PIMA MEDICAL INSTITUTE®

Trusted. Respected. Preferred.

Welcome

Our Institution is celebrating 50 years of positively changing lives. Founded in 1972, Pima Medical Institute provides quality education that enables our students to develop the cognitive and technical skills that are in demand in today's growing health care industry.

Thanks to our founders' vision and the dedication of our faculty and staff, over 140,000 graduates have accomplished the goal of advancing their education to expand their opportunities. Many are serving their communities through meaningful health care careers, while others have continued their formal education through our degree completion programs or those of another institution.

Our impressive network of alumni demonstrates the commitment of our educators. In this catalog, you will read success stories shared by some of our graduates. Each story speaks to the value of the education the graduate received at Pima Medical Institute. Or, as our Chairman of the Board, Richard L. Luebke, Jr., says, "... the only real measuring stick of a school's success is the achievement of its students."

As President of Pima Medical Institute, I am proud to welcome you into our supportive educational environment. We are serious about what we do, and we strive for you to become a heroic health care professional and excel beyond your expectations.

Liby Lentz, President

YOUR SUCCESS IS OUR PRIORITY

Each year, thousands of students like you enroll in our programs and find their path to a meaningful career and lifelong learning. Our students are respected as some of the most qualified professionals in their fields and are often employed at preferred hospitals, clinics, and facilities in their communities. At Pima Medical Institute, you can realize your dream of being a health care professional, and we'll be with you every step of the way.

Pictured from left: Richard L. Luebke, Jr., Chairman of the Board; Richard L. Luebke, Sr., Founder; Mark P. Luebke, Former President

Founders and Philosophy

Pima Medical Institute started changing lives in 1972, when Richard L. Luebke, Sr., and his wife, JoAnn, brought to life their dream of providing students with a quality medical career education. They opened the first campus in Tucson, Arizona and trained students to become nursing assistants.

Eventually, brothers Richard L. Luebke, Jr. and Mark P. Luebke took the helm, introducing more programs and opening additional campuses to meet the growing demand for qualified health care professionals. Today, we have 17 campuses educating nearly 10,000 students per year in eight states in the western United States, as well as a growing online presence.

Our philosophy is based in a firm belief in the worth and potential of each student. We take pride in our collective ability to help stimulate and promote a student's sense of discovery, excellence, and self-worth through our high-quality programs.

Mission History, and Leadership

Our Mission

To improve the quality of people's lives by providing the best value in medical career education.

Trusted. Respected. Preferred.

Future

- 2019: San Antonio, TX
- 2017: San Marcos, CA
- 2015: Dillon, MT
- 2014: Phoenix, AZ
- 2014: El Paso, TX
- 2010: Aurora, CO
- 2009: Houston, TX
- 2008: East Valley, AZ
- 2005: Albuquerque West, NM
- 2004: Renton, WA
- 2003: Las Vegas, NV
- 2002: Colorado Springs, CO
- 1998: Chula Vista, CA
- 1989: Seattle, WA
- 1988: Denver, CO
- 1986: Mesa, AZ
- 1985: Albuquerque, NM
- 1972: Tucson, AZ

Established

Leadership

Pima Medical Institute Officers

Chief Executive Officer: Andy Andress
President and Board Secretary: Liby Lentz
Chief Operating Officer: John Hanson
Chief Financial Officer: Richard Almeroth

Pima Medical Institute Corporate Directors

Director of Regulatory Operations: Marnie Doctor
Director of Financial Services: Kathy Cheatham
Director of Human Resources: Liby Lentz *(interim)*
Director of Information Technology: Kory Gray
Director of Marketing: Erin Fitzgerald
Director of Online Education: Deborah Riemer
Regional Director of Admissions: Wendy Doolin
Regional Director of Admissions: Bree Fulp
Regional Director of Operations: DeWayne Johnson
Regional Director of Operations: Tara Dailey

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Pima Medical Institute is the trade name of Vocational Training Institutes, Inc., an Arizona Corporation doing business in the states of Arizona, California, Colorado, Montana, Nevada, New Mexico, Texas, and Washington with main campuses located in Tucson AZ, Aurora CO, and Albuquerque, NM.

Two stockholders or groups own the outstanding shares of stock in the corporation: (1) Luebke Family Trust, comprised of the Luebke Revocable UA Trust (trustee: Robert Fleming) and the Luebke Capital Irrevocable (trustee: Richard L. Luebke, Jr), located at 40 N Swan Road, Suite 100, Tucson, AZ 85711; and (2) the Employee Stock Ownership Plan (trustee: Stephen A. Martin) located at 40 N Swan Road, Suite 100, Tucson, AZ 85711.

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Information in this 2022-2023 academic catalog, and addenda to this catalog, are property and copyright of Pima Medical Institute. Photographs and images within this 2022-2023 catalog include students, graduates, and faculty of Pima Medical Institute. This catalog is not intended for advertising or for students to disburse.

Catalog Guide

How do I ...

- Explore the programs offered at PMI?
  Use the Table of Contents at the front of the catalog to locate the page numbers for the many program options.
- Find the meanings for certain terms and abbreviations used in this catalog?
  Refer to the Abbreviations and Definitions section (pages 22-23).
- Learn more about admissions requirements?
  Turn to the Prospective Students section (pages 151-155).
- Find out more about PMI's history?
  Read about the Founders of the Institution (page 1).
- Investigate financial aid options?
  Turn to the Financial Services section (pages 167-176).
- Locate PMI campuses?
  Refer to the maps included with each program in the program pages section (pages 25-149).
- Learn about campus services?
  See Who's Who On Campus (page 6).
- Read about PMI alumni experiences?
  View Success Stories within some of the program pages (pages 25-150).

What are ...

- **Clock Hours and Credit Hours?**
  One **clock hour** represents a minimum of 50 minutes of instruction. The number of hours in a program are typically divided among theory (didactic, lecture) hours, laboratory (lab) hours, and externship/clinical hours.
  - One **credit hour** is awarded as follows:
    - 15 clock hours of theory
    - 30 clock hours of lab
    - 45 clock hours of externship/clinical
- **Program Outlines?**
  In the program pages section of this catalog you will see that all PMI programs have a program outline. Most of these outlines are divided into sequences or semesters. Within each sequence/semester, each course includes the course prefix and number, course title, the number of theory hours, laboratory (lab) hours, externship/clinical hours, and credits. For example, in the sample semester shown below, for PTA 110:

  PTA (course prefix), 110 (course number), Introduction to Physical Therapy (course title). The course has 30 theory hours, 15 lab hours, and no extern hours. The total clock hours for the course is 45, and the total number of credits is 2.5.

General Education and Technical Education Courses

Courses within a program may include general education (or gen ed) and technical education courses. Gen ed courses provide a common foundation in subject areas such as: arts, humanities, and communications; behavioral and social sciences; biological and physical sciences; and mathematics. Gen ed courses are italicized in the program outlines. Can you identify the gen ed courses in the sample semester below? (CMT 100, BIO 100, MTH 100, CCM 135, CLE 120.) Technical education courses provide students with the core technical knowledge and skills required by the chosen field of study. In the sample semester below, the PTA 110 course is a technical education course.

Sample Semester

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CMT 100	*Medical Terminology*	*15*			*1.0*
BIO 100	*Anatomy and Physiology I*	*45*	*30*		*4.0*
PTA 110	Introduction to Physical Therapy	30	15		2.5
MTH 100	*Math and Physics Applications*	*45*			*3.0*
CCM 135	*Communications for the Health Professions*	*45*			*3.0*
CLE 120	*Law and Ethics*	*15*			*1.0*
	Semester I Total	**195**	**45**	**0**	**14.5**

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Who's Who on Campus

Department	Services Provided*	Personnel**
Administration	Engage and guide students, staff, and faculty by providing management and leadership. Oversee the daily operations of services provided including the delivery and continuity of the certificate and degree programs. Create a safe learning environment for employees and students.	Campus Director Associate Campus Director
Admissions	HELP prospective students explore health care career fields. CONNECT prospective students with health care programs that align with their interests. GUIDE prospective students through the enrollment process.	Admissions Representatives Admissions Assistant Medical Career Specialists* (*Online programs)
Financial Services	PROVIDE resources to address student questions regarding available funding sources, including federal financial aid sources. INFORM students of options to finance school expenses. GUIDE students through the application process for funding sources.	Student Finance Coordinator Student Finance Officers
Student Services	CONDUCT new student orientation. ADVISE students on academic and attendance questions and concerns. ASSIST students with various campus and community resources.	Student Services Coordinator
Academics	FACILITATE the learning of cognitive, psychomotor, and behavioral objectives and skills. SUPPORT student success through advisement. OFFER tutoring services to support student success. PROVIDE students with their class schedules, textbooks, and uniforms. MAINTAIN student records.	Faculty Coordinator Program Directors Clinical Directors Faculty Registrar
Career Services	COMMUNICATE with students during externship. CONDUCT workshops on professionalism and career readiness. ASSIST students with job search, resume writing, and interview techniques.	Career Services Coordinator Career Services Advisor
Support Personnel	Various responsibilities that impact student life on campus, including campus safety, how to find help on campus, and much more.	Receptionist Office Assistant Technical/IT Support Maintenance Technician

*list represents a selection of typical services provided
**staffing variations may exist among campuses

Campus Information

Main Campus

Tucson, Arizona

2121 North Craycroft Road, Tucson AZ 85712
Phone: (520) 326-1600; Fax: (520) 326-3945; Website: www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Licensed by Arizona State Board for Private Postsecondary Education.

Program Accreditation
Nursing, Associate Degree: 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.

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

Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: 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.

Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute Tucson, Arizona is accredited by the American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE).

Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (520) 326-1600 or email pimaptatucson@pmi.edu.

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

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

Respiratory Therapy: The Respiratory Therapy Program, #200336, Associate of Applied Science, in Tucson, Arizona is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Approved by: Bureau of Indian Affairs, Department of Economic Security/Department of Vocational Rehabilitation/Workforce Innovation and Opportunity Act, Tucson Urban League.

Member of: Arizona Council for State Authorization Reciprocity Agreement, Arizona Private School Association, Better Business Bureau, Career Education Colleges and Universities (CECU), National Council for State Authorization Reciprocity Agreement.

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

Description of Facilities: The Tucson Campus occupies approximately 82,728 square feet and is divided into 13 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Nonmain campuses associated with the Tucson main campus: AZ: East Valley, Mesa; CA: Chula Vista, San Marcos; CO: Colorado Springs, Denver; NV: Las Vegas; TX: El Paso, Houston, San Antonio; WA: Renton, Seattle.

Nonmain Campus

East Valley, Arizona

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

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Licensed by Arizona State Board for Private Postsecondary Education.

Campus Information

Program Accreditation
Patient Care Technician: The Patient Care Technician Program has been approved by The Board of Nephrology Examiners Nursing Technology (BONENT). Patient Care Technician Program graduates are eligible to apply to take the BONENT certification exam.

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Approved by: Department of Economic Security/Department of Vocational Rehabilitation/Workforce Innovation and Opportunity Act.

Member of: Arizona Private School Association, Career Education Colleges and Universities (CECU).

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

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.

Nonmain Campus
Mesa, Arizona

957 South Dobson Road, Mesa, AZ 85202
Phone: (480) 644-0267; Fax: (480) 649-5249; Website: www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Licensed by Arizona State Board for Private Postsecondary Education.

Program Accreditation
Emergency Medical Services–Paramedic: 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). Contact: CAAHEP: Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709 Seminole, FL 33775; Website: www.caahep.org.

Nursing, Associate Degree: 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.

Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: 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.

Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute Mesa, Arizona is accredited by the Accreditation Council for Pharmacy Education /American Society of Health-System Pharmacists (ASHP/ACPE).

Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (480) 644-0267 or email pimaptamesa@pmi.edu.

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

Respiratory Therapy: The Respiratory Therapy Program, #200384, Associate of Applied Science, in Mesa, Arizona is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Approved by: Department of Economic Security/Department of Vocational Rehabilitation/Workforce Innovation and Opportunity Act.
Member of: Arizona Private School Association, Better Business Bureau, Career Education Colleges and Universities (CECU).

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

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.

Campus Information

Nonmain Campus
Chula Vista, California

780 Bay Boulevard, Suite 101, Chula Vista, CA 91910
Phone: (619) 425-3200; Fax: (619) 425-0785; Website: www.pmi.edu
Separate Classroom Location: 130 Beyer Way, Chula Vista, CA 91911

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: 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, 2024 per CEC 94890(b). Approval to Operate means compliance with the standards as set forth in the CEC and 5, CCR.

Program Accreditation
Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute Chula Vista, California is accredited by the Accreditation Council for Pharmacy Education /American Society of Health-System Pharmacists (ASHP/ACPE).

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

Surgical Technology: The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043; (703) 917-9503; www.abhes.org, info@abhes.org.

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Approved by: The Workforce Innovation and Opportunity Act/San Diego Workforce Partnership.

Member of: Better Business Bureau, Chula Vista Chamber of Commerce, California Association of Private Postsecondary Schools, Career Education Colleges and Universities (CECU).

Selected Programs Approved for Veterans Educational Benefits by: Department of Veterans Affairs, 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, CA.

Nonmain Campus
San Marcos, California

111 Campus Way, Suite 100, San Marcos, CA 92078
Phone: (760) 299-4500; Fax: (760) 268-1168; Website: www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: 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, 2023 per CEC 94890(b). Approval to Operate means compliance with the standards as set forth in the CEC and 5, CCR.

Program Accreditation
Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant Program at the San Marcos campus is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA 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.

Physical Therapist Assistant: The Physical Therapist Assistant program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 760-299-4500 or email pimaptasanmarcos@pmi.edu.

Respiratory Therapy: The Respiratory Therapy Program, #200494, Associate of Applied Science, in San Marcos, California is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Approved by: California Department of Public Health-Radiologic Health Branch, California Department of Public Health-Laboratory Field Services Branch, Workforce Innovation and Opportunity Act/San Diego Workforce Partnership.

Member of: Better Business Bureau, California Association of Private Postsecondary Schools, Career Education Colleges and Universities (CECU), San Marcos Chamber of Commerce.

Campus Information

Selected Programs Approved for Veterans Educational Benefits by: Department of Veterans Affairs, 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, CA.

Nonmain Campus
Colorado Springs, Colorado

5725 Mark Dabling Boulevard, Suite 150, Colorado Springs, CO 80919
Phone: (719) 482-7462; Fax: (719) 482-7500; Website: www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Approved and regulated by Colorado Department of Higher Education, Division of Private Occupational Schools.

Program Accreditation
Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute Colorado Springs, Colorado is accredited by the Accreditation Council for Pharmacy Education/American Society of Health-System Pharmacists (ASHP/ACPE).

Medical Laboratory Technician: The Medical Laboratory Technician program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043; (703) 917-9503; www.abhes.org, info@abhes.org.

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Member of: Better Business Bureau, Career Education Colleges and Universities (CECU), Colorado Association of Career Colleges and Schools.

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.

Nonmain Campus
Denver, Colorado

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

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Approved and regulated by Colorado Department of Higher Education, Division of Private Occupational Schools.

Program Accreditation
Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: 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.

Ophthalmic Medical Technician: Accredited by the International Council of Accreditation for Allied Ophthalmic Education Programs.

Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute Denver, Colorado is accredited by the Accreditation Council for Pharmacy Education /American Society of Health-System Pharmacists (ASHP/ACPE).

Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (303) 426-1800 or email pimaptadenver@pmi.edu.

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

Respiratory Therapy: The Respiratory Therapy Program, #200383, Associate of Applied Science, in Denver, Colorado is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Surgical Technology: The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043; (703) 917-9503; www.abhes.org, info@abhes.org.

Approved by: Department of Vocational Rehabilitation.

Member of: Better Business Bureau, Career Education Colleges and Universities (CECU), Colorado Association of Career Colleges and Schools.

Campus Information

Selected Programs Approved for Veterans Benefits by: Colorado Office of Veterans Education and Training.

Description of Facilities: The Denver Campus occupies approximately 49,000 square feet and is divided into 12 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Nonmain Campus
Las Vegas, Nevada

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

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Licensed to operate by Nevada Commission on Postsecondary Education.

Program Accreditation
Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: 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.

Paramedic: 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). 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: (214) 703-8445, www.coaemsp.org.

Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute Las Vegas, Nevada is accredited by the Accreditation Council for Pharmacy Education /American Society of Health-System Pharmacists (ASHP/ACPE).

Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (702) 458-9650 or email pimaptalasvegas@pmi.edu.

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

Respiratory Therapy: The Respiratory Therapy Program, #200507, Associate of Applied Science, in Las Vegas, Nevada is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Approved by: Department of Vocational Rehabilitation.

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

Member of: Career Education Colleges and Universities (CECU).

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
El Paso, Texas

6926 Gateway Boulevard, El Paso, TX 79915
Phone: (915) 633-1133; Fax: (915) 633-1136; Website: www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Approved and regulated by Texas Workforce Commission, Career Schools and Colleges, Austin, TX. Authorized to grant associate degrees by Texas Higher Education Coordinating Board.
Program Accreditation
Diagnostic Medical Sonography: The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the JRC-DMS. CAAHEP: Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709 Seminole, FL 33775; 727-210-2350

Campus Information

Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: 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.

Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute El Paso, Texas is accredited by the Accreditation Council for Pharmacy Education /American Society of Health-System Pharmacists (ASHP/ACPE).

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Approved by: Department of Vocational Rehabilitation/New Mexico Workforce Innovation and Opportunity Act.

Member of: Career Education Colleges and Universities (CECU).

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

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.

Nonmain Campus
Houston, Texas

11125 Equity Drive, Suite 100, Houston, TX 77041
Phone: (713) 778-0778; Fax: (713) 778-9395; Website: www.pmi.edu
Separate Classroom Location: 17555 Katy Freeway, Houston, TX 77094

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Approved and regulated by Texas Workforce Commission, Career Schools and Colleges, Austin, TX. Authorized to grant Associate Degrees: Texas Higher Education Coordinating Board.

Program Accreditation
Dental Hygiene: The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (CODA) 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 Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is: http://www.ada.org/en/coda.

Diagnostic Medical Sonography: The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the JRC-DMS. CAAHEP: Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709 Seminole, FL 33775; 727-210-2350

Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: 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.
Patient Care Technician: The Patient Care Technician Program has been approved by The Board of Nephrology Examiners Nursing Technology (BONENT). Patient Care Technician Program graduates are eligible to apply to take the BONENT certification exam.

Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute Houston, Texas is accredited by the Accreditation Council for Pharmacy Education /American Society of Health-System Pharmacists (ASHP/ACPE).

Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (713) 778-0778 or email pimaptahouston@pmi.edu.

Campus Information

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

Respiratory Therapy: The Respiratory Therapy program, CoARC program number #200606, Associate of Applied Science, Houston, Texas, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Member of: Career Education Colleges and Universities (CECU).

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

Description of Facilities: The Houston Campus occupies 65,00 square feet and an extended Vet Tech facility that, together, is divided into 15 major instructional areas. There are six computer labs. The Dental Assistant classroom includes six 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, a panoramic radiography machine and digital equipment. The Dental Hygiene department includes a classroom, a computer lab, a lab, dental clinic, and dental clinic lobby. The Dental Hygiene clinic equipment includes 20 ultrasonics, 5 autoclaves, 20 dental chairs, 10 digital x-ray units, and 1 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 Assistant and Phlebotomy labs are well equipped with 3 blood drawing chairs, 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 Health Care Administration-Certificate program uses two of the computer labs. The Pharmacy Technician classroom is well equipped with drug shelving, digital scales, a cash register, graduated cylinders, a vent hood, and pharmaceutical supplies. The Occupational Therapy Assistant program has positioning and adaptive equipment used with adult and pediatric populations to address a wide variety of orthopedic, sensorimotor, and neurological conditions. In addition, there is ADL and IADL training equipment and areas that include but are not limited to laundry, kitchen, and bathroom appliances and furnishings and physical agent modalities used to address underlying impairments. 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 radiographic equipment commonly utilized in a modern patient care hospital setting. Classroom has teaching videos, posters, and anatomic models. The Respiratory Therapy space includes a fully functional lab with air and oxygen (as needed), a simulation room with SimMan™, mechanical ventilators (invasive and noninvasive), pulse oximeters, and arterial blood gas practice arms. The Nurse Aide and Patient Care Technician programs have a fully equipped dedicated lab with four beds and accompanying wall boards. The Veterinary Assistant classroom hosts cages, exam tables, centrifuges, microscopes, refractometers, an autoclave, an x-ray view box, an otoscope, and anatomical models. The Veterinary Tech extended location is in partnership with an animal shelter, Citizens for Animal Protection, and the Pima facility is located at 17555 Katy Freeway and 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
San Antonio, Texas

6550 First Park Ten Boulevard, San Antonio, TX 78213
Phone: (210) 966-9764; Fax: (210) 966-8974; Website: www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Approved and regulated by Texas Workforce Commission, Career Schools and Colleges, Austin, TX.

Member of: Career Education Colleges and Universities (CECU).

Program Accreditation
Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Description of Facilities: The San Antonio campus occupies approximately 66,000 square feet and is divided into 18 major instructional areas. Each area contains appropriate instructional equipment and furniture. Each program has dedicated space for lecture classroom and laboratories. Additionally, there are computer labs/lecture classroom combinations for the Medical Assistant, Health Care Administration-Certificate, Phlebotomy Technician, Veterinary Assistant, Pharmacy Technician, and the Career Prep sequence. There is a classroom dedicated for general use that can accommodate 30-40 seats and two computer labs that hold thirty seats each. There are private offices for administrative, financial aid, faculty, and Career Services, which occupy approximately 3,000 square feet of space near the main lobby. There is additional space to accommodate future programs as follows: Diagnostic Medical Sonography, Surgical Technology, Veterinary Technician, Respiratory Therapy, Radiography, and Sterile Processing Technician.

Nonmain Campus
Renton, Washington

555 S Renton Village Place, Suite 110, Renton, WA 98057
Phone: (425) 228-9600; Fax: (425) 228-9617; Website: www.pmi.edu
Separate Classroom Location: 21615 64th Avenue South, Kent, WA 98032

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

Campus Information

State Agency: Licensed by Workforce Training and Education Coordinating Board. 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.

Program Accreditation
Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: 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.

Respiratory Therapy: The Respiratory Therapy Program, #200552, Associate of Applied Science, in Renton, Washington is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Member of: Better Business Bureau, Career Education Colleges and Universities (CECU), Northwest Career Colleges Federation.

Selected Programs Approved for Veterans Benefits by: Washington Veterans Service Commission.

Description of Facilities: The Renton Campus occupies approximately 25,000 square feet and is divided into 19 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Nonmain Campus
Seattle, Washington

9709 3rd Avenue NE, Suite 400, Seattle, WA 98115
Phone: (206) 322-6100; Fax: (206) 324-1985; Website: www.pmi.edu
Separate Classroom Locations: 10700 Meridian Avenue, North, Suite G-25, Seattle, WA 98133

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Licensed by Workforce Training and Education Coordinating Board. 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.

Program Accreditation
Dental Hygiene: The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (CODA) 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 Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is: http://www.ada.org/en/coda.

Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (206) 322-6100 or email pimaptaseattle@pmi.edu.

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Member of: Better Business Bureau, Career Education Colleges and Universities (CECU), Northwest Career Colleges Federation.

Selected Programs Approved for Veterans Benefits by: Washington Veterans Service Commission.

Description of Facilities: The Seattle Campus occupies approximately 32,000 square feet and is divided into 10 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Campus Information

Main Campus

Albuquerque, New Mexico

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

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: New Mexico Higher Education Department, Private Postsecondary Schools Division.

Program Accreditation
Dental Hygiene: The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (CODA) 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 Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is: http://www.ada.org/en/coda.

Pharmacy Technician: The Pharmacy Technician training and education program at Pima Medical Institute Albuquerque, New Mexico is accredited by the Accreditation Council for Pharmacy Education /American Society of Health-System Pharmacists (ASHP/ACPE).

Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: 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.

Practical Nursing: The Practical Nursing program at Pima Medical Institute Albuquerque Campus has been granted full approval with warning for a Nursing Program by the New Mexico Board of Nursing. Graduates of Pima Medical Institute's Practical Nursing Program are eligible to take the NCLEX-PN® Exam.

Pima Medical Institute Practical Nursing program at the Albuquerque, NM campus is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20037, 202-909-2526.

Radiography: 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, ph: (312) 704-5300, email: mail@jrcert.org.

Respiratory Therapy: The Respiratory Therapy Program, #200483, Associate of Applied Science, in Albuquerque, New Mexico is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Approved by: Department of Economic Security/Department of Vocational Rehabilitation/Workforce Innovation and Opportunity Act.

Member of: Career Education Colleges and Universities (CECU).

Selected Programs Approved for Veterans Educational Benefits by: The New Mexico State Approving Agency, Department of Veterans' Services.

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.

Nonmain campuses associated with the Albuquerque main campus: MT: Dillon.

Nonmain Campus

Dillon, Montana

434 East Poindexter Street, Dillon, MT 59725
Phone: (406) 988-0888; Fax: (406) 865-7723; Website: www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

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

Program Accreditation
Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Member of: Career Education Colleges and Universities (CECU).

Description of Facilities: The Dillon campus consists of approximately 5,000 square feet of floor space. This space is divided into classrooms and includes one main treatment laboratory area, one radiology room, one large surgical suite with a surgical table, a five-cage bank, workstations, bathing/grooming area, refrigerators, freezer, restrooms, student breakroom and lounge, and utility/food prep area. The facility also includes administrative and faculty offices.

Campus Information

Main Campus

Aurora, Colorado

13750 East Mississippi Avenue, Aurora, CO 80012
Phone: (303) 368-7462; Fax: (303) 755-1438; Website: www.pmi.edu

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools.

Program Accreditation
Practical Nursing: The Practical Nursing program at Pima Medical Institute Aurora Campus has been granted full approval for a Practical Nursing Program by the Colorado State Board of Nursing. Graduates of Pima Medical Institute's Practical Nursing Program are eligible to take the NCLEX-PN® Exam.

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Member of: Better Business Bureau, Career Education Colleges and Universities (CECU), Colorado Association of Career Colleges and Schools.

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.

Nonmain campuses associated with the Aurora main campus: AZ: Phoenix.

Nonmain Campus

Phoenix, Arizona

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

Institutional Accreditation: Accrediting Bureau of Health Education Schools (ABHES).

State Agency: Arizona State Board for Private Postsecondary Education.

Program Accreditation
Surgical Technology: The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043; (703) 917-9503; www.abhes.org, info@abhes.org.

Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

Approved by: Department of Economic Security/Department of Vocational Rehabilitation/Workforce Innovation and Opportunity Act.

Member of: Arizona Private School Association, Career Education Colleges and Universities (CECU).

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

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 and Approval Agencies

Institutional Accreditation
Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N.
Falls Church, VA 22043
Phone: (703) 917-9503; Website: www.abhes.org

Arizona Campuses
East Valley
Arizona Department of Veterans' Services
State Approving Agency/SAA
3839 North Third Street
Phoenix, AZ 85012
Phone: (602) 255-3373; Website: https://dvs.az.gov/services/education

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

Mesa
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 Department of Veterans' Services
State Approving Agency/SAA
3839 North Third Street
Phoenix, AZ 85012
Phone: (602) 255-3373; Website: https://dvs.az.gov/services/education

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

Phoenix
Arizona Department of Veterans' Services
State Approving Agency/SAA
3839 North Third Street
Phoenix, AZ 85012
Phone: (602) 255-3373; Website: https://dvs.az.gov/services/education

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
Arizona Department of Veterans' Services
State Approving Agency/SAA
3839 North Third Street
Phoenix, AZ 85012
Phone: (602) 255-3373; Website: https://dvs.az.gov/services/education

Arizona SARA Council
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/. The State Authorization Reciprocity Agreement is a voluntary agreement among its member states and US 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.

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

California Campuses
Chula Vista
California Department of Public Health
Radiologic Health Branch
Mailing: PO Box 997414, MS 7610
Sacramento, CA 95899-7414
Physical: 1500 Capitol Avenue, 5th floor
Sacramento, CA 95814-5006
Phone: (916) 327-5106

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

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

Accreditation and Approval Agencies

San Diego Workforce Partnership
9246 Lightwave Avenue, Suite 210
San Diego, CA 92132
Phone: (619) 228-2900; Website: workforce.org

State of California Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 or (888) 370-7588; Website: www.bppe.ca.gov
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website, www.bppe.ca.gov.

San Marcos
California Department of Public Health
Laboratory Field Services Branch
Mailing: PO Box 997377, MS 0500
Sacramento, CA 95899-7377
Physical: 850 Marina Bay Parkway, Bldg. P, 1st floor
Richmond, CA 94804-6403
Phone: (916) 558-1784

California Department of Public Health
Radiologic Health Branch
Mailing: PO Box 997414, MS 7610
Sacramento, CA 95899-7414
Physical: 1500 Capitol Avenue, 5th floor
Sacramento, CA 95814-5006
Phone: (916) 327-5106

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

Dental Board of California
2005 Evergreen Street, Suite 1550
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San Diego Workforce Partnership
9246 Lightwave Avenue, Suite 210
San Diego, CA 92132
Phone: (619) 228-2900; Website: workforce.org

State of California Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 or (888) 370-7588; Website: www.bppe.ca.gov
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website, www.bppe.ca.gov.

Colorado Campuses

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

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: (303) 862-3001
Complaints can be filed at http://highered.colorado.gov/dpos/students/complaint.html. Complaints must be filed in writing within two years after the student discontinues training.

Colorado State Approving Agency for Veterans Education and Training
9101 East Lowry Boulevard
Denver, CO 80230
Phone: (720) 858-2814; Email: SAAapprovals@cccs.edu

Colorado Springs
Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: (303) 862-3001
Complaints can be filed at http://highered.colorado.gov/dpos/students/complaint.html. Complaints must be filed in writing within two years after the student discontinues training.

Colorado State Approving Agency for Veterans Education and Training
9101 East Lowry Boulevard
Denver, CO 80230
Phone: (720) 858-2814
Email: SAAapprovals@cccs.edu

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

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: (303) 862-3001
Complaints can be filed at http://highered.colorado.gov/dpos/students/complaint.html. Complaints must be filed in writing within two years after the student discontinues training.

Colorado State Approving Agency for Veterans Education and Training
9101 East Lowry Boulevard
Denver, CO 80230
Phone: (720) 858-2814
Email: SAAapprovals@cccs.edu

Montana Campus

Dillon
Montana University System
Office of the Commissioner of Higher Education
560 N. Park Ave, PO Box 203201
Helena, MT 59620-3201
Phone: (406) 449-9124 / Fax: (406) 449-9171
Website: https://mus.edu/che/default.asp

Accreditation and Approval Agencies

Nevada Campus
Las Vegas
Physical address:
1860 E. Sahara Avenue
Las Vegas, NV 89104
Phone: 702-486-7330
Website: cpe.nv.gov
Mailing address:
Commission on Postsecondary Education
2800 E. St. Louis Avenue
Las Vegas, NV 89104

Southern Nevada Health District
280 S. Decatur Boulevard
Las Vegas, NV 89107
Phone: (702) 759-0588
Website: https://www.southernnevadahealthdistrict.org/

State Board of Pharmacy
985 Damonte Ranch Parkway, Suite 206
Reno, NV 89521
Phone: (775) 850-1440; Email: pharmacy@pharmacy.nv.gov

New Mexico Campus
Albuquerque
New Mexico Board of Nursing
6301 Indian School Road NE, Suite 710
Albuquerque, NM 87110
Phone: (505) 841-8340; Website: nmbon.sks.com/

New Mexico Department of Veterans' Services
State Approving Agency for Veterans' Education and Training
5201 Eagle Rock Avenue NE, Suite 2a
Albuquerque, NM 87113
Phone: (505) 383-2418

New Mexico Higher Education Department
Private Postsecondary Schools Division
2044 Galisteo Street, Suite 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: https://hed.state.nm.us/students-parents/student-complaints

Texas Campuses
El Paso
Texas Higher Education Coordinating Board
Private Postsecondary Institutions
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 are 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: https://www.highered.texas.gov/links/student-complaints/

Texas Veterans Commission
Veterans Education Department
Stephen F. Austin Building
1700 North Congress Avenue, Suite 450
Austin, TX 78701
Phone: (512) 463-3168
Mailing Address: PO Box 12277, Austin, TX 78711-2277

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street, Room 226_T
Austin, TX 78778-0001
Phone: (512) 936-3100; Email: career.schools@twc.state.tx.us
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/.

Houston
Texas Health and Human Services Commission
Nurse Aide Training and Competency Evaluation Program
Mail Code E-420, PO Box 149030
Austin, TX 78714-9030
Phone: (512) 438-2017; Website:https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/credentialing/nurse-aide-training-competency-evaluation-program-natcep

Texas Higher Education Coordinating Board
Private Postsecondary Institutions
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 are 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: https://www.highered.texas.gov/links/student-complaints/

Texas Veterans Commission
Veterans Education Department
Stephen F. Austin Building
1700 North Congress Avenue, Suite 450
Austin, TX 78701
Phone: (512) 463-3168
Mailing Address: PO Box 12277, Austin, TX 78711-2277

Accreditation and Approval Agencies

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street, Room 226-T
Austin, TX 78778-0001
Phone: (512) 936-3100; Email: career.schools@twc.state.tx.us
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/.

San Antonio
Texas Higher Education Coordinating Board
Private Postsecondary Institutions
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 are 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: https://www.highered.texas.gov/links/student-complaints/

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street, Room 226-T
Austin, TX 78778-0001
Phone: (512) 936-3100; Email: career.schools@twc.state.tx.us
The school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S5427. 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/.

Washington Campuses
Renton
Washington State Department of Health
Pharmacy Quality Assurance Commission
PO Box 47877
Olympia WA, 98504
Phone: (360) 236-4700 / Fax: (360) 236-2901

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. The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit https://www.wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

Workforce Training and Educational Coordinating Board
128 Tenth Avenue SW
PO Box 43105
Olympia, WA 98504-3105
Phone: (360) 709-4600; Email: workforce@wtb.wa.gov
Website: http://www.wtb.wa.gov/
This school is licensed under Chapter 28C.10 RCW. 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.

Seattle
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.

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Programmatic Accreditation

Workforce Training and Educational Coordinating Board
128 Tenth Avenue SW
PO Box 43105
Olympia, WA 98504-3105
Phone: (360) 709-4600; Email: workforce@wtb.wa.gov
Website: http://www.wtb.wa.gov/
This school is licensed under Chapter 28C.10 RCW. 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.

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043
Phone: (703) 917-9503; Email: info@abhes.org; Website: www.abhes.org

Accreditation Council for Occupational Therapy Education (ACOTE®)
AOTA Accreditation Department
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
Phone: (301) 652-2682; Website: www.acoteonline.org

American Society of Health-System Pharmacists
4500 East West Highway, Suite 900
Bethesda, MD 20814
Phone: (301) 657-3000
Website: www.ashp.org/Professional-Development/Technician-Program-Accreditation

American Veterinary Medical Association (AVMA)
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 (BONENT)
100 S. Washington Street
Rockville MD 20850
Phone: (202) 462-1252; Fax: (202) 463-1257; Website: www.BONENT.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 - 113th St. N, #7709
Seminole, FL 33775
Phone: (727) 210-2350; Website: www.caahep.org/
Committees on accreditation that work with CAAHEP:
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
Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Blvd, Suite 500
Ellicott City, MD 21043
Phone: (443) 973-3251; Website: www.jrcdms.org

Commission on Accreditation for Respiratory Care (CoARC)
264 Precision Blvd
Telford, TN 37690
Website: www.coarc.com

Commission on Accreditation in Physical Therapy Education (CAPTE)
3030 Potomac Ave., Suite 100
Alexandria, Virginia 22305-3085
Phone: (703) 706-3245; Email: accreditation@apta.org
Website: http://www.capteonline.org

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

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

International Council of Accreditation for Allied Ophthalmic Education Programs
2025 Woodlane Drive
St. Paul, MN 55125-2998
Phone: (651) 731-7243; Website: http://icaccreditation.org/

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

Abbreviations and Definitions

Abbreviations

ABHES: Accrediting Bureau of Health Education Schools

ACOTE: Accreditation Council for Occupational Therapy Education

ADA: Americans with Disabilities Act

AICE: Association of International Credential Evaluators, Inc.

ASHP: American Society of Health-System Pharmacists

CAAHEP: Commission on Accreditation of Allied Health Education Programs

CAPTE: Commission on Accreditation in Physical Therapy Education

CEO: Chief Executive Officer

CFR: Code of Federal Regulations

CHEA: Council for Higher Education Accreditation

COA: cost of attendance

CoARC: Commission on Accreditation for Respiratory Care

CODA: Commission on Dental Accreditation

CPS: Central Processing System (FAFSA)

DD: Department of Defense

EFC: expected family contribution

FAFSA: Free Application for Federal Student Aid

FERPA: Family Educational Rights and Privacy Act

FSA: Federal Student Aid

FSEOG: Federal Supplemental Educational Opportunity Grant

FWS: Federal Work-Study

GED®: General Equivalency Diploma test

GPA: grade point average

HIPAA: Health Insurance Portability and Accountability Act of 1996

HiSET®: High School Equivalency Test

IELTS™: International English Language Testing System

ISIR: Institutional Student Information Record

JRCERT: Joint Review Committee on Education in Radiologic Technology

LDA: last date of attendance

LOA: leave of absence

NACES®: National Association of Credential Evaluation Services

NSLDS: National Student Loan Data System

OIG: Office of Inspector General

OSHA: Occupational Safety and Health Administration

PII: personally identifiable information

PMI: Pima Medical Institute; *also* Institution, School, PIMA

SAR: Student Aid Report

SEVP: Student and Exchange Visitor Program

SFA: Student Financial Aid

SLE: Scholastic Level Exam (Wonderlic)

SSO: student services office

STRF: Student Tuition Recovery Fund (California)

TASC™: Test Assessing Secondary Completion

TOEFL®: Test of English as a Foreign Language

US: United States

USDE: United States Department of Education

VA: United States Department of Veterans Affairs

Definitions for Key Terms

A

academic progress warning status: Students in nonterm (certificate) programs who have not maintained a minimum cumulative program GPA of 2.0 in a sequence are placed on academic progress warning status.

academic transcript: A student's academic history, which includes the student's name, date of birth, address, campus, program, enrollment status, start date, last date attended, course numbers, course titles, credits attempted, credits earned, grades, quality points, grade point average, and degree earned (if applicable). *See also* official transcript.

academic year: A minimum of 24 credits and 30 weeks in length.

asynchronous: Instruction that removes boundaries of place and time. Instructors and students do not have to participate simultaneously.

attendance advisement: Students with absences in excess of five (5) percent of the total number of classroom hours in a nonterm program (certificate programs) or term program (degree programs) receive attendance advisement.

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

B

Blackboard®: The learning management system used at Pima Medical Institute.

C

Career Prep Sequence: The Career Prep Sequence is designed to help students develop a foundation for these certificate programs: Dental Assistant (non-California campuses), Health Care Administration Certificate, Medical Assistant, Medical Billing and Coding, Patient Care Technician, Pharmacy Technician, Sterile Processing Technician, and Veterinary Assistant. Students in these programs must complete the full Career Prep Sequence prior to externship.

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 and First Aid	10	5		0.5
Career Prep Sequence Total		**100**	**20**		**6.5**

certificate: Credential awarded for successful completion of an academic program, generally less than two years in length where a degree is not earned. *See also* degree.

clinical, clinical externship/practicum: Practical, hands-on application of skills learned in the classroom and/or laboratory that are conducted under the supervision of a qualified health care professional.

clock hour: A clock hour represents a minimum of 50 minutes of instruction. The number of hours in a program are typically divided among theory (lecture), laboratory (lab), and externship/clinical components and determine the number of credits in a course. One (1.0) credit hour equals 15 clock hours of theory, 30 clock hours of lab, and 45 clock hours of externship/clinical.

copyright infringement: The act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

course number, prefix: Portion of course title that identifies its program and/or course content, such as CSK 100, CAT 150, and so on.

Abbreviations and Definitions

credit hours: One credit hour represents 15 clock hours of theory (lecture), 30 clock hours of lab, and 45 clock hours of externship/clinical.

D
degree: Credential awarded for successful completion of an academic program; PMI awards associate degrees and bachelor degrees.

degree completion programs: Associate degree programs or bachelor degree programs intended for applicants who will transfer credits that they have successfully completed in a previous health-related certificate or degree program.

delivery method: Manner in which a course and/or program is delivered to the student. PMI courses are delivered on-ground, online, and/or blended. Delivery methods for courses in each program are identified in each program's listing in this catalog.

directory information: Information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

distance education: An educational process in which the instructor and student are separated by distance, with regular and substantive interaction between student and instructor occurring either synchronously and/or asynchronously; also referred to as *online education/instruction*.

E
enrollment agreement: Contract between the student and Pima Medical Institute that sets forth such criteria as fees, expenses, and payment plan as well as other stipulations.

externship: *See* clinical, clinical externship/practicum.

F
Family Educational Rights and Privacy Act (FERPA): Protects the privacy of student education records.

Federal Student Aid (FSA): Financial aid available from federal government funding sources. The Financial Services section of this catalog provides information about the various types of FSA available to students.

financial aid: Monetary assistance available to help students in meeting educational program costs.

Free Application for Federal Financial Aid (FAFSA): Application used to determine eligibility for federal financial aid programs.

G
general education (gen ed) courses: Subject areas regarded to be the common experience of all "educated" persons, including subject matter from the humanities, mathematics, sciences, and the social sciences.

grade point average (GPA): The average value of the accumulated final grades earned in courses over time.

H
hybrid education: Instruction within a program or course that is provided via on-ground and distance education (online) formats.

L
laboratory: The facility/classroom where students are actively instructed while practicing skills/procedures presented in theory.

learning management system: A platform for the administration and management of courses, activities, and resources.

M
method of evaluation: Element of PMI course syllabus that identifies the components that are evaluated to determine grades.

minimum educational requirements: Standards for minimum and maximum semester credits and/or semester credit hours. PMI follows standards set forth by ABHES, by the states in which PMI maintains a campus location, and by relevant programmatic accrediting bodies. Applicable programs: associate of occupational science degree, associate of applied science degree, bachelor of science degree, master's degree. Each of these programs requires minimum and maximum semester credits and/or semester credit hours relevant to the concentration (or subject matter) areas and general education content.

N
nonterm-based programs: Certificate programs. *See also* term-based programs.

O
official transcripts: An official transcript is a student's academic transcript that is printed on PMI transcript paper, signed by designated PMI administrators, stamped with the PMI school seal, and sealed in an official transcript envelope. *See also* unofficial transcripts.

online education: *See* distance education.

P
personally identifiable information: Includes but is not limited to the student's name, any unique identifier, including social security number, and other information that alone or in combination is linked or linkable to a specific student.

S
satisfactory academic progress: PMI's policy on satisfactory academic progress consists of a qualitative measure, which is the grade point average (GPA), and a quantitative measure, which is the maximum time frame in which the program must be completed. To maintain satisfactory academic progress, students are required to maintain a minimum GPA and/or complete the program within one and one-half (1½) times the program length in order to maintain federal financial aid and VA education benefits.

student to instructor ratios: Defines the number of students per instructor for specified classroom, laboratory, and clinic instruction. 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.

student portal: For PMI students, the electronic data system that houses their grades and other academic information.

synchronous: Instruction delivered in real time that allows students to respond to and interact with their instructors and with one another without constraints of location.

T
term-based programs: Degree programs. *See also* nonterm-based programs.

transcript: The permanent educational record of a student's academic performance. *See also* official transcripts, unofficial transcripts.

transfer credit: Credit awarded for previous education and/or life experience.

U
unofficial transcripts: Transcripts printed on standard white paper and without signatures or PMI seal.

unsatisfactory progress: Indicates that the minimum cumulative GPA required for a program while enrolled in that program has not been met; this status may impact financial aid eligibility.

W
Wonderlic Scholastic Level Exam / Wonderlic SLE: An aptitude exam that assesses cognitive ability and problem solving.

Certificate Programs

Dental Assistant

Objective: To develop in students the professional characteristics, administrative skills, and clinical assisting abilities expected of entry-level dental assistants.

Graduates of this program receive a certificate. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 29.5

Program Length	Total
Program Hours	720
Program Weeks	
Five-Day Schedule	30
Four-Day Schedule	34

Campus Locations

AZ: Mesa, Phoenix, Tucson
CO: Aurora, Colorado Springs, Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston, San Antonio
WA: Renton, Seattle

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 and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 101	Anatomy/Pathology of the Head, Neck, and Oral Cavity	15			1.0
DEN 114	Fundamentals of Dentistry	15			1.0
DEN 124	Principles of Dental Office Administration	15			1.0
DEN 134	Dental Therapeutics and Emergency Proceduresy	15			1.0
DEN 140	Sequence I Administrative and Clinical Applications		60		2.0
	Professional Sequence I Total	**60**	**60**		**6.0**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 180	Dental Equipment and Materials	15			1.0
DEN 185	Chairside Assisting and Clinical Procedures	45			3.0
DEN 190	Sequence II Clinical Applications		60		2.0
	Professional Sequence II Total	**60**	**60**		**6.0**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 200	Charting Essentials	15			1.0
DEN 205	Dental Radiography	45			3.0
DEN 210	Sequence III Clinical Applications		60		2.0
	Professional Sequence III Total	**60**	**60**		**6.0**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 250	Externship			240	5.0
	Externship Total			**240**	**5.0**

Program Total	**280**	**200**	**240**	**29.5**

Dental Assistant • Course Descriptions

Note: Morning and evening course sessions are on-ground. Afternoon course sessions are hybrid. For afternoon courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all noncomputer-based labs are taught on-ground.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.
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 and 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

Professional Sequence I

DEN 101 Anatomy/Pathology of the Head, Neck, and Oral Cavity
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course explores the anatomy and pathology of the head, neck, and oral cavity. Content emphasizes tooth morphology and identification, as well as the stages of tooth development, developmental disturbances, and management of diseases that affect oral and maxillofacial regions. Students explore and practice dental charting skills designed to improve their readiness for externship and certification examinations.
Prerequisites: None

DEN 114 Fundamentals of Dentistry
Total Course Hou (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on the essential knowledge and skills that comprise the field of dental assisting. Topics include historical highlights in dentistry, legal and ethical responsibilities of dental professionals, infection control principles, safety considerations for patients and the dental team, and career readiness. Content also addresses an understanding of patient vital signs, which are learned, practiced, and assessed in the applications course.
Prerequisites: None

DEN 124 Principles of Dental Office Administration
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on essential and routine office procedures that contribute to overall efficiency and effectiveness of a dental practice. Topics include problem-solving and critical thinking skills, professional communication techniques with patients and coworkers, business correspondence, recall systems, insurance claims, and ways to market dental services. Content also addresses key features of common dental practice management systems designed to streamline such tasks as appointment scheduling, inventory, and patient accounting and recordkeeping procedures. Students are assessed on their abilities to perform relevant skills in the Sequence I Administrative and Clinical Applications course.
Prerequisites: None

DEN 134 Dental Therapeutics and Emergency Procedures
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides an overview of common therapeutic agents, drugs, and equipment used to treat and/or prevent dental conditions and diseases. Topics include legal considerations for and packaging of dental prescriptions, types and properties of drugs used for sedation and pain management, and injection sites and proper handling of injection equipment/supplies. Content also addresses the dental assistant's role in emergency care of the dental patient.
Prerequisites: None

DEN 140 Sequence I Administrative and Clinical Applications
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic office administration skills and clinical skills.
Prerequisites: None

Professional Sequence II
DEN 180 Dental Equipment and Materials
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides an overview of equipment and materials utilized in the dental operatory and laboratory. Topics include the identification, application, care, and maintenance of various pieces of dental equipment, including burs and other instruments. Content also addresses the characteristics and properties of various materials used to create impressions and to prepare study models, along with how to mix specified materials. Students are assessed on their abilities to perform relevant skills in the Sequence II Clinical Applications course.
Prerequisites: None

DEN 185 Chairside Assisting and Clinical Procedures
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course addresses the practical skills required to assist with and chart for a wide range of clinical dental procedures in such specialties as pediatrics, endodontics, periodontics, orthodontics, oral surgery, and prosthodontics. Topics address zones of activity, preparation and transfer of instruments and materials, types and administration of anesthetics, moisture management, amalgam, composites, sealant and matrix placement, crown and bridge restorations, tooth isolation, oral evacuation, and dental dam barrier application. Students are assessed on their abilities to perform relevant skills in the Sequence II Clinical Applications course.
Prerequisites: None

DEN 190 Sequence II Clinical Applications
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of skills associated with dental materials and equipment, chairside assisting, and clinical procedures.
Prerequisites: None

Professional Sequence III
DEN 200 Charting Essentials
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This course emphasizes the charting skills that dental assistants need to learn and apply on a daily basis in the dental practice environment. Students review, practice, and apply their knowledge of human dentition through lecture, assignments, and assessments.
Prerequisites: None

DEN 205 Dental Radiography
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an overview of dental radiography. Content addresses radiation safety procedures for patient and operator, biological effects of radiation exposure, regulatory agencies, care and use of equipment and supplies, radiographic interpretation, image quality, landmarks, techniques for producing and mounting radiographs, and patient positioning considerations. Students are assessed on their abilities to perform associated skills in the Sequence III Clinical Applications course.
Prerequisites: None

DEN 210 Sequence III Clinical Applications
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of skills associated with dental charting and digital radiography.
Prerequisites: None

Externship Sequence
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

Dental Assistant—California Campuses

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

Graduates of this program receive a certificate and are eligible to apply to take the California Registered Dental Assistant (RDA) license exam.

Admissions Requirements: In addition to the Admissions requirements in the Prospective Students section of this catalog, applicants must obtain Basic Life Support/CPR certification prior to the program start date. One week prior to the start of classes, students must attend an orientation session that addresses the campus environment, 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 Total	**284**	**336**	**200**	**32.0**

At a Glance

Program Type: Certificate
Delivery Method: On-ground
Semester Credits: 32.0

Program Length	Total
Program Hours	820
Program Weeks	
Five-Day Schedule	35
Four-Day Schedule	40

Campus Locations

CA: Chula Vista, San Marcos

Professional Sequence I

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

Professional Sequence II

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

Professional Sequence III

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

Professional Sequence IV

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

Professional Sequence V
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

Externship Sequence
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 Certificate

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level professionals in the field of health care administration. The program provides students with knowledge of medical terminology, law and ethics, office management, medical insurance, computers, and accounting procedures.

Graduates of this program receive a certificate. Courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 28.0

Program Length	Total
Program Hours	720
Program Weeks	
Five-Day Schedule	30
Four-Day Schedule	34

Campus Locations

AZ: East Valley, Mesa, Phoenix, Tucson
CA: Chula Vista, San Marcos
CO: Aurora, Colorado Springs, Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston
WA: Renton, Seattle

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 and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 105	Medical Office Management	30	12		2.0
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
HCA 120	Sequence I Administrative Applications		48		1.5
	Professional Sequence I Total	**60**	**60**		**5.5**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 125	Medical Office Communications	15			1.0
HCA 130	Computer Applications	20	12		1.5
HCA 135	Administrative Aspects of Insurance, Billing, and Coding	25			1.5
HCA 140	Sequence II Administrative Applications		48		1.5
	Professional Sequence II Total	**60**	**60**		**5.5**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 145	Medical Law and Ethics	15			1.0
HCA 150	Electronic Health Records	15	12		1.0
HCA 155	Electronic and Written Communication	30			2.0
HCA 160	Sequence III Administrative Applications		48		1.5
	Professional Sequence III Total	**60**	**60**		**5.5**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 165	Externship			240	5.0
	Externship Total			**240**	**5.0**

Program Total	**280**	**200**	**240**	**28.0**

Health Care Administration Certificate • Course Descriptions

Note: Morning and evening course sessions are on-ground. Afternoon course sessions are hybrid. For afternoon courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all noncomputer-based labs are taught on-ground.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.
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 and 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

Professional Sequence I

HCA 105 Medical Office Management
Total Course Hours: 42 (30 Theory, 12 Lab, 0 Extern) Semester Credits: 2.0
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, and financial and medical records management.
Lab instruction offers students opportunities to explore and practice routine tasks associated with medical office management.
Prerequisites: None

HCA 110 Insurance, Billing, and Coding Fundamentals
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses the fundamentals of insurance, billing, and coding procedures. Course content includes terminology, documentation requirements, insurance plans, billing agencies, and coding manuals.
Prerequisites: None

HCA 115 Professional Documentation
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Content focuses on the importance of developing proficient business writing and technology skills typically required in a medical office environment. Students explore the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.
Prerequisites: None

HCA 120 Sequence I Administrative Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic office administration skills, billing and coding fundamentals, written and electronic documentation, and keyboarding skills.
Prerequisites: None

Professional Sequence II

HCA 125 Medical Office 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 office professionals. 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

HCA 130 Computer Applications

Total Course Hours: 32 (20 Theory, 12 Lab, 0 Extern) Semester Credits: 1.5

This course emphasizes the development and application of computer-based skills required in the medical office setting. Lab instruction offers students focused opportunities to explore and practice common word-processing, spreadsheet, and presentation software.

Prerequisites: Professional Sequence I

HCA 135 Administrative Aspects of Insurance, Billing, and Coding

Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5

This course is designed to enhance students' knowledge of insurance, billing, and coding procedures through discussion and lab instruction. Topics include patient payment issues, diagnostic and procedural coding, insurance claim forms, and third-party reimbursement.

Prerequisites: Professional Sequence I

HCA 140 Sequence II Administrative Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic computer software applications, billing and coding procedures, and how to obtain and document patient history, height/weight, and vital signs.

Prerequisites: Professional Sequence I

Professional Sequence III

HCA 145 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

HCA 150 Electronic Health Records

Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0

Course content builds upon students' prior knowledge of and experience with electronic health records (EHR). Lab instruction focuses on basic EHR systems intended to prepare students for the types of tasks they will encounter in the medical office environment.

Prerequisites: Professional Sequence I

HCA 155 Electronic and Written Communication

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

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

Prerequisites: Professional Sequence I

HCA 160 Sequence III Administrative Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of professional writing skills, typing proficiency, and data entry/retrieval within a simulated electronic health records system.

Prerequisites: Professional Sequence I

Externship Sequence

HCA 165 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

Medical Assistant

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level medical assistants. Curriculum content addresses a range of topics, including anatomy and physiology, law and ethics, routine laboratory procedures, and patient care procedures commonly performed in medical offices.

Graduates of this program receive a certificate. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

Career Prep Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CSK 100	Study Skills	15			1.0
CAT 150	*Anatomy, Physiology, and Terminology*	*55*			*3.5*
CCB 100	*Computer Basics*		*15*		*0.5*
CMF 95	*Math Fundamentals*	*20*			*1.0*
CHS 100	CPR and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**
Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 105	Medical Office Management	30	12		2.0
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
HCA 120	Sequence I Administrative Applications		48		1.5
	Professional Sequence I Total	**60**	**60**		**5.5**
Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 135	Physical Examination Techniques	20	12		1.5
MDA 145	Clinical Aspects of Billing and Coding	15			1.0
MDA 150	Surgical Procedures	25			1.5
MDA 155	Sequence II Clinical Applications		48		1.5
	Professional Sequence II Total	**60**	**60**		**5.5**
Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 160	Introduction to Pharmacology	30			2.0
MDA 165	Medical Law and Ethics	15			1.0
MDA 170	Medical Office Laboratory Procedures	15	12		1.0
MDA 175	Sequence III Clinical Applications		48		1.5
	Professional Sequence III Total	**60**	**60**		**5.5**
Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 180	Phlebotomy and Blood Specimens	15	12		1.0
MDA 185	Medical Specialty Procedures	20	10		1.5
MDA 190	Medical Office Communication	15			1.0
MDA 195	Sequence IV Clinical Applications		48		1.5
	Professional Sequence IV Total	**50**	**70**		**5.0**
Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 275	Externship			200	4.0
	Externship Total			**200**	**4.0**
	Program Total	**330**	**270**	**200**	**32.0**

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 32.0

Program Length	Total
Program Hours	800
Program Weeks	
Five-Day Schedule	35
Four-Day Schedule	40

Campus Locations

AZ: East Valley, Mesa, Phoenix, Tucson
CA: Chula Vista, San Marcos
CO: Aurora, Colorado Springs, Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston, San Antonio
WA: Renton, Seattle

Medical Assistant • Course Descriptions

Note: Morning and evening course sessions are on-ground. Afternoon course sessions are hybrid. For afternoon courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all noncomputer-based labs are taught on-ground.

Career Prep Sequence

CSK 100 Study Skills

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

This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

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

This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.

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 and 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

Professional Sequence I

HCA 105 Medical Office Management

Total Course Hours: 42 (30 Theory, 12 Lab, 0 Extern) Semester Credits: 2.0

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, and financial and medical records management. Lab instruction offers students opportunities to explore and practice routine tasks associated with medical office management.

Prerequisites: None

HCA 110 Insurance, Billing, and Coding Fundamentals

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

This course addresses the fundamentals of insurance, billing, and coding procedures. Course content includes terminology, documentation requirements, insurance plans, billing agencies, and coding manuals.

Prerequisites: None

HCA 115 Professional Documentation

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

Content focuses on the importance of developing proficient business writing and technology skills typically required in a medical office environment. Students explore the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.

Prerequisites: None

HCA 120 Sequence I Administrative Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic office administration skills, billing and coding fundamentals, written and electronic documentation, and keyboarding skills.

Prerequisites: None

Professional Sequence II

MDA 135 Physical Examination Techniques

Total Course Hours: 32 (20 Theory, 12 Lab, 0 Extern) Semester Credits: 1.5

Content addresses knowledge and skills required to safely assist the medical provider during a patient's physical examination, including exam room preparation, how to obtain and document a patient's medical history, vital signs, and anthropometric measurements, and how to position patients for examination. Other topics include tests for vision and hearing as well as treatment of common eye and ear conditions. Lab instruction offers students focused opportunities to explore and practice these skills. Students are assessed on their abilities to perform these skills in the Sequence II Clinical Applications course.

Prerequisites: Professional Sequence I

MDA 145 Clinical Aspects of Billing and Coding

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

This course is designed to enhance students' knowledge of clinical billing and coding terminology and procedures. 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

Medical Assistant • Course Descriptions

MDA 150 Surgical Procedures
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
Content addresses knowledge and skills required to safely assist the medical provider with minor office-based surgical procedures. Discussion topics focus on medical and surgical asepsis, instrument identification, therapeutic modalities, mobility assistive devices, and terminology and guidelines associated with office-based surgeries. Students are assessed on their abilities to perform these skills in the Sequence II Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 155 Sequence II Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including exam-room and patient preparation for routine exams as well as routine office-based surgical procedures.
Prerequisites: Professional Sequence I

Professional Sequence III
MDA 160 Introduction to Pharmacology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces students to basic pharmacology principles and practices. Content addresses terminology, drug references, safety regulations, rights of medication administration, dosage calculations, patient education, and disposal of biohazardous materials. Students are assessed on their abilities to perform these skills in the Sequence III Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 165 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 170 Medical Office Laboratory Procedures
Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0
Content emphasizes the knowledge and skills required to assist with routine laboratory procedures and tests. Topics include safety protocol, quality control and assurance practices, equipment use and maintenance, and techniques for chemistry, immunology, and microbiology testing. Lab instruction focuses on nonblood-specimen collection and testing as well as pulmonary function and electrocardiography procedures. Students are assessed on their abilities to perform these skills in the Sequence III Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 175 Sequence III Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including medication preparation and administration, basic pulmonary function tests, electrocardiography procedures, specimen-collection, and preparation techniques required for laboratory analysis.
Prerequisites: Professional Sequence I

Professional Sequence IV
MDA 180 Phlebotomy and Blood Specimens
Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0
Content emphasizes the knowledge and skills required to safely and correctly collect, process, and test blood-specimens. Topics address common terminology, safety protocol, proper use and maintenance of supplies and equipment, and patient considerations. Lab instruction focuses on various phlebotomy and capillary collection procedures that students will be evaluated on during their Sequence IV Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 185 Medical Specialty Procedures
Total Course Hours: 30 (20 Theory, 10 Lab, 0 Extern) Semester Credits: 1.5
Content addresses knowledge and skills required to safely assist with specialty procedures conducted in the medical office. Lab instruction focuses on common procedures in such specialties as dermatology, gastroenterology, geriatrics, neurology, pediatrics, and female/male reproductive systems. Students will be evaluated on skills related to these procedures during their Sequence IV Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 190 Medical Office Communication
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Course content introduces students to the types of communication skills expected of medical office professionals. Topics include basic terminology, patient and coworker interactions, cultural sensitivity, verbal and nonverbal cues, and listening skills, among others. Activities offer students opportunities to apply critical thinking skills while practicing communication exchanges typically encountered in the medical office environment.
Prerequisites: Professional Sequence I

MDA 195 Sequence IV Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including blood-specimen collection and medical specialty procedures.
Prerequisites: Professional Sequence I

Externship Sequence
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 Sequence and Professional Sequences I, II, III, and IV

Medical Billing and Coding

Objective: To develop in students the traits and skills needed to perform as competent entry-level medical billing and coding professionals. Students develop practical knowledge of medical terminology, medical insurance, billing and reimbursement methodology, patient records, principles of diagnostic and procedural coding, and claims management.

Graduates of this program receive a certificate. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: Hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 36.5

Program Length	Total
Program Hours	770
Program Weeks	
Five-Day Schedule	36
Four-Day Schedule	42

Campus Locations

AZ: East Valley, Phoenix

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 and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 105	Medical Office Management	30	12		2.0
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
HCA 120	Sequence I Administrative Applications		48		1.5
	Professional Sequence I Total	**60**	**60**		**5.5**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MBC 110	Principles of Insurance	15			1.0
MBC 120	Clinical Diagnostic Medical Coding	45	30		4.0
MBC 135	Medical Terminology and Patient Records		30		1.0
	Professional Sequence II Total	**60**	**60**		**6.0**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MBC 115	Electronic Health Records		15		0.5
MBC 125	Hospital Diagnostic Medical Coding	45	30		4.0
MBC 130	Medical Billing and Reimbursement Methods	30			2.0
	Professional Sequence III Total	**75**	**45**		**6.5**

Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MBC 140	Procedural Medical Coding	45	30		4.0
MBC 150	Claims Management	15	15		1.5
MBC 145	Medical Law and Ethics	15			1.0
	Professional Sequence IV Total	**75**	**45**		**6.5**

Capstone Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MBC 180	Certification Review	30	30		3.0
MBC 200	Medical Insurance, Billing, and Coding Capstone		30	80	2.5
	Capstone Sequence Total	**30**	**60**	**80**	**5.5**

Program Total	**400**	**290**	**80**	**36.5**

Medical Billing and Coding • Course Descriptions

Note: Course sessions are hybrid. Theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all noncomputer-based labs are taught on-ground.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.
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 and 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

Professional Sequence I

HCA 105 Medical Office Management
Total Course Hours: 42 (30 Theory, 12 Lab, 0 Extern) Semester Credits: 2.0
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, and financial and medical records management.
Lab instruction offers students opportunities to explore and practice routine tasks associated with medical office management.
Prerequisites: None

HCA 110 Insurance, Billing, and Coding Fundamentals
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses the fundamentals of insurance, billing, and coding procedures. Course content includes terminology, documentation requirements, insurance plans, billing agencies, and coding manuals.
Prerequisites: None

HCA 115 Professional Documentation
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Content focuses on the importance of developing proficient business writing and technology skills typically required in a medical office environment. Students explore the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.
Prerequisites: None

HCA 120 Sequence I Administrative Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic office administration skills, billing and coding fundamentals, written and electronic documentation, and keyboarding skills.
Prerequisites: None

Professional Sequence II

MBC 110 Principles of Insurance
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses insurance terminology, basic structures of insurance plans, health reimbursement accounts, and types of government-sponsored insurance including Medicare and Medicaid. Students complete a plan summary and cost analysis utilizing various insurance plans.
Prerequisites: Professional Sequence I

MBC 120 Clinical Medical Diagnostic Coding
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course is designed to teach diagnosis coding guidelines, conventions, specificity and coding practices, and requirements for patient diagnoses in clinical and outpatient settings using the International Classification of Diseases (ICD) Clinical Modifications (CM). Students have the opportunity to interpret medical record information and apply the correct coding classifications and sequencing.
Prerequisites: Professional Sequence I

MBC 135 Medical Terminology and Patient Records
Total Course Hours: 30 (0 Theory,3 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students opportunities to apply the knowledge of medical terminology that they acquired in CAT 150 to coding and billing scenarios that include patient encounter forms and other medical documents.
Prerequisites: Professional Sequence I

Professional Sequence III
MBC 115 Electronic Health Records
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
This course is designed to build upon students' prior knowledge of and experience with electronic health records (EHR). Through focused lab exercises, students practice navigating a basic EHR system intended to prepare them for the types of tasks they will encounter in the medical office environment.
Prerequisites: Professional Sequence I

MBC 125 Hospital Diagnostic Medical Coding
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course focuses on coding guidelines and coding practices for diagnoses in a hospital setting using the International Classification of Diseases (ICD) Clinical Modifications (CM/PCS). Students have the opportunity to interpret hospital medical record information and apply the correct coding classifications and sequencing.
Prerequisites: Professional Sequence I

MBC 130 Medical Billing and Reimbursement Methods
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides students with an in-depth look at the processes and procedures related to medical billing. Topics include compliance for medical practices, medical documentation as it pertains to claims and billing, and reimbursement strategies.
Prerequisites: Professional Sequence I

Professional Sequence IV
MBC 140 Procedural Medical Coding
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course emphasizes coding guidelines and coding practices for procedural coding using the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding manuals. Students have the opportunity to translate descriptive procedures into numeric code(s) as dictated by current regulations and guidelines.
Prerequisites: Professional Sequence I

MBC 145 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

MBC 150 Claims Management
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course focuses on preparation of health insurance claims for submission and reimbursement. Students develop skills in claims management, auditing, and compliance.
Prerequisites: Professional Sequence I

Capstone Sequence
MBC 180 Certification Review
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
This course is designed to help students prepare for a coding certification exam through review of content addressed in prior sequences and completion of practice exams. .
Prerequisites: Career Prep and Professional Sequences I, II, III, and IV

MBC 200 Medical Insurance, Billing, and Coding Capstone
Total Course Hours: 110 (0 Theory, 30 Lab, 80 Extern) Semester Credits: 2.5
This course provides students opportunities to demonstrate their knowledge of billing and coding practices through a simulated, web-based coding internship and on-ground externship. Students prepare a professional portfolio comprised of completed course assignments that provide evidence of their billing and coding knowledge.
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.

Graduates of this program receive a certificate.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

Course #	Course	Theory	Lab	Extern	Credits	Contact Hours
NA 110	Foundational Principles for the Nursing Assistant/Nurse Aide	45	40		4.0	85
NA 115	Nursing Assistant/Nurse Aide Externship			40	0.5	40
	Program Total	**45**	**40**	**40**	**4.5**	**125.0**

NA 110 Foundational Principles for the Nursing Assistant/Nurse Aide
Total Course Hours: 85 (45 Theory, 40 Lab, 0 Extern) Semester Credits: 4.0
This course covers a wide range of topics that provide 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. Content focuses on residents' rights, safety, and well-being. Topics include the language of health care, basic anatomy and physiology, survey of common disorders, and effects of the aging, among others. Also addressed are roles and responsibilities of the nursing assistant/nurse aide in various settings, communication, caring for residents with special care concerns, and hands-on skills development in such areas as documentation, vital signs, specimen collection, and equipment/supplies needed to promote basic daily care of residents.
Prerequisites: None

NA 115 Nursing Assistant/Nurse Aide Externship
Total Course Hours: 40 (0 Theory, 0 Lab, 40 Extern) Semester Credits: 0.5
The externship is an extension of the classroom experience to demonstrate in an employment setting the skills learned in the classroom.
Prerequisites: NA 110

At a Glance

Program Type: Certificate

Delivery Method: On-ground

Semester Credits: 4.5

Program Length	Total
Program Hours	125
Program Weeks	
Five-Day Schedule	5
Four-Day Schedule	6

Campus Locations

AZ: East Valley
CO: Denver
TX: Houston

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.

Graduates of this program receive a certificate. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: In addition to the Admissions requirements in the Prospective Students section of this catalog. Applicants must be a certified nursing assistant (CNA) or successfully complete the PMI Nursing Assistant/Nurse Aide program and obtain a CNA certificate prior to entering the PCT sequences.

At a Glance

Program Type: Certificate

Delivery Method: On-ground

Semester Credits: 31.0

Program Length	Total
Program Hours	760
Program Weeks	
Five-Day Schedule	31
Four-Day Schedule	35

Campus Locations

AZ: East Valley
TX: Houston

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 and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

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

Electrocardiography Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PCT 110	Medical Documentation	15			1.0
PCT 135	Specific Systems Pathology	15	15		1.5
PCT 140	Electrocardiography	45	30		4.0
	Electrocardiography Sequence Total	**75**	**45**		**6.5**

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

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PCT 180	Externship			280	6.0
	Externship Total			**280**	**6.0**

Program Total	**315**	**165**	**280**	**31.0**

Patient Care Technician • Course Descriptions

Career Prep Sequence

CSK 100 Study Skills

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

This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

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

This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.

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 and 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

Emergency Room Sequence

PHL 110 Phlebotomy

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

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 100 Infection Control

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

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 120 Emergency Room Technician

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

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

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

This course covers common medical conditions of the blood, lymphatic, immune, gastrointestinal, musculoskeletal, and genitourinary systems. Pathophysiology, diseases, and treatments are emphasized.

Prerequisites: None

Electrocardiography Sequence

PCT 110 Medical Documentation

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

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

Patient Care Technician • Course Descriptions

PCT 135 Specific Systems Pathology
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course focuses on common medical conditions of the cardiovascular, respiratory, and neurological systems. Pathophysiology, diseases, and treatments are emphasized.
Prerequisites: None

PCT 140 Electrocardiography
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course covers the application and analysis of electrocardiogram testing. Topics include electrocardiography, lead placement, and ECG interpretations.
Prerequisites: None

Hemodialysis Sequence
AP 110 Renal Anatomy and Physiology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 105 Communication
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 150 Principles and Practices of Hemodialysis
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
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
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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

Externship Sequence
PCT 180 Externship
Total Course Hours: 280 (0 Theory, 0 Lab, 280 Extern) Semester Credits: 6.0
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep Sequence, Emergency Room Sequence, Electrocardiography (ECG) Sequence, Hemodialysis Sequence, and a current CNA certificate

I was looking for a career. A friend who was attending Pima Medical Institute's Nursing Assistant program encouraged me to consider it. Once I realized how inexpensive and fast the program was, I signed up. A funny thing happened—I fell in love with the medical field!

After completing the Nursing Assistant program, I worked in home health care for a time. When PMI called to tell me about their new Patient Care Technician (PCT) program, I was ready for my next challenge. I stepped into the new PCT program and loved the excitement of learning new skills and procedures. It was a perfect next step and it made me feel really good about myself. My instructor cared about me as a person and taught me how to be a professional. I attended classes in the mornings and worked as a transporter at HonorHealth Scottsdale Shea Medical Center. Upon graduation, I accepted a job offer in my hospital to work in the pre-op and recovery department as a level II PCT.

I'm so proud to be a graduate of PMI's first Patient Care Technician program. I love my job, and I would definitely recommend this program to others.

La Tasha Butler
Certificate, Patient Care Technician, East Valley Campus

Pharmacy Technician

Objective: To prepare students for entry-level employment as pharmacy technicians 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. A sterile products certification course is offered through the National Pharmacy Technician Association/NPTA as part of the program.

Graduates of this program receive a certificate and are eligible to apply to take national examinations to become certified pharmacy technicians. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

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

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

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

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

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

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 250	Externship			240	5.0
	Externship Total			**240**	**5.0**

Program Total	**350**	**250**	**240**	**35.5**

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 35.5

Program Length	Total
Program Hours	840
Program Weeks	
Five-Day Schedule	36
Four-Day Schedule	41

Campus Locations

AZ: Mesa*, Tucson*
CA: Chula Vista*, San Marcos
CO: Colorado Springs*, Denver*
NV: Las Vegas*
NM: Albuquerque*
TX: El Paso*, Houston*, San Antonio
WA: Renton

** Campuses are accredited by the American Society of Health-System Pharmacists (ASHP).*

Pharmacy Technician • Course Descriptions

Note: Morning and evening course sessions are on-ground. Afternoon course sessions are hybrid. For afternoon courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all noncomputer-based labs are taught on-ground.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.
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 and 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

Professional Sequence I

PHA 102 Pharmacy Law and 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 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

Professional Sequence II

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

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 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

Professional Sequence III

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

Professional Sequence IV

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

I spent nine years as a helicopter mechanic in the Marine Corps. When I got out, I began working at the local airport as a mechanic. I didn't really feel like I was going anywhere in my job, so my wife, who had completed the Medical Assistant program through PMI, suggested I go to PMI and find a career I enjoyed. I decided to sign up for the Pharmacy Technician program.

I loved the program! In the Marine Corps, comradery is a big deal and I was used to having that close-knit family atmosphere. I came to PMI and immediately felt at home. My instructor was there to direct me and provide whatever I needed to be confident and successful. My training allowed me to transition easily into my externship, and before I had even finished, they offered me a position.

After graduation, I enrolled in PMI's Online Health Care Administration (HCA) Associate Degree Program. I was able to work full time, spend time with my family, and complete my homework each day. The instructors were flexible and easy to reach for guidance. I almost didn't notice I wasn't in a classroom setting. I had a great experience getting my associate's degree, so I enrolled in PMI's online Bachelor of Science in HCA. As a result of enrolling in this program, I am being trained to cover and assist our buyers. I love my new career; it's very fulfilling. My dream job … coming back to PMI as an instructor!

Shaun Caisse
Certificate, Pharmacy Technician, Tucson Campus
Associate Degree, Health Care Administration, Online Education
Bachelor Degree, Health Care Administration, Online Education

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.

Graduates of this program receive a certificate.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

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

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHL 200	Externship			160	3.5
	Externship Total			**160**	**3.5**
	Program Total	**70**	**70**	**160**	**10.0**

Course Descriptions

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CHS 100 CPR and 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 and 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 and 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

At a Glance

Program Type: Certificate

Delivery Method: On-ground

Semester Credits: 10.0

Program Length	Total
Program Hours	300
Program Weeks	
Five-Day Schedule	11
Four-Day Schedule	13

Campus Locations

AZ: East Valley, Phoenix, Tucson
CA: San Marcos
TX: El Paso, Houston, San Antonio
WA: Renton

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.

Graduates of this program are granted a certificate and are eligible to apply to take the National Council on Licensure Examination (NCLEX-PN®). Those who pass the NCLEX-PN® are qualified for state licensure or registration as a practical nurse.

Admission Requirements: In addition to the Admissions requirements in the Prospective Students section of this catalog, applicants must achieve a minimum score on the Pre-Entrance HESI Exam-PN®. An interview with the program director and/or faculty is required.

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page.*

Semester Credits: 44.0

Program Length	Total
Program Hours	1,061
Program Weeks	
Five-Day Schedule	48

Campus Locations

CO: Aurora
NM: Albuquerque

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

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

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

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

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

Sequence VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
NUR 180	Pharmacology - Intravenous Therapy	24	16		2.0
NUR 200	Role Transition	32			2.0
NUR 205	Clinical Foundations of Nursing IV			120	2.5
	Sequence VI Total	**56**	**16**	**120**	**6.5**
	Program Total	**488**	**168**	**405**	**44.0**

Practical Nursing • Course Descriptions

Note: Hybrid delivery is offered only at Albuquerque campus. Refer to the Prospective Student Handout at this campus for course-specific delivery methods in this hybrid program.

Sequence I

MTH 127 Med Math
Total Course Hours: 16 (16 Theory, 0 Lab, 0 Clinical) 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 Clinical) 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 Clinical) 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 Clinical) 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 Clinical) 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

Sequence II

BIO 112 Anatomy and Physiology I
Total Course Hours: 40 (24 Theory, 16 Lab, 0 Clinical) 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 topics include the integumentary and musculoskeletal systems, disease and disease-producing organisms, and infectious diseases.
Prerequisites: None

NUR 105 Introduction to Nursing and Pharmacology
Total Course Hours: 88 (48 Theory, 40 Lab, 0 Clinical) 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, states nurse practice acts, the nursing process, patient education, 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

Sequence III

BIO 113 Anatomy and Physiology II
Total Course Hours: 40 (24 Theory, 16 Lab, 0 Clinical) Semester Credits: 2.0
This course provides students with the knowledge of the structure and function of the human body. Content focuses on the nervous, sensory, digestive, and urinary systems as well as fluids and electrolytes. Other course topics include benign and malignant cancers.
Prerequisites: Sequence II

NUR 150 Elder Care and Nursing Theory
Total Course Hours: 80 (64 Theory, 16 Lab, 0 Clinical) 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 providing 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 Clinical) Semester Credits: 2.0
This course provides the student with opportunities to apply concepts covered in the *Elder Care and Nursing Theory* course. 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

Sequence IV
BIO 116 Anatomy and Physiology III
Total Course Hours: 40 (24 Theory, 16 Lab, 0 Clinical) Semester Credits: 2.0
This course provides students with the knowledge of the structure and function of the human body. Content focuses on blood and the cardiovascular, respiratory, and endocrine systems.
Prerequisites: Sequences II and III

NUR 160 Adult Medical and Surgical Community Health Nursing Theory
Total Course Hours: 64 (48 Theory, 16 Lab, 0 Clinical) Semester Credits: 3.5
This course addresses the nursing theory, pharmacology concepts, and 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 Clinical) Semester Credits: 2.0
This course provides students with opportunities to apply concepts covered in the *Adult Medical and Surgical Community Health Nursing Theory* course. Clinical hours take place in various settings, including clinics, physician offices, community health care settings, 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 and Surgical Community Health Nursing Theory

Sequence V
BIO 117 Anatomy and Physiology IV
Total Course Hours: 40 (24 Theory, 16 Lab, 0 Clinical) Semester Credits: 2.0
This course provides students with the knowledge of the structure and function of the human body. Content includes the male and female reproductive systems, development and birth, and heredity and hereditary diseases. Additional emphasis is placed on the lymphatic system and immunity.
Prerequisites: Sequences II, III, and IV

NUR 170 Maternal Child Nursing Theory
Total Course Hours: 64 (48 Theory, 16 Lab, 0 Clinical) 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, lymphatic, 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 Clinical) Semester Credits: 2.0
This course provides students with opportunities to apply concepts from all current and prior nursing courses in a variety of clinical settings. Clinical hours are provided in pediatric, obstetric, community health, and adult medical/surgical facilities. 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

Sequence VI
NUR 180 Pharmacology - Intravenous Therapy
Total Course Hours: 40 (24 Theory, 16 Lab, 0 Clinical) 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 develop and apply their knowledge of pharmacology 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 Clinical) 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 professional practice by providing a comprehensive review of 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 Clinical) Semester Credits: 2.5
This course provides students with opportunities to apply learned theories and skills 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, and storage and distribution, as well as the skills required for sterilization and decontamination.

Graduates of this program receive a certificate and are eligible to apply to take the Certified Registered Central Service Technician examination through the International Association of Healthcare Central Service Materiel Management. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

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

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

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

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

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CSP 180	Externship			400	8.5
CSP 190	Certification Review	20			1.0
	Externship Total	**20**		**400**	**9.5**

Program Total	**345**	**155**	**400**	**35.5**

At a Glance

Program Type: Certificate

Delivery Method: On-ground, online, and/or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 35.5

Program Length	Total
Program Hours	900
Program Weeks	
Five-Day Schedule	35
Four-Day Schedule	39

Campus Locations

AZ: Phoenix
CO: Denver

Sterile Processing Technician • Course Descriptions

Note: Courses that may be offered on-ground, online, and/or hybrid—CSP 110 Microbiology and Infection Control, CSP 115 Surgical Terminology, and CSP 190 Certification Review.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.
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 and 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

Professional Sequence I

CSP 100 Principles and Practices of Sterile Processing
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces the primary responsibilities of the sterile processing technician. Students learn the importance of the central service and sterile processing departments. Topics include job duties, career growth, and professional development, along with federal regulations and professional and safety standards required for the successful management of the central sterile processing department. Students also explore communication and human relations skills as they relate to the central service and sterile processing departments.
Prerequisites: None

CSP 105 Surgical Instruments
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
This course addresses basic and complex surgical instrumentation, with a focus on how instruments are manufactured, structured, classified, and categorized based on function. Students learn to identify instrument damage and malfunction as well as care and maintenance of complex surgical instruments, including powered and endoscopic instrumentation. Lab time emphasizes review and identification of surgical instruments.
Prerequisites: None

CSP 110 Microbiology and Infection Control
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides an overview of microbiology for central service professionals. Students learn basic facts about the identification, classification, and transmission of microorganisms and nonbacterial organisms. Topics include control and destruction of microorganisms, infection prevention, and standard precautions, including the OSHA Bloodborne Pathogens Standard and the five principles of asepsis.
Prerequisites: None

Professional Sequence II

CSP 120 Sterilization Procedures and Practice
Total Course Hours: 90 (45 Theory, 45 Lab, 0 Extern) Semester Credits: 4.5
This course addresses the techniques and protocols for processing instrumentation and supplies for use in the sterile environment. Students learn sterile packaging and storage, high and low temperature sterilization methods, and point-of-use processing. Topics include preparation of pack contents, packaging procedures, storage, and transport, as well as steam, dry heat, and chemical sterilization. Students review the parameters involved with each form of sterilization and practice of these techniques in the lab setting.
Prerequisites: None

CSP 130 Storage and Distribution
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course emphasizes the importance of inventory management and storage. Students learn the importance of managing inventory through the discussion of inventory replenishment systems, automated tracking systems, and important inventory management concepts. Additional topics include management of patient care equipment, the surgical case cart system, and the use of quality assurance in central service operations.
Prerequisites: None

Sterile Processing Technician • Course Descriptions

Professional Sequence III

CSP 115 Surgical Terminology

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

This course provides students with the medical terminology, vocabulary, and abbreviations used in central sterile processing and surgical settings. Students build on the knowledge they acquired in CAT 150 to learn and identify surgical terms and abbreviations.

Prerequisites: CAT 150 Anatomy, Physiology, and Terminology

CSP 140 Decontamination Procedures and Practice

Total Course Hours: 75 (30 Theory, 45 Lab, 0 Extern) Semester Credits: 3.5

This course presents the techniques and protocol for the cleaning, disinfection, and decontamination of surgical instrumentation. Content addresses personal protective equipment, basic instrument cleaning procedures, and point-of-use preparation and transport. Lab time emphasizes practice of these techniques.

Prerequisites: None

CSP 150 Medical Equipment

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

This course covers the management and maintenance of patient care equipment. Students learn the basic types of patient care equipment and how to properly handle, clean, and disinfect soiled equipment. Topics include procuring new and additional equipment and the importance of monitoring and recordkeeping.

Prerequisites: None

Externship Sequence

CSP 180 Externship

Total Course Hours: 400 (0 Theory, 0 Lab, 400 Extern) Semester Credits: 8.5

This course provides hands-on clinical experience in a hospital and/or surgery center. Students apply the knowledge they acquired in the didactic portion of the program to the workplace and hone their skills in patient care equipment, general cleaning, wrapping/packaging, assembling instrument sets, sterilization, storage and cleaning, case carts, distribution, and miscellaneous duties. This externship meets the clinical hour requirements to sit for the International Association of Healthcare Central Service Materiel Management certification exam.

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

CSP 190 Certification Review

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

This course prepares students for the International Association of Healthcare Central Service Materiel Management certification exam. Students who pass the exam obtain the CRCST (Certified Registered Central Service Technician) credential.

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

My husband and I have three children; we were both working but were barely able to pay our bills. I had spent several years working as a cook but I hated it. My dad is a nurse and my mom was a medical assistant for over 20 years, so I decided it was time to pursue a career in the medical field. I researched and chose Pima Medical Institute (PMI) because I was interested in their Sterile Processing Technician (SPT) program. PMI offered to help me with financial aid.

The SPT program was challenging, and I had some family struggles during my program. It was tough juggling school and being a mom to my three kids. Despite the challenges, I'm proud to say I graduated with a 4.0 GPA.

I'm now a sterile processing technician at a hospital in the Lovelace Health System. I learn more every day! I am the full-time provider for my family; we've moved from an apartment to a house and have gone from barely making it to having enough for extras.

PMI's SPT program gave me a career that has dramatically changed our lives. It feels so good to be able to provide for my family, and I love my job!

Layah Gulley
Certificate, Sterile Processing Technician, Albuquerque West Campus

Veterinary Assistant

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

Graduates of this program receive a certificate.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*

Semester Credits: 29.0

Program Length	Total
Program Hours	720
Program Weeks	
Five-Day Schedule	30
Four-Day Schedule	34

Campus Locations

AZ: East Valley, Phoenix, Tucson
CA: Chula Vista, San Marcos
CO: Aurora, Colorado Springs, Denver
MT: Dillon
NV: Las Vegas
NM: Albuquerque
TX: Houston, San Antonio
WA: Renton, Seattle

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 and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTA 115	Veterinary Anatomy, Physiology, and Terminology	50			3.0
VTA 120	Clinical Laboratory Procedures	22			1.0
VTA 135	Sequence I Clinical Applications		48		1.5
	Professional Sequence I Total	**72**	**48**		**5.5**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTA 140	Office Procedures	15			1.0
VTA 145	Animal Life Stages, Nutrition, and Husbandry	40			2.5
VTA 155	Animal Nursing and Radiography	17			1.0
VTA 175	Sequence II Clinical Applications		48		1.5
	Professional Sequence II Total	**72**	**48**		**6.0**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTA 180	Pharmacology	55			3.5
VTA 190	Aseptic Technique and Surgical Assisting	17			1.0
VTA 195	Sequence III Clinical Applications		48		1.5
	Professional Sequence III Total	**72**	**48**		**6.0**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTA 275	Externship			240	5.0
	Externship Total			**240**	**5.0**

Program Total	**316**	**164**	**240**	**29.0**

Veterinary Assistant • Course Descriptions

Note: Morning and Evening course sessions are on-ground. Afternoon course sessions are hybrid. For afternoon and Dillon morning courses, theory and computer-based lab hours may be taught on-ground,online, and/or hybrid, and all noncomputer-based labs are taught on-ground.*

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.
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 and 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

Professional Sequence I

VTA 115 Veterinary Anatomy, Physiology, and Terminology
Total Course Hours: 50 (50 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the structures, functions, and disorders of the body systems of domestic and select exotic animal species. Topics include veterinary medical terminology and abbreviations, commonly seen derangements of body systems, and the significance of anatomical differences among animal species in veterinary clinical settings.
Prerequisites: None

VTA 120 Clinical Laboratory Procedures
Total Course Hours: 22 (22 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course introduces basic veterinary clinical laboratory procedures and pathogens of importance in the veterinary field. Topics include laboratory equipment, hematology, urinalysis, parasitology, microbiology, mycology, cytology, and necropsy.
Prerequisites: None

VTA 135 Sequence I Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to perform skills covered in the sequence lecture courses. Students are assessed on knowledge and application of veterinary clinical laboratory procedures, including use of laboratory equipment as well as sample collection, handling, and processing.
Prerequisites: None

Professional Sequence II

VTA 140 Office Procedures
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Students are introduced to facility types, paper and electronic record keeping, 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 during interactions with clients, coworkers, and potential employers.
Prerequisites: None

VTA 145 Animal Life Stages, Nutrition, and Husbandry
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses animal life stages from neonatal to geriatric, and issues related to animal death. Special attention is given to preventive health care and behavioral, dietary, housing, and social needs throughout the lifetime of the canine, feline, equine, bovine, and select exotic species.
Prerequisites: None

VTA 155 Animal Nursing and Radiography
Total Course Hours: 17 (17 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course explores the basics of animal nursing, including restraint techniques, physical exam and vital sign monitoring, ear and eye care, wound care and bandaging, and 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 175 Sequence II Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to perform skills covered in the sequence lecture courses. Students are assessed on knowledge and application of basic animal nursing skills, to include restraint, physical exams, vital sign monitoring, ear and eye care, bandaging, first aid, and emergency medicine for small animals. Students also practice positioning animals for radiographic images.
Prerequisites: None

Professional Sequence III
VTA 180 Pharmacology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course introduces medication classifications, including classes and routes of administration and their effects on body systems. Practice in pharmacological math is aided by a review of metric and conventional measurements and the use of dimensional analysis.
Prerequisites: None

VTA 190 Aseptic Technique and Surgical Assisting
Total Course Hours: 17 (17 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course prepares students for aseptic preparation of animals, personnel, instruments, and equipment for surgery. Topics include protocol for assisting surgeons in the operating room, descriptions of pre- and postoperative care, and assisting in a variety of basic procedures including animal dentistry.
Prerequisites: None

VTA 195 Sequence III Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to perform skills covered in the sequence lecture courses. Students are assessed on knowledge and application of clinical skills, including care and preparation of surgical instruments, assistance with preparation of an animal for surgery, aseptic techniques, and basic handling of medications.
Prerequisites: None

Externship Sequence
VTA 275 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 Sequence and Professional Sequences I, II, and III

Associate's Degree Programs

Dental Hygiene

Objective: To develop in students the personal traits and professional skills required to perform as competent entry-level dental hygienists through didactic instruction and hands-on laboratory and clinical experiences. Curriculum content addresses anatomy and physiology, dental practice management, ethics and laws in dental hygiene, general and oral pathology, patient management, pharmacology, public health dentistry, radiography, and other topics necessary for students to acquire the knowledge and skills they need to perform as effective members of the professional dental care team.

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/NBDHE and other board examinations as required for state licensure.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Course #	Course	Theory	Lab	Clinical	Credits
Semester I					
PSY 125	*Psychology*	*30*			*2.0*
CCM 145	*Communications and Composition*	*30*			*2.0*
BIO 115	*Anatomy and Physiology*	*45*	*30*		*4.0*
BIO 145	*Microbiology and Immunology*	*45*			*3.0*
RDH 101	Introduction to Dental Hygiene	30			2.0
RDH 186	Dental Anatomy	45			3.0
	Semester I Total	**225**	**30**		**16.0**
Semester II					
SOC 110	*Sociology*	*30*			*2.0*
CHM 125	*Chemistry/Biochemistry*	*45*			*3.0*
BIO 136	Head and Neck Anatomy	30			2.0
RDH 116	Preclinical Dental Hygiene	45			3.0
RDH 118	Medical Emergencies	15			1.0
RDH 120	Preclinical Clinical Dental Hygiene			90	2.0
RDH 211	Radiology	30	45		3.5
	Semester II Total	**195**	**45**	**90**	**16.5**
Semester III					
RDH 150	Dental Hygiene I	30	15		2.5
RDH 155	Clinical Dental Hygiene I			120	2.5
RDH 215	Biomaterials	15	45		2.5
RDH 218	Periodontics	45			3.0
RDH 260	Pharmacology for Dental Hygiene	45			3.0
	Semester III Total	**135**	**60**	**120**	**13.5**
Semester IV					
RDH 175	Dental Hygiene II	30	15		2.5
RDH 180	Clinical Dental Hygiene II			150	3.0
RDH 209	Nutrition and Cariology	30			2.0
RDH 214	Patient/Pain Management	30	45		3.5
RDH 220	General/Oral Pathology	45			3.0
RDH 223	Restorative Lab I**		30		1.0
	Semester IV Total	**135**	**90**	**150**	**15.0**
Semester V					
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 and Public Dental Health	45			3.0
RDH 233	Restorative Lab II**	15	75		3.5
	Semester V Total	**135**	**90**	**180**	**16.0**
Semester VI					
RDH 226	Review of Dental Hygiene	45			3.0
RDH 230	Dental Health Promotions	30			2.0
RDH 240	Dental Hygiene IV	15			1.0
RDH 245	Clinical Dental Hygiene IV			180	4.0
RDH 285	Restorative Clinic**			60	1.0
RDH 291	Principles of Dental Hygiene Practice	30			2.0
	Semester VI Total	**120**		**240**	**13.0**
	Houston Program Total	**930**	**210**	**720**	**84.5**
	****Seattle Program Total**	**945**	**315**	**780**	**90.0**

At a Glance

Program Type: Associate's Degree

Delivery Method: Hybrid*
**See "Note" on Course Descriptions page*

Semester Credits:
Houston: 84.5
Seattle: 90.0**

Program Length	Total
Program Hours	
Houston	1,860
Seattle** (see note below map)	2,040
Program Weeks	90
Program Semesters (15 weeks per semester)	6

Campus Locations

TX: Houston
WA: Seattle**
**Seattle program includes 3 additional courses.

Dental Hygiene • Course Descriptions

Note: Refer to the Prospective Student Handouts at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

PSY 125 Psychology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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 and Composition
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) 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, evaluating culturally diverse points of view, and professional courtesy.
Prerequisites: None

BIO 115 Anatomy and Physiology
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Clinical) Semester Credits: 4.0
This course provides an introduction to the structures and functions of systems within the human body, including integumentary, musculoskeletal, endocrine, nervous, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive. Course content addresses the roles of cellular, tissue, and organ structures with each system and within the human body as a whole.
Prerequisites: None

BIO 145 Microbiology and Immunology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course provides a scientific foundation in microbiology, immunology, and infectious disease transmission principles. 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
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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

Semester II

SOC 110 Sociology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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 and Neck Anatomy
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.0
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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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

RDH 120 Preclinical Dental Hygiene Lab
Total Course Hours: 90 (0 Theory, 0 Lab, 90 Clinical) Semester Credits: 2.0
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
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5
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

Semester III
RDH 150 Dental Hygiene I
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Clinical) Semester Credits: 2.5
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
Total Course Hours: 120 (0 Theory, 0 Lab, 120 Clinical) Semester Credits: 2.5
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
Total Course Hours: 60 (15 Theory, 45 Lab, 0 Clinical) Semester Credits: 2.5
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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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

Semester IV

RDH 175 Dental Hygiene II

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

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

Total Course Hours: 150 (0 Theory, 0 Lab, 150 Clinical) Semester Credits: 3.0

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 and Cariology

Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0

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

RDH 214 Patient/Pain Management

Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5

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

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

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)

Total Course Hours: 30 (0 Theory, 30 Lab, 0 Clinical) Semester Credits: 1.0

This course focuses on the development of restorative skills. Content emphasizes placement and carving of amalgam and composite restorations on a dentoform.

Prerequisites: Semesters I, II, and III courses

Semester V

RDH 200 Dental Hygiene III

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

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. 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

Total Course Hours: 180 (0 Theory, 0 Lab, 180 Clinical) Semester Credits: 4.0

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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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 activities 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 and Public Dental Health
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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)
Total Course Hours: 90 (15 Theory, 75 Lab, 0 Clinical) Semester Credits: 3.5
This course focuses on continued development of restorative skills. 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 composite and amalgam restorations.
Prerequisites: Semesters I, II, III, and IV courses

Semester VI
RDH 226 Review of Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course applies the concepts of preventive dentistry, oral health education, and nutritional counseling to the development and implementation of oral health promotion programs. Communication and behavior modification skills are utilized to develop the student as a health educator. Students will be exposed to various preventive strategies that can be used to promote and maintain oral health. Emphasis is on community outreach into underserved areas/populations.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 240 Dental Hygiene IV
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.0
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
Total Course Hours: 180 (0 Theory, 0 Lab, 180 Clinical) Semester Credits: 4.0
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)
Total Course Hours: 60 (0 Theory, 0 Lab, 60 Clinical) Semester Credits: 1.0
This course expands the knowledge and skills developed in prior courses. Implementation, evaluation, and documentation of restorative procedures are performed on patients during a supervised clinical setting.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 291 Principles of Dental Hygiene Practice
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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

Dental Hygiene—Albuquerque Campus

Objective: To develop in students the personal traits and professional skills required to perform as competent entry-level dental hygienists through didactic instruction and hands-on laboratory and clinical experiences. Curriculum content addresses anatomy and physiology, dental practice management, ethics and laws in dental hygiene, general and oral pathology, patient management, pharmacology, public health dentistry, radiography, and other topics necessary for students to acquire the knowledge and skills they need to perform as effective members of the professional dental care team.

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/NBDHE and other board examinations as required for state licensure.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
CCM 145	*Communications and Composition*	*30*			*2.0*
BIO 115	*Anatomy and Physiology*	*45*	*30*		*4.0*
BIO 145	*Microbiology and Immunology*	*45*			*3.0*
PSY 125	*Psychology*	*30*			*2.0*
SOC 110	*Sociology*	*30*			*2.0*
	Semester I Total	**180**	**30**		**13.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
CHM 125	*Chemistry/Biochemistry*	*45*			*3.0*
RDH 186	Dental Anatomy	45			3.0
RDH 105	Introduction to Dental Hygiene	30	15		2.5
RDH 106	Head and Neck Anatomy	30			2.0
RDH 107	Nutrition and Oral Health	30			2.0
	Semester II Total	**180**	**15**		**12.5**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 110	Preclinical Dental Hygiene	45	90		6.0
RDH 118	Medical Emergencies	15			1.0
RDH 211	Radiology	30	45		3.5
RDH 218	Periodontics	45			3.0
	Semester III Total	**135**	**135**		**13.5**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 161	Dental Hygiene I	45			3.0
RDH 162	Clinical Dental Hygiene I			150	3.0
RDH 219	Biomaterials	30	30		3.0
RDH 220	General/Oral Pathology	45			3.0
RDH 260	Pharmacology for Dental Hygiene	45			3.0
	Semester IV Total	**165**	**30**	**150**	**15.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 171	Dental Hygiene II	45			3.0
RDH 172	Clinical Dental Hygiene II			180	4.0
RDH 214	Patient/Pain Management	30	45		3.5
RDH 216	Treatment of Special Needs Patients	30			2.0
RDH 217	Community and Dental Health Promotion	45			3.0
	Semester V Total	**150**	**45**	**180**	**15.5**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 221	Dental Hygiene III	30			2.0
RDH 222	Clinical Dental Hygiene III			180	4.0
RDJ 226	Review of Dental Hygiene	45			3.0
RDH 291	Principles of Dental Hygiene Practice	30			2.0
RDH 292	Ethical Decision-Making	15			1.0
	Semester VI Total	**120**		**180**	**12.0**
	Program Total	**930**	**255**	**510**	**81.5**

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground

Semester Credits: 81.5

Program Length	Total
Program Hours	1,695
Program Weeks	90
Program Semesters (15 weeks per semester)	6

Campus Locations

NM: Albuquerque

Semester I

CCM 145 Communications and Composition
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) 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, evaluating culturally diverse points of view, and professional courtesy.
Prerequisites: None

BIO 115 Anatomy and Physiology
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Clinical) Semester Credits: 4.0
This course provides an introduction to the structures and functions of systems within the human body, including integumentary, musculoskeletal, endocrine, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Course content addresses the roles of cellular, tissue, and organ structures within each system and within the human body as a whole.
Prerequisites: None

BIO 145 Microbiology and Immunology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course explores the fundamental principles of microbiology, immunology, and infectious disease transmission. Content addresses the characteristics of bacteria, fungi, and viruses and their roles in infectious disease transmission. Discussion topics include microbial groups, various laboratory processes, and active and passive immunity, among others.
Prerequisites: None

PSY 125 Psychology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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

SOC 110 Sociology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course examines the sociological perspective of human behavior. Content addresses the structure and function of human societies and the interaction of people within societies. Topics include cultural belief systems, economic and political influences, and social classes, among others.
Prerequisites: None

Semester II

CHM 125 Chemistry/Biochemistry
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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

RDH 186 Dental Anatomy
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course provides a foundational 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: Semester I courses

RDH 105 Introduction to Dental Hygiene
Total Course Hours: 30 (30 Theory, 15 Lab, 0 Clinical) Semester Credits: 2.5
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: Semester I courses

RDH 106 Head and Neck Anatomy
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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 107 Nutrition and Oral Health
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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: Semester I courses

Semester III
RDH 110 Preclinical Dental Hygiene
Total Course Hours: 45 (45 Theory, 90 Lab, 0 Clinical) Semester Credits: 6.0
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: Semesters I and II courses

RDH 118 Medical Emergencies
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.0
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: Semesters I and II courses

RDH 211 Radiology
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5
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 are utilized throughout the clinical courses.
Prerequisites: Semesters I and II courses

RDH 218 Periodontics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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

Semester IV
RDH 161 Dental Hygiene I
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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, II, and III courses

RDH 162 Clinical Dental Hygiene I
Total Course Hours: 150 (0 Theory, 0 Lab, 150 Clinical) Semester Credits: 3.0
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, II, and III courses

RDH 219 Biomaterials
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Clinical) Semester Credits: 3.0
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, II, and III courses

RDH 220 General/Oral Pathology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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 260 Pharmacology for Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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, II, and II courses

Semester V
RDH 171 Dental Hygiene II
Total Course Hours: 45 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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. Clinical preparation discussion topics include mock board requirements and patient competencies.
Prerequisites: Semesters I, II, III, and IV courses

RDH 172 Clinical Dental Hygiene II
Total Course Hours: 180 (0 Theory, 0 Lab, 180 Clinical) Semester Credits: 4.0
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 214 Patient/Pain Management
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5
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, III, and IV courses

RDH 216 Treatment of Special Needs Patients
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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 activities 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 217 Community and Dental Health Promotions
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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

Semester VI
RDH 221 Dental Hygiene III
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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 222 Clinical Dental Hygiene III
Total Course Hours: 180 (0 Theory, 0 Lab, 180 Clinical) Semester Credits: 4.0
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 226 Review of Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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 291 Principles of Dental Hygiene Practice
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
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

RDH 292 Ethical Decision-Making
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.0
This course explores ethical principles outlined in the dental hygiene code of ethics. Topics include employer/employee rights and responsibilities, civil and criminal law concepts relative to the field of dental hygiene, and risk management strategies to reduce legal risks associate with dental hygiene practice, among others. Students evaluate and differentiate between professionalism and ethics and discuss their roles in decision-making processes.
Prerequisites: Semesters I, II, III, IV, and V courses

Diagnostic Medical Sonography

Objective: To prepare students with the theoretical knowledge, skills, and training required of an entry-level general sonographer through didactic, laboratory, and clinical instruction. Curriculum content comprises anatomy and physiology, pathophysiology, ultrasound scanning techniques and protocols, the sonographer's scope of practice, medical terminology, patient care, medical communications, and medical law and ethics.

Graduates of this program receive an Associate of Applied Science Degree.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page.*

Semester Credits: 82.5

Program Length	Total
Program Hours	2,160
Program Weeks	90
Program Semesters (15 weeks per semester)	6

Campus Locations

AZ: Phoenix
TX: El Paso, Houston

Course #	Course	Theory	Lab	Extern	Credits
Semester I					
BIO 119	*Anatomy and Physiology*	*45*			*3.0*
CCM 115	*Communications*	*45*			*3.0*
CLE 115	*Medical Law and Ethics*	*30*			*2.0*
CMT 100	*Medical Terminology*	*15*			*1.0*
MTH 140	*Math Applications*	*45*			*3.0*
PHY 102	*Physics*	*45*			*3.0*
	Semester I Total	**225**			**15.0**
Semester II					
DMS 122	Patient Care	30	15		2.5
DMS 125	Sonographic Physics and Instrumentation	90			6.0
DMS 142	Introduction to Abdominal Sonography	45			3.0
DMS 152	Introduction to Sonographic Scanning and Instrumentation Lab		60		2.0
	Semester II Total	**165**	**75**		**13.5**
Semester III					
DMS 172	Extended Abdomen and Superficial Structures Sonography	90			6.0
DMS 173	Extended Abdomen and Superficial Structures Sonography Lab		120		4.0
DMS 200	Vascular Imaging I	30			2.0
DMS 201	Vascular Imaging I Lab		60		2.0
	Semester III Total	**120**	**180**		**14.0**
Semester IV					
DMS 242	Vascular Imaging II	30			2.0
DMS 243	Vascular Imaging II Lab		60		2.0
DMS 255	Obstetric and Gynecology Sonography	90			6.0
DMS 256	Obstetric and Gynecology Sonography Lab		90		3.0
	Semester IV Total	**120**	**150**		**13.0**
Semester V					
DMS 270	Clinical Practicum I			540	12.0
DMS 275	Sonography as a Profession	15			1.0
	Semester V Total	**15**		**540**	**13.0**
Semester VI					
DMS 280	Clinical Practicum II			540	12.0
DMS 285	Sonography Examination Review	30			2.0
	Semester VI Total	**30**		**540**	**14.0**
	Program Total	**675**	**405**	**1,080**	**82.5**

Diagnostic Medical Sonography • Course Descriptions

Note: Hybrid delivery is offered only at El Paso and Phoenix campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

BIO 119 Anatomy and Physiology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the structures and functions of systems within the human body, including integumentary, musculoskeletal, endocrine, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Course content addresses the roles of cellular, tissue, and organ structures within each system and within the human body as a whole.
Prerequisites: None

CCM 115 Communications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an overview of the concepts and components of communication. 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.
Prerequisites: None

CLE 115 Medical Law and Ethics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on the development of a basic framework for the language of medicine. Students learn to create, analyze, and apply medical terms through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes. *Prerequisites: None*

MTH 140 Math Applications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course focuses on the fundamentals of college algebra necessary for understanding mathematical concepts and performing measurements and calculations. Mathematical operations covered include fractions, decimals, algebraic equations, basic statistics, measurement, geometric concepts, and graphing functions.
Prerequisites: None

PHY 102 Physics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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.
Prerequisites: None

Semester II

DMS 122 Patient Care
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course introduces 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 and Instrumentation
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
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 students for the ARDMS Sonography Principles and Instrumentation (SPI) exam.
Prerequisites: Semester I courses

DMS 142 Introduction to Abdominal Sonography
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces sonographic scanning of the major organs and structures of the abdomen including the liver, gallbladder/biliary system, pancreas, urinary system, adrenal glands, and spleen. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic appearance and findings, and sonographic scanning techniques and common protocols.
Prerequisites: Semester I courses

DMS 152 Introduction to Sonographic Scanning and Instrumentation Lab
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This course introduces the operation of ultrasound instrumentation to ensure sonographic image optimization and provides opportunities to learn the operating console controls and the transducer. Also addressed are manipulation of 2-D gray scale, color Doppler,continuous-wave Doppler, and 2-D Doppler applications, equipment inspection and maintenance, quality control/quality assurance, infection control, and ergonomic considerations.
Prerequisites: Semester I courses

Semester III
DMS 172 Extended Abdomen and Superficial Structures Sonography
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
A continuation of DMS 142, this course introduces sonographic scanning of the abdominal wall, abdominal vasculature, noncardiac chest, extremity nonvascular structures, and superficial structures to include the breast, neck, testes, penis, prostate, scrotum, infant hip, neonatal/infant head, and neonatal/infant spine. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols. Also covered are related interventional and therapeutic procedures and organ transplants.
Prerequisites: Semesters I and II courses

DMS 173 Extended Abdomen and Superficial Structures Sonography Lab
Total Course Hours: 120 (0 Theory, 120 Lab, 0 Extern) Semester Credits: 4.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of the major organs of the abdomen, abdominal wall, abdominal vasculature, noncardiac chest, extremity nonvascular structures, and superficial structures to include the breast, neck, testes, penis, prostate, scrotum, infant hip, neonatal/infant head, and neonatal/infant spine.
Prerequisites: Semesters I and II courses

DMS 200 Vascular Imaging I
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces scanning of the arterial and venous systems with a focus on the vasculature of the major organs of the abdomen, and related hemodynamic considerations. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols. Also covered are the principles and techniques of 2-D Doppler, color Doppler, power Doppler, and waveform interpretation.
Prerequisites: Semesters I and II courses

DMS 201 Vascular Imaging I Lab
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of the abdominal vasculature, including the carotid arteries. Also addressed are the principles and techniques of 2-D Doppler, color Doppler, power Doppler, and waveform interpretation.
Prerequisites: Semesters I and II courses

Semester IV
DMS 242 Vascular Imaging II
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
A continuation of DMS 200, this course introduces scanning of the peripheral arterial and venous vasculature. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols. Also covered are the principles and techniques of spectral wave analysis, interpretation of color Doppler and power Doppler, complementary vascular imaging procedures, and emerging technologies.
Prerequisites: Semesters I, II, and III courses

DMS 243 Vascular Imaging II Lab
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of the peripheral arterial and venous vasculature. 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

DMS 255 Obstetric and Gynecology Sonography
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
This course introduces scanning of the gynecologic and obstetric patient. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols for the gravid and nongravid female. Also covered are fertilization, embryology, fetal biometry and measurements, and related interventional procedures.
Prerequisites: Semesters I, II, and III courses

DMS 256 Obstetric and Gynecology Sonography Lab
Total Course Hours: 90 (0 Theory, 90 Lab, 0 Extern) Semester Credits: 3.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of the gravid and nongravid female. Also addressed are the special concerns and protocols regarding sonographic and Doppler studies of the developing fetus, and related biometric measurements.
Prerequisites: Semesters I, II, and III courses

Semester V

DMS 270 Clinical Practicum I

Total Course Hours: 540 (0 Theory, 0 Lab, 540 Extern) Semester Credits: 12.0

This course provides clinical experience under direct supervision of qualified clinical staff. 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

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

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

Semester VI

DMS 280 Clinical Practicum II

Total Course Hours: 540 (0 Theory, 0 Lab, 540 Extern) Semester Credits: 12.0

This course advances the student's clinical experience under direct supervision of qualified clinical staff. 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

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

This course is designed to prepare students for examination for certification by the American Registry of Diagnostic Medical Sonography (ARDMS) and/or the American Registry of Radiologic Technologists (ARRT).

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

Health Care Administration

Objective: To prepare students with the industry knowledge and professional skills necessary for entry-level employment in the administrative health care field. A curriculum focused on basic business, administrative, and organizational concepts of health care will also prepare students to further their education in an advanced degree program.

Graduates of this program receive an Associate of Applied Science Degree.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, applicants can apply for a block-transfer option to accelerate into semester three 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. PMI certificate programs that block-transfer into semester III include Dental Assistant, Health Care Administration Certificate, Medical Assistant, Medical Billing and Coding, Patient Care Technician, Pharmacy Technician, Practical Nursing, and Sterile Processing Technician. Transfer credit requirements are listed in the Prospective Students section of this catalog.

At a Glance

Program Type: Associate's Degree
Delivery Method: Online
Semester Credits: 65.0

Program Length	Total
Program Hours	1,005
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	80
Program Semesters (16 weeks per semester)	5

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CCM 101	*Communications*	*45*			*3.0*
CCL 100	*Computer Literacy*	*30*			*2.0*
BIO 121	*Anatomy, Physiology, and Pathology*	*60*			*4.0*
CMT 115	*Medical Terminology*	*60*			*4.0*
	Semester I Total	**195**			**13.0**

Semester II					
Course #	**Course**	**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
	Semester II Total	**195**	**60**		**15.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
ENG 101	*English Composition I*	*45*			*3.0*
CPT 201	*Computer Fundamentals*	*45*			*3.0*
MTH 210	*Math Applications*	*45*			*3.0*
HCA 201	Introduction to the Health Care System	45			3.0
	Semester III Total	**180**			**12.0**

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

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PSY 201	*Psychology*	*45*			*3.0*
HCA 213	Medical Law and Ethics	45			3.0
HCA 221	Human Resource Management	45			3.0
HCA 230	Accounting for Health Care Management	60			4.0
	Semester V Total	**195**			**13.0**

Program Total	**945**	**60**		**65.0**

Health Care Administration • Course Descriptions

Semester I

CCM 101 Communications

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

This course provides the student with experience in a 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 100 Computer Literacy

Total Course Hours: 30 (30 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 common terminology, 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

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

Semester II

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

Semester III

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 100 Computer Literacy

MTH 210 Math Applications
Total Course Hours: 45 (45 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

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

Semester IV
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

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

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

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

Semester V
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 230 Accounting for Health Care Management
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course introduces the fundamentals of financial and managerial accounting with an emphasis on the role of accounting in the management of health care organizations. The course addresses the users and uses of financial and managerial reports related to various types of health care entities. Emphasis is on topics such as financial statement preparation, revenue cycle management, budgeting, and ratio analysis. Students will also have the opportunity to develop skills performing basic accounting functions utilizing Microsoft Excel.
Prerequisites: CPT 201 Computer Fundamentals and MTH 210 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 and how to apply important safety concepts and practices—such as OSHA standards, universal precautions, and personal protective equipment—to laboratory practices.

Graduates of this program receive an Associate of Applied Science Degree and are eligible to apply to take the American Society for Clinical Pathology (ASCP) Medical Laboratory Technician (MLT) certification examination.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
AP 120	*Anatomy and Physiology I*	*45*			*3.0*
BIO 123	*General Biology*	*45*			*3.0*
CMT 120	*Medical Terminology*	*15*			*1.0*
MTH 160	*Math for Medical Specialties*	*30*			*2.0*
MLT 101	Introduction to Medical Lab	30	15		2.5
MLT 112	Instrumentation and Quality Control	15	15		1.5
	Semester I Total	**180**	**30**		**13.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
AP 130	*Anatomy and Physiology II*	*30*			*2.0*
CCM 116	*Communication for Health Care Professionals*	*30*			*2.0*
CHM 101	*General and Organic Chemistry*	*30*	*15*		*2.5*
MLT 122	Microbiology I	30	60		4.0
MLT 141	Clinical Chemistry	30	15		2.5
	Semester II Total	**150**	**90**		**13.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CLE 100	*Medical Law and Ethics*	*15*			*1.0*
MLT 123	Microbiology II	30	45		3.5
MLT 132	Hematology I	30	60		4.0
MLT 162	Immunology and Serology	30	15		2.5
MLT 115	Phlebotomy	15	45		2.5
	Semester III Total	**120**	**165**		**13.5**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CMS 101	*Career Marketing Strategies*	*15*			*1.0*
MLT 133	Hematology II	30	30		3.0
MLT 171	Urinalysis and Body Fluids	30	30		3.0
MLT 182	Hemostasis and Coagulation	30			2.0
MLT 201	Immunohematology and Blood Banking	30	60		4.0
	Semester IV Total	**135**	**120**		**13.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MLT 205	Medical Laboratory Review	30	60		4.0
MLT 210	Externship			400	8.5
	Semester V Total	**30**	**60**	**400**	**12.5**

Program Total	**615**	**465**	**400**	**65.0**

At a Glance

Program Type: Associate's Degree

Delivery Method: Hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 65.0

Program Length	Total
Program Hours (Includes 400 externship hours)	1,480
Program Weeks	75
Program Semesters (15 weeks per semester)	5

Campus Locations

CO: Colorado Springs

Medical Laboratory Technician • Course Descriptions

Note: Refer to the program's Prospective Student Handout at the campus for information on the delivery method for each course.

Semester I

AP 120 Anatomy and Physiology I
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. Topics include basic cellular function, organization of the body, anatomy and physiology of tissues and organs, and the structures, functions, and pathophysiology of the integumentary, muscular, skeletal, and nervous systems. Knowledge gained in this course prepares students for more complex theoretical and practical applications in subsequent technical courses.
Prerequisites: None

BIO 123 General Biology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the fundamentals of biology. Students gain an understanding of cellular biology, genetics, metabolism, mitosis, and meiosis and how these concepts relate to biotechnology. Knowledge gained in this course prepares students for more complex theoretical and practical applications in subsequent technical courses.
Prerequisites: None

CMT 120 Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course introduces 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. Students also learn to use the word building system to accurately define medical terms.
Prerequisites: None

MTH 160 Math for Medical Specialties
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces mathematical concepts used in general chemistry, biochemistry, hematology, and basic physics that are needed for proper calculation in a medical setting. Knowledge gained in this course prepares students for more complex theoretical and practical applications in subsequent technical courses.
Prerequisites: None

MLT 101 Introduction to Medical Lab
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course introduces students to OSHA standards, personal protective equipment, and the care and use of laboratory equipment. In addition, students learn basic skills in hematology, immunohematology, immunology, urinalysis, microbiology, chemistry, and parasitology. Quality assurance, quality control, and documentation requirements in laboratory reporting are also presented.
Prerequisites: None

MLT 112 Instrumentation and Quality Control
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course introduces various laboratory instrumentation, linearity studies, and how to incorporate all aspects of quality control required in the laboratory. Topics include laboratory safety and policy and procedure writing.
Prerequisites: None

Semester II

AP 130 Anatomy and Physiology II
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course focuses on the fundamentals of human anatomy and physiology. Subjects include the organization, structures, and functions of the cardiovascular, respiratory, endocrine, lymphatic, digestive, urinary, and reproductive systems. Content also addresses hormones, blood and its components, and immunity. Knowledge gained in this course prepares students for more complex theoretical and practical applications in subsequent technical courses.
Prerequisites: AP 120 Anatomy and Physiology I

CCM 116 Communication for Health Care Professionals
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course addresses the effective use of oral, written, and electronic communication skills. Students learn situational critical thinking in order to practice culturally competent communication using both verbal and nonverbal methods. They also identify grammatical errors in written communication through technical and professional writing skills application, and demonstrate oral presentation skills through the presentation of various medical topics. Students also explore legal and ethical aspects of communication in health care, including HIPAA, security concerns in the use of search engines, and electronic communication and recordkeeping.
Prerequisites: None

CHM 101 General and Organic Chemistry
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course introduces foundational principles in general and organic chemistry, including vocabulary, molecular structures, methods of measurement, quantum theory, the types of bonding, the properties of gases, the types of energy, and the properties of acids, bases, and salts. To support theory, students perform various chemical-reaction experiments. Knowledge gained in this course prepares students for more complex theoretical and practical applications in subsequent technical courses.
Prerequisites: MTH 160 Math for Medical Specialties

MLT 122 Microbiology I
Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0
This course introduces the theories and principles applicable to clinical microbiology. Students learn the different biosafety levels and the required personal protective equipment required for each. Topics include the geographical distribution, life cycle, pathology, morphology, and clinical diagnosis of pathogenic and nonpathogenic organisms. Students learn basic Gram and Wright staining techniques and explore the various methods of collection of specimens for microbiology testing. Content also addresses the different types of growth media and how they are used to grow, isolate, and identify bacteria, viruses, yeast, and fungi.
Prerequisites: MLT 101 Introduction to Medical Lab

MLT 141 Clinical Chemistry
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course introduces the theory and clinical interpretation of carbohydrates, lipids, and proteins needed for clinical laboratory testing. Students learn about manual and automated laboratory testing methods completed in the clinical chemistry department. Topics include laboratory standard operating procedures, quality assurance, and quality control standards for all chemistry tests performed. Content also addresses therapeutic drug monitoring as well as the theory, clinical interpretation, roles of enzymes, electrolytes, toxic substances, trace elements, steroids, hormones, and vitamins in homeostasis.
Prerequisites: MLT 112 Instrumentation and Quality Control

Semester III
CLE 100 Medical Law and Ethics
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course introduces the 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

MLT 123 Microbiology II
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Extern) Semester Credits: 3.5
This course builds upon the theories and principles of microbiology previously explored in Microbiology I. Students explore microbial taxonomy, classification, nomenclature, genetics, metabolism, and structure of various organisms. Through culture, Gram staining, biochemical, and immunochemical testing techniques, students will recognize, isolate, and identify the most common bacterial, viral, parasitic, and fungal pathogens as well as identify their most common sites of infection. Additional topics include the principles of antimicrobial action and resistance.
Prerequisites: MLT 122 Microbiology I

MLT 132 Hematology I
Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0
This course explores the practices and principles of theory and testing in the clinical hematology laboratory. Content addresses the use and function of the microscope in hematology testing as well as identification of blood-cell components and their role in homeostasis. Students participate in hands-on activities to learn and perform phlebotomy and slide-making/staining skills. They also perform complete blood counts, including white- and red-blood cell counts, platelet counts, hemoglobin determinations, hematocrit values, blood-smear differential, red-cell indices calculations, sedimentation rates, reticulocyte counts, and gene mutations.
Prerequisites: BIO 123 General Biology

MLT 162 Immunology and Serology
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course introduces the concepts of basic immunology. Students become familiar with the types of pathogens that can invade the body, the different immune responses to those pathogens, and the cells that are involved in those responses. Content addresses the structure and creation of antibodies and pathogenic conditions related to hypersensitivity and autoimmunity. Students learn about the clinical manifestations of various diseases and perform serological testing for the presence or absence of antigens and antibodies related to them.
Prerequisites: None

PHL 115 Phlebotomy
Total Course Hours: 60 (15 Theory, 45 Lab, 0 Extern) Semester Credits: 2.5
This course introduces students to proper collection, handling, and processing of blood using various collection methods. Content focuses on the general equipment and supplies needed for phlebotomy as well as the different types of containers needed for clinical testing. Students perform capillary and venipuncture collection techniques. Topics include the order of draw, procedural errors that lead to blood collection failure, and how to respond to adverse patient reactions. Students demonstrate an understanding of universal precautions, appropriate bedside manner, possible preanalytical errors, and proper labeling.
Prerequisites: MLT 101 Introduction to Medical Lab

Semester IV

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. Students learn how to evaluate job offers and skills and participate in mock interviews.

Prerequisites: None

MLT 133 Hematology II

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

This course continues the practices and principles of theory and testing in the clinical hematology laboratory that were introduced in Hematology I. Students examine abnormal blood smears to include erythrocyte destruction, leukemias, myeloproliferative disorders, hemoglobinopathies, and thalassemias and will discuss the clinical manifestations of each. Topics include cytochemical staining, flow cytometry,and cytogenetics testing methods that are used to identify a variety of hematologic diseases.

Prerequisites: MLT 132 Hematology I

MLT 171 Urinalysis and Body Fluids

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

This course introduces the anatomy and physiology of the kidney as well as the physical, chemical, and microscopic components of urine. Students investigate the relationship of pathological conditions in the renal system to the diagnosis of metabolic diseases and other disorders. They also explore the proper processing, handling, and testing of other bodily fluids.

Prerequisites: AP 130 Anatomy and Physiology II

MLT 182 Hemostasis and Coagulation

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

This course introduces the clotting mechanisms, platelet structure and function, and the maintenance of vascular integrity including both intrinsic and extrinsic systems that are required for hemostasis. Students explore thrombotic diseases, platelet disorders, hemorrhagic disorders, factor deficiencies, and the testing and treatment of these disorders.

Prerequisites: MLT 132 Hematology I

MLT 201 Immunohematology and Blood Banking

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

This course introduces the importance of blood typing in the clinical laboratory. Students build on their knowledge of antigen-antibody testing methods in order to understand and perform ABO grouping, Rh typing, compatibility testing, antibody identification, and component therapy selection. They also explore donor screening, donor blood processing, and appropriate quality control and quality assurance procedures.

Prerequisites: MLT 162 Immunology and Serology

Semester V

MLT 205 Medical Laboratory Review

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

This course is designed to prepare students for the application process and testing procedures needed for completion of their certification exam. Content provides 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

The purpose of this course is to provide students with a clinical laboratory experience in a CLIA-approved laboratory. Clinical experiences 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.

Graduates of this program receive an Associate of Applied Science Degree. Graduates of approved nursing programs are eligible to apply to take the National Council Licensure Examination (NCLEX-RN®). Those who pass the NCLEX-RN® are qualified to apply for state licensure or registration to practice nursing.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, applicants must achieve a minimum score on a nursing admissions test, and an interview with nursing faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
ENG 137	*Composition and Communication*	*48*			*3.0*
BIO 147	*Human Anatomy and Physiology*	*48*	*32*		*4.0*
MTH 155	*Applied Mathematics and Drug Calculations*	*48*			*3.0*
HSC 125	*Introduction to Health Care*	*32*			*2.0*
NUR 106	Nursing Foundations Lab		32		1.0
PHI 116	*Foundations of Human Potential*	*32*			*2.0*
NUR 103	Strategies for RN Success	20			1.0
	Semester I Total	**228**	**64**		**16.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PSY 160	*Human Development*	*32*			*2.0*
BIO 175	*Pathophysiology*	*48*			*3.0*
PHA 109	*Pharmacology*	*24*			*1.5*
NUR 111	Pharmacology for Health Promotion and Maintenance		16		0.5
NUR 126	Nursing's Role in Health Promotion	48	64	96	7.0
	Semester II Total	**152**	**80**	**96**	**14.0**

Semester III *(Licensed Practical Nursing Advanced Placement Entrance)*					
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 256	Mastery of Integrated Nursing Concepts	48			3.0
	Semester III Total	**144**	**48**	**144**	**14.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
SOC 245	*Sociology of Health*	*32*			*2.0*
NUR 209	Pharmacology for the Complex Patient	32			2.0
NUR 276	Nursing Care for the Complex Patient	48	64	144	8.5
	Semester IV Total	**112**	**64**	**144**	**12.5**

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	144	8.5
NUR 296	Role Development of the Graduate Nurse	48			3.0
	Semester V Total	**128**	**64**	**144**	**13.5**

Program Total	**764**	**320**	**528**	**70.0**

At a Glance

Program Type: Associate's Degree
Delivery Method: On-ground
Semester Credits: 70.0

Program Length	Total
Program Hours	1,612
Program Weeks	80
Program Semesters (16 weeks per semester)	5

Campus Locations

AZ: Mesa, Tucson

Nursing • Course Descriptions

Semester I

ENG 137 Composition and Communication
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Clinical) 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 Clinical) 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 155 Applied Mathematics and Drug Calculations
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Clinical) 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, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course provides an introduction to the health care delivery system—medical terminology, safety, 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.
Prerequisites: None

NUR 106 Nursing Foundations Lab
Total Course Hours: 32 (32 lab) Semester Credits: 1.0
This course allows students to apply theoretical knowledge and practice fundamental skills while introducing concepts of oxygenation, circulation, and skin integrity. Students demonstrate fundamental skills focusing on activities of daily living, patient assessment, and safety in the laboratory setting.
Prerequisites: None

PHI 116 Foundations of Human Potential
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) 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: 20 (20 Theory, 0 Lab, 0 Clinical) 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

Semester II

PSY 160 Human Development
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) 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 Clinical) 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: 24 (24 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.5
This course introduces students to the principles of pharmacokinetics, pharmacodynamics, pharmaceutics, pharmacotherapeutics, and toxicology using the concepts of suitability, safety, and evaluation to optimize positive outcomes. The legal and ethical aspects related to drugs and medications are addressed.
Prerequisites: Semester I courses

NUR 111 Pharmacology for Health Promotion and Maintenance
Total Course Hours: 16 (0 Theory, 16 Lab, 0 Clinical) 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 Clinical) 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

Semester III
BIO 185 Nutrition
Total Course Hours: 16 (16 Theory, 0 Lab, 0 Clinical) 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 Clinical) 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 Clinical) 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 256 Master of Integrated Nursing Concepts
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course assesses the student's progress toward mastery of core program concepts, 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

Semester IV
SOC 245 Sociology of Health
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) 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 Clinical) Semester Credits: 2.0
This course advances the student's understanding, application, analysis, and evaluation of the professional nursing responsibilities related to pharmacological agents that may be used across the life span to manage health-altering problems. Students discuss subsequent expected outcomes and unexpected effects that may arise in patients as a result of the use of these agents as well as medication error prevention and/or mitigation strategies. Emphasis is placed on pharmacological agents that influence factors associated with the wellness-illness state related to oxygenation, cardiac output, tissue perfusion, digestion, nutrition, elimination, skin integrity, reproduction, cognition, mobility, biophysiological wellness, psychosocial wellness, and neurosensation, as well as metabolism and fluid, electrolyte, and acid-base imbalances. Multiple and complex health alterations within the context of rehabilitation and end-of-life care treatment strategies are also addressed.
Prerequisites: Semesters I, II, and III courses

NUR 276 Nursing Care for the Complex Patient
Total Course Hours: 256 (48 Theory, 64 Lab, 144 Clinical) Semester Credits: 8.5
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, and technology use and documentation that reflect quality, safety and accountability in the simulation lab and clinical practice.
Prerequisites: Semesters I, II, and III courses

Semester V
HSC 280 Health Care Informatics
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course explores the roles of health care providers, consumers, and key stakeholders in collecting, managing, analyzing, and safeguarding data. 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, III, and IV courses

NUR 286 Nursing Care in Challenging Situations
Total Course Hours: 256 (48 Theory, 64 Lab, 144 Clinical) Semester Credits: 8.5
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 clinical immersion 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 Clinical) 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®, 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

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.

Graduates of this program at the El Paso and Houston campuses receive an Associate of Applied Science Degree, while graduates at other PMI campuses receive an Occupational Associate Degree. Graduates of accredited OTA programs are eligible to apply to take the national certification examination for occupational therapy assistant (COTA) administered by the National Board for Certification in Occupational Therapy (NBCOT).

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CMT 105	*Medical Terminology*	*16*			*1.0*
BIO 105	*Anatomy and Physiology I*	*48*	*32*		*4.0*
OTA 102	Introduction to Occupational Therapy	48			3.0
MTH 125	*Math and Statistics*	*16*			*1.0*
CCM 150	*Communications for the Health Professions*	*48*			*3.0*
PSY 130	*Psychology*	*48*			*3.0*
	Semester I Total	**224**	**32**		**15.0**
Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HST 205	*Nevada History and US Constitution**	*45*			*3.0*
BIO 106	*Anatomy and 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 and Development	48			3.0
OTA 115	Principles of OT in Mental Health	48	16		3.5
	Semester II Total	**253**	**48**		**17.5**

***Represents the Las Vegas Campus.**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OTA 125	Kinesiology	32	16		2.5
OTA 110	Fundamentals of Occupational Therapy	32			2.0
OTA 206	Human Occupations I	48	32		4.0
OTA 215	Principles of OT in Physical Health	48	16		3.5
OTA 220	Fieldwork I			80	1.5
	Semester III Total	**160**	**64**	**80**	**13.5**
Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OTA 209	Human Occupations II	40	32		3.5
OTA 230	Administrative Procedures	32			2.0
OTA 245	Pediatric Practice for the OTA	40	32		3.5
OTA 250	Specific Populations for the OTA	32	16		2.5
OTA 226	Professional Development Strategies	32			2.0
	Semester IV Total	**176**	**80**		**13.5**
Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OTA 221	Fieldwork II A			320	7.0
OTA 222	Fieldwork II B			320	7.0
	Semester V Total			**640**	**14.0**
	Program Total	**768**	**224**	**720**	**70.5**
	Las Vegas Program Total	**813**	**224**	**720**	**73.5**

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 70.5
(73.5 Las Vegas campus; program includes HST 205 Nevada History and US Constitution, which is 3.0 credits)

Program Length	Total
Program Hours	1,712 1,757*
Program Weeks	80
Program Semesters (16 weeks per semester)	5

* Las Vegas campus.

Campus Locations

AZ: Mesa, Tucson
CA: San Marcos
CO: Denver
NV: Las Vegas
TX: El Paso, Houston
WA: Renton

Occupational Therapy Assistant • Course Descriptions

Note: Hybrid delivery is offered only at San Marcos, El Paso, and Houston campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

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

BIO 105 Anatomy and Physiology I
Total Course Hours: 80 (48 Theory, 32 Lab, 0 Extern) Semester Credits: 4.0
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
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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
Total Course Hours 16 (16 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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

Semester II

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 requirements.
Prerequisites: None

BIO 106 Anatomy and Physiology II
Total Course Hours: 80 (48 Theory, 32 Lab, 0 Extern) Semester Credits: 4.0
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 Anatomy and Physiology I and Semester I OTA-designated courses

OTA 130 Occupational Analysis
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 Anatomy and Physiology I, PSY 130 Psychology, and Semester I OTA-designated courses

OTA 201 Documentation for the OTA
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 Anatomy and Physiology I, CMT 105 Medical Terminology, and Semester I OTA-designated courses

OTA 108 Growth and Development
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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 Anatomy and Physiology I, PSY 130 Psychology, and Semester I OTA-designated courses

OTA 115 Principles of OT in Mental Health
Total Course Hours: 64 (48 Theory, 16 Lab, 0 Extern) Semester Credits: 3.5
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 Anatomy and Physiology I, PSY 130 Psychology, and Semester I OTA-designated courses

Semester III
OTA 125 Kinesiology
Total Course Hours: 48 (32 Theory, 16 Lab, 0 Extern) Semester Credits: 2.5
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I and II OTA-designated courses

OTA 110 Fundamentals of Occupational Therapy
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, PSY 130 Psychology, and Semesters I and II OTA-designated courses

OTA 206 Human Occupations I
Total Course Hours: 80 (48 Theory, 32 Lab, 0 Extern) Semester Credits: 4.0
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, PSY 130 Psychology, and Semesters I and II OTA-designated courses

OTA 215 Principles of OT in Physical Health
Total Course Hours: 64 (48 Theory, 16 Lab, 0 Extern) Semester Credits: 3.5
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I and II OTA-designated courses

OTA 220 Fieldwork I
Total Course Hours: 80 (0 Theory, 0 Lab, 80 Extern) Semester Credits: 1.5
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I and II OTA-designated courses

Semester IV
OTA 209 Human Occupations II
Total Course Hours: 72 (40 Theory, 32 Lab, 0 Extern) Semester Credits: 3.5
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I, II, and III OTA-designated courses

OTA 230 Administrative Procedures
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I, II, and III OTA-designated courses

OTA 245 Pediatric Practice for the OTA
Total Course Hours: 72 (40 Theory, 32 Lab, 0 Extern) Semester Credits: 3.5
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I, II, and III OTA-designated courses

OTA 250 Specific Populations for the OTA
Total Course Hours: 48 (32 Theory, 16 Lab, 0 Extern) Semester Credits: 2.5
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 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I, II, and III OTA-designated courses

OTA 226 Professional Development Strategies
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This seminar course prepares the student for fieldwork and practice by examining professional development strengths and needs and formulating a plan for advocating for oneself and the profession. To accomplish this, students will explore supervisory needs, set goals for fieldwork success, and examine effective job search strategies. In addition, students will review and prepare for the National Board for Certification in Occupational Therapy (NBCOT) Certified Occupational Therapy Assistant (COTA®) exam.
Prerequisites: BIO 105 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I, II, and III OTA-designated courses

Semester V
OTA 221 Fieldwork II A
Total Course Hours: 320 (0 Theory, 0 Lab, 320 Extern) Semester Credits: 7.0
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
Total Course Hours: 320 (0 Theory, 0 Lab, 320 Extern) Semester Credits: 7.0
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 surgical assisting, ultrasound, digital photography, and light-based imaging of the eye with scanning lasers.

Graduates of this program receive an Associate of Occupational Studies Degree and are eligible to apply to take the Certified Ophthalmic Technician® (COT) examination administered by the Joint Commission on Allied Health Personnel in Ophthalmology® (JCAHPO).

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 108	*Anatomy and Physiology*	*60*			*4.0*
CLE 125	*Law and 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 and Physiology	45			3.0
OPH 114	Ocular Disease	60			4.0
	Semester I Total	**255**			**17.0**

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

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

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OPH 223	Surgical Assisting	30	30		3.0
OPH 207	Pharmacology	30			2.0
OPH 210	Clinical Externship I			256	5.5
OPH 235	Optics and Advanced Refractometry	30			2.0
OPH 225	Ophthalmic Photography and Imaging	30	60		4.0
OPH 230	Echography and Light-Based Imaging	15	30		2.0
	Semester IV Total	**135**	**120**	**256**	**18.5**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OPH 220	Clinical Externship II			640	14.0
	Semester V Total		**640**	**14.0**	**12**

Program Total	**600**	**420**	**896**	**73.5**

At a Glance

Program Type: Associate's Degree

Delivery Method: Hybrid*

*See "Note" on Course Descriptions page

Semester Credits: 73.5

Program Length	Total
Program Hours	1,916
Program Weeks	80
Program Semesters (16 weeks per semester)	5

Campus Locations

CO: Denver

Ophthalmic Medical Technician • Course Descriptions

Note: Refer to the Prospective Student Handout at the campus for course-specific delivery method in this hybrid program.

Semester I

BIO 108 Anatomy and Physiology
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
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 and Ethics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

MTH 130 Math Applications
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 and Physiology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
Instruction on anatomy and physiology of the visual sensory organs and related structures.
Prerequisites: None

OPH 114 Ocular Disease
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
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

Semester II

OPH 108 Refractometry
Total Course Hours: 105 (45 Theory, 60 Lab, 0 Extern) Semester Credits: 5.0
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 and Physiology and OPH 114 Ocular Disease

OPH 112 Basic Skills
Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0
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 and Physiology and OPH 114 Ocular Disease

OPH 115 Patient Services
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
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 and Physiology and OPH 114 Ocular Disease

Semester III

OPH 217 Contact Lenses

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

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

OPH 222 Administrative Procedures

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

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

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

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

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

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

Semester IV

OPH 223 Surgical Assisting

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

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

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

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

Total Course Hours: 256 (0 Theory, 0 Lab, 256 Extern) Semester Credits: 5.5

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

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

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

OPH 225 Ophthalmic Photography and Imaging

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

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

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

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

Semester V

OPH 220 Clinical Externship II

Total Course Hours: 640 (0 Theory, 0 Lab, 640 Extern) Semester Credits: 14.0

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—Las Vegas

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.

Graduates of the program receive an Associate of Occupational Science Degree. Students who complete the first semester must obtain EMT (emergency medical technician) certification by successfully passing the National Registry of Emergency Medical Technicians (NREMT) certification examination at the EMT level before proceeding to the second semester. After successful completion of all didactic and clinical hours, students will be required to obtain a provisional license from the Southern Nevada Health District (SNHD) or other regulatory agency prior to beginning EMS 242 Field Internship. The provisional license requires that the applicant successfully pass a licensure examination. Total hours required to complete EMS 242 Field Internship may vary depending upon assigned schedule; as a result, the 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.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, applicants must be 18 years of age. An interview with the program director is also required. An applicant must provide evidence of completion from an approved EMT program and a current EMT certification to enter the program in the second semester.

At a Glance

Program Type: Associate's Degree

Delivery Method: Hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 74.5

Program Length	Total
Program Hours	1,764
Program Weeks	75
Program Semesters (15 weeks per semester)	5

Campus Locations

NV: Las Vegas

Semester I					
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
	Semester I Total	**135**	**82.5**	**120**	**14.0**

Semester II					
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
	Semester II Total	**255**	**37.5**		**17.5**

Semester III					
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
	Semester III Total	**180**	**75**		**14.5**

Semester IV					
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*
	Semester IV Total	**150**	**15**	**290**	**16.5**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
EMS 232	National Registry Paramedic Review	56	8		4.0
EMS 242	Field Internship			360	8.0
	Semester V Total	**56**	**8**	**360**	**12**
	Program Total	**776**	**218**	**770**	**74.5**

Paramedic—Las Vegas • Course Descriptions

Note: Refer to the Prospective Student Handout at the campus for course-specific delivery method in this hybrid program.

Semester I

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

Semester II

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

Semester III

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.
Prerequisites: Semesters I and II courses

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.
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.
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.
Prerequisites: Semesters I and II courses

Semester IV
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.
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 202 Clinical Externship
Total Course Hours: 290 (0 Theory, 0 Lab, 290 Extern) Semester Credits: 6.0
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 include the emergency department and triage, anesthesia, adult intensive care unit, pediatric intensive care unit, operating room, psychiatry, labor and delivery, burn unit, postanesthesia care unit, pediatrics, and other elective rotations.
Prerequisites: Semesters I, II and III courses

HST 205 Nevada History and US Constitution
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 requirements.
Prerequisites: None

Semester V
EMS 232 National Registry Paramedic Review
Total Course Hours: 64 (56 Theory, 8 Lab, 0 Extern) Semester Credits: 4.0
This course reviews each of the skills stations that comprise the NREMT Psychomotor Examination and provides an overview of the NREMT Cognitive Examination (CBT), 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
Total Course Hours: 360 (0 Theory, 0 Lab, 360 Extern) Semester Credits: 8.0
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 requires a provisional license as issued by the SNHD

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. Curriculum content addresses anatomy and physiology, kinesiology, diseases and conditions, medical terminology, physical therapy interventions, data collection skills, treatment plans, administrative procedures, and ethics and laws governing the practice of physical therapy.

Graduates of this program at the Houston campus receive an Associate of Applied Science Degree, while graduates at other PMI campuses receive an Occupational Associate Degree. All graduates are eligible to apply to take the National Physical Therapy Examination for Physical Therapist Assistants (NPTE-PTA), which is administered by the Federation of State Boards of Physical Therapy (FSBPT).

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CMT 100	*Medical Terminology*	*15*			*1.0*
BIO 100	*Anatomy and Physiology I*	*45*	*30*		*4.0*
PTA 110	Introduction to Physical Therapy	30	15		2.5
MTH 100	*Math and Physics Applications*	*45*			*3.0*
CCM 135	*Communications for the Health Professions*	*45*			*3.0*
CLE 120	*Law and Ethics*	*15*			*1.0*
	Semester I Total	**195**	**45**		**14.5**
Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HST 205	*Nevada History and US Constitution**	*45*			*3.0**
PTA 103	PTA Techniques	30	45		3.5
BIO 109	*Anatomy and Physiology II*	*45*	*15*		*3.5*
PTA 104	Fundamentals of Disease	45			3.0
PTA 105	Growth and Development	45			3.0
PTA 120	Introduction to Kinesiology	15			1.0
	Semester II Total	**225**	**60**		**17.0**

*Represents the Las Vegas Campus.

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PTA 200	Kinesiology	30	45		3.5
PTA 201	Rehabilitation I	30	30		3.0
PTA 205	Therapeutic Exercise I	45	30		4.0
PTA 210	Clinical Practicum I			80	1.5
	Semester III Total	**105**	**105**	**80**	**12.0**
Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PTA 207	Therapeutic Exercise II	30	30		3.0
PTA 202	Rehabilitation II	38	30		3.5
PTA 211	Clinical Practicum II			280	6.0
	Semester IV Total	**68**	**60**	**280**	**12.5**
Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PTA 204	Administrative Procedures	30			2.0
PTA 208	Special Topics	45	21		3.5
PTA 209	PTA Seminar	32			2.0
PTA 212	Clinical Practicum III			280	6.0
	Semester V Total	**107**	**21**	**280**	**13.5**
	Program Total	**655**	**291**	**640**	**66.5**
	Las Vegas Program Total	**700**	**291**	**640**	**69.5**

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 66.5
(69.5 Las Vegas; program includes HST 205 Nevada History and US Constitution, which is 3.0 credits)

Program Length	Total
Program Hours	1,586 1,631*
Program Weeks	75
Program Semesters (15 weeks per semester)	5

*Las Vegas Campus

Campus Locations

AZ: Mesa, Tucson
CA: San Marcos
CO: Denver
NV: Las Vegas
NM: Albuquerque
TX: Houston
WA: Seattle

Physical Therapist Assistant • Course Descriptions

Note: Hybrid delivery is offered only at Denver, Las Vegas, Houston, and Seattle campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

CMT 100 Medical Terminology
Total Course Hours: 15 (15 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

BIO 100 Anatomy and Physiology I
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
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
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
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 and Physics Applications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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 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: None

Semester II

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 requirements.
Prerequisites: None

PTA 103 PTA Techniques
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Extern) Semester Credits: 3.5
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 and Physiology I

BIO 109 Anatomy and Physiology II
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
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 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 and Physiology I

PTA 104 Fundamentals of Disease
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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 and Physiology I

PTA 105 Growth and Development
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This class explores several theories that examine the relationship of structure and function with the development of movement skills throughout the life span. Students will also study changes that occur to major body systems during various phases of growth and development and how these changes affect health and wellness.
Prerequisites: Semester 1 PTA-designated courses and BIO 100 Anatomy and Physiology I

PTA 120 Introduction to Kinesiology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 and Physiology I

Semester III
PTA 200 Kinesiology
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Extern) Semester Credits: 3.5
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 and Physiology I and II)

PTA 201 Rehabilitation I
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
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 and Physiology I and II)

PTA 205 Therapeutic Exercise I
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
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 and Physiology I and II)

PTA 210 Clinical Practicum I
Total Course Hours: 80 (0 Theory, 0 Lab, 80 Extern) Semester Credits: 1.5
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 and Physiology I and II)

Semester IV
PTA 207 Therapeutic Exercise II
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
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 and Physiology I and II)

PTA 202 Rehabilitation II
Total Course Hours: 68 (38 Theory, 30 Lab, 0 Extern) Semester Credits: 3.5
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 and Physiology I and II)

PTA 211 Clinical Practicum II
Total Course Hours: 280 (0 Theory, 0 Lab, 280 Extern) Semester Credits: 6.0
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 and Physiology I and II)

Semester V
PTA 204 Administrative Procedures
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 PTA-designated courses and BIO 100 and BIO 109 (Anatomy and Physiology I and II)

PTA 208 Special Topics
Total Course Hours: 66 (45 Theory, 21 Lab, 0 Extern) Semester Credits: 3.5
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 PTA-designated courses and BIO 100 and BIO 109 (Anatomy and Physiology I and II)

PTA 209 PTA Seminar
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 PTA-designated courses and BIO 100 and BIO 109 (Anatomy and Physiology I and II)

PTA 212 Clinical Practicum III
Total Course Hours: 280 (0 Theory, 0 Lab, 280 Extern) Semester Credits: 6.0
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 PTA-designated courses and BIO 100 and BIO 109 (Anatomy and Physiology I and II)

I've always been interested in sports and even considered becoming an orthopedic surgeon, but having kids at a young age derailed my plan. I decided it was time to pursue a career that I could take with me as the military moved our family. I found PMI and discovered they were launching a brand new Physical Therapist Assistant program. I knew immediately this was for me. I really enjoyed interacting with my classmates; they became like family. My instructors were great and extremely knowledgeable!

After graduation, the military moved us to Colorado Springs. I took my boards and ended up achieving a perfect score on my exam! Colorado Sport and Spine was seeking someone to work with their vestibular therapist, and because one of my clinical rotations had been in vestibular and balance, I was hired over the other applicants. I absolutely love my job and I have great coworkers and mentors. I truly owe it all to the experience PMI provided me.

The physical therapists I work under are committed to the betterment of our profession and supported me in my decision to get my bachelor's degree. I enrolled in PMI's Online Bachelor of Science in Physical Therapist Assistant Program. I appreciated that my classmates and I were able to tailor our online experience to fit our day-to-day jobs and other life commitments. I had a wonderful experience at PMI and have nothing but good things to say about both programs.

Marri Mattson
Associate Degree, Physical Therapist Assistant Program, Las Vegas Campus
Bachelor Degree, Physical Therapist Assistant Program, Online Education

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 on anatomy and physiology, communication, medical terminology, methods of patient care, psychology, ethics, radiographic techniques, image analysis, and quality assurance.

Graduates of the program receive an Associate of Applied Science Degree. Graduates are qualified to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 154	*Anatomy and Physiology I*	*30*			*2.0*
CCM 154	*Communications*	*30*			*2.0*
CMT 154	*Medical Terminology*	*15*			*1.0*
MTH 154	*Algebra*	*45*			*3.0*
RAD 145	Radiographic Physics	45			3.0
RAD 155	Positioning I	45	30		4.0
	Semester I Total	**210**	**30**		**15.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 164	*Anatomy and Physiology II*	*45*			*3.0*
CLE 164	*Medical Law and Ethics*	*30*			*2.0*
RAD 165	Positioning II	45	30		4.0
RAD 175	Methods of Patient Care	45	8		3.0
RAD 185	Principles of Exposure	45			3.0
	Semester II Total	**210**	**38**		**15.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HST 205	*Nevada History and US Constitution**	*45*			*3.0**
RAD 255	Advanced Imaging	30			2.0
RAD 265	Radiographic Biology	30			2.0
RAD 201	Clinical Externship I			420	9.0
	Semester III Total	**105**		**420**	**16.0**

*Represents the Las Vegas Campus.

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PSY 174	*Introduction to Psychology*	*30*			*2.0*
RAD 275	Pathology I	15			1.0
RAD 202	Clinical Externship II			420	9.0
	Semester IV Total	**45**		**420**	**12.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RAD 285	Pathology II	15			1.0
RAD 295	Image Quality and Analysis	45			3.0
RAD 203	Clinical Externship III			420	9.0
	Semester V Total	**60**		**420**	**13.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RAD 299	Registry Review	45			3.0
RAD 204	Clinical Externship IV			420	9.0
	Semester VI Total	**45**		**420**	**12.0**

Program Total	**630**	**68**	**1,680**	**80.0**
Las Vegas Program Total	**675**	**68**	**1,680**	**83.0**

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 80.0
(83.0 Las Vegas; program includes HST 205 Nevada History and US Constitution, which is 3.0 credits)

Program Length	Total
Program Hours	2,378 2,423*
Program Weeks	90
Program Semesters (15 weeks per semester)	6

*Las Vegas Campus

Campus Locations

AZ: Mesa, Tucson
CA: Chula Vista
CO: Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston
WA: Seattle

Radiography • Course Descriptions

Note: Hybrid delivery is offered only at Mesa, Chula Vista, Denver, Las Vegas, Houston, and Seattle campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

BIO 154 Anatomy and Physiology I
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides the student with knowledge of the structure and function of the human body. Course content includes the structure and function of the integumentary, muscular, and skeletal systems. Course content also addresses the roles of cellular, tissue, and organ structures with each system and within the human body as a whole.
Prerequisites: None

CCM 154 Communications
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course addresses a broad range of communication skills and provides students with an overview of interpersonal, technical, and professional communications. The topics include but are not limited to effective oral and written communication styles, adaptation and communication within groups, active listening techniques, technical and professional writing methods, presentations, and communicating on a level that encompasses diversity. Students will apply critical thinking skills toward group discussions and evaluation of communication styles from a professional point of view.
Prerequisites: None

CMT 154 Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 analyze and apply medical terms.
Prerequisites: None

MTH 154 Algebra
Total Course Hours: 45 (45 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 145 Radiographic Physics
Total Course Hours: 45 (45 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: None

RAD 155 Positioning I
Total Course Hours: 75 (45 Theory, 30 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

Semester II

BIO 164 Anatomy and Physiology II
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
A continuation of BIO 154, course content includes the structure and function of the endocrine, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.
Prerequisites: BIO 154 Anatomy and Physiology I

CLE 164 Medical Law and Ethics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 165 Positioning II
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course is a continuation of RAD 155. 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 175 Methods of Patient Care
Total Course Hours: 53 (45 Theory, 8.0 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

RAD 185 Principles of Exposure
Total Course Hours: 45 (45 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

Semester III
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

RAD 255 Advanced Imaging
Total Course Hours: 30 (30 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 and II courses

RAD 265 Radiographic Biology
Total Course Hours: 30 (30 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 201 Clinical Externship I
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course provides clinical experience under the supervision of clinical staff and faculty correlated with theories presented in the classroom. 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 and II courses

Semester IV
PSY 174 Introduction to Psychology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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

RAD 275 Pathology I
Total Course Hours: 15 (15 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 202 Clinical Externship II
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course is a continuation of RAD 201 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

Semester V
RAD 285 Pathology II
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course is a continuation of RAD 275. Topics include pathologies of the hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems, and diseases and trauma.
Prerequisites: Semesters I, II, III, and IV courses

RAD 295 Image Quality and Analysis
Total Course Hours: 45 (45 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.
Prerequisites: Semesters I, II, III, and IV courses

RAD 203 Clinical Externship III
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course is a continuation of RAD 202 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skill and competence.
Prerequisites: Semesters I, II, III, and IV courses

Semester VI
RAD 299 Registry Review
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course is designed to prepare students for examination for certification by the American Registry of Radiologic Technologists (ARRT).
Prerequisites: Semesters I, II, III, IV, and V courses

RAD 204 Clinical Externship IV
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course is a continuation of RAD 203 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate the clinical skill and competence as required of an entry-level radiographer.
Prerequisites: Semesters I, II, III, IV, and V courses

I had gone to college for several years and had finally determined my career path. I first came to PMI in 2005 after the college I was attending in Hawaii discontinued their radiologic technologist program. I chose PMI because it was the best and fastest way to get to my goal. Like many students, I needed to bring in an income while in school. So anytime my school schedule changed during my clinical externships, I found a new job that would accommodate my schedule. During PMI's bachelor program I was a new mom and had both a full- and part-time job. Both programs were completely doable during these times in my life as long as I committed myself and knew that each one would better my future.

My instructors were knowledgeable and completely prepared me for my profession. I was hired directly out of school at one of my externship sites, Banner-University Medical Center, where I've been working for nearly 10 years. I continued to advance myself through education; getting my CT certification and my bachelor's degree through PMI's Online program. The idea of teaching future technologists and being able to share my knowledge got me excited, so I began teaching part time at PMI. Eventually, I became a full time instructor.

PMI gave me a great start on my career path. My goal now is to share that same knowledge and passion with my students. Thanks PMI!

Jolene Pobrislo
Associate Degree, Radiography, Tucson Campus
Bachelor Degree, Radiologic Sciences, Online Education

Radiography—Bridge

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.

Graduates of this program receive an Associate of Applied Science Degree and are qualified to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, applicants must document a minimum of 1,599 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; or an approved or licensed limited scope radiography program. One year of college coursework is defined as 30 credit hours. Students are granted 36.5 credits for previous radiologic sciences education and experience. Refer to the Transfer Credit information in the Prospective Students section of this catalog.

Transfer Credit				
		Theory	Extern	Credits
Transfer of Credit (1 intro. to radiography, 1 medical terminology, 34.5 clinical experience credits)				36.5
	Transfer Total			36.5
Semester I				
Course #	**Course**	**Theory**	**Extern**	**Credits**
CCL 100	*Computer Literacy*	*30*		*2.0*
CCM 112	*Communications*	*45*		*3.0*
MTH 210	*Math Applications*	*45*		*3.0*
BIO 134	*Anatomy and Physiology I*	*60*		*4.0*
	Semester I Total	180		12.0
Semester II				
Course #	**Course**	**Theory**	**Extern**	**Credits**
RAD 112	Positioning I	45		3.0
BIO 144	*Anatomy and Physiology II*	*60*		*4.0*
RAD 122	Positioning II	45		3.0
PSY 140	*Interpersonal Relations*	*30*		*2.0*
	Semester II Total	180		12.0
Semester III				
Course #	**Course**	**Theory**	**Extern**	**Credits**
RAD 132	Positioning III	45		3.0
RAD 134	Methods of Patient Care	45		3.0
RAD 128	Physics	45		3.0
CLE 112	*Medical Law and Ethics*	*45*		*3.0*
	Semester III Total	180		12.0
Semester IV				
Course #	**Course**	**Theory**	**Extern**	**Credits**
RAD 138	Principles of Exposure	45		3.0
RAD 238	Pathology	45		3.0
RAD 232	Radiography II	45		3.0
RAD 142	Radiographic Biology	45		3.0
	Semester IV Total	180		12.0
Semester V				
Course #	**Course**	**Theory**	**Extern**	**Credits**
RAD 248	Radiography III	60		4.0
RAD 212	Advandced Radiographic Imaging and Special Procedures	30		2.0
RAD 256	Clinical Externship IV		252	5.5
	Semester IV Total	90	252	11.5
	Transfer Courses Total	32	1,599	36.5
	Program Total	842	1,851	96.0

At a Glance

Program Type: Associate's Degree

Delivery Method: Online

Semester Credits: 96.0

Program Length	Total
Program Hours	2,693
Program Weeks Transfer hours: 1,631 Program-specific hours: 1,062	80
Program Semesters (16 weeks per semester)	5

Campus Locations

The Online programs are delivered from Tucson, AZ.

Radiography—Bridge • Course Descriptions

Semester I

CCL 100 Computer Literacy

Total Course Hours: 30 (30 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 112 Communications

Total Course Hours: 45 (45 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

MTH 210 Math Applications

Total Course Hours: 45 (45 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

BIO 134 Anatomy and Physiology I

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

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 structures and functions of the integumentary and musculoskeletal systems.

Prerequisites: None

Semester II

RAD 112 Positioning I

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

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

Prerequisites: BIO 134 Anatomy and Physiology I

BIO 144 Anatomy and Physiology II

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

A continuation of BIO 134, 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 134 Anatomy and Physiology I

RAD 122 Positioning II

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

This course is a continuation of RAD 112 and covers basic terminology, anatomy, and radiographic procedures.

Prerequisites or Corequisites: RAD 112 Positioning I, BIO 134 and BIO 144 (Anatomy and Physiology I and II)

PSY 140 Interpersonal Relations

Total Course Hours: 30 (30 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

Semester III

RAD 132 Positioning III

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

This course is a continuation of RAD 112 and RAD 122 and covers basic terminology, anatomy, and radiographic procedures. Students learn advanced positioning skills for age-specific populations.

Prerequisites: RAD 112 Positioning I, RAD 122 Positioning II, BIO 134 and BIO 144 (Anatomy and Physiology I and II)

RAD 134 Methods of Patient Care

Total Course Hours: 45 (45 Theory, 0 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: None

RAD 128 Physics
Total Course Hours: 45 (45 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: MTH 210 Math Applications

CLE 112 Medical Law and Ethics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits:3.0
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

Semester IV
RAD 138 Principles of Exposure
Total Course Hours: 45 (45 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 128 Physics, RAD 112 Positioning I

RAD 238 Pathology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an overview of radiographic pathology. Topics cover pathologies of the following body systems: musculoskeletal, respiratory, gastrointestinal, hepatobiliary, urinary, hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems. Traumatic injuries are also addressed.
Prerequisites: Semesters I, II, and III courses

RAD 232 Radiography II
Total Course Hours: 45 (45 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 128 Physics, RAD 112 Positioning I, RAD 122 Positioning II, and RAD 132 Positioning III

RAD 142 Radiographic Biology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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 128 Physics, BIO 134 and BIO144 (Anatomy and Physiology I and II)

Semester V
RAD 248 Radiography III
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists (ARRT).
Prerequisites: Semesters I, II, III, and IV courses

RAD 212 Advanced Radiographic Imaging and Special Procedures
Total Course Hours: 30 (30 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, III, and IV 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, III, and IV courses

Respiratory Therapy

Objective: To provide students with academic and clinical training in preparation for employment as respiratory therapists. 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.

Graduates of the program receive an Occupational Associate Degree and are eligible to apply to take the National Board for Respiratory Care Therapist Multiple-Choice (TMC) Examination. Those who meet the threshold on the TMC exam are eligible to take the Clinical Simulation Examination (CSE) to obtain the Registered Respiratory Therapist (RRT) credential.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 85.0
(88.0 Las Vegas; program includes HST 205 Nevada History and US Constitution, which is 3.0 credits)

Program Length	Total
Program Hours	1,955 2,000*
Program Weeks	85
Program Semesters (17 weeks per semester)	5

*Las Vegas Campus

Campus Locations

AZ: Mesa, Tucson
CA: San Marcos
CO: Denver
NV: Las Vegas
NM: Albuquerque
WA: Renton

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MT 103	*Math Applications*	*30*			*2.0*
CHP 111	*Respiratory Sciences*	*35*			*2.0*
BIO 127	*Anatomy and Physiology*	*70*			*4.5*
MB 120	*Microbiology*	*20*			*1.0*
AP 116	Cardiac Anatomy and Physiology	30			2.0
AP 118	Pulmonary Anatomy and Physiology	75			5.0
PC 122	Patient Assessment	20	15		1.5
	Semester I Total	**280**	**15**		**18.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
*HST 205**	*Nevada History and US Constitution*	*45*			*3.0*
RX 151	Pharmacology	40			2.5
RES 131	Cardiopulmonary Diagnostics	40	30		3.5
RES 141	Cardiopulmonary Diseases	45			3.0
RES 160	Respiratory Pediatrics	30			2.0
RES 180	Respiratory Therapeutics I	30	25		2.5
RES 185	Respiratory Therapeutics II	40	50		4.0
	Semester II Total	**270**	**105**		**20.5**

* Represents the Las Vegas Campus.

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RES 190	Respiratory Care Practicum I			252	5.5
RES 201	Pulmonary Rehabilitation and Wellness	15			1.0
RES 211	Critical Care Techniques	40	15		3.0
RES 242	Emergency Care	35	15		2.5
RES 222	Advanced Patient Assessment	30	20		2.5
	Semester III Total	**120**	**50**	**252**	**14.5**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RES 251	Advanced Pharmacology	45			3.0
RES 231	Advanced Pulmonary Diagnostics	40			2.5
RES 281	Introduction to Mechanical Ventilation	60	60		6.0
RES 290	Respiratory Care Practicum II			252	5.5
	Semester IV Total	**145**	**60**	**252**	**17.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CCM 211	*Professional Communications*	*25*			*1.5*
RES 270	Cardiovascular Diagnostics	50			3.0
RES 260	Respiratory Perinatology	50			3.0
RES 287	Advanced Mechanical Ventilation	50	30		4.0
RES 295	Respiratory Care Practicum III			216	4.5
RES 275	NBRC Review Course	30			2.0
	Semester V Total	**205**	**30**	**216**	**18.0**
	Program Total	**975**	**260**	**720**	**85.0**
	Las Vegas Program Total	**1,020**	**260**	**720**	**88.0**

Respiratory Therapy • Course Descriptions

Note: Hybrid delivery is offered only at Mesa, Denver, Las Vegas, and Renton campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

MT 103 Math Applications
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 111 Respiratory Sciences
Total Course Hours: 35 (35 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces chemistry concepts of atomic theory, the use of the periodic chart, and chemical bonding and balancing equations. This course will also include an introduction to basic physics, which includes laws of gaseous particles and diffusion, fluid dynamics, relative humidity, temperature, conversion, pressure, and partial pressures.
Prerequisites: None

BIO 127 Anatomy and Physiology
Total Course Hours: 70 (70 Theory, 0 Lab, 0 Extern) Semester Credits: 4.5
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, function, and medical terminology for the integumentary, musculoskeletal, endocrine, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.
Prerequisites: None

MB 120 Microbiology
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 and Physiology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 118 Pulmonary Anatomy and Physiology
Total Course Hours: 75 (75 Theory, 0 Lab, 0 Extern) Semester Credits: 5.0
The course provides an in-depth study of the lungs and their functions, including pulmonary structure and the physiology of gas transport. Topics include the anatomy of the airways and thorax and its relation to the function of gas movement in and out of the lungs. Pressure gradients, diffusion, perfusion, and ventilation are studied in detail. The course will use formulae for arterial (CaO2), alveolar (PAO2), venous (CvO2) and capillary (CcO2) blood flow and gas exchange, oxygen delivery (DO2), and consumption (VO2). A detailed review of acid-base balances and interpretation of arterial blood gases is also an integral part of the course.
Prerequisites: None

PC 122 Patient Assessment
Total Course Hours: 35 (20 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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

Semester II

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. *(Las Vegas Campus only)*
Prerequisites: None

RX 151 Pharmacology
Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 2.5
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 and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 131 Cardiopulmonary Diagnostics
Total Course Hours: 70 (40 Theory, 30 Lab, 0 Extern) Semester Credits: 3.5
This course presents an introduction to basic cardiopulmonary diagnostic testing. Topics include but are not limited to ABGs, ECGs, CXR, and pulmonary function testing, which includes the machines, equipment, and accessories utilized for diagnosis.
Prerequisites: AP 116 Cardiac Anatomy and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 141 Cardiopulmonary Diseases
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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 and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 160 Respiratory Pediatrics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
The focus of this course is to introduce assessment skills needed to treat the pediatric patient and to study diseases and appropriate therapies and resuscitative procedures particular to pediatrics.
Prerequisites: AP 116 Cardiac Anatomy and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 180 Respiratory Therapeutics I
Total Course Hours: 55 (30 Theory, 25 Lab, 0 Extern) Semester Credits: 2.5
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 and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 185 Respiratory Therapeutics II
Total Course Hours: 90 (40 Theory, 50 Lab, 0 Extern) Semester Credits: 4.0
This course covers the various therapeutic modalities used in respiratory care. Indications, side effects, hazards, and basis for application are stressed. Specific focus is on technologies for airway clearance and hyperinflation.
Prerequisites: AP 116 Cardiac Anatomy and Physiology and AP 118 Pulmonary Anatomy and Physiology

Semester III
RES 190 Respiratory Care Practicum I
Total Course Hours: 252 (0 Theory, 0 Lab, 252 Extern) Semester Credits: 5.5
This course addresses 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 201 Pulmonary Rehabilitation and Wellness
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 211 Critical Care Techniques
Total Course Hours: 55 (40 Theory, 15 Lab, 0 Extern) Semester Credits: 3.0
Instructional focus is centered on emergency management and maintenance of artificial airways according to AHA ACLS standards.
Prerequisites: Semesters I and II courses

RES 242 Emergency Care
Total Course Hours: 50 (35 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
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 222 Advanced Patient Assessment
Total Course Hours: 50 (30 Theory, 20 Lab, 0 Extern) Semester Credits: 2.5
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

Semester IV
RES 251 Advanced Pharmacology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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

RES 231 Advanced Pulmonary Diagnostics
Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 2.5
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 281 Introduction to Mechanical Ventilation
Total Course Hours: 120 (60 Theory, 60 Lab, 0 Extern) Semester Credits: 6.0
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
Total Course Hours: 252 (0 Theory, 0 Lab, 252 Extern) Semester Credits: 5.5
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 281 Introduction to Mechanical Ventilation

Semester V
CCM 211 Professional Communications
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
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 professional advancement.
Prerequisites: Semesters I, II, III, and IV courses

RES 270 Cardiovascular Diagnostics
Total Course Hours: 50 (50 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
An in-depth course designed to instruct the learner on the application and analysis of electrocardiogram testing, EST interpretation, and hemodynamic monitoring.
Prerequisites: Semesters I, II, III, and IV courses

RES 260 Respiratory Perinatology
Total Course Hours: 50 (50 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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 287 Advanced Mechanical Ventilation
Total Course Hours: 80 (50 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
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
Total Course Hours: 216 (0 Theory, 0 Lab, 216 Extern) Semester Credits: 4.5
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
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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

Respiratory Therapy—Houston Campus

Objective: To provide students with academic and clinical training in preparation for employment as respiratory therapists. 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.

Graduates of the program receive an Associate of Applied Science Degree and are eligible to apply to take the National Board for Respiratory Care Therapist Multiple-Choice (TMC) Examination. Those who meet the threshold on the TMC exam are eligible to take the Clinical Simulation Examination (CSE) to obtain the Registered Respiratory Therapist (RRT) credential.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

At a Glance

Program Type: Associate's Degree

Delivery Method: Hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 89.0

Program Length	Total
Program Hours	2,025
Program Weeks	85
Program Semesters (17 weeks per semester)	5

Campus Location

TX: Houston

Semester I

Course #	Course	Theory	Lab	Extern	Credits
CCB 125	*Computer Applications*	*25*			*1.5*
MT 104	*Math Applications*	*35*			*2.0*
CHP 112	*General Sciences*	*35*			*2.0*
BIO 127	*Anatomy and Physiology*	*70*			*4.5*
MB 120	*Microbiology*	*20*			*1.0*
AP 116	Cardiac Anatomy and Physiology	30			2.0
AP 118	Pulmonary Anatomy and Physiology	75			5.0
PC 122	Patient Assessment	20	15		1.5
	Semester I Total	**310**	**15**		**19.5**

Semester II

Course #	Course	Theory	Lab	Extern	Credits
RX 151	Pharmacology	40			2.5
RES 131	Cardiopulmonary Diagnostics	40	30		3.5
RES 141	Cardiopulmonary Diseases	45			3.0
RES 160	Respiratory Pediatrics	30			2.0
RES 180	Respiratory Therapeutics I	30	25		2.5
RES 185	Respiratory Therapeutics II	40	50		4.0
	Semester II Total	**225**	**105**		**17.5**

Semester III

Course #	Course	Theory	Lab	Extern	Credits
CLE 186	*Law and Ethics*	*15*			*1.0*
CCM 160	*Communications*	*25*			*1.5*
RES 190	Respiratory Care Practicum I			252	5.5
RES 201	Pulmonary Rehabilitation and Wellness	15			1.0
RES 211	Critical Care Techniques	40	15		3.0
RES 242	Emergency Care	35	15		2.5
RES 222	Advanced Patient Assessment	30	20		2.5
	Semester III Total	**160**	**50**	**252**	**17.0**

Semester IV

Course #	Course	Theory	Lab	Extern	Credits
RES 251	Advanced Pharmacology	45			3.0
RES 231	Advanced Pulmonary Diagnostics	40			2.5
RES 281	Introduction to Mechanical Ventilation	60	60		6.0
RES 290	Respiratory Care Practicum II			252	5.5
	Semester IV Total	**145**	**60**	**252**	**17.0**

Semester V

Course #	Course	Theory	Lab	Extern	Credits
CCM 211	*Professional Communications*	*25*			*1.5*
RES 270	Cardiovascular Diagnostics	50			3.0
RES 260	Respiratory Perinatology	50			3.0
RES 287	Advanced Mechanical Ventilation	50	30		4.0
RES 295	Respiratory Care Practicum III			216	4.5
RES 275	NBRC Review Course	30			2.0
	Semester V Total	**205**	**30**	**216**	**18.0**
	Program Total	**1,045**	**260**	**720**	**89.0**

Respiratory Therapy—Houston Campus • Course Descriptions

Note: Refer to the Prospective Student Handout at this campus for course-specific delivery methods in this hybrid program.

Semester I

CCB 125 Computer Applications
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course provides an overview of the operation of computers and their applications. Topics include but are not limited to review of common hardware and software to incorporate basic word processing, spreadsheets, presentation software, internet resources, and computer safety, privacy, and security. Students will utilize technology to retrieve, evaluate, and synthesize information from diverse sources and points of view.
Prerequisites: None

MT 104 Math Applications
Total Course Hours: 35 (35 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 112 General Sciences
Total Course Hours: 35 (35 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces chemistry concepts of atomic theory, the use of the periodic chart, and chemical bonding and balancing equations. This course will also include an introduction to basic physics, which includes laws of gaseous particles and diffusion, fluid dynamics, relative humidity, temperature, conversion, pressure, and partial pressures.
Prerequisites: None

BIO 127 Anatomy and Physiology
Total Course Hours: 70 (70 Theory, 0 Lab, 0 Extern) Semester Credits: 4.5
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, function, and medical terminology for the integumentary, musculoskeletal, endocrine, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.
Prerequisites: None

MB 120 Microbiology
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 and Physiology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 118 Pulmonary Anatomy and Physiology
Total Course Hours: 75 (75 Theory, 0 Lab, 0 Extern) Semester Credits: 5.0
The course provides an in-depth study of the lungs and their functions, including pulmonary structure and the physiology of gas transport. Topics include the anatomy of the airways and thorax and its relation to the function of gas movement in and out of the lungs. Pressure gradients, diffusion, perfusion, and ventilation are studied in detail. The course will use formulae for arterial (CaO2), alveolar (PAO2), venous (CvO2) and capillary (CcO2) blood flow and gas exchange, oxygen delivery (DO2), and consumption (VO2). A detailed review of acid-base balances and interpretation of arterial blood gases is also an integral part of the course.
Prerequisites: None

PC 122 Patient Assessment
Total Course Hours: 35 (20 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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

Semester II

RX 151 Pharmacology
Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 2.5
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 and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 131 Cardiopulmonary Diagnostics
Total Course Hours: 70 (40 Theory, 30 Lab, 0 Extern) Semester Credits: 3.5
This course presents an introduction to basic cardiopulmonary diagnostic testing. Topics include but are not limited to ABGs, ECGs, CXR, and pulmonary function testing, which includes the machines, equipment, and accessories utilized for diagnosis.
Prerequisites: AP 116 Cardiac Anatomy and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 141 Cardiopulmonary Diseases *Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0*
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 and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 160 Respiratory Pediatrics *Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0*
The focus of this course is to introduce assessment skills needed to treat the pediatric patient and to study diseases and appropriate therapies and resuscitative procedures particular to pediatrics.
Prerequisites: AP 116 Cardiac Anatomy and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 180 Respiratory Therapeutics I
Total Course Hours: 55 (30 Theory, 25 Lab, 0 Extern) Semester Credits: 2.5
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 and Physiology and AP 118 Pulmonary Anatomy and Physiology

RES 185 Respiratory Therapeutics II
Total Course Hours: 90 (40 Theory, 50 Lab, 0 Extern) Semester Credits: 4.0
This course covers the various therapeutic modalities used in respiratory care. Indications, side effects, hazards, and basis for application are stressed. Specific focus is on technologies for airway clearance and hyperinflation.
Prerequisites: AP 116 Cardiac Anatomy and Physiology and AP 118 Pulmonary Anatomy and Physiology

Semester III
CLE 186 Law and Ethics
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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

CCM 160 Communications
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course provides an overview of the concepts and components of communication. Topics include the effective use of oral, written, and electronic communications skills, verbal and nonverbal communication, and intercultural communication. Students will develop critical-thinking skills as they locate reliable sources of information and evaluate and synthesize that information in written format.
Prerequisites: Semesters I and II courses

RES 190 Respiratory Care Practicum I
Total Course Hours: 252 (0 Theory, 0 Lab, 252 Extern) Semester Credits: 5.5
This course addresses 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 201 Pulmonary Rehabilitation and Wellness
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 211 Critical Care Techniques
Total Course Hours: 55 (40 Theory, 15 Lab, 0 Extern) Semester Credits: 3.0
Instructional focus is centered on emergency management and maintenance of artificial airways according to AHA ACLS standards.
Prerequisites: Semesters I and II courses

RES 242 Emergency Care
Total Course Hours: 50 (35 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
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 222 Advanced Patient Assessment
Total Course Hours: 50 (30 Theory, 20 Lab, 0 Extern) Semester Credits: 2.5
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

Semester IV

RES 251 Advanced Pharmacology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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

RES 231 Advanced Pulmonary Diagnostics
Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 2.5
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 281 Introduction to Mechanical Ventilation *Total Course Hours: 120 (60 Theory, 60 Lab, 0 Extern) Semester Credits: 6.0*
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
Total Course Hours: 252 (0 Theory, 0 Lab, 252 Extern) Semester Credits: 5.5
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 281 Introduction to Mechanical Ventilation

Semester V

CCM 211 Professional Communications
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
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 professional advancement.
Prerequisites: Semesters I, II, III, and IV courses

RES 270 Cardiovascular Diagnostics
Total Course Hours: 50 (50 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
An in-depth course designed to instruct the learner on the application and analysis of electrocardiogram testing, EST interpretation, and hemodynamic monitoring.
Prerequisites: Semesters I, II, III, and IV courses

RES 260 Respiratory Perinatology
Total Course Hours: 50 (50 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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 287 Advanced Mechanical Ventilation
Total Course Hours: 80 (50 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
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
Total Course Hours: 216 (0 Theory, 0 Lab, 216 Extern) Semester Credits: 4.5
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
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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.

Graduates of this program receive an Associate of Applied Science Degree.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 77.0

Program Length	Total
Program Hours	1,740
Program Weeks	75
Program Semesters (15 weeks per semester)	5

Campus Locations

AZ: Phoenix, Tucson
CA: Chula Vista
CO: Denver

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

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

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

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

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SUR 260	Clinical Practicum II			480	10.5
SUR 270	Certification Preparation	60			4.0
	Semester V Total	**60**		**480**	**14.5**

Program Total	**780**	**360**	**600**	**77.0**

Surgical Technology • Course Descriptions

Note: Hybrid delivery is offered only at Chula Vista and Denver campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

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. 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, percentages, measurements, ratios, and proportions.
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. 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

Semester II

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 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 transporting, transferring, 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 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

Semester III

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, preparing, and storing them are emphasized. Anesthetic agents and equipment, and induction, 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

SUR 220 Basic Surgical Procedures
Total Course Hours: 120 (60 Theory, 60 Lab, 0 Extern) Semester Credits: 6.0
This course covers basic surgical procedures used in 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

Semester IV
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, neurosurgery, 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, portfolio preparation, 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 pre-, post-, and intraoperative 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

Semester V
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

Veterinary Technician

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level veterinary technicians (VT). The program provides students with knowledge of medical terminology, anatomy and physiology, examination techniques, and radiologic, dental, and surgical procedures as they relate to veterinary care.

Graduates of this program receive 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.

Admissions Requirements: In addition to the Admissions requirements and Transfer Credit criteria listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required. Applicants must provide evidence of a certificate/diploma from a veterinary assistant program and upon evaluation may successfully transfer 30 credits. Applicants with less than one year of experience as a veterinary assistant must have a GPA of 3.0.

Veterinary Assistant (VA)					
Course		**Theory**	**Lab**	**Extern**	**Credits**
Career Prep and Veterinary Assistant Professional Sequences I, II, III, Externship		295	185	240	29.0
	Veterinary Assistant Total	**295**	**185**	**240**	**29.0**
Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CCM 111	*Communications*	*45*			*3.0*
MTH 129	*Math Applications*	*45*			*3.0*
SCI 120	*Foundations in Biology and Chemistry*	*60*			*4.0*
VTT 176	Introduction to Veterinary Technology	25			1.5
	Professional Sequence I Total	**175**			**11.5**
Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 222	Food and Fiber Animal	45	10		3.0
VTT 224	Diagnostic Imaging for Veterinary Technicians	15	15		1.5
VTT 226	Small Animal Nursing for Veterinary Technicians	15	60		3.0
	Professional Sequence II Total	**75**	**85**		**7.5**
Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 232	Laboratory Animal Science	20	15		1.5
VTT 234	Laboratory Procedures for Veterinary Technicians	30	35		3.0
VTT 236	Anatomy and Physiology for Veterinary Technicians	30	30		3.0
	Professional Sequence III Total	**80**	**80**		**7.5**
Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 242	Dentistry Techniques	15	15		1.5
VTT 244	Pharmacology for Veterinary Technicians	45			3.0
VTT 246	Surgical Nursing for Veterinary Technicians	30	40		3.0
VTT 248	Clinic Surgery and Lab		15		0.5
	Professional Sequence IV Total	**90**	**70**		**8.0**
Professional Sequence V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 252	Exotic Animal Medicine and Nursing	15	15		1.5
VTT 254	Equine Medicine and Nursing	45	15		3.5
VTT 256	Emergency Procedures	30	10		2.0
VTT 258	Clinic Surgery and Lab		30		1.0
	Professional Sequence V Total	**90**	**70**		**8.0**
Las Vegas Program Only					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HST 205	*Nevada History and US Constitution*	*45*			*3.0*
	Additional Las Vegas Course Total	**45**			**3.0**
Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 262	Veterinary Technician Seminar	15			1.0
VTT 291	Externship			225	5.0
	Externship Total	**15**		**225**	**6.0**
	Program Total	**820**	**490**	**465**	**77.5**
	Las Vegas Program Total	**865**	**490**	**465**	**80.5**

At a Glance

Program Type: Associate's Degree

Delivery Method: Hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 77.5
(80.5 Las Vegas; program includes HST 205 Nevada History and US Constitution, which is 3.0 credits)

Program Length	Total
Program Hours	1,775 1,820*
Program Weeks Career Prep Seq (6 weeks) VA Seq 1-3+Extern (6 weeks each) VT Seq I-V (8 weeks each) VT Extern/Seminar Seq (7 weeks)	77 weeks (5-day schedule) 86 weeks (4-day schedule)

*Las Vegas Campus

Campus Locations

AZ: East Valley, Phoenix, Tucson
CA: Chula Vista, San Marcos
CO: Aurora, Colorado Springs
MT: Dillon
NM: Albuquerque
NV: Las Vegas
TX: Houston, San Antonio
WA: Renton, Seattle

Veterinary Technician • Course Descriptions

Note: Refer to the Prospective Student Handout for information about delivery method for each course within this hybrid program; specific courses delivered online may vary by campus.

Professional Sequence I

CCM 111 Communications
Total Course Hours: 45 (45 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. Legal and ethical issues in communication are also addressed.
Prerequisites: None

MTH 129 Math Applications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides the student with the fundamentals of college algebra, and includes common formulae and calculations used in applied settings. Topics include fractions, decimals, linear equations, basic statistics, and pharmaceutical math.
Prerequisites: None

SCI 120 Foundations in Biology and Chemistry
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
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
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This 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

Professional Sequence II

VTT 222 Food and Fiber Animal
Total Course Hours: 55 (45 Theory, 10 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the veterinary nursing student to livestock and animal science. This includes an overview of various segments of the livestock industry. Building on previous anatomy and physiology coursework, the primary focus of the course is the nursing and medicine of food animals. 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).
Prerequisites: Professional Sequence I

VTT 224 Diagnostic Imaging for Veterinary Technicians
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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
Total Course Hours: 75 (15 Theory, 60 Lab, 0 Extern) Semester Credits: 3.0
This course provides advanced training in various nursing procedures within the veterinary technician's scope of practice. Topics include catheterization, aspiration, centesis, endotracheal and gastric intubation, rectal and reproductive procedures, sensory organ exams and testing, and bandaging techniques.
Prerequisites: Professional Sequence I

Professional Sequence III

VTT 232 Laboratory Animal Science
Total Course Hours: 35 (20 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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 as well as 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
Total Course Hours: 65 (30 Theory, 35 Lab, 0 Extern) Semester Credits: 3.0
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
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
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. Necropsy technique is mandatory.
Prerequisites: Professional Sequence I

Professional Sequence IV
VTT 242 Dentistry Techniques
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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
Total Course Hours: 70 (30 Theory, 40 Lab, 0 Extern) Semester Credits: 3.0
In defining the veterinary technician's role in surgical nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintaining 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
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
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

Professional Sequence V
VTT 252 Exotic Animal Medicine and Nursing
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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. Basic nursing techniques of these species are addressed.
Prerequisites: Professional Sequence I

VTT 254 Equine Medicine and Nursing
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
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 covers restraint, behavior, husbandry, nursing and sampling techniques, bandaging, and radiography. Content includes the common causes of lameness in the horse as well as the more commonly performed surgical procedures. Toxicological principles and the more common diseases and disorders of the horse will also be discussed.
Prerequisites: Professional Sequence I

VTT 256 Emergency Procedures
Total Course Hours: 40 (30 Theory, 10 Lab, 0 Extern) Semester Credits: 2.0
This course covers the role of the veterinary technician in emergency procedures, both at an emergency clinic and at the veterinary hospital. Topics include assessment and triage, shock pathophysiology and treatment, trauma, CPCR review, toxicology, anesthetic and surgical emergencies, and the veterinary technician's role in maintenance of the veterinary emergency crash kit.
Prerequisites: Professional Sequence I

VTT 258 Clinic Surgery and Lab
Total Course Hours: 30 (0 Theory, 30 Lab, 0 Extern) Semester Credits: 1.0
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
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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

Exernship Sequence
VTT 291 Externship
Total Course Hours: 225 (0 Theory, 0 Lab, 225 Extern) Semester Credits: 5.0
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)
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 requirements.
Prerequisites: None

After working at an animal shelter for about 10 years, I realized I wanted to become a veterinary technician. I did my research online and found that PMI's Veterinary Technician Program had a good reputation, and their morning classes worked perfectly with my schedule. I was able to be a single mom, go to classes in the morning, and work in the afternoon. I had previous degrees that I didn't use, and I've always enjoyed learning, but PMI's program was very accelerated. I learned so much so fast. My instructors were great and gave us really good feedback. I realize I was a bit of a late bloomer in deciding to go back to school at age 34, but I'm so glad I did.

During my externship, I worked at Veterinary Specialty Center where I got great experience … and a job! I recently became the internal medicine lead technician. I love my job in internal medicine, and I'm always learning. In fact, I am working toward my veterinary technician specialty license and spend my vacation time in Mexico to participate in spay and neuter clinics. I have to say, it feels good to be surrounded by these graduates because I know they are well-trained and knowledgeable. This program really does set you up for success.

Joanna Horne
Associate Degree, Veterinary Technician, Seattle Campus

Veterinary Technician—El Paso Campus

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level veterinary technicians (VT). The program provides students with knowledge of medical terminology, anatomy and physiology, examination techniques, and radiologic, dental, and surgical procedures as they relate to veterinary care.

Graduates of this program receive 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.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CCB 115	*Computer Basics*	*15*			*1.0*
VTA 127	Comparative Veterinary Anatomy, Physiology, and Terminology	60			4.0
VTA 130	Clinical Lab Procedures and Pathology	15	60		3.0
VTA 132	Clinical Proficiency		30		1.0
VTA 165	Pharmacology and Principles of Anesthesia	45			3.0
	Semester I Total	**135**	**90**	**0**	**12.0**
Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MT 100	*Math Fundamentals*	*30*			*2.0*
VTA 110	Office Procedures	15			1.0
VTA 133	Clinical Proficiency		30		1.0
VTA 150	Animal Life Stages, Nutrition, and Husbandry	45			3.0
VTA 160	Animal Nursing and Diagnostic Imaging	15	60		3.0
VTA 170	Aseptic Technique and Surgical Assisting	15	45		2.5
	Semester II Total	**120**	**135**	**0**	**12.5**
Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CCM 111	*Communications*	*45*			*3.0*
MTH 129	*Math Applications*	*45*			*3.0*
PSY 102	*Introduction to Psychology*	*30*			*2.0*
SCI 120	*Foundations in Biology and Chemistry*	*60*			*4.0*
VTT 176	Introduction to Veterinary Technology	25			1.5
VTT 242	Dentistry Techniques	15	15		1.5
	Semester III Total	**220**	**15**	**0**	**15.0**
Semester IV					
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	15	60		3.0
VTT 232	Laboratory Animal Science	20	15		1.5
VTT 236	Anatomy and Physiology for Veterinary Technicians	30	30		3.0
VTT 239	Laboratory Procedures for Veterinary Technicians	30	45		3.5
	Semester IV Total	**155**	**175**	**0**	**15.5**
Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 244	Pharmacology for Veterinary Technicians	45			3.0
VTT 246	Surgical Nursing for Veterinary Technicians	30	40		3.0
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 273	Clinical Proficiency		45		1.5
	Semester V Total	**165**	**125**	**0**	**14.5**
Externship and Seminar					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 262	Veterinary Technician Seminar	15			1.0
VTT 292	Externship			240	5.0
	Externship and Seminar Total	**15**	**0**	**240**	**6.0**
	Program Total	**810**	**540**	**240**	**75.5**

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground

Semester Credits: 75.5

Program Length	Total
Program Hours	1,590
Program Weeks Semesters 1-5 (15 weeks) Externship/Seminar (7 weeks)	82

Campus Locations

TX: El Paso

Veterinary Technician—El Paso • Course Descriptions

Semester I

CCB 115 Computer Basics
Total Course Hours: 15 (15 theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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

VTA 127 Comparative Veterinary Anatomy, Physiology, and Terminology
Total Course Hours: 60 (60 theory, 0 Lab, 0 Extern) Semester Credits: 4.0
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
Total Course Hours: 75 (15 theory, 60 Lab, 0 Extern) Semester Credits: 3.0
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 132 Clinical Proficiency
Total Course Hours: 30 (0 theory, 30 Lab, 0 Extern) Semester Credits: 1.0
This course provides the student with opportunities to apply the concepts covered in VTA 127, VTA 130, and VTA 165. Application includes competency/performance testing in simulated and interactive modalities.
Prerequisites: None

VTA 165 Pharmacology and Principles of Anesthesia
Total Course Hours: 45 (45 theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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

Semester II

MT 100 Math Fundamentals
Total Course Hours: 30 (30 theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This 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

VTA 110 Office Procedures
Total Course Hours: 15 (15 theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Students are introduced to facility types, paper and electronic record keeping, 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 133 Clinical Proficiency
Total Course Hours: 30 (0 theory, 30 Lab, 0 Extern) Semester Credits: 1.0
This course provides the student with opportunities to apply the concepts covered in VTA 160 and VTA 170. Application includes competency/performance testing in simulated and interactive settings.
Prerequisites: None

VTA 150 Animal Life Stages, Nutrition, and Husbandry
Total Course Hours: 45 (0 theory, 45 Lab, 0 Extern) Semester Credits: 3.0
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
Total Course Hours: 75 (15 theory, 60 Lab, 0 Extern) Semester Credits: 3.0
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 170 Aseptic Technique and Surgical Assisting
Total Course Hours: 60 (15 theory, 45 Lab, 0 Extern) Semester Credits: 2.5
This course trains the student in aseptic preparation of animals, personnel, instruments, and equipment for surgery. Topics include protocol for assisting surgeons in the operating room, descriptions of pre- and postoperative care, and assisting in a variety of basic procedures including animal dentistry.
Prerequisites: None

Semester III

CCM 111 Communications
Total Course Hours: 45 (45 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. Legal and ethical issues in communication are also addressed.
Prerequisites: Semesters I and II courses

MTH 129 Math Applications
Total Course Hours: 45 (45 theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides the student with the fundamentals of college algebra, and includes common formulae and calculations used in applied settings. Topics include fractions, decimals, linear equations, basic statistics, and pharmaceutical math.
Prerequisites: Semesters I and II courses

PSY 102 Introduction to Psychology
Total Course Hours: 30 (30 theory, 0 lab, 0 Extern) Semester Credits: 2.0
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, behavior, personality traits, life span development, social interactions, and various therapies used to treat psychological disorders.
Prerequisites: Semesters I and II courses

SCI 120 Foundations in Biology and Chemistry
Total Course Hours: 60 (60 theory, 0 Lab, 0 Extern) Semester Credits: 4.0
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: Semesters I and II courses

VTT 176 Introduction to Veterinary Technology
Total Course Hours: 25 (25 theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This 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: Semesters I and II courses

VTT 242 Dentistry Techniques
Total Course Hours: 30 (15 theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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: Semesters I and II courses

Semester IV

VTT 222 Food and Fiber Animal
Total Course Hours: 55 (45 theory, 10 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the veterinary nursing student to livestock and animal science. This includes an overview of various segments of the livestock industry. Building on previous anatomy and physiology coursework, the primary focus of the course is the nursing and medicine of food animals. 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).
Prerequisites: Semesters I, II, and III courses

VTT 224 Diagnostic Imaging for Veterinary Technicians
Total Course Hours: 30 (15 theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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: Semesters I, II, and III courses

VTT 226 Small Animal Nursing
Total Course Hours: 75 (15 theory, 60 Lab, 0 Extern) Semester Credits: 3.0
This course provides advanced training in various nursing procedures within the veterinary technician's scope of practice. Topics include catheterization, aspiration, centesis, endotracheal and gastric intubation, rectal and reproductive procedures, sensory organ exams and testing, and bandaging techniques.
Prerequisites: Semesters I, II, and III courses

VTT 232 Laboratory Animal Science
Total Course Hours: 35 (20 theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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 as well as 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: Semesters I, II, and III courses

VTT 236 Anatomy and Physiology for Veterinary Technicians
Total Course Hours: 60 (30 theory, 30 Lab, 0 Extern) Semester Credits: 3.0
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. Necropsy technique is mandatory.
Prerequisites: Semesters I, II, and III courses

VTT 239 Laboratory Procedures for Veterinary Technicians
Total Course Hours: 75 (30 theory, 45 Lab, 0 Extern) Semester Credits: 3.5
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: Semesters I, II, and III courses

Semester V
VTT 244 Pharmacology for Veterinary Technicians
Total Course Hours: 45 (45 theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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: Semesters I, II, and III courses

VTT 246 Surgical Nursing for Veterinary Technicians
Total Course Hours: 70 (30 theory, 40 Lab, 0 Extern) Semester Credits: 3.0
In defining the veterinary technician's role in surgical nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintaining 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: Semesters I, II, and III courses

VTT 252 Exotic Animal Medicine and Nursing
Total Course Hours: 30 (15 theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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. Basic nursing techniques of these species are addressed.
Prerequisites: Semesters I, II, and III courses

VTT 254 Equine Medicine and Nursing
Total Course Hours: 60 (45 theory, 15 Lab, 0 Extern) Semester Credits: 3.5
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 covers restraint, behavior, husbandry, nursing and sampling techniques, bandaging, and radiography. Content includes the common causes of lameness in the horse as well as the more commonly performed surgical procedures. Toxicological principles and the more common diseases and disorders of the horse will also be discussed.
Prerequisites: Semesters I, II, and III courses

VTT 256 Emergency Procedures
Total Course Hours: 40 (30 theory, 10 Lab, 0 Extern) Semester Credits: 2.0
This course covers the role of the veterinary technician in emergency procedures, both at an emergency clinic and at the veterinary hospital. Topics include assessment and triage, shock pathophysiology and treatment, trauma, CPCR review, toxicology, anesthetic and surgical emergencies, and the veterinary technician's role in maintenance of the veterinary emergency crash kit.
Prerequisites: Semesters I, II, and III courses

VTT 273 Clinical Proficiency
Total Course Hours: 45 (0 theory, 45 Lab, 0 Extern) Semester Credits: 1.5
This course provides the student with opportunities to apply the concepts covered in VTT 246, 252, 254, and 256. Application includes competency/performance testing in simulated and interactive settings.
Prerequisites: Semesters I, II, and III courses

Extermship and Seminar
VTT 262 Veterinary Technician Seminar
Total Course Hours: 15 (15 theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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: Semesters I through V courses

VTT 292 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: Semesters I through V and all laboratory competencies

Bachelor's Degree and Master's Degree Programs

Bachelor of Science in Health Care Administration

Objective: To foster critical thinking abilities, communication competence, and leadership capacity with an advanced understanding of health care management services and delivery. Students will develop strategies to analyze behavioral, ethical, and cultural trends that impact management in health care systems with diverse populations. They will also demonstrate the ability to evaluate ethical, legal, and regulatory policies, and demonstrate a mastery of core business theories as applied to health care systems.

Graduates of this program receive a Bachelor of Science Degree.

Admissions Requirements: Applicants to this degree completion program must 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 this program 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 in the Prospective Students section of this catalog.

At a Glance

Program Type: Bachelor’s Degree

Delivery Method: Online

Semester Credits: 123.0
(includes 64 transfer credits)

Program Length	Total
Program Hours	885
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	80
Program Semesters (16 weeks per semester)	5

Campus Locations

The Online programs are delivered from Tucson, AZ.

Transfer Credit					
		Theory	Lab	Extern	Credits
Transfer of Credit (14 general education, 26 health science, 24 related credits)					64.0
	Transfer Total				64.0

Semester I					
Course #	Course	Theory	Lab	Extern	Credits
CPT 301	*Microcomputer Applications*	*45*			*3.0*
ENG 310	*Technical Writing*	*45*			*3.0*
BUS 330	*Fundamentals of Finance*	*45*			*3.0*
HCA 310	Health Care Law and Compliance	45			3.0
	Semester I Total	180			12.0

Semester II					
Course #	Course	Theory	Lab	Extern	Credits
SOC 325	*Culture and Human Diversity*	*45*			*3.0*
PHI 301	*Critical Thinking*	*45*			*3.0*
HCA 325	Leadership in Health Care Management	45			3.0
BUS 210	*Introduction to Marketing*	*45*			*3.0*
	Semester II Total	180			12.0

Semester III					
Course #	Course	Theory	Lab	Extern	Credits
MTH 315	*Statistical Concepts*	*45*			*3.0*
HCA 410	Long-Term Care	60			4.0
RSH 350	*Introduction to Evidence-Based Practice*	*45*			*3.0*
HCA 430	Patient Information and Management	45			3.0
	Semester III Total	195			13.0

Semester IV					
Course #	Course	Theory	Lab	Extern	Credits
HCA 450	Health Insurance Reimbursement	45			3.0
HCA 460	Public Health	45			3.0
HCA 420	Managing Emergency Response Operations	60			4.0
HCA 440	Health Care Policy	45			3.0
	Semester IV Total	195			13.0

Semester V					
Course #	Course	Theory	Lab	Extern	Credits
HCA 470	Quality Management	45			3.0
HCA 495	Professional Capstone	90			6.0
	Semester IV Total	135			9.0

Semesters I, II, III, IV, V Total	885			59.0
Program Total	885			123.0

Semester I

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 330 Fundamentals of Finance
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the fundamentals of finance as they apply to health care organizations. Topics include the financial structure of both investor-owned and not-for-profit entities, shareholder wealth maximization, financial statement analysis, the time value of money, risk and return, leasing, forecasting, financial markets, and capital budgeting decisions. Students will have opportunities to apply finance concepts in personal and professional contexts in this course.
Prerequisites: None

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 course focuses on legal and compliance issues that directly affect employer and employee. Content provides guidance on risk management techniques and reporting that can help mitigate noncompliance.
Prerequisites: None

Semester II

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 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, 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

Semester III

MTH 315 Statistical Concepts
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces students to basic statistical concepts and statistical reasoning. Content encompasses core concepts of descriptive and inferential statistics with exploration of descriptive measures, graphical displays of data, sampling, distribution, measures of association, probability, and hypothesis testing. Common statistical tests, such as t tests, ANOVA, Pearson correlation, and Chi square will be introduced. Students will practice statistical reasoning in real-world contexts.
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

RSH 350 Introduction to Evidence-Based Practice
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides a comprehensive overview of evidence-based practice (EBP) and the real-world application of research evidence. Emphasis is placed on developing practical skills that will enable students to find, read, and understand published research. Essential topics include developing a research question, performing evidence searches, analyzing research studies, and determining value and usefulness of evidence in practice.
Prerequisite or Corequisites: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, and MTH 315 Statistical Concepts

HCA 430 Patient Information and 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

Semester IV
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 Public 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 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

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. The influence of stakeholders on public policy-making and the financing and provision of services is also addressed.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

Semester V
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 495 Professional Capstone
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
This capstone course focuses on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. Students are provided an opportunity to implement research skills to formulate strategies to manage various challenges they will encounter in the health care administration setting. Content focuses on intellectual inquiry, information literacy, and the use of scholarly research methods to complete a professional project. 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.
Prerequisites: Semesters I, II, III, and IV courses

Bachelor of Science in Nursing (RN to BSN)

Objective: To prepare graduates to assume roles requiring increased leadership capability and clinical responsibility in the delivery of care to individuals, families, communities, and global populations. The program is enhanced by general education credits that enable nurse generalists to expand their knowledge base, and to prepare associate degree and diploma nurse graduates for increased responsibility in an ever-evolving health care environment. Curriculum content focus areas include: 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.

Graduates of this program receive a Bachelor of Science Degree in Nursing.

Admissions Requirements: Admission to the program requires that applicants maintain an active and unencumbered license as a registered nurse and be employed as a registered nurse. In addition, applicants must have completed 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 coursework. Graduates of a recognized diploma school may be required to take additional lower division courses to meet the overall credits to graduate from the 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. Furthermore, lower division general education courses numbered 100 or 200 may be eligible for up to 21 semester transfer credits.

Upper division general education courses numbered 300 or 400 may be eligible for up to 18 semester transfer credits, as determined through official transcript review, provided that a grade of “C” or better is achieved, that course descriptions and content are similar to that of PMI courses, and that the courses are in at least one of the following subject areas: arts or foreign language; humanities; biological, physical, and social sciences; written and oral communication; mathematics; and computer applications. See additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

Transfer Credit Requirements					
Course #	**Course**	**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
	Transfer Total				**70.0**
Semester I					
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
	Semester I Total	**180**			**12.0**
Semester II					
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*
	Semester II Total	**180**			**12.0**
Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MTH 315	*Statistical Concepts*	*45*			*3.0*
NUR 425	Foundations of Evidence-Based Nursing Practice	45			3.0
SOC 325	*Culture and Human Diversity*	*45*			*3.0*
NUR 400	Transcultural Nursing Practice	45			3.0
	Semester III Total	**180**			**12.0**
Semester IV					
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 and Health Care Management	90			6.0
	Semester IV Total	**210**			**14.0**
	Semesters I, II, III, IV Total	**750**			**50.0**
	Program Total	**750**			**120.0**

At a Glance

Program Type: Bachelor’s Degree

Delivery Method: Online

Semester Credits: 120.0
(includes 70 transfer credits)

Program Length	Total
Program Hours (excludes transfer credits/clock hours)	750
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	64
Program Semesters (16 weeks/semester)	4

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I

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

Semester II

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

Semester III

MTH 315 Statistical Concepts

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

This course introduces students to basic statistical concepts and statistical reasoning. Content encompasses core concepts of descriptive and inferential statistics with exploration of descriptive measures, graphical displays of data, sampling, distribution, measures of association, probability, and hypothesis testing. Common statistical tests, such as t tests, ANOVA, Pearson correlation, and Chi square will be introduced. Students will practice statistical reasoning in real-world contexts.

Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

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 315 Statistical Concepts; 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

Semester IV

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 315 Statistical Concepts; Semesters I, II, and III NUR-designated courses

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 and 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: To provide advanced foundational, technical, and evidence-based knowledge necessary to progress skills, enhance professionalism, and apply critical thinking beyond the associate degree level. The program follows a philosophy that an upwardly transitioning education for physical therapist assistants will better meet the needs of graduates, employers, and society.

Graduates of this program receive a Bachelor of Science Degree.

Admissions Requirements: Applicants to this degree completion program must have graduated from a physical therapist assistant (PTA) program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). 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 this program 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 and 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 three and four. (Note: CAPTE does not accredit degree completion programs.) See additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

At a Glance

Program Type: Bachelor's Degree

Delivery Method: Online

Semester Credits: 120.0
(includes 66 transfer credits)

Program Length	Total
Program Hours (excludes transfer credits)	825
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	64
Program Semesters (16 weeks/semester)	4

Campus Locations

The Online programs are delivered from Tucson, AZ.

Transfer Credit					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
Transfer of Credit (15 general education, 39 PTA, 12 related credits)					66.0
	Transfer Total				**66.0**

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
ENG 310	*Technical Writing*	*45*			*3.0*
CPT 301	*Microcomputer Applications*	*45*			*3.0*
CHM 300	*Chemistry*	*30*	*30*		*3.0*
BUS 220	*Health Care Management*	*45*			*3.0*
	Semester I Total	**165**	**30**		**12.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SOC 325	*Culture and Human Diversity*	*45*			*3.0*
MTH 315	*Statistical Concepts*	*45*			*3.0*
PTA 315	Exercise Physiology	60			4.0
PTA 350	Evidence-based Practice for the PTA	60			4.0
	Semester II Total	**210**			**14.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHI 301	*Critical Thinking*	*45*			*3.0*
PTA 375	Patient Communication, Motivation, and Learning	45			3.0
PTA 415 PTA 420	Inpatient Care Practice or Outpatient Care Practice	60			4.0
HLT 360	Pharmacology for Rehab Clinicians	45			3.0
	Semester III Total	**195**			**13.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PTA 435	Clinical Kinesiology	60			4.0
PTA 460	Practice Specific Rehabilitation	60			4.0
HLT 410	Pathophysiology	45			3.0
PTA 490	Professional Capstone	60			4.0
	Semester IV Total	**225**			**15.0**
	Semesters I, II, III, IV Total	**795**	**30**	**0**	**54.0**
	Program Total	**795**	**30**	**0**	**120.0**

Semester I

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 organic chemistry and biochemistry and the applications of both disciplines in health care. 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

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

Semester II

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

MTH 315 Statistical Concepts
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces students to basic statistical concepts and statistical reasoning. Content encompasses core concepts of descriptive and inferential statistics with exploration of descriptive measures, graphical displays of data, sampling, distribution, measures of association, probability, and hypothesis testing. Common statistical tests, such as t tests, ANOVA, Pearson correlation, and Chi square will be introduced. Students will practice statistical reasoning in real-world contexts.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

PTA 315 Exercise Physiology
Total course Hours: 60 (60 theory, 0 lab, 0 Extern) Semester Credits: 4.0
This course 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 315 Statistical Concepts, ENG 310 Technical Writing, and CPT 301 Microcomputer Applications

Semester III

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

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

Semester IV
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

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 is 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 490 Professional Capstone
Total Course Hours: 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: To prepare 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, applying critical thinking skills, and acquiring advanced knowledge of health care systems. General education content 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 (ASRT), which recognizes the baccalaureate degree as the professional level of radiologic science education.

Graduates of this program receive a Bachelor of Science Degree.

Admissions Requirements: Applicants to this degree completion program must 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 consisting of 15 general education, 46 radiography technical, and 9 related credits. Transfer credits 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 and humanities, business, information systems, social sciences, or natural sciences. See additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

Transfer Credit Requirements					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
Transfer of Credit (15 general education, 46 radiography, 9 related credits)					70.0
	Transfer Total				**70.0**

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
ENG 310	*Technical Writing*	*45*			*3.0*
CPT 301	*Microcomputer Applications*	*45*			*3.0*
BUS 220	*Health Care Management*	*45*			*3.0*
SPA 210	*Spanish for the Medical Professional*	*45*			*3.0*
	Semester I Total	**180**			**12.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MTH 315	Statistical Concepts	45			3.0
PHI 301	*Critical Thinking*	*45*			*3.0*
RSH 350	*Introduction to Evidence-Based Practice*	*45*			*3.0*
HCA 310	Health Care Law and Compliance	45			3.0
	Semester II Total	**180**			**12.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RA 411	Advanced Sectional Anatomy	60			4.0
RA 403	Advanced Modalities	45			3.0
RA 350	Advanced Patient Assessment and Treatment	45			3.0
HCA 430	Patient Information and Management	45			3.0
	Semester III Total	**195**			**13.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SOC 325	*Culture and Human Diversity*	*45*			*3.0*
HLT 410	Pathophysiology	45			3.0
HCA 470	Quality Management	45			3.0
RA 490	Professional Capstone	60			4.0
	Semester IV Total	**195**			**13.0**

Semesters I, II, III, IV Total	**750**			**50.0**
Program Total	**750**			**120.0**

At a Glance

Program Type: Bachelor’s Degree

Delivery Method: Online

Semester Credits: 120.0
(includes 70 transfer credits)

Program Length	Total
Program Hours (excludes transfer credits)	750
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	64
Program Semesters (16 weeks/semester)	4

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I

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

Semester II

MTH 315 Statistical Concepts
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces students to basic statistical concepts and statistical reasoning. Content encompasses core concepts of descriptive and inferential statistics with exploration of descriptive measures, graphical displays of data, sampling, distribution, measures of association, probability, and hypothesis testing. Common statistical tests, such as t tests, ANOVA, Pearson correlation, and Chi square will be introduced. Students will practice statistical reasoning in real-world contexts.
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

RSH 350 Introduction to Evidence-Based Practice
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides a comprehensive overview of evidence-based practice (EBP) and the real-world application of research evidence. Emphasis is placed on developing practical skills that will enable students to find, read, and understand published research. Essential topics include developing a research question, performing evidence searches, analyzing research studies, and determining value and usefulness of evidence in practice.
Prerequisite or Corequisites: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, and MTH 315 Statistical Concepts

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 course focuses on legal and compliance issues that directly affect employer and employee. Content provides guidance on risk management techniques and reporting that can help mitigate noncompliance.
Prerequisites: None

Semester III

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 a broad foundation for practical knowledge and understanding of advanced imaging modalities, including computed tomography, magnetic resonance, nuclear medicine, sonography, interventional radiography, radiation oncology, PACS, and bone densitometry. General functions, applications, and safety concerns of these modalities are emphasized. Trends and advances in imaging technology are discussed.
Prerequisites: ENG 310 Technical Writing and CPT 301 Microcomputer Applications

RA 350 Advanced Patient Assessment and 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

HCA 430 Patient Information and 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

Semester IV
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: 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 promotes lifelong learning and instills within students the professional attitudes needed to become successful communicators, critical thinkers, global citizens, and conscientious leaders.

Graduates of this program receive a Bachelor of Science Degree.

Admissions Requirements: Applicants to this degree completion program must be registered respiratory therapist (RRT). 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 this program 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 and humanities, business, information systems, social sciences, or natural sciences. See additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

At a Glance

Program Type: Bachelor's Degree

Delivery Method: Online

Semester Credits: 120.0
(includes 71 transfer credits)

Program Length	Total
Program Hours (excludes transfer credits)	735
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	64
Program Semesters (16 weeks/semester)	4

Campus Locations

The Online programs are delivered from Tucson, AZ.

Transfer Credit Requirements					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
Transfer of Credit (15 general education, 44 respiratory therapy, 12 related credits)					71.0
	Transfer Total				**71.0**

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
ENG 310	*Technical Writing*	*45*			*3.0*
CPT 301	*Microcomputer Applications*	*45*			*3.0*
BUS 220	*Health Care Management*	*45*			*3.0*
SPA 210	*Spanish for the Medical Professional*	*45*			*3.0*
	Semester I Total	**180**			**12.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MTH 315	*Statistical Concepts*	*45*			*3.0*
PHI 301	*Critical Thinking*	*45*			*3.0*
RSH 350	*Introduction to Evidence-Based Practice*	*45*			*3.0*
HCA 310	Health Care Law and Compliance	45			3.0
	Semester II Total	**180**			**12.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 460	Public Health	45			3.0
RES 325	Polysomnography	45			3.0
RES 440	Home Health	45			3.0
HCA 430	Patient Information and Management	45			3.0
	Semester III Total	**180**			**12.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SOC 325	*Culture and Human Diversity*	*45*			*3.0*
HLT 410	Pathophysiology	45			3.0
HCA 470	Quality Management	45			3.0
RES 490	Professional Capstone	60			4.0
	Semester IV Total	**195**			**13.0**
	Semesters I, II, III, IV Total	**735**	**0**	**0**	**49.0**
	Program Total	**735**	**0**	**0**	**120.0**

Semester I

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

Semester II

MTH 315 Statistical Concepts
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces students to basic statistical concepts and statistical reasoning. Content encompasses core concepts of descriptive and inferential statistics with exploration of descriptive measures, graphical displays of data, sampling, distribution, measures of association, probability, and hypothesis testing. Common statistical tests, such as t tests, ANOVA, Pearson correlation, and Chi square will be introduced. Students will practice statistical reasoning in real-world contexts.
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

RSH 350 Introduction to Evidence-Based Practice
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides a comprehensive overview of evidence-based practice (EBP) and the real-world application of research evidence. Emphasis is placed on developing practical skills that will enable students to find, read, and understand published research. Essential topics include developing a research question, performing evidence searches, analyzing research studies, and determining value and usefulness of evidence in practice.
Prerequisite or Corequisites: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, and MTH 315 Statistical Concepts

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 course focuses on legal and compliance issues that directly affect employer and employee. Content provides guidance on risk management techniques and reporting that can help mitigate noncompliance.
Prerequisites: None

Semester III

HCA 460 Public 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

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

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 and 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

Semester IV
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

I have been working as a respiratory therapist since 2002. In 2008, I was promoted to manager of the respiratory department at Tippah County Hospital in Ripley, MS. I loved what I was doing, but I knew I wanted to further my education by obtaining a bachelor's degree. In 2014, I came across some information about Pima Medical Institute on Facebook. I did more research, not really knowing what to expect, and found all of my college classes would transfer and I wouldn't need any prerequisites to begin the online Bachelor of Science in Respiratory Therapy (BSRT) Program. It was such an effortless process to apply and get accepted that within two days I was ready to begin my new program!

I had never taken an online class before and was quite nervous. But, I only had to take two classes at a time, and assignments were clearly laid out so they were easily accomplished. The instructors were amazing and were always very responsive to my emails with questions. I was able to continue to work full-time and be a mom to my two boys and a wife to my husband of 13 years. Seeing how proud they were of me made it all worth it.

I graduated with honors in 2016. I am the director of respiratory at my facility, and I have no plans to leave. But, should I choose to pursue something else, I know many doors will be open thanks to my BSRT degree from Pima Medical Institute.

Wendy Newby
Bachelor's Degree, Respiratory Therapy, Online Education

Master of Science (MS) in Organizational Leadership

Health Care Administration (HCA) Specialization

Objective: The Master of Science in Organizational Leadership prepares graduate students to lead diverse organizations amidst a rapidly changing global landscape. In-depth examination of traditional and contemporary theories, coupled with research on communication, organizational behavior, and managing change, provides the framework for building advanced leadership skills. Students will cultivate a personal leadership approach that inspires diverse teams to work together and effect positive change for the diverse communities in which they serve and operate. The curriculum is designed to equip students with practical and analytical tools to successfully lead organizations through today's organizational challenges. Graduates of this program receive a Master of Science Degree.

HCA Specialization: The Master of Science in Organizational Leadership, Health Care Administration Specialization, will prepare students with the leadership skills necessary to work in health care administration. Leaders in the health care field have unique challenges inherit to a multidisciplinary environment that is often changing. Students will gain an in-depth understanding of strategic management processes, problem-solving through quality improvement strategies, financial management, and policies and processes surrounding health care administration.

Admissions Requirements: Applicants to this degree program must have graduated with a minimum of a baccalaureate degree from an accredited program recognized by the US Secretary of Education or the Council for Higher Education Accreditation (CHEA) earning a 2.75 GPA or greater. For applicants with previous graduate level credits, see additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
GRD 501	Introduction to Graduate Writing and Critical Analysis	45			3.0
LDR 515	Leadership Theory and Practice	45			3.0
	Sequence I Total	**90**			**6.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 518	Strategic Communication	45			3.0
LDR 525	Evidence-Based Management	45			3.0
	Sequence I Total	**90**			**6.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 555	Leading Diverse Teams	45			3.0
LDR 644	Leadership Ethics and Social Responsibility	45			3.0
	Sequence I Total	**90**			**6.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 610	Leading Change and Innovation	45			3.0
HCA 570	Emerging Issues in Health Administration	45			3.0
	Sequence I Total	**90**			**6.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
HCA 630	Health Care Finance	45			3.0
HCA 655	Strategic Management of Patient-Centered Networks	45			3.0
	Sequence I Total	**90**			**6.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
HCA 640	Leading Quality Improvement in Health Care	45			3.0
LDR 690	Professional Capstone	45			3.0
	Sequence I Total	**90**			**6.0**

Program Total	**540**			**36.0**

At a Glance

Program Type: Master's Degree

Delivery Method: Online

Semester Credits: 36.0

Program Length	Total
Program Hours (excludes transfer credits)	540
Program Weeks	96
Program Semesters (16 weeks/semester)	6

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I

GRD 501 Introduction to Graduate Writing and Critical Analysis

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

Critical thinking, expressed through sound research and clear writing, is a foundation of all academic and professional pursuits. This course will establish expectations of graduate level writing and research, including use of American Psychological Association (APA) style and information research practices, in preparation for independent graduate writing tasks. Students will practice writing and research skills as well as self- and peer evaluation of work.

LDR 515 Leadership Theory and Practice

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

This course is designed to deepen student understanding of leadership research, theories, and practices through critical analysis and application. Content examines the process of leadership and the leadership characteristics and skills necessary for guiding organizations. Organizational theory, strategic thinking, decision-making, organizational culture, and change in the context of leadership will be emphasized.

Semester II

LDR 518 Strategic Communication

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

This course provides analytical approaches for communication in organizational contexts. Content will explore communication processes in multiple contexts and support the ability to adapt communication to meet the needs of various internal and external stakeholders. Communicating in a leadership role will be the primary focus.

LDR 525 Evidence-Based Management

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

Evidence-based management is important in developing skills in using best available evidence for effective planning and decision-making as a leader. This course covers the foundations and evolution of evidence-based thinking in management at the executive leader level. The process of gathering, evaluating, and applying evidence to support decision-making in organizations will be emphasized. Field-based examples will be used to illustrate how leaders critically analyze available research and data in organizational decisions and processes.

Semester III

LDR 555 Leading Diverse Teams

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

A large part of organizational leadership takes place in groups. This course focuses on exploring group dynamics and fostering an environment of collaboration, interdisciplinary action, and productive teamwork. Topics include relational leadership, developing and facilitating teams, influencing groups, and leveraging diversity to promote organizational effectiveness.

LDR 644 Leadership Ethics and Social Responsibility

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

This course deepens student understanding of the broader social environment in which organizations operate as well as the ethical and legal responsibilities that leaders owe to a variety of stakeholders. Content includes organizational social responsibility to understand and apply ethics from social, economic, and environmental perspectives.

Semester IV

LDR 610 Leading Change and Innovation

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

This course focuses on leadership practices in change management theory and the methods by which leaders effect change within organizations. Content includes strategies for managing change cycles, developing proactive change initiatives, and generating support for innovative organizational change.

HCA 570 Emerging Issues in Health Administration

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

Health care leadership requires a broad understanding of the complex challenges facing health care organizations today. This course explores current and emerging issues related to policy and political climate, population/disease demographics, reimbursement, workforce, technology, and health disparities that influence decisions made about delivering health care services. Learners will personalize issues at local, regional, and national levels by assessing the impact those issues may have on their own real-world health care role and future leadership roles.

Semester V

HCA 630 Health Care Finance

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

This course covers both the financial management challenges and best practice solutions in maintaining viability of health organizations. The focus is on financial analysis to direct strategic financial planning and decision-making. Emphasis is placed on the administrator's ability to translate financial information to stakeholders in health organizations.

HCA 655 Strategic Management of Patient-Centered Networks

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

This course explores the logic, structure, and best practices for patient-centered strategic management in health care. Content includes a systematic approach to formulating, implementing, and analyzing strategic initiatives to assist health care organizations in achieving better performance while meeting the needs of their patient consumers.

Semester VI

HCA 640 Leading Quality Improvement in Health Care

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

Leading quality improvement in health care addresses the broad area of risk management, covering key areas of patient safety, governance, and organization risks. Key statutes, standards and regulations that govern health care quality are discussed. This course explores basic claims administration, risk financing, and insurance principles and coverage. Topics include activities in organizational risk assessment, continuous quality improvement, and interpreting key occupational and safety issues.

LDR 690 Professional Capstone

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

This course provides an opportunity for students to synthesize theoretical knowledge, practical skills, and current research into a culminating capstone project. The project will address a complex problem, challenge, or issue related to the field of study and propose an innovative solution or practice, with emphasis on action-based leadership. Additional emphasis is placed upon the creation of a professional portfolio to highlight skills and achievements in the respective academic discipline.

Master of Science (MS) in Organizational Leadership

Public Health Administration (PHA) Specialization

Objective: The Master of Science in Organizational Leadership prepares graduate students to lead diverse organizations amidst a rapidly changing global landscape. In-depth examination of traditional and contemporary theories, coupled with research on communication, organizational behavior, and managing change, provides the framework for building advanced leadership skills. Students will cultivate a personal leadership approach that inspires diverse teams to work together and effect positive change for the diverse communities in which they serve and operate. The curriculum is designed to equip students with practical and analytical tools to successfully lead organizations through today's organizational challenges. Graduates of this program receive a Master of Science Degree.

PHA Specialization: The Master of Science in Organizational Leadership, Public Health Administration Specialization, will prepare students with the leadership skills necessary to work in the public health setting. Leaders in public health promote and protect the health of populations and communities through prevention, action, and education of people and organizations concerning health initiatives. Students will be prepared as professionals in public health leadership roles to understand and analyze the health care data of various demographic groups, determine which socioeconomic factors may be contributing to health outcomes, and recognize how to address the needs of communities.

Admission Requirements: Applicants to this degree program must have graduated with a minimum of a baccalaureate degree from an accredited program recognized by the US Secretary of Education or the Council for Higher Education Accreditation (CHEA) earning a 2.75 GPA or greater. For applicants with previous graduate level credits, see additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
GRD 501	Introduction to Graduate Writing and Critical Analysis	45			3.0
LDR 515	Leadership Theory and Practice	45			3.0
	Sequence I Total	**90**			**6.0**
Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR518	Strategic Communication	45			3.0
LDR 525	Evidence-Based Management	45			3.0
	Sequence I Total	**90**			**6.0**
Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 555	Leading Diverse Teams	45			3.0
LDR 644	Leadership Ethics and Social Responsibility	45			3.0
	Sequence I Total	**90**			**6.0**
Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 610	Leading Change and Innovation	45			3.0
PHA 605	Foundations in Public Health	45			3.0
	Sequence I Total	**90**			**6.0**
Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PHA 630	Health Informatics	45			3.0
PHA 650	Social, Behavioral, and Cultural Factors in Public Health	45			3.0
	Sequence I Total	**90**			**6.0**
Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PHA 655	Epidemiology	45			3.0
LDR 690	Professional Capstone	45			3.0
	Sequence I Total	**90**			**6.0**
	Program Total	**540**			**36.0**

At a Glance

Program Type: Master's Degree

Delivery Method: Online

Semester Credits: 36.0

Program Length	Total
Program Hours (excludes transfer credits)	540
Program Weeks	96
Program Semesters (16 weeks/semester)	6

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I

GRD 501 Introduction to Graduate Writing and Critical Analysis

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

Critical thinking, expressed through sound research and clear writing, is a foundation of all academic and professional pursuits. This course will establish expectations of graduate level writing and research, including use of American Psychological Association (APA) style and information research practices, in preparation for independent graduate writing tasks. Students will practice writing and research skills as well as self- and peer evaluation of work.

LDR 515 Leadership Theory and Practice

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

This course is designed to deepen student understanding of leadership research, theories, and practices through critical analysis and application. Content examines the process of leadership and the leadership characteristics and skills necessary for guiding organizations. Organizational theory, strategic thinking, decision-making, organizational culture, and change in the context of leadership will be emphasized.

Semester II

LDR 518 Strategic Communication

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

This course provides analytical approaches for communication in organizational contexts. Content will explore communication processes in multiple contexts and support the ability to adapt communication to meet the needs of various internal and external stakeholders. Communicating in a leadership role will be the primary focus.

LDR 525 Evidence-Based Management

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

Evidence-based management is important in developing skills in using best available evidence for effective planning and decision-making as a leader. This course covers the foundations and evolution of evidence-based thinking in management at the executive leader level. The process of gathering, evaluating, and applying evidence to support decision-making in organizations will be emphasized. Field-based examples will be used to illustrate how leaders critically analyze available research and data in organizational decisions and processes.

Semester III

LDR 555 Leading Diverse Teams

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

A large part of organizational leadership takes place in groups. This course focuses on exploring group dynamics and fostering an environment of collaboration, interdisciplinary action, and productive teamwork. Topics include relational leadership, developing and facilitating teams, influencing groups, and leveraging diversity to promote organizational effectiveness.

LDR 644 Leadership Ethics and Social Responsibility

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

This course deepens student understanding of the broader social environment in which organizations operate as well as the ethical and legal responsibilities that leaders owe to a variety of stakeholders. Content includes organizational social responsibility to understand and apply ethics from social, economic, and environmental perspectives.

Semester IV

LDR 610 Leading Change and Innovation

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

This course focuses on leadership practices in change management theory and the methods by which leaders effect change within organizations. Content includes strategies for managing change cycles, developing proactive change initiatives, and generating support for innovative organizational change.

PHA 605 Foundations in Public Health

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

This course introduces public health concepts and the skills required of public health leaders in community organizations and community health practice. Students will examine topics related to managing and leading public health enterprise at local, national, and global levels. Building public health competency through investigation of a variety of public health issues will support interdisciplinary skills, knowledge, and critical thinking demanded by today's public health leaders.

Semester V

PHA 630 Health Informatics

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

This course explores health informatics from a public health and health-related research perspective with an emphasis on health information technology. Public health policy, structure and functions, public health data, surveillance, health communications, and global health informatics will be explored. Content includes the application of informatics to address public health-related problems.

PHA 650 Social, Behavioral, and Cultural Factors in Public Health

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

This course deepens student understanding of the major social, behavioral, and cultural variables and issues that affect the health of populations. Frameworks and other theories presented in this course focuses on intervention strategies and program initiatives that address current public health problems and reduce health disparities.

Semester VI

PHA 655 Epidemiology

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

Epidemiology, as the basic science of public health, is the study of the distribution and determinants of population health as well as methods to improve disease outcomes. This course equips students with foundational knowledge of epidemiology, research methods employed in epidemiology, and skills for interpreting existing evidence for the purposes of making public health or policy recommendations. Evaluation of epidemiologic study designs and measures of association for determining relationships is explored.

LDR 690 Professional Capstone

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

This course provides an opportunity for students to synthesize theoretical knowledge, practical skills, and current research into a culminating capstone project. The project will address a complex problem, challenge, or issue related to the field of study and propose an innovative solution or practice, with emphasis on action-based leadership. Additional emphasis is placed upon the creation of a professional portfolio to highlight skills and achievements in the respective academic discipline.

Continuing Education

Advanced Cardiac Life Support (ACLS)

At a Glance

Course Type: Continuing Education Course

Delivery Method: On-ground

Length: Two consecutive 8-hour days
16 total hours; the total number of hours for an initial provider course is 16

Campus Location

AZ: Mesa

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.

Participants who successfully complete this course receive continuing education and ACLS certification.

Admissions Requirements: One-day renewal course attendees must hold 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.

Course Description

EMS 80 Advanced Cardiac Life Support
Total Course Hours: 16 (8 Theory, 8 Lab, 0 Extern)
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 Basic Life Support (BLS) Provider course is included with all ACLS classes.
This continuing education course is not included within PMI's grant of accreditation.

Course #	Course	Theory	Lab
EMS 80	Advanced Cardiac Life Support	8	8
	ACLS Total	8	8
	Course Total	8	8

Pediatric Advanced Life Support (PALS)

At a Glance

Course Type: Continuing Education Course

Delivery Method: On-ground

Length: Two consecutive 8-hour days
16 total hours; the total number of hours for an initial provider course is 16

Campus Location

AZ: Mesa

Objective: To provide the health care provider with the knowledge and skills required to respond to emergencies in infants and children.

Participants who successfully complete this course receive continuing education and PALS certification.

Admissions Requirements: One-day renewal course attendees must hold current PALS certification, expired less than three months. If not currently PALS 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 PALS and who are authorized by state law to perform some or all of these functions.

Course Description

EMS 80 Advanced Cardiac Life Support
Total Course Hours: 16 (8 Theory, 8 Lab, 0 Extern)
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.
This continuing education course is not included within PMI's grant of accreditation.

Course #	Course	Theory	Lab
EMS 90	Pediatric Advanced Life Support	8	8
	PALS Total	8	8
	Course Total	8	8

Expanded Duties Dental Assistant (EDDA)

Objective: To teach the dental assistant the expanded duties, techniques, procedures, and different applications that will prepare students for advanced dental assistant employment.

Participants who successfully complete this course receive continuing education credit.

Admissions Requirements: Successful completion of an approved dental assistant program or one year of experience as a dental assistant.

Course Description
ED 01 Expanded Duties Dental Assistant
Total Course Hours: 40 (15 Theory, 25 Lab, 0 Extern)
This course prepares dental assistants for expanded duties within the dental office. Content addresses various techniques, procedures, and applications that comprise the types of expanded duties that are performed under the supervision of a dentist.
This continuing education course is not included within PMI's grant of accreditation.

Course #	Course	Theory	Lab
ED 01	Expanded Duties Dental Assistant	15	25
	EDDA Total	15	25
	Course Total	15	25

At a Glance

Course Type: Continuing Education Course

Delivery Method: On-ground

Length: 40 hours

Campus Locations

CO: Aurora, Colorado Springs, Denver

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.

Participants who successfully complete this course receive a certificate of completion.

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

Course Description
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.
This continuing education course is not included within PMI's grant of accreditation.

Course #	Course	Theory	Lab
RAD 271	Mammography	40	0
	Mammography Total	40	0
	Course Total	40	0

At a Glance

Course Type: Continuing Education Course

Delivery Method: Online

Length: 40 hours
5 weeks; individual time to completion may vary by student depending upon individual progress

Campus Location

The Online programs are delivered from Tucson, AZ.

Success Story

I moved to the United States from the Philippines in 2011. I worked at a bait shop and as a nursing assistant, but I was uncertain and not my best self. I wanted to do more in the medical field. I would see commercials for Pima Medical Institute; the students looked so happy, and for a long time, a goal of mine was one day attending PMI.

In 2017, I rearranged my work schedule so I could finally attend PMI. I was so thankful for the opportunity and met so many wonderful people. I faced challenges, like starting work at 6:00AM and working all day before attending evening classes. I also questioned whether I could still learn at my age. However, my instructors encouraged me, and my classmates became lifelong friends.

PMI matched me with a perfect site for my externship, and I enjoyed every minute. I applied for and was offered jobs at four different organizations; some even included sign-on bonuses. I chose Swedish Ballard Primary Care where I assist an internal doctor and nurse practitioner. After just 45 days of employment, I was given a raise and encouraged to take on additional roles. As a result, I am considering continuing my education with PMI's Online Health Care Administration Associate Degree Program in order to someday become a clinical administrator.

I am so happy, and I am able to help support my family in the Philippines. I am thankful for everyone at PMI. I would not be where I am today without their help and support.

Ruth Gacusan
Certificate, Medical Assistant, Seattle Campus

Success Story

I was an emergency medical technician (EMT) for 10 years in Pinal County, but I always wanted to become a paramedic. I was waiting for the right time and the right program. I found out about PMI's Paramedic program through my work. We have a partnership with PMI, so their classes fit with our shift schedules and allow us to work full-time and go to school. It's a grueling schedule, but it's doable. Typically, I would work a 24-hour work shift, then go directly to an 8-hour class, and then repeat that process.

The instructors were fantastic! They have experience in the field and offer a wealth of information. I was able to meet and become friends with some great people in my classes. The program was challenging, but honestly the most difficult piece for me was time management. Making time for class and my clinical hours, on top of being a father to three children—and my job, where I'm also an instructor—was the toughest part. The company I work for has a spot for me as soon as I pass my boards; moving from EMT to Paramedic also happens to come with a significant pay raise.

PMI has a great Paramedic program, and I would certainly recommend it to others, especially other seasoned EMTs like me.

Roberto Aranda III
Associate Degree, Paramedic, Mesa Campus

Prospective Students

Prospective Students

Admissions
PIMA MEDICAL INSTITUTE (PMI) does not discriminate on the basis of disability in admissions or access to, or treatment or employment in, its programs and activities. The School is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. Refer to the Reasonable Accommodations section in this catalog.

In addition to the Institutional requirements described in this section, some programs have other requirements specific to their programs, which are included in the programs' admissions materials and/or policies and procedures manuals. The admissions process for Online programs may vary. Refer to the program pages in this catalog for information.

Admissions to Bachelor's and Master's Degree Programs
Applicants to a bachelor's degree program must have an associate's degree from an accredited institution whose accrediting agency is recognized by the USDE and must also meet the applicable credentialing requirements. Any exceptions are noted in the Admission Requirements for the program. Refer to the bachelor's and master's degree program pages in this catalog for more information. Applicants to a master's degree program must have a bachelor's degree with a minimum cumulative grade point average (CGPA) of 2.75 (on a 4.0 point scale) from an accredited institution whose accrediting agency is recognized by the USDE.

Application Process
Steps in the application process for prospective students include:
1. Submit application form and high school verification (listed below) to the appropriate PMI campus admissions office; applicants under the legal age must have written approval of a parent or legal guardian.
2. Meet with a PMI admissions representative to discuss career interests and goals. The representative helps identify programs that are best suited to each applicant's career aspirations. For degree program applicants, an interview with the program director and/or faculty may also be required.
3. Pass required entrance exam(s).
4. Submit necessary documentation to the selected PMI campus and meet program-specific admission requirements (varies by program).
5. If applicable, submit transfer of credit documentation.

High school verification:
- Proof of valid high school completion or equivalent must be submitted. Applicants must submit one or more of the following documents dependent upon campus location and/or program:
- High school diploma
- High school transcript
- General Equivalency Diploma (GED®); applicants/students must provide a copy of the GED® report (also known as transcript or score sheet) and certificate indicating successful completion of the GED. Attestation of a GED® cannot be accepted.
- Official academic transcript for the completion of an associate or baccalaureate degree. An official transcript for the completion of at least 60 semester or 72 quarter credit hours in a bachelor's degree program or a program where the full credits can be applied towards a bachelor's program.
- Attestation of graduation. For students enrolling into a degree program, attestation is not permitted. For students enrolling into a certificate program in California, New Mexico, Nevada, and Texas, attestation is not sufficient.
- A 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).

Homeschool:
Applicants who have completed 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 applicant must submit the credential. A homeschool transcript meeting their state requirements must be submitted for all programs.

In addition to the criteria listed above, externship sites providing externship opportunities may have a minimum age requirement. There is no guarantee that a student who is younger than 18 years of age at the time of the clinical rotation can be placed for that rotation.

Foreign transcripts:
Applicants presenting foreign transcripts must have their transcripts evaluated by an agency that attests to the qualitative and quantitative equivalency of the foreign education. The agency must be a member of the National Association of Credential Evaluation Services (NACES®) or the Association of International Credential Evaluators, Inc. (AICE®).

Language proficiency:
PMI entrance exams/admission tests, enrollment agreements, and primary instructional language are in English[1]. Students are expected to speak English in the classroom and laboratory during scheduled class time and formal learning activities. PMI does not provide English-language services.

To demonstrate language proficiency, prospective students are required to take an entrance exam or provide evidence of successful completion of an associate degree or higher at an institution recognized by the US Department of Education (USDE) or Council for Higher Education Accreditation (CHEA).

For international applicants, the minimum English requirement 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.

PMI is authorized under federal law to enroll individuals who qualify for nonimmigrant status. There are no fees paid to PMI for international student visas.

Several PMI campuses in the following locations are approved through the Student and Exchange Visitor Program (SEVP) and are eligible to sponsor international student visas:
- Arizona: East Valley, Mesa, Phoenix, Tucson
- California: Chula Vista, San Marcos
- Colorado: Aurora, Colorado Springs, Denver
- Montana: Dillon
- Nevada: Las Vegas
- New Mexico: Albuquerque
- Texas: El Paso, Houston
- Washington: Renton, Seattle

Entrance exams:
Applicants must meet a minimum score for one or more entrance exams, which are designed to measure cognitive and general math abilities of prospective students. A passing entrance exam score is good for one year from the date of testing or successful completion of a PMI certificate program (the graduation date of the certificate program must be within 12 months of the signed enrollment agreement). For reentry/reenroll students, passing entrance scores are good for one year from the last day of attendance.

[1] Exception: Spanish language general education courses, such as SPA 210 Spanish for the Medical Professional, include instruction and support materials written and published in Spanish.

Wonderlic Scholastic Level Exam (SLE)—Applicants must meet minimum cut scores, which vary by program. Exceptions require signed authorization from the PMI Director of Academic Affairs. The exam may be waived for applicants who submit official transcripts that document completion of an associate degree or higher. Programs or courses in agreement with third party partners may have separate requirements.

PMI Math Admissions Test—Applicants to associate degree programs and the Pharmacy Technician and Practical Nursing certificate programs must achieve minimum scores on this test.

Background check, drug testing:
Applicants are informed of how a criminal record may impact their ability to progress through a program, attend clinical rotations, graduate, and/or obtain employment in the field of study. As part of the enrollment process, every prospective PMI student must sign a *Criminal Conviction and Advisement* form.

Depending on the program, a background check and/or drug screening may be required prior to enrollment, during the program, and/or prior to externship/clinical training. A "for cause" drug or alcohol screening test may be required if impaired behavior is observed during class or while attending externship/clinical. Applicants are advised that the cost of the background check/drug screen is an out-of-pocket expense. Prospective students may contact an admissions representative and/or program director of the program of interest for more information regarding these requirements.

Vaccination requirements:
The PMI Career Services Department and/or program directors maintain a list of vaccination requirements, which is available upon request. Applicants are advised that the cost of required vaccinations and titers are an out-of-pocket expense. Campuses will follow all local, state, and national mandates related to vaccinations for businesses, schools, and provider facilities. Students are required to follow all clinical externship required vaccination requests and policies. Students who have a qualified exclusion may request an exemption; however, there is no guarantee that a clinical site will accept the exemption. If a student is unable to obtain the required vaccination, Pima Medical Institute cannot guarantee that a clinical site will be available, which could cause a delay in graduation or result in the student having to withdraw from the program. Effective July 1, 2022, students in the Veterinary Assistant and Veterinary Technician programs are required to obtain the full series rabies pre-exposure prophylaxis, as recommended by the Centers for Disease Control and Prevention. Students who qualify for an exemption will be required to follow the program's Rabies Mitigation Plan, which may limit animal handling and the completion of required skills.

Transfer Credit:
Applicants may request credit for previous education and/or life experience. Determination is made after full evaluation of required documentation and completion of other relevant assessments. Requests for transfer of credit should be submitted prior to the start of the program but no later than the end of the first week of the program start (or 5 business days from the first day the program begins).

Credit for previous education: Applicants who have successfully completed equivalent coursework within a designated time frame are eligible to seek transfer credit. Applicants must submit their request for a credit transfer evaluation, with supporting documentation, to the program director or faculty coordinator prior to the start of the program. Official transcripts must be provided to award credit. Specific criteria are available from the campus admissions office (Table 1).

Transfer courses must be similar in content (with similar course objectives) to PMI courses within a program; they must also have an equal or greater number of credits. Transfer courses must also be of equivalent division level or higher. For example, if a prospective student requests transfer credits for the PMI course CCM 210 Professional Communication, then the transfer course must be a 200-level or higher course. Exceptions may apply for degree completion programs where students have met requirements through successful completion of an allied health certificate or degree program and associated work experience.

Courses being considered for transfer credit must be from an institution accredited by an agency recognized by USDE 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.

Table 1: Transfer Credit Criteria for Previous Education

Component	Criteria
Grade	Completed with a grade of "C" or higher.
Time Frame	Other than degree completion: No more than seven (7) years have elapsed since completion of previous education.
	Degree completion: Applicants must have graduated within the past five (5) years OR provide recent evidence of practice in a relevant vocation; additional requirements may apply depending on program.
Content	Similar in content and course objectives to the PMI course.
Division Level	Transfer courses must be at the same or higher division level as the PMI course.
Credits	Equal or greater number of credits when compared with the PMI course.
Accreditation	Completed at an institution recognized by USDE or CHEA.
Note: PMI does not guarantee the transfer of credits from or to any other institution.	

In compliance with the US Department of Veterans Affairs (VA) 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 granted as appropriate.

Assessment of equivalency, additional requirements: Courses may require a higher level of proficiency. Skill competencies may be assessed to determine if the applicant's knowledge and/or skills are within the standards of the program. Applicants may be required to pass all skill competencies required of the respective course, a written comprehensive exam prior to transfer credit approval, and/or a comprehensive skill evaluation, if applicable, prior to transfer credit approval.

Due to ongoing curricula revision, transferability of PMI courses with the same course number expires three (3) years from the course end date. PMI courses that have expired (over 3 years) may be eligible to be considered for transfer of credit.

Degree completion programs: Degree completion programs transfer credits toward completion of an associate's or bachelor's degree, and are intended for applicants transferring credits for courses they have successfully completed from a previous health science certificate or degree program. Bachelor degree completion programs include a concentration of general education courses and higher level technical and field-specific courses that advance the knowledge attained at the associate degree level.

Graduate programs: Transfer of credit must meet the standard PMI transfer credit criteria with the exception that credit will only be awarded for courses completed with a grade of "B" or better. In addition, more than seven (7) years may have elapsed since completion of previous education.
Financial considerations: Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable **$**150.00 processing fee will be charged for each course transferred. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee.

PMI accepts no more than 25 percent of the program's total credits for transfer. Applicants to degree completion programs may transfer up to 74 percent[2] of the total number of credits and pay a one-time processing fee of $150. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement.

Credit for life experience: Applicants may be eligible to receive credit for life experience. However, unlike credit awarded for previous education, financial credit is not awarded. Requests should be submitted in writing to the appropriate PMI representatives before the start of the program, but not later than the end of the first week of the program start (or 5 business days from the first day the program begins). Program directors, campus directors, and/or other designated PMI personnel review requests. Evaluation criteria typically includes documentation of appropriate experiences, academic assessments, and demonstration of professional skills. A minimum score of 77 percent is required on all required assessments. Applicants must pass the professional skills based on the evaluation criteria for those skills. Transcripts will reflect the earned grade. The final decision to grant or deny credit for life experience is made by the campus director. Life experience credit cannot be granted for clinical course(s); excluding the Radiography Bridge program, which requires prior academic coursework.

Transferability of credits and credentials earned at PMI: The credit measurement is equivalent to semester hours for purposes of transfer of credit. 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/determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Transfer credit for online degree programs: Fully online programs utilize a credit-evaluation process to review all requests to transfer credit for admission into the program and for courses in the curriculum. Credit(s) requested must meet PMI's transfer credit criteria. This evaluation process incurs a one-time fee of $150.

Professional credits-Distance Education (fully Online) Degree Programs: For Online (Distance Education) degree programs, applicants may be eligible to apply for professional experience toward some of the credits required for admission into the program. Unless otherwise indicated in the admission requirements for the program, a maximum of 10% of total credits may be applied. Professional credits may include clinical work or evidence to show application of methodology.

[2]Applicants to PMI's Radiography-Bridge program can transfer up to 49 percent of the total number of credits.

Advanced Placement® (AP): The AP program provides college-level courses and exams that students can take in high school. Candidates who achieve required credit-granting scores on these exams can earn the credits and course transfers. Credit will be granted only for scores earned within the last seven (7) years. Credit awarded is based on official transcripts. For additional information, contact the program director or Online medical career specialist.

College Level Examination Program® (CLEP): CLEP exams measure mastery of college-level, introductory course content. Candidates who achieve required credit-granting scores on these exams can earn the credits and course transfers. Credit will only be granted for scores earned within the last seven (7) years. Credit awarded is based on official transcripts. For additional information, contact the program director or Online medical career specialist.

Reentry/Reenrollment
Former students who withdrew or were terminated may be eligible to reenter or reenroll into the same program if they meet specified criteria. Availability to reenter/reenroll may be limited based on program capacity and the number of enrolled students. Students are eligible for reentry/reenrollment a maximum of two (2) times in the same program unless the reentry/reenrollment was related to course reschedules or changes in course availability.

Certificate (nonterm-based) programs:
Reentry—Students who were withdrawn/terminated from a certificate (nonterm-based) program may be eligible to reenter the same program if the student's return date occurs within 180 days of the last date of attendance.

Reenrollment—Students who were withdrawn/terminated from a certificate (nonterm-based) program may be eligible to reenroll in the same program if the student's return date is beyond 180 days from the last date of attendance. Returning students may need to meet additional programmatic requirements.

Degree (term-based) programs:
Reentry—Students who were withdrawn/terminated from a certificate (term-based) program may be eligible to reenter the same program if the student's return date occurs within 180 days of the last date of attendance. Returning students who are terminated or have withdrawn maintain the right to reapply to the program provided that PMI policy requirements are met. Returning students may need to meet additional programmatic requirements.

Reenrollment—Students who were withdrawn/terminated from a degree (term-based) program may be eligible to reenroll in the same program. Returning students who are terminated or have withdrawn maintain the right to reapply to the program provided that PMI policy requirements are met. Returning students may need to meet additional programmatic requirements.

Students who reenter or reenroll 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.

Any balance due from a prior enrollment at PMI must be satisfied or a payment plan arranged before reentry/reenrollment will be considered. If a year or more has passed since the last date of attendance, the student must retake the entrance exam(s).

Upon reentry/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. The Financial Services section of this catalog provides information about related charges for reentry and reenrollment.

Distance Education
Distance education is defined as an educational process in which the instructor and student are separated by distance, with regular and substantive interaction between student and instructor occurring either synchronously (in real time) and/or asynchronously (not in real time).

Several PMI campuses/programs offer distance education options, some of which are fully online while others are hybrid (combination of online and on-ground delivery). On-ground delivery requires on-campus attendance. Information regarding hybrid programs and courses is included in the program pages of this catalog and in programs' prospective student handouts available at the designated program's campus.

Students enrolled in distance education programs/courses that include hybrid delivery should understand that relocation away from their local PMI campus may adversely impact their ability to complete their program. Students planning to relocate must discuss their intentions with their campus's student services coordinator and/or program director, as applicable.

A student's physical location is determined at the time of enrollment by the student's:
- submission of government-issued identification;
- attestation of physical location in the enrollment agreement; and
- agreement to update the institution if the student's physical location changes (students may notify the institution of a change to their physical location in the PMI Student Portal).

Campuses
Tucson Campus: This campus is approved to offer fully online distance education programs to residents of NC-SARA member states. The State Authorization Reciprocity Agreement is a voluntary agreement among its member states and US 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. PMI is an approved NC-SARA institution through the home state of Arizona. Hybrid programs offered at the Tucson campus include both online courses and on-ground courses; attendance is required on campus for all courses that include on-ground delivery.

Albuquerque and Phoenix campuses: These campuses offer programs via hybrid and full distance-learning methods of delivery and are approved to deliver distance education within their respective states. Hybrid programs offered at these campuses include both online courses and on-ground courses; attendance is required on campus for all courses that include on-ground delivery.

All other PMI campuses: The remaining PMI campuses are approved to deliver distance education within their respective states. These campuses do not offer programs delivered completely via distance education. The programs containing distance education components offered at these campuses are hybrid programs, which include online courses and on-ground courses; attendance is required on campus for all courses that include on-ground delivery.

Technology Requirements for Distance Education
Students enrolled in online and/or hybrid courses will need to meet the following technology requirements:
- Windows 8.1 and up
- Mac OS 10.6 and up
- 4GB RAM
- 20GB free disk space
- Internet Access 1.5 Mbps speed or above (Broadband connection highly recommended)
- Firefox or Chrome browser
- Speakers, webcam, and microphone
- Additional requirements may vary by program

Reasonable Accommodations
PMI is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations and the Americans with Disabilities Act (ADA) of 1990. PMI does not discriminate on the basis of disability in admission to, or access to, or treatment or employment in, its programs and activities. PMI has adequate hallways, 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. Each PMI campus has a compliance coordinator who ensures Section 504 compliance. Applicants and students seeking reasonable accommodations are required to communicate the specific need by submitting the *Reasonable Accommodations* form, along with supporting documentation, to the campus compliance coordinator. Grievances or complaints concerning Section 504 and Americans with Disabilities Act (ADA) matters should be directed to the compliance coordinator.

Affirmative Action
In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the USDE requirements, the institution provides protection to pregnant students. PMI will treat pregnancy and recovery therefrom in the same manner as requests for reasonable accommodations for temporary disability. While Title IX may allow for absences to be excused, the Department of Education guidelines for Title IV funding supersede the Title IX. Refer to the Attendance /Absence policy in the catalog for more information.

Emergency Reporting, Notification, Evacuation
Natural Disaster Emergency Response Protocol: In the event of a natural disaster or other emergency response, PMI may temporarily suspend or modify standard operating procedures and policies based on federal, state, or accrediting agency mandates or guidelines (more details are provided in the Current Students section of this catalog).

Current Students

PMI FACULTY AND STAFF strive to help and support students throughout their participation in their selected programs of study. Safety is a priority at all PMI campuses, and students' information is safeguarded according to guidelines set forth in laws and in PMI policies and procedures.

Personally Identifiable Information
Personally identifiable information, or PII, includes but is not limited to the student's name, any unique identifier, including social security number, and other information that alone or in combination is linked or linkable to a specific student. PMI is required by law to collect and store educator and student information and to protect the privacy of data collected, used, shared, and stored by the School.

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA; see FERPA section below) and other state and federal laws. With the increasing use of technology in education, it is imperative that information that identifies individual students and their families is protected from misappropriation and misuse. The information may be shared internally with educators or administrators with a legitimate educational interest, but it is otherwise unlawful for any PMI employee or other person to divulge, or make known in any way, any such personal information without the written consent of the student.

PMI may collect information concerning an individual, some of which may be linked to various third parties, in order to fulfill its duties as required by law. This information must remain confidential and may not be published in any way that would identify the individual. Unless required by local, state, or federal law, PMI will not disclose information that allows any individual to be personally identified. The Institution has steps in place to reduce the likelihood that such information is personally identifiable.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of student education records. The Act defines an "eligible student" as a student who has reached 18 years of age or is attending an institution of postsecondary education. The Act defines "Parent" to mean a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. When a student becomes an eligible student (turns 18), the rights under FERPA accorded to the parents, and consent required from the parents, transfer to the eligible student.

Under FERPA, parents and eligible students have the right to:

1. Inspect and review the student's education records within 45 days after the day Pima Medical Institute (PMI) receives a request for access. A parent or eligible student should submit to the Campus Director a written request that identifies the record(s) the parent/eligible student wishes to inspect. The School official will make arrangements for access and notify the parent/eligible student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the parent/eligible student of the correct official to whom the request should be addressed.
2. Request the amendment of the student's education records that the parent/eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A parent/eligible student who wishes to ask PMI to amend a record should write the Campus Director, clearly identify the part of the record the parent/eligible student wants changed, and specify why it should be changed. If PMI decides not to amend the record as requested, PMI will notify the parent/eligible student in writing of the decision and the parent/eligible student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/eligible student when notified of the right to a hearing.
3. Provide written consent before PMI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. PMI discloses education records without a parent/eligible student's prior written consent under the FERPA exception for disclosure to School officials with legitimate educational interests. A School official is a person employed by PMI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a student serving on an official committee, such as a disciplinary or grievance committee. A School official also may include a volunteer or contractor outside of PMI who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another School official in performing his or her tasks. A School official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PMI.
4. File a complaint with the US Department of Education concerning alleged failures by the PMI to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

<u>Directory Information</u>
FERPA permits public disclosure of directory information without the parent/eligible student's consent unless the parent/eligible 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. PMI defines directory information as follows:

- student name
- PMI email address
- photograph
- campus
- field of study
- dates of attendance
- grade level
- enrollment status
- degrees, honors, and awards

PMI does not publish a student directory. A student's directory information may be released to an inquirer, unless the parent/eligible student specifically requests that directory information be withheld. FERPA does not require that directory information be released. Parents/eligible 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 Department. The signed form along with a copy of photo identification must be taken in person, mailed, or emailed to the Student Services Department 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 parent's/eligible 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 parent/eligible student submits a written request for removal.

Release of Nondirectory Information
Parents/eligible students may provide consent to release nondirectory information (financial and academic records) to designated third parties by completing the *FERPA Release Consent* form in the PMI Student Portal. The release remains in effect until the consent is revoked in writing and the revocation is delivered to PMI.

FERPA permits the disclosure of PII from a student's education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Student Records
Records Retention
Student records include academic transcripts, financial aid, and other documentation as required by law and/or the Institution. Academic transcripts for all courses completed and/or attempted are permanently retained by the Institution. Financial aid records are maintained for five (5) years after the end of the final award year in which the student last attended. Other documentation includes enrollment agreements, admissions documents, financial records, attendance records, externship evaluations, and placement documents, all of which are maintained for five (5) years (or longer based upon state requirements) from the fiscal year during which the student was last enrolled.

Academic Transcripts
PMI maintains a student's academic history in the form of an academic transcript, which includes the student's name, date of birth, address, campus, program, enrollment status, start date, last date attended, course numbers, course titles, credits attempted, credits earned, grades, quality points, grade point average, and degree earned (if applicable).

PMI students and graduates may request transcripts, at no cost, through either the student portal (my.pmi.edu) or the alumni portal (alumni.pmi.edu). Official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper. Fees or charges may apply if requesting expedited delivery. Release of transcripts to graduates is contingent upon payment in full of all debt owed to the School and may require up to two weeks for delivery.

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.

Health and Safety
PMI strives to ensure a safe learning environment for all students. PMI campuses address safety, health, and well-being with students as outlined in the PMI policies and procedures manual, catalog addenda, and relevant student handbooks. Students are advised that clinical externship sites may have additional requirements; students must meet the requirements of their assigned site(s). These requirements may include but are not limited to: additional criminal background check(s); preclinical and/or "for cause" drug, alcohol, marijuana, and/or tobacco screening; regulatory and safety learning modules; and infectious disease screenings. Any or all of these additional site-specific requirements may cause the student to incur additional costs.

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 Nov. 1, 1999. PMI publishes an annual *Campus Safety and Security Report* that includes PMI's crime awareness policies and procedures. This report is available at each campus (and https://pmi.edu/consumerinfo#Health-and-Safety).

Harassment, Violence, Sexual Assault
It is the practice at PMI to ensure that employees and students enjoy a learning environment that is based upon mutual respect, trust, and dignity. The administration of PMI fully supports all local, state, and federal laws governing violence and harassment and will cooperate to the fullest extent possible.

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.

PMI does not tolerate sexual violence in any form, including but not limited to sexual assault, rape, harassment, exploitation, intimidation, dating violence, domestic violence and/or stalking. PMI, in a good faith effort to comply with amendments to the Clery Act, as mandated by Section 304 of the "Violence Against Women Reauthorization Act of 2013," is committed to ongoing development of prevention and awareness programs, policies, and procedures.

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) business days and corrective action taken when warranted. No action will be taken against those reporting harassment, regardless of the investigation's outcome. With the alleged victim's permission, the appropriate authorities will be contacted. The campus director will conduct an additional investigation following PMI procedures. Those found to be engaging in any form of harassment will be subject to termination.

Firearms, Weapons
PMI strictly prohibits the possession of firearms and weapons on all campuses. Other than police officers or military personnel on active duty, no person, including a licensee, may possess firearms anywhere on campus, whether in a building or on the grounds. This prohibition extends to School-owned and School-controlled locations, including sites leased for educational purposes. Any student, faculty, or staff member violating this policy will be sanctioned, up to and including expulsion or termination. Additionally, violations of this policy may result in criminal prosecution.

Emergency Reporting, Notification, Evacuation
PMI provides reporting, notification, evacuation, and lockdown procedures for alerting the campus community about significant emergencies or dangerous situations that involve an immediate threat to the health or safety of students or employees on the campus. Each campus has an emergency management plan that is reviewed on an annual basis.

Timely warning: PMI promotes campus safety by providing a notification procedure for alerting the campus community of a serious, ongoing, or continuous threat. In the event a situation arises, either on or off campus, that in the judgment of the campus director or emergency management leader constitutes a serious, ongoing, or continuing threat, a campuswide "timely warning" will be issued.

Natural Disaster Emergency Response Protocol
In the event of a natural disaster or other emergency response, PMI may temporarily suspend or modify standard operating procedures and policies based on federal, state, or accrediting agency mandates or guidelines.

Safety Standards
The Occupational Safety and Health Administration (OSHA) and any other pertinent safety guidelines are followed during laboratory activities, off-campus clinical activities, and off-campus PMI activities.

Insurance
Students are informed about their responsibilities to have insurance coverage throughout their enrollment at PMI. Transportation and/or vehicle insurance includes coverage for travel to and from off campus clinical experiences. Some clinical sites require that students have medical/health coverage prior to beginning their clinical rotation.

Accident insurance applies to injuries sustained during PMI scheduled, supervised, and sponsored activities, but it excludes coverage for injury incurred while traveling to and from the school campus, externship sites, and any other school-sponsored activity. Students without private insurance may be provided a limited amount of accident insurance coverage. 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.

Pregnancy
Students are informed of the health risks and possible limitations associated with participation in a PMI program during 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.

In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the USDE requirements, the institution provides protection to pregnant students. PMI will treat pregnancy and recovery therefrom in the same manner as requests for reasonable accommodations for temporary disability. While Title IX may allow for absences to be excused, the Department of Education guidelines for Title IV funding supersede the Title IX. Refer to the Attendance/Absence policy in this catalog for more information (page 162).

Informed Consent, Patients' Rights
Students are made aware of their rights and the rights of others and have signed a consent form, where applicable, regarding simulations, recording and imaging, drug screening, and/or background check. In lab courses, where applicable, students will participate as subjects or patient simulators when engaged in laboratory and clinical experiences. Students may be required to sign a laboratory participation form during orientation.

Students are informed of contraindications and precautions prior to participating in procedures. Although a student is not required to disclose personal medical information, it is the responsibility of the student to inform the instructor if he/she is unable to participate as a subject due to precautions and/or contraindications.

Drug and Alcohol Policy
PMI aims to provide an environment of academic success, health, and safety for students, employees, and visitors. All PMI locations are drug-free and alcohol-free, prohibiting the consumption of alcohol or use of drugs while on campus or at an off-campus site where education is delivered, such as at an externship site or clinical education facility. The use of illicit drugs and alcohol erodes the capacity to perform, think, and act responsibly. Long-term abuse can have a profound effect on a person's health and well-being. Any form of such substance abuse is considered to create a danger in the School to both students and others. It can be grounds for termination of enrollment or employment at this Institution.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226, 20 U.S.C. §1145g) requires institutions receiving federal funds or financial assistance to establish and enforce a program to prevent the unlawful possession, use, or distribution of illicit drugs, prescription medications, and alcohol by students and employees. The program includes a description of the health risks associated with the use of illicit drugs and alcohol, standards of conduct, sanctions under federal/state/local laws and campus policy, information on preventing drug and alcohol abuse, and available counseling and treatment options. (Details: https://pmi.edu/about-pmi/drug-and-alcohol-abuse-prevention.)

Smoking, Vaping
Smoking and vaping are prohibited in all enclosed areas within the PMI campus without exception. This includes common areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, students and employee lounges, stairs, restrooms, and all other enclosed facilities.

Infectious Diseases
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.

Vaccinations
The PMI Career Services Department and/or the program director maintains a list of vaccination requirements, which is available upon request. Campuses will follow all local, state, and national mandates related to vaccinations for businesses, schools, and provider facilities. Students are required to follow all clinical externship required vaccination requests and policies. Students who have a qualified exclusion may request an exemption; however, there is no guarantee that a clinical site will accept the exemption. If a student is unable to obtain the required vaccination, Pima Medical Institute cannot guarantee that a clinical site will be available, which could cause a delay in graduation or result in the student having to withdraw from the program. Effective July 1, 2022, students in the Veterinary Assistant and Veterinary Technician programs are required to obtain the full series rabies pre-exposure prophylaxis, as recommended by the Centers for Disease Control and Prevention. Students who qualify for an exemption will be required to follow the program's Rabies Mitigation Plan, which may limit animal handling and the completion of required skills.

Student Conduct
Students are expected to follow applicable policies and procedures in all academic settings, including clinical externships. Students who violate policies, procedures, interfere with the progress of other students, or engage in any form of dishonesty, upon proof, are subject to termination. Grounds for termination include but are not limited to violation of the following:

- sexual violence, sexual assault, sexual misconduct, harassment;

- possession of firearms or weapons while on campus or at a clinical setting or PMI-affiliated event;
- HIPAA violations;
- positive results for alcohol or drugs, refusal to submit to 'for cause' drug or alcohol screening, admission to using alcohol or other substances that contributed to impaired behavior witnessed at school, at a clinical site, or any PMI-affiliated event;
- academic dishonesty, such as plagiarism, intentional misrepresentation, or misconduct;
- inappropriate use of social media, such as failing to comply with the copyright and fair use policy or not respecting others' privacy;
- misrepresentation of criminal history;
- vandalism or theft of school or student property, actions in an obscene, vulgar, or abusive manner; and/or
- federal, state, or local laws (e.g., tampering with a fire alarm).

Policy violations are directed to campus administration for disciplinary action. Students who have been terminated due to policy violations 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.

Dress Code, Professionalism

PMI has a universal dress code and professionalism policy. These requirements apply to all students while in attendance at School, externship sites/clinical settings, volunteer activities, and PMI-affiliated field trips. The policy addresses numerous aspects that comprise professionalism, such as uniforms, identification badges, and personal hygiene, among others.

Academic Integrity

PMI enforces standards of honesty and integrity in all academic-related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct.

Classrooms, Laboratories, Student Areas

Classrooms and laboratories are to be kept clean and neat. Students are provided with a lounge 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. Food and chewing gum are prohibited in classrooms. Water is allowed in the classroom in a sealed container unless otherwise noted by the instructor. Other beverages, food, and chewing gum are prohibited in laboratories, computer labs, and libraries.

Equipment, Supplies

PMI provides various equipment and supplies for student use. Equipment/supplies must be used in accordance with prescribed procedures. Under no circumstances are students to use equipment/supplies during or outside of classroom hours without instructor supervision. Equipment should be turned off and covered when not in use. Problems encountered when using equipment must be reported immediately to the instructor.

Copyright Infringement, Computer Use/Sharing

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work, without authority or permission, constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, US Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Computing resources include all computers, related equipment, software, data, and local area networks for which the School is responsible as well as networks throughout the world to which the School provides computer access. PMI computing resources are intended to be used for its programs of instruction and research and to conduct the legitimate business of the School.

All users must have proper authorization for the use of the computing resources and are responsible for complying with all legal and ethical guidelines of PMI computing resources. Users also have a responsibility to respect the privacy, copyrights, and intellectual property rights of others, and their use of PMI computer resources must be in accordance with School policy and applicable state and federal laws. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities to the parties involved. Any responsible party not in compliance with copyright rules and regulations can face probation, termination and/or face sanctions in accordance with state and federal laws. (Violations are outlined on the PMI website https://pmi.edu/pdf/consumer-information/copyright-policy-ab.aspx.)

Social Media

Students are required to follow PMI social media standards, which outline the acceptable use of social media technologies, including any references to the School and/or School-related personnel and activities. By submitting content to any PMI social media sites, users understand and acknowledge that this information is available to the public and that the organization may choose to use this information for internal and external promotional purposes. (See https://pmi.edu/pdf/consumer-information/pima-medical-institute-social-media-policy.aspx.)

Academic Standards and Expectations

PMI courses are designed to challenge students to develop skills that they will apply in their selected health fields. Students are expected to adhere to the academic integrity standards (listed above) and must maintain satisfactory academic progress in order to graduate.

Academic Schedule

Students are advised of academic schedules prior to enrollment. Academic programs are in session throughout the calendar year except for holidays and a two-week winter break (Table 2). The academic calendar may be altered due to holidays. 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, postponements: Class starts occur at various times throughout the year; schedules are published in catalog addenda, which are available at each campus. Class postponements by the School within 30 days of the original starting date will not alter the terms and conditions of the enrollment agreement. However, class postponements by the School beyond 30 days of the original starting date will terminate the enrollment agreement with all monies paid by the student to be refunded in full.

Classroom/lab breaks, mealtimes: Breaks of 10 minutes per hour, not exceeding 40 minutes per four (4) hours, are required during scheduled class/lab time. PMI does not specify times for meals; however, students may eat meals outside of the classrooms and labs in designated areas during authorized classroom/lab breaks.

Table 2: Holidays Observed

Month – Date	Holiday Observed
January – 3rd Monday	Martin Luther King Jr. Day
May – last Monday	Memorial Day
July – 4th	Independence Day
September – 1st Monday	Labor Day
November – 4th Thursday	Thanksgiving
November – 4th Friday	Veterans Day observed
December/January – two weeks that include Dec 25 and Jan 1	Winter Break

Course Assessments, Grades
Instructors may assess students' knowledge of course content through a variety of assessments, including but not limited to homework, projects, quizzes, classroom and lab activities, and examinations/tests. Students will meet course objectives with in-class and outside-of-class assignments, such as reading, papers, portfolios, and projects. These assignments are outlined in the respective course. Students are required to complete regular classroom work as well as outside assignments. The amount of time will vary by course and student ability.

Course grades are recorded as letters and percentages; PMI does not award pass/fail grades, except for audited skill-based courses. Grades are posted in the PMI learning management system, and students can view their grades at any time during their enrollment. Final grades are posted in the PMI Student Portal. Grades for all courses completed and attempted are recorded on students' permanent transcripts according to the grading system (Table 3). Students have the right to appeal a final grade within 10 business days, after which point the grade is final.

Table 3: Grading Scale

Grade	Standing	Percentage*	Points
A	Excellent	93-100%	4.0
B	Good	85-92%	3.0
C	Average	77-84%	2.0
F	Failing	Below 77%	0.0
INC	Incomplete		
TR	Transfer Credit		
X	Dropped Course - No Penalty		
W	Withdrawn		
T	Terminated		
* PMI's electronic student information system rounds grades to the nearest whole number, which provides a letter grade for student transcripts.			

Grading scale definitions: The grading scale comprises the following grades:

A, B, C, F—These letter grades represent the student's standing and also appear as percentages. Points are used in determining the GPA (grade point average).

Incomplete (INC)—An incomplete grade is given when required coursework has not been completed by the end of the term. Coursework includes assignments, activities, and 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. An incomplete grade is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Transfer credit (TR)—Represents approved credit that has been transferred. For details, see the Transfer Credit explanation in the Prospective Students section of this catalog. Transfer credits are not included in the calculation of the GPA but will count toward credits attempted and credits earned.

Dropped Course- No Penalty (X)— Indicates student has taken an approved leave. Examples may include a leave of absence or Title IX pregnancy. Courses with an 'X' are not included in the GPA or hours attempted for the purpose of calculating the successful course completion percentage. Students who invoke Title IX and are required to withdraw from the program may be eligible for a Dropped - No Penalty status and students will be able to reenroll/reenter the program at the same point from which they left with the following considerations: space availability, course / program curriculum changes that may have significantly altered the course objectives and/or credit / contact hours, and assessment of continued skill competency and retention of knowledge.

Withdrawn (W)—Applies to courses that were not completed at the time of a student's withdrawal. The W is considered a permanent designation and remains on the student's transcript even if the student retakes the course(s). A student returning to the same program is required to repeat courses that carry a W designation, and the earned grade for repeated courses is recorded on the student's transcript. A W designation is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Terminated (T)—Indicates that a student has been terminated by the School. The T designation applies to courses that were not completed at the time of termination; it is a permanent designation and remains on the student's transcript even if he/she returns and retakes the course(s). A returning student is required to repeat courses that carry a T designation. The earned grade for repeated courses is also recorded on the student's transcript. The T designation is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Academic Progress and Advisement
Academic advising will be provided to meet individual student needs. Students are apprised of their academic progress and are able to access grades and feedback through the PMI learning management system. Students receive a notification at the midpoint and end of each course. Final grades are available in the PMI Student Portal.

Academic progress warning: Students in nonterm (certificate) 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. The student has the right to appeal the determination of not meeting satisfactory progress based upon extenuating circumstances; inability to master course material is not an extenuating circumstance. The student request should be submitted in writing to the campus director. Refer to the Satisfactory Academic Progress section (which follows).

Satisfactory Academic Progress
PMI's policy on satisfactory academic progress consists of a qualitative measure, which is the grade point average (GPA), and a quantitative measure, which is the maximum time frame in which the program must be completed.[1]

To maintain satisfactory academic progress, students are required to maintain a minimum GPA and/or complete the program within one and one-half (1½) times the program length in order to maintain federal financial aid and VA education benefits. 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).

Nonterm-based (certificate) program standards: Students must maintain a cumulative 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.

Unsatisfactory progress—Students in nonterm-based programs are evaluated for satisfactory academic progress at the end of each course beginning after the first payment period has been attempted. 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.

Term-based (degree, nonmaster's) program standards: 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.

Master's degree program standards: Students must maintain a GPA of 3.0 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. Only courses completed with a minimum grade of 2.0 may be applied toward program completion.

Financial aid considerations: 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. Following are financial aid considerations relative to satisfactory academic progress:

Financial aid warning—Students in term-based programs are evaluated for satisfactory academic progress at the end of each term. To maintain satisfactory academic progress, students must successfully complete 67 percent 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 percent of their attempted credits in a term 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 percent of their attempted credits after the end of their subsequent term 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 percent 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.

Financial aid warning–master's degree programs—Students in these term-based programs are evaluated for satisfactory academic progress at the end of each term. To maintain satisfactory academic progress, students must successfully complete 67 percent of their attempted credits with a 3.0 or greater cumulative program GPA. Students who have not maintained a minimum cumulative program GPA of 3.0 and completed 67 percent of their attempted credits in a term 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 3.0 and complete 67 percent of their attempted credits after the end of their subsequent term will be removed from financial aid warning status. Students who do not achieve a cumulative program GPA of 3.0 and do not complete 67 percent 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. The appeal process is outlined below.

Financial aid appeal process—Students have the right to appeal the determination of not meeting satisfactory progress based upon extenuating circumstances. A student's request should be submitted in writing to the campus director within five (5) days of notification. 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.

Financial aid probation: If a submitted financial aid appeal is approved, the student will be placed on *financial aid probation status* and can only receive one term of funding eligibility.

Unsatisfactory progress: If an approved financial aid appeal is not in place, the student will lose financial aid funding.

Failed Course/Course Repetition
Students enrolled in a certificate, associate's degree, or bachelor's degree program may repeat a failed course or attempted course a maximum of two (2) additional times, then after which they are subject to termination. Note that due to the curricular model of the Veterinary Technician associate's degree program, students may retake a technical course one time.

Students enrolled in a master's degree program may repeat a course in which they receive a grade of C or lower a maximum of one (1) time; they may repeat only two (2) courses within their program of study, after which they are subject to termination.

For all students, only the highest grade is considered for GPA evaluation; all attempted credits are included for measurement of maximum time frame. Attendance in a course constitutes an attempt.

Externship
Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning externship. While on externship, students are required to attend the externship full-time (typically 40 hours per week) unless otherwise noted in the appropriate catalog addendum. The Career Services Department, clinical director (if applicable), and/or PMI faculty evaluate off-campus externship locations to ensure that a viable environment exists for an effective learning experience. Externship sites provide an opportunity for students to demonstrate required competencies. Students are directly supervised by the institution, which includes monitoring weekly attendance and providing oversight of clinical instruction.

[1]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.

Some programs may have additional externship-related policies in the program-specific catalog addenda and/or student handbook.

Students cannot be used to replace or substitute employees of the facility while participating in the clinical externship. For Surgical Technology, students cannot receive financial compensation while participating in the clinical externship.

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.

Withdrawal
A student maintains the right to withdraw from a program any time 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.

Termination
Students 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 apply for reentry/reenrollment upon the following conditions: A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred; provide a written plan detailing how the student has addressed the issues that led to the termination. Refer to Reentry/Reenrollment in the Prospective Students section of this catalog.

Attendance/Absence
Students are to notify PMI prior to class time if they will be absent or late unless circumstances prohibit advanced notice. 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's record.

Attendance in an online course requires classroom activity such as submitting an assignment, posting to a discussion, or completing a quiz. Students are required to login to the learning management system and complete graded activities on a regular basis.

Attendance awards: Perfect attendance awards are conferred only to on-ground students who have completed all required sequence, program, and/or semester hours. Absences due to military duty and/or civic duty requirements must still be recorded as an absence in the system; however, absences that do not exceed 14 days will not impact a student's eligibility for perfect attendance awards.

Attendance advisement: Students with absences in excess of five (5) percent of the total number of classroom hours in a nonterm program (certificate program) or term program (degree program) receive attendance advisement.

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

Termination for unsatisfactory attendance: Students with absences in excess of 15 percent of the total program or semester classroom hours may be terminated for unsatisfactory attendance.[2] 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 absent for 14 consecutive calendar days, including weekends, from the last date of academically related activity, including externship, may be terminated.

Externship/clinical absences: Students in the following programs must makeup all externship absences prior to graduation—such absences are not deleted from the 15 percent "total program" calculation; any externship absences in excess of 15 percent[3] of the scheduled clinical hours may result in termination: Radiography–Bridge, Dental Assistant, Dental Assistant–California campuses, Health Care Administration-Certificate, Medical Assistant, Medical Billing and Coding, Nursing Assistant/Nurse Aide, Patient Care Technician, Pharmacy Technician, Phlebotomy Technician, Practical Nursing, Sterile Processing Technician, and Veterinary Assistant.

Degree program externship/clinical absence: Degree students are expected to earn the total number of clinic hours published for the program; however, students may be absent up to six (6.0) percent of the scheduled externship/clinical hours each term for these programs: Dental Hygiene, Diagnostic Medical Sonography, Medical Laboratory Technician, Occupational Therapy Assistant, Ophthalmic Medical Technician, Paramedic, Physical Therapist Assistant, Radiography (excluding Radiography-Bridge), Respiratory Therapy, Surgical Technology, and Veterinary Technician.

Absences must be requested by the student and excused by the clinical director or program director. Absences exceeding six (6) percent of total clinical time, as published in this catalog, must be made up prior to the start of the subsequent semester or graduation from the program, as determined by the program director. Students with excessive absences may not be able to makeup the time prior to the start of the subsequent term, which may interrupt the student's academic progress. A minimum number of clinical hours must be completed in order for students to graduate from the program; the minimum number includes the allowance set in the PMI policy. Reporting of clinic hours in the attendance logging system must accurately reflect hours attended by the student.

Examination makeup policy: Students absent on examination day are given a makeup examination on the first day they return to class or on a date assigned by the instructor. Unless otherwise specified, examinations include all written/lab exams, quizzes, and tests.

For degree programs, if the instructor is unavailable on the day the student returns, the program director may arrange an alternative day/time. Due to the nature of lab examinations, the retake may require a different scheduling process and will be determined by the instructor for the course.

Grades on all makeup examinations will be reduced by 10 percent from the earned score. A grade of zero is given for examinations not taken on the day of return or assigned date. With the 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 child. Online programs may provide additional waivers.

Leave of Absence
Certificate (nonterm-based) programs: Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of

[2] In Nevada, VA beneficiary students will be terminated for unsatisfactory attendance under this section.

[3] In Nevada, VA beneficiary students will be terminated for externship absences in excess of 15 percent of the scheduled clinical hours.

Absence Request form available from the campus Student Services Department.

LOA may be granted for up to a maximum of 180 days in a 12-month period. Students may request more than one LOA during a 12-month period provided the total time granted does not exceed 180 days. Time spent during an approved LOA is not considered accrued time for a course or program. When calculating the maximum time frame for a student's approved LOA, the School ensures that it accounts for all periods of nonattendance (including weekends, holidays, and scheduled breaks). Program changes may occur while a student is on a leave of absence; when students return, they may be required to complete specific courses in the curriculum prior to progressing in the program.
Students who do not complete the LOA request form, and are not attending scheduled courses, are marked absent and will be terminated if the number of absences exceeds 14 consecutive calendar days (including weekends, holidays, and scheduled breaks).

Degree (term-based) programs: Students in degree programs are not eligible for LOA. Students who have successfully completed all active modules in the term but who have an academic interruption may be eligible to sign a letter of intent without having to withdraw from the program.

State/jurisdiction exceptions: In Texas, LOAs 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) LOAs are permitted in a 12-month calendar period; an LOA 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) LOAs are permitted; an LOA in this case may be no more than 60 total calendar days.

Graduation Requirements
Students are awarded a certificate or degree when they have:
- successfully completed the program of study with a minimum grade average of 77 percent in each course;
- completed an exit interview with Financial Services and Career Services personnel; and
- paid in full all debt owed to the School.

In addition to these requirements, students in master's degree programs are awarded a degree when they:
- have successfully completed the program of study with a minimum cumulative GPA of 3.0 or greater; and
- have no more than 2 (two) qualifying courses with a grade of C.

The graduation date is recorded as the last date of attendance, not the exit interview date or the date of the graduation ceremony. 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. Some programs may have additional graduation-related policies in their programmatic student handbooks.

Campus and Online Resources
Various resources are available to PMI students and graduates.

Career Services Department
The Career Services Department at each campus is responsible for assisting students with professional development throughout their program as well as providing graduates with job placement assistance in their field of study upon completion of their program. The Career Services Professional Workshop Series topics include résumé, cover letter, portfolio building, workplace professionalism, and interviewing techniques.

While job placement cannot be guaranteed, the Career Services Department provides PMI graduates with job placement assistance, which includes assistance with the credentialing process (if required), applications, mock interviews, and follow-ups. This department also hosts career fairs and works with employers to identify career opportunities for PMI graduates. Career placement assistance is ongoing for all PMI alumni.

Student Services Department
The Student Services Department provides guidance and support to facilitate student success. Department personnel monitor student attendance and academic progress. Resources available to students include academic advising, tutoring, and special accommodations. This department maintains referrals for off-campus housing childcare, social services, and community agencies. PMI does not offer housing or dormitories nor is PMI responsible for finding or assisting a student in finding housing. The cost of housing located near each campus differs greatly depending on the location, the type of residence (single family, multi-unit, or high density), and if the residence is to be shared or occupied alone.

This department also organizes campus activities and conducts mandatory new-student orientation. Student orientation provides an overview of campus and program operations and expectations, campus safety and security, and available resources, as well as instructs students on how to utilize the PMI Student Portal, learning management system, and electronic library.

Financial Services Department
The Financial Services Department provides resources to address available funding sources including federal financial aid sources. Student Finance Officers guide students through the application process for funding sources and provide students with options to finance school expenses. Refer to the Financial Services section of this catalog.

Electronic Library
PMI has an extensive online/electronic library that can be accessed both on and off campus with an appropriate internet connection when logged into a PMI Blackboard course. This library affords students and instructors access to numerous journals with thousands of full-text, peer-reviewed articles and more than 100,000 books. The library includes databases of journals and books; EBSCO and ProQuest provide access to full-text journal articles, while ProQuest Ebook Central™ provides access to ebooks.

Program and Campus Transfer
Students may be eligible to transfer between campuses and certain programs.

Program Transfer for Certificate/Nonterm Programs
Students active in a certificate/nonterm program may be permitted to transfer to a different certificate/nonterm program while remaining in an active status when the transfer is completed prior to attendance in program-specific (professional) sequences. Transfers are not permitted between certificate/nonterm programs and degree/term programs, nor are they permitted between degree/term programs.

Intercampus Transfer
Students may transfer between campuses that share the same USDE Office of Postsecondary Education identification number while remaining an active student in the same program. Students who complete the didactic portion of the program with only externship remaining are not transferred; enrollment remains with the original campus.

Grievance and Discrimination Complaint Procedure
PMI provides an avenue of due process for students (i.e., grievant) who do not agree with the Institution's determinations. Student concerns should first be addressed within the program or through student services. When a concern is not sufficiently addressed to the student's satisfaction, a formal written complaint may be initiated following the procedure outlined in this section.

Formal Written Complaints
Student grievances must be submitted in writing. The procedure 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 of the termination date.
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.

Procedure:

a. The 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 PMI Chief Executive Officer (CEO), Fred Freedman: 888-412-7462; 40 N Swan Road, Suite 100, Tucson AZ 85711. The student must submit the substance of the grievance in written form to the CEO, who will respond to the written complaint within 30 days of receipt, if possible.
e. The CEO or designated PMI representative will conduct an impartial investigation that will include a review of relevant documents. The student 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: a no-contact order (complainant may go to local law enforcement); health and mental services; academic support; opportunity to retake the class; withdraw without penalty.
g. Further, PMI states that retaliation is absolutely forbidden and will discipline any person engaging in retaliatory conduct.
h. If an actual hearing is convened at the request of the CEO, then both parties will have access to all the evidence at least 10 days before the hearing.
i. One or both parties may be represented by a duly licensed attorney at the hearing.
j. However, the formal rules of evidence shall not apply. Cross-examination of the parties may only be done by a party's attorney. No party to the hearing shall directly cross-examine another party.
k. Documentation will be kept of all steps of the process by the Title IX coordinator.
l. PMI will take all necessary steps to train the investigators, Title IX coordinator, adjudicators, etc., on the applicable laws and these procedures.
m. Once the outcome of the complaint or grievance has been determined, written correspondence will be provided to all parties involved as assurance that corrective measures will be taken to prevent reoccurrence of a complaint related to discrimination of any kind.
n. If the investigation determines that discrimination has occurred, corrective action will be taken, including consequences imposed on the individual found to have engaged in the discriminatory conduct, individual remedies offered or provided to the subject of the complaint, and/or staff or student training or other systemic remedies as necessary to eliminate discrimination and prevent it from reoccurring.
o. If the complaint cannot be resolved after exhausting PMI's grievance procedure, the student 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 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 (i.e., accuser) 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.

Financial Services

Financial Services

PMI PARTICIPATES in various federal and state student financial assistance programs designed to assist students currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education. The primary responsibility for meeting the cost of education rests with individual students and/or their families. The Institution strives to assist every eligible student in obtaining financial aid. 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 or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

Tuition and Fees
Tuition and fees are subject to change but are firm for those students already enrolled.

Tuition
Tuition for any program is due on or before the start date unless a payment plan has been arranged in advance. Tuition payments are expected on or before the due date. Required textbooks are included in the total program costs and are itemized on the PMI Consumer Information website, under Booklist Disclosure by Program. The catalog addenda includes the tuition price list, program schedule (start/end dates), and faculty list. PMI offers many different payment plans depending on the financial situation. Retail installment contracts are available to all students prior to graduation date at a 0% interest. If the student is unable to pay by graduation, PMI offers extended retail installment contracts to all students at 0% interest. Visit the campus Financial Services department for more information.

Students in term-based (degree) programs receiving a failing grade in a course or externship are charged tuition for repeating the failed course or externship. Charges are based on cost per credit noted in the most recently signed enrollment agreement. Students in nonterm-based (certificate) programs in an active status are not charged tuition for repeating a failed course or externship.

Fees
Registration, Technology: The 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 technology fee covers PMI's learning management system, technology support, and services used to enhance the student learning experience.

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

Financial Aid Sources
The majority of financial aid available to students is provided by the US government and is called Federal Student Aid (FSA), which is divided into three types: grants, work-study, and loans (details below). PMI also utilizes other sources of funding provided by the Institution or private agencies (see Other Funding section below).

Federal Student Aid Programs
As stated above, the three types of FSA are grants, work-study, and loans. All federal financial aid is awarded based on need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of attendance (COA) and the expected family contribution (EFC). All Title IV financial aid funds received by PMI will be credited to the student's account (excluding work-study) in accordance with federal regulations.

Grants
For PMI students, options may include the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant. The Cal Grant, which is a state grant, is also an option for PMI California students.

Federal Pell Grant (Pell Grant): For many students, Pell Grants provide a "foundation" of financial aid to which other aid may be added to defray the cost of college education. These grants are awarded only to undergraduate students who have not earned a bachelor degree or professional degree. Each student is entitled to apply for a Pell Grant; eligibility is determined by a student's need, COA, and amount of money appropriated by Congress to fund the program. The grant amount is determined by a standard formula used by the USDE. The grant award will depend on the EFC, COA, and the Pell Lifetime Eligibility Used.

To apply for a Pell Grant, students or prospective students may complete a Free Application for Federal Student Aid (FAFSA) form available through the PMI Financial Services Department, from high school counselors, or website https://studentaid.ed.gov/sa/fafsa. The application is transmitted electronically through the FAFSA Central Processing System (CPS), which determines the applicant's EFC.

Federal Supplemental Educational Opportunity Grant (FSEOG): Undergraduate students with the lowest 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 USDE.

Cal Grant (state grant): Undergraduate students who have met the requirements for FAFSA or California Dream Act Application (CADAA) are eligible for one of three types of Cal Grants. The award type is based on their FAFSA or CADAA, Cal Grant GPA, the type of California colleges listed on FASFA, and if the student is a recent high school graduate.

Federal Work-Study Program (FWS)
The FWS provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on/off campus for a qualified public, private, or community service organization. Application for FWS may be made through the PMI Financial Services Department. Eligibility is based on financial need and availability of funds. PMI 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 USDE.

Federal Loan Programs
The USDE's federal student loan program is the William D. Ford Federal Loan (Direct Loan) Program. Federal loans include Direct Subsidized Loans, Direct Unsubsidized Loans, and PLUS Loans.[1]

Direct Subsidized Loans: These low-interest loans are available to undergraduate students with financial need; the borrowed amount may not exceed the financial need. The USDE pays the interest on these loans while the student is in school at least half-time, for the first six months after the last date of attendance (i.e., the grace period) and during a period of deferment. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications and deferment information can be obtained from the PMI Financial Services Department or from the lender.

Dependent undergraduate students may borrow up to:
- $5,500 if they are in their first year and enrolled in a program of study that is at least a full academic year[2] (at least $2,000 of this

[1] Direct subsidized and direct unsubsidized loans are also referred to as Stafford Loans or Direct Stafford Loans.

[2] An academic year is defined as a minimum of 24 credits and 30 weeks in length. The VA defines an academic year as the period from August 1 to July 31.

amount must be in unsubsidized loans)
- $6,500 if they have completed the first year of study and the remainder of their program is at least a full academic year (at least $2,000 of this amount must be unsubsidized loans)
- $7,500 a year if they have completed two years of study and the remainder of their 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. Students may ask the PMI Financial Services Department 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).

Independent students or a dependent undergraduate students whose parents are unable to qualify for a PLUS Loan may borrow up to:
- $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. The PMI Financial Services Department can provide 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—Interest rate changes from year to year apply to Direct Subsidized 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, see: https://studentaid.gov/understand-aid/types/loans/interest-rates. In addition, Direct Subsidized Loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior/current loan fees, see: http://studentaid.ed.gov/types/loans/interest-rates.

Interest rate cap for military members—The interest rate on a borrower's loan may be changed to six (6) percent during the borrower's active duty military service. 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.

Direct Unsubsidized Loans: These loans are available to eligible students, regardless of family income, who do not qualify in whole or in part for Direct Subsidized Loans. The 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 these loans are the same as those for a Direct Subsidized Loan with the following exceptions:
- Federal government does not pay interest on student's behalf
- The student must pay all interest that accrues on the loan during enrollment and the grace period. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.

Direct PLUS Loans: These federal loans are available to graduate or professional students (grad PLUS loans) or parents of dependent undergraduate students (parent PLUS loans) to help pay for education expenses not covered by other financial aid. Parents of dependent students include the biological or adoptive parent(s). The parent PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC.

The USDE makes Direct PLUS Loans to eligible parents and graduate or professional students through schools participating in the Direct Loan Program. The maximum amount awarded is the cost of attendance (per the School's determination) minus any other financial aid; the loan cannot exceed the student's cost of education. 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 information on loan fees, see: https://studentaid.gov/understand-aid/types/loans/interest-rates.

To receive a grad PLUS loan, the student must be a graduate or professional student enrolled at least half-time in an eligible program leading to a graduate or professional degree or certificate, have no adverse credit history, and meet the general eligibility requirements for federal student aid. To apply for grad PLUS loan, contact the PMI Financial Services Department.

Repayment of a Direct PLUS Loan 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 $50.00 per month with at least five (5) years but no more than 10 years of repayment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from PMI's Financial Services Department or from the lender.
For deferment information, contact the PMI Financial Services Department.

Loan Advisement: The USDE requires that any student receiving a Direct Loan be notified concerning his/her loan. PMI advises each student regarding loan indebtedness and gives first-time borrowers an entrance test and all students an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

Students should report to the PMI Financial Services Department prior to reducing course load below half time, withdrawal, or graduation for loan advising. The purpose of this session is to inform students of their tentative total loans received while in attendance at PMI and refunds that may be made. The session also provides students with an estimated payment schedule. Students who have received federal loans at PMI will be sent an email upon reducing course load below half time, withdrawal, or graduation that includes the link to the National Student Loan Data System (NSLDS) exit-counseling website (https://studentaid.gov/exit-counseling/).

Federal Student Aid Eligibility / Application / Borrower Policies
Most of the information dissemination activities required by the USDE have been satisfied within this catalog. However, PMI Student Financial Services personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with prospective and current students.

Eligibility
To be eligible for federal student aid, a student must:
1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell, FSEOG, and FWS);
2. Have a high school diploma or the equivalent;
3. Be a US citizen or national or an eligible noncitizen; verification of eligible noncitizen status may be required;

4. Have financial need (except for some loan programs) as determined by a need-analysis system approved by USDE;
5. Maintain satisfactory academic progress (refer to Satisfactory Academic Progress section in the Current Students section of this catalog);
6. Provide required documentation for the verification process and determination of dependency status;
7. Have a valid social security number;
8. Have borrowed less than the total aggregate loan limits for the Title IV financial aid programs;
9. Be registered with the Selective Service System, if required; and
10. Sign an updated Student Identity & Statement of Educational Purpose.

Application

To apply for FSA, a student must complete the Free Application for Federal Student Aid (FAFSA); see https://studentaid.ed.gov/sa/fafsa. FAFSA is used to determine eligibility for all types of federal financial aid programs. The information provided in the completed FAFSA application is used to calculate need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the COA. The PMI Financial Services Department can assist students with the completion of this form and answer related questions. Once processed, the application produces an EFC, which determines eligibility.

Federal regulations require that funds for Direct Subsidized and Direct Unsubsidized loans cannot be released nor can a Federal PLUS loan application be certified until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. PMI may obtain this information by using the financial aid information received from the NSLDS page of the student's Student Aid Report (SAR)/Institutional Student Information Record (ISIR).

Financial aid from federal programs is not guaranteed from one year to the next—students must reapply every year. Also, if students change institutions, their aid does not automatically go with them. Students should check with their new institutions to determine the correct procedures for reapplying for financial aid.

Verification Policy/Procedures: Following is the verification process:
1. All applicants selected by the federal CPS will be verified.
2. Selected applicants must submit required verification documents within twenty-one (21) days of notification.
3. Verification notification will be communicated to students electronically via the PMI Student Portal upon receipt of official ISIR.
4. If the student fails to provide the required documentation within the established time frame, then the student will be treated as "cash-paying" until the documents are provided.
5. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from PMI. The student may reenter PMI only when he/she can provide the documentation.
6. The PMI Financial Services Department reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.
7. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
8. PMI will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions PMI will take if the student does not submit the requested documentation within the time period specified by PMI.
9. Students will be informed of their responsibilities regarding verification of application information, including PMI's deadline for completion of any actions required. This information will be communicated to students electronically via PMI Student Portal.
10. Students will be notified by an electronic updated award letter via the PMI Student Portal if the results of verification change the student's scheduled award.
11. PMI will assist the student in correcting erroneous information and resolve all conflicting information.
12. Any suspected case of fraud will be reported to the (regional) Office of the Inspector General (OIG) or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the OIG.
13. No interim disbursements of Title IV aid will be made prior to the completion of verification.
14. PMI will apply a $25.00 tolerance policy to data elements required for verification.

Borrower Rights and Responsibilities

When students take on student loans, they have certain rights and responsibilities. Before the first loan disbursement, the borrower has the right to receive:
1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

Before leaving the School, the borrower has the right to receive:
1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has a Federal Direct Loan, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
5. An explanation of available options for consolidating or refinancing the student's loan; and
6. A statement that the student can repay his/her loan without penalty at any time.

The borrower has the following responsibilities:
1. Understand that by signing the promissory note the borrower is agreeing to repay the loan according to the terms of the note;
2. Make payments on the loan even if the borrower does not receive a bill or repayment notice;
3. If the borrower applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
4. Notify the appropriate representative (institution, agency, or lender) that manages the loan when the student graduates, withdraws from college, or drops below half-time status; changes his/her name, address, or social security number; or transfers to another institution; and
5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving the School.

In addition, students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of PMI. Refer to the Satisfactory Academic Progress information in the Current Students section of this catalog. A graduate's financial aid repayment commencement is determined by their last date of attendance.

Other Funding Sources

Alternative Source Loans

Alternative source loans enable the student to contribute to his/her education while in school. It is PMI's practice to exhaust all federal funding options that offer no repayment or low-interest repayment options before reviewing alternative source loans with students. Students utilizing alternative source loans will be encouraged to utilize the alternative source with the lowest interest and fees and the most equitable repayment options available to them; however, the final selection ultimately resides with the student and/or student's parent or legal guardian. PMI has no preferred lender relationships.

Veterans Education Benefits

PMI is approved to offer designated programs for veterans training. Applications for veterans benefits may be obtained at PMI or by contacting the VA. Approval of training benefits to be awarded is the responsibility of the VA. All students applying for veterans education benefits through PMI must supply verification of high school graduation or GED certificate. All former postsecondary education from accredited institutions must be verified with official college transcripts. Absences in excess of 15 percent of the total sequence, program, or semester classroom hours will result in a loss of VA benefits (see Attendance/Absence section on page 162 of this catalog).

PMI Alumni Scholarship

In addition to federal aid, PMI graduates may qualify for the PMI Alumni Scholarship to continue their education in a PMI program. Details for this award are available through the PMI Financial Services Department.

Refund and Return Policies

An applicant who fails to meet the enrollment requirements is entitled to a refund of all monies paid. All monies paid by an applicant are refunded, minus a cancellation charge of $100.00 if the applicant cancels enrollment within three (3) days (five [5] days in Washington and seven [7] days in California) after signing an enrollment agreement and making an initial payment but prior to the start of classes.

Withdrawal/Termination Refund Policy

Students who withdraw or are terminated from a course or program of study are charged according to the settlement policy on the enrollment agreement. Financial aid is terminated for students who withdraw. If a student reenrolls, the length of the program may be extended. The student will receive notification of the refund of any loan, which will include the date that the refund was made. When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be the:

1. Date the student notifies the Institution of withdrawal, or the date of withdrawal, whichever is earlier.
2. 14th consecutive calendar day following absences in all coursework.
3. Date when the Institution terminates the student's enrollment.

Return of Title IV Refund Policy

The PMI Financial Services Department is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60 percent or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The PMI Financial Services Department will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student. If the student completed more than 60 percent of the payment period, the student will have earned 100 percent of the federal financial aid for the payment period.
2. If the student completed 60 percent or less of the payment period, the PMI Financial Services Department will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
3. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
4. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Funds returned may result in a tuition balance owed by the student.
5. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post-withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the State Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal. Students who plan to withdraw should notify the Institution. They should meet with the PMI Financial Services Department representative to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Return of Military Tuition Assistance Program Funds

For students participating in the Military Tuition Assistance program, PMI will use the FSA statutory schedule to determine the amount of Military Tuition Assistance Program funds that students have earned when when they cease attendance based on the period the students were in attendance.

The only exclusion will be for military students who are deployed during a payment period, and then the PMI Student Deployment Policy will be used. This policy states that military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Military service means service, whether voluntary or involuntary, in the US Armed Forces (including US National Guard or Reserve) on active duty, active duty for training, or full-time US National Guard duty, or order to active duty. The length of the absence (including all prior absences for military), including only the time the student actually served in the military, cannot exceed five (5) years. Students without sufficient completion of coursework will be withdrawn without grade penalty. Withdrawn courses must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded. Reentering students should contact the PMI Financial Services Department to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning students upon reentry.

PMI must return the lesser of the amount of FSA funds and Military

Tuition Assistance program funds that the student does not earn or the amount of Institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned. The student (or parent, if a federal PLUS loan) must return or repay, as appropriate, any FSA loan funds in accordance with the terms of the loan, and the remaining unearned FSA program grant (not to exceed 50 percent of the grant) as an overpayment.

State-Specific Cancellation and Refund Policies
PMI expects that most students who begin classes at the Institution will successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and PMI require that students withdraw or cancel. Applicants who cancel after signing an enrollment agreement or students who stop attending class within the first seven (7) calendar days of the program start in their first enrollment period (i.e., cancel from active) will receive a full refund of tuition and fees. Students who received electronic devices, books, or uniforms are subject to charge on an as received basis. Following are the state-specific cancellation and refund policies.

Arizona and Montana
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. An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to starting classes, is entitled to a refund of all monies paid minus the $100 cancellation charge.

Refunds are calculated on 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. All refunds are based on the actual last day of attendance. The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.

Arizona and 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 enrollment period	70% less $100 cancellation charge
After 30% but within the first 60% of enrollment period	40% less $100 cancellation charge
After 60% of enrollment period	no refund

California
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 any time after the cancellation period and may receive a pro rata refund if the student has completed 60 percent or less of the scheduled days in the current payment period through the last day of attendance.

Notice of cancellation or withdrawal must be made in writing to the 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 received by 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.

A student withdrawing from class after seven (7) days will receive a prorated refund of tuition calculated as follows:

If the student has completed 60 percent or less of the scheduled days in the current payment period in his or her program through the last day of attendance:

1. Deduct a nonrefundable registration fee of $150 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 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.
   b. Where applicable by state, students who withdraw from the program will be charged a $100 processing fee.
   c. 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.
   d. 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.
   e. The cancellation and refund policy applies to both on ground and the distance-education programs.

California Student Tuition Recovery Fund
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, the student must pay the state-imposed assessment for the STRF, or it must be paid on the student's behalf, if the student is in an educational program, who is a California resident, or is enrolled in a residency program, and prepay all or part of the student's tuition.

The student is not eligible for protection from the STRF and is not required to pay the STRF assessment, if the student is not a California resident, or is not enrolled in a residency program. It is important that the student keeps copies of the 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,1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, the student 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 the student 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. The student was 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 was enrolled in an educational program within the 120-day period before the program was discontinued.
3. The student was 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. The student has 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 has been unable to collect the award from the institution.
7. The student sought legal counsel that resulted in the cancellation of one or more of the student's student loans and has 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-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.

Colorado

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 hours (see Colorado Institutional Refund Policy table below). 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. Refunds are calculated on the tuition and registration fee only. No refunds will be due on workbooks, uniforms, and supplies.

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 11/2 times the normal duration of the program. The policy for granting credit for previous training shall not impact the refund policy. All refunds are based on the actual last day of attendance. Refunds will be made within 30 days of a student's withdrawal or termination date.

The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date.

Colorado Institutional Refund Policy: On-Ground Programs

A student terminating or withdrawing training:	Is entitled to a refund of:
Within first 10% of enrollment period	90% tuition price 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

Nevada

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 percent 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 percent of the program, PMI shall refund the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less; and
4. If a student withdraws or is expelled by PMI after completion of more than 60 percent of the training program, PMI is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
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. PMI will pay a separate refund to the

student if those items were not used by the student. Refund disputes must be resolved by the campus director on a case-by-case basis.

For the purposes of this section:

- 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 actual last day attendance, regardless of absences;
- The period of time for a training program is the period set forth in the enrollment agreement; and
- 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

The State of Nevada maintains an account for student indemnification, which may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of Commission on Postsecondary Education; Private Postsecondary Educational Institutions regulations. Information regarding the Account for Student Indemnification are as follows:

NRS 394.553 Account for Student Indemnification:

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
   a. The discontinuance of operation of a postsecondary educational institution licensed in this state; or
   b. The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or $10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below $10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year. https://www.leg.state.nv.us/NRS/NRS-394.html

New Mexico

1. 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.
2. 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 five (5) percent in tuition or fees, whichever is less, as registration charges.
3. 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 five (5) percent 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.
4. Refunds following commencement of instruction: 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 USDE guidelines, the institution shall be entitled to retain, as registration charges, no more than $100 or five (5) percent 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 as shown in this table, as outlined by USDE:

Date of student withdrawal as percent of enrollment period for which 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%	50%
After 25%; within 50%	75%
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.	

   a. 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.
   b. 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.
   c. The institution's payment and refund policies shall be clearly articulated in the institution's catalog and as part of all enrollment agreements.
   d. 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.

e. 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

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 completes those incomplete subjects without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.241-245).

Texas Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. 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. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75 percent completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to 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.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a. An enrollee is not accepted by the school;
   b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

   A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
8. 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 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
   d. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Washington

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, visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

Should the student's enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

1. PMI must refund all money paid if the applicant is not accepted. This includes instances when PMI cancels a starting class.
2. PMI must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the enrollment agreement is signed or an initial payment is made, as long as the applicant has not begun classes.
3. PMI may retain an established registration fee equal to 10 percent of the total tuition cost, or $100, whichever is less, if the applicant cancels after the fifth business day after signing the enrollment agreement or making an initial payment.
4. If training is terminated after the student commences classes, PMI may retain the registration fee established per item #3 above, plus a percentage of total tuition as described in the table below.
5. When calculating refunds, the official date of a student's termination/withdrawal is the last day of recorded attendance:
   a. When the school receives notice of the student's intention to discontinue the training program;
   b. When the student is terminated for a violation of a published school policy which provides for termination

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 and including 25% of enrollment period	75% less a $100 registration fee
Greater than 25% through and including 50% of enrollment period	50% less a $100 registration fee
After 50% of the enrollment period	no refund

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Chula Vista Campus Addendum

Catalog Addendum for Pima Medical Institute, 2022-2023 Catalog published July 2022

Effective Dates: July 1, 2022 - December 31, 2023

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
1747 North Market, Suite 225
Sacramento, CA 95834

Web: www.bppe.ca.gov
Phone: 916.574.8900

Revision date: 11/08/2022

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Staff

Name	Credentials	Title
PMI Leadership:		
Andy Andress	MBA	Chief Executive Officer
Liby Lentz	MBA	President
Richard Almeroth	CPA	Chief Financial Officer
John Hanson	MBA	Chief Operating Officer
Jordan Utley	PHD	Director of Education
Marnie Doctor	MPH	Director of Regulatory Operations
Kathy Cheatham	BBA	Director of Financial Aid
Liby Lentz	MBA	Director of Human Resources *(Interim)*
Kory Gray	BS	Director of Information Technology
Erin Fitzgerald	MBA	Director of Marketing and Board Secretary
Deborah Riemer	PHD	Director of Online Education
Wendy Doolin	BA	Regional Director of Admissions
Bree Fulp	MBA	Regional Director of Admissions
DeWayne Johnson	MBA	Regional Director of Operations
Tara Dailey	MBA	Regional Director of Operations

Campus Leadership and Staff:

DeWayne Johnson	Campus Director
George Powers	Associate Campus Director
Elizabeth Budiman	Medical Career Specialist
Marie Bojorquez	Medical Career Specialist Sr.
Yissel Carrasco	Receptionist
Monique Carrillo	Student Services Coordinator
Lorena Fletes	Student Finance Coordinator
Diana Flores	Office Assistant
Angelica Gaytan-Medrano	Medical Career Specialist
Edna Lewis	Student Finance Officer
Alicia Lopez	Career Services Advisor
Guillermina Lopez	Student Finance Officer
Catherine "Cesa" Markham	Office Assistant
Martha Martin	Career Services Advisor
Deborah Mendoza	Medical Career Specialist
Makeila Moore	Receptionist
Jena Graham	Career Services Coordinator
Vince Tolan	Maintenance Technician
Bianca White	Career Services Advisor
Renae Woods	Registrar

Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Ayroso, Rosemarie	CPht	Certificate	United Education Institute	Pharmacy Technician Lab Instructor	Part-time
Birdsong, Joel	MHA, R.T.(R)(CT) (ARRT)	M.H.A. B.S. A.A.S. Licensed Radiologic Technologist	University of Phoenix Pima Medical Institute Pima Medical Institute	Radiography Instructor	Part-time
Brewer, Karin	A.S., R.V.T.	A.S. Registered Veterinary Technician	Mesa College California	Veterinary Programs Director	Full-time
Britt, Leilani	RVT	B.A.S A.A.S	St. Petersburg College Pima Medical Institute	Veterinary Assistant Instructor	Full-time
Britto, Sasha	RT (R)	B.S.I.S A.A.S	Boise State University New Hampshire Technical Institute	Radiography Instructor	Part-time
Brooks, Sherry	A.O.S., R.V.T.	A.O.S. Registered Veterinary Technician	Pima Medical Institute California	Veterinary Assistant Instructor	Full-time
Bueno, Mary	A.A.S, CCMA-AC, A.A.S HCA	Certificate Certified Medical Assistant	San Diego County Regional Occupational Program	Medical Assistant Instructor	Full-time
Cabrera, Christina	CST	A.A.S	Mira Costa College	Surgical Technology Instructor	Full-time
Carpio, Julie	CCMA, A.A.S.	Certificate Certified Clinical Medical Assistant	Carrington College Pima Medical Institute	Lead Healthcare Administration-Certificate Instructor	Full-time
Chaverra, Kattia	RVT	A.A.S	Mesa College	Veterinary Technician Instructor	Part-time
Covarrubias, Joselle	R.D.A.	Registered Dental Assistant	San Diego Dental Careers	Dental Assistant Instructor	Full-time
Esquivel, Tammy	M.S. Ed	M.S. Ed B.S.	Perdue University Perdue University	Faculty Coordinator	Full-time
Ferguson, Erica	B.S.RS, RT(R)	A.A.S B.S	Brookhaven College UT Houston MD Anderson	Radiography Instructor	Part-time
Gibson, Lance	DVM		Oklahoma State University	Veterinary Technician Instructor	Part-time
Jimenez, Lisa	Licensed Pharmacy Technician	Certificate	United Education Institute	Pharmacy Technician Instructor	Full-time

Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Johnson, Brittney	B.S.R.S., R.T. (R)(CT)	B.S.R.S. A.A.S. Licensed Radiologic Technologist	Pima Medical Institute Dauville Area Community College	Radiography Clinical Director	Full-time
Kline, Carmen	A.S., R.V.T	A.S. Registered Veterinary Technician	Mesa College California	Veterinary Assistant Instructor	Full-time
LaValle, Cynthia	A.S., R.V.T.	A.S. Registered Veterinary Technician	Mesa College	Veterinary Assistant Instructor	Full-time
Lopez, Enrique	CPht	Licensed Pharmacy Technician	Valley Career College	Pharmacy Technician Instructor	Part-time
Matulac, Kristine	CMA, A.A.S HCA	Certificate Certified Medical Assistant	Maric College	Medical Assistant Instructor	Full-time
Montoya, Benjamin	B.S., CPhT	B.S. Licensed Pharmacy Technician	California State Polytechnic University	Lead Pharmacy Technician Instructor	Full-time
O'Brien, Diane	B.V.E, R.V.T	B.V.E. Registered Veterinary Technician	San Diego State University California	Veterinary Technician Instructor	Full-time
Pangrazzi, Erica	RVT	A.A.S	Pima Medical Institute	Veterinary Assistant Instructor	Full-time
Perez, Kerson H.	M.S.	M.S. B.S.	San Diego State University of Illinois	General Education Instructor	Part-time
Perez Miranda, Yesenia	R.D.A.	Certificate	Pima Medical Institute	Dental Assistant Instructor	Full-time
Perry, Mary	RDA, B.V.E.	B.V.E. A.A. Registered Dental Assistant	San Diego State University Palomar College	Dental Assistant Instructor	Substitute
Polanco, Jesus	A.A.S.	A.A.S. Certificate	Pima Medical Institute Pima Medical Institute	Career Preparation Instructor	Full-time
Pride-VanDerHorst, Nicole	CST	B.S. Ed A.S	Grand Canyon University San Joaquin Valley College	Surgical Technology Instructor	Full-time
Ramirez, Yvette	R.D.A., A.A.S., BSHCA	B.S.HCA A.A.S. Certificate Registered Dental Assistant	Pima Medical Institute Pima Medical Institute Concorde Career Institute	Lead Dental Assistant Instructor	Full-time

Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Roy, Casandra	CMA	Certificate Certified Medical Assistant	Pima Medical Institute	Medical Assistant Instructor	Full-time
Schmidt, Lisa F.	Ph.D., RT(R)(M)(ARRT), CRT	Ph.D., Higher Education M.A., Higher Education Licensed Radiologic Technologist	University of Arizona University of Arizona California	Radiography Program Director	Full-time
Somers, Jenaiha	A.A.S., RVT	A.A.S. Registered Veterinary Technician	Pima Medical Institute	Veterinary Programs Clinical Director	Full-time
Stevens-Hulsinger, Kendria	CST, BSHCA	A.A.S. B.S.HCA	Ivy Tech State College Concorde Career College	Surgical Technology Program Director	Full-time
Thomas, Angela	CST	A.A.S B.S.HCA	Frederick Community College Concorde Career College	Surgical Technology Clinical Director	Full-time
Toscano, Melissa	A.A.S.,CMA	B.S.HCA A.A.S. Certificate Certified Medical Assistant	Pima Medical Institute Pima Medical Institute Pima Medical Institute	Lead Medical Assistant Instructor	Full-time
Wilder, Jennifer	B.S.	Healthcare Administration Associate of Science in Healthcare Administration	Pima Medical Institute Pima Medical Institute	Career Prep Instructor	Full-time

Online (Hybrid) Faculty

Last Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Braxton, Sheila	MA Ed.D BA	Forensic Psychology Counseling Psychology Psychology	Argosy University Argosy University University of Wisconsin	Hybrid Career Prep Instructor	Adjunct
Broeske, Melissa	CCMA	Master of Science in Psychology Bachelor of Science in Psychology Associate of Arts in Psychology Medical Assistant Diploma	University of Phoenix University of Phoenix University of Phoenix Maric College	Hybrid Career Prep Instructor	Adjunct
Clark, Benjamin	BS	Health Care Administration	University of Nevada Las Vegas	Hybrid Medical Assistant Instructor	Adjunct
Cuelhoruiz, Shayla	AOS	Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Adjunct
Fernandez, Jalyn	CPhT	Associate of Applied Science in Pharmacy Technology	Heald College	Hybrid Pharymacy Technician Instructor	Adjunct
Harrer, Myia	Certificate AAS	Medical Assistant Health Care Administration	Academy College Pima Medical Institute	Hybrid Medical Assistant Instructor	Adjunct
Heaton, Shelly	BS AS	Health and Wellness Medical Assistant	Kaplan University Anthem College	Hybrid Career Prep Instructor	Adjunct
Heredia, Forrest	BS AST CMAA, CPC, CPC-I	Business Administration Electronics / Computer Engineering	University of Phoenix ITT Technical Institute Nationa Healthcareer Association	Hybrid Medical Assistant Instructor	Adjunct
Jelmo, Shirley	B.S. CMA RMA	B.S. in Occupational Management Certified Medical Assistant Registered Medical Assistant	Colorado Christian University American Association of Medical Assistants American Medical Technologists	Hybrid Medical Assistant Instructor	Adjunct
Lane, Galyna	RMA, BS	Bachelor of Science in Healthcare Administration Certificate, Medical Assistant Registered Medical Assistant	Pima Medical Institute Emily Griffith Technical College	Hybrid Medical Assistant Instructor	Adjunct

Online (Hybrid) Faculty

Last Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Matthews, Vatina	BHSA	Health Service Administration	Baker College	Hybrid Medical Assistant Instructor	Adjunct
	MBA	Business Administration	University of Phoenix-Online		
	AAS	Health Information Technology			
McClure, Gloria	BS	Animal Science-Animal Health Technician	Brigham Young University	Hybrid Veterinary Assistant Instructor	Adjunct
	AS	General Studies	Ricks College		
Santos, Jessica	ABA	Business Administration	Pima Community College	Hybrid Medical Assistant Instructor	Adjunct
	Certificate	Medical Assistant	Pima Medical Institute		
	BBA	Business Administration	Northern Arizona University		
Smith, Carrie	AOS	Medical Assistant	Intellitec Medical Institute	Hybrid Medical Assistant Instructor	Adjunct
Torres-Cortes, Karina	MS	Leadership	Grand Cayon University	Hybrid Veterinary Technician Instructor	Adjunct
	BS	Management	Grand Canyon University		
	AAS	Veterinary Technician	Macomb Community College		
Watson, Karen	AOS	Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Adjunct

PIMA MEDICAL INSTITUTE

Employment Positions by Program Fields

PROGRAM	SOC CODE	EMPLOYMENT POSITIONS
DENTAL ASSISTANT	31-9091.00	Dental Assistant (DA), Certified Dental Assistant (CDA), Registered Dental Assistant (RDA), Expanded Duty Dental Assistant (EDDA), Expanded Functions Dental Assistant (EFDA), Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant)
Health Care Administration - Certificate	43-6013.00	Health Care Administrative Assistant, Medical Administrative Assistant, Health Care Secretary, Medical Secretary, Administrative Assistant, Assistant Office Manager, Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist, Physician Office Specialist, Unit Clerk, Unit Support Representative, Ward Clerk, Front Office Assistant, Medical Insurance Clerk
MEDICAL ASSISTANT	31-9092.00	Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), Certified Clinical Medical Assistant (CCMA), National Certified Medical Assistant (NCMA), Clinical Medical Assistant, Back Office Assistant Manager, Back Office Manager
OCCUPATIONAL THERAPY ASSISTANT	31-2011.00	Certified Occupational Therapist Assistant (COTA), Certified Occupational Therapist Assistant/Licensed (COTA/L), Certified Occupational Therapy Assistant (COTA), Certified Occupational Therapy Assistant-Licensed (COTA-L), Licensed Certified Occupational Therapist Assistant (COTA/L), Licensed Occupational Therapy Assistant, Occupational Therapist Assistant (OTA), Occupational Therapy Assistant (OTA)
PHARMACY TECHNICIAN	29-2052.00	Pharmacy Technician, Certified Pharmacy Technician (CPhT), RPhT (Registered Pharmacy Technician), Pharmacy Aid, Pharmacy Clerk, Compounding Technician, Filling Technician, IV Technician, Medication Technician
PHLEBOTOMY TECHNICIAN	31-9097.00	Phlebotomist, Phlebotomy Technician, Certified Phlebotomy Technician, Registered Phlebotomist

Updated November 3, 2021

PHYSICAL THERAPIST ASSISTANT	31-2021.00	Physical Therapist Assistant (PTA), Physical Therapy Assistant (PTA), Certified Physical Therapist Assistant (CPTA), Licensed Physical Therapist Assistant (LPTA), Licensed Physical Therapy Assistant, Outpatient Physical Therapist Assistant
RADIOGRAPHY	29-2034.00	Radiographer, RT(R) (Registered Radiologic Technologist), Radiological Technologist, Radiology Technician (Radiology Tech), Radiology Technologist, Registered Radiographer, X-Ray Technician (X-Ray Tech), X-Ray Technologist (X-Ray Tech), Computed Tomography Technologist (CT Technologist), Mammographer
RESPIRATORY THERAPY	29-1126.00	Respiratory Therapist (RT), Certified Respiratory Therapist (CRT), Respiratory Care Practitioner, Registered Respiratory Therapist (RRT). Staff Respiratory Therapist, Certified Respiratory Therapy Technician (CRTT), Respiratory Therapy Technician (RTT), Cardiopulmonary Rehabilitation Respiratory Therapist
SURGICAL TECHNOLOGY	29.2055.00	Certified Surgical Technologist (CST), Certified Surgical Technician, Operating Room Surgical Technician (OR St), Operating Room Technician (OR Tech), Operating Room Technologist (OR Tech), Surgical Scrub Technician, Surgical Scrub Technologist (Surgical Scrub Tech), Surgical Technician, Surgical Technologist (Surgical Tech)
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	29-2056.00	Veterinarian Technician, Certified Veterinary Technician (CVT), Registered Veterinary Technician (RVT), Licensed Veterinary Technician (LVT), Veterinary Nurse, Veterinary Technologist

Hours of Operation

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Hours of Operation:

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

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Mesa	8	Emergency Medical Services–Paramedic: 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). Contact: CAAHEP: Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709 Seminole, FL 33775; Website: www.caahep.org.	Removed	N/A
Tucson	7	Nursing, Bachelor Degree: The Bachelor of Science in Nursing (RN to BSN) at Pima Medical Institute is accredited by the Commission on Collegiate Nursing Education, 655 K Street, Suite 750, Washington, DC 20001, (202) 887-6791, www.ccneaccreditation.org.	Updated	Nursing, Bachelor Degree: The Bachelor of Science in Nursing (RN to BSN) at Pima Medical Institute is accredited by the Commission on Collegiate Nursing Education, 655 K Street, Suite 750, Washington, DC 20001, (202) 887-6791, www.aacnnursing.org/CCNE.
Albuquerue	15	The Veterinary Technician program at PMI Albuquerque is currently not accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). The initial application has been accepted but that does not guarantee accreditation and the application does not grant any temporary status of accreditation. Most states require candidates to pass the Veterinary Technician National Examination (VTNE) before being issued a license to practice and eligibility requirements may vary by state.	Updated	The Veterinary Technician program at PMI Albuquerque's application for accreditation has been accepted. An accepted application for accreditation does not guarantee accreditation and applying for accreditation does not grant any temporary status of accreditation.
Chula Vista	9	N/A	Added	The Veterinary Technology extended facility is located at 130 Beyer Way which is equipped with American Veterinary Medical Association essential equipment. The Chula Vista Animal Care Facility includes a full surgical suite, surgical prep area, radiology room, clinical laboratory equipment and animal holding areas. The adjacent Veterinary Technology classroom includes clinical laboratory equipment, microscopes, a surgical instrument prep and sterilization area as well as student desk top computers.
Chula Vista	9	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, CA.	Updated	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.

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Chula Vista continued				The separate veterinary technician classroom includes large animal limb, large animal skull, anesthesia machine - small animal, autoclave, cardiac monitor, dehorner, dental instruments, splash shields, prophy heads, electric clippers, emergency crash kit, endotracheal tubes, esophageal stethoscopes, laryngoscope, nail trimmers, oral dosing equipment, oral speculum, cages complying w/ federal regulations, examination tables, oximeter/capnograph, surgical lights, surgical tables, surgical gowns, towels and drapes, basic surgical instruments, tourniquet, feeding and gavage tubes, vaginal speculum, warming pad blanket, twitch, restraint pole, Elizabethan collars, muzzles, cat bags, tonometer, blood mixer/ rocker, centrifuge, microhemotocrit centrifuge, clinical chemistry analyzer, differential blood cell counter, electronic blood cell counter, hand tally cell counters, hemocytometer, incubator, refractometer, lab scales, microscopes, lead apron with lead thyroid collar, lead gloves, radiation safety badges, storage racks for gloves and aprons, portable x-ray machine, x-ray machine, x-ray viewer, mop and bucket, automated film processor, calipers, cassette holders, digital film unit and processor, film ID markers, and high speed/rare earth screens. The radiologic technology classroom includes life sized skeletal model, VCR/TV, x-ray table with Potter-Bucky diaphragm, energized x-ray tube, wall-mounted wall bucky, energized control panel, full body positioning phantom, lead apron, half lead apron, pair of lead gloves, calipers, portable cassette holder, various sized film cassettes, hot light, curved film cassette, portable grid cassette, various lead markers, foam positioning sponges, foot stool, wheel chair, IV pole, standing eight scale, gurney/stretcher, wire mesh screen, aluminum step wedge, densitometer, table top processor, film bin, wall mounted sage lights, and film patient ID camera/flashers. The materials that will be used for instruction are based on the individual program and could include towels, gauze, cotton balls, bandages, pit & fissure sealant materials, vacutainers, capillary tubes, critoseal, plastic urine specimen cups, urinometer, urine tek tubes and caps, strep test dipsticks, pregnancy test dipsticks, Snellen charts, leashes, muzzles, rabies pole, splints, cast padding, tape, hot/cold packs, alcohol, betadine scrub, slides, cover slips, pipettes, Elisha tests, needles, syringes, gloves, shoe covers, stethoscope, catheters, masks, gowns, face shields, scrub brushes, thermometers and various wall charts.
Chula Vista Denver Phoenix	9 - 10	Surgical Technology: The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043; (703) 917-9503; www.abhes.org, info@abhes.org.	Updated	Surgical Technology: The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; (301) 291-7550; www.abhes.org, info@abhes.org.
Colorado Springs	10	Medical Laboratory Technician: The Medical Laboratory Technician program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043; (703) 917-9503; www.abhes.org, info@abhes.org.	Updated	Medical Laboratory Technician: The Medical Laboratory Technician program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; (301) 291-7550; www.abhes.org, info@abhes.org.
Mesa	8	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.	Updated	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. On September 26, 2022, the Arizona Board of Nursing (AZBN) placed the Associate Degree of Nursing program (ADN) at Pima Medical Institute, Mesa campus on Probationary Accreditation status for a minimum of 24 months; for more information, see https://www.azbn.gov/education/nursing-programs-lists/programs-under-current-discipline. Graduates of Pima Medical Institute's Associate Degree Nursing Program are eligible to take the NCLEX-RN Exam.
Mesa Tucson	7 - 8	Nursing, Associate Degree: 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.	Updated	Nursing, Associate Degree: 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.
Seattle	14	N/A	Added	The Pima Medical Institute Annex, located at 10700 Meridian Ave N, Seattle, WA 98133, houses the Veterinary Technician Program. The space includes two classrooms (one clinic and one laboratory), a student break room, and a faculty work room. The clinic space includes a full surgical suite, a surgical preparation and dental area, a radiology room, kennel space, and laboratory space. This facility provides students access to all American Veterinary Medical Association required equipment and supplies.

Agency Information

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Program / State	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Colorado Board of Nursing	18	Email: dora_nursingboard@state.co.us Website: https://www.colorado.gov/pacific/dora/Nursing	Updated	Email: dora_dpo_licensing@state.co.us Website: https://dpo.colorado.gov/Nursing
Colorado Department of Higher Education Division of Private Occupational Schools (DPOS)	18	Complaints can be filed at http://highered.colorado.gov/dpos/students/complaint.html. Complaints must be filed in writing within two years after the student discontinues training.	Updated	Complaints can be filed at ColoradoETPL.org. Complaints must be filed in writing within two years after the student discontinues training.
New Mexico Higher Education Department Private Postsecondary Schools Division	19	Website: http://hed.state.nm.us/ Link to the New Mexico Higher Education Department's complaint process: https://hed.state.nm.us/students-parents/student-complaints	Updated	Website: https://hed.nm.gov/ Link for complaint: https://hed.nm.gov/students-parents/student-complaints
Texas Higher Education Coordinating Board Private Postsecondary Institutions	19, 20	1200 East Anderson Lane Austin, TX 78711	Updated	1801 N. Congress Ave. Suite 12.200 Austin, TX 78701
Commission on Collegiate Nursing Education	21	Website: www.aacn.nche.edu/ccne	Updated	Website: https://www.aacnnursing.org/CCNE
American Veterinary Medical Association (AVMA)	21	Website:https://www.avma.org/ProfessionalDevelopment/Education/Pages/default.aspx	Updated	Website: https://www.avma.org/education/center-for-veterinary-accreditation/accreditation-veterinary-technicians
International Council of Accreditation for Allied Ophthalmic Education Programs	21	Phone: (651) 731-7243	Updated	Phone: (651) 731-7242
Accrediting Bureau of Health Education Schools	17	7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 Phone: (703) 917-9503; Website: www.abhes.org	Updated	6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 Phone: (301) 291-7550; Website: www.abhes.org
Commission on Accreditation for Respiratory Care (CoARC)	21	N/A	Added	Phone: 817-283-2835

Prospective Students

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Admissions	152	N/A	Added	Admission requirements apply to the respective program and not individual courses within a program (regardless of delivery method).
Wonderlic Scholastic Level Exam	153	The exam may be waived for applicants who submit official transcripts that document completion of an associate degree or higher.	Updated	The exam may be waived for applicants who submit official transcripts that document completion of an associate degree or higher or successful completion of Futuro Jumpstart courses.
Wonderlic Scholastic Level Exam	153	N/A	Added	Degree Programs: - Applicants for degree programs, excluding Nursing, are required to take the Wonderlic SLE and receive a minimum score of 20. - Applicants of the associate degree Nursing program are required to take the Wonderlic SLE and receive a minimum score of 23. Non-Degree Programs: - Applicants for non-degree programs, excluding Practical Nursing and Sterile Processing Technician, are required to take the Wonderlic SLE and receive a minimum score of 14. - Applicants for the Practical Nursing are required to take the Wonderlic SLE and receive a minimum score of 20. - Applicants for Sterile Processing Technician, are required to take the Wonderlic SLE and receive a minimum score of 16.
PMI Math Admissions Test	153	N/A	Added	Degree Programs: - Applicants for degree programs are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct). - The use of a calculator is allowed. - No time limit. - The test can be taken up to 3 times using a different version for each attempt. Non-Degree Programs: - Applicants for the Pharmacy Technician program are required to take a Math Admission Test and receive a minimum score of 60% (18 out of 30 correct). - Applicants for the Practical Nursing program are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct).
Degree (term-based) programs:	154	Students who were withdrawn/terminated from a certificate (term-based) program may be eligible to reenter the same program if the student's return date occurs within 180 days of the last date of attendance.	Corrected	Students who were withdrawn/terminated from a degree (term-based) program may be eligible to reenter the same program if the student's return date occurs within 180 days of the last date of attendance.

Current Students

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Academic Transcripts	159	Release of transcripts to graduates is contingent upon payment in full of all debt owed to the School and may require up to two weeks for delivery. 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.	Removed	N/A
Section Transfer (ST)	162	N/A	Added	Section Transfer (ST) has been added to Table 3: Grading Scale. <u>Section Transfer (ST)</u> - Represents that a student has transferred from one section of a program to another section in the *same* program. The ST designation is entered for coursed in the original session the student attended but did not complete. The appropriate letter grade is entered for each course the student completed in the session to which the student transferred.
Disqualified (DQ)	162	N/A	Added	Disqualified (DQ) has been added to Table 3: Grading Scale. Disqualified (DQ) - Indicates that a student started the program and completed coursework but did not meet the admission requirements. This designation requires prior approval from the Corporate Registrar Manager.
Satisfactory Progress	163	N/A	Added	COVID-19 (Q) – Applies to courses that were not completed due to reasons related to the COVID-19 pandemic. The Q is considered a permanent designation and remains on the student's transcript even if the student retakes the course(s). A student returning to the same program is required to repeat the course(s) that carry a Q designation, and the earned grade to the repeated course(s) is recorded on the student's transcript. A Q designation is not included in the calculation of the GPA or counted in the hours attempted for the purposes of calculating the successful course completion percentage.
Attendance / Absence	164	N/A	Added	Students enrolled into the San Marcos campus Phlebotomy Technician program that miss any scheduled classroom or laboratory hours must attend scheduled make-up classes or tutoring sessions to cover any missed course content. Make-up classes or tutoring sessions do not remove the classroom absence from the student's record and will still count toward attendance advisement, attendance warning, and termination thresholds.
Student Services Department	163	N/A	Updated	Per the California Student Aid Commission data, the average housing cost in 2020/2021 is $1,240.00.
Formal Written Complaints	164	d. If the grievance is still unresolved after meeting with one of the above-named individuals, the student may telephone or write the PMI Chief Executive Officer (CEO), Fred Freedman: 888-412-7462; 40 N Swan Road, Suite 100, Tucson AZ 85711. The student must submit the substance of the grievance in written form to the CEO, who will respond to the written complaint within 30 days of receipt, if possible.	Updated	d. If the grievance is still unresolved after meeting with one of the above-named individuals, the student may telephone or write the PMI Chief Operating Officer (COO), John Hanson: 888-412-7462; 40 N Swan Road, Suite 100, Tucson AZ 85711. The student must submit the substance of the grievance in written form to the COO, who will respond to the written complaint within 30 days of receipt, if possible.

Financial Services Information

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Fees	168	The registration fee is due with the signing of the student enrollment agreement and places the student on the roster of a future designated class.	Updated	The registration fee is charged with the signing of the student enrollment agreement and places the student on the roster of a future designated class.

General Notifications

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Updated Statement
Mission, History, and Leadership	2	Our Mission To improve the quality of people's lives by providing the best value in medical career education.	Updated	Our mission is to improve the quality of people's lives by providing the best value in medical career education. · To develop in students the personal traits and professional skills required to perform as competent entry-level professionals. · To serve the needs of the markets in which PMI operates, to include clinical affiliates, employers, and the community at large.
Mission, History, and Leadership	2	This 2022-2023 academic catalog is volume number IX.I and is maintained electronically at www.pmi.edu. It is effective January 1, 2022 through December 31, 2023 and supersedes all previous editions.	Updated	This 2022-2023 academic catalog is volume number IX.II and is maintained electronically at www.pmi.edu. It is effective July 1, 2022 through December 31, 2023 and supersedes all previous editions.

Student to Instructor Ratios

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State	Program	Student : Instructor Ratio
Arizona	Dental Assistant	Lab 12:1
	Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 20:1
	Nursing	Clinic 10:1
	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
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
California	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
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Colorado	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
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Montana	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Nevada	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
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1

Student to Instructor Ratios

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State	Program	Student : Instructor Ratio
New Mexico	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	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
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Washington	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
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1

Note: Exceptions to online / distance education class size must be approved by the Corporate Education Director or Corporate Online Education Director.

California Licensure Requirements

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CALIFORNIA LICENSURE REQUIREMENTS

The following statement applies to the Pharmacy Technician, Radiography, and Respiratory Therapy programs. The State of California requires graduates of 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:

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

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

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

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

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

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

1. Graduation from an approved Radiography Technology program.
   Student graduates from the PMI Chula Vista Radiologic Technology Program receive the following documentation:
   a. An Associate of Occupational Science Degree in Radiologic Technology
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
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 $112.00 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
   a. The graduate must submit a copy of their current ARRT certificate or provide their California Diagnostic Radiologic
   b. The application is found at https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph8228.pdf
   c. The graduate must submit a non-refundable application fee of $112.00 in the form of a check or money order made

California Licensure Requirements

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RESPIRATORY THERAPY - National Board for Respiratory Care (NBRC)
www.nbrc.org
Respiratory Care Board (RCB)
www.rcb.ca.gov

On July 23, 2014 AB 1972 was signed by Governor Edmund G. Brown Jr., establishing the Registered Respiratory Therapist (RRT) exam as the minimum requirement for licensure effective January 1, 2015. Therefore, the Respiratory Care Board (Board) will no longer recognize passage of the Certified Respiratory Therapist (CRT) examination by new graduates for licensure as of January 1, 2015.

Those students will be required to take the new Therapist Multiple-Choice Examination (the new version of the NBRC exam which will be available 1/15/15), and pass the RRT examination to qualify for licensure. The cost for the Therapist Multiple-Choice Examination will remain the same as the current cost for the CRT examination ($190 for new applicants and $150 for repeat applicants). However, students/applicants taking the new exam will now be required to apply for (and pass) the Clinical Simulation Examination, which includes a fee of $200 (for both new and repeat applicants).*

Please contact the Board at 916.999.2190, or toll free at 866.375.0386 if you have any questions.

Before you apply for you examination you are strongly encouraged to review, in detail, the NBRC's Candidate Handbook. If you request your application for examination by calling the NBRC you will receive the handbook with your application. If you apply on-line or download the application, you can obtain a copy of the handbook by either:
1) visiting NBRC's website at www.nbrc.org. From the home page, click on "Examinations" then select "RRT." On the left side of the next screen click on "Candidate Handbook" or
2) calling the NBRC at 913.895.4900 and request a handbook be mailed to you.

List of Requirements for eligibility for licensure as a Respiratory Care Practitioner (RCP) in the State of California include the following:

1. Graduation from an CoARC approved Respiratory Therapy Program.
2. National Board of Respiratory Care (NBRC) to take the exam for RRT *credentialing:*
    a. The exam Therapist Multiple Choice (TMC)(computer based exam; $190.00)
    b. Application online: www.nbrc.org
    c. This exam can be scheduled and taken as soon as student is officially "cleared" for graduate status from PMI.
    d. Must achieve a passing score, RRT level
    e. Exam is taken at testing sites in CA (H&R Block, San Diego)
    f. This is the graduate's *national credential*
    g. This is the requisite exam for licensure status. (Alaska) does *not* have state licensure).

1. State of CA for licensure as a Respiratory Care Practitioner (RCP) Process.
    a. This process can begin as early as 90 days prior to graduation (early filing helps to expedite the process).
    b. Application online: www.rcb.ca.gov
    c. *Live Scan* fingerprints / passport photos (2): $70.00
    d. Professional Ethics course must be taken online from the AARC or CSRC; passed with 80% or >, and completion
    e. Applicant goes through FBI and DOJ *extensive* background checks
    f. Licensure Application fee: $300.00
    g. DMV "H-6": complete 10 year driving history in <u>all</u> states with DL held: $15.00/state

California Catalog Addendum

Addendum to the 2022-2023 Catalog published July 2022

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.

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.

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

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

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

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

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

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

Online and On-ground Articulation Agreements

Pima Medical Institute (PMI) has four articulation agreements with the following institutions: Chadron State College (CSC), Grand Canyon University (GCU), Montana State University, Billings (MSU), and 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

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REGIONALLY ACCREDITED INSTITUTIONS

CHADRON STATE COLLEGE
1000 Main St.
Chadron NE 69337
(308) 432-6000
www.csc.edu

Chadron State College (CSC) allows transfer of credit for 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

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@gcu.edu

MONTANA STATE UNIVERSITY
1500 University Drive
Billings, MT 59101
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 Students (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

Student Credit Transfer Options
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UNIVERSITY OF PHOENIX
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

CHAMBERLAIN COLLEGE
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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Tuition Price List

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Pima Medical Institute - Chula Vista Campus
Tuition Price List
Effective July 1, 2022

Program	Total Cost	Tuition	Reg. Fee	Textbooks*	Uniforms*	Technology Fee	STRF**	Extern Weeks	Cost/Credit Hour	Total Credits/ Clock Hours	Total Weeks (Day/Night)	Extern Credits/Hours
Dental Assistant (DEN)***	$19,654.00	$18,400	$150	$664	$165	$225	$50.00	5	$575.00	32/820	35/40	4/200
Health Care Administration Certificate (HCAC)	$13,348.50	$11,890	$150	$886	$165	$225	$32.50	6	$424.64	28/720	30/34	5/240
Health Care Administration Certificate (HCAC)†	$13,827.00	$11,890	$150	$1,362	$165	$225	$35.00	6	$424.64	28/720	30/34	5/240
Medical Assistant (MA)	$17,871.00	$16,660	$150	$626	$165	$225	$45.00	5	$520.63	32/800	35/40	4/200
Medical Assistant (MA)†	$18,347.00	$16,660	$150	$1,102	$165	$225	$45.00	5	$520.63	32/800	35/40	4/200
Pharmacy Technician (PHA)	$17,664.00	$16,330	$150	$749	$165	$225	$45.00	6	$487.46	33.5/840	36/41	5/240
Pharmacy Technician (PHA)†	$18,140.00	$16,330	$150	$1,225	$165	$225	$45.00	6	$487.46	33.5/840	36/41	5/240
Radiography (RAD)***	$48,730.50	$46,000	$150	$2,068	$165	$225	$122.50	60	$575.00	80/2378	90	36/1680
Surgical Technology (ST)	$37,559.50	$35,420	$150	$1,507	$165	$225	$92.50	18	$460.00	77/1740	75	13/600
Veterinary Assistant (VTA)	$17,590.00	$16,300	$150	$705	$165	$225	$45.00	6	$562.07	29/720	30/34	5/240
Veterinary Assistant (VTA)†	$18,066.00	$16,300	$150	$1,181	$165	$225	$45.00	6	$562.07	29/720	30/34	5/240
Veterinary Technician (VTT)	$21,723.00	$19,885	$0	$1,618	$165	$0	$55.00	7	$410.00	48.5/1055	47/52	5/225

*Includes Tax @ 8.75%

**Student Tuition Recovery Fee (STRF); Per BPPE, the institution collects an assessment of two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges.

***Program Outline is unique to CV and SM, due to CA regulations

† Hybrid Programs: Students enrolling will be issued a laptop with an associated fee of $476 (included in the textbooks cost).

(Changes in Bold)

The registration fee is charged for each enrollment, unless returning to the same program within 180 days.

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.

STUDENT TUITION RECOVERY FUND (STRF)
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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, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 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.

Associate Degree Tuition Charges - Chula Vista

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Effective July 1, 2022

Radiography:

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Total
Tuition	8,625.00	8,625.00	7,475.00	6,900.00	7,475.00	6,900.00	46,000.00
Reg Fee	150	0	0	0	0	0	150
Textbooks	1,281	193	160	209	0	225	2,068
Uniform	165	0	0	0	0	0	165
Technology Fee	225	0	0	0	0	0	225
STRF	122.50	0	0	0	0	0	122.50
Grand Total	10,568.50	8,818.00	7,635.00	7,109.00	7,475.00	7,125.00	48,730.50

Surgical Technology:

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Total
Tuition	6,900.00	7,820.00	7,360.00	6,670.00	6,670.00	35,420.00
Reg Fee	150	0	0	0	0	150
Textbooks	754	360	163	110	120	1,507
Uniform	165	0	0	0	0	165
Technology Fee	225	0	0	0	0	225
STRF	92.50	0	0	0	0	92.50
Grand Total	8,286.50	8,180.00	7,523.00	6,780.00	6,790.00	37,559.50

Veterinary Technician: (VA PMI Grads Only)

	Period 1	Period 2	Period 3	Total
Tuition	7,790.00	6,355.00	5,740.00	19,885.00
Reg Fee	0	0	0	0
Textbooks	576	867	175	1,618
Uniform	165	0	0	165
Technology Fee	0	0	0	0
STRF	55.00	0	0	55.00
Grand Total	8,586.00	7,222.00	5,915.00	21,723.00

Program Start Dates - 2022/2023

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Certificate Programs

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Dental Assistant (AM)	Mon-Fri 8:00 am - 12:00 pm 35 wks	Sequence: 6 Wks Sequence 1, 2, 3, 4 & 5 Externship: 5 Wks Version: DA-D15 Credits: 32 Hours: 820 Trm 1=24 / Trm 2=11	11/30/22	5/31/23	7/12/23	8/15/23
			1/25/23	7/12/23	8/23/23	9/26/23
			3/8/23	8/23/23	10/4/23	11/7/23
			4/19/23	10/4/23	11/15/23	12/19/23
			5/31/23	11/15/23	1/10/24	2/13/24
			7/12/23	1/10/24	2/21/24	3/26/24
			8/23/23	2/21/24	4/3/24	5/7/24
			10/4/23	4/3/24	5/15/24	6/18/24
			11/15/23	5/15/24	6/26/24	7/30/24
			1/10/24	6/26/24	8/7/24	9/10/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Dental Assistant (AFT)	Mon-Fri 1:00 pm - 5:00 pm 35 wks	Sequence: 6 Wks Sequence 1, 2, 3, 4 & 5 Externship: 5 Wks Version: DA-D15 Credits: 32 Hours: 820 Trm 1=24 / Trm 2=11	11/30/22	5/31/23	7/12/23	8/15/23
			1/25/23	7/12/23	8/23/23	9/26/23
			3/8/23	8/23/23	10/4/23	11/7/23
			4/19/23	10/4/23	11/15/23	12/19/23
			5/31/23	11/15/23	1/10/24	2/13/24
			7/12/23	1/10/24	2/21/24	3/26/24
			8/23/23	2/21/24	4/3/24	5/7/24
			10/4/23	4/3/24	5/15/24	6/18/24
			11/15/23	5/15/24	6/26/24	7/30/24
			1/10/24	6/26/24	8/7/24	9/10/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Dental Assistant (EVE)	Mon - Thur 5:40 pm - 10:00 pm 40 wks	Sequence: 7 Wks Sequence 1, 2, 3, 4 & 5 Externship: 5 Wks Version: DA-N15 Credits: 32 Hours: 820 Trm 1=28 / Trm 2=12	11/23/22	6/21/23	8/9/23	9/12/23
			1/25/23	8/9/23	9/27/23	10/31/23
			3/15/23	9/27/23	11/15/23	1/2/24
			5/3/23	11/15/23	1/17/24	2/20/24
			6/21/23	1/17/24	3/6/24	4/9/24
			8/9/23	3/6/24	4/24/24	5/28/24
			9/27/23	4/24/24	6/12/24	7/16/24
			11/15/23	6/12/24	7/31/24	9/3/24
			1/17/24	7/31/24	9/18/24	10/22/24
			3/6/24	9/18/24	11/6/24	12/24/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Health Care Administration - Certificate (AFT)	Mon-Fri 1:00 pm - 5:00 pm 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: HCAC-G-D22 Crds: 28 / Hrs: 720 Trm 1=18 / Trm 2=12	11/23/22	4/12/23	5/24/23	7/3/23
			1/18/23	5/24/23	7/5/23	8/15/23
			3/1/23	7/5/23	8/16/23	9/26/23
			4/12/23	8/16/23	9/27/23	11/7/23
			5/24/23	9/27/23	11/8/23	12/19/23
			7/5/23	11/8/23	1/3/24	2/13/24
			8/16/23	1/3/24	2/14/24	3/26/24
			9/27/23	2/14/24	3/27/24	5/7/24
			11/8/23	3/27/24	5/8/24	6/18/24
			1/3/24	5/8/24	6/19/24	7/30/24

RED End Date = Monday End Date due to Tuesday holiday

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	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (AM)	Mon-Fri 8:00 am - 12:00 pm 35 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks Version: MA-G-D22 Crds: 32 / Hrs: 800 Trm 1=24 / Trm 2=11	11/30/22	5/31/23	7/12/23	8/15/23
			1/25/23	7/12/23	8/23/23	9/26/23
			3/8/23	8/23/23	10/4/23	11/7/23
			4/19/23	10/4/23	11/15/23	12/19/23
			5/31/23	11/15/23	1/10/24	2/13/24
			7/12/23	1/10/24	2/21/24	3/26/24
			8/23/23	2/21/24	4/3/24	5/7/24
			10/4/23	4/3/24	5/15/24	6/18/24
			11/15/23	5/15/24	6/26/24	7/30/24
			1/10/24	6/26/24	8/7/24	9/10/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (AFT)	Mon-Fri 1:00 pm - 5:00 pm 35 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks Version: MA-G-D22 Crds: 32 / Hrs: 800 Trm 1=24 / Trm 2=11	11/23/22	5/24/23	7/5/23	8/8/23
			1/18/23	7/5/23	8/16/23	9/19/23
			3/1/23	8/16/23	9/27/23	10/31/23
			4/12/23	9/27/23	11/8/23	12/12/23
			5/24/23	11/8/23	1/3/24	2/6/24
			7/5/23	1/3/24	2/14/24	3/19/24
			8/16/23	2/14/24	3/27/24	4/30/24
			9/27/23	3/27/24	5/8/24	6/11/24
			11/8/23	5/8/24	6/19/24	7/23/24
			1/3/24	6/19/24	7/31/24	9/3/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (EVE)	Mon - Thur 5:40 pm - 10:00 pm 40 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks Version: MA-H-N22 Crds: 32 / Hrs: 800 Trm 1=24 / Trm 2=11	1/18/23	7/5/23	8/16/23	9/19/23
			3/1/23	8/16/23	9/27/23	10/31/23
			4/12/23	9/27/23	11/8/23	12/12/23
			5/24/23	11/8/23	1/3/24	2/6/24
			7/5/23	1/3/24	2/14/24	3/19/24
			8/16/23	2/14/24	3/27/24	4/30/24
			9/27/23	3/27/24	5/8/24	6/11/24
			11/8/23	5/8/24	6/19/24	7/23/24
			1/3/24	6/19/24	7/31/24	9/3/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Pharmacy Technician (AM)	Mon-Fri 8:00 am - 12:00 pm 36 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 6 Wks Version: RXT-G-D22 Crds: 35.5 / Hrs: 840 Trm 1=24 / Trm 2=12	11/30/22	5/31/23	7/12/23	8/22/23
			1/25/23	7/12/23	8/23/23	10/3/23
			3/8/23	8/23/23	10/4/23	11/14/23
			4/19/23	10/4/23	11/15/23	1/9/24
			5/31/23	11/15/23	1/10/24	2/20/24
			7/12/23	1/10/24	2/21/24	4/2/24
			8/23/23	2/21/24	4/3/24	5/14/24
			10/4/23	4/3/24	5/15/24	6/25/24
			11/15/23	5/15/24	6/26/24	8/6/24
			1/10/24	6/26/24	8/7/24	9/17/24

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	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Pharmacy Technician (AFT)	Mon-Fri 1:00 pm - 5:00 pm 36 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 6 Wks Version: RXT-G-D22 Crds: 35.5 / Hrs: 840 Trm 1=24 / Trm 2=12	11/23/22	5/24/23	7/5/23	8/15/23
			1/18/23	7/5/23	8/16/23	9/26/23
			3/1/23	8/16/23	9/27/23	11/7/23
			4/12/23	9/27/23	11/8/23	12/19/23
			5/24/23	11/8/23	1/3/24	2/13/24
			7/5/23	1/3/24	2/14/24	3/26/24
			8/16/23	2/14/24	3/27/24	5/7/24
			9/27/23	3/27/24	5/8/24	6/18/24
			11/8/23	5/8/24	6/19/24	7/30/24
			1/3/24	6/19/24	7/31/24	9/10/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Pharmacy Technician (EVE)	Mon - Thur 5:40 pm - 10:00 pm 41 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 6 Wks Version: RXT-H-N22 Crds: 35.5 / Hrs: 840 Trm 1=24 / Trm 2=12	1/18/23	7/5/23	8/16/23	9/26/23
			3/1/23	8/16/23	9/27/23	11/7/23
			4/12/23	9/27/23	11/8/23	12/19/23
			5/24/23	11/8/23	1/3/24	2/13/24
			7/5/23	1/3/24	2/14/24	3/26/24
			8/16/23	2/14/24	3/27/24	5/7/24
			9/27/23	3/27/24	5/8/24	6/18/24
			11/8/23	5/8/24	6/19/24	7/30/24
			1/3/24	6/19/24	7/31/24	9/10/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (AM)	Mon-Fri 8:00 am - 12:00 pm 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: VTA-G-D22 Crds: 29 / Hrs: 720 Trm 1=18 / Trm 2=12	11/30/22	4/19/23	5/31/23	7/11/23
			1/25/23	5/31/23	7/12/23	8/22/23
			3/8/23	7/12/23	8/23/23	10/3/23
			4/19/23	8/23/23	10/4/23	11/14/23
			5/31/23	10/4/23	11/15/23	1/9/24
			7/12/23	11/15/23	1/10/24	2/20/24
			8/23/23	1/10/24	2/21/24	4/2/24
			10/4/23	2/21/24	4/3/24	5/14/24
			11/15/23	4/3/24	5/15/24	6/25/24
			1/10/24	5/15/24	6/26/24	8/6/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (AFT)	Mon-Fri 1:00 pm - 5:00 pm 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: VTA-G-D22 Crds: 29 / Hrs: 720 Trm 1=18 / Trm 2=12	11/23/22	4/12/23	5/24/23	7/3/23
			1/18/23	5/24/23	7/5/23	8/15/23
			3/1/23	7/5/23	8/16/23	9/26/23
			4/12/23	8/16/23	9/27/23	11/7/23
			5/24/23	9/27/23	11/8/23	12/19/23
			7/5/23	11/8/23	1/3/24	2/13/24
			8/16/23	1/3/24	2/14/24	3/26/24
			9/27/23	2/14/24	3/27/24	5/7/24
			11/8/23	3/27/24	5/8/24	6/18/24
			1/3/24	5/8/24	6/19/24	7/30/24

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (EVE)	Mon - Thur 5:40 pm - 10:00 pm 34 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: VTA-H-N22 Crds: 29 / Hrs: 720 Trm 1=18 / Trm 2=12	1/18/23	5/24/23	7/5/23	8/15/23
			3/1/23	7/5/23	8/16/23	9/26/23
			4/12/23	8/16/23	9/27/23	11/7/23
			5/24/23	9/27/23	11/8/23	12/19/23
			7/5/23	11/8/23	1/3/24	2/13/24
			8/16/23	1/3/24	2/14/24	3/26/24
			9/27/23	2/14/24	3/27/24	5/7/24
			11/8/23	3/27/24	5/8/24	6/18/24
			1/3/24	5/8/24	6/19/24	7/30/24

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Degree Programs

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Degree Programs

	Schedule	Program Details	Sem Start	Sem End	End Date
Radiography (AFT)	Mon-Fri 1:00 pm - 5:00 pm 90 wks	6 Semesters Term / Sem: 15 Wks Version: RAD22 80 Crds / 2,378 Hrs	4/26/23	8/8/23	
			8/16/23	11/28/23	
			12/6/23	4/2/24	
			4/10/24	7/23/24	
			7/31/24	11/12/24	
			11/20/24	3/18/25	3/18/25

	Schedule	Program Details	Sem Start	Sem End	End Date
Radiography (AFT)	Mon-Fri 1:00 pm - 5:00 pm 90 wks	6 Semesters Term / Sem: 15 Wks Version: RAD22 80 Crds / 2,378 Hrs	12/6/23	4/2/24	
			4/10/24	7/23/24	
			7/31/24	11/12/24	
			11/20/24	3/18/25	
			3/26/25	7/8/25	
			7/16/25	10/28/25	10/28/25

	Schedule	Program Details	Sem Start	Sem End	End Date
Surgical Technology (AM)	Mon-Fri 8:00 am - 12:00 pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: ST 77 Crds / 1,740 Hrs	11/9/22	2/21/23	
			3/1/23	6/13/23	
			6/21/23	10/3/23	
			10/11/23	1/23/24	
			1/31/24	5/14/24	5/14/24

	Schedule	Program Details	Sem Start	Sem End	End Date
Surgical Technology (AFT)	Mon-Fri 1:00 pm - 5:00 pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: ST 77 Crds / 1,740 Hrs	7/5/23	10/17/23	
			10/25/23	2/20/24	
			2/28/24	6/11/24	
			6/19/24	10/1/24	
			10/9/24	2/4/25	2/4/25

	Schedule	Program Details	Sem Start	Sem End	End Date
Surgical Technology (AM)	Mon-Fri 8:00 am - 12:00 pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: ST 77 Crds / 1,740 Hrs	2/28/24	6/11/24	
			6/19/24	10/1/24	
			10/9/24	2/4/25	
			2/12/25	5/27/25	
			6/4/25	9/16/25	9/16/25

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	Schedule	Program Details	Start Date	On Ground	Extern	End Date
Veterinary Technician (AM)	Mon-Thur 8:00 am - 12:30 pm 51 wks	5 Sequences Seq 1: 8 Wks Online Seq 2, 3, 4 & 5: 9 Wks Extern/Seminar: 7 Wks Version: VTTN18 77.5 Crds / 1,055 Hrs	11/30/22	2/15/23	10/25/23	12/12/23
			4/5/23	6/21/23	2/28/24	4/30/24
			6/28/23	8/23/23	5/15/24	7/2/24
			8/23/23	10/25/23	7/17/24	9/3/24
			10/18/23	1/10/24	9/18/24	11/5/24
			1/10/24	3/27/24	12/4/24	2/4/25
			3/6/24	5/29/24	2/19/25	4/8/25
			5/15/24	7/31/24	4/23/25	6/10/25
			7/10/24	10/2/24	6/25/25	8/12/25

	Schedule	Program Details	Start Date	On Ground	Extern	End Date
Veterinary Technician (AFT)	Mon-Thur 12:45 pm - 5:15 pm 51 wks	5 Sequences Seq 1: 8 Wks Online Seq 2, 3, 4 & 5: 9 Wks Extern/Seminar: 7 Wks Version: VTTN18 77.5 Crds / 1,055 Hrs	11/30/22	2/15/23	10/25/23	12/12/23
			4/5/23	6/21/23	2/28/24	4/30/24
			6/28/23	8/23/23	5/15/24	7/2/24
			8/23/23	10/25/23	7/17/24	9/3/24
			10/18/23	1/10/24	9/18/24	11/5/24
			1/10/24	3/27/24	12/4/24	2/4/25
			3/6/24	5/29/24	2/19/25	4/8/25
			5/15/24	7/31/24	4/23/25	6/10/25
			7/10/24	10/2/24	6/25/25	8/12/25

	Schedule	Program Details	Start Date	On Ground	Extern	End Date
Veterinary Technician (EVE)	Mon-Thur 5:30 pm - 10:00 pm 51 wks	5 Sequences Seq 1: 8 Wks Online Seq 2, 3, 4 & 5: 9 Wks Extern/Seminar: 7 Wks Version: VTTN18 77.5 Crds / 1,055 Hrs	11/30/22	2/15/23	10/25/23	12/12/23
			4/5/23	6/21/23	2/28/24	4/30/24
			6/28/23	8/23/23	5/15/24	7/2/24
			8/23/23	10/25/23	7/17/24	9/3/24
			10/18/23	1/10/24	9/18/24	11/5/24
			1/10/24	3/27/24	12/4/24	2/4/25
			3/6/24	5/29/24	2/19/25	4/8/25
			5/15/24	7/31/24	4/23/25	6/10/25
			7/10/24	10/2/24	6/25/25	8/12/25

Program Information

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Program	Catalog Page(s)	Action	Notification
Dental Assistant Health Care Administration - Certificate Medical Assistant Pharmacy Technician Veterinary Assistant	26 - 37, 45 - 48, 56 - 58	Updated	Effective with new starts January 18, 2023, campuses will offer evening sessions in a hybrid delivery method. Refer to your Medical Career Specialist for details about the schedule.
Certificate and Degree Programs (except Online programs)	26 - 124	Updated	As PMI returns to campus, programs may be either on-ground or hybrid. Programs designated as 'On-Ground' mean the program is offered on campus and students are expected to attend class in person. Programs designated as 'Hybrid' mean the program is offered using a combination of on-ground and online formats. Programs, courses, lectures, and labs that are scheduled to be on ground require the student to physically attend on campus on the days/times announced. Refer to the program's Prospective Student Handout for information on the delivery method of each course within the hybrid programs. On-ground programs/courses will be taught on campus barring any emergencies impacting the regular operations of campus facilities, in which case students may be notified of a change to Hybrid delivery. For programs/courses that are taught via Hybrid delivery method, on-ground courses may have to transition to an online format until it is safe for students and employees to return to campus in event of an emergency where the campus is fully or partially closed for a period of time.
Dental Assistant Health Care Administration - Certificate Medical Assistant Pharmacy Technician Veterinary Assistant	26 - 37, 45 - 48, 56 - 58	Updated	Effective November 23, 2022, campuses will offer afternoon sessions either in an on-ground or hybrid delivery method. Refer to your Medical Career Specialist for details about available delivery method and schedules.
Dental Hygiene - Albuquerque	65 - 69	Corrected	Corrected course code from RDJ 226 to RDH 226.
Medical Laboratory Technician	77 - 80	Corrected	Corrected course code from MLT 115 to PHL 115.
Nursing	81 - 84	Corrected	Corrected HSC 125 credit hours from 3.0 to 2.0 in the course descriptions.
Surgical Technology	114 - 116	Corrected	The Hybrid delivery is also offered at the Tucson campus.
Veterinary Technician	117	Updated	Applicants must provide evidence of a certificate/diploma from a veterinary assistant program and upon evaluation may successfully transfer 29 credits. - Note: Does not include the Las Vegas campus.
Veterinary Technician (excluding El Paso program)	117	Updated	Updated the following statement with the new GPA requirements: Applicants with less than one year of experience as a veterinary assistant must have a minimum GPA of 2.5 to be considered. Applicants with a GPA of 2.5 - 2.74 will be required to pass a readiness assessment with a score of 80% or greater (16 out of 20 points) on the first attempt to qualify.

Licensure Determination Disclosure
Certificate Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has made a reasonable effort to determine graduate eligibility for licensure in all states/territories for programs designed and advertised as leading to licensure. The chart below lists PMI programs and states/territories where the curriculum meets licensure requirements, states/territories where the curriculum does not meet licensure requirements, and states/territories in which PMI has been unable to determine if the curriculum meets state licensure requirements. All consumers should be advised that due to the frequent changes to statutes, rules, and regulations PMI cannot guarantee licensure based on the lists below.

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Dental Assistant	Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, US Virgin Islands, Utah, Vermont, Virginia, West Virginia, Wisconsin, Wyoming	California *(Chula Vista and San Marcos Programs ONLY)*, District of Columbia (Level I), Guam, N. Mariana Islands, Tennessee, Washington	California+, Iowa, Massachusetts, Montana**, New York	American Samoa, Puerto Rico	+Graduates from DA programs at the following campuses are not eligible for licensure in the state of California: Mesa, Phoenix, Tucson, Aurora, Colorado Springs, Denver, Las Vegas, Albuquerque, El Paso, Houston, San Antonio, Renton, and Seattle *** The State of Montana does not have licensure requirements for this profession; however, regulations prohibit hiring of non-CODA (Commission on Dental Accreditation) trained Dental Assistants.* Contact information for State/Territory Licensing Boards in which the PMI program Does Not Meet licensure requirements or Undetermined can be found HERE.
Health Care Administration	Licensure not required				
Medical Assistant	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, US Virgin Islands, Utah, Vermont, Virginia, West Virginia, West Virginia, Wisconsin, Wyoming	South Dakota, Washington		American Samoa, N. Mariana Islands	Contact information for Licensing Boards of states/territories that PMI has been Unable to Make a Licensure Determination can be found HERE.
Medical Billing and Coding	Licensure not required				

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	No Licensure Determination	Notes
Patient Care Technician	Licensure not required*				* Applicants to the PCT program must be a certified nursing assistant (CNA). Graduates of the PCT programs are eligible to take the Board of Nephrology Examiners Nursing Technology (BONENT) Exam.
Pharmacy Technician	Hawaii, Maine, Missouri, Pennsylvania, South Carolina	Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts+, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota+, Ohio+, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah+, Vermont, Virginia, Washington^, West Virginia+, Wyoming, Puerto Rico, Guam	Alabama, District of Columbia, Massachusetts+, North Dakota+, Ohio+, Oklahoma, Utah+, Washington^ , West Virginia+	Wisconsin, American Samoa, N. Mariana Islands, US Virgin Islands	+State licensure/registration is required – applicants for licensure must have graduated from an ASHP-Accredited program – graduates from the Renton campus, San Antonio campus, and San Marcos campus do not meet this requirement and are therefore not eligible for licensure/registration in these states. ^State licensure/registration is required – applicants for state licensure/registration must have graduated from an ASHP-Accredited program or a program approved by the Washington State Pharmacy Quality Assurance Commission (WSPQAC) – graduates from the San Antonio campus and the San Marcos campus do not meet this requirement and are therefore not eligible for licensure/registration in the state of Washington. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found HERE.
Phlebotomy Technician	Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, West Virginia, Wisconsin, Wyoming	California* *(San Marcos Program ONLY)*, Nevada, Washington	California*, Louisiana	American Samoa, District of Columbia, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*California requires completion of a state-approved Phlebotomy Training Program to obtain licensure/certification in the state. Only graduates from the San Marcos program are eligible. Graduates from the East Valley, Phoenix, Tucson, El Paso, Houston, San Antonio, and Renton programs are not eligible for licensure/certification in the state of California. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found HERE.
Sterile Processing Technician	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming	Connecticut, New Jersey, New York, Tennessee		American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	Graduates of this program are eligible to take the CRCST Credentialing Examination. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found HERE.
Veterinary Assistant	Licensure not required				

Licensure Determination Disclosure
Associate Degree Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has made a reasonable effort to determine graduate eligibility for licensure in all states/territories for programs designed and advertised as leading to licensure. The chart below lists PMI programs and states/territories where the curriculum meets licensure requirements, states/territories where the curriculum does not meet licensure requirements, and states/territories in which PMI has been unable to determine if the curriculum meets licensure requirements. All consumers should be advised that due to the frequent changes to statutes, rules, and regulations PMI cannot guarantee licensure based on the lists below.

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Dental Hygiene		All States/Territories			Graduates of CODA Accredited programs are eligible to apply to take the National Board Dental Hygiene Examination and other board examinations as required for state licensure.
Diagnostic Medical Sonography	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington DC, West Virginia, Wisconsin, Wyoming, US Virgin Islands	New Hampshire, New Mexico, North Dakota, Oregon		American Samoa, Guam, N. Mariana Islands, Puerto Rico	Graduates of PMI DMS programs may be eligible to apply for the American Registry of Diagnostic Medical Sonography (ARDMS) board examination through one of the available pathways. Contact information for Licensing Boards that are Undetermined to meet requirements can be found HERE.
Medical Laboratory Technician		Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Carolina Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, West Virginia, Wisconsin, Wyoming	California, New York, North Dakota	American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	Contact information for State Licensing Boards in which the PMI program Does Not Meet licensure requirements can be found HERE.

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Ophthalmic Medical Technician		All States/Territories			Graduates of this program are eligible to apply to take the Certified Ophthalmic Technician ® examination administered by the Joint Commission on Allied Health Personnel in Ophthalmology ®.
Occupational Therapy Assistant		All States/Territories			Graduates of the OTA program are eligible to apply to take the National Certification Examination for Occupational Therapy Assistant (COTA) administered by the National Board for Certification in Occupational Therapy (NBCOT).
Paramedic		Arizona*, Nevada* Alabama, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington DC, West Virginia, Wisconsin, Wyoming	Alaska, New York, Oregon	American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*The Paramedic program is a hybrid program offered at the Mesa and Las Vegas campuses and available to residents of Arizona and Nevada, respectively. The Paramedic program meets requirements for licensure and employment in those states. While there are online components, this program requires on-ground attendance at the campus at which the student is enrolled and cannot be completed solely via distance education. Graduates of the Paramedic program are eligible to apply to take the National Registry of Emergency Medical Technicians (NREMT) certification examination at the paramedic level. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found HERE.
Physical Therapist Assistant		All States/Territories			Graduates of PMI PTA programs are eligible to apply to take the National Physical Therapy Examination for Physical Therapist Assistants (NPTE-PTA) which is administered by the Federation of State Boards of Physical Therapy (FSBPT).

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Radiography		All States/Territories			Graduates of PMI RAD programs are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.
Respiratory Therapy		All States/Territories			Graduates of PMI RT programs are eligible to apply to take the National Board for Respiratory Care Therapist Multiple-Choice (TMC) Examination. Those who meet the threshold on the TMC are eligible to take the Clinical Simulation Examination (CSE) to obtain the Registered Respiratory Therapist (RRT) credential.
Surgical Technology	Alabama, Alaska, Arizona, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, Ohio, Rhode Island, South Dakota, Utah, Vermont, Washington DC, West Virginia, Wisconsin, Wyoming, US Virgin Islands, American Samoa, Guam, N. Mariana Islands, Puerto Rico	Arkansas, Colorado, Idaho, Illinois, Indiana, Massachusetts, Nevada, New Jersey, New York, North Dakota, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Washington			Graduates of PMI ST programs are eligible to apply to take the Certified Surgical Technologist (CST ®) exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
Veterinary Technician	Arizona, Colorado, District of Columbia, Florida, Hawaii, Massachusetts, Montana, New Hampshire, New Jersey, Rhode Island, US Virgin Islands, Vermont, West Virginia, Wyoming	Alabama, Alaska, Arkansas, California, Connecticut, Delaware, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, Wisconsin		American Samoa, Guam, N. Mariana Islands	Graduates of PMI VTT programs are eligible to apply to take the Veterinary Technician National Examination (VTNE) and applicable state board examinations. Contact information for Licensing Boards that are Undetermined to meet requirements can be found HERE.

Licensure Determination Disclosure
Nursing Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has made a reasonable effort to determine graduate eligibility for licensure in all states/territories for programs designed and advertised as leading to licensure. The chart below lists PMI programs and states/territories where the curriculum meets licensure requirements, states/territories where the curriculum does not meet licensure requirements, and states/territories in which PMI has been unable to determine if the curriculum meets licensure requirements. All consumers should be advised that due to the frequent changes to statutes, rules, and regulations PMI cannot guarantee licensure based on the lists below.

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Nursing Assistant/Aide (certificate)		Arizona, Colorado, Florida, Michigan, New Mexico, Texas	Alaska	Alabama, Arkansas, California, Connecticut, Delaware, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, Washington D.C, West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*this is an on-ground program available to residents of Arizona, Colorado, and Texas and meets licensure/certification requirements in those states. After licensure is obtained in the state (AZ, CO, or TX) transfer of licensure may be available via state reciprocity compacts. Prospective students and current students are strongly encouraged to contact the state professional licensing board or similar regulatory body in the state(s) where they plan to work to determine licensure requirements before enrolling in a program. State professional licensing board contact information can be found HERE.
Nursing (Associate Degree)		Arizona*	Alabama, Alaska, Illinois	Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*this is an on-ground program available to residents of Arizona and is approved for licensure by the Arizona State Board of Nursing. After licensure is obtained in AZ, transfer of state licensure may be available via state reciprocity compacts. Prospective students and current students are strongly encouraged to contact the state professional licensing board or similar regulatory body in the state(s) where they plan to work to determine requirements before enrolling in a program. State professional licensing board contact information can be found HERE.
Practical Nursing (PN) (certificate)		Colorado, New Mexico	Alabama, Alaska, Illinois	Arizona, Arkansas, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*The Albuquerque program is a hybrid program available to residents of New Mexico. The Albuquerque program is approved by the New Mexico Board of Nursing. While there are online components, this program requires on-ground attendance at the campus at which the student is enrolled and cannot be completed solely via distance education. *The Aurora program is an on-ground program available to residents of Colorado. The Aurora program is approved for licensure by the Colorado State Board of Nursing. After licensure is obtained in the state (CO or NM), transfer of licensure may be available via state reciprocity compacts. Prospective students and current students are strongly encouraged to contact the state professional licensing board or similar regulatory body in the state(s) where they plan to work to determine requirements before enrolling in a program. State professional licensing board contact information can be found HERE.

State Licensure Determination Disclosure
Online Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has made a reasonable effort to determine graduate eligibility for licensure in all states for programs designed and advertised as leading to licensure. The chart below lists PMI programs and states where the curriculum meets licensure requirements, states where the curriculum does not meet licensure requirements, and states in which PMI has been unable to determine if the curriculum meets state licensure requirements. All consumers should be advised that due to the frequent changes to state statutes, rules, and regulations PMI cannot guarantee licensure based on the lists below.

Online Associate Degree Programs

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	No Licensure Determination	Notes
Radiography - Bridge		All States*			*applicants to this program 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; or an approved or licensed limited scope radiography program. Graduates of this program are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.
Health Care Administration	Program does not lead to licensure				

Online Bachelor's Degree Programs

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	No Licensure Determination	Notes
BS Health Care Administration	Does not lead to Licensure – Licensure not required to work in field.				
BS Nursing	Does not lead to Licensure*				*admission to the program requires that applicants maintain an active and unencumbered license as a registered nurse and be employed as a registered nurse (RN).

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	No Licensure Determination	Notes
BS Physical Therapist Assist	Does not lead to Licensure*				*Applicants to this degree program must have graduated from a PTA program accredited by CAPTE. This is a degree completion program. Licensure/certification as a PTA in a state within the United States is required prior to taking courses in semesters three and four.
BS Rad Sciences	Does not lead to Licensure*				*Applicants to this degree completion program must hold an American Registry of Radiologic Technologists (ARRT) certification.
BS Res Therapy	Does not lead to Licensure*				*Applicants to this degree completion program must be registered respiratory therapist (RRT).

Online Master's Degree Program

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	No Licensure Determination	Notes
MS Organizational Leadership	Does not lead to Licensure				

Health Care Administration Certificate

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level professionals in the field of health care administration. The program provides students with knowledge of medical terminology, law and ethics, office management, medical insurance, computers, and accounting procedures.

Graduates of this program receive a certificate. Courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 28.0

Program Length	Total
Program Hours	720
Program Weeks	
Five-Day Schedule	30
Four-Day Schedule	34

Campus Locations

AZ: Mesa, Phoenix, Tucson
CA: Chula Vista, San Marcos
CO: Aurora, Colorado Springs, Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston
WA: Renton, Seattle

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 and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 105	Medical Office Management	30	12		2.0
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
HCA 120	Sequence I Administrative Applications		48		1.5
	Professional Sequence I Total	**60**	**60**		**5.5**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 125	Medical Office Communications	15			1.0
HCA 130	Computer Applications	20	12		1.5
HCA 135	Administrative Aspects of Insurance, Billing, and Coding	25			1.5
HCA 140	Sequence II Administrative Applications		48		1.5
	Professional Sequence II Total	**60**	**60**		**5.5**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 145	Medical Law and Ethics	15			1.0
HCA 150	Electronic Health Records	15	12		1.0
HCA 155	Electronic and Written Communication	30			2.0
HCA 160	Sequence III Administrative Applications		48		1.5
	Professional Sequence III Total	**60**	**60**		**5.5**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 165	Externship			240	5.0
	Externship Total			**240**	**5.0**

Program Total	**280**	**200**	**240**	**28.0**

Health Care Administration Certificate • Course Descriptions

Note: Morning and evening course sessions are on-ground. Afternoon course sessions are hybrid. For afternoon courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all noncomputer-based labs are taught on-ground.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.
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 and 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

Professional Sequence I

HCA 105 Medical Office Management
Total Course Hours: 42 (30 Theory, 12 Lab, 0 Extern) Semester Credits: 2.0
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, and financial and medical records management.
Lab instruction offers students opportunities to explore and practice routine tasks associated with medical office management.
Prerequisites: None

HCA 110 Insurance, Billing, and Coding Fundamentals
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses the fundamentals of insurance, billing, and coding procedures. Course content includes terminology, documentation requirements, insurance plans, billing agencies, and coding manuals.
Prerequisites: None

HCA 115 Professional Documentation
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Content focuses on the importance of developing proficient business writing and technology skills typically required in a medical office environment. Students explore the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.
Prerequisites: None

HCA 120 Sequence I Administrative Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic office administration skills, billing and coding fundamentals, written and electronic documentation, and keyboarding skills.
Prerequisites: None

Professional Sequence II

HCA 125 Medical Office 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 office professionals. 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

HCA 130 Computer Applications

Total Course Hours: 32 (20 Theory, 12 Lab, 0 Extern) Semester Credits: 1.5

This course emphasizes the development and application of computer-based skills required in the medical office setting. Lab instruction offers students focused opportunities to explore and practice common word-processing, spreadsheet, and presentation software.

Prerequisites: Professional Sequence I

HCA 135 Administrative Aspects of Insurance, Billing, and Coding

Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5

This course is designed to enhance students' knowledge of insurance, billing, and coding procedures through discussion and lab instruction. Topics include patient payment issues, diagnostic and procedural coding, insurance claim forms, and third-party reimbursement.

Prerequisites: Professional Sequence I

HCA 140 Sequence II Administrative Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic computer software applications, billing and coding procedures, and how to obtain and document patient history, height/weight, and vital signs.

Prerequisites: Professional Sequence I

Professional Sequence III

HCA 145 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

HCA 150 Electronic Health Records

Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0

Course content builds upon students' prior knowledge of and experience with electronic health records (EHR). Lab instruction focuses on basic EHR systems intended to prepare students for the types of tasks they will encounter in the medical office environment.

Prerequisites: Professional Sequence I

HCA 155 Electronic and Written Communication

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

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

Prerequisites: Professional Sequence I

HCA 160 Sequence III Administrative Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of professional writing skills, typing proficiency, and data entry/retrieval within a simulated electronic health records system.

Prerequisites: Professional Sequence I

Externship Sequence

HCA 165 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

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.

Graduates of this program receive a certificate. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: In addition to the Admissions requirements in the Prospective Students section of this catalog. Applicants must be a certified nursing assistant (CNA) or successfully complete the PMI Nursing Assistant/Nurse Aide program and obtain a CNA certificate prior to entering the PCT sequences.

At a Glance

Program Type: Certificate

Delivery Method: On-ground

Semester Credits: 31.0

Program Length	Total
Program Hours	760
Program Weeks	
Five-Day Schedule	31
Four-Day Schedule	35

Campus Locations

AZ: East Valley

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 and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

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

Electrocardiography Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PCT 110	Medical Documentation	15			1.0
PCT 135	Specific Systems Pathology	15	15		1.5
PCT 140	Electrocardiography	45	30		4.0
	Electrocardiography Sequence Total	**75**	**45**		**6.5**

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

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PCT 180	Externship			280	6.0
	Externship Total			**280**	**6.0**

Program Total	**315**	**165**	**280**	**31.0**

Patient Care Technician • Course Descriptions

Career Prep Sequence

CSK 100 Study Skills

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

This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

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

This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.

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 and 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

Emergency Room Sequence

PHL 110 Phlebotomy

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

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 100 Infection Control

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

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 120 Emergency Room Technician

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

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

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

This course covers common medical conditions of the blood, lymphatic, immune, gastrointestinal, musculoskeletal, and genitourinary systems. Pathophysiology, diseases, and treatments are emphasized.

Prerequisites: None

Electrocardiography Sequence

PCT 110 Medical Documentation

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

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

Patient Care Technician • Course Descriptions

PCT 135 Specific Systems Pathology
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course focuses on common medical conditions of the cardiovascular, respiratory, and neurological systems. Pathophysiology, diseases, and treatments are emphasized.
Prerequisites: None

PCT 140 Electrocardiography
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course covers the application and analysis of electrocardiogram testing. Topics include electrocardiography, lead placement, and ECG interpretations.
Prerequisites: None

Hemodialysis Sequence
AP 110 Renal Anatomy and Physiology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 105 Communication
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 150 Principles and Practices of Hemodialysis
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
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
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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

Externship Sequence
PCT 180 Externship
Total Course Hours: 280 (0 Theory, 0 Lab, 280 Extern) Semester Credits: 6.0
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep Sequence, Emergency Room Sequence, Electrocardiography (ECG) Sequence, Hemodialysis Sequence, and a current CNA certificate

I was looking for a career. A friend who was attending Pima Medical Institute's Nursing Assistant program encouraged me to consider it. Once I realized how inexpensive and fast the program was, I signed up. A funny thing happened—I fell in love with the medical field!

After completing the Nursing Assistant program, I worked in home health care for a time. When PMI called to tell me about their new Patient Care Technician (PCT) program, I was ready for my next challenge. I stepped into the new PCT program and loved the excitement of learning new skills and procedures. It was a perfect next step and it made me feel really good about myself. My instructor cared about me as a person and taught me how to be a professional. I attended classes in the mornings and worked as a transporter at HonorHealth Scottsdale Shea Medical Center. Upon graduation, I accepted a job offer in my hospital to work in the pre-op and recovery department as a level II PCT.

I'm so proud to be a graduate of PMI's first Patient Care Technician program. I love my job, and I would definitely recommend this program to others.

La Tasha Butler
Certificate, Patient Care Technician, East Valley Campus

Pharmacy Technician

Objective: To prepare students for entry-level employment as pharmacy technicians 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. A sterile products certification course is offered through the National Pharmacy Technician Association/NPTA as part of the program.

Graduates of this program receive a certificate and are eligible to apply to take national examinations to become certified pharmacy technicians. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

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

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 121	Pharmacy Math	15			1.0
PHA 105	Inventory Maintenance	15			1.0
PHA 165	Pharmacology	20			1.0
PHA 180	Pharmacy Law and Ethics	22			1.0
PHA 150	Sequence I Pharmacy Applications		48		1.5
	Professional Sequence I Total	**72**	**48**		**5.5**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 131	Pharmacy Math	20			1.0
PHA 170	Pharmacy Technician Duties	27			1.5
PHA 175	Pharmacology	25			1.5
PHA 190	Sequence II Pharmacy Applications		48		1.5
	Professional Sequence II Total	**72**	**48**		**5.5**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 141	Pharmacy Math	15			1.0
PHA 245	Principles of Customer Service	10			0.5
PHA 185	Pharmacology	25			1.5
PHA 235	Pharmacy Laboratory Skills	22			1.0
PHA 230	Sequence III Pharmacy Applications		48		1.5
	Professional Sequence III Total	**72**	**48**		**5.5**

Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 151	Pharmacy Math	15			1.0
PHA 155	Pharmacy Computer Applications	10	12		1.0
PHA 195	Pharmacology	20			1.0
PHA 265	Patient Safety	15			1.0
PHA 270	Sequence IV Pharmacy Applications		48		1.5
	Professional Sequence IV Total	**60**	**60**		**5.5**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 250	Externship			240	5.0
	Externship Total			**240**	**5.0**
	Program Total	**376**	**224**	**240**	**33.5**

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 33.5

Program Length	Total
Program Hours	840
Program Weeks	
Five-Day Schedule	36
Four-Day Schedule	41

Campus Locations

AZ: Mesa*, Tucson*
CA: Chula Vista*, San Marcos
CO: Colorado Springs*, Denver*
NM: Albuquerque*
TX: El Paso*, Houston*, San Antonio

** Campuses are accredited by the American Society of Health-System Pharmacists (ASHP).*

Pharmacy Technician • Course Descriptions

Note: Morning and evening course sessions are on-ground. Afternoon course sessions are hybrid. For afternoon courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all noncomputer-based labs are taught on-ground.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.
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 and 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

Professional Sequence I

PHA 121 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 105 Inventory Maintenance
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes procedures and systems for inventory management of medications, equipment, supplies, and devices in the pharmacy setting. Students learn standard procedures and documentation requirements for purchasing, receiving, and monitoring inventory along with proper identification, storage, and disposal of medications.
Prerequisites: None

PHA 165 Pharmacology
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 180 Pharmacy Law and Ethics
Total Course Hours: 22 (22 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 150 Sequence I Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge of inventory control and recordkeeping with a focus on medications specific to the muscular, skeletal, and nervous systems.
Prerequisites: None

Professional Sequence II
PHA 131 Pharmacy Math
Total Course Hours: 20 (20 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 170 Pharmacy Technician Duties
Total Course Hours: 27 (27 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
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.
Prerequisites: None

PHA 175 Pharmacology
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
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 190 Sequence II Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students participate in various role-play scenarios designed to engage and enhance critical thinking and problem-solving skills relevant to pharmacy practice settings. In addition, students are assessed on their knowledge of medications specific to the gastrointestinal, respiratory, cardiovascular, and hematologic systems.
Prerequisites: None

Professional Sequence III
PHA 141 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 245 Principles of Customer Service
Total Course Hours: 10 (10 Theory, Lab, 0 Extern) Semester Credits: 0.5
This course introduces students to customer service abilities 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.
Prerequisites: None

PHA 185 Pharmacology
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
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 235 Pharmacy Laboratory Skills
Total Course Hours: 22 (22 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on sterile/nonsterile compounding procedures, including the processes of preparing and dispensing various forms of medications according to industry standards. Special emphasis is placed on infection control.
Prerequisites: None

PHA 230 Sequence III Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students participate in activities designed to develop and enhance effective customer service skills in a simulated pharmacy environment. They also practice sterile and nonsterile compounding skills and become familiar with the pharmacy-related equipment used in compounding. Students are also assessed on their knowledge and application of medications specific to the urinary, endocrine, lymphatic, and reproductive systems.
Prerequisites: None

Professional Sequence IV
PHA 151 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 155 Pharmacy Computer Applications
Total Course Hours: 22 (10 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0
This course explores the role of technology and pharmacy software systems in the pharmacy environment. Topics include collection, entry, storage, retrieval, and transmission of customer/patient, physician, and drug-related data.
Prerequisites: None

PHA 195 Pharmacology
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 and oncology agents, anti-infective medications, and alternative therapies associated with these body structures. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
Prerequisites: None

PHA 265 Patient Safety
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course examines the role of the pharmacy technician in ensuring patient safety. Topics include strategies to prevent medication errors and ensure quality assurance in the pharmacy setting. Content also addresses prescription drug abuse and its impact on the public.
Prerequisites: None

PHA 270 Sequence IV Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students develop skills in navigating a pharmacy information/software system and are assessed on their knowledge of medications specific to the integumentary system, and the eyes, ears, nose, and throat.
Prerequisites: None

Externship Sequence
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

Veterinary Assistant

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

Graduates of this program receive a certificate.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: On-ground

Semester Credits: 30.0

Program Length	Total
Program Hours	720
Program Weeks	
Five-Day Schedule	30
Four-Day Schedule	34

Campus Locations

NV: Las Vegas

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 and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

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

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

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

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTA 275	Externship			240	5.0
	Externship Total			**240**	**5.0**

Program Total	**295**	**185**	**240**	**30.0**

Veterinary Assistant • Course Descriptions

Career Prep Sequence

CSK 100 Study Skills

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

This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

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

This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. 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. Content also addresses pathology, procedures, and medications involved in treatment.

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 and 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

Professional Sequence I

VTA 125 Comparative Veterinary Anatomy and Physiology

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

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

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

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

Professional Sequence II

VTA 150 Animal Life Stages, Nutrition, and Husbandry

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

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

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

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

Professional Sequence III

VTA 110 Office Procedures

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

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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an introduction to the classification of medications, including classes and routes of administration and their effects on body systems. Instruction reviews the role of the veterinary assistant in assisting with the preparations for and restraint of an animal for anesthesia. Practice in pharmacological math is aided by a review of metric and conventional measurements and the use of dimensional analysis.
Prerequisites: None

VTA 170 Aseptic Technique and Surgical Assisting
Total Course Hours: 60 (15 Theory, 45 Lab, 0 Extern) Semester Credits: 2.5
This course trains the student in aseptic preparation of animals, personnel, instruments, and equipment for surgery. Topics include protocol for assisting surgeons in the operating room, descriptions of pre- and postoperative care, and assisting in a variety of basic procedures including animal dentistry.
Prerequisites: None

Externship Sequence
VTA 275 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 Sequence and Professional Sequences I, II, and III

I attended a university right after high school, but I was immature and didn't do well. Consequently, I dropped out and paid student loans for years. I worked in retail and restaurant management, often working two or three jobs at a time. My wife, who happens to be a PMI graduate, really encouraged me to consider going back to school. When I visited the PMI campus, I ended up enrolling in the Veterinary Assistant (VA) program.

My class schedule allowed me to continue working while going to school. It was difficult, and I had to overcome a lot of self-doubt! I was 27 years old and felt like I was starting over, but the instructors were really helpful. The creative, hands-on projects made it interesting and helped me feel prepared. Besides the VA curriculum, we were taught valuable things like résumé writing and professional etiquette.

I currently enjoy working at a BluePearl Pet Hospital as a veterinary assistant. It is a fast-paced, intense atmosphere, and I am exposed to many different procedures. I have the opportunity to listen to the doctors, view x-rays and ultrasounds, and learn more each day. I am working on getting to the top of my game as a VA and then plan to progress into the veterinary technician field. The hands-on, personal attention and challenging curriculum I was exposed to at PMI helped prepare me to be a professional. My education at PMI was second to none.

Rene Jackson
Certificate, Veterinary Assistant, Renton Campus

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 on anatomy and physiology, communication, medical terminology, methods of patient care, psychology, ethics, radiographic techniques, image analysis, and quality assurance.

Graduates of the program receive an Associate of Applied Science Degree. Graduates are qualified to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 154	*Anatomy and Physiology I*	*30*			*2.0*
CCM 154	*Communications*	*30*			*2.0*
CMT 154	*Medical Terminology*	*15*			*1.0*
MTH 154	*Algebra*	*45*			*3.0*
RAD 145	Radiographic Physics	45			3.0
RAD 155	Positioning I	45	30		4.0
	Semester I Total	**210**	**30**		**15.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 164	*Anatomy and Physiology II*	*45*			*3.0*
CLE 164	*Medical Law and Ethics*	*30*			*2.0*
RAD 165	Positioning II	45	30		4.0
RAD 175	Methods of Patient Care	45	8		3.0
RAD 185	Principles of Exposure	45			3.0
	Semester II Total	**210**	**38**		**15.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HST 205	*Nevada History and US Constitution**	*45*			*3.0**
RAD 255	Advanced Imaging	30			2.0
RAD 265	Radiographic Biology	30			2.0
RAD 201	Clinical Externship I			420	9.0
	Semester III Total	**105**		**420**	**16.0**

*Represents the Las Vegas Campus.

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PSY 174	*Introduction to Psychology*	*30*			*2.0*
RAD 275	Pathology I	15			1.0
RAD 202	Clinical Externship II			420	9.0
	Semester IV Total	**45**		**420**	**12.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RAD 285	Pathology II	15			1.0
RAD 295	Image Quality and Analysis	45			3.0
RAD 203	Clinical Externship III			420	9.0
	Semester V Total	**60**		**420**	**13.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RAD 299	Registry Review	45			3.0
RAD 204	Clinical Externship IV			420	9.0
	Semester VI Total	**45**		**420**	**12.0**

Program Total	**630**	**68**	**1,680**	**80.0**
Las Vegas Program Total	**675**	**68**	**1,680**	**83.0**

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 80.0
(83.0 Las Vegas; program includes HST 205 Nevada History and US Constitution, which is 3.0 credits)

Program Length	Total
Program Hours	2,378 2,423*
Program Weeks	90
Program Semesters (15 weeks per semester)	6

*Las Vegas Campus

Campus Locations

AZ: Mesa, Tucson
CA: Chula Vista
CO: Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston, San Antonio
WA: Seattle

Radiography • Course Descriptions

Note: Hybrid delivery is offered only at Mesa, Chula Vista, Denver, Las Vegas, Houston, and Seattle campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

BIO 154 Anatomy and Physiology I
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides the student with knowledge of the structure and function of the human body. Course content includes the structure and function of the integumentary, muscular, and skeletal systems. Course content also addresses the roles of cellular, tissue, and organ structures with each system and within the human body as a whole.
Prerequisites: None

CCM 154 Communications
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course addresses a broad range of communication skills and provides students with an overview of interpersonal, technical, and professional communications. The topics include but are not limited to effective oral and written communication styles, adaptation and communication within groups, active listening techniques, technical and professional writing methods, presentations, and communicating on a level that encompasses diversity. Students will apply critical thinking skills toward group discussions and evaluation of communication styles from a professional point of view.
Prerequisites: None

CMT 154 Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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 analyze and apply medical terms.
Prerequisites: None

MTH 154 Algebra
Total Course Hours: 45 (45 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 145 Radiographic Physics
Total Course Hours: 45 (45 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: None

RAD 155 Positioning I
Total Course Hours: 75 (45 Theory, 30 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

Semester II

BIO 164 Anatomy and Physiology II
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
A continuation of BIO 154, course content includes the structure and function of the endocrine, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.
Prerequisites: BIO 154 Anatomy and Physiology I

CLE 164 Medical Law and Ethics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 165 Positioning II
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course is a continuation of RAD 155. 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 175 Methods of Patient Care
Total Course Hours: 53 (45 Theory, 8.0 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

RAD 185 Principles of Exposure
Total Course Hours: 45 (45 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

Semester III
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

RAD 255 Advanced Imaging
Total Course Hours: 30 (30 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 and II courses

RAD 265 Radiographic Biology
Total Course Hours: 30 (30 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 201 Clinical Externship I
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course provides clinical experience under the supervision of clinical staff and faculty correlated with theories presented in the classroom. 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 and II courses

Semester IV
PSY 174 Introduction to Psychology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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

RAD 275 Pathology I
Total Course Hours: 15 (15 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 202 Clinical Externship II
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course is a continuation of RAD 201 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

Semester V
RAD 285 Pathology II
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course is a continuation of RAD 275. Topics include pathologies of the hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems, and diseases and trauma.
Prerequisites: Semesters I, II, III, and IV courses

RAD 295 Image Quality and Analysis
Total Course Hours: 45 (45 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.
Prerequisites: Semesters I, II, III, and IV courses

RAD 203 Clinical Externship III
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course is a continuation of RAD 202 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skill and competence.
Prerequisites: Semesters I, II, III, and IV courses

Semester VI
RAD 299 Registry Review
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course is designed to prepare students for examination for certification by the American Registry of Radiologic Technologists (ARRT).
Prerequisites: Semesters I, II, III, IV, and V courses

RAD 204 Clinical Externship IV
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course is a continuation of RAD 203 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate the clinical skill and competence as required of an entry-level radiographer.
Prerequisites: Semesters I, II, III, IV, and V courses

I had gone to college for several years and had finally determined my career path. I first came to PMI in 2005 after the college I was attending in Hawaii discontinued their radiologic technologist program. I chose PMI because it was the best and fastest way to get to my goal. Like many students, I needed to bring in an income while in school. So anytime my school schedule changed during my clinical externships, I found a new job that would accommodate my schedule. During PMI's bachelor program I was a new mom and had both a full- and part-time job. Both programs were completely doable during these times in my life as long as I committed myself and knew that each one would better my future.

My instructors were knowledgeable and completely prepared me for my profession. I was hired directly out of school at one of my externship sites, Banner-University Medical Center, where I've been working for nearly 10 years. I continued to advance myself through education; getting my CT certification and my bachelor's degree through PMI's Online program. The idea of teaching future technologists and being able to share my knowledge got me excited, so I began teaching part time at PMI. Eventually, I became a full time instructor.

PMI gave me a great start on my career path. My goal now is to share that same knowledge and passion with my students. Thanks PMI!

Jolene Pobrislo
Associate Degree, Radiography, Tucson Campus
Bachelor Degree, Radiologic Sciences, Online Education

Veterinary Technician

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level veterinary technicians (VT). The program provides students with knowledge of medical terminology, anatomy and physiology, examination techniques, and radiologic, dental, and surgical procedures as they relate to veterinary care.

Graduates of this program receive 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.

Admissions Requirements: In addition to the Admissions requirements and Transfer Credit criteria listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required. Applicants must provide evidence of a certificate/diploma from a veterinary assistant program and upon evaluation may successfully transfer 30 credits. Applicants with less than one year of experience as a veterinary assistant must have a GPA of 3.0.

Veterinary Assistant (VA)					
Course		**Theory**	**Lab**	**Extern**	**Credits**
Career Prep and Veterinary Assistant Professional Sequences I, II, III, Externship		295	185	240	30.0
	Veterinary Assistant Total	**295**	**185**	**240**	**30.0**
Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CCM 111	*Communications*	*45*			*3.0*
MTH 129	*Math Applications*	*45*			*3.0*
SCI 120	*Foundations in Biology and Chemistry*	*60*			*4.0*
VTT 176	Introduction to Veterinary Technology	25			1.5
	Professional Sequence I Total	**175**			**11.5**
Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 222	Food and Fiber Animal	45	10		3.0
VTT 224	Diagnostic Imaging for Veterinary Technicians	15	15		1.5
VTT 226	Small Animal Nursing for Veterinary Technicians	15	60		3.0
	Professional Sequence II Total	**75**	**85**		**7.5**
Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 232	Laboratory Animal Science	20	15		1.5
VTT 234	Laboratory Procedures for Veterinary Technicians	30	35		3.0
VTT 236	Anatomy and Physiology for Veterinary Technicians	30	30		3.0
	Professional Sequence III Total	**80**	**80**		**7.5**
Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 242	Dentistry Techniques	15	15		1.5
VTT 244	Pharmacology for Veterinary Technicians	45			3.0
VTT 246	Surgical Nursing for Veterinary Technicians	30	40		3.0
VTT 248	Clinic Surgery and Lab		15		0.5
	Professional Sequence IV Total	**90**	**70**		**8.0**
Professional Sequence V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 252	Exotic Animal Medicine and Nursing	15	15		1.5
VTT 254	Equine Medicine and Nursing	45	15		3.5
VTT 256	Emergency Procedures	30	10		2.0
VTT 258	Clinic Surgery and Lab		30		1.0
	Professional Sequence V Total	**90**	**70**		**8.0**
Las Vegas Program Only					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HST 205	*Nevada History and US Constitution*	*45*			*3.0*
	Additional Las Vegas Course Total	**45**			**3.0**
Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 262	Veterinary Technician Seminar	15			1.0
VTT 291	Externship			225	5.0
	Externship Total	**15**		**225**	**6.0**
	Las Vegas Program Total	**865**	**490**	**465**	**81.5**

At a Glance

Program Type: Associate's Degree

Delivery Method: Hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 81.5

Program Length	Total
Program Hours	1,820
Program Weeks Career Prep Seq (6 weeks) VA Seq 1-3+Extern (6 weeks each) VT Seq I-V (8 weeks each) VT Extern/Seminar Seq (7 weeks)	77 weeks (5-day schedule) 86 weeks (4-day schedule)

Campus Locations

NV: Las Vegas

Veterinary Technician • Course Descriptions

Note: Refer to the Prospective Student Handout for information about delivery method for each course within this hybrid program; specific courses delivered online may vary by campus.

Professional Sequence I

CCM 111 Communications
Total Course Hours: 45 (45 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. Legal and ethical issues in communication are also addressed.
Prerequisites: None

MTH 129 Math Applications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides the student with the fundamentals of college algebra, and includes common formulae and calculations used in applied settings. Topics include fractions, decimals, linear equations, basic statistics, and pharmaceutical math.
Prerequisites: None

SCI 120 Foundations in Biology and Chemistry
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
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
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This 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

Professional Sequence II

VTT 222 Food and Fiber Animal
Total Course Hours: 55 (45 Theory, 10 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the veterinary nursing student to livestock and animal science. This includes an overview of various segments of the livestock industry. Building on previous anatomy and physiology coursework, the primary focus of the course is the nursing and medicine of food animals. 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).
Prerequisites: Professional Sequence I

VTT 224 Diagnostic Imaging for Veterinary Technicians
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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
Total Course Hours: 75 (15 Theory, 60 Lab, 0 Extern) Semester Credits: 3.0
This course provides advanced training in various nursing procedures within the veterinary technician's scope of practice. Topics include catheterization, aspiration, centesis, endotracheal and gastric intubation, rectal and reproductive procedures, sensory organ exams and testing, and bandaging techniques.
Prerequisites: Professional Sequence I

Professional Sequence III

VTT 232 Laboratory Animal Science
Total Course Hours: 35 (20 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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 as well as 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
Total Course Hours: 65 (30 Theory, 35 Lab, 0 Extern) Semester Credits: 3.0
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
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
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. Necropsy technique is mandatory.
Prerequisites: Professional Sequence I

Professional Sequence IV
VTT 242 Dentistry Techniques
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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
Total Course Hours: 70 (30 Theory, 40 Lab, 0 Extern) Semester Credits: 3.0
In defining the veterinary technician's role in surgical nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintaining 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
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
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

Professional Sequence V
VTT 252 Exotic Animal Medicine and Nursing
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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. Basic nursing techniques of these species are addressed.
Prerequisites: Professional Sequence I

VTT 254 Equine Medicine and Nursing
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
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 covers restraint, behavior, husbandry, nursing and sampling techniques, bandaging, and radiography. Content includes the common causes of lameness in the horse as well as the more commonly performed surgical procedures. Toxicological principles and the more common diseases and disorders of the horse will also be discussed.
Prerequisites: Professional Sequence I

VTT 256 Emergency Procedures
Total Course Hours: 40 (30 Theory, 10 Lab, 0 Extern) Semester Credits: 2.0
This course covers the role of the veterinary technician in emergency procedures, both at an emergency clinic and at the veterinary hospital. Topics include assessment and triage, shock pathophysiology and treatment, trauma, CPCR review, toxicology, anesthetic and surgical emergencies, and the veterinary technician's role in maintenance of the veterinary emergency crash kit.
Prerequisites: Professional Sequence I

VTT 258 Clinic Surgery and Lab
Total Course Hours: 30 (0 Theory, 30 Lab, 0 Extern) Semester Credits: 1.0
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
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
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

Exernship Sequence
VTT 291 Externship
Total Course Hours: 225 (0 Theory, 0 Lab, 225 Extern) Semester Credits: 5.0
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)
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 requirements.
Prerequisites: None

After working at an animal shelter for about 10 years, I realized I wanted to become a veterinary technician. I did my research online and found that PMI's Veterinary Technician Program had a good reputation, and their morning classes worked perfectly with my schedule. I was able to be a single mom, go to classes in the morning, and work in the afternoon. I had previous degrees that I didn't use, and I've always enjoyed learning, but PMI's program was very accelerated. I learned so much so fast. My instructors were great and gave us really good feedback. I realize I was a bit of a late bloomer in deciding to go back to school at age 34, but I'm so glad I did.

During my externship, I worked at Veterinary Specialty Center where I got great experience … and a job! I recently became the internal medicine lead technician. I love my job in internal medicine, and I'm always learning. In fact, I am working toward my veterinary technician specialty license and spend my vacation time in Mexico to participate in spay and neuter clinics. I have to say, it feels good to be surrounded by these graduates because I know they are well-trained and knowledgeable. This program really does set you up for success.

Joanna Horne
Associate Degree, Veterinary Technician, Seattle Campus

Program Information

Addendum to the 2022-2023 Catalog published July 2022

Refer to Program Information pages (i.e., Program Outline and/or Course Descriptions) at the end of this document.

Program	Catalog Page(s)	Action	Notification
Health Care Administration Certificate	32 - 34	Removed	The Health Care Administration Certificate program is no longer offered at the East Valley campus.
Patient Care Technician	42 - 44	Removed	The Patient Care Technician program is no longer offered at the Houston campus.
Pharmacy Technician	45 - 48	Updated	Effective August 1, 2022, the on-ground Pharmacy Technician sections will be transitioning to the updated curriculum. Effective August 31, 2022, the hybrid Pharmacy Technician sections will be transitioning to the updated curriculum. Refer to the following outline for more information. -Note: This update does not include the Las Vegas or Renton campus.
Radiography	99 - 102	Updated	The Radiography program has been added to the San Antonio campus.
Veterinary Assistant	56 -58	Updated	For the Las Vegas campus, refer to the following program pages for the current program outline and course descriptions for the Veterinary Assistant program.
Veterinary Technician	117 - 120	Updated	For the Las Vegas campus, refer to the following program pages for the current program outline and course descriptions for the Veterinary Technician program.