

**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](https://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 INSTITUTE: HISTORY, PHILOSOPHY, AND MISSION

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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 21<sup>st</sup> 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: Libby Lentz

**Pima Medical Institute Corporate Directors:**

Controller: Richard Almeroth  
Director of Education: Jen Spurlin  
Director of Financial Aid: Michael Niggel  
Director of Human Resources: Libby 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

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## ***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

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## *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

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## ***Colorado Springs, Colorado***

5725 Mark Dabling Boulevard, Suite 150  
Colorado Springs, Colorado 80919  
Phone: (719) 482-7462  
Fax: (719) 482-7501  
[www.pmi.edu](http://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](http://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](http://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](mailto: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](http://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

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## ***East Valley, Arizona***

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

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## ***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](http://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](http://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](mailto:mail@jrcert.org)



# NONMAIN CAMPUS

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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](http://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](http://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](http://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

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## ***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

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## ***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

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## ***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

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## ***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](http://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

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## ***Seattle, Washington***

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

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## *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

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## *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

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## ***Aurora, Colorado***

13750 East Mississippi Avenue  
Aurora, Colorado 80012  
Phone: (303) 368-7462  
Fax: (303) 755-1438  
[www.pmi.edu](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

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

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## ***Phoenix, Arizona***

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

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## 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](http://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](mailto: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](mailto: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](http://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](http://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](mailto: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

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## 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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/](http://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://higher.ed.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](mailto: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://higher.ed.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://higher.ed.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

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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](mailto:dora_nursingboard@state.co.us)  
Website: [colorado.gov/Dora/nursing](http://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.theccb.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

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## 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](mailto:Webmaster@bon.texas.gov)

Website: [www.bon.texas.gov](http://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](mailto:degreeauthorization@wsac.wa.gov).

# ACCREDITATION: PROGRAMMATIC

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## 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](http://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](http://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](http://www.bonent.org)

## Commission on Accreditation for Respiratory Care

1248 Harwood Road  
Bedford, TX 76021-4244  
Phone: (817) 283-2835  
Website: [www.coarc.com/](http://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](mailto:accreditation@apta.org)  
Website: <http://www.captionline.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/](http://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/](http://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](http://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](http://www.coaemsp.org)

## Dental Board of California

2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
Phone: (916) 263-2300  
Website: [www.dbc.ca.gov](http://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](mailto:mail@jrcert.org)  
Website: [www.jrcert.org](http://www.jrcert.org)

# DEFINITIONS AND REQUIREMENTS

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## 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	<i>Technical Writing</i>	45			3.0
CPT 301	<i>Microcomputer Applications</i>	45			3.0
PSY 201	<i>Psychology</i>	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

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## **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

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# 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>90</b>	<b>30</b>		<b>7.0</b>

### Professional Sequence II

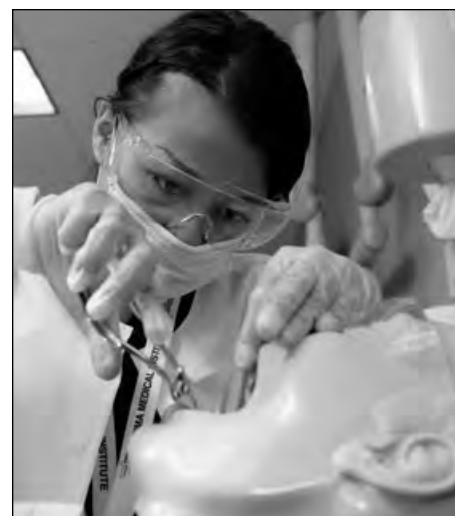
Course #	Course	Theory	Lab	Extern	Credits
DEN 170	Clinical Dental Procedures	15	75		3.5
DEN 175	Dental Equipment Use and Care	15	15		1.5
<b>Professional Sequence II Total</b>		<b>30</b>	<b>90</b>		<b>5.0</b>

### Professional Sequence III

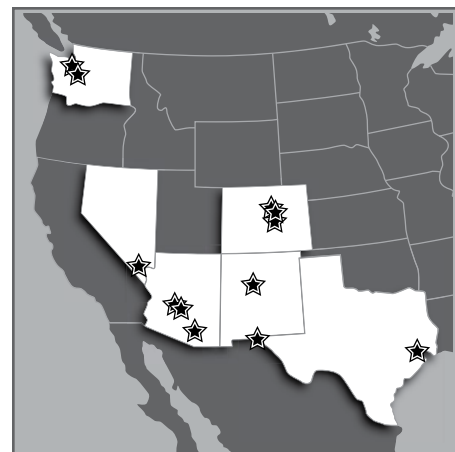
Course #	Course	Theory	Lab	Extern	Credits
DEN 160	Dental Radiography	30	70		4.0
DEN 165	Dental Materials	5	15		0.5
<b>Professional Sequence III Total</b>		<b>35</b>	<b>85</b>		<b>4.5</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
DEN 250	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>255</b>	<b>225</b>	<b>240</b>	<b>28.0</b>



## 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

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## **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 multi-rescuer 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*

# COURSE DESCRIPTIONS

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## **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**

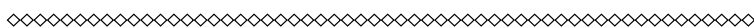
This course addresses the characteristics of the properties that comprise dental laboratory materials. Students participate in hands-on activities to learn how to create alginate impressions, prepare study models, and how to mix specified dental materials.

*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

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## **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

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## **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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

\*\*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
<b>Professional Sequence II Total</b>		<b>45</b>	<b>75</b>		<b>5.5</b>

### Professional Sequence III

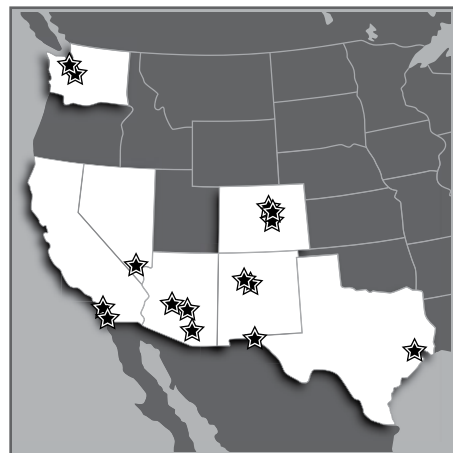
Course #	Course	Theory	Lab	Extern	Credits
MDA 136	Medical Law and Ethics	15			1.0
MAA 142	Electronic Health Records	15	45		2.5
MAA 144	Written Communication in the Medical Office	30	15		2.5
<b>Professional Sequence III Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
MAA 155	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>265</b>	<b>215</b>	<b>240</b>	<b>29</b>



## 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

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## **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*

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# 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

\*\*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
<b>Professional Sequence II Total</b>		<b>45</b>	<b>75</b>		<b>5.5</b>

### 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
<b>Professional Sequence III Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Professional Sequence IV

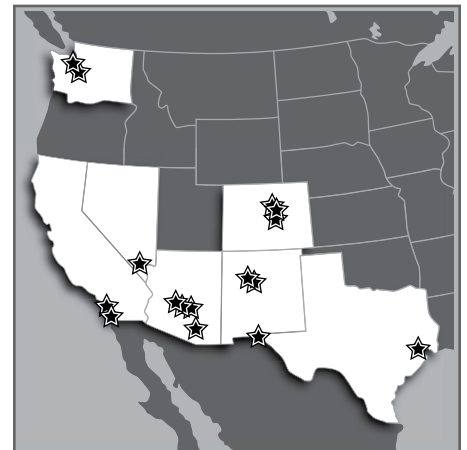
Course #	Course	Theory	Lab	Extern	Credits
MDA 125	Medical Office Laboratory Procedures	15	30		2.0
MDA 141	Medical Specialty Procedures	15	30		2.0
MDA 131	Communication	30			2.0
<b>Professional Sequence IV Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
MDA 275	Externship			200	4.0
<b>Externship Total</b>				<b>200</b>	<b>4.0</b>
<b>PROGRAM TOTALS</b>		<b>325</b>	<b>275</b>	<b>200</b>	<b>34.0</b>



## 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

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## **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 multi-rescuer 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

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## **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.

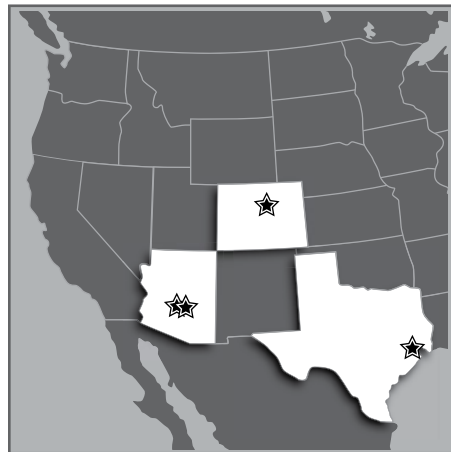
*Prerequisites: None*

### 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>50</b>	<b>70</b>		<b>5.0</b>

### 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
<b>Professional Sequence II Total</b>		<b>75</b>	<b>45</b>		<b>6.5</b>

### 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
<b>Professional Sequence III Total</b>		<b>90</b>	<b>30</b>		<b>7.0</b>

### PCT - Externship

Course #	Course	Theory	Lab	Extern	Credits
PCT 180	Externship			280	6.0
<b>Externship Total</b>				<b>280</b>	<b>6.0</b>
<b>PROGRAM TOTALS</b>		<b>315</b>	<b>165</b>	<b>280</b>	<b>31.0</b>



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

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## **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

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## **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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>75</b>	<b>45</b>		<b>6.5</b>

### 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
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### 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
<b>Professional Sequence III Total</b>		<b>55</b>	<b>65</b>		<b>5.5</b>

### Professional Sequence IV

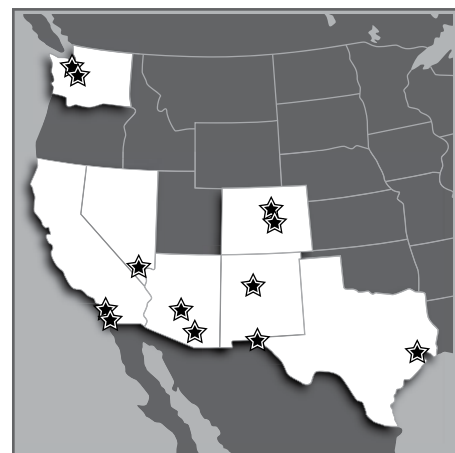
Course #	Course	Theory	Lab	Extern	Credits
PHA 145	Pharmacy Math	15			1.0
PHA 160	Pharmacy Computer Applications	15	30		2.0
PHA 230	Pharmacology	15	30		2.0
PHA 240	Fundamentals of Chemistry	15			1.0
<b>Professional Sequence IV Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
PHA 250	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>350</b>	<b>250</b>	<b>240</b>	<b>35.5</b>



## 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

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## **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 multi-rescuer 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

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## **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
<b>Total</b>		<b>70</b>	<b>70</b>		<b>6.5</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
PHL 200	Externship			160	3.5
<b>Externship Totals</b>				<b>160</b>	<b>3.5</b>
<b>PROGRAM TOTALS</b>		<b>70</b>	<b>70</b>	<b>160</b>	<b>10.0</b>

## 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
<b>Sequence I Total</b>		<b>128</b>			<b>8.0</b>

### 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
<b>Sequence II Total</b>		<b>72</b>	<b>56</b>		<b>6.0</b>

### 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
<b>Sequence III Total</b>		<b>88</b>	<b>32</b>	<b>95</b>	<b>8.5</b>

### 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
<b>Sequence IV Total</b>		<b>72</b>	<b>32</b>	<b>95</b>	<b>7.5</b>

### Sequence V

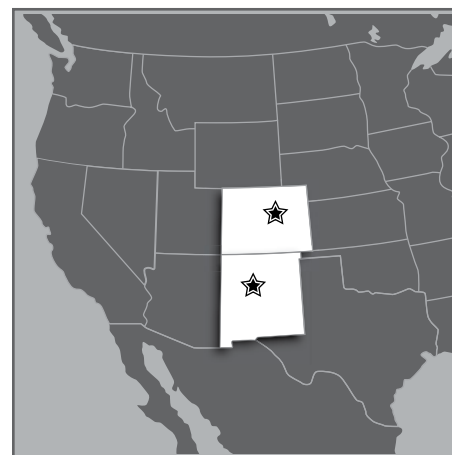
Course #	Course	Theory	Lab	Clinical	Credits
BIO 117	Anatomy and Physiology IV	24	16		2.0
NUR 170	Maternal Child Nursing Theory	48	16		3.5
NUR 171	Clinical Foundations of Nursing III			95	2.0
<b>Sequence V Total</b>		<b>72</b>	<b>32</b>	<b>95</b>	<b>7.5</b>

### 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
<b>Sequence VI Total</b>		<b>56</b>	<b>16</b>	<b>120</b>	<b>6.5</b>
<b>PROGRAM TOTALS</b>		<b>488</b>	<b>168</b>	<b>405</b>	<b>44</b>



## 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

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## **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 courtesies.

*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

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## **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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>90</b>	<b>30</b>		<b>7.0</b>

### 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
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### 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
<b>Professional Sequence III Total</b>		<b>75</b>	<b>45</b>		<b>6.5</b>

### Externship

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



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

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**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 multi-rescuer 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*

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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.

## CSP 150 Medical Equipment

*Prerequisites: None*

*Prerequisites: CAT 150 Anatomy, Physiology, and Terminology*

*Prerequisites: Career Prep and Professional Sequences I, II, and III*

*Prerequisites: Career Prep and Professional Sequences I, II, and III*



# 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
VT A 125	Comparative Veterinary Anatomy & Physiology	45			3.0
VT A 130	Clinical Lab Procedures and Pathology	15	60		3.0
<b>Professional Sequence I Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Professional Sequence II

Course #	Course	Theory	Lab	Extern	Credits
VT A 150	Animal Life Stages, Nutrition, and Husbandry	45			3.0
VT A 160	Animal Nursing and Diagnostic Imaging	15	60		3.0
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Professional Sequence III

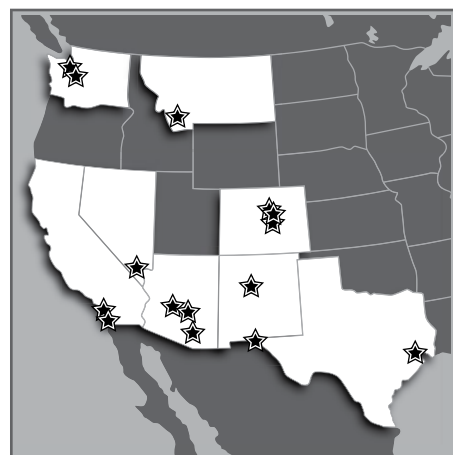
Course #	Course	Theory	Lab	Extern	Credits
VT A 110	Office Procedures	15			1.0
VT A 165	Pharmacology and Principles of Anesthesia	45			3.0
VT A 170	Aseptic Technique and Surgical Assisting	15	45		2.5
<b>Professional Sequence III Total</b>		<b>75</b>	<b>45</b>		<b>6.5</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
VT A 275	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>295</b>	<b>185</b>	<b>240</b>	<b>30.0</b>



## 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

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## **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*

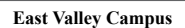
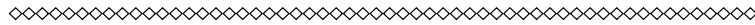


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This course trains the student in aseptic preparation of animals, personnel, instruments, and equipment for surgery. Topics include protocol for assisting surgeons in the operating room, descriptions of pre- and postoperative care, and assisting in a variety of basic procedures including animal dentistry.

## VTa 275 Externship

*Prerequisites: Career Prep Sequence, Professional Sequences I, II, and III*





# ASSOCIATE DEGREE PROGRAMS

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# 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
<b>Semester I Total</b>		<b>225</b>	<b>30</b>		<b>16.0</b>

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
<b>Semester II Total</b>		<b>195</b>	<b>45</b>	<b>90</b>	<b>16.5</b>

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
<b>Semester III Total</b>		<b>135</b>	<b>60</b>	<b>120</b>	<b>13.5</b>

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
<b>Semester IV Total</b>		<b>135</b>	<b>90</b>	<b>150</b>	<b>15.0</b>

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
<b>Semester V Total</b>		<b>135</b>	<b>90</b>	<b>180</b>	<b>16.0</b>

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
<b>Semester VI Total</b>		<b>120</b>		<b>240</b>	<b>13.0</b>
<b>ALBUQUERQUE AND HOUSTON PROGRAM TOTALS</b>		<b>930</b>	<b>210</b>	<b>720</b>	<b>84.5</b>
<b>SEATTLE PROGRAM TOTALS</b>		<b>945</b>	<b>315</b>	<b>780</b>	<b>90.0</b>

\*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

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## **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

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## **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

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## **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*

# COURSE DESCRIPTIONS

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## **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
<b>Semester I Total</b>		<b>225</b>	<b>30</b>		<b>16.0</b>

### 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
<b>Semester II Total</b>		<b>165</b>	<b>120</b>		<b>15.0</b>

### 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
<b>Semester III Total</b>		<b>120</b>	<b>180</b>		<b>14.0</b>

### 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
<b>Semester IV Total</b>		<b>120</b>	<b>180</b>		<b>14.0</b>

### 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
<b>Semester V Total</b>		<b>15</b>		<b>540</b>	<b>13.0</b>

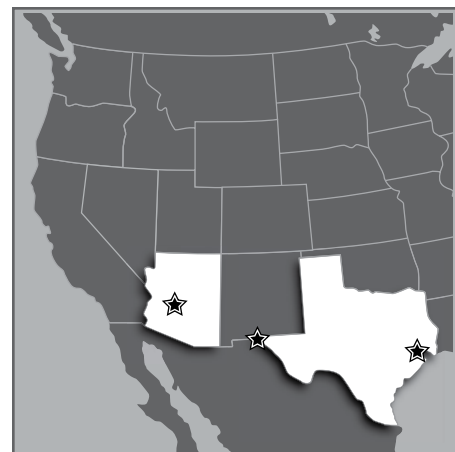
### Semester VI

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



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

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**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

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## **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*

# COURSE DESCRIPTIONS

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## **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
<b>Semester I Total</b>		<b>200</b>			<b>13.0</b>

### 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
<b>Semester II Total</b>		<b>165</b>	<b>120</b>		<b>15.0</b>

### 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
<b>Semester III Total</b>		<b>183</b>			<b>12.0</b>

### 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
<b>Semester IV Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester V Total</b>		<b>180</b>			<b>12.0</b>
<b>PROGRAM TOTALS</b>		<b>908</b>	<b>120</b>		<b>64.0</b>



## 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

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## **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

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## **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
<b>Semester I Total</b>		<b>240</b>	<b>40</b>		<b>16.5</b>

### 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 Specialties	40			2.5
MLT 160	Microbiology	20	60		3.0
PSY 134	General Psychology	40			2.5
<b>Semester II Total</b>		<b>200</b>	<b>80</b>		<b>15.0</b>

### 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 Parasitic Organisms	20	20		2.0
MLT 130	Hematology	20	60		3.0
MLT 155	Immunology and Serology	20	20		2.0
<b>Semester III Total</b>		<b>140</b>	<b>140</b>		<b>13.5</b>

### 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
<b>Semester IV Total</b>		<b>140</b>	<b>100</b>		<b>12.0</b>

### 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
<b>Semester V Total</b>		<b>30</b>	<b>80</b>	<b>400</b>	<b>12.5</b>
<b>PROGRAM TOTALS</b>		<b>750</b>	<b>440</b>	<b>400</b>	<b>69.5</b>



## 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

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## **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

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## **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, nematodes, 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

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## **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
<b>Semester I Total</b>		<b>216</b>	<b>80</b>		<b>16.0</b>

### 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
<b>Semester II Total</b>		<b>144</b>	<b>80</b>	<b>96</b>	<b>13.5</b>

### 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
<b>Semester III Total</b>		<b>128</b>	<b>48</b>	<b>144</b>	<b>13.0</b>

### 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
<b>Semester IV Total</b>		<b>112</b>	<b>64</b>	<b>168</b>	<b>13.0</b>

### 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
<b>Semester V Total</b>		<b>128</b>	<b>64</b>	<b>192</b>	<b>14.5</b>
<b>PROGRAM TOTALS</b>		<b>728</b>	<b>336</b>	<b>600</b>	<b>70.0</b>



## 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

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## **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, pharmaceuticals, 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

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## **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 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*

# COURSE DESCRIPTIONS

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## **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
<b>Semester I Total</b>		<b>224</b>	<b>32</b>		<b>15.0</b>

### 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
<b>Semester II Total</b>		<b>253</b>	<b>48</b>		<b>17.5</b>

\*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
<b>Semester III Total</b>		<b>160</b>	<b>64</b>	<b>80</b>	<b>13.5</b>

### 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
<b>Semester IV Total</b>		<b>176</b>	<b>80</b>		<b>13.5</b>

### Semester V

Course #	Course	Theory	Lab	Extern	Credits
OTA 221	Fieldwork II A			320	7.0
OTA 222	Fieldwork II B			320	7.0
<b>Semester V Total</b>				<b>640</b>	<b>14.0</b>
<b>PROGRAM TOTALS</b>		<b>768</b>	<b>224</b>	<b>720</b>	<b>70.5</b>
<b>LAS VEGAS PROGRAM TOTALS</b>		<b>813</b>	<b>224</b>	<b>720</b>	<b>73.5</b>



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

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**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

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## **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

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## **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<sup>®</sup>) 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
<b>Semester I Total</b>		<b>255</b>			<b>17.0</b>

### 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
<b>Semester II Total</b>		<b>105</b>	<b>150</b>		<b>12.0</b>

### 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
<b>Semester III Total</b>		<b>105</b>	<b>150</b>		<b>12.0</b>

### 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
<b>Semester IV Total</b>		<b>135</b>	<b>120</b>	<b>256</b>	<b>18.5</b>

### Semester V

Course #	Course	Theory	Lab	Extern	Credits
OPH 220	Clinical Externship II			640	14.0
<b>Semester V Total</b>				<b>640</b>	<b>14.0</b>
<b>PROGRAM TOTALS</b>		<b>600</b>	<b>420</b>	<b>896</b>	<b>73.5</b>



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

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## **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

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## **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
<b>Semester I Total</b>		<b>205</b>	<b>45</b>		<b>14.5</b>

### 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
<b>Semester II Total</b>		<b>185</b>	<b>80</b>	<b>155</b>	<b>17.5</b>

### 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
<b>Semester III Total</b>		<b>112</b>	<b>23</b>	<b>360</b>	<b>16.0</b>
<b>Certificate Program Totals</b>		<b>502</b>	<b>148</b>	<b>515</b>	<b>48.0</b>

### 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
<b>Semester IV Total</b>		<b>180</b>			<b>12.0</b>
<b>Associate Degree Program Totals</b>		<b>682</b>	<b>148</b>	<b>515</b>	<b>60.0</b>



## 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

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**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

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## **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
<b>Semester I Total</b>		<b>195</b>	<b>45</b>		<b>14.5</b>

### 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
<b>Semester II Total</b>		<b>225</b>	<b>60</b>		<b>17.0</b>

\*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
<b>Semester III Total</b>		<b>105</b>	<b>105</b>	<b>80</b>	<b>12.0</b>

### 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
<b>Semester IV Total</b>		<b>68</b>	<b>60</b>	<b>280</b>	<b>12.5</b>

### 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
<b>Semester V Total</b>		<b>107</b>	<b>21</b>	<b>280</b>	<b>13.5</b>
<b>PROGRAM TOTALS</b>		<b>655</b>	<b>291</b>	<b>640</b>	<b>66.5</b>
<b>LAS VEGAS PROGRAM TOTALS</b>		<b>700</b>	<b>291</b>	<b>640</b>	<b>69.5</b>



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

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**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

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## **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 I 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)*

# COURSE DESCRIPTIONS

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## **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
<b>Semester I Total</b>		<b>224</b>	<b>32</b>		<b>15.0</b>

### 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
<b>Semester II Total</b>		<b>232</b>	<b>40</b>		<b>15.5</b>

### 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
<b>Semester III Total</b>		<b>109</b>		<b>492</b>	<b>17.5</b>

\*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
<b>Semester IV Total</b>		<b>48</b>		<b>492</b>	<b>13.5</b>

### 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
<b>Semester V Total</b>		<b>64</b>		<b>492</b>	<b>14.5</b>

### Semester VI

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



## 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

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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*

# COURSE DESCRIPTIONS

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## **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.

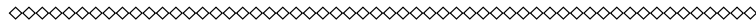
*Prerequisites: Semesters I, II, III, and IV courses*

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*Prerequisites: Semesters I, II, III, and IV courses*

*Prerequisites: Semesters I, II, III, IV, and V courses*

*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
<b>Transfer Courses Total</b>		<b>32</b>	<b>1716</b>	<b>39.5</b>

### 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
<b>Semester I Total</b>		<b>237</b>		<b>15.0</b>

\*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
<b>Semester II Total</b>		<b>216</b>		<b>13.5</b>

### 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
<b>Semester III Total</b>		<b>208</b>		<b>13.0</b>

### 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
<b>Semester IV Total</b>		<b>104</b>	<b>252</b>	<b>12.0</b>
<b>TRANSFER COURSES TOTAL</b>		<b>32</b>	<b>1716</b>	<b>39.5</b>
<b>SEMESTERS I, II, III and IV TOTALS</b>		<b>720</b>	<b>252</b>	<b>50.5</b>
<b>PROGRAM TOTALS</b>		<b>752</b>	<b>1968</b>	<b>90.0</b>
<b>LAS VEGAS PROGRAM TOTALS</b>		<b>797</b>	<b>1968</b>	<b>93.0</b>



## 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

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## **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

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## **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
<b>Semester I Total</b>		<b>326</b>	<b>14</b>		<b>20.5</b>

### 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
<b>Semester II Total</b>		<b>273</b>	<b>112</b>		<b>20.5</b>

\*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
<b>Semester III Total</b>		<b>142</b>	<b>50</b>	<b>252</b>	<b>15.0</b>

### 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
<b>Semester IV Total</b>		<b>142</b>	<b>58</b>	<b>252</b>	<b>16.5</b>

### 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
<b>Semester V Total</b>		<b>192</b>	<b>32</b>	<b>216</b>	<b>17.5</b>
<b>PROGRAM TOTALS</b>		<b>1030</b>	<b>266</b>	<b>720</b>	<b>87.0</b>
<b>LAS VEGAS PROGRAM TOTALS</b>		<b>1075</b>	<b>266</b>	<b>720</b>	<b>90.0</b>



## 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

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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

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## **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

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## **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, ECG 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
<b>Semester I Total</b>		<b>210</b>	<b>30</b>		<b>15.0</b>

### 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
<b>Semester II Total</b>		<b>210</b>	<b>90</b>		<b>17.0</b>

### 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
<b>Semester III Total</b>		<b>180</b>	<b>120</b>		<b>16.0</b>

### 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
<b>Semester IV Total</b>		<b>120</b>	<b>120</b>	<b>120</b>	<b>14.5</b>

### Semester V

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



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

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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

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## **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 areas 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 I, 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 I, 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 I, 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 I, 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
<b>Veterinary Assistant Totals</b>	<b>295</b>	<b>185</b>	<b>240</b>	<b>30.0</b>

### Las Vegas Program Only

Course #	Course	Theory	Lab	Extern	Credits
HST 205	Nevada History and US Constitution	45			3.0
<b>Additional Las Vegas Course Total</b>		<b>45</b>			<b>3.0</b>

### 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
<b>Professional Sequence I Total</b>		<b>175</b>			<b>11.5</b>

### 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
<b>Professional Sequence II Total</b>		<b>75</b>	<b>85</b>		<b>7.5</b>

### 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
<b>Professional Sequence III Total</b>		<b>80</b>	<b>80</b>		<b>7.5</b>

### 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
<b>Professional Sequence IV Total</b>		<b>90</b>	<b>70</b>		<b>8.0</b>

### Professional Sequence V (8 Weeks)

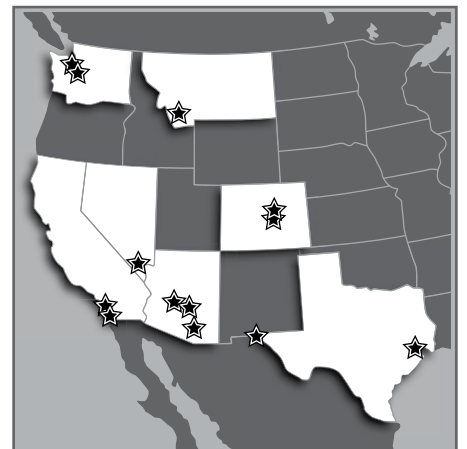
Course #	Course	Theory	Lab	Extern	Credits
VTT 252	Exotic Animal Medicine and Nursing	15	15		1.5
VTT 254	Equine Medicine and Nursing	45	15		3.5
VTT 256	Emergency Procedures	30	10		2.0
VTT 258	Clinic Surgery and Lab		30		1.0
<b>Professional Sequence V Total</b>		<b>90</b>	<b>70</b>		<b>8.0</b>

### Externship & Seminar (7 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
VTT 262	Veterinary Technician Seminar	15			1.0
VTT 291	Externship			225	5.0
<b>Externship</b>		<b>15</b>		<b>225</b>	<b>6.0</b>
<b>PROGRAM TOTALS</b>		<b>820</b>	<b>490</b>	<b>465</b>	<b>78.5</b>
<b>LAS VEGAS PROGRAM TOTALS</b>		<b>865</b>	<b>490</b>	<b>465</b>	<b>81.5</b>



## 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

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**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*

# COURSE DESCRIPTIONS

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## **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, CPR 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

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# 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
<b>Transfer Totals</b>				<b>64.0</b>

### 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
<b>Semester I Total</b>		<b>195</b>			<b>13.0</b>

### 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
<b>Semester II Total</b>		<b>225</b>			<b>15.0</b>

### 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
<b>Semester III Total</b>		<b>210</b>			<b>14.0</b>

### 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
<b>Semester IV Total</b>		<b>210</b>			<b>14.0</b>
<b>SEMESTERS I, II, III, &amp; IV TOTALS</b>		<b>840</b>			<b>56.0</b>
<b>PROGRAM TOTAL WITH BLOCK TRANSFER</b>		<b>1410</b>			<b>120.0</b>



## 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

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## **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*

# COURSE DESCRIPTIONS

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## **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
<b>Transfer Totals</b>				<b>60.0</b>

### 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
<b>Semester I Total</b>		<b>165</b>	<b>30</b>		<b>12.0</b>

### 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
<b>Semester II Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester III Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester IV Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester V Total</b>		<b>180</b>			<b>12.0</b>
<b>SEMESTERS I, II, III, IV, &amp; V TOTALS</b>		<b>885</b>	<b>30</b>	<b>0</b>	<b>60.0</b>
<b>PROGRAM TOTALS</b>		<b>885</b>	<b>30</b>	<b>0</b>	<b>120.0</b>



## 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*

# COURSE DESCRIPTIONS

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## **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*

# COURSE DESCRIPTIONS

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## **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
<b>Transfer Totals</b>				<b>66.0</b>

### 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
<b>Semester I Total</b>		<b>165</b>	<b>30</b>		<b>12.0</b>

### 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
<b>Semester II Total</b>		<b>195</b>	<b>30</b>		<b>14.0</b>

### 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	Inpatient Care Practice or				
PTA 420	Outpatient Care Practice	60			4.0
HLT 360	Pharmacology for Rehab Clinicians	45			3.0
<b>Semester III Total</b>		<b>195</b>			<b>13.0</b>

### 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
<b>Semester IV Total</b>		<b>225</b>			<b>15.0</b>
<b>SEMESTERS I, II, III, &amp; IV TOTALS</b>		<b>780</b>	<b>60</b>	<b>0</b>	<b>54.0</b>
<b>PROGRAM TOTALS</b>					<b>120.0</b>



## 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

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## **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.*

# COURSE DESCRIPTIONS

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## **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
<b>Transfer Totals</b>				<b>70.0</b>

### 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
<b>Semester I Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester II Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester III Total</b>		<b>195</b>			<b>13.0</b>

### 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
<b>Semester IV Total</b>		<b>195</b>			<b>13.0</b>
<b>SEMESTERS I, II, III, &amp; IV TOTALS</b>		<b>750</b>	<b>0</b>	<b>0</b>	<b>50.0</b>
<b>PROGRAM TOTALS</b>		<b>750</b>	<b>0</b>	<b>0</b>	<b>120.0</b>



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

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## **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

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## **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
<b>Transfer Totals</b>				<b>71.0</b>

### 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
<b>Semester I Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester II Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester III Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester IV Total</b>		<b>195</b>			<b>13.0</b>
<b>SEMESTERS I, II, III, &amp; IV TOTALS</b>		<b>735</b>	<b>0</b>	<b>0</b>	<b>49.0</b>
<b>PROGRAM TOTALS</b>		<b>735</b>	<b>0</b>	<b>0</b>	<b>120.0</b>



## 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

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## **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*

# COURSE DESCRIPTIONS

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## **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

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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

## 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.*



Mesa Campus

## 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	
<b>Advanced Life Support Total</b>		<b>24</b>	<b>24</b>	
<b>PROGRAM TOTALS</b>		<b>24</b>	<b>24</b>	<b>0</b>



## 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
<b>Expanded Duties Dental Assistant Total</b>		<b>15</b>	<b>25</b>		<b>2.0</b>
<b>PROGRAM TOTALS</b>		<b>15</b>	<b>25</b>	<b>0</b>	<b>2.0</b>



## 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		
<b>Mammography Total</b>		<b>32</b>	<b>0</b>	<b>0</b>
<b>PROGRAM TOTALS</b>		<b>32</b>	<b>0</b>	<b>0</b>

## 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

## 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.*



Mesa Campus

## 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

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# ADMISSIONS AND POLICIES

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## 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, Libby 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](http://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.

# ADMISSIONS AND POLICIES

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## 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.

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## 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.

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- 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.



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**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.

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- 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.
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.

## 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.

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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](http://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.

# ADMISSIONS AND POLICIES

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## 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:

# ADMISSIONS AND POLICIES

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.

# ADMISSIONS AND POLICIES

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

# ADMISSIONS AND POLICIES

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

<b>A student who withdraws/ is terminated from an on-ground program:</b>	<b>Is Entitled to a Refund of:</b>
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
<b>A student who withdraws/ terminated from an asynchronous distance education (online) program:</b>	<b>Is entitled to a refund of:</b>
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
<b>A student who withdraws or is terminated from a seminar course</b>	<b>Is entitled to a refund of:</b>
	Pro rata percentage based on remaining clock hours less a \$100 nonrefundable administrative fee

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## 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.



# ADMISSIONS AND POLICIES

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## **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. Information in this Academic Catalog and addenda to the catalog are property and copyright of Pima Medical Institute.

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](http://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  
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# NOTES

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# NOTES

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**Our mission is  
to improve the quality  
of people's lives by  
providing the best value in  
medical career education.**







Chula Vista Campus Addendum  
Catalog Addendum for Pima Medical Institute, 2018-2019 Catalog published April 2018  
*Effective Dates: April 1, 2018 - December 31, 2019*

Main Campus:  
780 Bay Blvd., Suite 101  
Chula Vista, CA 91910  
619.425.3200

Separate Veterinary Classroom location:  
130 Beyer Way, Chula Vista, CA 91911

*All class sessions, with the exception of clinical externships, will be held at the Chula Vista campus located at the addresses above*

INQUIRIES OR COMPLAINTS REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO:

STATE OF CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
2535 CAPITOL OAKS DRIVE, SUITE 400  
SACRAMENTO, CA  
95833

Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: 916.431.6959

Revision date: 10/30/19

**STAFF:**

LOU OSBORN	Campus Director
JENNIFER NEVES	Associate Campus Director
STEPHANIE AGUIRRE	Office Assistant
ELIZABETH BUDIMAN	Medical Career Specialist
JANNA BUSSING	Financial Aid Coordinator
MARIE BOJORQUEZ	Medical Career Specialist Sr.
MONIQUE CARRILLO	Career Services Advisor
ANGIE DOLFO	Student Services Coordinator
LORENA FLETES	Financial Aid Officer
DIANA FLORES	Office Assistant
LAURIE FLOROW	Registrar
LEIA GUILLERMO	Financial Aid Officer
JASMINE MALLARE	Financial Aid Officer
MARTHA MARTIN	Career Services Advisor
DEBORAH MENDOZA	Medical Career Specialist
RODRIGO ROBLES	Career Services Coordinator
JAMIE RUIZ	Receptionist
RACHEL SANCHEZ	Career Services Advisor
VINCE TOLAN	Maintenance Technician
BIANCA WHITE	Office Assistant
RENAE WOODS	Receptionist

FACULTY:	
Allen, Ayomide Helen, B.S. B.S. San Diego State	Career Prep Instructor Part-time
Alyass, Amanda, PharmD Wayne State Univeristy Doctorate of Pharmacy	Pharmacy Technician Instructor Full-time
Baldwin, Kassey, B.A., R.V.T. B.A. San Diego State University RVT, Penn Foster College	Veterinary Programs Director Full-time
Beach, Brigitte, B.S., R.V.T. B.S. San Diego State A.S. San Diego Mesa College	Veterinary Technician Instructor Full-time
Brewer, Karin, A.S., R.V.T. A.S., Mesa College Registered Veterinary Technician, California	Veterinary Technician Instructor Full-time
Brooks, Sherry, A.O.S., R.V.T. A.O.S., Pima Medical Institute Registered Veterinary Technician, California	Veterinary Assistant Instructor Full-time
Bueno, Mary, CMA Certificate, San Diego County Regional Occupational Program Certified Medical Assistant	Medical Assistant Instructor Part-time
Castillo, Anne, B.S., R.D.A B.S., Pima Medical Institute A.A., Centro Escolar University Edutek Professional Colleges Registered Dental Assistant	Lead Dental Assistant Instructor Full-time
Derrington, Christina, M.S., R.T.(R)(CT)(ARRT), CRT M.S. Columbia Southern University A.S. Pensacola State College	Radiography Instructor Full-time
Dominguez, Erica, A.A.S., CMA A.A.S., Pima Medical Institute Certificate, Maric College Certified Medical Assistant	Lead Medical Administrative Assistant Instructor Full-time
Garrett, Alyissa, Medical Assistant Certificate, Pima Medical Assistant	Medical Assistant /Medical Administrative Assistant Instructor Full-time



Gibson, Lance, DVM Oklahoma State University Doctor Veterinary Medicine, CA	Veterinary Technician Instructor Part-time
Hawkins, Michele, A.A.S., CMA A.A.S., Pima Medical Institute Certified Medical Assistant	Faculty Coordinator Full-time
Jara, Koryn, A.A.S., CMA A.A.S., Pima Medical Institute Certificate, Pima Medical Institute Certified Medical Assistant	Medical Assistant Instructor Full-time
Kline, Carmen, A.S., R.V.T A.S., Mesa College Registered Veterinary Technician, California	Veterinary Assistant Instructor Full-time
Lake, Jay, B.S., CST BS Texas A&M Certified Surgical Technologist	Surgical Technology Program Director Full-time
LaValle, Cynthia, A.S., R.V.T. A.S., Mesa College Registered Veterinary Technician	Veterinary Assistant Instructor Full-time
Mast, April, A.A., R.V.T. A.A. Grossmont-Cuyamaca Community College Registered Veterinary Technician	Veterinary Assistant Instructor Part-time
Matulac, Kristine, CMA Certificate, Maric College Certified Medical Assistant	Medical Assistant Instructor Part-time
Miles, Gerald "Jed", B.S., RT(R)(ARRT), CRT B.S., Radiologic Science, Florida Hospital College of Health Sciences Licensed Radiologic Technologist-California	Radiography Clinical Coordinator Full-time
Montoya, Benjamin, B.S., CPhT B.S., California State Polytechnic University Licensed Pharmacy Technician	Lead Pharmacy Technician Instructor Full-time
O'Brien, Diane, B.V.E., R.V.T B.V.E., San Diego State University Registered Veterinary Technician, California	Veterinary Technician Instructor Full-time
Polanco, Jesus, A.A.S. A.A.S., Pima Medical Institute Certificate, Pima Medical Institute	Career Preparation Instructor Full-time
Ramirez, Yvette, R.D.A., A.A.S. A.A.S. Pima Medical Institute Certificate, Concorde Career Institute Registered Dental Assistant	Dental Assistant Instructor Full-time

Restrepo, Kathryn, B.S., R.V.T B.S. CA State Polytechnic University Registered Veterinary Technician, California	Veterinary Technician Clinical Director Full-time
Rodriguez, Vanessa, CPhT Certificate, Pima Medical Institute Licensed Pharmacy Technician	Pharmacy Technician Instructor Part-time
Roy, Casandra, CMA Certificate, Pima Medical Institute Certified Medical Assistant	Medical Assistant Instructor Full-time
Schmidt, Lisa F., Ph.D., RT(R)(M)(ARRT), CRT Ph.D., Higher Education, University of Arizona M.A., Higher Education, University of Arizona B.F.A., Studio Art, University of Arizona A.A.S., Radiologic Technology, Pima Community College Licensed Radiologic Technologist-California	Radiography Program Director Full-time
Sensbach, Patricia, Medical Administrative Assistant	Medical Administrative Assistant Instructor Part-time
Toscano, Melissa, A.A.S.,CMA A.A.S. Pima Medical Institute Certificate, Pima Medical Institute Certified Medical Assistant	Lead Medical Assistant Instructor Full-time
Verheyden, Jane, M.A., CPhT M.A. National University Licensed Pharmacy Technician	Pharmacy Technician Instructor Part-time
Vickers, Jessica, R.D.A. Certificate, UEI College Registered Dental Assistant	Dental Assistant Instructor Part-time
Wilder, Jennifer, B.S. B.S., Pima Medical Institute A.A.S., Pima Medical Institute	Career Prep Instructor Full-time

ONLINE FACULTY:	
Colin Easom M.A. Library and Information Management, Liverpool John Moores University, England B.A. Librarianship and Information Studies, Liverpool Polytechnic, England	Veterinary Technician - Online instructor
Jaime Kazal M.Ed. Educational Leadership, Northern Arizona University B.A. Elementary Education, University of Arizona	Veterinary Technician - Online instructor
Lucas Micromatis M.A. Media Arts, University of Arizona B.A. English Literature, Berry College	Veterinary Technician - Online instructor
Jamie Morgan B.S. Animal Health Technology, Murray State University	Veterinary Technician - Online instructor
Geoffrey Natividad D.Ph. Albany College of Pharmacy and Health Sciences B.S. General Science, Seattle University B.A. Humanities, Seattle University	Veterinary Technician - Online instructor
Kacee Richardson M.S. Animal Science, University of Arizona B.S. Animal Science, University of Arizona	Veterinary Technician - Online instructor
Susan Rose B.S., Animal Science, University of Arizona	Veterinary Technician - Online instructor
Charlotte Rosenthal C.V. T. Arizona Veterinary Medical Examining Board	Veterinary Technician - Online instructor
Amy Sloan Ed.D. Higher & Postsecondary Education, Argosy University M.A. English Literature, University of Tennessee B.A. University Scholar (English Literature), Baylor University	Veterinary Technician - Online instructor
Traci Tawney M.Ed. Special Education, University of Phoenix B.A. Communications, University of Washington	Veterinary Technician - Online instructor
Melinda Tolitsky D.C., Parker Chiropractic College B.S. Anatomy, Parker Chiropractic College B.A. Spanish, Biology, Chemistry, University of Arizona	Veterinary Technician - Online instructor

PROGRAM	SOC CODE	EMPLOYMENT POSITIONS
DENTAL ASSISTANT	31-9091.00	Dental Assistant, Dental Front Office Administration, Dental Treatment Coordinator, Dental X Ray Technician, Clinical Supervisor Office Manager, Oral Hygiene Instructor, Specialty Assistant, Sterilization Technician
MEDICAL ADMINISTRATIVE ASSISTANT	43-6013.00	<p><b>General Office Occupations:**</b>  Administrative Assistant, Assistant Office Manager, Audit Clerk, Bookkeeper II Assistant, Insurance Benefits Assistant/Clerk, Insurance Checker, Insurance Clerk II (Cancellation, Reinsurance, Code), Insurance Examiner's Assistant, Insurance Examining Clerk (Underwriting, Policy, Rating), Medical Insurance Claims Clerk, Medical Insurance Clerk I, Medical Insurance Clerk II, Patient Service Representative, Personnel Assistant, Secretary Word Processing Clerk</p> <p><b>Medical Facility/Office Occupations:**</b>  Administrative Assistant (Executive, Finance, Personnel), Audit Clerk, Bookkeeper II (Accounts Payable, Receivable, Payroll), Insurance Billing/Collection Agent, Insurance Claims Clerk, Insurance Claims Processor, Insurance Clerk I, Insurance Clerk II, Insurance Checker, Medical Insurance Claims Processor, Medical Insurance Clerk I, Medical Insurance Clerk II, Medical Office Medical Insurance Examiner, Medical Office Bookkeeper /Full Charge, Medical Office Insurance Benefits Administrator, Medical Office Manager, Medical Office Personnel Administrator Medical Secretary/Transcriptionist, Word Processor, Blood Bank Unit Administrator, Blood Bank Unit Assistant, Hospital Collections Clerk, Hospital Donor Unit Assistant, Medical Insurance Clerk II (Cancellation, Correspondence, Reissue, Code), Medical Insurance Customer Service Representative, Hospital/Medical File Clerk II (X-ray, Laboratory, Dietary, Insurance), Hospital/Medical Insurance Billing/Collection Agent Hospital/Medical Voucher Clerk (Medical Fees, Advanced Codes, Benefits), Medical Unit Service Coordinator</p>
MEDICAL ASSISTANT  (All Medical Administrative Assistant job titles are applicable here)	31-9092.00	<p><b>General Office Occupations:**</b>  CPR Instructional Aide  First Aide Attendant</p> <p><b>Medical Office Occupations:**</b>  Back Office Assistant Manager, Front Office Assistant Manager, Back Office Manager, Back Office Laboratory Aide, Back Office Laboratory Assistant, Medical Assistant (General Practitioner, OB-GYN, Pediatric, Orthopedic, Osteopathic, Podiatric, Internal, Chiropractic, etc.), Hospital/Medical Voucher Clerk (Medical Fees, Advanced Codes, Benefits), Medical unit Service Coordinator I/Assistant, Medical Unit Service Coordinator II/Secretary, Medical Office Assistant Manager, Registered Medical Assistant (Upon passing the AMT Examination), Certified Medical Assistant (Upon passing the CMA Examination)</p> <p><b>Medical Facility Occupations:**</b>  Blood Bank Donor Unit Administrator, Blood Bank Donor Unit Assistant, Blood/Plasma Laboratory Assistant, Blood/Plasma Laboratory Aide, Clinical Laboratory Aide (Venipuncture), Clinical Laboratory Phlebotomist (Upon passing with the NCAMLP), Hospital Donor Unit Assistant, Medical Assistant (General Practitioner, OB-GYN, Pediatric, Orthopedic, Osteopathic, Podiatric, Internal, Chiropractic, etc.), Registered Medical Assistant (Upon passing the AMT Examination), Certified Medical Assistant (Upon passing the CMA Examination), Therapy Aide (Select Specializations)</p>
PHARMACY TECHNICIAN	29-2052.00	Pharmacy Technician, Pharmacy Aid, Pharmacy Clerk, Compounding Technician, Customer Service Representative, Filling Technician, IV Technician, Medication Technician, Pharmacy Purchaser and Buyer, Pharmacy Sales Associates
RADIOGRAPHY	29-2034.00	Radiologic Technologist, X-Ray Technologist, Radiographer
VETERINARY ASSISTANT	31-9096.00	Veterinary Assistant, Veterinarian Assistant, Animal Care Provider, Animal Caregiver, Animal Care Attendant, Animal Lab Assistant, Pet Care Attendant, Kennel Assistant, Kennel Attendant, Kennel Technician
VETERINARY TECHNICIAN  (All Veterinary Assistant job titles are applicable here)	29.2056.00	Veterinary Technician Veterinary Nurse Veterinarian Technician (CVT, RVT, LVT depending on licensure by State)

### Hours of Operation:

Hours of Operation: 7:30 AM - 10:00 PM; Monday through Thursday and 7:30 AM - 5:00 PM; Friday  
Class Schedule: Morning Classes: 8:00 AM - 12:00 PM; Monday through Friday  
Afternoon Classes: 1:00 PM - 5:00 PM; Monday through Friday  
Night Classes: 5:40 PM - 10:00 PM; Monday through Thursday

Student Breaks: 10 minutes per hour, not exceeding 40 minutes per 4 hours

Mealtimes: Pima Medical Institute does not provide "mealtime", however students are welcome to eat meals during student breaks

### Facility Description:

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.

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Revisions to the 2018-2019 Catalog published April 2018:

*The following language is added to the 2018-2019 Academic Catalog under the Student Transcript Request section on page 136:*

In compliance with the California Educational Debt Collection Practices Act, residents of the State of California will be granted transcripts upon request without regard to any debt owed to the school.

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*The following information has been added to page 10 of the 2018/2019 Academic Catalog under the Las Vegas Campus Program Accreditation section:*

The Pima Medical Institute - Las Vegas campus Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP Executive Office:  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

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*The following statement has been added to the 2018-2019 Academic Catalog under the Albuquerque Campus' Program Accreditation section on page 5 and the Aurora Campus' Program Accreditation section on page 16:*

The Practical Nursing Program does not currently have programmatic accreditation. The lack of national nursing accreditation may limit future educational and career options for students. The Pima Medical Institute Practical Nursing program (system) holds pre-accreditation status from the National League for Nursing (NLN) Commission for Nursing Education Accreditation (CNEA), located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received. They can be contacted at 800-669-1656 or through their website at [www.nln.org/accreditation-services](http://www.nln.org/accreditation-services).

The Pima Medical Institute, Practical Nursing program (system-wide) is pursuing accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, 8th Floor, Washington, DC 20037; phone 202-909-2526. Interested parties are invited to submit third-party comments in writing directly to NLN CNEA, attention Lesleyan Jackson, NLN CNEA Manager of Accreditation Services, March 31, 2020.

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*The following statement has been added to the 2018-2019 Academic Catalog under the Mesa Campus' Program Accreditation section on page 11 and the Tucson Campus' Program Accreditation section on page 4:*

The Associate Degree Nursing Program does not currently have programmatic accreditation. The lack of national nursing accreditation may limit future educational and career options for students. The Pima Medical Institute Associate Degree Nursing program (system) holds pre-accreditation status from the National League for Nursing (NLN) Commission for Nursing Education Accreditation (CNEA), located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received. They can be contacted at 800-669-1656 or through their website at [www.nln.org/accreditation-services](http://www.nln.org/accreditation-services).

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*The following statement has been added to the 2018-2019 Academic Catalog under the El Paso Campus' Program Accreditation section on page 8:*

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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](http://www.caahep.org)

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*The following statement has been added to the 2018-2019 Academic Catalog under the Reasonable Accommodation section on page 130:*

**Religious Accommodation:** Pima Medical Institute will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; or arranging for an increased flexibility in assignment due dates.

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The Federal Financial Aid Programs section currently in the 2018-2019 catalog on page 141 has been replaced with the following:

### Financial Aid Programs

## FINANCIAL AID PROGRAMS

### General

All Title IV financial aid funds received by the Institution will be credited to the student's account (excluding Federal Work Study) in accordance with federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

### Federal Pell Grant

This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC), the cost of attendance, and the Pell Lifetime Eligibility Used (LEU). For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Financial Aid Office of the Institution or from a high school counselor. The application will be transmitted electronically through the Central Processing System which will determine the applicant's EFC.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students with the lowest Expected Family Contribution (EFC) and who will also receive Pell grants for the award year have primary consideration for an FSEOG award. The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

### Federal Work-Study Program

The Federal Work-Study Program (FWS) provides part time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization. Application for the FWS program may be made through the Financial Aid Office and eligibility is based on financial need and availability of funds. The Institution will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the award and the number of students who may receive this award depends on the availability of funds from the U.S. Department of Education.

### Veterans Benefits

The Institution is approved to offer designated degree programs for veterans training. Applications for veterans' benefits may be picked up at the Institution or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veteran's benefits through the Institution must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript.

### FEDERAL DIRECT STUDENT LOAN PROGRAM

#### Federal Subsidized Stafford Loans

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made available to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need. For loans first disbursed on or after July 1, 2008, if the student is a dependent undergraduate student, he/she may borrow up to the following:

- \$5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$6,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$7,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Financial Aid Office for specific details. The aggregate loan limit for a dependent undergraduate student is \$31,000 (no more than \$23,000 of this amount may be subsidized loans).

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS Loan, he/she may borrow up to the following:

- \$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
- \$10,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
- \$12,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$7,000 of this amount must be in unsubsidized loans)
- \$20,500 unsubsidized loan per academic year for students enrolled in a master's degree program

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. See the Financial Aid Office for specific details. The aggregate loan limit for an independent undergraduate student is \$57,500. (No more than \$23,000 of this amount may be subsidized loans.)

#### **Interest Rates and Fees for Federal Stafford Loans**

Beginning July 1, 2008, the interest rate on subsidized Stafford loans made to undergraduate students was different from year to year. Rate changes from year to year apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year. For more information on prior and current interest rates visit: <http://studentaid.ed.gov/types/loans/interest-rates>. Stafford loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior and current loan fees visit: <http://studentaid.ed.gov/types/loans/interest-rates>. The Federal Subsidized Stafford Loan is deferred while the student is enrolled in Institution and for a period of six months beyond the student's last date of attendance. The Federal government pays the interest on Federal Subsidized Stafford Loans if the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the Institution's Financial Aid Office or from the lender. For additional deferment information, contact the Financial Aid Office. For students and parents of students who participate in the Federal Stafford Loan programs, loan information will be reported to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Loan information can be viewed online at NSLDS – Student Access website [http://www.nsls.edu.gov/nsls\\_SA/](http://www.nsls.edu.gov/nsls_SA/) (NOTE: PIN is required for access).

#### **New Interest Rate Cap for Military Members**

Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active duty military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

#### **Federal Unsubsidized Stafford Loans**

The Federal Unsubsidized Stafford Loan program is available to eligible students regardless of family income for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Federal Subsidized Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "Unsubsidized" means that interest is not paid for the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize. The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the following exception: The Government does not pay interest on the student's behalf on a Federal Unsubsidized Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.



### Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. Parents of dependent students include the biological or adoptive parent(s). The PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC. PLUS loans are not based on need; however, when combined with other resources, the loan cannot exceed the student's cost of education. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. The interest rate is variable and is set on July 1 of each year. A loan fee will be deducted proportionately each time a loan disbursement is made. For more information on loan fees visit: <http://studentaid.ed.gov/types/loans/interest-rates>. Re-payment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than ten years of re-payment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from the Institution's Financial Aid Office or from the lender. For deferment information, contact the Financial Aid Office.

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*The following statement is currently in the 2018-2019 catalog on page 133 under Academic Progress and Advisement:*

The student request should be submitted in writing to the campus director.

*The following statement has been added to the 2018-2019 catalog on page 136 under Tuition and Fees:*

The student request should be submitted in writing to the campus director within 6 months of the last date of attendance.

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*The following statement has been added to the 2018-2019 catalog on page 136 under Tuition and Fees:*

Pima Medical Institute does not penalize students using VA Educational benefit programs under Chapters 33 and 31 while waiting for payment from the Department of Veterans Affairs. Students will continue to have access to classes, libraries, and other institutional facilities as outlined and available in our catalog. No late fees will be assessed and student accounts will be considered on hold. Title 38 USC 3679 (e).

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*The following information has been added to the 2018-2019 catalog on page 13 under Program Accreditation:*

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; [accreditation@apta.org](mailto:accreditation@apta.org) is necessary for eligibility to sit for the licensure examination, which is required in all states.

Pima Medical Institute - San Marcos campus is seeking accreditation of a new physical therapist assistant education program from CAPTE. On May 22, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional/technical phase of the program; therefore, no students may be enrolled in professional/technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

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*The following information has been added to the 2018-2019 catalog on page 141 under Federal Financial Aid Programs:*

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov)

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*The following information has been added to the 2018-2019 catalog on page 133 under Academic Progress and Advisement:*

All students can access their progress and grades within their Student Portal.

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*The following information has been added to the 2018-2019 catalog on page 13 under Nonmain Campus:*

San Antonio, Texas  
6550 First Park Ten Boulevard  
San Antonio, Texas 78213  
Phone: (210) 966-9764  
[www.pmi.edu](http://www.pmi.edu)

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

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

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*The following addresses are currently listed in the 2018-2019 catalog on page 4 under Main Campus:*

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

Separate Classroom Locations:

a) 40 North Swan, Suite 200  
Tucson, Arizona 85711  
b) 3911 East Pima Street  
Tucson, AZ 85716

*These addresses have been replaced with the following:*

Tucson, Arizona  
2121 North Craycroft Road, Bldg 1  
Tucson, Arizona 85712  
Phone: (520) 326-1600  
Fax: (520) 326-3945  
[www.pmi.edu](http://www.pmi.edu)

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The following agency name is listed in the 2018-2019 catalog on page 17 under Accreditation & Approval Agencies:

Arizona Veteran's Education and Training Agency (VETAA)

This agency name has been replaced with the following:

Arizona State Approving Agency (SAA)

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The following statement has been added to the 2018-2019 Academic Catalog under the El Paso Campus' Program Accreditation section on page 8:

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

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The following information has been added to the 2018-2019 catalog on pages 4, 5 and 13 under Approved by (State of California Bureau for Private Postsecondary Education):

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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*The following statement is currently in the 2018-2019 catalog on page 13 under 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](http://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.

*This statement has been replaced with the following:*

The Occupational Therapy Assistant program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org). The program must be granted Candidacy Status, have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before 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, 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.

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*The following information has been added to the 2018-2019 catalog at the bottom of page 131 to the Credit for Previous Education and Life Experience section:*

**Transfer of Credit for Students from Brightwood College**

Students who were actively enrolled in a certificate or degree program at Brightwood College, owned and operated by the Education Corporation of America, a post-secondary institution where the institution had maintained accreditation from a USDE recognized national accreditation agency and, where applicable, maintained programmatic accreditation, may transfer up to 75% of course credits from the closed school into a like program at Pima Medical Institute. Students must complete a minimum of 25% course credits in the PMI program issuing the certification or degree. Only courses where the student maintained a grade of 'C' or better will be considered for transfer. PMI programs may also require that students perform skill competencies commensurate with the completed coursework. Due to the diverse nature of some courses, a student may be required to complete a course where there is an overlap in content so that the student may learn the skills and information required to progress through the program.

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*The following statement is currently in the 2018-2019 catalog on page 8 under Program Accreditation:*

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.

*This statement has been replaced with the following:*

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

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*The following address is currently listed in the 2018-2019 academic catalog on pages 4, 5, 6, 8, 10, 11 and 12, under Program Accreditation; and page 21 under Accreditation: Programmatic:*

Commission on Accreditation for Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, TX 76021-4244

*This address has been removed and the following is now listed:*

Commission on Accreditation for Respiratory Care (CoARC)

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*The following programmatic accreditor's name is currently listed in the 2018-2019 academic catalog on page 6 under Program Accreditation, and page 21 under Accreditation: Programmatic:*

Commission on Accreditation of Ophthalmic Medical Programs

*This programmatic accreditor's name has been changed to the following:*

International Council of Accreditation for Allied Ophthalmic Education Programs

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Students without private insurance may be provided a limited amount of accident insurance coverage. The insurance only applied 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 student who have any form of insurance coverage.

*This statement has been replaced with the following:*

Students without private insurance may be provided a limited amount of accident insurance coverage. The insurance only applied 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 student who have any form of insurance coverage.

Pima Medical Institute provides Worker's Compensation insurance coverage to all Colorado-based students while out on clinical externship. This insurance only applies to injuries sustained during Pima Medical Institute scheduled externship hours. This insurance excludes coverage for injury incurred while traveling to and from: the school campus, externship sites, and any other school sponsored activity. In the event a student is injured during Pima Medical Institute schedule clinical externship hours, the student must following the procedures as outlined in the Triagenow process.

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*The following statement is currently in the 2018-2019 academic catalog on page 4:*

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

*This statement has been replaced with the following:*

Selected Programs Approved for Veterans Benefits by: Arizona State Approving Agency

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*The following statement is currently in the 2018-2019 academic catalog under the Albuquerque Campus' Program Accreditation section on page 5:*

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

*This statement has been replaced with the following:*

The PTA Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 505-881-1234 or email [pimaptaalbuquerque@pmi.edu](mailto:pimaptaalbuquerque@pmi.edu).

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*The following statement is currently in the 2018-2019 academic catalog on page 131: 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.

*This statement has been replaced with the following:*

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.

In compliance with the Department of Veteran's Affairs policy, PMI will inquire about and maintain a written record of previous education and training, including military training, traditional college coursework and vocational training of the veteran or eligible person covered under policy 38 CFR 21.4253(d)(3). Previous transcripts will be evaluated and credit will be granted as appropriate.

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*The following statement is currently in the 2018-2019 academic catalog on page 131: Credit for Previous Education and Life Experience:*

Advanced Placement Track 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.

*This statement has been replaced with the following:*

Advanced Placement Track 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. Students enrolling into the Advanced Placement Track Radiography program who have earned a degree from a JRCERT approved full scope radiography program can transfer up to 74% of the total number of credits and are required to pay a one-time processing fee of \$150.

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*The following statement is currently in the 2018-2019 catalog on page 132 under Satisfactory Program Information:*

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

*This statement has been replaced with the following:*

The PMI Satisfactory Academic Progress policy consists of two components: a qualitative measure (grade point average/GPA) and a quantitative measure (maximum time frame). The Satisfactory Academic Progress policy applies to federal financial aid and VA educational benefits.

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*The following address is currently listed in the 2018-2019 academic catalog on page 18 under Colorado campuses:*

Colorado Department of Higher Education  
Division of Private Occupational Schools (DPOS)  
1560 Broadway, Suite 1600  
Denver, CO 80202

*This address has been replaced with the following:*

Colorado Department of Higher Education  
Division of Private Occupational Schools (DPOS)  
1600 Broadway, Suite 2200  
Denver, CO 80202

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*The following statement is currently in the 2018-2019 catalog on page 55 under Program Information:*

Graduates of this program are granted an Associate of Applied Science degree. Graduates of this program are eligible to apply to sit for the American Registry of Diagnostic Medical Sonographers Examinations.

*This statement has been replaced with the following:*

Graduates of this program are granted an Associate of Applied Science degree. Graduates of this program are eligible to apply to sit for the American Registry of Diagnostic Medical Sonographers Examinations.

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*The following statement is located in the Class Starts and Postponement section on p. 130 of the 2018-2019 catalog:*

Postponement by the school within thirty (30) days of the original starting date will not alter the terms and conditions of the enrollment agreement. Postponement by the school beyond thirty (30) days of the original starting date will terminate the enrollment agreement with all monies paid by the applicant to be refunded in full.

*This statement has been replaced with the following:*

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student

A. Whether the postponement is for the convenience of the school or the student, and;

B. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to



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*The following information is currently listed in the 2018-2019 catalog on page 132 under 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.

*This information has been replaced with the following:*

#### PMI Standard Ratio Language

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.

#### Arizona

Program	Student : Instructor Ratio
Dental Assistant	Lab 12:1
Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 20:1
Nursing	Clinic 10:1
Paramedic	Classroom 24:1 Clinical: 4:1 Externship: 1:1
Pharmacy Technician	Lab 12:1 Lab (PHA 225) 8:1
Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
Respiratory Therapy	Clinic 6:1
Surgical Technician	Lab 10:1

#### California

Program	Student : Instructor Ratio
Dental Assistant	Lab 12:1 Preclinical/clinical lab 6:1
Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 225) 8:1
Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
Respiratory Therapy	Clinic 6:1

### Colorado

Program	Student : Instructor Ratio
Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 10:1
Dental Assistant	Lab 12:1
Practical Nursing	Lab 10:1
Pharmacy Technician	Lab 12:1 Lab (PHA 225) 8:1
Medical Laboratory Technician	Lab 10:1
Radiography	Lab 10:1
	Clinic (Technologist) 1:1
	Clinic (CI) 10:1
Respiratory Therapy	Clinic 6:1
Surgical Technician	Lab 10:1

### Nevada

Program	Student : Instructor Ratio
Dental Assistant	Lab 12:1
Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 225) 8:1
Radiography	Lab 10:1
	Clinic (Technologist) 1:1
	Clinic (CI) 10:1
Respiratory Therapy	Clinic 6:1

### New Mexico

Program	Student : Instructor Ratio
Dental Assistant	Lab 12:1
Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 225) 8:1
Practical Nursing	Lab 10:1
	Clinic 8:1
Radiography	Lab 10:1
	Clinic (Technologist) 1:1
	Clinic (CI) 10:1
Respiratory Therapy	Clinic 6:1

### *Texas*

Program	Student : Instructor Ratio
GENERAL	Classroom 30:1
Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 10:1
Dental Assistant	Lab 12:1
Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
Veterinary Technician (El Paso Only)	Lab (live animal) 4:1
Radiography	Lab 10:1
	Clinic (Technologist) 1:1
	Clinic (CI) 10:1
Pharmacy Technician	Lab 12:1
	Lab (PHA 225) 8:1
Respiratory Therapy	Clinic 6:1

### *Washington*

Program	Student : Instructor Ratio
Dental Assistant	Lab 12:1
Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
Pharmacy Technician	Lab 12:1
	Lab (PHA 225) 8:1
Radiography	Lab 10:1
	Clinic (Technologist) 1:1
	Clinic (CI) 10:1
Respiratory Therapy	Clinic 6:1

*The following statement is added under Student Services on page 134:*

#### *Housing*

The Chula Vista campus does not provide or assist students in finding housing. There are no dormitory facilities under PMI control. The availability of housing located reasonably near the institution's facilities is an estimation of cost of \$930-\$1800 for a one bedroom per ForRent.com.

#### CALIFORNIA LICENSURE REQUIREMENTS

The following statement applies to the Veterinary Technician, Pharmacy Technician, Radiography, and Respiratory Therapy programs. The State of California requires graduates of Veterinary Technician, Pharmacy Technician, Radiography, and Respiratory Therapy programs to be licensed, registered, or certified in order to obtain employment in the field. Relevant website links and licensure eligibility requirements are listed by program below:

**VETERINARY TECHNICIAN** - American Association of Veterinary State Boards (AAVSB)

[www.aavsb.org](http://www.aavsb.org) Veterinary Technician National Exam (VTNE)

[www.aavsb.org/vtne.org/vtne](http://www.aavsb.org/vtne.org/vtne) Veterinary Medical Board (VMB)

[www.vmb.ca.gov/forms\\_pubs/rvt\\_instruction.pdf](http://www.vmb.ca.gov/forms_pubs/rvt_instruction.pdf)

List of Requirements for eligibility for licensure as a Veterinary Technician in the State of California include the following:

1. Graduate from an AVMA or California approved RVT program
2. Apply for, take, and pass the California RVT Examination
3. Apply for, take, and pass the Veterinary Technician National Examination
4. Submit required documentation with application:
  - Certified transcripts showing degree conferred or copy of diploma DOJ and
  - FBI fingerprint clearance
  - Passport photo (2x2)
5. Appropriate fees must be submitted with application
6. Submit all applicable registration fees

PHARMACY TECHNICIAN - Pharmacy Technician Certification Board (PTCB) [www.ptcb.org](http://www.ptcb.org)  
California State Board of Pharmacy [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov)

List of Requirements for eligibility for licensure as a Pharmacy Technician in the State of California include the following:

1. Submit a sealed copy of a Practitioner Self-Query Report to the Board of Pharmacy at a cost of \$8.00.
2. Submit a Live Scan receipt, showing fingerprint submission information at a cost of \$69.00.
3. Submit a certified copy of High School transcripts or a certified copy of an official transcript of your General Education Development (GED) test results (cost may vary).
4. Submit an Affidavit of Completed Coursework or Graduation for Pharmacy Technician from one of the following: course which provides a minimum of 240 hours of instruction as specified in Title 16 California Regulation section 1793.6(c), course/program accredited by the American Society of Health-System Pharmacists or the Accreditation Council for Pharmacy Education instruction, or an Associate Degree in Pharmacy Technology program. Certified copy of Pharmacy Technician Certification Board certificate or armed services training copy of the DD214 can be submitted in place of the aforementioned affidavit.
5. Submit an application with attachments 1-4 above to the California State Board of Pharmacy with a passport photo attached and a fee of \$105.00.

NOTICE: Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the Board. You are obligated to pay your state tax obligation. This application may be denied or your license may be suspended if the state tax obligation is not paid.

RADIOGRAPHY - Joint Review Committee on Education in Radiologic Technology (JRCERT)  
[www.jrcert.org](http://www.jrcert.org)  
American Registry of Radiologic Technologists Examination (ARRT)  
<http://www.arrt.org>  
California Department of Public Health Radiologic Health Branch (CDPH-RHB)  
[www.cdph.ca.gov/programs/pages/radiologichealthbranch.aspx](http://www.cdph.ca.gov/programs/pages/radiologichealthbranch.aspx)

List of Requirements for eligibility for licensure as a Radiologic Technologist in the State of California include the following:

1. Graduation from an approved Radiography Technology program and obtainment of Fluoroscopy School Certification Completion.  
*Student graduates from the PMI Chula Vista Radiologic Technology Program receive the following documentation:*
  - a. An Associate of Occupational Science Degree in Radiologic Technology
  - b. A Fluoroscopy School Certification of Completion

2. The graduate completes the American Registry of Radiologic Technologists National Certification Examination.
3. Upon passing, and within 4-6 weeks the graduate receives the ARRT certification by mail
4. The graduate can then submit an application to the California Department of Public Health Radiologic Health Branch for the Radiologic Technology Certificate Application (Form CDPH 8200 - website <http://www.cdph.ca.gov/pubsforms/forms/Pages/RHBCertificationForms%28HealingArts%29.aspx>)
5. Following the application, the graduate must submit the following with the application:
  - a. A copy of the ARRT certificate for Radiography.
  - b. A non-refundable application fee of \$88.00 in the form of a check or money order made payable to the CDPH-RHB.
  - c. The graduate will be notified of their application status within 30 calendar days of submission of the application.
6. Graduates from the PMI Chula Vista Radiologic Technology Program have the option of also submitting the Radiologic Technology Fluoroscopy Permit Application (CDPH 8218).
  - a. The graduate must submit a copy of the graduation diploma or a certificate of completion from a CDPH-RHB approved Radiologic Technologist fluoroscopy school.
  - b. The application is found at <http://www.cdph.ca.gov/pubsforms/forms/CtrlIdForms/cdph8218.pdf>
  - c. The graduate must submit a non-refundable application fee of \$88.00 in the form of a check or money order made payable to the CDPH-RHB
7. The RHB will notify the graduate of the following:
  - a. That their application is complete and the CDPH-RHB decision regarding the application is:
    - i. The application is acceptable, and what examination, if applicable the graduate must pass within 180 days in order to complete the application.
    - ii. Instructions will be sent to the graduate on how to submit payment of the non-refundable examination fee (\$175.00 made payable to the ARRT).
    - iii. Or the RHB will notify the graduate that the application is not accepted for filing, and what specific information, documentation or fee the graduate must submit within 30 calendar days in order for the CDPH-RHB to consider the application acceptable.

*The following statement is added to the 2018-2019 Catalog published April 2016 under the Chula Vista Campus description of facilities section on page 5:*

The types of equipment used in classrooms include computers and laboratory areas for each program.

The dental assistant classroom includes, 6 operatory stations, 6 dental chairs with operator unit, 3 x-ray units, 6 digital x-ray programs with 3 sensors, 5 x-ray view boxes, 3 lead aprons, 3 high speed hand pieces, 7 low speed hand pieces, 12 water and air syringes, 1 air compressor system, 2 automatic x-ray processors, 3 model trimmers, 6 model vibrators, 1 lathe with 2 attachments, 3 amalgamators, 3 curing lights, 3 Dexter with radio teeth and 1 regular teeth, 3 coronal polishing Dexter heads, 28 bench mounts, 3 lab micromotor hand pieces, 1 hydrocolloid conditioning bath, 2 autoclaves, 1 intra-oral camera, 1 Pentamix impression machine, vital sign monitor, EKG, 2 vacuum former, printer, x-ray duplicators, 1 ultrasonic unit, 1 oxygen unit, pit & fissure sealant equipment, 1 flat screen TV, DVD player, 4 computers with 1 printer.

The medical assisting has 2 lecture classrooms with sinks, computers, and a printer in each room. The large lab includes 4 exam rooms, 2 sinks, 4 exam tables, 4 gooseneck lamps, 2 autoclaves, 2 venipuncture drawing chairs, 6 venipuncture and blood drawing practice arms, 4 ECG machines, 1 holter monitor, emergency clean-up kit, 2 eye wash stations, 6 glucometers, 2 HemaQue, miscellaneous medical instruments, ophthalmoscope, otoscope, 4 mayo stands, 4 medical waste containers, 2 microhematocrit centrifuges, 2 regular centrifuges, 4 microscopes, 2 nebulizers, 2 pediatric practice dummies, 1 pediatric scale, 3 pulse oximeters, refrigerator, 2 scales, 9 floor model sphygmomanometers, 6 manual sphygmomanometers, electronic and tympanic thermometers, 2 urinalysis test machines, Vacutainer tube rocker, walker, wheel chair, cane, and 2 pair of crutches.

The pharmacy technician classroom includes an adding machine, cash register, compounding slabs, computers/printers, containers for syrups and pills, counting trays, dispensers, electronic scales, weight sets metric and apothecary, funnels/filter equipment, glass graduates/cylinders, laminar air flow hoods, mortars and pestles, original drug bottles, pill and tablet counters, large and small spatulas, ointment bases - Aquaphor, aquaphilic, etc., gelatin capsules, methylcellulose, glycerin, sodium chloride, mineral oil, cherry syrup, labels, coal tar solution, Ichthammol ointment, corn syrup, salicylic acid powder, lactose powder, cornstarch, camphor, menthol crystals, glass stirring rods, and torsion balance.

The veterinary classroom includes refrigerator, microscopes, otoscope, refractometer, exam table, anesthesia machine, IV stand, x-ray view box, x-ray cassettes, caliper, lead apron with thyroid shield, lead gloves, film markers, specimen jars, crash cart, anatomical model (small animal), sink, autoclave, centrifuge, cages, and miscellaneous surgical instruments.

The separate veterinary technician classroom includes large animal limb, large animal skull, anesthesia machine - small animal, autoclave, cardiac monitor, dehorner, dental instruments, splash shields, prophylactic heads, electric clippers, emergency crash kit, endotracheal tubes, esophageal stethoscopes, laryngoscope, nail trimmers, oral dosing equipment, oral speculum, cages complying w/ federal regulations, examination tables, oximeter/capnograph, surgical lights, surgical tables, surgical gowns, towels and drapes, basic surgical instruments, tourniquet, feeding and gavage tubes, vaginal speculum, warming pad blanket, twitch, restraint pole, Elizabethan collars, muzzles, cat bags, tonometer, blood mixer/ rocker, centrifuge, microhematocrit centrifuge, clinical chemistry analyzer, differential blood cell counter, electronic blood cell counter, hand tally cell counters, hemocytometer, incubator, refractometer, lab scales, microscopes, lead apron with lead thyroid collar, lead gloves, radiation safety badges, storage racks for gloves and aprons, portable x-ray machine, x-ray machine, x-ray viewer, mop and bucket, automated film processor, calipers, cassette holders, digital film unit and processor, film ID markers, and high speed/rare earth screens.

The radiologic technology classroom includes life sized skeletal model, VCR/TV, x-ray table with Potter-Bucky diaphragm, energized x-ray tube, wall-mounted wall bucky, energized control panel, full body positioning phantom, lead apron, half lead apron, pair of lead gloves, calipers, portable cassette holder, various sized film cassettes, hot light, curved film cassette, portable grid cassette, various lead markers, foam positioning sponges, foot stool, wheel chair, IV pole, standing eight scale, gurney/stretchers, wire mesh screen, aluminum step wedge, densitometer, table top processor, film bin, wall mounted stage lights, and film patient ID camera/flashers.

The materials that will be used for instruction are based on the individual program and could include towels, gauze, cotton balls, bandages, pit & fissure sealant materials, vacutainers, capillary tubes, critoseal, plastic urine specimen cups, urinometer, urine tek tubes and caps, strep test dipsticks, pregnancy test dipsticks, Snellen charts, leashes, muzzles, rabies pole, splints, cast padding, tape, hot/cold packs, alcohol, betadine scrub, slides, cover slips, pipettes, Elisha tests, needles, syringes, gloves, shoe covers, stethoscope, catheters, masks, gowns, face shields, scrub brushes, thermometers and various wall charts.

## CALIFORNIA CATALOG ADDENDUM

Pima Medical Institute is a private institution and is licensed to operate under the terms of California Education Code (CEC) section 94890(a)(1) until February 28, 2024 per CEC section 94890(b). Approval to Operate means compliance with the standards as set forth in the CEC and 5, CCR.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

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

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

If a student obtains a loan for an educational program the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.).

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Pima Medical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pima Medical Institute to determine if your credits, or degree, diploma, or certificate will transfer.

### Online and On-ground Articulation Agreements

Pima Medical Institute (PMI) has four articulation agreements with the following institutions: Chadron State College (CSC), Grand Canyon University (GCU), Montana State University, Billings (MSU), and University of Phoenix (UOP). In addition, PMI maintains an education agreement with Chamberlain College of Nursing. The agreements allow PMI students to pursue online or on-ground baccalaureate degree completion programs or advanced degrees. GCU allows for both PMI degree and non-degree students to transfer credit, while MSU, CSC and UOP are specific to the transfer of credit for PMI degree students.

Additional information about the agreements is included on the following pages. PMI supports the pursuit of life-long learning. In turn, PMI offers degree completion programs and maintains agreements with other institutions to provide graduates with multiple options for continuing their education.

Jen Spurlin  
Corporate Education Director  
Pima Medical Institute

*Pima Medical Institute does not guarantee the transfer of credit to any other institution. The college and/or university to which a student applies determine transfer of credit. The articulation agreements in this guide are subject to change.*

## **STUDENT CREDIT TRANSFER OPTIONS**

### **REGIONALLY ACCREDITED INSTITUTIONS**

#### **CHADRON STATE COLLEGE**

1000 Main St.  
Chadron NE 69337  
(308) 432-6000  
[www.csc.edu](http://www.csc.edu)

Chadron State College (CSC) allows transfer of credit for the following PMI associate degree programs: Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant, Radiography, Respiratory Therapy, and Veterinary Technician.

Graduates of PMI associate degree programs listed above can transfer up to 70 credits from the earned PMI degree toward fulfillment of the 120 credits required for completion of CSC's Bachelor of Applied Science (BAS) degree. Graduates of PMI associate degree programs listed above can also transfer 66 credits from the earned PMI degree towards fulfillment of the 120 credits required for completion of a CSC Bachelor of Arts or Bachelor of Science degree.

For more information regarding transferring to CSC, contact the Start Office at 800-242-3766 x6060

#### **GRAND CANYON UNIVERSITY**

3300 West Camelback Road  
Phoenix, AZ 85017  
(800) 800-9776  
[www.gcu.edu](http://www.gcu.edu)

Grand Canyon University (GCU) allows transfer of credit for PMI degree and non-degree students.

PMI associate degree graduates can transfer up to 84 credits to GCU. Several bachelor degree options are available, many specific to fields of study at PMI. PMI bachelor degree graduates can transfer into several GCU graduate programs.

For more information with regard to transferring to GCU and obtaining a discount contact Rob Radar, Office: 520-792-7818, cell: 619-261-8875 or email: [Robert.Rader@gu.edu](mailto:Robert.Rader@gu.edu)

#### **MONTANA STATE UNIVERSITY**

1500 University Drive  
Billings, MT 59101  
[www.msubillings.edu](http://www.msubillings.edu)

Mountain State University (MSU) allows transfer of credit for PMI degree students.

PMI graduates can transfer up to 36 credits from an earned PMI associate's degree. The Bachelor of Applied Science (BAS) and Bachelor of Science in Liberal Studies (BSLS) degree completion programs at MSU are intended to provide online degree completion opportunities for PMI students who have completed an Associate of Occupational Science Degree in Radiography or Respiratory Therapy.



For more information regarding transferring to MSU, contact the New Student Services department at 800-656-6782 x2888; email: [admissions@msubillings.edu](mailto:admissions@msubillings.edu)

#### UNIVERSITY OF PHOENIX

[www.phoenix.edu/pmistudents](http://www.phoenix.edu/pmistudents)

University of Phoenix (UOP) allows transfer of credit for PMI degree students. Credit from associate degrees awarded at PMI, will transfer to UOP; however, additional general education credits may be needed to fulfill the program requirements.

Students from PMI will be granted admission to a baccalaureate degree program at the UOP based on academic requirements as a result of having earned an associate degree.

PMI bachelor degree graduates can transfer into several UOP graduate programs.

For more information regarding transferring to UOP contact a representative from the respective campus location.

Contact for PMI Students, Graduates, and Employees (Faculty and Staff):

Stefanny Gerard – 617-984-9643

[Stefanny.Gerard@phoenix.edu](mailto:Stefanny.Gerard@phoenix.edu)

#### CHAMBERLAIN COLLEGE

[www.chamberlain.edu/info/pimamedicalinstitute](http://www.chamberlain.edu/info/pimamedicalinstitute)

877-298-8234

PMI Associate Degree Nursing graduates who pass the NCLEX and maintain current, active Registered Nurse licensure will be awarded up to 82 proficiency credits hours through the Chamberlain College of Nursing Articulation Plan (CCAP), which includes 37 liberal arts and science credits and 45 nursing credits.

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Pima Medical Institute - Chula Vista Campus  
Tuition Price List  
Effective July 1, 2019

Program	Total Cost	Tuition	Reg.	Books*	Uniform*	Extern Weeks	Total Credits/ Clock Hours	Total Weeks (Day/Night)	Extern Credits/ Hours
Dental Assistant (DEN)**	\$17,202	\$16,330	\$150	\$557	\$165	5	32/820	35/40	4/200
Medical Administrative Asst (MAA)	\$11,815	\$10,523	\$150	\$977	\$165	6	29/720	30/34	5/240
Medical Assistant (MA)	\$15,660	\$14,732	\$150	\$613	\$165	5	34/800	35/40	4/200
Pharmacy Technician (PHA)	\$15,543	\$14,431	\$150	\$797	\$165	6	35.5/840	36/41	5/240
Radiography (RAD)**	\$42,465	\$40,146	\$150	\$2,004	\$165	64	87/2728	96	42/1968
Surgical Technology (ST)	\$32,880	\$31,200	\$150	\$1,365	\$165	18	77/1740	75	13/600
Veterinary Assistant (VTA)	\$14,637	\$13,657	\$150	\$665	\$165	6	30/720	30/34	5/240
Veterinary Technician (VTT)	\$20,024	\$18,315	\$0	\$1,544	\$165	7	48.5/1055	47/52	5/225

\*Includes Tax @ 8.75%

\*\*Program Outline is unique to CV and SM, due to CA regulations  
(Changes in Bold)

**Certificate programs only have one period of attendance. Total charges for a period of attendance and the total charges for the entire program are the same.**

Additional student expenses may include, but are not limited to required immunizations, health insurance, background check, drug screening, clinical registration fees, and travel/parking expenses related to clinical externships or field trips. Please contact the campus administrator for additional information.

Revision Date: 07/01/19

## STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**Associate Degree Tuition Charges**  
**CHULA VISTA**  
**Effective July 1, 2019**

**Radiography:**

	SEM 1	SEM 2	SEM 3	SEM 4	SEM 5	SEM 6	TOTAL
Tuition	\$6,691	\$6,691	\$6,691	\$6,691	\$6,691	\$6,691	\$40,146
Reg Fee	\$150	\$0	\$0	\$0	\$0	\$0	\$150
Textbooks	\$883	\$409	\$379	\$114	\$0	\$219	\$2,004
Uniform	\$165	\$0	\$0	\$0	\$0	\$0	\$165
Grand Total	\$7,889	\$7,100	\$7,070	\$6,805	\$6,691	\$6,910	\$42,465

**Surgical Technology:**

	SEM 1	SEM 2	SEM 3	SEM 4	SEM 5	TOTAL
Tuition	\$6,240	\$6,240	\$6,240	\$6,240	\$6,240	\$31,200
Reg Fee	\$150	\$0	\$0	\$0	\$0	\$150
Textbooks	\$670	\$333	\$110	\$177	\$75	\$1,365
Uniform	\$165	\$0	\$0	\$0	\$0	\$165
Grand Total	\$7,225	\$6,573	\$6,350	\$6,417	\$6,315	\$32,880

**Veterinary Technician: (VA PMI Grads Only)**

	PERIOD 1	PERIOD 2	PERIOD 3	TOTAL
Tuition	\$6,105	\$6,105	\$6,105	\$18,315
Reg Fee	\$0	\$0	\$0	\$0
Textbooks	\$1,211	\$113	\$220	\$1,544
Uniform	\$165	\$0	\$0	\$165
Grand Total	\$7,481	\$6,218	\$6,325	\$20,024

## 2019 Start Dates

Red - Indicates Start Date is a Holiday - Classes begin on Tuesday

### Certificate Programs & Veterinary Technician

Dental Assistant (AM) - 35 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Fri	2/11/19	8/5/19	9/9/19	10/11/19
8:00 am - 12:00 pm	3/25/19	9/16/19	10/21/19	11/22/19
Sequence = 6 Wks	5/6/19	10/28/19	12/2/19	1/17/20
Sequence 1, 2, 3, 4 & 5	6/17/19	12/9/19	1/27/20	2/28/20
Externship: 5 Wks	7/29/19	2/3/20	3/9/20	4/10/20
Version: DA-D15	9/9/19	3/16/20	4/20/20	5/22/20
Credits: 32	10/21/19	4/27/20	6/1/20	7/3/20
Hours: 820	12/2/19	6/8/20	7/13/20	8/14/20
	1/27/20	7/20/20	8/24/20	9/25/20

Dental Assistant (AFT) - 35 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Fri	2/11/19	8/5/19	9/9/19	10/11/19
1:00 pm - 5:00 pm	3/25/19	9/16/19	10/21/19	11/22/19
Sequence = 6 Wks	5/6/19	10/28/19	12/2/19	1/17/20
Sequence 1, 2, 3, 4 & 5	6/17/19	12/9/19	1/27/20	2/28/20
Externship: 5 Wks	7/29/19	2/3/20	3/9/20	4/10/20
Version: DA-D15	9/9/19	3/16/20	4/20/20	5/22/20
Credits: 32	10/21/19	4/27/20	6/1/20	7/3/20
Hours: 820	12/2/19	6/8/20	7/13/20	8/14/20
	1/27/20	7/20/20	8/24/20	9/25/20

Dental Assistant (EVE) - 40 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Thur	1/7/19	7/29/19	9/9/19	10/11/19
5:40 pm - 10:00 pm	2/25/19	9/16/19	10/28/19	11/29/19
Sequence = 7 Wks	4/15/19	11/4/19	12/16/19	1/31/20
Sequence 1, 2, 3, 4 & 5	6/3/19	1/6/20	2/17/20	3/20/20
Externship: 5 Wks	7/22/19	2/24/20	4/6/20	5/8/20
Version: DA-N15	9/9/19	4/13/20	5/25/20	6/26/20
Credits: 32	10/28/19	6/1/20	7/13/20	8/14/20
Hours: 820	12/16/19	7/20/20	8/31/20	10/2/20
	2/17/20	9/7/20	10/19/20	11/20/20

Medical Assistant (AM) - 35 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Fri	2/11/19	8/5/19	9/9/19	10/11/19
8:00 am - 12:00 pm	3/25/19	9/16/19	10/21/19	11/22/19
Sequence = 6 Wks	5/6/19	10/28/19	12/2/19	1/17/20
Career Prep	6/17/19	12/9/19	1/27/20	2/28/20
Sequence 1, 2, 3 & 4	7/29/19	2/3/20	3/9/20	4/10/20
Externship: 5 Wks	9/9/19	3/16/20	4/20/20	5/22/20
Version: MA-D09	10/21/19	4/27/20	6/1/20	7/3/20
Credits: 34	12/2/19	6/8/20	7/13/20	8/14/20
Hours: 800	1/27/20	7/20/20	8/24/20	9/25/20

Medical Assistant (AFT) - 35 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Fri	2/11/19	8/5/19	9/9/19	10/11/19
1:00 pm - 5:00 pm	3/25/19	9/16/19	10/21/19	11/22/19
Sequence = 6 Wks	5/6/19	10/28/19	12/2/19	1/17/20
Career Prep	6/17/19	12/9/19	1/27/20	2/28/20
Sequence 1, 2, 3 & 4	7/29/19	2/3/20	3/9/20	4/10/20
Externship: 5 Wks	9/9/19	3/16/20	4/20/20	5/22/20
Version: MA-D09	10/21/19	4/27/20	6/1/20	7/3/20
Credits: 34	12/2/19	6/8/20	7/13/20	8/14/20
Hours: 800	1/27/20	7/20/20	8/24/20	9/25/20

Medical Assistant (EVE) - 40 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Thur	1/7/19	7/29/19	9/9/19	10/11/19
5:40 pm - 10:00 pm	2/25/19	9/16/19	10/28/19	11/29/19
Sequence = 7 Wks	4/15/19	11/4/19	12/16/19	1/31/20
Career Prep	6/3/19	1/6/20	2/17/20	3/20/20
Sequence 1, 2, 3 & 4	7/22/19	2/24/20	4/6/20	5/8/20
Externship: 5 Wks	9/9/19	4/13/20	5/25/20	6/26/20
Version: MA-N09	10/28/19	6/1/20	7/13/20	8/14/20
Credits: 34	12/16/19	7/20/20	8/31/20	10/2/20
Hours: 800	2/17/20	9/7/20	10/19/20	11/20/20

Medical Administrative Assistant (AFT) - 30 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Fri	2/11/19	6/24/19	7/29/19	9/6/19
1:00 pm - 5:00 pm	3/25/19	8/5/19	9/9/19	10/18/19
Sequence = 6 Wks	5/6/19	9/16/19	10/21/19	11/29/19
Career Prep	6/17/19	10/28/19	12/2/19	1/24/20
Sequence 1, 2 & 3	7/29/19	12/9/19	1/27/20	3/6/20
Externship: 6 Wks	9/9/19	2/3/20	3/9/20	4/17/20
Version: MAA-D12	10/21/19	3/16/20	4/20/20	5/29/20
Credits: 29	12/2/19	4/27/20	6/1/20	7/10/20
Hours: 720	1/27/20	6/8/20	7/13/20	8/21/20

Pharmacy Technician (AM) - 36 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Fri	2/11/19	8/5/19	9/9/19	10/18/19
8:00 am - 12:00 pm	3/25/19	9/16/19	10/21/19	11/29/19
Sequence = 6 Wks	5/6/19	10/28/19	12/2/19	1/24/20
Career Prep	6/17/19	12/9/19	1/27/20	3/6/20
Sequence 1, 2, 3 & 4	7/29/19	2/3/20	3/9/20	4/17/20
Externship: 6 Wks	9/9/19	3/16/20	4/20/20	5/29/20
Version: RXTD17	10/21/19	4/27/20	6/1/20	7/10/20
Credits: 35.5	12/2/19	6/8/20	7/13/20	8/21/20
Hours: 840	1/27/20	7/20/20	8/24/20	10/2/20

Pharmacy Technician (AFT) - 36 Wks	Start Date	Midpoint	Extern	Grad Date
Mon - Fri	2/11/19	8/5/19	9/9/19	10/18/19
1:00 pm - 5:00 pm	3/25/19	9/16/19	10/21/19	11/29/19
Sequence = 6 Wks	5/6/19	10/28/19	12/2/19	1/24/20
Career Prep	6/17/19	12/9/19	1/27/20	3/6/20
Sequence 1, 2, 3 & 4	7/29/19	2/3/20	3/9/20	4/17/20
Externship: 6 Wks	9/9/19	3/16/20	4/20/20	5/29/20
Version: RXTD17	10/21/19	4/27/20	6/1/20	7/10/20
Credits: 35.5	12/2/19	6/8/20	7/13/20	8/21/20
Hours: 840	1/27/20	7/20/20	8/24/20	10/2/20

<b>Pharmacy Technician (EVE) - 41 Wks</b>	<b>Start Date</b>	<b>Midpoint</b>	<b>Extern</b>	<b>Grad Date</b>
Mon - Thur	1/7/19	7/29/19	9/9/19	10/18/19
5:40 pm - 10:00 pm	2/25/19	9/16/19	10/28/19	12/6/19
Sequence = 7 Wks	4/15/19	11/4/19	12/16/19	2/7/20
Career Prep	6/3/19	1/6/20	2/17/20	3/27/20
Sequence 1, 2, 3 & 4	7/22/19	2/24/20	4/6/20	5/15/20
Externship: 6 Wks	9/9/19	4/13/20	5/25/20	7/3/20
Version: RXTN17	10/28/19	6/1/20	7/13/20	8/21/20
Credits: 35.5	12/16/19	7/20/20	8/31/20	10/9/20
Hours: 840	2/17/20	9/7/20	10/19/20	11/27/20

<b>Veterinary Assistant (AM) - 30 Wks</b>	<b>Start Date</b>	<b>Midpoint</b>	<b>Extern</b>	<b>Grad Date</b>
Mon - Fri	2/11/19	6/24/19	7/29/19	9/6/19
8:00 am - 12:00 pm	3/25/19	8/5/19	9/9/19	10/18/19
Sequence = 6 Wks	5/6/19	9/16/19	10/21/19	11/29/19
Career Prep	6/17/19	10/28/19	12/2/19	1/24/20
Sequence 1, 2 & 3	7/29/19	12/9/19	1/27/20	3/6/20
Externship: 6 Wks	9/9/19	2/3/20	3/9/20	4/17/20
Version: VTAD08	10/21/19	3/16/20	4/20/20	5/29/20
Credits: 30	12/2/19	4/27/20	6/1/20	7/10/20
Hours: 720	1/27/20	6/8/20	7/13/20	8/21/20

<b>Veterinary Assistant (AFT) - 30 Wks</b>	<b>Start Date</b>	<b>Midpoint</b>	<b>Extern</b>	<b>Grad Date</b>
Mon - Fri	2/11/19	6/24/19	7/29/19	9/6/19
1:00 pm - 5:00 pm	3/25/19	8/5/19	9/9/19	10/18/19
Sequence = 6 Wks	5/6/19	9/16/19	10/21/19	11/29/19
Career Prep	6/17/19	10/28/19	12/2/19	1/24/20
Sequence 1, 2 & 3	7/29/19	12/9/19	1/27/20	3/6/20
Externship: 6 Wks	9/9/19	2/3/20	3/9/20	4/17/20
Version: VTAD08	10/21/19	3/16/20	4/20/20	5/29/20
Credits: 30	12/2/19	4/27/20	6/1/20	7/10/20
Hours: 720	1/27/20	6/8/20	7/13/20	8/21/20

<b>Veterinary Assistant (EVE) - 34 Wks</b>	<b>Start Date</b>	<b>Midpoint</b>	<b>Extern</b>	<b>Grad Date</b>
Mon - Thur	1/7/19	6/10/19	7/22/19	8/30/19
5:40 pm - 10:00 pm	2/25/19	7/29/19	9/9/19	10/18/19
Sequence = 7 Wks	4/15/19	9/16/19	10/28/19	12/6/19
Career Prep	6/3/19	11/4/19	12/16/19	2/7/20
Sequence 1, 2 & 3	7/22/19	1/6/20	2/17/20	3/27/20
Externship: 6 Wks	9/9/19	2/24/20	4/6/20	5/15/20
Version: VTAN08	10/28/19	4/13/20	5/25/20	7/3/20
Credits: 30	12/16/19	6/1/20	7/13/20	8/21/20
Hours: 720	2/17/20	7/20/20	8/31/20	10/9/20

<b>Veterinary Technician (AM) - 51 Wks</b>	<b>Start Date</b>	<b>On Ground</b>	<b>Extern</b>	<b>Grad Date</b>
Mon - Thur	3/11/19	5/6/19	1/27/20	3/13/20
8:00 am - 12:30 pm	5/6/19	7/8/19	3/30/20	5/15/20
5 Sequences	7/1/19	9/9/19	6/1/20	7/17/20
Seq 1: 8 Wks Online	8/26/19	11/11/19	8/3/20	9/18/20
Seq 2, 3, 4 & 5: 9 Wks	11/18/19	1/27/20	10/5/20	11/20/20
Extern/Seminar: 7 Wks	1/27/20	3/30/20	12/7/20	2/5/21
Version: VTTN18	3/23/20	6/1/20	2/22/21	4/9/21
78.5 Crds / 1,055 Hrs	5/18/20	8/3/20	4/26/21	6/11/21



<b>Veterinary Technician (AFT) - 51 Wks</b>	<b>Start Date</b>	<b>On Ground</b>	<b>Extern</b>	<b>Grad Date</b>
Mon - Thur	3/11/19	5/6/19	1/27/20	3/13/20
12:45 pm - 5:15 pm	5/6/19	7/8/19	3/30/20	5/15/20
5 Sequences	7/1/19	9/9/19	6/1/20	7/17/20
Seq 1: 8 Wks Online	8/26/19	11/11/19	8/3/20	9/18/20
Seq 2, 3, 4 & 5: 9 Wks	11/18/19	1/27/20	10/5/20	11/20/20
Extern/Seminar: 7 Wks	1/27/20	3/30/20	12/7/20	2/5/21
Version: VTTN18	3/23/20	6/1/20	2/22/21	4/9/21
78.5 Crds / 1,055 Hrs	5/18/20	8/3/20	4/26/21	6/11/21

<b>Veterinary Technician (EVE) - 51 Wks</b>	<b>Start Date</b>	<b>On Ground</b>	<b>Extern</b>	<b>Grad Date</b>
Mon - Thur	3/11/19	5/6/19	1/27/20	3/13/20
5:30 pm - 10:00 pm	5/6/19	7/8/19	3/30/20	5/15/20
5 Sequences	7/1/19	9/9/19	6/1/20	7/17/20
Seq 1: 8 Wks Online	8/26/19	11/11/19	8/3/20	9/18/20
Seq 2, 3, 4 & 5: 9 Wks	11/18/19	1/27/20	10/5/20	11/20/20
Extern/Seminar: 7 Wks	1/27/20	3/30/20	12/7/20	2/5/21
Version: VTTN18	3/23/20	6/1/20	2/22/21	4/9/21
78.5 Crds / 1,055 Hrs	5/18/20	8/3/20	4/26/21	6/11/21

#### Degree Programs

<b>Radiography (AFT) - 96 Wks</b>	<b>Sem Start</b>	<b>Stipend</b>	<b>Sem End</b>	<b>Grad Date</b>
Mon - Fri	6/17/19	8/26/19	10/4/19	
12:30 pm - 5:00 pm	10/14/19	1/6/20	2/14/20	
6 Semesters	2/24/20	5/4/20	6/12/20	
Semester = 16 Wks	6/22/20	8/31/20	10/9/20	
Version: RAD15	10/19/20	1/11/21	2/19/21	
87 Crds / 2,728 Hrs	3/1/21	5/10/21	6/18/21	6/18/21

<b>Surgical Technology (AM) - 75 Wks</b>	<b>Sem Start</b>	<b>Stipend</b>	<b>Sem End</b>	<b>Grad Date</b>
Mon - Fri	1/21/19	4/1/19	5/3/19	
8:00 am - 12:00 pm	5/13/19	7/22/19	8/23/19	
5 Semesters	9/2/19	11/11/19	12/13/19	
Semester = 15 Wks	1/6/20	3/16/20	4/17/20	
Version: ST	4/27/20	7/6/20	8/7/20	8/7/20
77 Crds / 1,740 Hrs				

<b>Surgical Technology (AFT) - 75 Wks</b>	<b>Sem Start</b>	<b>Stipend</b>	<b>Sem End</b>	<b>Grad Date</b>
Mon - Fri	9/2/19	11/11/19	12/13/19	
1:00 pm - 5:00 pm	1/6/20	3/16/20	4/17/20	
5 Semesters	4/27/20	7/6/20	8/7/20	
Semester = 15 Wks	8/17/20	10/26/20	11/27/20	
Version: ST	12/7/20	3/1/21	4/2/21	4/2/21
77 Crds / 1,740 Hrs				

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (10/09/18)

## 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
<b>Transfer Courses Total</b>		<b>32</b>	<b>1716</b>	<b>39.5</b>

### 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
<b>Semester I Total</b>		<b>237</b>		<b>15.0</b>

\*Represents the Las Vegas Campus

### Semester II

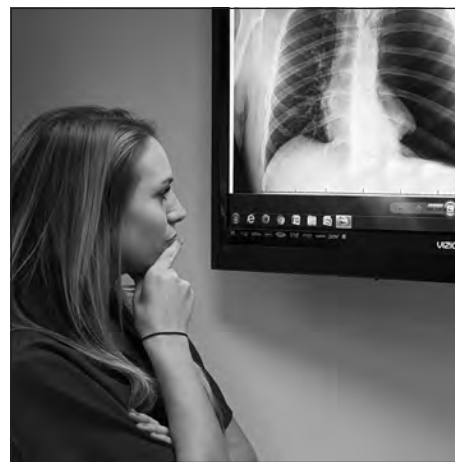
Course #	Course	Theory	Extern	Credits
RAD 111	Positioning I	64		4.0
RAD 126	Physics	48		3.0
RAD 136	Methods of Patient Care	56		3.5
CLE 110	Medical Law & Ethics	16		1.0
BIO 140	Anatomy & Physiology II	32		2.0
<b>Semester II Total</b>		<b>216</b>		<b>13.5</b>

### 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
<b>Semester III Total</b>		<b>208</b>		<b>13.0</b>

### 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
<b>Semester IV Total</b>		<b>104</b>	<b>252</b>	<b>12.0</b>
<b>TRANSFER COURSES TOTAL</b>		<b>32</b>	<b>1716</b>	<b>39.5</b>
<b>SEMESTERS I, II, III and IV TOTALS</b>		<b>720</b>	<b>252</b>	<b>50.5</b>
<b>PROGRAM TOTALS</b>		<b>752</b>	<b>1968</b>	<b>90.0</b>
<b>LAS VEGAS PROGRAM TOTALS</b>		<b>797</b>	<b>1968</b>	<b>93.0</b>



## 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 program is 90 semester credits. 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 and 93 semester credits. 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

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**HST 205 Nevada History and US Constitution (Las Vegas Campus Only)** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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 but are not limited to review of common terminology and hardware and 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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 64 (64 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

This course covers basic terminology, anatomy, and radiographic procedures.

*Prerequisites: BIO 130 Anatomy and Physiology I*

**RAD 126 Physics** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 56 (56 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5*

Students are instructed in basic patient care skills as they apply to radiologic technology. Emphasis is placed on safety, infection control, aseptic techniques, administration of contrast media, venipuncture, pharmacology, patient assessment, care of the critical patient and emergency care, and the care of tubes, catheters and vascular lines. In California, this course will provide the education and training for venipuncture certification.

*Prerequisites: None*

**CLE 110 Medical Law & Ethics** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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*

# COURSE DESCRIPTIONS

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**RAD 121 Positioning II** *Total Course Hours: 64 (64 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

This course is a continuation of RAD 111. 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)*

**RAD 141 Radiographic Biology** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course builds upon the foundations of classroom theory and practical experience in the field in the critique of radiographic image quality, with an emphasis on image analysis.

*Prerequisites: RAD 126 Physics, RAD 111 Positioning I*

**RAD 221 Pathology I** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course covers the factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, digital imaging systems, image processing, beam limitation, grids, contrast, receptor exposure, spatial resolution, and structural considerations.

*Prerequisites: RAD 126 Physics, RAD 111 Positioning I*

**RAD 236 Pathology II** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course presents radiography skills and equipment used in various imaging procedures and advanced modalities. Topics include but are not limited to cardiovascular and interventional radiography, computed tomography imaging, magnetic resonance imaging, mammography, bone densitometry, ultrasound, nuclear medicine and radiation oncology.

*Prerequisites: Semesters I, II, and III courses*

**RAD 246 Radiography III** *Total Course Hours: 56 (56 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5*

This course is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists (ARRT).

*Prerequisites: Semesters I, II, and III courses*

**RAD 256 Clinical Externship IV** *Total Course Hours: 252 (0 Theory, 0 Lab, 252 Extern) Semester Credits: 5.5*

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*

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (08/08/18)

## 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
<b>Transfer Totals</b>				<b>64.0</b>

### 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
<b>Semester I Total</b>		<b>195</b>			<b>13.0</b>

### 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
<b>Semester II Total</b>		<b>225</b>			<b>15.0</b>

### Semester III

Course #	Course	Theory	Lab	Extern	Credits
MTH 311	Research Methods	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
<b>Semester III Total</b>		<b>210</b>			<b>14.0</b>

### 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
<b>Semester IV Total</b>		<b>210</b>			<b>14.0</b>
<b>SEMESTERS I, II, III, &amp; IV TOTALS</b>		<b>840</b>			<b>56.0</b>
<b>PROGRAM TOTAL WITH BLOCK TRANSFER</b>		<b>1410</b>			<b>120.0</b>



## 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

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**CPT 301 Microcomputer Applications** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 311 Research Methods** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

The course will provide an overview of the important concepts of research design, data collection, and interpretative analysis. Students will gain an overview of research design, methodology and technique, format and presentation, and data management and analysis. Students will analyze research articles to determine accuracy and validity of findings, as well as their appropriateness and usefulness to the profession. Students will use information literacy concepts to develop a research proposal.

*Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications*

**HCA 410 Long-Term Care** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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*

# COURSE DESCRIPTIONS

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**HCA 440 Health Care Policy** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 75 (75 Theory, 0 Lab, 0 Extern) Semester Credits: 5.0*

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 (RN to BSN) through an online learning platform. The program is enhanced by general education credits that enables the nurse generalist to expand their knowledge base and is aimed to prepare Associate Degree and Diploma nurse graduates for increased responsibility in an ever-evolving health care environment. The RN to 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (09/19/18)

## 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 70 semester credits of specific coursework at the postsecondary level. The 70 transfer credits shall consist of 42 nursing credits and 16 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 42 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				42.0
Transfer of Course Credits				12.0
Transfer of Lower Division General Education Credits				16.0
<b>Transfer Totals</b>				<b>70.0</b>

### Semester I (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
CPT 301	Microcomputer Applications	45			3.0
ENG 310	Technical Writing	45			3.0
REL 200	World Religions	45			3.0
NUR 300	Role Transition and Professional Development	45			3.0
<b>Semester I Total</b>		<b>180</b>			<b>12.0</b>

### Semester II (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
PHI 301	Critical Thinking	45			3.0
NUR 320	Integrated Health Assessment for the Experienced Nurse	45			3.0
NUR 380	Nursing Informatics	45			3.0
SPA 210	Spanish for the Medical Professional	45			3.0
<b>Semester II Total</b>		<b>180</b>			<b>12.0</b>

### Semester III (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
MTH 311	Research Methods	45			3.0
NUR 425	Foundations for Evidence-Based Nursing Practice	45			3.0
SOC 325	Culture and Human Diversity	45			3.0
NUR 400	Transcultural Nursing Practice	45			3.0
<b>Semester III Total</b>		<b>180</b>			<b>12.0</b>

### Semester IV (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
NUR 440	Quality Improvement in Nursing and Health Care Organizations	45			3.0
NUR 475	Community Oriented Nursing Practice and Global Health Issues	75			5.0
NUR 480	Nursing Leadership & Healthcare Management	90			6.0
<b>Semester IV Total</b>		<b>210</b>			<b>14.0</b>

<b>SEMESTERS I, II, III &amp; IV TOTALS</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>50.0</b>
<b>PROGRAM TOTALS</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>120.0</b>



## ONLINE



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



# COURSE DESCRIPTIONS

## PROGRAM INFORMATION

DELIVERY METHOD: *Online*

The RN to BSN program is a degree completion program intended for registered nurses. The BSN 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 BSN portion of the program is 750 and the total number of credits is 50, excluding transfer credits/clock hours. Graduates of the program receive a Bachelor of Science degree in Nursing.

**CPT 301 Microcomputer Applications** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**REL 200 World Religions** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**NUR 300 Role Transition and Professional Development** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**PHI 301 Critical Thinking** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**NUR 320 Integrated Health Assessment for the Experienced Nurse** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**NUR 380 Nursing Informatics** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**SPA 210 Spanish for the Medical Professional** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**MTH 311 Research Methods** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

# COURSE DESCRIPTIONS

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## **NUR 425 Foundations of Evidence-Based Nursing Practice** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 or corequisites: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, and MTH 311 Research Methods; Semesters I and II NUR-designated courses*

## **SOC 325 Culture and Human Diversity** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 400 Transcultural Nursing Practice** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 and II NUR-designated courses*

## **NUR 440 Quality Improvement in Nursing and Health Care Organizations** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 311 Research Methods; Semesters I, II and III NUR-designated courses*

*Prerequisites or corequisites: NUR 425 Foundations of Evidence-Based Nursing Practice*

## **NUR 475 Community Oriented Nursing Practice and Global Health Issues** *Total Course Hours: 75 (75 Theory, 0 Lab, 0 Extern) Semester Credits: 5.0*

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 480 Nursing Leadership & Health Care Management** *Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0*

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 and III NUR-designated courses*

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (08/08/18)

## 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
<b>Transfer Totals</b>				<b>66.0</b>

### 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
<b>Semester I Total</b>		<b>165</b>	<b>30</b>		<b>12.0</b>

### Semester II

Course #	Course	Theory	Lab	Extern	Credits
BUS 220	Health Care Management	45			3.0
MTH 311	Research Methods	45			3.0
PTA 315	Exercise Physiology	45	30		4.0
PTA 350	Evidence-based Practice for the PTA	60			4.0
<b>Semester II Total</b>		<b>195</b>	<b>30</b>		<b>14.0</b>

### 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	Inpatient Care Practice or				
PTA 420	Outpatient Care Practice	60			4.0
HLT 360	Pharmacology for Rehab Clinicians	45			3.0
<b>Semester III Total</b>		<b>195</b>			<b>13.0</b>

### 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
<b>Semester IV Total</b>		<b>225</b>			<b>15.0</b>
<b>SEMESTERS I, II, III, &amp; IV TOTALS</b>		<b>780</b>	<b>60</b>	<b>0</b>	<b>54.0</b>
<b>PROGRAM TOTALS</b>					<b>120.0</b>



## 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

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**ENG 310 Technical Writing** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 311 Research Methods** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

The course will provide an overview of the important concepts of research design, data collection, and interpretative analysis. Students will gain an overview of research design, methodology and technique, format and presentation, and data management and analysis. Students will analyze research articles to determine accuracy and validity of findings, as well as their appropriateness and usefulness to the profession. Students will use information literacy concepts to develop a research proposal.  
*Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications*

**PTA 315 Exercise Physiology** *Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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.*



# COURSE DESCRIPTIONS

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**PTA 420 Outpatient Care Practice** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (05/15/18)

## 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
<b>Transfer Totals</b>				<b>70.0</b>

### Semester I

Course #	Course	Theory	Lab	Extern	Credits
ENG 310	Technical Writing	45			3.0
CPT 301	Microcomputer Applications	45			3.0
BUS 220	Healthcare Management	45			3.0
SPA 210	Spanish for the Medical Professional	45			3.0
<b>Semester I Total</b>		<b>180</b>			<b>12.0</b>

### Semester II

Course #	Course	Theory	Lab	Extern	Credits
HLT 330	Pharmacology	45			3.0
PHI 301	Critical Thinking	45			3.0
MTH 311	Research Methods	45			3.0
HCA 310	Health Care Law and Compliance	45			3.0
<b>Semester II Total</b>		<b>180</b>			<b>12.0</b>

### Semester III

Course #	Course	Theory	Lab	Extern	Credits
RA 411	Advanced 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
<b>Semester III Total</b>		<b>195</b>			<b>13.0</b>

### 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
<b>Semester IV Total</b>		<b>195</b>			<b>13.0</b>
<b>SEMESTERS I, II, III, &amp; IV TOTALS</b>		<b>750</b>	<b>0</b>	<b>0</b>	<b>50.0</b>
<b>PROGRAM TOTALS</b>		<b>750</b>	<b>0</b>	<b>0</b>	<b>120.0</b>



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 and the total number of semester credits is 50, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

# COURSE DESCRIPTIONS

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**ENG 310 Technical Writing** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**SPA 210 Spanish for the Medical Professional** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**HLT 330 Pharmacology** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 311 Research Methods** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 411 Advanced Sectional Anatomy** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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

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**HCA 430 Patient Information & Management** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (05/15/18)

## 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
<b>Transfer Totals</b>				<b>71.0</b>

### Semester I

Course #	Course	Theory	Lab	Extern	Credits
ENG 310	Technical Writing	45			3.0
CPT 301	Microcomputer Applications	45			3.0
BUS 220	Healthcare Management	45			3.0
SPA 210	Spanish for the Medical Professional	45			3.0
<b>Semester I Total</b>		<b>180</b>			<b>12.0</b>

### Semester II

Course #	Course	Theory	Lab	Extern	Credits
RES 325	Polysomnography	45			3.0
PHI 301	Critical Thinking	45			3.0
MTH 311	Research Methods	45			3.0
HCA 310	Health Care Law and Compliance	45			3.0
<b>Semester II Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester III Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester IV Total</b>		<b>195</b>			<b>13.0</b>
<b>SEMESTERS I, II, III, &amp; IV TOTALS</b>		<b>735</b>	<b>0</b>	<b>0</b>	<b>49.0</b>
<b>PROGRAM TOTALS</b>		<b>735</b>	<b>0</b>	<b>0</b>	<b>120.0</b>



## 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 and the total number of semester credits is 49, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

# COURSE DESCRIPTIONS

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**ENG 310 Technical Writing** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**SPA 210 Spanish for the Medical Professional** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**RES 325 Polysomnography** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 311 Research Methods** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

# COURSE DESCRIPTIONS

---

**SOC 325 Culture and Human Diversity** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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*

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (11/20/18)

## 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>90</b>	<b>30</b>		<b>7.0</b>

### Professional Sequence II

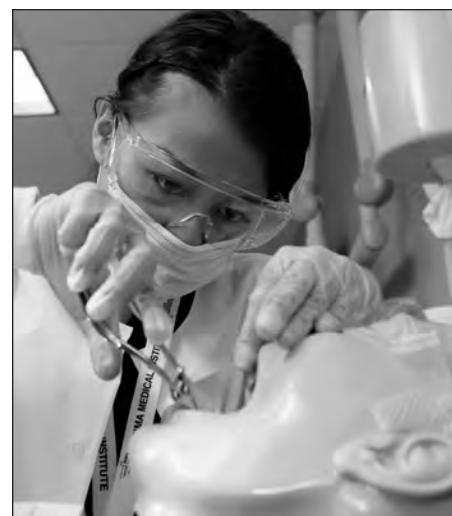
Course #	Course	Theory	Lab	Extern	Credits
DEN 170	Clinical Dental Procedures	15	75		3.5
DEN 175	Dental Equipment Use and Care	15	15		1.5
<b>Professional Sequence II Total</b>		<b>30</b>	<b>90</b>		<b>5.0</b>

### Professional Sequence III

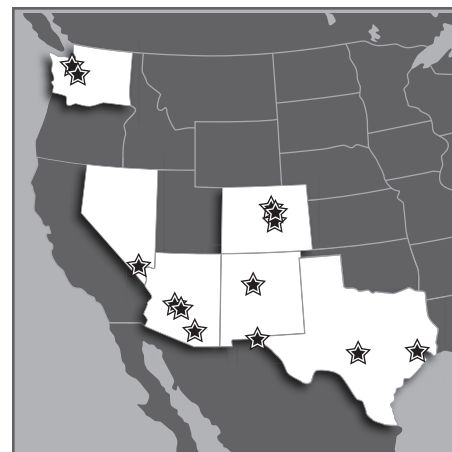
Course #	Course	Theory	Lab	Extern	Credits
DEN 160	Dental Radiography	30	70		4.0
DEN 165	Dental Materials	5	15		0.5
<b>Professional Sequence III Total</b>		<b>35</b>	<b>85</b>		<b>4.5</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
DEN 250	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>255</b>	<b>225</b>	<b>240</b>	<b>28.0</b>



## LOCATIONS



Albuquerque, Aurora, Colorado Springs, Denver, El Paso, Houston, Las Vegas, Mesa, Phoenix, Renton, San Antonio, 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. The program is 28 semester credits. Graduates of this program are granted a certificate. The courses within the program are acceptable for credit toward the Pima Medical Institute Health Care Administration Associate of Applied Science degree.

# COURSE DESCRIPTIONS

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**CSK 100 Study Skills** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5*

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** *Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5*

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** *Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5*

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 multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).

*Prerequisites: None*

**DEN 120 Dental Anatomy and Pathology** *Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course features the anatomy and pathology of the oral cavity, head, and neck. Content emphasizes tooth structure, composition, and identification, the stages of tooth development, developmental disturbances, and management of diseases that affect oral and maxillofacial regions.

*Prerequisites: None*

**DEN 100 Fundamentals of Dentistry** *Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5*

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** *Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

This course presents various medications administered in the dental office and prescribed to patients for pain management and various dental procedures. 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** *Total Course Hours: 90 (15 Theory, 75 Lab, 0 Extern) Semester Credits: 3.5*

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** *Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5*

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 operator.

*Prerequisites: None*



# COURSE DESCRIPTIONS

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**DEN 160 Dental Radiography** *Total Course Hours: 100 (30 Theory, 70 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 20 (5 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5*

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** *Total Course Hours: 240 (0 Theory, 0 Lab, 240 Extern) Semester Credits: 5.0*

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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (8/01/19)

## 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. The program is 32 semester credits. Graduates of this program are granted a certificate. The courses within the program are acceptable for credit toward the Pima Medical Institute Health Care Administration Associate of Applied Science degree.

# COURSE DESCRIPTIONS

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**DEN 103 Dental Radiography I** *Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 19 (19 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

This course 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, communication techniques, stages of tooth development, infection control, and development of skills to promote career success.

*Prerequisites: None*

**DEN 109 Clinical Dental Procedures I** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 94 (20 Theory, 74 Lab, 0 Extern) Semester Credits: 3.5*

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** *Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 34 (20 Theory, 14 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5*

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** *Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 64 (30 Theory, 34 Lab, 0 Extern) Semester Credits: 3.0*

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

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**DEN 128 Clinical Dental Procedures III** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 19 (15 Theory, 4 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 200 (0 Theory, 0 Lab, 200 Extern) Semester Credits: 4.0*

This course provides students with opportunities to apply professional skills learned in the classroom.

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

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (09/25/18)

## 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 100	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
<b>Semester I Total</b>		<b>200</b>			<b>13.0</b>

### Semester II

		Theory	Lab	Extern	Credits
HCA 100	Office Management	60			4.0
HIT 155	Electronic Health Records	30	60		4.0
MTH 132	Basic College Mathematics	45			3.0
HIT 135	Introduction to Insurance	60			4.0
<b>Semester II Total</b>		<b>195</b>	<b>60</b>		<b>15.0</b>

### Semester III

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

### 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
<b>Semester IV Total</b>		<b>180</b>			<b>12.0</b>

### 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
<b>Semester V Total</b>		<b>180</b>			<b>12.0</b>
<b>PROGRAM TOTALS</b>		<b>938</b>	<b>60</b>		<b>64.0</b>



## 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 998. The program is 64 semester credits. Graduates of this program receive an Associate of Applied Science Degree.

# COURSE DESCRIPTIONS

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**CCM 100 Communications** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course provides the student with experience with the wide range of communication skills necessary for success in health professions. 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 are included.

*Prerequisites: None*

**CCL 111 Computer Literacy** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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 will gain a general understanding of computers. Topics include, but are not limited to, review of common hardware and software to incorporate basic word processing, spreadsheets, and presentation software. Students will utilize technology to retrieve, evaluate, and synthesize information from diverse sources and points of view.

*Prerequisites: None*

**BIO 121 Anatomy, Physiology, and Pathology** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

This course examines the structure and function of the systems within the human body. It also incorporates the interrelationships between the structures and systems, as well as common diseases and conditions associated with each system. The course content also includes foundational knowledge regarding the diagnosis, treatment, and prognosis for various diseases.

*Prerequisites: None*

**CMT 115 Medical Terminology** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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*

**HCA 100 Office Management** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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 and coding procedures, and financial and medical records management.

*Prerequisites: None*

**HIT 155 Electronic Health Records** *Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0*

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 and general coding concepts.

*Prerequisites: None*

**MTH 132 Basic College Mathematics** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 135 Introduction to Insurance** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

This course addresses insurance terminology, coding basics for third-party reimbursement, 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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

**MTH 203 Math Applications** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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

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**HCA 201 Introduction to the Health Care System** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course introduces the basic structures and operations that have formed the present-day health care system in the United States. Students explore the broad and often complex range of concepts associated with the health care system and health care organizations, including individual services, cost structures, reform movements, and quality control, among others.

*Prerequisites: None*

**HCA 210 Business Communications** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course presents an analysis of economic theory as applied to the operation of the economy as a whole. Topics covered include variables such as national income, employment, inflation, the roles of government expenditure, taxation, and fiscal policy as well as the Federal Reserve and monetary policy.

*Prerequisites: None*

**SOC 115 Introduction to Sociology** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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, and social structure on the process of socialization. Inequality and its effects upon these social contexts will also be explored. This course leads to an understanding of the sociological perspective of human behavior.

*Prerequisites: None*

**PSY 201 Psychology** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (03/01/19)

## ADMISSION REQUIREMENTS

See course prerequisites below.

Course #	Course	Theory	Lab	Extern
RAD 271	Mammography	40		
<b>Mammography Total</b>		<b>40</b>	<b>0</b>	<b>0</b>
<b>PROGRAM TOTALS</b>		<b>40</b>	<b>0</b>	<b>0</b>

## COURSE DESCRIPTIONS

**RAD 271 Mammography** *Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 0*

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 five 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.

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (04/02/19)

## 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

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

### 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
<b>Professional Sequence II Total</b>		<b>45</b>	<b>75</b>		<b>5.5</b>

### Professional Sequence III

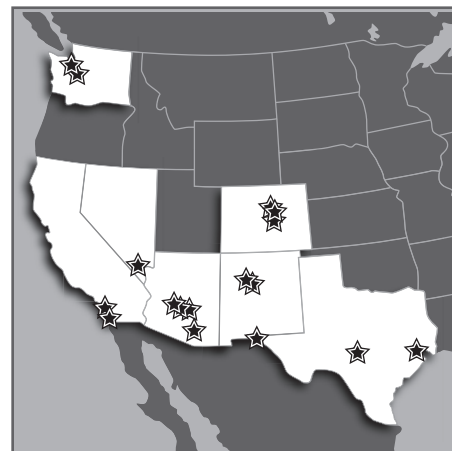
Course #	Course	Theory	Lab	Extern	Credits
MDA 136	Medical Law and Ethics	15			1.0
MAA 142	Electronic Health Records	15	45		2.5
MAA 144	Written Communication in the Medical Office	30	15		2.5
<b>Professional Sequence III Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
MAA 155	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>265</b>	<b>215</b>	<b>240</b>	<b>29</b>



## LOCATIONS



Albuquerque, Albuquerque West, Aurora, Chula Vista, Colorado Springs, Denver, East Valley, El Paso, Houston, Las Vegas, Mesa, Phoenix, Renton, San Antonio, 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. The program is 29 semester credits. Graduates of this program are granted a certificate. The courses within the program are acceptable for credit toward the Pima Medical Institute Health Care Administration Associate of Applied Science degree.



# COURSE DESCRIPTIONS

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**CSK 100 Study Skills** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5*

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** *Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5*

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** *Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5*

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 multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).

*Prerequisites: None*

**MAA 100 Office Management** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5*

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** *Total Course Hours: 60 (15 Theory, 45 Lab, 0 Extern) Semester Credits: 2.5*

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*

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*Prerequisites: Professional Sequence I*

*Prerequisites: Professional Sequence I*

*Prerequisites: Professional Sequence I*

*Prerequisites: Professional Sequence I*

*Prerequisites: Career Prep and Professional Sequences I, II, and III*





# MEDICAL ASSISTANT

## OBJECTIVE

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

-Catalog Addendum for 2018-2019 catalog published April 2018 (07/27/18)

## 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

\*\*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
<b>Professional Sequence II Total</b>		<b>45</b>	<b>75</b>		<b>5.5</b>

### 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
<b>Professional Sequence III Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Professional Sequence IV

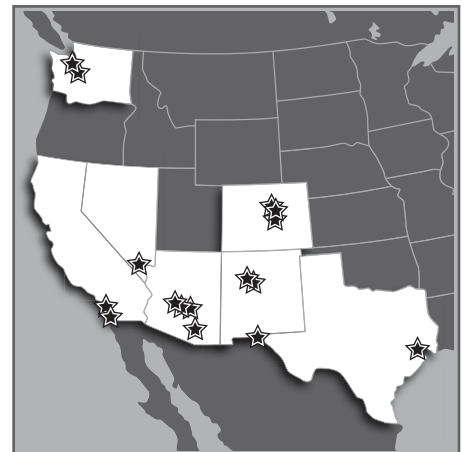
Course #	Course	Theory	Lab	Extern	Credits
MDA 125	Medical Office Laboratory Procedures	15	30		2.0
MDA 141	Medical Specialty Procedures	15	30		2.0
MDA 131	Communication	30			2.0
<b>Professional Sequence IV Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
MDA 275	Externship			200	4.0
<b>Externship Total</b>				<b>200</b>	<b>4.0</b>
<b>PROGRAM TOTALS</b>		<b>325</b>	<b>275</b>	<b>200</b>	<b>34.0</b>



## 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. The program is 34 semester credits. 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. The courses within the program are acceptable for credit toward the Pima Medical Institute Health Care Administration Associate of Applied Science degree.

# COURSE DESCRIPTIONS

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**CSK 100 Study Skills** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5*

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** *Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5*

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** *Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5*

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 multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).

*Prerequisites: None*

**MAA 100 Office Management** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

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 exam room preparation and how to obtain and document a patient's medical history as well as vital signs and anthropometric measurements. Other hands-on exercises include patient positioning/draping and vision- and hearing-related tests. Students also complete a typing assessment to address the importance of accuracy when entering patient data in electronic medical records.

*Prerequisites: Professional Sequence I*

**MDA 121 Clinical Aspects of Coding & Billing** *Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5*

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*

# COURSE DESCRIPTIONS

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**MDA 130 Surgical Procedures** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

Content addresses knowledge and skills required to safely assist the medical provider 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 therapeutic modalities, mobility assistive devices, and terminology and guidelines associated with office-based surgeries.

*Prerequisites: Professional Sequence I*

**MDA 106 Pharmacology** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

Content emphasizes the knowledge and skills required for routine laboratory procedures and tests. Topics include safety protocol, quality control and assurance, equipment use and maintenance, and processes for chemistry, immunology, and microbiology testing. Students practice and demonstrate skills for collecting a variety of specimens for culture testing and/or transport, including sputum, throat, urine, fecal, and wound. Other testing procedures include pulmonary function and electrocardiography.

*Prerequisites: Professional Sequence I*

**MDA 125 Medical Office Laboratory Procedures** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

Content emphasizes the knowledge and skills required for routine laboratory procedures and tests with an emphasis on phlebotomy procedures. Topics include safety protocol, quality control and assurance, equipment use and maintenance, specimen collection, hematology, phlebotomy, and routine blood tests. Lab-based activities provide hands-on practice with common phlebotomy procedures prior to demonstrating proficiency with these required skills.

*Prerequisites: Professional Sequence I*

**MDA 141 Medical Specialty Procedures** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

Content addresses medical assisting knowledge and skills required for specialty testing and procedures conducted in the medical office examination room. Students practice and demonstrate assisting skills for specified examinations, tests, and procedures related to the female and male reproductive systems, pediatrics, dermatology, neurology, gastroenterology, and gerontology/geriatrics.

*Prerequisites: Professional Sequence I*

**MDA 131 Communication** *Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course focuses on the range of professional communication skills that are expected of medical assistants in the medical office setting. Topics include communication terminology, cultural sensitivity, verbal and nonverbal cues, and effective listening practices, among others. Students participate in role-play scenarios to develop and practice telephone communication strategies, patient education techniques, and other skills that encourage critical thinking with regard to interactions within the medical office environment.

*Prerequisites: Professional Sequence I*

**MDA 275 Externship** *Total Course Hours: 200 (0 Theory, 0 Lab, 200 Extern) Semester Credits: 4.0*

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*

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (05/22/18)

## ADMISSION REQUIREMENTS

Please reference admission requirements on page 130.

### Semester I (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
CMT 120	Medical Terminology	15			1.0
BIO 102	Anatomy & Physiology	45			3.0
BIO 103	Human Pathology	30			2.0
CCM 100	Communications for Healthcare Professionals	45			3.0
CHM 100	General Chemistry	45			3.0
MLT 101	Introduction to Medical Lab	30	15		2.5
<b>Semester I Total</b>		<b>210</b>	<b>15</b>		<b>14.5</b>

### Semester II (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
BIO 104	Molecular Biology	45			3.0
MLT 111	Instrumentation and Quality Control	15	30		2.0
MLT 121	Microbiology	15	75		3.5
MTH 200	Math for Medical Specialties	45			3.0
PHL 105	Phlebotomy	15	60		3.0
<b>Semester II Total</b>		<b>135</b>	<b>165</b>		<b>14.5</b>

### Semester III (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
CLE 100	Medical Law and Ethics	15			1.0
MLT 131	Hematology	30	60		4.0
MLT 141	Clinical Chemistry	30	15		2.5
MLT 151	Pathogenic and Parasitic Organisms	30	30		3.0
MLT 161	Immunology and Serology	30	30		3.0
<b>Semester III Total</b>		<b>135</b>	<b>135</b>		<b>13.5</b>

### Semester IV (15 Weeks)

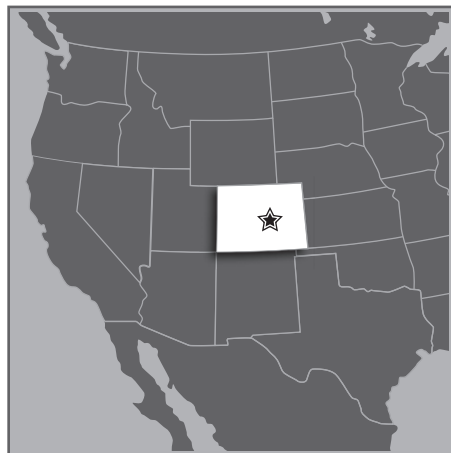
Course #	Course	Theory	Lab	Extern	Credits
CMS 101	Career Marketing Strategies	15			1.0
MLT 171	Urinalysis and Body Fluids	30	30		3.0
MLT 181	Hemostasis and Specialty Testing	30	30		3.0
MLT 191	Molecular Diagnostics	30			2.0
MLT 201	Immunohematology and Blood Banking	30	60		4.0
<b>Semester IV Total</b>		<b>135</b>	<b>120</b>		<b>13.0</b>

### Semester V (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
MLT 205	Medical Laboratory Review	30	60		4.0
MLT 210	Externship			400	8.5
<b>Semester V Total</b>		<b>30</b>	<b>60</b>	<b>400</b>	<b>12.5</b>
<b>PROGRAM TOTALS</b>		<b>645</b>	<b>495</b>	<b>400</b>	<b>68.0</b>



## LOCATIONS



Colorado Springs

## PROGRAM INFORMATION

### DELIVERY METHOD: *On-ground*

Program length: 75 weeks (15 weeks per semester). The total number of program hours is 1,540. The program is 68 semester credits. Graduates of this program receive an Associate of Applied Science degree and are eligible to apply to take the American Society for Clinical Pathology certification examination.

# COURSE DESCRIPTIONS

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**CMT 120 Medical Terminology** Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

The student who successfully completes this course will be able to understand and build an extensive medical vocabulary through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes. Students learn to create, analyze, and apply medical terms. The student should also be able to use the word building system to further define new medical terms as necessary.

*Prerequisites: None*

**BIO 102 Anatomy & Physiology** Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course focuses on the fundamentals of human anatomy and physiology. Subjects covered 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*

**BIO 103 Human Pathology** Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0

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: None*

**CCM 100 Communications for Healthcare Professionals** Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course provides an overview of the operation of computers and their application in the field of allied health. Topics include the effective use of oral, written and electronic communications skills, verbal and non-verbal communication, intercultural communication, technical and professional writing, and the applications of computers in allied health.

*Prerequisites: None*

**CHM 100 General Chemistry** Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

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, salts and an introduction to organic chemistry.

*Prerequisites: None*

**MLT 101 Introduction to Medical Lab** Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5

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. QC documentation requirements and techniques used in lab reporting will also be presented.

*Prerequisites: None*

**BIO 104 Molecular Biology** Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

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 111 Instrumentation and Quality Control** Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0

Students will be introduced to laboratory instrumentation including the spectrophotometer, perform linearity studies and incorporate all aspects of quality control required in the laboratory.

*Prerequisite: MLT 101 Introduction to Medical Lab*

**MLT 121 Microbiology** Total Course Hours: 90 (15 Theory, 75 Lab, 0 Extern) Semester Credits: 3.5

Upon completion of this course students will have an understanding of the theories and principles applicable to clinical microbiology. The student will be able to recognize, isolate, and identify most common pathogens. These include the gram positive and gram negative organisms and most common fungi. The student will also be able to perform antimicrobial susceptibility tests for those pathogenic bacteria, along with biochemical studies.

*Prerequisites: MLT 101 Introduction to Medical Lab*

**MTH 200 Math for Medical Specialties** Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

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*

**PHL 105 Phlebotomy** Total Course Hours: 75 (15 Theory, 60 Lab, 0 Extern) Semester Credits: 3.0

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 101 Introduction to Medical Lab*



# COURSE DESCRIPTIONS

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**CLE 100 Medical Law and Ethics** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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: Semesters I and II courses*

**MLT 131 Hematology** *Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0*

This course equips the student with the practices and principles explored in the hematology laboratory. Procedures covered 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: Semesters I and II courses*

**MLT 141 Clinical Chemistry** *Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5*

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: Semesters I and II courses*

**MLT 151 Pathogenic and Parasitic Organisms** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

Students will learn about parasites and clinically important protozoans, nematodes, 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. Students will be introduced to the techniques for cultivation of anaerobes and identification schemes for less common pathogens.

*Prerequisites: Semesters I and II courses*

**MLT 161 Immunology and Serology** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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: Semesters I and II courses*

**CMS 101 Career Marketing Strategies** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

Students create a portfolio including resumes, references, cover letters, and thank-you letters. Mock interviews will be conducted. Students learn how to evaluate job offers and skills.

*Prerequisites: Semesters I, II and III courses*

**MLT 171 Urinalysis and Body Fluids** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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: Semesters I, II and III courses*

**MLT 181 Hemostasis and Specialty Testing** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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. Discussion will include cytochemical staining, flow cytometry and cytogenetics used to identify a variety of hematologic diseases.

*Prerequisites: Semesters I, II and III courses*

**MLT 191 Molecular Diagnostics** *Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course is designed to give the student a basic understanding of molecular techniques to can aid in the diagnosis and monitoring of disease. These techniques will include nucleic acid isolation and sequencing, gel electrophoresis, polymerase chain reaction, hybridization and DNA microarray. Students will be introduced to mass spectrophotometry and its application in the clinical laboratory. Identification of microorganisms will also be presented by discussing gene sequencing and MALDI-TOF mass spectrophotometry.

*Prerequisites: Semesters I, II and III courses*

# COURSE DESCRIPTIONS

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**MLT 201 Immunohematology and Blood Banking** *Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0*

This course is designed to give the student a basic understanding of the immune system and blood banking 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: Semesters I, II and III courses*

**MLT 205 Medical Laboratory Review** *Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0*

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: Semesters I, II, III and IV courses*

**MLT 210 Externship** *Total Course Hours: 400 (0 Theory, 0 Lab, 400 Extern) Semester Credits: 8.5*

An externship consists of 400-hour field experience in an appropriate location. This provides a clinical laboratory experience for the students in a CLIA approved laboratory. Clinical experiences will expose students to the necessary skills required of the profession. The clinical experience covers the major sections of clinical laboratory testing, including chemistry, hematology/coagulation, body fluids/urinalysis, immunology/serology, immunohematology, and microbiology.

*Prerequisites: Semesters I, II, III and IV 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (08/02/19)

## 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
<b>Semester I Total</b>		<b>216</b>	<b>80</b>		<b>16.0</b>

### 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
<b>Semester II Total</b>		<b>144</b>	<b>80</b>	<b>96</b>	<b>13.5</b>

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
<b>Semester III Total</b>		<b>128</b>	<b>48</b>	<b>144</b>	<b>13.0</b>

### 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
<b>Semester IV Total</b>		<b>112</b>	<b>64</b>	<b>168</b>	<b>13.0</b>

### 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
<b>Semester V Total</b>		<b>128</b>	<b>64</b>	<b>192</b>	<b>14.5</b>
<b>PROGRAM TOTALS</b>		<b>728</b>	<b>336</b>	<b>600</b>	<b>70.0</b>



## LOCATIONS



Mesa, Tucson

## PROGRAM INFORMATION

### DELIVERY METHOD: On-ground

Program length: 80 weeks (16 weeks per semester). The total number of program hours is 1,664. The program is 70 semester credits. 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

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**ENG 127 English** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course focuses on expository writing, oral presentation, and communication. 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** *Total Course Hours: 80 (48 Theory, 32 Lab, 0 Extern) Semester Credits: 4.0*

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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course presents calculation, conversion, and computation of fractions, decimals, ratios, proportions, percentages, measurements, abbreviations and data analysis. Content acquaints students with critical thinking skills required for the health professional's role in evidence-based health care delivery. Concepts apply to dose calculation.

*Prerequisites: None*

**HSC 125 Introduction to Health Care** *Total Course Hours: 64 (32 Theory, 32 Lab, 0 Extern) Semester Credits: 3.0*

This course provides an introduction to the health care delivery system—medical terminology, safety, and responsibilities and selected skills related to achieving patient-centered care and meeting the basic human needs of family and community. Content addresses the wellness-illness continuum within the context of the health care delivery system while introducing concepts of oxygenation, circulation, and skin integrity. Students apply theoretical knowledge and practice fundamental skills using low-fidelity mannequins.

*Prerequisites: None*

**PHI 116 Foundations of Human Potential** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course assists students in managing issues that may impact learning, organization, and communication skills necessary to flourish personally and professionally. Students practice repetitive standardized electronic test-taking to improve critical thinking, test-taking ability, self-assessment techniques, self-prioritization, organization, and situational analysis.

*Prerequisites: None*

**NUR 103 Strategies for RN Success** *Total Course Hours: 24 (8 Theory, 16 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course serves as a basis for students' understanding of structural and foundational alterations in health and the selected responses and strategies that modify them. Concepts addressed include chemical, biologic, biochemical, and psychological processes.

*Prerequisites: Semester I courses*

**PHA 109 Pharmacology** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

This course introduces students to the principles of pharmacokinetics, pharmacodynamics, pharmaceuticals, 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** *Total Course Hours: 16 (0 Theory, 16 Lab, 0 Extern) Semester Credits: 0.5*

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*

**NUR 126 Nursing's Role in Health Promotion** *Total Course Hours: 208 (48 Theory, 64 Lab, 96 Extern) Semester Credits: 7.0*

Course content broadens the student's understanding of beginner novice nursing practice in evidenced-based health promotion and maintenance through a foundational platform of knowledge, skills, and attitude. Foundational concepts regarding the nurse's role and the nursing process are emphasized. Content targets health-altering events identified by various health care databases. Subsequent patient-care needs encountered across the life span that influence the wellness-illness state focus on the concepts of oxygenation, cardiac output, tissue perfusion, digestion, elimination, and skin integrity. Key concepts are correlated with simulation laboratory and clinical practice in various settings.

*Prerequisites: Semester I courses*

# COURSE DESCRIPTIONS

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**BIO 185 Nutrition** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

This course presents the science of nutrition as it applies to everyday life. Students learn how to apply the logic of science to nutritional concerns. Topics include the six categories of nutrients—carbohydrates, fats, proteins, vitamins, minerals, and water. Students also examine the digestive process, energy balance, nutritional alterations, and the wellness-illness continuum relevant to nutrition. Discussion topics 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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 240 (48 Theory, 48 Lab, 144 Extern) Semester Credits: 8.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

Course content is designed to integrate students' knowledge of health, illness, and health care with sociological factors that impact the wellness-illness continuum, biomedicine, and the health care system. Students explore sociological conditions that affect the distribution of illness and/or disease at local, regional, and national levels, and then address ways in which sociological understanding can benefit the delivery and management of health care across society.

*Prerequisites: Semesters I, II, and III courses*

**NUR 209 Pharmacology for the Complex Patient** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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 health altering problems 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** *Total Course Hours: 280 (48 Theory, 64 Lab, 168 Extern) Semester Credits: 9.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course explores the roles of health care providers, consumers, and key stakeholders in collecting, managing, analyzing, and safeguarding data to assist in decision-making and inferences as well as managing health care outcomes. Content provides an overview of national health care databases and emerging technologies and is designed to promote understanding of computerized work-flow processes that ensure safe and effective care delivery.

*Prerequisites: Semesters I, II, and III courses*

# COURSE DESCRIPTIONS

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## **NUR 286 Nursing Care in Challenging Situations** *Total Course Hours: 304 (48 Theory, 64 Lab, 192 Extern) Semester Credits: 9.5*

This course provides students opportunities to demonstrate nursing processes at a graduate-novice level through focusing on competent integration of cumulative nursing knowledge, science, skills, and theory. Students apply knowledge and skills in 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 and that are common to critical and life-challenging health conditions and outcomes. The capstone immersion/preceptorship experience requires students to demonstrate a cumulative level of competence in the care of a group of patients through application of common concepts, including advocacy, caring and compassionate behaviors, collaboration, communication, critical thinking, diversity, family and community roles, knowledge, skills, 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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 at the graduate-novice level 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. This course is designed to guide the student in preparation for the NCLEX-RN® Examination, directed by the NCLEX-RN Detailed Test Plan. Study and test-taking strategies are discussed and implemented using the nursing process to resolve application, analysis, synthesis, and evaluation-level questions. Leadership and management roles of the graduate-novice professional nurse are examined.

*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 and physiology, patient assessment, traumatic injuries, airway management, and cardiology, among others.

-Catalog Addendum for 2018-2019 catalog published April 2018 (08/06/18)

## ADMISSION REQUIREMENTS

In addition to the admission requirements on page 130, applicants must be 18 years of age and pass a mathematics screening exam with a score of 80% or higher. An interview with the program director is also required. An applicant must provide evidence of a certificate/diploma from an approved EMT program and a current EMT license to enter the program in semester II.

### Semester I (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
EMS 102	Emergency Medical Technician	120	75	30	11.0
EMS 103	National Registry EMT Review	15	7.5		1.0
EMS 104	Field Experience Practicum			90	2.0
<b>Semester I Total</b>		<b>135</b>	<b>82.5</b>	<b>120</b>	<b>14.0</b>

### Semester II (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
MTH 142	College Algebra	45			3.0
BIO 143	Anatomy and Physiology	60			4.0
EMS 111	Introduction to Paramedic Practice	30	7.5		2.0
EMS 121	Pharmacology	45	7.5		3.0
EMS 131	Airway Management	30	7.5		2.0
EMS 141	Patient Assessment and Diagnostics	45	15		3.5
<b>Semester II Total</b>		<b>255</b>	<b>37.5</b>		<b>17.5</b>

### Semester III (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
EMS 152	Cardiology	45	15		3.5
EMS 162	ECG Interpretation - Advanced Cardiac Diagnostics	15			1.0
EMS 172	Medical Emergencies and Advanced Life Support	45	15		3.5
EMS 182	Pediatric Emergencies	30	15		2.5
EMS 192	Trauma	45	30		4.0
EMS 201	Clinical Practicum I			150	3.0
<b>Semester III Total</b>		<b>180</b>	<b>75</b>	<b>150</b>	<b>17.5</b>

### Semester IV (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
CLE 144	Medical Law and Ethics	30			2.0
EMS 211	Advanced Medical Emergencies	45	15		3.5
EMS 221	ALS Operations	30			2.0
EMS 231	National Registry Paramedic Review	45	8		3.0
EMS 241	Clinical Practicum II			360	8.0
<b>Semester IV Total</b>		<b>150</b>	<b>23</b>	<b>360</b>	<b>18.5</b>
<b>Program Totals</b>		<b>720</b>	<b>218</b>	<b>630</b>	<b>67.5</b>



## LOCATIONS



Mesa

## PROGRAM INFORMATION

**DELIVERY METHOD:** *On-ground or blended (see course list)*

Program length: 60 weeks (15 weeks per semester). The total number of program hours is 1,568. The program is 67.5 semester credits. Graduates of the program are granted an Associate of Occupational Science degree. Students who complete semester I must obtain EMT certification by successfully passing the National Registry of Emergency Medical Technicians (NREMT) certification examination at the EMT level before proceeding to semester II. Graduates of the Paramedic program are eligible to apply to take the NREMT certification examination at the paramedic level.

# COURSE DESCRIPTIONS

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**The following courses may be offered on-ground, online and/or blended:** BIO 143 Anatomy and Physiology, EMS 162 ECG Interpretation-Advanced Cardiac Diagnostics, and CLE 144 Medical Law and Ethics.

**EMS 102 Emergency Medical Technician** *Total Course Hours: 225 (120 Theory, 75 Lab, 30 Extern) Semester Credits: 11.0*

This course introduces the emergency medical services (EMS) system as well as the roles and responsibilities of emergency medical technicians (EMTs). Course content addresses the knowledge needed to respond to medical emergencies and trauma situations, including medical terminology, anatomy and physiology, patient assessment, airway management, pharmacology, shock, and patient resuscitation. Topics include cardiovascular emergencies, toxicology, psychiatric emergencies, bleeding, face and neck injuries, head and spine injuries, chest injuries, and orthopedic injuries, as well as specific patient populations and patient transportation considerations. Students participate in hands-on activities to practice the skills necessary for prehospital settings.

*Prerequisites: None*

**EMS 103 National Registry EMT Review** *Total Course Hours: 22.5 (15 Theory, 7.5 Lab, 0 Extern) Semester Credits: 1.0*

This course includes a comprehensive review of the EMT coursework and a final skills exam.

*Prerequisites: None*

**EMS 104 Field Experience Practicum** *Total Course Hours: 90 (0 Theory, 0 Lab, 90 Extern) Semester Credits: 2.0*

This course provides the paramedic student with an opportunity to apply skills learned in the classroom within a professional environment under the direct supervision of qualified allied health professionals. Rotations in this course include the emergency department and local EMS transport provider. The cumulative clinical hours must be completed prior to the last scheduled day of the course.

*Prerequisites: None*

**MTH 142 College Algebra** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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: Semester I courses*

**BIO 143 Anatomy and Physiology** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

This course introduces students 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 structures and functions of the integumentary, musculoskeletal, endocrine, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive systems.

*Prerequisites: Semester I courses*

**EMS 111 Introduction to Paramedic Practice** *Total Course Hours: 37.5 (30 Theory, 7.5 Lab, 0 Extern) Semester Credits: 2.0*

This course introduces students to the field of emergency medicine services (EMS), including the history of EMS, types of practice models, and scopes of practice. Students learn and apply the terminology used to describe patient signs and symptoms, along with basic patient assessment techniques. They also explore the roles and responsibilities of the EMS provider on the health care team.

*Prerequisites: Semester I courses*

**EMS 121 Pharmacology** *Total Course Hours: 52.5 (45 Theory, 7.5 Lab, 0 Extern) Semester Credits: 3.0*

This course addresses basic principles of pharmacology, drug classes, and toxicology. Topics include indications, contraindications, therapeutic effects, and side effects of medications. Students learn the administration of emergency medicines as outlined in the current paramedic scope of practice.

*Prerequisites: Semester I courses*

**EMS 131 Airway Management** *Total Course Hours: 37.5 (30 Theory, 7.5 Lab, 0 Extern) Semester Credits: 2.0*

This course integrates comprehensive knowledge of anatomy, physiology, and pathophysiology into patient respiratory assessment. Students use tools of assessment to develop and implement a treatment plan to ensure a patent airway, provide adequate mechanical ventilation, and restore respiration for patients of all ages.

*Prerequisites: Semester I courses*

**EMS 141 Patient Assessment and Diagnostics** *Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5*

This course focuses on initial patient assessment within the context of scene assessment. Students apply prior knowledge and clinical reasoning to evaluate scenarios, develop field impressions, modify assessments, and formulate treatment plans. The course also emphasizes the basic rules and mechanisms of common arrhythmias necessary for cardiac patient assessment.

*Prerequisites: Semester I courses*

**EMS 152 Cardiology** *Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5*

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. Students also complete a 16-hour Advanced Cardiac Life Support (ACLS) course as part of this course.

*Prerequisites: Semesters I and II courses*



# COURSE DESCRIPTIONS

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**EMS 162 ECG Interpretation - Advanced Cardiac Diagnostics** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

This course will build on students 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: Semesters I and II courses*

**EMS 172 Medical Emergencies and Advanced Life Support** *Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5*

This course emphasizes application of prior knowledge of anatomy, physiology, and pathophysiology to formulate assessments in the field. Students practice clinical reasoning skills to develop a prehospital treatment plan for patients suffering from a variety of disorders. Students also complete a 16-hour Advanced Medical Life Support (AMLS) course as part of this course.

*Prerequisites: Semesters I and II courses*

**EMS 182 Pediatric Emergencies** *Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5*

This course covers assessment and prehospital management of neonatal and pediatric emergencies. Students also complete a 16-hour Pediatric Life Support (PALS) course as part of this course.

*Prerequisites: Semesters I and II courses*

**EMS 192 Trauma** *Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0*

This course provides an overview of assessment and emergency out-of-hospital management of trauma patients. Content includes isolated and multisystem trauma. Students also complete a 16-hour Prehospital Trauma Life Support (PHTLS) course as part of this course.

*Prerequisites: Semesters I and II courses*

**EMS 201 Clinical Practicum I** *Total Course Hours: 150 (0 Theory, 0 Lab, 150 Extern) Semester Credits: 3.0*

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 may include the emergency department, adult intensive care unit, pediatric intensive care unit, labor and delivery unit, burn, cath lab, psych, ICU, OR, pediatric childcare clinic, and prehospital experiences.

*Prerequisites: Semesters I and II courses*

**CLE 144 Medical Law and Ethics** *Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course provides an overview of law and ethics as they apply to medical practice. Topics include documentation, standards of care, professionalism and ethics, HIPAA, patient rights, informed consent, and employment discrimination.

*Prerequisites: Semesters I, II, and III courses*

**EMS 211 Advanced Medical Emergencies** *Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5*

This course provides students opportunities to apply prior knowledge and skills to advanced medical emergency situations involving a variety of patient populations in such specialties as gynecology, obstetrics, neonatal care, pediatrics, geriatrics, and those with special challenges. Students also complete a 16-hour Geriatric Education for Emergency Medical Services (GEMS) course as part of this course.

*Prerequisites: Semesters I, II, and III courses*

**EMS 221 ALS Operations** *Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course addresses field EMS operations, such as ground ambulance operations, air medical operations, multiple casualty incidents, and hazardous materials.

*Prerequisites: Semesters I, II, and III courses*

**EMS 231 National Registry Paramedic Review** *Total Course Hours: 53 (45 Theory, 8 Lab, 0 Extern) Semester Credits: 3.0*

This course reviews each of the skills stations that comprise the NREMT Psychomotor Examination and provides an overview of the NREMT Cognitive Examination (CBT). Content includes test-taking strategies.

*Prerequisites: Semesters I, II, and III courses*

**EMS 241 Clinical Practicum II** *Total Course Hours: 360 (0 Theory, 0 Lab, 360 Extern) Semester Credits: 8.0*

This course provides students opportunities to continue to build upon their skills and knowledge and apply them in a vehicular setting. Students act as team leads in a variety of prehospital emergency situations.

*Prerequisites: Semesters I, II, and III courses*

# PARAMEDIC - LAS VEGAS CAMPUS

## 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, among others.

-Catalog Addendum for 2018-2019 catalog published April 2018 (01/30/19)

## ADMISSION REQUIREMENTS

In addition to the admission requirements on page 130, applicants must be 18 years of age and pass a mathematics screening exam with an 80% or higher. An interview with the program director is also required. An applicant must provide evidence of a certificate/ diploma from an approved EMT program and a current EMT license to enter the program in Semester II.

### Semester I (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
EMS 102	Emergency Medical Technician	120	75	30	11.0
EMS 103	National Registry EMT Review	15	7.5		1.0
EMS 104	Field Experience Practicum			90	2.0
<b>Semester I Total</b>		<b>135</b>	<b>82.5</b>	<b>120</b>	<b>14.0</b>

### Semester II (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
MTH 142	College Algebra	45			3.0
BIO 143	Anatomy and Physiology	60			4.0
EMS 111	Introduction to Paramedic Practice	30	7.5		2.0
EMS 121	Pharmacology	45	7.5		3.0
EMS 131	Airway Management	30	7.5		2.0
EMS 141	Patient Assessment & Diagnostics	45	15		3.5
<b>Semester II Total</b>		<b>255</b>	<b>37.5</b>		<b>17.5</b>

### Semester III (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
EMS 152	Cardiology	45	15		3.5
EMS 162	ECG Interpretation - Advanced Cardiac Diagnostics	15			1.0
EMS 172	Medical Emergencies & Advanced Life Support	45	15		3.5
EMS 182	Pediatric Emergencies	30	15		2.5
EMS 192	Trauma	45	30		4.0
<b>Semester III Total</b>		<b>180</b>	<b>75</b>		<b>14.5</b>

### Semester IV (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
CLE 144	Medical Law and Ethics	30			2.0
EMS 211	Advanced Medical Emergencies	45	15		3.5
EMS 221	ALS Operations	30			2.0
EMS 202	Clinical Externship			290	6.0
HST 205	Nevada History and US Constitution	45			3.0
<b>Semester IV Total</b>		<b>150</b>	<b>15</b>	<b>290</b>	<b>16.5</b>

### Semester V (15 Weeks)

Course #	Course	Theory	Lab	Extern	Credits
EMS 232	National Registry Paramedic Review	56	8		4.0
EMS 242	Field Internship			360	8.0
<b>Semester V Total</b>		<b>56</b>	<b>8</b>	<b>360</b>	<b>12</b>
<b>Program Totals</b>		<b>776</b>	<b>218</b>	<b>770</b>	<b>74.5</b>



## LOCATIONS



Las Vegas

## 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 1,764. Graduates of the program are granted an Associate of Occupational Science degree. Students who complete Semester I must obtain EMT certification by successfully passing the National Registry of Emergency Medical Technicians (NREMT) certification examination at the EMT level before proceeding to Semester II. After successful completion of all didactic and clinic hours, students may be required to obtain a provisional license from the SNHD (or other regulatory agency) prior to beginning EMS 242 Field Internship. The provisional license may require that the applicant successfully pass a licensure examination. Total hours required to complete EMS 242 Field Internship may vary dependent upon assigned schedule and the resultant length of the program may be extended. Graduates of the Paramedic program are eligible to apply to take the NREMT certification examination at the paramedic level.

# COURSE DESCRIPTIONS

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**The following courses may be offered on-ground, online and/or blended:** BIO 143 Anatomy and Physiology, EMS 162 ECG Interpretation-Advanced Cardiac Diagnostics, CLE 144 Medical Law and Ethics, HST 205 Nevada History and US Constitution.

## **EMS 102 Emergency Medical Technician**

This course introduces the emergency medical services (EMS) system as well as the roles and responsibilities of emergency medical technicians (EMTs). Course content addresses the knowledge needed to respond to medical emergencies and trauma situations, including medical terminology, anatomy and physiology, patient assessment, airway management, pharmacology, shock, and patient resuscitation. Topics include cardiovascular emergencies, toxicology, psychiatric emergencies, bleeding, face and neck injuries, head and spine injuries, chest injuries, and orthopedic injuries, as well as specific patient populations and patient transportation considerations. Students participate in hands-on activities to practice the skills necessary for prehospital settings.

*Prerequisites: None*

## **EMS 103 National Registry EMT Review**

This course includes a comprehensive review of the EMT coursework and a final skills exam.

*Prerequisites: None*

## **EMS 104 Field Experience Practicum**

This course provides the paramedic student with an opportunity to apply skills learned in the classroom within a professional environment under the direct supervision of qualified allied health professionals. Rotations in this course include the emergency department and local EMS transport provider. The cumulative clinical hours must be completed prior to the last scheduled day of the course.

*Prerequisites: None*

## **MTH 142 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: Semester I courses*

## **BIO 143 Anatomy and Physiology**

This course introduces students 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 structures and functions of the integumentary, musculoskeletal, endocrine, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive systems.

*Prerequisites: Semester I courses*

## **EMS 111 Introduction to Paramedic Practice**

This course introduces students to the field of emergency medicine services (EMS), including the history of EMS, types of practice models, and scopes of practice. Students learn and apply the terminology used to describe patient signs and symptoms, along with basic patient assessment techniques. They also explore the roles and responsibilities of the EMS provider on the health care team.

*Prerequisites: Semester I courses*

## **EMS 121 Pharmacology**

This course addresses basic principles of pharmacology, drug classes, and toxicology. Topics include indications, contraindications, therapeutic effects, and side effects of medications. Students learn the administration of emergency medicines as outlined in the current paramedic scope of practice.

*Prerequisites: Semester I courses*

## **EMS 131 Airway Management**

This course integrates comprehensive knowledge of anatomy, physiology, and pathophysiology into patient respiratory assessment. Students use tools of assessment to develop and implement a treatment plan to ensure a patent airway, provide adequate mechanical ventilation, and restore respiration for patients of all ages.

*Prerequisites: Semester I courses*

## **EMS 141 Patient Assessment and Diagnostics**

This course focuses on initial patient assessment within the context of scene assessment. Students apply prior knowledge and clinical reasoning to evaluate scenarios, develop field impressions, modify assessments, and formulate treatment plans. The course also emphasizes the basic rules and mechanisms of common arrhythmias necessary for cardiac patient assessment.

*Prerequisites: Semester I courses*

## **EMS 152 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. Students also complete a 16-hour Advanced Cardiac Life Support (ACLS) course as part of this course.

*Prerequisites: Semesters I and II courses*



# COURSE DESCRIPTIONS

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## **EMS 162 ECG Interpretation - Advanced Cardiac Diagnostics**

This course will build on students 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: Semesters I and II courses*

## **EMS 172 Medical Emergencies and Advanced Life Support**

This course emphasizes application of prior knowledge of anatomy, physiology, and pathophysiology to formulate assessments in the field. Students practice clinical reasoning skills to develop a prehospital treatment plan for patients suffering from a variety of disorders. Students also complete a 16-hour Advanced Medical Life Support (AMLS) course as part of this course.

*Prerequisites: Semesters I and II courses*

## **EMS 182 Pediatric Emergencies**

This course covers assessment and prehospital management of neonatal and pediatric emergencies. Students also complete a 16-hour Pediatric Life Support (PALS) course as part of this course.

*Prerequisites: Semesters I and II courses*

## **EMS 192 Trauma**

This course provides an overview of assessment and emergency out-of-hospital management of trauma patients. Content includes isolated and multisystem trauma. Students also complete a 16-hour Prehospital Trauma Life Support (PHTLS) course as part of this course.

*Prerequisites: Semesters I and II courses*

## **CLE 144 Medical Law and Ethics**

This course provides an overview of law and ethics as they apply to medical practice. Topics include documentation, standards of care, professionalism and ethics, HIPAA, patient rights, informed consent, and employment discrimination.

*Prerequisites: Semesters I, II, and III courses*

## **EMS 211 Advanced Medical Emergencies**

This course provides students opportunities to apply prior knowledge and skills to advanced medical emergency situations involving a variety of patient populations in such specialties as gynecology, obstetrics, neonatal care, pediatrics, geriatrics, and those with special challenges. Students also complete a 16-hour Geriatric Education for Emergency Medical Services (GEMS) course as part of this course.

*Prerequisites: Semesters I, II, and III courses*

## **EMS 221 ALS Operations**

This course addresses field EMS operations, such as ground ambulance operations, air medical operations, multiple casualty incidents, and hazardous materials.

*Prerequisites: Semesters I, II, and III courses*

## **EMS 202 Clinical Externship**

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 and triage, anesthesia, adult and pediatric intensive care/critical care units, operating room, psychiatry, labor and delivery, burn unit, ICU, PACU, pediatric childcare clinic, and other elective rotations.

*Prerequisites: Semesters I, II, and III courses*

## **HST 205 Nevada History and US Constitution**

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 requirements.

*Prerequisites: None*

## **EMS 232 National Registry Paramedic Review**

This course reviews each of the skills stations that comprise the NREMT Psychomotor Examination and provides an overview of the NREMT Cognitive Examination (CBT), and prepares students for the SNHD ALS Licensure Examination. Content includes test-taking strategies.

*Prerequisites: Semesters I, II, III and IV courses*

## **EMS 242 Field Internship**

The field internship occurs after all core didactic, laboratory, and clinical experience has been successfully completed. This course provides the paramedic students a continuation of EMS 202, with an opportunity to apply previously learned knowledge and skills in a vehicular setting. Students will have the opportunity to act as teams leads in a variety of prehospital emergency situations.

*Prerequisites: Semesters I, II, III, IV courses, and may require a provisional license as issued by the SNHD (or other regulatory agency).*

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (05/07/19)

## 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>50</b>	<b>70</b>		<b>5.0</b>

### 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
<b>Professional Sequence II Total</b>		<b>75</b>	<b>45</b>		<b>6.5</b>

### 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
<b>Professional Sequence III Total</b>		<b>90</b>	<b>30</b>		<b>7.0</b>

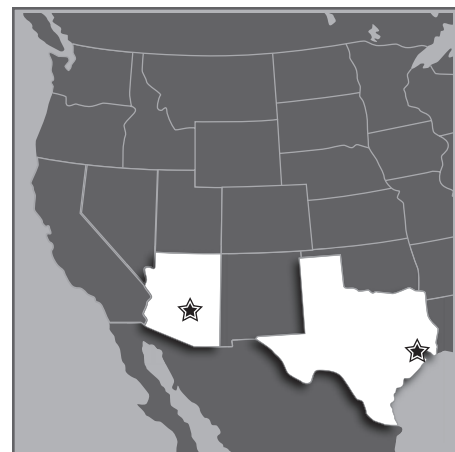
### PCT - Externship

Course #	Course	Theory	Lab	Extern	Credits
PCT 180	Externship			280	6.0
<b>Externship Total</b>				<b>280</b>	<b>6.0</b>
<b>PROGRAM TOTALS</b>		<b>315</b>	<b>165</b>	<b>280</b>	<b>31.0</b>



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. The courses within the program are acceptable for credit toward the Pima Medical Institute Health Care Administration Associate of Applied Science degree.

# COURSE DESCRIPTIONS

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## **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 multi-rescuer 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

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## **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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (07/27/18)

## 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>75</b>	<b>45</b>		<b>6.5</b>

### 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
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### 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
<b>Professional Sequence III Total</b>		<b>55</b>	<b>65</b>		<b>5.5</b>

### 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
<b>Professional Sequence IV Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### Externship

Course #	Course	Theory	Lab	Extern	Credits
PHA 250	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>350</b>	<b>250</b>	<b>240</b>	<b>35.5</b>



## LOCATIONS



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

## PROGRAM INFORMATION

Program length: day classes total 36 weeks and evening classes total 41 weeks. The total number of program hours is 840. The program is 35.5 semester credits. 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. The courses within the program are acceptable for credit toward the Pima Medical Institute Health Care Administration Associate of Applied Science degree.

## DELIVERY METHOD: *On-ground*



# COURSE DESCRIPTIONS

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**CSK 100 Study Skills** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5*

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** *Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5*

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** *Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5*

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** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0*

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

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**PHA 210 Pharmacology** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5*

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** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 240 (0 Theory, 0 Lab, 240 Extern) Semester Credits: 5.0*

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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (03/07/19)

## 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
<b>Total</b>		<b>70</b>	<b>70</b>		<b>6.5</b>

## Externship

Course #	Course	Theory	Lab	Extern	Credits
PHL 200	Externship			160	3.5
<b>Externship Totals</b>				<b>160</b>	<b>3.5</b>
<b>PROGRAM TOTALS</b>		<b>70</b>	<b>70</b>	<b>160</b>	<b>10.0</b>

## COURSE DESCRIPTIONS

**CSK 100 Study Skills** Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

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** Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5

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**

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course provides the basic knowledge of medical terminology, anatomy, and physiology that is required of a phlebotomist.

*Prerequisites: None*

**PHL 102 Introduction to Laboratory & Communication**

Total Course Hours: 20 (15 Theory, 5 Lab, 0 Extern) Semester Credits: 1.0

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 103 Phlebotomy** Total Course Hours: 75 (15 Theory, 60 Lab, 0 Extern) Semester Credits: 3.0

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*

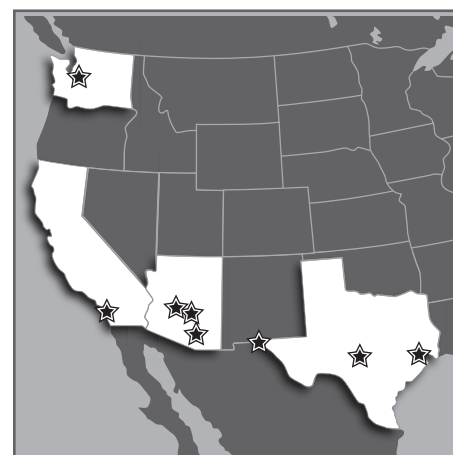
**PHL 200 Externship** Total Course Hours: 160 (0 Theory, 0 Lab, 160 Extern) Semester Credits: 3.5

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 Antonio, 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. The program is 10 semester credits. 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (02/25/19)

## 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
<b>Sequence I Total</b>		<b>128</b>			<b>8.0</b>

### 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
<b>Sequence II Total</b>		<b>72</b>	<b>56</b>		<b>6.0</b>

### 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
<b>Sequence III Total</b>		<b>88</b>	<b>32</b>	<b>95</b>	<b>8.5</b>

### 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
<b>Sequence IV Total</b>		<b>72</b>	<b>32</b>	<b>95</b>	<b>7.5</b>

### 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
<b>Sequence V Total</b>		<b>72</b>	<b>32</b>	<b>95</b>	<b>7.5</b>

### 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
<b>Sequence VI Total</b>		<b>56</b>	<b>16</b>	<b>120</b>	<b>6.5</b>
<b>PROGRAM TOTALS</b>		<b>488</b>	<b>168</b>	<b>405</b>	<b>44</b>



## 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. The program has 44 semester credits. 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

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**MTH 127 Med Math** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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 safe dosage calculations.

*Prerequisites: None*

**CMT 102 Medical Terminology** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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*

**HUN 100 Nutrition** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

This course acquaints students entering health professions with each of the major nutrients, nutritional requirements, methods used for planning nutritionally adequate and healthy diets and nutrition needs throughout the life span. Current nutrition issues/controversies will be discussed.

*Prerequisites: None*

**ENG 115 Communication and Composition** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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, cultural diversity, and professional courtesy.

*Prerequisites: None*

**PSY 120 Human Development Across the Life Span** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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*

**NUR 104 Strategies for PN Success** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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*

**BIO 112 Anatomy and Physiology I** *Total Course Hours: 40 (24 Theory, 16 Lab, 0 Extern) Semester Credits: 2.0*

This course provides students with the knowledge of the structure and function of the human body. Course content includes the organization of the human body including an introduction to each of the body systems, beginning with cellular structure. Other course topics include integumentary, fluids and electrolytes, musculoskeletal, disease and disease-producing organisms, benign and malignant cancers, and infectious diseases.

*Prerequisites: None*

**NUR 105 Introduction to Nursing and Pharmacology** *Total Course Hours: 88 (48 Theory, 40 Lab, 0 Extern) Semester Credits: 4.0*

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, the PN Scope of Practice, State Nurse Practice Act, the nursing process, health teaching, and basic needs. 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** *Total Course Hours: 40 (24 Theory, 16 Lab, 0 Extern) Semester Credits: 2.0*

This course provides students with the knowledge of the structure and function of the human body. Course content focuses on the nervous, sensory, digestive, and urinary systems.

*Prerequisites: Sequence II*

**NUR 150 Elder Care and Nursing Theory** *Total Course Hours: 80 (64 Theory, 16 Lab, 0 Extern) Semester Credits: 4.5*

This course addresses the nursing theory, pharmacology concepts, and the skills required to collect data and contribute to a basic physical assessment. Students will focus on caring for the aging population while will provide culturally sensitive care and promoting independence. This course will also discuss the physical and cognitive changes that occur in the elderly. 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*

**NUR 151 Clinical Foundations of Nursing I** *Total Course Hours: 95 (0 Theory, 0 Lab, 95 Extern) Semester Credits: 2.0*

This course provides the student with opportunities to apply concepts covered in Elder Care and Nursing Theory. 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*

# COURSE DESCRIPTIONS

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**BIO 116 Anatomy and Physiology III** *Total Course Hours: 40 (24 Theory, 16 Lab, 0 Extern) Semester Credits: 2.0*

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, the respiratory and endocrine systems.

*Prerequisites: Sequences II and III*

**NUR 160 Adult Medical & Surgical Community Health Nursing Theory**

*Total Course Hours: 64 (48 Theory, 16 Lab, 0 Extern) Semester Credits: 3.5*

This course addresses the nursing theory, pharmacology concepts, and the skills required to collect data and contribute to a basic physical assessment of adults with various medical/surgical conditions. Emphasis is placed on cardiovascular, hematopoietic, respiratory, and endocrine systems. Concepts of community based 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** *Total Course Hours: 95 (0 Theory, 0 Lab, 95 Extern) Semester Credits: 2.0*

This course provides the student with opportunity to apply concepts covered in Adult Medical Surgical and Community Health Nursing Theory. 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** *Total Course Hours: 40 (24 Theory, 16 Lab, 0 Extern) Semester Credits: 2.0*

This course provides students with the knowledge of the structure and function of the human body. Content of this course includes the male and female reproductive systems, development and birth, and heredity and hereditary diseases. Additional emphasis is placed on the lymph system and immunity.

*Prerequisites: Sequences II, III, and IV*

**NUR 170 Maternal Child Nursing Theory** *Total Course Hours: 64 (48 Theory, 16 Lab, 0 Extern) Semester Credits: 3.5*

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** *Total Course Hours: 95 (0 Theory, 0 Lab, 95 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 40 (24 Theory, 16 Lab, 0 Extern) Semester Credits: 2.0*

This course focuses on intravenous (IV) therapy, including the fundamentals of fluid administration, premixed IV fluids containing electrolytes and vitamins and premixed antibiotic solutions. Students are given the opportunity to develop their knowledge of pharmacology and the application of these concepts in the skills lab.

*Prerequisites: Sequences I, II, III, IV, and V*

**NUR 200 Role Transition** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course is designed to prepare the student for the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®) and profession practice, by providing a comprehensive review of the technical coursework, mock examinations, and appropriate test taking strategies.

*Prerequisites: Sequences I, II, III, IV, and V*

**NUR 205 Clinical Foundations of Nursing IV** *Total Course Hours: 120 (0 Theory, 0 Lab, 120 Extern) Semester Credits: 2.5*

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*

# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (10/09/18)

## 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
<b>Semester I Total</b>		<b>224</b>	<b>32</b>		<b>15.0</b>

### 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
<b>Semester II Total</b>		<b>232</b>	<b>40</b>		<b>15.5</b>

### 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
<b>Semester III Total</b>		<b>109</b>		<b>492</b>	<b>17.5</b>

\*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
<b>Semester IV Total</b>		<b>48</b>		<b>492</b>	<b>13.5</b>

### 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
<b>Semester V Total</b>		<b>64</b>		<b>492</b>	<b>14.5</b>

### Semester VI

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



## 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 and total semester credits are 87 at all campuses except Las Vegas which has 2,773 hours. The Las Vegas program includes one additional 3 semester 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

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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. (The Seattle RAD program may offer on-ground, online, and/or blended: CCM110 Communications, CCL 115 Computer Literacy, and CLE 110 Medical Law and Ethics.)

**BIO 130 Anatomy and Physiology I** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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, spreadsheets, 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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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, image production, radiation protection, imaging modalities, and professional growth and development.

*Prerequisites: None*

**RAD 110 Positioning I** *Total Course Hours: 80 (48 Theory, 32 Lab, 0 Extern) Semester Credits: 4.0*

This course covers basic terminology, anatomy, and radiographic procedures. Laboratory practice is through peer simulation and/or radiographic exposure of man-made models.

*Prerequisites: None*

**BIO 140 Anatomy and Physiology II** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 72 (40 Theory, 32 Lab, 0 Extern) Semester Credits: 3.5*

This course is a continuation of RAD 110. Students will also learn advanced positioning skills for age-specific populations. Laboratory practice is through peer simulation and/or radiographic exposure of man-made models.

*Prerequisites: Semester I courses*

**RAD 125 Physics** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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*

# COURSE DESCRIPTIONS

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**RAD 130 Principles of Exposure** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course covers the factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, digital imaging systems, image processing, beam limitation, grids, contrast, receptor exposure, spatial resolution, and structural considerations.

*Prerequisites: Semester I courses*

**RAD 135 Methods of Patient Care** *Total Course Hours: 56 (48 Theory, 8 Lab, 0 Extern) Semester Credits: 3.0*

Students are instructed in basic patient care skills as they apply to radiologic technology. Emphasis is placed on safety, infection control, aseptic techniques, administration of contrast media, venipuncture, pharmacology, patient assessment, care of the critical patient and emergency care, and the care of tubes, catheters and vascular lines. In California, this course will provide the education and training for venipuncture certification.

*Prerequisites: Semester I courses*

**HST 205 Nevada History and US Constitution (Las Vegas Campus Only)** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

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** *Total Course Hours: 492 (0 Theory, 0 Lab, 492 Extern) Semester Credits: 10.5*

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** *Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*

This course presents radiography skills and equipment used in various imaging procedures and advanced modalities. Topics include but are not limited to cardiovascular and interventional radiography, computed tomography imaging, magnetic resonance imaging, mammography, bone densitometry, ultrasound, nuclear medicine, and radiation oncology.

*Prerequisites: Semesters I, II, and III courses*

**RAD 220 Pathology I** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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** *Total Course Hours: 492 (0 Theory, 0 Lab, 492 Extern) Semester Credits: 10.5*

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** *Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

This course builds upon the foundations of classroom theory and practical externship in the critique of radiographic image quality, with an emphasis on image analysis. 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** *Total Course Hours: 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0*

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*

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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.

This course is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists (ARRT).

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.



# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (05/07/19)

## 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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>

\*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
<b>Professional Sequence I Total</b>		<b>90</b>	<b>30</b>		<b>7.0</b>

### 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
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

### 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
<b>Professional Sequence III Total</b>		<b>75</b>	<b>45</b>		<b>6.5</b>

### Externship

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



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. The courses within the program are acceptable for credit toward the Pima Medical Institute Health Care Administration Associate of Applied Science degree.



# COURSE DESCRIPTIONS

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**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*

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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.

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.

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.

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).

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 IAHCSCMM (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).



# 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.

-Catalog Addendum for 2018-2019 catalog published April 2018 (12/07/18)

## 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
<b>Semester I Total</b>		<b>210</b>	<b>30</b>		<b>15.0</b>

### 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
<b>Semester II Total</b>		<b>210</b>	<b>90</b>		<b>17.0</b>

### 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
<b>Semester III Total</b>		<b>180</b>	<b>120</b>		<b>16.0</b>

### 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
<b>Semester IV Total</b>		<b>120</b>	<b>120</b>	<b>120</b>	<b>14.5</b>

### Semester V

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



Denver Campus

## LOCATIONS



Chula Vista, 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. The program is 77 semester credits. Graduates of this program will receive an Associate of Applied Science degree.

# COURSE DESCRIPTIONS

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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** Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5

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** Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

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** Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

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** Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0

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** Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5

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** Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5

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** Total Course Hours: 75 (60 Theory, 15 Lab, 0 Extern) Semester Credits: 4.5

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** Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0

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** Total Course Hours: 90 (60 Theory, 30 Lab, 0 Extern) Semester Credits: 5.0

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** Total Course Hours: 90 (60 Theory, 30 Lab, 0 Extern) Semester Credits: 5.0

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** Total Course Hours: 90 (60 Theory, 30 Lab, 0 Extern) Semester Credits: 5.0

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

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**SUR 220 Basic Surgical Procedures** *Total Course Hours: 120 (60 Theory, 60 Lab, 0 Extern) Semester Credits: 6.0*

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** *Total Course Hours: 120 (60 Theory, 60 Lab, 0 Extern) Semester Credits: 6.0*

This course covers advanced surgical procedures used in several areas 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** *Total Course Hours: 75 (15 Theory, 60 Lab, 0 Extern) Semester Credits: 3.0*

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** *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*

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 I, II, and III courses*

**SUR 250 Clinical Practicum I** *Total Course Hours: 120 (0 Theory, 0 Lab, 120 Extern) Semester Credits: 2.5*

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 I, II, and III courses and SUR 240 Clinical Preparation and Practice*

**SUR 260 Clinical Practicum II** *Total Course Hours: 480 (0 Theory, 0 Lab, 480 Extern) Semester Credits: 10.5*

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 I, II, III, and IV courses*

**SUR 270 Certification Preparation** *Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0*

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 I, II, III, and IV courses*