergency trauma. Topics addressed for each surgical specialty include related anatomy and terminology, common surgical procedures, pathophysiology, appropriate instrumentation, supplies, anesthesia method, patient positioning, prepping and draping, incision, basic procedural steps, complications, special medications, and specimen handling.
Prerequisites: Semesters I, II, and III courses

SUR 240 Clinical Preparation and Practice
This course acts as a bridge from the didactic to the clinical portion of the program. Lab experiences focus on practicing the daily routines in the surgical setting, identifying operating room etiquette, and refining lab skills. The course includes a final lab practical which is a prerequisite for continuing to the clinical portion of the program.
Prerequisites: Semesters I, II, and III courses

SUR 245 Professional Development
This course covers the skills required to transition into the workforce as an entry-level surgical technologist. Topics include goal setting, assertiveness, time management, decision-making, résumé writing, and employment skills.
Prerequisites: Semesters 1, II, and III courses

SUR 250 Clinical Practicum I
This course provides students with the opportunity to apply learned theories and skills in a clinical setting under the supervision of a preceptor. The practicum begins with a rotation in sterile processing. The next rotation is a transition to the surgical setting, which provides experience in the preoperative, intraoperative, and postoperative phases of surgery. Course requirements include maintaining case records of participation in surgical procedures for documentation of case requirements.
Prerequisites: Semesters 1, II, and III courses and SUR 240 Clinical Preparation and Practice

SUR 260 Clinical Practicum II
This course is a continuation of SUR 250. Under the supervision of a preceptor, students participate in the intraoperative stage of surgery and perform preoperative and postoperative duties. Course requirements include documentation of the minimum 120 surgical procedures necessary for successful program completion. Upon completion of the term, entry-level proficiency in general surgery and specialty services is required.
Prerequisites: Semesters 1, II, III, and IV courses

SUR 270 Certification Preparation
This course is designed to prepare the student for the NBSTSA certification examination. A comprehensive review of the technical coursework, mock examinations, and test-taking strategies are covered.
Prerequisites: Semesters 1, II, III, and IV courses

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

In addition to the admission requirements on page 130, applicants must 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 and successfully transfer 30 credits. Applicants with less than one year experience as a veterinary assistant must have a GPA of 3.0. An interview with the program director is also required.

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**

Las Vegas Program Only

Course #	Course	Theory	Lab	Extern	Credits
HST 205	*Nevada History and US Constitution*	*45*			*3.0*
Additional Las Vegas Course Total		**45**			**3.0**

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**			**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**		**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**		**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**		**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**		**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**		**225**	**6.0**
PROGRAM TOTALS		**820**	**490**	**465**	**78.5**
LAS VEGAS PROGRAM TOTALS		**865**	**490**	**465**	**81.5**

Locations

Aurora, Chula Vista, Colorado Springs, Dillon, East Valley, El Paso, Houston, Las Vegas, Phoenix, Renton, San Marcos, 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 at all campuses except Chula Vista, which totals 86 weeks for both day and evening classes. The total number of program hours is 1,775 at all campuses except in Las Vegas, which has a total of 1,820 hours 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 take 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. Content includes verbal and nonverbal 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. Legal and ethical issues in communication are also addressed.
Prerequisites: None

MTH 129 Math Applications
This course provides the student with the fundamentals of college algebra, and includes common formulas 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 lifelong 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, and 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: 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: 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: 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 nonmammalian species will be discussed.
Prerequisites: 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: 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: 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: 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: 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: 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: 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: 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 develop a more advanced understanding of equine anatomy and physiology and cover 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: 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: 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: 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: Professional Sequences I through V

VTT 291 Externship
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Professional Sequences I through 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 applicants to 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. Transfer credits must include a math course. See additional admissions and transfer credit requirements on pages 130 and 133 of this catalog.

	Theory	Lab	Extern	Credits
Transfer of Credit (14 gen ed, 26 health science, & 24 related credits)				64.0
Transfer Totals				**64.0**

Semester I

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**

Semester II

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**

Semester III

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**

Semester IV

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 60 weeks in length (15 weeks per semester). 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.

Course Descriptions

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: None

ENG 310 Technical Writing
This course is the study of technical communications. Topics include conducting audience and needs analyses, organizing and writing clear, precise, and grammatically correct workplace prose, and producing a variety of routine professional reports and correspondence.
Prerequisites: None

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

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, that can help mitigate noncompliance.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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 family, workplace, educational, and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

HCA 430 Patient Information & Management
Patient information management is important because of the integral role a health care professional has within the team. It is essential for the health care professional to provide all members of the team with a thorough patient record to ensure quality patient care.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

HCA 325 Leadership in Health Care Management
This course presents best practices for leading health care 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, and negotiation and collaboration skills.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

HCA 410 Long-Term Care
This course provides a survey of the types of 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, subacute 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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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 include the roles and responsibilities of health care professionals in ensuring accurate and timely reimbursement for health care services and provisions of Medicare, Medicaid, and other federal and state administered payment programs. Also addressed is the impact of health care reform and government regulations on the operation and performance of the private health insurance industry and on public programs.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

HCA 490 Professional Capstone
This capstone course focuses 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 health care 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. Content focuses on the application of intellectual inquiry, information literacy, and the use of scholarly research methods.
Prerequisites: Semesters I, II, and III courses

Bachelor of Science in Nursing (RN to BSN)

Objective

The Baccalaureate of Science in Nursing (RN to BSN), 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 health care 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 and unencumbered 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 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 an associate degree nursing program from a nationally or regionally accredited college or university will receive a maximum of 45 semester credits for prelicensure 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. See additional admissions and transfer credit requirements on page 130 and 133 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				**60.0**

Semester I

Course #	Course	Theory	Lab	Extern	Credits
CPT 301	*Microcomputer Applications*	*45*			*3.0*
ENG 310	*Technical Writing*	*45*			*3.0*
CHM 300	*Chemistry*	*30*	*30*		*3.0*
NUR 300	Role Transition and Professional Development	45			3.0
Semester I Total		**165**	**30**		**12.0**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
BUS 220	Health Care Management	45			3.0
NUR 320	Integrated Health Assessment for the Experienced Nurse	45			3.0
REL 200	*World Religions*	*45*			*3.0*
SPA 210	*Spanish for the Medical Professional*	*45*			*3.0*
Semester II Total		**180**			**12.0**

Semester III

Course #	Course	Theory	Lab	Extern	Credits
PHI 301	*Critical Thinking*	*45*			*3.0*
MTH 310	*Research Statistics*	*45*			*3.0*
HCA 310	Health Care Law and Compliance	45			3.0
NUR 380	Nursing Informatics	45			3.0
Semester III Total		**180**			**12.0**

Semester IV

Course #	Course	Theory	Lab	Extern	Credits
NUR 475	Community Oriented Nursing Practice and Global Health Issues	90			6.0
NUR 400	Transcultural Nursing Practice	45			3.0
SOC 325	*Culture and Human Diversity*	*45*			*3.0*
Semester IV Total		**180**			**12.0**

Semester V

Course #	Course	Theory	Lab	Extern	Credits
NUR 480	Nursing Leadership & Health Care Management	90			6.0
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 V Total		**180**			**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: None

ENG 310 Technical Writing
This course is the study of technical communications. Topics include conducting audience and needs analyses, organizing and writing clear, precise, and grammatically correct workplace prose, and producing a variety of routine professional reports and correspondence.
Prerequisites: None

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: None

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 health care 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 or corequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

BUS 220 Health Care Management
This course explores a wide variety of health care settings, from hospitals to nursing homes and clinics. Important issues in health care management, such as ethics, cost management, strategic planning and marketing, information technology, and human resources are explored.
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 life span. 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

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

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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, that can help mitigate noncompliance.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

NUR 380 Nursing Informatics
This course examines the history of health care informatics, current issues, basic informatics concepts, and health information management systems. This course further explores the present and potential impact of health care informatics on the discipline of nursing, the health care 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

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 health care 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. Health care inequities are also addressed.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications; Semesters I, II, and III NUR-designated courses

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. Health care disparities, policy development, health care systems, and the role of national and global health care agencies in and along the health/illness continuum are examined.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications; Semesters I, II, and III NUR-designated courses

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 family, workplace, educational, and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

NUR 480 Nursing Leadership & Health Care 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 health care 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 health care providers.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications; Semesters I, II, III, and IV NUR-designated courses

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; Semesters I, II, III, and IV NUR-designated courses

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 health care are explored.
Prerequisites: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, and MTH 310 Research Statistics; Semesters I, II, III, and IV NUR-designated courses
Prerequisites or corequisites: NUR 425 Foundations of Evidence-Based Nursing Practice

Bachelor of Science in Physical Therapist Assistant

Objective

The Bachelor of Science in Physical Therapist Assistant (BSPTA) degree is intended for physical therapists assistants (PTAs) 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 an applicant to have 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 from a broad sampling of various educational experiences, including arts & humanities, business, information systems, social sciences, or natural sciences. Licensure/certification as a PTA in a state within the United States is required prior to taking courses in Semesters III and IV. See additional admissions and transfer credit requirements on pages 130 and 133 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

Course #	Course	Theory	Lab	Extern	Credits
ENG 310	*Technical Writing*	*45*			*3.0*
CPT 301	*Microcomputer Applications*	*45*			*3.0*
CHM 300	*Chemistry*	*30*	*30*		*3.0*
SOC 325	*Culture and Human Diversity*	*45*			*3.0*
Semester I Total		**165**	**30**		**12.0**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
BUS 220	*Health Care Management*	*45*			*3.0*
MTH 310	*Research Statistics*	*45*			*3.0*
PTA 315	Exercise Physiology	45	30		4.0
PTA 350	Evidence-based Practice for the PTA	60			4.0
Semester II Total		**195**	**30**		**14.0**

Semester III

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 PTA 420	Inpatient Care Practice or Outpatient Care Practice	60			4.0
HLT 360	Pharmacology for Rehab Clinicians	45			3.0
Semester III Total		**195**			**13.0**

Semester IV

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		**780**	**60**	**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 840, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

Course Descriptions

ENG 310 Technical Writing
This course is the study of technical communications. Topics include conducting audience and needs analyses, organizing and writing clear, precise, and grammatically correct workplace prose, and producing a variety of routine professional reports and correspondence.
Prerequisites: None

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: None

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: None

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 family, workplace, educational, and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
Prerequisites: None

BUS 220 Health Care Management
This course explores a wide variety of health care settings, from hospitals to nursing homes and clinics. Important issues in health care management, such as ethics, cost management, strategic planning and marketing, information technology, and human resources are explored.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

PTA 350 Evidence-based Practice for the PTA
This class reviews the history, rationale, 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 steps in the evidence-based process and how to critically analyze results in research articles.
Prerequisites: MTH 310 Research Statistics, ENG 310 Technical Writing, and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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. Additional topics comprise patient and workplace management issues. Students apply evidence-based methodology and techniques in the context of clinical problem-solving, clinical approaches, and physical therapy interventions through development of an in-service presentation.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications.

PTA 420 Outpatient Care Practice
This course provides practicing physical therapist assistants the opportunity to research topics of interest related to outpatient practice, including orthopedic, sport, school, geriatric, home health care, and health/wellness. Additional topics comprise new treatment concepts and outpatient management issues. Students apply evidence-based methodology and techniques in the context of clinical problem-solving, clinical approaches, and physical therapy interventions through development of an in-service presentation.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications.

HLT 360 Pharmacology for Rehab Clinicians
This course provides basic knowledge of pharmacological agents and their applications in rehabilitation populations. Topics include basic principles of pharmacology, classifications of medications, and actions and effects of drugs that can have an impact upon the safe and effective delivery of rehabilitation interventions.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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. The course culminates in a patient case study in which students integrate advanced kinesiology principles.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

PTA 490 Professional Capstone
This course provides students with an opportunity to identify and develop research skills necessary to create a solution for an existing health care issue and also develop a professional portfolio. Content focuses on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. Course structure is designed to enhance student comprehension of information literacy concepts as well as expand student capacity for intellectual inquiry and the effective application of scholarly research methods.
Prerequisites: Semesters 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 lifelong 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. Admission to the program requires an applicant to 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 from a broad sampling of various educational experiences including arts & humanities, business, information systems, social sciences, or natural sciences. See additional admissions and transfer credit requirements on pages 130 and 133 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	*Health Care 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*
HCA 310	Health Care Law and Compliance	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
HCA 430	Patient Information and Management	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*
HLT 410	Pathophysiology	45			3.0
HCA 470	Quality Management	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**

Pima Medical Institute graduate at workplace

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.

Course Descriptions

ENG 310 Technical Writing
This course is the study of technical communications. Topics include conducting audience and needs analyses, organizing and writing clear, precise, and grammatically correct workplace prose, and producing a variety of routine professional reports and correspondence.
Prerequisites: None

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: None

BUS 220 Health Care Management
This course explores a wide variety of health care settings, from hospitals to nursing homes and clinics. Important issues in health care 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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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 computed tomography (CT) and magnetic resonance imaging (MRI).
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

RA 403 Advanced Modalities
This course provides students with an opportunity to increase their understanding of advanced imaging modalities, specifically computed tomography (CT) and magnetic resonance imaging (MRI). 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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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, preprocedural and postprocedural care and proper charting and documentation. Technologists' responsibilities and intervention in cases of critical patient need will be discussed.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

Course Descriptions

HCA 430 Patient Information & Management
Patient information management is important because of the integral role a health care professional has within the team. It is essential for the health care professional to provide all members of the team with a thorough patient record to ensure quality patient care.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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 family, workplace, educational, and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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 health care issue. The course content is geared to increase and disseminate intellectual inquiry, information literacy, and the use of scholarly research methods.
Prerequisites: Semesters I, II, and III courses

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 lifelong learning.

Admission Requirements

The BSRT is a degree completion program requiring that applicants be a Registered Respiratory Therapist. 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 from a broad sampling of various educational experiences including arts & humanities, business, information systems, social sciences, or natural sciences. See additional admissions and transfer credit requirements on pages 130 and 133 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	*Health Care 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*
HCA 310	Health Care Law and Compliance	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
HCA 430	Patient Information and Management	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*
HLT 410	Pathophysiology	45			3.0
HCA 470	Quality Management	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.

Course Descriptions

ENG 310 Technical Writing
This course is the study of technical communications. Topics include conducting audience and needs analyses, organizing and writing clear, precise, and grammatically correct workplace prose, and producing a variety of routine professional reports and correspondence.
Prerequisites: None

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: None

BUS 220 Health Care Management
This course explores a wide variety of health care settings, from hospitals to nursing homes and clinics. Important issues in health care 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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

RES 425 Public Health
This course is an introduction to the issues in the public health arena. Topics include public health education, aging populations and their special issues, pulmonary rehabilitation, health promotion, and the current political views on health care within diverse populations.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

HCA 430 Patient Information & Management
Patient information management is important because of the integral role a health care professional has within the team. It is essential for the health care professional to provide all members of the team with a thorough patient record to ensure quality patient care.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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 family, workplace, educational, and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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 health care issue. The course content is geared to increase and disseminate intellectual inquiry, information literacy, and the use of scholarly research methods.
Prerequisites: Semesters I, II, and III courses

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

See course prerequisites below.

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**

Mesa Campus

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. The American Heart Association (AHA) Basic Life Support (BLS) Provider course 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 health care 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. 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 an approved 48-hour Advanced Life Support Refresher Course to nationally or state certified AEMT, EMT-I, or paramedic health care providers who are renewing their certifications.

Admission Requirements

See course prerequisites below.

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 includes review of airway, oxygenation, and ventilation. In addition, refresher courses for the following certifications are included: Advanced Medical Life Support (AMLS); Advanced Cardiac Life Support (ACLS); Prehospital Trauma Life Support (PHTLS); and Pediatric Advanced Life Support (PALS).

Prerequisites: Attendees must have current certification as an AEMT, EMT-I (99), or Paramedic. In order to receive AMLS, ACLS, PHTLS, and PALS recertifications, attendees must possess current AMLS, ACLS, PHTLS, and PALS certifications, or be expired less than three 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, PHTLS, 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 that 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. See additional requirements on page 130 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
ED 01	Expanded Duties Dental Assistant	15	25		2.0
Expanded Duties Dental Assistant Total		**15**	**25**		2.0
PROGRAM TOTALS		**15**	**25**	**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.

Prerequisites: Successful completion of an approved dental assistant program or one year of experience as a dental assistant

Locations

Aurora, Colorado Springs, Denver

Program Information

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

Total hours for this program is 40. Students receive continuing education credit upon successful completion of the course.

This continuing education course is not included within the institution's grant of accreditation.

Mammography

Objective

To provide the radiographer with the knowledge of patient care, image production, and procedures necessary for practice in a clinical setting prior to taking the American Registry of Radiologic Technologists (ARRT) Post Primary Mammography Certification Exam.

Admission Requirements

See course prerequisites below.

Course #	Course	Theory	Lab	Extern
RAD 270	Mammography	32		
Mammography Total		**32**	**0**	**0**
PROGRAM TOTALS		**32**	**0**	**0**

Course Descriptions

RAD 270 Mammography

This course includes a review of the anatomy and physiology of the breast, an overview of breast cancer categories and other pathologies, related terminology, and the patient interview and education process. Students will view normal and pathologic mammographic images and other illustrations. Students will learn about the various mammographic positions, proper breast compression, and how to position patients with special needs. Students will also learn about equipment operation and quality assurance/quality control, and learn about various methods of breast imaging to include a focus on digital breast imaging and tomosynthesis (DBT), with review on magnetic resonance imaging (MRI), ultrasound, sentinel node mapping, and interventional procedures.

Prerequisites: Current enrollment in a JRCERT-accredited program for radiography, or holds current radiography certification from the American Registry of Radiologic Technologists (ARRT).

Locations

Online Dept. location is on the main campus in Tucson, Arizona.

Program Information

Delivery Method: ***Online***

Course is four weeks in length, but individual time to completion may vary by student depending upon individual progress. Students completing this course are awarded a certificate of completion.

This 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

See course prerequisites below.

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**

Mesa Campus

Course Descriptions

EMS 90 Pediatric Advanced 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 Pediatric Advanced Life Support (PALS) certification, expired less than three months. If not currently PALS certified, two-day provider course attendees must be a health care 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. 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.

Admissions and Policies

Admissions and Policies

Calendar
Pima Medical Institute (PMI) 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	weeks of Christmas and New Year's

Due to the holidays, the graduation date may be extended. PMI 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 nor reduce time and/or content presented to enrolled students.

Class Starts and Postponement
Classes for various programs start throughout the year. Refer to appropriate catalog addenda. Postponement by the school within 30 days of the original starting date will not alter the terms and conditions of the enrollment agreement. Postponement by the school beyond 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 1973, it is the policy of PMI 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, contact PMI Title IX Coordinator, Liby Lentz, at 40 N Swan Road, 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 PMI campus has a compliance coordinator who ensures Section 504 compliance. Grievances or complaints concerning Americans with Disabilities Act (ADA) matters should be directed to the compliance coordinator.

Reasonable Accommodation
PMI has adequate halls, doorways, classrooms, bathrooms, student lounges, and designated parking areas to accommodate 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 to the campus compliance coordinator using the *Request for Accommodation* form.

Program Policy and Procedure Manuals
Programs may have a policy and procedure manual or student handbook in addition to the policies and procedures outlined in this catalog.

Consumer Information
PMI publishes consumer information in compliance with US Department of Education (US DOE) and other accrediting agencies. Due to the frequency with which this information changes, consumer information can be found at www.pmi.edu under the student 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. High school completion or high school equivalency is required. Documentation of high school completion may include the following: high school diploma, high school transcript, or high school attestation. High school attestation is not acceptable in California, New Mexico, Nevada, and Texas.

The following are the equivalent of a high school diploma:
- General Equivalency Diploma (GED)
- State certificate awarded after passing an authorized test and that the state recognizes as equivalent to a high school diploma. This includes evidence of a passing score on tests recognized by the state and similar to the GED, such as the High School Equivalency Test (HiSET) and the Test Assessing Secondary Completion (TASC)
- Academic transcript showing that the student has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree

Applicants completing a secondary school education in a homeschool setting that is treated as a homeschool or private school under state law may attest to their completion of secondary school. If the respective state issues a secondary completion credential, the student must obtain the credential. A homeschool transcript meeting the state requirements must be submitted for all degree program applicants and for all applicants to campuses located in California, Nevada, New Mexico, and Texas.

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 or one year from the date of successful completion of a PMI certificate program.

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. 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 US DOE or Council for Higher Education Accreditation (CHEA). Academic program materials and instruction are provided solely in English. PMI does not provide English-language services.

International Students
PMI is authorized under federal law to enroll nonimmigrant students. The Albuquerque, Albuquerque West, Aurora, Chula Vista, Colorado Springs, Denver, Dillon, East Valley, El Paso, Houston, Las Vegas, Mesa, Phoenix, Renton, Seattle, and Tucson campuses are Student and Exchange Visitor Program (SEVP) approved and are therefore eligible to sponsor international student visas. The minimum English requirement for international students is 65-78 on the Test of English as a Foreign Language (TOEFL®), 5.5-6.0 on the International English Language Testing System (IELTS), or the equivalent.

Readmission
Students who withdraw from a program and return to complete the same program may be charged the following:
1. Tuition: The tuition charge is the per academic credit charge of the remaining credits based on prevailing rates;
2. Registration fee; and
3. Books/uniforms as necessary.

Students who are terminated from a program have 60 days to appeal by following the grievance procedure outlined in this catalog. Students who do not appeal within 60 days of the date of termination forfeit further rights to appeal.

Terminated students may only apply for readmission upon the following conditions:
1. A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred;
2. Provide a written plan detailing how the student has addressed the issues that led to his/her 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 readmission committee; and
3. Meet with a designated school official.

Any balance due from a prior enrollment at PMI must be satisfied or a payment plan arranged before reenrollment will be considered. If a year or more has passed since the last date of attendance, the student must retake the entrance exam. Upon reenrollment 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 readmission a maximum of two times in the same program. 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 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 US DOE or CHEA. Foreign degree evaluation by an agency accredited by the National Association of Credential Evaluation Services (NACES®) or the Association of International Credential Evaluators, Inc. (AICE) is required for transfer of foreign credits.

Transfer courses need to be of equivalent division level. As an example, if a prospective student wishes to transfer in general education credit for PHI 301 Critical Thinking, then 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 seven (7) years have elapsed since completion. Credit for prior education is determined by the designated program director or by the 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 seven (7) years. Degree completion students transferring credit must provide recent evidence of practice in a relevant vocation or have graduated in the past five (5) years. Refer to 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 who has been granted credit for previous education will be compensated $150 per course credit successfully transferred. Students transferring up to a maximum of 15 course credits upon enrollment must pay a one-time, nonrefundable $50 processing fee. In the case of multiple courses (greater than 15 credits) transferred upon enrollment, a one-time, nonrefundable $150 processing fee is required. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee.

Advanced PlacementTrack Radiography program students can transfer up to 49% of the total number of credits and are required to pay a one-time processing fee of $150. 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. 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
PMI awards the honors distinction at graduation to those students completing a certificate or degree with a 3.75 GPA and a passing grade of all courses attempted, including externship and clinicals.

Crime Awareness
PMI collects, maintains, and disseminates data regarding crimes committed on and around campus 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) as amended on November 1, 1999. PMI publishes an annual report that includes PMI'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 four (4) hours. PMI does not designate a "mealtime;" however, students are welcome to eat meals during student breaks.

Attendance Requirements
Students are to notify PMI 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. Attendance in an online course requires classroom activity such as submitting an assignment, posting to a discussion, or completing a quiz.

Attendance advisement: 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.

Attendance warning: Students with absences of 10% of the total number of classroom hours in a sequence, program, or semester are placed on attendance warning.

Absences in excess of 15% of the total sequence, program, or semester classroom hours may result in termination for unsatisfactory attendance. Certificate program students who are accepted through the readmission process are subject to this attendance policy based on the total number of hours remaining at the point of readmission.

Students in the following programs must makeup all externship absences prior to graduation—such absences are not deleted from the 15% "total program" calculation; any externship absences in excess of 15% of the scheduled clinical hours may result in termination: Advanced Placement Track Radiography, Dental Assistant, Dental Assistant (California campuses), Medical Administrative Assistant, Medical Assistant, Nursing Assistant/Nurse Aide, Patient Care Technician, Pharmacy Technician, Phlebotomy Technician, Practical Nursing, Sterile Processing Technician, and Veterinary Assistant.

Students in the following programs may be absent 6% of the scheduled externship/clinical hours each semester—students must request and obtain approval from the clinical director; students must make up accrued absence time exceeding 6% prior to the start of the next semester or prior to graduation from the program, as determined by the program director: Dental Hygiene, Diagnostic Medical Sonography, Nursing, Occupational Therapy Assistant, Ophthalmic Medical Technician, Paramedic, Physical Therapist Assistant, Radiography, Respiratory Therapy, Surgical Technology, and Veterinary Technician.

Students absent for 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 who have completed all required sequence/program/semester hours.

Leave of Absence Policy
Nonterm (certificate) programs: A leave of absence may be granted only for nonterm programs. 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/until the student submits a written request to the campus that states the reason for the request and the amount of time needed, along with the completed/signed associated forms. Students who do not complete and submit the forms and are not in attendance are marked absent and will be terminated if the number of absences exceeds 14 consecutive calendar days (including weekends and holidays).

Students who do not return to class on the approved leave of absence return date or who have not requested a leave of absence extension will be terminated.

Texas campuses: In the state of Texas, leaves of absence are not permitted for programs and seminars of 40 hours or less. In programs and seminars of 200 hours or less, no more than two (2) leaves of absence are permitted in a 12-month calendar period; a leave of absence in this case may be no more than 30 total calendar days. In programs and seminars of more than 200 hours but less than 600 hours, no more than two (2) leaves of absence are permitted; a leave of absence in this case may be no more than 60 total calendar days.

Term-based (semester) programs: All associate and bachelor degree programs are considered term-based. Students in term-based programs may be granted an administrative leave of absence 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 the following 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. Programmatic variations are published in the catalog addenda.

Satisfactory Academic Progress
The PMI Satisfactory Academic Progress policy consists of two components: a qualitative measure (grade point average/GPA) and a quantitative measure (maximum time frame).

1. Nonterm-based (certificate) programs: Students must maintain a cumulative grade point average (GPA) 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.

a. *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 within the academic limits set forth in the course-repetition policies but will no longer be eligible for financial aid.

2. Term-based (semester) programs: Students must maintain a GPA 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.
   a. *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 status. Students placed on this status are still eligible for federal financial aid during this time. 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 status. Students who do not achieve a cumulative program GPA of 2.0 and do not complete 67% of the attempted credits will lose their eligibility for federal financial aid until they achieve satisfactory academic progress or a financial aid appeal has been submitted and approved. If a submitted financial aid appeal is approved, students will be placed on a status of financial aid probation and can only receive one term of funding eligibility.
   b. *Financial aid ineligibility*: 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 within the academic limits set forth in the course repetition policies 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, each sequence is 10 weeks or less; students are advised of their academic progress at the end of each sequence. 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.

Academic progress warning: Students in nonterm programs who have not maintained a minimum cumulative program GPA of 2.0 in a sequence are placed on academic progress warning status. Students who achieve a cumulative program GPA of 2.0 after the end of the subsequent sequence will be removed from Academic Progress Warning status. Students who do not achieve a cumulative program GPA of 2.0 while on academic progress warning status will be placed on unsatisfactory progress status 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 two (2) additional times and then are subject to termination. Only the highest grade is considered for GPA evaluation, but all attempted credits are included for 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 one (1) time. Only the highest externship grade is considered for GPA evaluation. All attempted externship credits are included in the measurement of maximum time frame.

Grading: Grades for all courses completed and attempted are recorded on students' permanent transcripts using the following grading system—PMI does not award pass/fail grades:

Grade	Standing	Percentage
A	Excellent	93-100%
B	Good	85-92%
C	Average	77-84%
F	Failing	Below 77%
INC	Incomplete	
TR	Transfer Credit	
X	Leave of Absence	
W	Withdrawn	
T	Terminated	

Noncredit remedial course repetition: Noncredit 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 coursework has not been completed by the end of the term. Coursework 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 coursework. Students should contact the instructor within the aforementioned two-week period to makeup incomplete work.

Examination makeup policy: Students absent on examination day are given a makeup 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 makeup. Examinations include quizzes, tests, graded lab demonstrations, and midterm and final exams. The earned score on a makeup 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 time frame: All transfer credits will be considered when calculating maximum time frame. Maximum time frame will be limited to one and one-half (1½) times the prescribed length of coursework actually taken at PMI.

Withdrawal: A withdrawn (W) 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.

Termination: A terminated (T) 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 then his or her financial aid is terminated. If a student reenrolls the length of the program may be extended.

Externship: Students must complete all classroom requirements with a cumulative GPA 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 otherwise noted in the appropriate 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. Nonterm-based students in an active status are not charged for repeating a failed course or externship.

Student Services
Each PMI campus provides students with an orientation to the campus and its programs. Additional student support services include academic planning assistance and listings of off-campus housing, childcare facilities, social services agencies, and other community resources. PMI does not offer housing or dormitories.

Electronic Library
PMI has an extensive online/electronic library that allows students and instructors the opportunity to access numerous journals with thousands of full-text, peer-reviewed articles and more than 100,000 books. PMI's library contains multiple databases; EBSCO and ProQuest provide access to full-text journal articles, while ProQuest Ebook Central™ provides access to e-books. The electronic library can be accessed both on and off campus with an appropriate internet connection.

Accident Insurance
Students without private insurance may be provided a limited amount of accident insurance coverage. The insurance only applies to injuries sustained during PMI 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 PMI scheduled, supervised, and sponsored activity, the student must report the injury to a campus representative and file/sign/submit an incident report to the campus 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

1. Student grievances are recorded in writing on the appropriate campus form(s). Procedures described in this section may be used for the following types of grievances:
   a. Termination/readmission: Appeals from students who have been terminated from a program of study may appeal for readmission within 60 days.
   b. Complaints: 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.
   c. Other: Other student concerns that cannot be resolved through discussion with the instructor or program director.
2. Procedure
   a. Student must submit the substance of the grievance in written form to the campus director, associate director, or the PMI Title IX Coordinator, Liby Lentz, at TitleIXCoordinator@pmi.edu.
   b. An appointment will be made to meet with the campus director, associate director, or Title IX coordinator.
   c. The campus director, associate director or Title IX coordinator will respond to the complaint within 10 working days of the meeting.
   d. 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.
   e. The CEO will respond to the written complaint within 30 days of receipt, if possible. The CEO or representative will conduct an impartial investigation that will include a review of relevant documents. The complainant will have an opportunity to provide relevant information and evidence prior to the investigation.
   f. 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:
      1) a no-contact order (complainant may go to local law enforcement)
      2) health and mental services
      3) academic support
      4) opportunity to retake the class
      5) withdraw without penalty
   g. Further, PMI states that retaliation is absolutely forbidden and will discipline any person engaging in retaliatory conduct.
   h. If an actual hearing is convened at the request of the CEO, then both parties will have access to all the evidence at least 10 days before the hearing.
   i. One or both parties may be represented by a duly licensed attorney at the hearing.
   j. 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.

k. Documentation will be kept of all steps of the process by the Title IX coordinator.
l. PMI will take all necessary steps to train the investigators, Title IX coordinator, adjudicators, etc., on the applicable laws and these procedures.
m. 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.
n. 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 reoccurring.
o. If the complaint cannot be resolved after exhausting PMI's grievance procedure, the students may file a complaint with the appropriate state or accrediting agency listed in this catalog. Each agency has specific procedures for filing a grievance. Student is advised to contact the agency directly to ensure proper filing of concern.
p. There shall be no conflict of interest or the appearance of a conflict of interest during any stage of the grievance process.
q. If the investigation will take longer than 30 days, all parties will be kept apprised of the steps being taken.
r. 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.
s. 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.
t. 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:

1. Successful completion of the program of study with a minimum grade average of 77% in each course;
2. Completion of exit interviews with the campus financial aid and the career services personnel; and
3. Payment in full of all debt owed to the school.

Placement Assistance

Although job placement after graduation cannot be guaranteed, PMI assists graduates in obtaining employment in their career fields. Graduates who have not secured employment or who are seeking new opportunities may contact the Career Services Department for assistance.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights:

1. To inspect and review his/her education records within 45 days of PMI's receipt of a request for access. To inspect and review records, a student submits a written request to the campus director identifying the records to be inspected and reviewed. The campus director or associate director will arrange for access and notify the student of the time and place for record inspection and review.
2. 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, a student submits 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 PMI 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 be provided with information regarding the hearing procedures.
3. 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 PMI in administrative, supervisory, academic or research, or support staff positions including law enforcement unit personnel and health staff); persons or companies PMI 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.
4. The right to file a complaint with the US DOE concerning alleged failures by PMI to comply with the requirements of FERPA. The address for 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. PMI defines the following as directory information: student name, PMI email address, photograph, campus, field of study, dates of attendance, grade level, enrollment status, degrees, and honors & awards.

PMI 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 status. 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 PMI. A request to withhold directory information results in the following:

1. Student name and program information will be excluded from all printed public documents and other similar printed material, such as commencement programs;
2. Enrollment and degree-awarded inquiries from third parties, including potential employers and insurance companies, will neither receive a confirmation of enrollment nor graduation; and
3. No information will be released to any person(s) on the telephone or via email.

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 Nondirectory Information: Students may provide consent to release nondirectory information (financial and academic records) to designated third parties by completing a FERPA release in the student portal The release remains in effect until the consent is revoked in writing and the revocation is delivered to PMI.

Student Record Retention
PMI maintains academic transcripts for all courses completed and/or attempted for an indefinite period of time. Financial aid records are kept for five (5) years after the end of the final award year in which the student last attended. Other student records, including enrollment agreements, documents, financial records, attendance records, externship evaluations, and placement documents are maintained for five (5) years from the fiscal year during which the student was last enrolled.

Student Transcript Request
PMI students and graduates may request transcripts either by written request to the campus registrar or office manager or through the alumni link on the PMI website at www.pmi.edu (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: PMI 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 and/or beverages are not allowed in the laboratories and library. Students are not allowed to smoke inside PMI 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 an instructor associated with their program or their program director. Alternatively, they may contact their campus's student services coordinator, associate director, or campus director.

Infectious Disease: Students who have been diagnosed with a communicable disease (i.e., mumps, chicken pox, hepatitis, measles, etc.) 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 PMI policies or regulations, harass or otherwise interfere with the progress of other students, or do not make timely payments of charges due to PMI 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 in the grievance procedure outlined in this catalog. Refunds made to students who have been terminated are subject to the terms of the enrollment agreement.

Harassment Policy
It is the practice at PMI to ensure that employees, students, and outside vendors enjoy an environment that is based upon mutual respect, trust, and dignity. PMI is committed to providing a learning environment that is free of harassment.

Harassment of any kind will not be tolerated and includes:
- actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, disability, or any other protected status;
- actions intended to intimidate or cause fear; and
- 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 director in written form. An investigation will be initiated no later than five (5) 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 PMI 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
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. Required textbooks may be included in the total program cost and are listed on the PMI website.

A tuition price list, a schedule of program beginning/ending dates, and faculty list are in the catalog addendum.

Withdrawal Policy
A student maintains the right to withdraw from a program anytime after the cancellation period. Notice of withdrawal must be made in person to the school when possible. In the event the student cannot make the request in person, the student may contact the school via phone or written correspondence.

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 to the appropriate federal fund source. If a student receives excess funds that must be returned, PMI must return a portion of the excess equal to the lesser of the:

- 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 PMI 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 US DOE to return the funds to the appropriate federal fund source.

For all programs, the amount of assistance a student has earned from Federal Student Aid programs is determined on a pro rata basis. For example, if a student completed 30% of the period of enrollment, a student will have earned 30% of the assistance originally scheduled for receipt in the enrollment period. Once a student has completed more than 60% 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 if the applicant cancels enrollment within three (3) days (five (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 California, Colorado, and Texas. The earned tuition percentage is calculated separately for each period. A $100 withdrawal, cancellation, or termination charge will be deducted from any computed refund only if the student did not accrue 100% of charges. 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 on 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 14 days of the last date of attendance. Arizona, California, and Nevada refund policies may 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 nonterm programs. For associate degree programs, an enrollment period is defined as a semester. An *academic year* is defined as a minimum of 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% 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 appropriate campus. For Chula Vista: Pima Medical Institute, 780 Bay Blvd. Suite 101, Chula Vista, CA 91910. For San Marcos: Pima Medical Institute, 111 Campus Way, San Marcos, CA 92078. 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 last date of attendance. If the student fails to return issued materials, the student will be responsible for the cost of those materials. Uniforms that have been worn cannot 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 postmarked/hand delivered to PMI at the address stated herein within three (3) business days after the date of signature. An applicant requesting cancellation more than three (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 $100. 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 seven (7) days will receive a prorated refund of tuition, which will be calculated as follows: If the student has completed 60% or less of the scheduled days in the current payment period in his or her program through the last day of attendance:

1. Deduct a nonrefundable registration fee of $100 and the Student Tuition Recovery Fund fee if listed as due from the total tuition charge;
2. Divide this figure by the number of days in the program;
3. The quotient is the daily charge for the program;
4. 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;
5. The refund would be any amount in excess of the figure derived in item (4) that was paid by the student;
6. The refund amount shall be adjusted for equipment, if applicable.
   a. 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.
   b. The student will receive a statement reporting the amount of refund and to whom the refund was made within 10 days of the refund date.
   c. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.
   d. The cancellation and refund policy applies to both on-ground and the distance-education programs.

Arizona & Montana 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 three (3) business days of signing an enrollment agreement, but prior to starting classes.

Arizona & Montana 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
After 60% of the enrollment period	no refund

Colorado Refund Policy

Students not accepted to the school are entitled to all monies 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 $100 or 10% 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 Colorado Institutional Refund Policy table. 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:

1. The date on which the school receives written notice of the student's intention to discontinue the training program; or
2. 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 enrollment period	90% less $100 cancellation charge
After 10% but within the first 25% of enrollment period	75% less $100 cancellation charge
After 25% but within the first 50% of enrollment period	50% less $100 cancellation charge
After 50% but within the first 75% of enrollment period	25% less $100 cancellation charge
After 75% of enrollment period	no refund

Colorado Institutional Refund Policy: Distance Education
(refund is based on the number of lessons completed)

A student terminating or withdrawing training:	Is entitled to a refund of:
Veterinary Technician Online Lessons 1-3	90% less $100 cancellation charge
Veterinary Technician Online Lessons 4-7	75% less $100 cancellation charge
Veterinary Technician Online Lessons 8-15	50% less $100 cancellation charge
Veterinary Technician Online Lessons 16-22	25% less $100 cancellation charge
Veterinary Technician Online Lessons 23-29	NO REFUND

Nevada Refund Policy

PMI follows the Nevada Statute for refund policy:

1. 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 the student has paid;
2. If a student cancels his or her enrollment before the start of the training program, PMI shall refund to the student all the money the student has paid, minus: (a) 10% of any amount paid to retain his or her seat in the training program or $100, whichever is less; and (b) Any amount paid as a nonrefundable deposit that was designated as nonrefundable in materials provided to potential applicants for the purpose of qualifying students for admission to the training program, including, without limitation, to perform a background investigation, obtain transcripts, evaluate the applicant or any other such activity;
3. If a student withdraws or is expelled by PMI after the start of the training program and before the completion of more than 60% of the program, PMI shall refund the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement or $100, whichever is less; and
4. If a student withdraws or is expelled by PMI after completion of more than 60% 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.

5. If a refund is owed, 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 or her 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 refund policy. 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 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; and
(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:	Percent of enrollment period charges to be retained by PMI:
First day through and 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 (3) 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.

Nontraditional instruction: In the case of students enrolling for nontraditional 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 (5) business 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 US DOE. 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 US DOE 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 US DOE in the following table:

Date of student withdrawal as a percent 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%
*Note: Enrollment period for which the student was "obligated" means a quarter, semester, or other term of instruction followed by the institution that the student has begun and for which the student has agreed to pay tuition.	

1. 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.
2. Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within five (5) business days.
3. The institution's payment and refund policies shall be clearly articulated in the institution's catalog and as part of all enrollment agreements.
4. 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.
5. 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.

Texas Refund Policy

1. An applicant rejected by PMI 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 postmarked/hand delivered to the campus 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 (3) 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. 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. 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.

2. 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. 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.

3. 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 prorated. Supplies are not prorated. Uniforms are considered nonreturnable 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.

4. 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% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to reenroll 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.

5. 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:
   a. 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;
   b. 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 reenroll 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
   c. 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% of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Texas Institutional Refund Policy

A student who withdraws/ is terminated from an on-ground program:	**Is Entitled to a Refund of:**
Within the first 75% of the total number of clock hours in the enrollment period	Pro rata percentage based on clock hours remaining less a $100 nonrefundable cancellation fee
After 75% of the total number 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 number of lessons in the enrollment period	Pro rata percentage based on lessons remaining less a $50 nonrefundable administrative fee
After 75% of the total number 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 percentage based on remaining clock hours less a $100 nonrefundable administrative fee

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 of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- TEACH Grants for which a return of funds is required
- Iraq and Afghanistan Service Grant, for which a return of funds is required
- Other federal, state, private, or institutional aid
- Student

Federal Financial Aid Programs
The philosophy of PMI is to help eligible students receive aid to cover the costs of attendance through the most beneficial and cost-effective financial aid programs. After PMI 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 PMI 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 (6) months after graduation, withdrawal, or becoming a less than half-time student. The origination fee is 1.066%. The interest rate for undergraduate borrowers is as follows:

Academic Year	Rates
2017-18	4.45%

- 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%. These loans also have additional loan fees of 4.264% from October 1, 2017 to September 30, 2018.
- 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 PMI. 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 PMI's Satisfactory Academic Progress policy in this catalog.

PMI does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

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, Montana, Nevada, Texas, Colorado, and Washington with main campuses located in Tucson AZ, Aurora CO, and Albuquerque NM.

Two stockholders or groups own the outstanding shares of stock in the corporation: (1) Luebke Revocable Trust (trustee: Jo Ann Luebke) located at 40 N Swan Road, Suite 100, Tucson, AZ 85711; and (2) the Employee Stock Ownership Plan (trustee: Argent Trust) located at 40 N Swan Road, Suite 100, Tucson, AZ 85711.

This Academic Catalog is volume number VII and effective through December of 2019. The campus-specific addendum and supplemental information are related to Pima Medical Institute's Academic Catalog published and printed January of 2018. The Academic Catalog is maintained electronically at www.pmi.edu. A printed version of the Academic Catalog and campus-specific addenda 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 January 2018 catalog is not intended for advertising or for students to disburse.

Published January 2018

Notes

Notes

Our mission is

to improve the quality of **people's lives** by providing **the best value** in **medical career education.**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Trusted. Respected. Preferred.
PMI
HONORS
SHE BELIEVED SHE COULD SO SHE DID
RT GRAD!
2017
Mommy Did IT!
Elizabeth