Phoenix Campus Addendum
Catalog Addendum for Pima Medical Institute, 2024-2025 Catalog published Janaury 2024

Effective Dates: January1, 2024 - December 31, 2025

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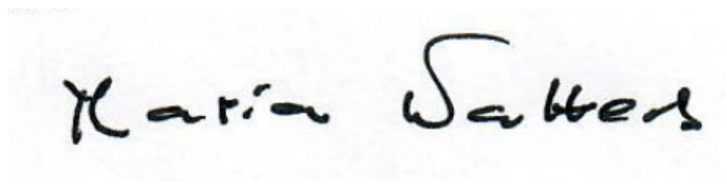

Revision date: 08/25/2025

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Staff

Name	Credentials	Title
PMI Leadership:		
Andy Andress	MBA	Chief Executive Officer
Andrea Snow	J.D./B.S.	Chief Legal & Government Affairs Officer
Erik Nystrom		Chief Financial Officer
John Hanson	MBA	Chief Operating Officer
Jordan Utley	PHD	Director of Education
Cara Sharpe	BS	Interim Director of Regulatory Operations
Kathy Cheatham	BBA	Director of Financial Aid
Sandy Lopez	MA	Director of Human Resources
Kory Gray	BS	Director of Information Technology
Erin Fitzgerald	MBA	Director of Marketing and Board Secretary
Michele Poulos	MEd	Director of Online Education
Bree Fulp	MBA	Corporate Director of Admissions
DeWayne Johnson	MBA	Regional Director of Operations
Tara Dailey	MBA	Regional Director of Operations
Campus Leadership and Staff:		
Maria Walters		Campus Director
Janet Melton		Faculty Coordinator
Katrina Esquivel		Registrar
Shane Trader		Associate Campus Director
Brock Mathis		Student Finance Coordinator
Joshua Esquivel		Medical Career Specialist
Julie Laskowski		Medical Career Specialist
Amanda Bayan		Medical Career Specialist
Brooke Haven		Student Services Advisor
Cecelia Hernandez		Career Services Advisor
Devin McLeland		Career Services Advisor
Morgan Avalos		Career Services Advisor
Jasmine Castillo		Career Services Coordinator
Melissa Coronado		Receptionist
Micah Rasmusan		Receptionist
Tanesha Baynes		Student Services Coordinator
Glenn Pascua		Student Finance Officer
Antonio Beltran		Student Finance Officer
Todd Webb		Facilities Coordinator
AJ Black		Office Assistant

Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Berg, Tiffany	CDA	BS	Bellevue University	Lead Dental Assistant Instructor	Full-time
Borowski, Kathleen		Certificate	Apollo College	Dental Assistant Lab Assistant	Part-time
Brust, Stephany	RDMS	BA	Elmira College	Diagnostic Medical Sonography Instructor	Full-time
Shanna Perkins	CCMA	AAS	Rockford Business College	Medical Assistant Instructor	Part-time
Carlson, Julie	CVT	AAS, BA	St. Cloud State University	Veterinary Assistant Instructor	Full-time
Carpenter, Kati	CVT	AS	Kaplan College	Veterinary Technician Clinical Director	Full-time
Cavett, Lucas	CVT	AAS	Pima Medical Institute	Lab Assistant	Full-time
Davidson, Barbara	CST	AAS	Aims Community College	Surgical Technology Clinical Director	Full-time
Dunn, Wanda	RMA	AAS	Pima Medical Institute	Lead Health Care Adminstration Instructor	Full-time
Fischer, Angie	CST	Certificate	Nebraska Methodist College	Surgical Technology Program Director	Full-time
Gonzales, Merina	RDMS, RVT, RVS	AAS	West Coast Ultrasound	Diagnostic Medical Sonography Clinical Director	Full-time
Grant, Casey	CVT	AAS	Los Angeles Pierce College	Veterinary Technician Instructor	Full-time
Huss, Stephanie	LVT	BS	Baker College	Veterinary Technician Program Director	Full-time
Jacks, Tracey	CPT	BS	College America	Lead Phlebotomy Instructor	Full-time
Luna, Joey	RDMS, RVT, RVS	BS	Pima Medical Institute	Diagnostic Medical Sonography Program Director	Full-time
Pennell, Deborah	CSPDT			Lead Sterile Processing Technician Instructor	Full-time
Phil Gray	MS Biology	MA-NCCT	University of London, Ontario	Lead Health Care Adminstration Instructor	Full-time
Pike, Ronald	DC	DC	Southern California University	Career Prep Instructor	Full-time
Santoyo, Deanna	RMA	Certificate	Ashworth College	Medical Assistant Instructor	Part-time
Schlachter, Stephanie	DVM	DVM	Colorado State University	Veterinarian/Veterinary Technician Instructor	Part-time
Smith, Tracy	CVT	AAS	Pima Medical Institute	Veterinary Assistant Instructor	Full-time

Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Thomas, Christine	CVT	BS	Arizona State University	Veterinary Assistant Instructor	Full-time
Teresa Phan		AAS	Bryan University	Sequence One Instructor	Part-time
Williams, Kadie		MS	San Francisco State University	Career Prep Instructor	Part-time
Williams, Tesia	RMA	AAS	Denver Technical College	Medical Assistant Instructor	Full-time
Jorge Vaquera		AA	Phoenix College	Phlebotomy Instructor	Part-time
Yusef, Ahmad	DC	DC	Logan University	General Education Instructor	Full-time

Online (Hybrid) Faculty

Online (hybrid) faculty teaching schedules will vary based on course offerings.

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Aldridge, Jaime	MEd	Educational Leadership	Northern Arizona University	Hybrid Veterinary Technician Instructor	Part-time
	BA	Elementary Education	University of Arizona		
Braxton, Sheila	MA	Forensic Psychology	Argosy University	Hybrid Career Prep Instructor	Full-time
	Ed.D	Counseling Psychology	Argosy University		
	BA	Psychology	University of Wisconsin		
Broeske, Melissa	CCMA	Master of Science in Psychology	University of Phoenix	Hybrid Career Prep Instructor	Part-time
		Bachelor of Science in Psychology	University of Phoenix		
		Associate of Arts in Psychology	University of Phoenix		
		Medical Assistant Diploma	Maric College		
Clark, Benjamin	MA	Bachelor of Science, Healthcare Administration	UNLV	Hybrid Medical Assistant Instructor	Full-time
Cuelhoruiz, Shayla	LVT	AOS, Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time
De Leon, Pedro	AS	Veterinary Technician	Lone Start College	Hybrid Veterinary Assistant Instructor	Part-time
Denson, Kedra	BS	Healthcare Management	Bellevue University	Hybrid Career Prep Instructor	Part-time
Easom Colin	M.A.	Library and Information Management	Liverpool John Moores University, England	Hybrid Veterinary Technician Instructor	Full-time
	B.A.	Librarianship and Information Studies	Liverpool Polytechnic, England		
Farley, Jennifer	BS	BS - Health Promotion	Weber State University	Hybrid Career Prep Instructor	Full-time
Fernandez, Jalyn	CPhT	Associate of Applied Science in Pharmacy Technology	Heald College	Hybrid Pharmacy Technician Instructor	Full-time
Fimbres, Amanda	Diploma	Medical Assisting	Everest Institute	Hybrid Medical Assistant Instructor	Part-time
Francis, Lindsay	BA	Biology	University of North Texas	Hybrid Veterinary Assistant Instructor	Part-time
	DVM	Doctor of Veterinary Medicine	Colorado State University		
	MS	Biomedical Sciences	Colorado State University		
	MS	Microbiology	Colorado State University		
Gallegos, Andrea	BS, MPH	Masters of Science - Health Education	University of New Mexico	Hybrid Medical Assistant Instructor	Part-time

Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Garza, Debra	MA	History	St. Mary's University	Hybrid Veterinary Technician Instructor	Part-time
	MS	Educational Leadership	Western Governors University		
	BA	Mathematics	Our Lady of the Lake University		
Heaton, Shelly	CCMA	Bachelor of Science in Health and Wellness	Kaplan University	Hybrid Career Prep Instructor	Full-time
Hendrickson, Jean	DAR, DANB	Certificate, Dental Assisting	Renton Technical College	Hybrid Dental Assistant Instructor	Part-time
Heredia, Forrest	BS	Business Administration	University of Phoenix	Hybrid Medical Assistant Instructor	Part-time
	AST	Electronics / Computer Engineering	ITT Technical Institute		
	CMAA, CPC, CPC-I		National Health career Association		
Hooshang, Mojda	MA-C	MA Certificate	Pima Medical Institute	Hybrid Medical Assistant Instructor	Part-time
Jelmo, Shirley	B.S.	B.S. in Occupational Management	Colorado Christian University	Hybrid Medical Assistant Instructor	Full-time
	CMA	Certified Medical Assistant	American Association of Medical Assistants		
	RMA	Registered Medical Assistant	American Medical Technologists		
Kirkendoll, Carol	BS	Heath Care Administration	Pima Medical Institute	Hybrid Medical Assistant Instructor	Part-time
	Diploma	Medical Assistant	Corinthian College		
Lane, Galyna	RMA, BS	Bachelor of Science in Healthcare Administration	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
		Certificate, Medical Assistant	Emily Griffith Technical College		
		Registered Medical Assistant			
McClure, Gloria	CVT	Associate of Science and Art - General Studies	Brigham Young University Idaho-Ricks College	Hybrid Veterinary Assistant Instructor	Full-time
		Bachelor of Science in Animal Sciences	Brigham Young University		
Micromatis, Lucas	M.A.	Media Arts	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	B.A.	English Literature	Berry College		
Miller, Jennelle	M.A.	Career & Technical Education	University of South Florida	Hybrid Veterinary Technician Instructor	Part-time
	B.A.S.	Veterinary Technology - Hospital Management	St. Petersburg University		
Molina, Krystina	AAS	Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time
	Certificate	Veterinary Assistant	Pima Medical Institute		
Moorehead, Elaythea	B.S.	Public Relations	University of Central Missouri	Hybrid Career Prep Instructor	Part-time
	MBA	Marketing	Argosy Unversity		

Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Morgan, Jamie	B.S.	Animal Health Technology	Murray State University	Hybrid Veterinary Technician Instructor	Part-time
Neale, Charlotte	B.S.	Applied Management	Grand Canyon University	Hybrid Veterinary Technician Instructor	Part-time
Ohanuka, Albertus	RRT, RCP, EdS	EdS	Walden University	Hybrid Veterinary Technician Instructor	Part-time
Perez, Antonio	Diploma	Medical Assistant	Kaplan University	Hybrid Medical Assistant Instructor	Part-time
Phare, Samantha	RMA	Associate of Applied Science in Healthcare Administration	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
		Certificate, Medical Assistant	Pima Medical Institute		
		Registered Medical Assistant			
Reyes, Marlyn	RDA	Certificate, Dental Assistant	Texas School of Business	Hybrid Dental Assistant Instructor	Part-time
Ribald, Tanya	CPhT	Certified Pharmacy Technician	Penn Foster	Hybrid Career Prep Instructor	Part-time
		AS - Health Information Technology	Pima Community College		
Richardson, Kacee	M.S.	Animal Science	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	B.S.	Animal Science	University of Arizona		
Rose, Susan	B.S.	Animal Science	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	M.Ed.		Northern Arizona University		
Roy, Casandra	CMA	Certificate, Medical Assistant	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
Scala, Sandra		AS	Triton College	Hybrid Career Prep Instructor	Full-time
		MS	Phoenix Institute of Herbal Medicine and Acupuncture		
Smith, Carrie	RMA	Associate of Science in Medical Assistant	Inellitec College	Hybrid Medical Assistant Instructor	Full-time
Stevens, Tara	LVT	A.V.T., Veterinary Technology	Pierce College	Hybrid Veterinary Assistant Instructor	Part-time
		A.A., Arts & Sciences	Edmonds Community College		
Tawney, Traci	MEd	Special Education	University of Phoenix	Hybrid Veterinary Technician Instructor	Part-time
	BA	Communications	University of Washington		
Taylor, Latreish	B.S.	Applied Behavioral Analysis	Purdue University Global	Hybrid Medical Assistant Instructor	Part-time

Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Timmons, Elizabeth	B.A.	Bachelor of Arts in Equine Science	Otterbein University	Hybrid Veterinary Assistant Instructor	Part-time
	CVT	Certified Veterinary Technician	Bel-Rea Institute of Animal Technology		
Tolitsky, Melinda	D.C.		Parker Chiropractic College	Hybrid Veterinary Technician Instructor	Part-time
	B.S.	Anatomy	Parker Chiropractic College		
	B.A.	Spanish, Biology, Chemistry	University of Arizona		
Torres-Cortes, Karina	M.S.	Leadership	Grand Canyon University	Hybrid Veterinary Technician Instructor	Full-time
	B.S.	Management	Grand Canyon University		
	A.A.S.	Veterinary Technician	Macomb Community College		
Valencia, Regina	DMD	Doctor of Dental Medicine	Philippines, Centro Escolar University	Hybrid Career Prep Instructor	Full-time
Volante, Heather	CDA	Certified Dental Assistant	Carrington College	Hybrid Dental Assistant Instructor	Full-time
Waldow, Jason	M.A.	Leadership	City University Seattle	Hybrid Veterinary Technician Instructor	Part-time
	B.A.	Journalism and Marketing	Evergreen State College		
Walker, Nichole	MA	Education/Elementary Teacher Education	University of Phoenix	Hybrid Veterinary Technician Instructor	Part-time
	BA	Communications	University of Mary		
Wheeler, Dawn	MA-C, RMA	Certificate, Medical Assistant	Lake Washington Technical College	Hybrid Medical Assistant Instructor	Full-time
White, Allana	LVT	A.A.S., Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time

Health Care Administration- AAS Online Faculty

Name	Certificate / Degree	Field	School	Full-time / Part-time
Aldridge, Jaime	MEd	Educational Leadership	Northern Arizona University	Part-time
	BA	Elementary Education	University of Arizona	
Anderson, Bria	MEd	Education	University of West Alabama	Part-time
	BS	Education	University of Alabama	
Atkin, Suzanne	MS	Communication Studies	Portland State University	Part-time
	BS	Communication Studies	Portland State University	
Avruskin, Andrea	MA	Media & Communication Psychology	Touro University	Part-time
	MPT	Physical Therapy	University of Southern California	
	DPT	Physical Therapy	Creighton University	
	BA	Psychology	Cornell University	
Baughman, Rhonda	EdS	Leadership & Administration	Argosy University Phoenix	Part-time
	MA	Creative Writing	Antioch University McGregor	
	BA	English	Kent State University	
Bernd, Nicole	MHA	Healthcare Administration	Colorado State University	Part-time
	BS	Business and Marketing	Chadron State College	
Bishop, Michael	MA	English Literature	Hunter College	Part-time
	BA	French Literature	College of Charleston, SC	
Bouseman, Timothy	MBA	Business Administration	University of Phoenix	Part-time
	MHS	Healthcare Management	Touro University	
	BS	Healthcare Management	National American University	
Burgmeier, Joseph	MBA	Business Administration	Boise State University	Part-time
	MA	Education	Seattle University	
	BA	Psychology	University of Northern Iowa	
Byrne, Nicole	MA	Teaching	Seattle Pacific University	Part-time
	BA	Humanities and Social Sciences	Western Washington University	
Chappell, David	MA	Intelligence Studies	American Military University	Part-time
	BA	Intelligence Studies	American Military University	
Chavarria, Marlo	MA	Business Economics	University of South Florida	Part-time
	BA	Political Science	University of South Florida	
Chavez, Heidi	MA	Education	Claremont Graduate University	Part-time
	BA	History	Whittier College	

Health Care Administration- AAS Online Faculty

Name	Certificate / Degree	Field	School	Full-time / Part-time
Chilton, Jeanne	Diplom	Medical Assistant	Sanford Brown College	Full-time Health Care Administration & BS Health Care Administration Lead Instructor
	AAS	Medical Assistant	Anthem College	
	BS	Healthcare Management	Anthem College	
	MBA	Business- Healthcare Management	Colorado Technical University	
Comer, Tommy	EdD	Organizational Leadership	Argosy University Phoenix	Part-time
	MBA	HR Management	University of Phoenix	
	BS	Psychology	University of Arizona	
Cooper, Sherri	PhD	Education	Argosy University Denver	Part-time
	MAEd	Educational Leadership	Argosy University Denver	
	BA	Admin Non-Profit Organizations	Metropolitan State University of Denver	
Crawford, Craig	MA	Clinical Psychology	Fielding University	Part-time
	BA	Psychology	American Military University	
	MS	Social Work	Western New Mexico University	
Crews, Krysten	MPH	Public Health	University of Colorado	Full-time AD Health Care Adminsitration
	BS	Respiratory Care	University of Kansas	
Drohan, Jim	MA	English	University of Northern Colorado	Part-time
	BA	English	University of Northern Colorado	
Duistermars, Jan	BS	Applied Management	Grand Canyon University	Part-time
	MHSA	Health Services Administration	University of St. Francis	
Dunajick, Walter	MBA	Business Administration	University of Miami	Part-time
	PhD	Public Administration	Florida International University	
	BA	Economics	University of Massachusetts	
Dupuis, Jessica	MEd	Advanced Studies	American College of Education	Part-time
	BS	Secondary Education & Teaching	University of Louisiana Lafayette	
Easom, Colin	MA	Library and Information Management	Liverpool John Moores University	Full-time Health Care Administration Lead Gen Ed Instructor / Librarian
	BA	Librarianship and Information Studies	Liverpool Polytechnic	
Ferragut, Heather	MNM	Management	Regis University	Part-time
	MA	Sociology	Sam Houston University	
	BA	Sociology/Anthropology	Ursinus College	
Flores, Don	MBA	Human Resource Management	Ashford University	Part-time
	BS	Business Management	Kaplan University	
Freeman, Eric	BS	Business Administration	Portland State University	Part-time
	MBA	Business Administration	University of Portland	

Health Care Administration- AAS Online Faculty

Name	Certificate / Degree	Field	School	Full-time / Part-time
Gage, Wyatt	MA	Healthcare Administration	Ashford University	Part-time
	BS	Computed Tomography	Weber State University	
Garcia, Brittany	MPA	Master of Public Administration	Capella University	Part-time
Gardner, Michelle	MS	Sociology and Anthropology	Valdosta State University	Part-time
	BS	Psychology	Valdosta State University	
Garza, Debra	MA	History	St. Mary's University	Part-time
		Educational Leadership	Western Governors University	
		Mathematics	Our Lady of the Lake University	
George, Amber	PhD	Philosophy Interpretation	Binghamton University	Part-time
	MA	Philosophy Interpretation	Binghamton University	
	BA	Women's Studies	State University of New York College at Cortland	
Gibbs, Liza	MS	Organizational leadership	Colorado State University	Full-time PD Health Care Administration and BS Health Care Administration
	BS	Exercise Science	St. Andrew's Presbyterian College	
	AOS	Respiratory Therapy	Pima Medical Institute	
Gray, Kathrine	MSN	Master of Science in Nursing	Chamberlain University	Part-time
Hardy, Leonard	DHSCS	Health Sciences	AT Still University	Part-time
	MS	Exercise Science and Health Promotion	California University of Pennsylvania	
	BS	Sport Management	California University of Pennsylvania	
Heisinger, Kelly	MA	English	California State University	Part-time
	BA	English	University of California	
Heisinger, Kevin	MS	Applied Health Informatics	Bryan University	Part-time
	BA	Social Science	University College Irvine	
Heredia, Forrest	BS	Business Administration	University of Phoenix	Part-time
	AST	Electronics/Computer Engineering	ITT Technical Institute	
Irving, Maxwell	MA	Religious Studies	University of Colorado	Part-time
	BA	Psychology	University of Arizona	
Jonas, Mark	BS	Accounting	University of Tampa	Part-time
	MBA	Accounting	University of Tampa	

Health Care Administration- AAS Online Faculty

Name	Certificate / Degree	Field	School	Full-time / Part-time
Kane, Todd	MEd	Organizational Leadership	Northcentral University	Part-time
	MBA	Health Care Administration	Northcentral University	
	MSIT	Information Security and Assurance	Purdue University Global	
	DE	Higher Education Leadership	Maryville University	
Kingry, Matthew	BS	Molecular Biosciences and Biotechnology	Arizona State University	Part-time
	MPH	Public Health	University of Arizona	
	MBA	Business Administration	Grand Canyon University	
Klense, Steve	MPH	Health Administration and Policy	University of Oklahoma Health Sciences Center	Part-time
	BS	Business Administration	Ferris State University	
Koreeda, Krystle	MS	Educational Counseling	National University	Part-time
	BA	Psychology	University of California, Irvine	
LeCote, Scott	MA	Forensic Psychology	Argosy University	Part-time
	BS	Management of Technical Operations	Embry-Riddle Aeronautical University	
Lentz, Curtis	MA	Economics	Indiana University	Part-time
	MS	Management	Purdue University	
	MS	Education	Indiana University	
Lopez, Sandy	MA	Organizational Management	University of Phoenix	Part-time
	BS	Global Business	Arizona State University	
Matthews, Vatina	BHSA	Health Service Administration	Baker College	Full-time Health Care Administration & BS Health Care Administration Lead Instructor
	MBA	Business Administration	University of Phoenix-Online	
Medvitz, David	MTS	Theology	Harvard Divinity School	Part-time
	BA	Comparative Religion	Northwestern University	
Merritt, LaTrina	BSHCA	Healthcare Administration	Pima Medical Institute	Part-time
Michaelis, Aimee	MEd	Education and Human Resource Studies	Colorado State University	Full-time HCA/BSHCA Lead Faculty
	BA	Speech and Communications	Colorado State University	
Micromatis, Lucas	MA	Media Arts	University of Arizona	Part-time
	BA	English Literature	Berry College	
Mignott, Andrea	DHA	Health Administration	Medical University of South Carolina	Part-time
	MBA	Healthcare Management	American Intercontinental University	
	BS	Health Information Management	Middle Georgia State University	

Health Care Administration- AAS Online Faculty

Name	Certificate / Degree	Field	School	Full-time / Part-time
Miller, Chris	MS	Health Care Management	St. Thomas University	Part-time
	DHS	Health Science	Nova Southeastern University	
	BS	Health Services Administration	Barry University	
Miller, Jennelle	MA	Career and Technical Education	University of South Florida	Part-time
	BAS	Veterinary Technology - Hospital Management	St. Petersburg University	
Morales, Hector	MA	Economics	Clemson University	Part-time
Natividad, Geoffrey	BS	General Science	Seattle University	Part-time
	BA	Humanities	Seattle University	
	DPh	Pharmacy	Albany College of Pharmacy and Health Sciences	
Parker, Jennifer	DPT	Physical Therapy	Duke University	Part-time
	BS	Health Science	James Madison University	
Peffers, Philip	MEd	Educational Leadership	Northern Arizona University	Part-time
	BS	Physical Education	University of Arizona	
Rose, Connie	MA	Telecommunications	George Mason University	Part-time
	BS	Electrical Engineering	University of Wisconsin	
Rose, Susan	BS	Animal Science	University of Arizona	Part-time
	MEd	Educational Leadership	Northern Arizona University	
Sheneman, Laura	MBA	Health Care Management	Jones International University	Part-time
	BSH	Health	Ohio University	
Simpson, Larry	MBA	Finance	Wright State University	Part-time
	BS	Business Administration & Accounting	Ohio State University	
Sloan, Amy	EdD	Higher and Postsecondary Education	Argosy University	Part-time
	MA	English	University of Tennessee	
	BA	University Scholar	Baylor University	
Snyder, Randy	MS	Health Care Administration	Independence University	Part-time
	DC	Chiropractic	Los Angeles College of Chiropractic	
	BS	Biology	Los Angeles College of Chiropractic	
Strahle, Josie	MA	Teacher and Teacher Education	University of Arizona	Part-time
Strunk, Jessica	MS	Education	Capella University	Part-time
	BS	Career & Technical Ed	Indianan State	
	AAS	Office Administration	Ivy Technical Community College	
Tawney, Traci	MEd	Special Education	University of Phoenix	Part-time
	BA	Communications	University of Washington	

Health Care Administration- AAS Online Faculty

Name	Certificate / Degree	Field	School	Full-time / Part-time
Thompson, Brent	MS	Leadership & Administration	Western Governors University	Part-time
	BS	Radiation Therapy	Weber State University	
Tolitsky, David	MA	Computer Resources & Information Management	Webster University	Part-time
	BS	Aviation Management	Southern Illinois University	
Tolitsky, Melinda	BS	Anatomy	Parker Chiropractic College	Part-time
	BA	Spanish	University of Arizona	
	DC	Chiropractic	Parker Chiropractic College	
Vu, Cathy	MS	Human Service/Health & Wellness	Liberty University	Part-time
Waldow, Jason	MA	Leadership	City University Seattle	Part-time
	BA	Journalism and Marketing	Evergreen State College	
Walker, Nichole	MA	Education/Elementary Teacher Education	University of Phoenix	Part-time
	BA	Communications	University of Mary	
Weidmann, Jami	EdD	Educational Leadership	Liberty University	Part-time
	MA	Mathematics Education	Western Governors University	
	Med	Instructional Design	Western Governors University	
	BBA	Business Administration	Averett University	
Weisenborn, Madison	BS	Math Education	Ohio University	Part-time
	MA	Math Education	Western Governors University	
Whale, Robert	MBA	Business Administration	Loyola Marymount University	Part-time
	MS	Computer Science	Brigham Young University	
	BA	Communications	Brigham Young University	
Williams, Joseph	MS	Sociology	Grand Canyon University	Part-time
	MDiv	Divinity	Andrews University	
	MA	Communications	Grand Canyon University	
	BA	Ministerial Theology	Oakwood University	
Wilson, Marybeth	MS	Healthcare Administration	Independence University	Full-time AD Health Care Administration
	BS	Healthcare Administration	College America	
Wright, James	MBA	Business Administration	Old Dominion University	Part-time
	MS	Accounting	Liberty University	
	BS	Business Administration - Accounting	Radford University	

Grievance and Discrimination Complaint Procedure
Addendum to the 2024-2025 Catalog published January 2024

Grievance and Discrimination Complaint Procedure

Student concerns should first be addressed by the faculty or program director 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 procedures outlined in this policy.

Definitions: "Grievance": Dissatisfaction or disagreement with an outcome or situation that a student believes to be incorrect or unjust. This occurs after the student has made a reasonable attempt to resolve the issue through direct engagement with the appropriate individuals, such as faculty members or program leadership, but remains unsatisfied with the resolution. "Cohort": Group of students who started a program on the same day and who progress through the program based on the published schedule; students who withdraw, take a leave of absence, etc., may return to the same program but with a different cohort of students.

Attempts to Address

Prior to submitting a complaint, the student is expected to attempt a resolution within the academic program by communicating with staff (i.e., faculty, lead faculty, program director). If a satisfactory solution cannot be reached between the student and the academic staff, then the student may submit a formal complaint in writing to the Assistant Dean of Faculty, the Campus Director, or designated personnel.

Types of Grievance

• Academic Performance Concerns. Student academic concerns, such as performance outcomes (e.g., PPS, or failing a course, skills exam, or clinical education) that cannot be resolved through discussion with the faculty, program director, or lead faculty).
• Termination. Students who have been terminated from a program may appeal the decision in writing within 10 business days of the termination date. There is no guarantee that the student will be able to return to the same cohort and may have to re-enter or re-enroll into a different cohort.
• Discrimination Complaint: Complaints alleging discrimination in the on the basis of race, national origin, color, gender, disability, age, religion by students, staff, or third parties, or applicable legally protected characteristics. For discrimination based on sex-based offenses, please refer to the PMI Title IX Sex-Based Offense Reporting.
• Other. Students may submit a complaint for any concern that does not fall within one of the defined categories (e.g., faculty and staff performance, facilities and resources, administrative services complaints).

General Guidelines

Retaliation is forbidden and any individual engaging in retaliatory conduct will be disciplined. Conflict of interest, or the appearance of a conflict of interest during any stage of the grievance process, will not be tolerated. The student's (i.e., claimant) identity will be kept 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 complaint. 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 allegations.

Formal Written Grievance Procedure

<u>Formal Written Grievance</u>
Student grievances are to be submitted in writing and include the substance of the grievance to official personnel:
o On Ground Campus: Student grievances are to be submitted in writing to the Associate Campus Director, Assistant Dean of Faculty, or the Campus Director.
o Online: Student grievances are to be submitted in writing to the Online Student Success Manager, who may assign the grievance to the most appropriate home office official.

<u>Recipient response:</u>
The recipient or designated official will investigate the claim and make an appointment with the claimant within 10 business days of receipt. The recipient will notify the claimant of the decision within 10 business days of the meeting. If the recipient does not respond within the time frame defined in this policy, the claimant can submit a Grievance Outcome Appeal.

Following the investigation timeframe, the recipient will schedule a meeting with the student. During or after the investigation, at the request of the complainant, PMI will consider various options to protect the complainant, including but not limited to:
o Health and mental services
o Academic support
o Opportunity to retake the class
o Withdraw without penalty

<u>Decision on Appeal</u>
The recipient or designated official will notify all parties of the decision on the appeal within 30 business days (appeals submitted via mail may take an additional 10 days). 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 and/or other systemic remedies as necessary to prevent it from reoccurring.
If the investigation will take longer than 30 days, all parties will be apprised of the steps being taken.

Grievance and Discrimination Complaint Procedure
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If the complaint cannot be resolved after exhausting PMI's grievance procedure, the students may file a complaint with the appropriate state or accrediting agency listed on pages 18-23 of the 2024-2025 Academic Catalog. Each agency has specific procedures for filing a grievance. Student is advised to contact the agency directly to ensure proper filing of concern. Students in Arizona may contact:

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

Custom Publications by Program

Pima Medical Institute (PMI) books listed for each program are considered mandatory. These texts are custom publications for PMI and cannot be purchased in a retail setting.

Dental Assistant

Title	Edition	ISBN	Publisher	Format	Price
Career Prep Sequence					
Career Prep	Custom	Custom	Jones & Bartlett	Print	$ 125.00
College Success	Custom	Custom	Flatworld	Print	$ 50.00

Diagnostic Medical Sonography

Title	Edition	ISBN	Publisher	Format	Price
Semester I					
Applied Communication for Healthcare	2.1.2	Custom	Flatworld	Print	$ 125.00
Algebra Applications	1.0.6	Custom	Flatworld	Print	$ 125.00

Medical Assistant

Title	Edition	ISBN	Publisher	Format	Price
Career Prep Sequence					
Career Prep	Custom	Custom	Jones & Bartlett	Print	$ 125.00
College Success	Custom	Custom	Flatworld	Print	$ 50.00
Medical Assistant Sequences					
Medical Assistant Bundle (Includes Connect Access)	Custom	Custom	McGraw Hill	eBook	$ 385.00
SimChart for the Medical Office (LTI 1-Click Instant Access)	Custom	Custom	Elsevier	Digital	$ 105.00

Phlebotomy Technician

Title	Edition	ISBN	Publisher	Format	Price
Semester I					
College Success	3.0.1	Custom	Flatworld	Print	$ 50.00

Sterile Processing Technician

Title	Edition	ISBN	Publisher	Format	Price
Career Prep Sequence					
Career Prep	Custom	Custom	Jones & Bartlett	Print	$ 125.00
College Success	3.0.1	Custom	Flatworld	Print	$ 50.00

Surgical Technology

Title	Edition	ISBN	Publisher	Format	Price
Semester I					
Applied Communication for Healthcare	2.1.2	Custom	Flatworld	Print	$ 125.00

Custom Publications by Program
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Veterinary Assistant

Title	Edition	ISBN	Publisher	Format	Price
Career Prep Sequence					
Career Prep	Custom	Custom	Jones & Bartlett	Print	$ 125.00
College Success	3.0.1	Custom	Flatworld	Print	$ 50.00

Veterinary Technician

Title	Edition	ISBN	Publisher	Format	Price
Sequence I					
Applied Communication for Healthcare	2.1.2	Custom	Flatworld	Print	$ 125.00
Sequence II-V					
VetTechPrep Software - 60 Day Subscription	Custom	Custom	VTP	Subscription	$ 175.00

Hours of Operation

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Hours of Operation:

Hours of Operation:	7:30 AM - 8:00 PM Monday through Thursday and 7:30 AM – 5:00 PM Friday
Class Schedule:	Morning Classes: 8:00 AM - 12:00 PM Monday through Friday Afternoon Classes: 1:00 PM - 5:00 PM Monday through Friday Night Classes: 5:30 PM - 9:50 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

Recent Updates

Addendum to the 2024-2025 Catalog published January 2024

The items located in this section reflect new changes from the prior addenda publication. Updates from prior publications are available in their respective catalog section within this same document.

Section	Sub-Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Campus Information	Chula Vista	10	Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.	Updated	The Veterinary Technician program - Chula Vista campus - was placed on Program Specific Warning by the Accrediting Bureau of Health Education Schools (ABHES) for being below the 70% credentialing pass rate. As a result of the change in status, the program is required to maintain a teach out plan for the program, which will be implemented upon a directive from ABHES.
Campus Information	Seattle	15	N/A	Added	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.
Program Information	Dental Hygiene - Houston	62 - 66	Updated program outline and course descriptions	Added	The Dental Hygiene - Houston program has changes to the program curriculum. See the following program pages for the updated program outline and course descriptions.
Program Information	Health Care Administration	76 - 78	Updated program outline and course descriptions	Updated	The Health Care Administration program has changes to the program outline. See the following program pages for the updated program outline and course descriptions.
Current Students	Grievance and Discrimination Complaint Procedure	168 -169	[On January 9, 2025, the 2024 Title IX Regulations were vacated and the prior policy has been reinstated. https://pmi.edu/wp-content/uploads/2025/01/Title-IX-Policy.pdf]	Updated	[On January 9, 2025, the 2024 Title IX Regulations were vacated and the prior policy has been reinstated. https://pmi.edu/wp-content/uploads/2024/07/2024_Grievance-and-Discrimination-Complaint-Policy.pdf
Financial Services	CALIFORNIA REFUND POLICY	176-177	Same as in the catalog	Updated	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. Determine the total tuition charge for the payment period. 2. Divide the total tuition by the number of scheduled days in the program to calculate the daily tuition rate. 3. Multiply the daily tuition rate by the number of days scheduled to have been completed by the student to determine the tuition earned by the institution. 4. Subtract the tuition earned from the total amount paid by the student to calculate the preliminary refund amount. 5. From the preliminary refund amount, deduct the following nonrefundable charges, if applicable: a. A nonrefundable registration fee of $150 b. The Student Tuition Recovery Fund fee c. A $100 processing fee (if required by state regulations) 6. The final figure is the amount to be refunded to the student. 7. Any adjustment for equipment and materials retained by the student will be made, if applicable. 8. The refund will be issued within 45 days of the receipt of the student's written notice of termination. 9. 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. 10. 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. 11. 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. 12. The cancellation and refund policy applies to both on ground and the distance-education programs.
Campus Information	Houston	13	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.	Updated	*ACOTE's Disclosure Statement regarding Probationary Accreditation Action:* *The occupational therapy assistant program at Pima Medical Institute-Houston, Houston, Texas, was placed on Probationary Accreditation effective April 6, 2025, for failure to document significant progress toward correction of areas of noncompliance related to 2018 Standard A.6.4. (exam pass rate).The program has been requested to submit a Progress Report to return the program to full compliance with the Standards within the mandated time period for correction.*
Campus Information	Seattle	15	N/A	Updated	Sugical Technology: The Surgical Technology Program has been granted programmatic accredited by the Accrediting Bureau of Health Education Schools (ABHES) for educating Surgical Technologist.
Campus Information	San Marcos	10	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.	Updated	The Physical Therapist Assistant Program at Pima Medical Institute - San Marcos campus 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. The program's current status is probationary accreditation; for more information see https://www.capteonline.org/about-capte/recent-actions-and-updates/recent-actions. If needing to contact the program/institution directly, please call 760-299-4500 or email pimaptasanmarcos@pmi.edu.
Financial Services	Nevada	191	Updated Refund Policy	Updated	See Financial Services Page
Financial Services	All	189	Updated Student Right to Cancel	Updated	See Financial Services Page
Current Students	All	179	Added Attendance Policy	New	See Current Students Page
Current Students	All	176	Updated Late Assignment Policy	Updated	See Current Students Page
Curent Students	All	172-174	Updated Student Code of Conduct Policy	Updated	See Current Students Page

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Denver El Paso Houston Las Vegas Mesa Renton San Marcos Tucson	8 - 13, 15	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.	Updated	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), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-AOTA, website: www.acoteonline.org.
Tucson	8	Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technician	Updated	The Veterinary Technician Program at the Tucson campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision, and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
East Valley	9	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.	Removed	N/A
Mesa	9	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.	Updated	The Associate Degree Nursing program at Pima Medical Institute Mesa Campus has been granted full approval for a Nursing Program by the Arizona Board of Nursing. Graduates of Pima Medical Institute’s Associate Degree Nursing program are eligible to take the NCLEX-RN® Exam.

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Mesa	9	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.
Chula Vista	10	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.

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Chula Vista	10	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 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	10	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 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.
Chula Vista	10	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 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.

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
		Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technician	Updated	The Veterinary Technician Program at the Chula Vista campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision, and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
Denver	11	N/A	Added	Pima Medical Institute is planning to make significant changes to the Ophthalmic Medical Technician program based on current market needs and feedback from the communities of interest. This change will not have a direct impact on students who enroll into the May 2024 program start and who progress through the program on schedule; however, this change could impact those who withdraw (official or unofficial) from the program. Any student who withdraws from the program and requests to return will be presented with available options at that time. Based on federal, state, and accrediting agency approval processes, there may also be a significant delay in when the restructured program will be available.
Las Vegas	12	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.	Updated	The Pima Medical Institute Las Vegas Campus 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). Commission on Accreditation of Allied Health Education Programs 727-210-2350 www.caahep.org To contact CoAEMSP: 214-703-8445 www.coaemsp.org

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Las Vegas	12	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.	Updated	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. The program's current status is probationary accreditation; for more information see http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/. If needing to contact the program/institution directly, please call , please call 702-458-9650 or email pimaptalasvegas@pmi.edu.
Albuquerque	16	Selected Programs Approved for Veterans Educational Benefits by: The New Mexico State Approving Agency, Department of Veterans' Services.	Updated	Selected Programs Approved for Veterans Educational Benefits by: The New Mexico Department of Veterans' Services, State Approving Agency
Albuquerque	16	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.	Updated	Practical Nursing: The Practical Nursing program at Pima Medical Institute Albuquerque Campus has been granted conditional approval 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.
Aurora	16	Pima Medical Institute, Practical/Vocational Nursing Program at Aurora, CO, holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding preaccreditation status does not guarantee that initial accreditation by NLN CNEA will be received.	Updated	Pima Medical Institute, Practical Nursing Program at Aurora, CO, holds an initial accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, D.C., 20037. 202-909-2487.

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Aurora	16	N/A	Added	The Veterinary Technician Program at the Aurora campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
Phoenix	17	The Veterinary Technician Program at thePhonexi campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision, and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.	Updated	Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technician
Phoenix	17	N/A	Added	The Veterinary Technician Program at the Phoenix campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
Houston	13	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.	Updated	ACOTE's Disclosure Statement regarding Probationary Accreditation Action: The occupational therapy assistant program at Pima Medical Institute-Houston, Houston, Texas, was placed on Probationary Accreditation effective April 6, 2025, for failure to document significant progress toward correction of areas of noncompliance related to 2018 Standard A.6.4. (exam pass rate). The program has been requested to submit a Progress Report to return the program to full compliance with the Standards within the mandated time period for correction.

Campus Information

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Seattle	15	N/A	Added	Sugical Technology: The Surgical Technology Program has been granted programmatic accredited by the Accrediting Bureau of Health Education Schools (ABHES) for educating Surgical Technologist.
San Marcos	10	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.	Updated	The Physical Therapist Assistant Program at Pima Medical Institute - San Marcos campus 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. The program's current status is probationary accreditation; for more information see https://www.capteonline.org/about-capte/recent-actions-and-updates/recent-actions. If needing to contact the program/institution directly, please call 760-299-4500 or email pimaptasanmarcos@pmi.edu.

Agency Information

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Program / State	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Accreditation Council for Occupational Therapy Education (ACOTE®)	23	AOTA Accreditation Department 6116 Executive Boulevard, Suite 200 North Bethesda, MD 20852-4929 Phone: (301) 652-2682; Website: www.acoteonline.org	Updated	AOTA Accreditation Department 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814 Phone: (301) 652-2682; Website: www.acoteonline.org

Prospective Students

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Entrance Exams	153	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).	Updated	A passing entrance exam score is good for one year from the date of initial acceptance into a program or successful completion of a PMI certificate program (i.e., within 12 months of obtaining a qualifying score for applicable certificate programs, date of acceptance for programs that go through a multiple step admission process, or date of graduation from a certificate program).
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	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).	Updated	Degree Programs: - Applicants for associate degree programs are required to take a Math Admission Test and receive a minimum of 80% (24 out of 30 correct). - The use of a calculator is allowed. - Time limit: 45 minutes. - 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 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 of 80% (24 out of 30 correct).
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.
Background Check, Drug Testing	153	As part of the enrollment process, every prospective PMI student must sign a *Criminal Conviction and Advisement* form.	Updated	As part of the enrollment process, every prospective PMI student must sign a *Adverse Judgement and Criminal Activity Disclosure and Advisement* form.

Prospective Students

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Financial Considerations	154	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. Applicants to degree completion programs may transfer up to 74.9 percent3 of the total number of credits and pay a onetime processing fee of $150.00. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. 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.	Updated	Effective July 1, 2024: Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable one-time $150.00 processing fee will be charged when the request for transfer of credit and required documentation are received by the end of the Student Right to Cancel period. Requests submitted after the Student Right to Cancel period will be charged a $300 late processing fee. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee. Applicants to degree completion programs may transfer up to 74.9 percent3 of the total number of credits and pay a one-time $150.00 processing fee. Applicants eligible for qualified advanced entry will be charged a one-time $150.00 processing fee. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. 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. Requests for evaluating transfer credit for courses in the program's curriculum that are submitted after the Cancel from Active period will be charged a $300 late processing fee.
Credit for life experience	154	Credit for life experience	Added	Credit for Experiential Learning: credit for experiential learning (also referenced as “life experience”)
Financial Considerations	154	Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. 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.	Updated	Applicants for the Veterinary Assistant program may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. 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.

Prospective Students

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Transfer Credit / Financial Considerations	154*	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. Applicants to degree completion programs may transfer up to 74.9 percent3 of the total number of credits and pay a onetime processing fee of $150.00. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. 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. *The July 1 Catalog Addenda included the following update: Effective July 1, 2024: Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable one-time $150.00 processing fee will be charged when the request for transfer of credit and required documentation are received by the end of the Student Right to Cancel period. Requests submitted after the Student Right to Cancel period will be charged a $300 late processing fee. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee. Applicants to degree completion programs may transfer up to 74.9 percent3 of the total number of credits and pay a one-time $150.00 processing fee. Applicants eligible for qualified advanced entry will be charged a one-time $150.00 processing fee.	Updated	Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. All students are encouraged to submit requests for transfer credit prior to the start of the program. Effective August 1, 2024: A charge is assessed for each transfer credit application submitted for review ; a non-refundable $150.00 administrative fee will be charged for each application. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to an administrative fee. Applicants to degree completion, advanced placement, and the Radiography Bridge program will be charged a one-time administrative fee of $150.00 for admissions determination. Applicants to degree completion programs may transfer up to 74.9 percent3 of the total number of credits. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. 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.

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Transfer Credit / Financial Considerations (Continued)		Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. 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. Requests for evaluating transfer credit for courses in the program's curriculum that are submitted after the Cancel from Active period will be charged a $300 late processing fee.		
Late Enrollment / Hybrid Orientation	154	Candidates may be eligible to enroll after a program starts, depending upon space availability and date of enrollment. Candidates enrolling into hybrid certificate programs are required to complete a hybrid orientation prior to accessing online courses; students who have not completed the online orientation course by 3:00 pm (local time) the Friday of the program's start may be withdrawn from the program.	Updated	Candidates may be eligible to enroll after a program starts, depending upon space availability and date of enrollment. Candidates enrolling in hybrid certificate programs are required to complete a hybrid orientation prior to accessing online courses; students who have not completed the online orientation course by 11:59 pm (MST) the Friday of the program's start may be withdrawn from the program.
Transfer Credit for Full Online Degree Programs	155	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 $150.00	Updated	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. Duplicate prior learning assessment credit and course credits are not considered separately for qualifying credits and not cumulative; applicants are expected to confirm eligibility with the program director prior to submitting both for consideration.
Transfer Credit for Full Online Degree Programs	155	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 $150.00.	Updated	Fully online degree 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 processing fee of $150.00. Requests for evaluating transfer credit for courses in the program's curriculum that are submitted after the Cancel from Active period will be charged a $300 late processing fee.
College Level Examination Program® (CLEP) Credit - Online Programs Only	155	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 admissions representative.	Updated	Prior Learning Assessment (e.g., CLEP, DANTES, DEAC, or ACE Recommendations) - Prior Learning Assessment exams (such as CLEP) and courses (such as ACE recommended coursework) measure mastery of college-level, introductory course content. Candidates who achieve required credit-granting scores on these exams can earn the credits. Credit will only be granted for scores earned within the last seven (7) years. For ACE or DEAC recommended courses, courses must be completed with a minimum grade of "C" or "S" and credits must be equal or greater than the number of credits of the PMI course or qualifying credit criteria. Credit awarded is based on official transcripts. For additional information, contact the program director or Online admissions representative.

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Consortium Agreement	156	N/A	Added	The Health Care Administration Associate of Applied Science program is operated through a consortium agreement between PMI Tucson, PMI Albuquerque, and PMI Phoenix. The delivery of programs for students enrolled in the PMI Albuquerque or PMI Phoenix is provided by the Tucson campus.
Distance Education	156	N/A	Added	Effective July 1, 2024 for Distance Education programs, in accordance with Federal regulations (34 C.F.R. § 668.14(b)(c) and 668.43), potential students seeking to enroll at a campus located in a different state from which they are currently residing, regardless of intent to move, may be required to sign an additional attestation about intent to pursue employment in a state where the program meets the state's requirements for licensure (certification or registration) post graduation. Disclosures regarding the education and licensing requirements of each state and program are provided to each prospective student in the catalog addenda prior to enrollment; the information is also available on the PMI website (Resources page). Students intending to pursue employment in a state where the program does not meet the licensing requirements of that state may not be eligible for enrollment. Students who intend to move to a different state after graduation are encouraged to review and research any state licensing/credentialing requirements for that state prior to enrollment (or, if already enrolled, as soon as it is known).

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Personally Identifiable Information	158	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.	Updated	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. In accordance with FERPA (Title 34 CFR Part 99), PMI includes student ID numbers on student identification badges. Students or graduates requesting access to student records will be required to provide other personal identifiers for identity verification. 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.
Academic Transcripts and Diplomas	159	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). Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper. Fees or charges may apply if requesting reprints or expedited delivery.	Updated	PMI students and graduates may request transcripts through either the student portal (my.pmi.edu) or the alumni portal (alumni.pmi.edu). Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper. Fees or charges may vary with an estimated charge up to $25; however additional costs may apply for reprints or expedited delivery.
Academic Transcripts and Diplomas	159	Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper.	Updated	Diplomas and official transcripts are processed by Parchment®, a digital credentialing service, and are available electronically or by paper.
Dress Code, Professionalism	161	N/A	Added	Effective January 1, 2025, the Dress Code policy will be changing (clinical site requirements and expectations will not change). Active and enrolled students will receive an official copy of the policy via email prior to the effective date. In preparation for the change, a summary of the more restrictive changes will include: - no hoodies or beanies, - rings (including wedding / engagement rings) must not present any sanitary risks or be distracting, - no plastic or porous shoes (e.g., crocs), - eyelash extensions are not allowed, and facial patches should not be visible.
Academic Integrity	161	PMI enforces standards of honesty and integrity in all academic related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct.	Updated	PMI enforces standards of honesty and integrity in all academic related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct. Unless use is clearly outlined in a course syllabus, this includes any content generated by software or artificial intelligence.
Incomplete (INC)	163	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	Updated	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. For students attending the terminal clinical course in the final semester of the program, an incomplete status may be extended beyond the two-week period in the event the student was unable to complete the required skills, number of cases, or hours by the end of the scheduled course. 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
Course Assessments, Grades	163	N/A	Added	Department of Education – Grade Status of Q (COVID-19 related extension): A grade status of '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.
Change of Status form or Course Reschedule Form	165	The Change of Status form or Course Reschedule form may serve as an addendum to the enrollment agreement should a student choose to transfer to a different shift in the same program or retake a course in a different delivery method from what is identified on the enrollment agreement	Updated	CHANGE OF STATUS OR COURSE RESCHEDULE FORMS: The Change of Status form or Course Reschedule form may serve as an addendum to the enrollment agreement should a student choose to transfer to a different shift in the same program or retake a course in different version of the program (e.g., same program but different delivery method or newer program version) from what is identified on this enrollment agreement
Attendance / Absence	166	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.
Externship / clinical Absences	166	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 percent3 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.	Updated	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 percent3 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, Pharmacy Technician, Phlebotomy Technician, Practical Nursing, Sterile Processing Technician, and Veterinary Assistant.

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Official vs Unofficial Withdrawal	166	An unofficial withdrawal occurs when a student ceases attendance in all scheduled classes for 14 consecutive calendar days and has not notified the school about withdrawing.	Updated	An unofficial withdrawal occurs when a student ceases attendance in all scheduled classes for 14 consecutive calendar days (including weekends and holidays) and has not notified the school about withdrawing.
Termination for Unsatisfactory Attendance	166	Students absent for 14 consecutive calendar days, including weekends, from the last date of academically related activity, including externship, may be terminated.	Updated	Students absent for 14 consecutive calendar days (including weekends and holidays) from the last date of academically related activity, including externship, may be terminated.
Certificate (Non-Term-Based) Programs	167	Effective May 8, 2024: Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete sequence 1 in their program to be eligible for an LOA and, 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 Absence Request form available from the campus Student Services Department.	Updated	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete Career Prep sequence in their program to be eligible for an LOA and, 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 Absence Request form available from the campus Student Services Department.
Examination / Makeup Policy	167	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.	Added	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. Final didactic examination retakes are not allowed. Final didactic make up examinations may be allowed but will be reduced by 10% from the earned score; the exam must be scheduled with approval from the program director, program coordinator, or assistant dean of faculty. If a makeup exam has not been scheduled, a grade of zero is given for the final exam. 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.
Certificate (Non-Term-Based) Programs	167	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 Absence Request form available from the campus Student Services Department.	Updated	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete sequence 1 in their program to be eligible for an LOA and, 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 Absence Request form available from the campus Student Services Department.
Leave of Absence	167	N/A	Added	Online Degree (Term-Based) Programs - Temporary Academic Leave Students in term-based programs are not eligible for a leave of absence; however, institutions may grant a student a leave that does not meet the approved Department of Education leave of absence criteria (34 CFR 668.22(d)). Students who are granted a temporary academic leave are provided an online temporary break (standard period of non-enrollment) and will be treated as withdrawn for financial aid and regulatory reporting. PMI performs a Return to Title IV calculation for each temporary academic leave in a Title IV eligible program based on the student's last date of recorded attendance (LDA) and sends an Exit Interview to loan recipients. The student's financial aid repayment commencement is determined by their LDA. Online degree students requesting a temporary leave must complete a Scheduled Break request form.
Certificate (Non-Term-Based) Programs	167	Effective May 8, 2024: Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete sequence 1 in their program to be eligible for an LOA and, 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 Absence Request form available from the campus Student Services Department.	Updated	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete Career Prep sequence in their program to be eligible for an LOA and, 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 Absence Request form available from the campus Student Services Department.
Academic Interruption: Certificate (Nonterm-Based) Programs	167	N/A	Added	Students in nonterm programs (certificate) that have more than 7 days between course end and start date may be eligible to sign a letter of intent without having to withdraw from the program as long as the date that they will resume classes is no more than 60 calendar days after the student ceased attendance.
State / Jurisdiction Exceptions	167	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.	Updated	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. For programs over 600 hours that are eligible for Title IV funding, follow PMI policy for leave of absence.

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Graduation Requirements	167	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; and • completed exit requirements with Financial Services and Career Services personnel • have successfully completed the program of study with a minimum cumulative GPA of 3.0 or greater; and	Updated	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; and • completed exit requirements with Financial Services and Career Services personnel
Student Services Department	167	N/A	Updated	Per the California Student Aid Commission data, the average housing cost in 2022/2023 is $1,339.00 per month.
Grievance and Discrimination Complaint Procedure	168-169	[This change references an update made on 8/1/2024 regarding Federal Title IX regulations published in the Catalog Addenda.]	Updated	[On January 9, 2025, the 2024 Title IX Regulations were vacated and the prior policy has been reinstated. https://pmi.edu/wp-content/uploads/2025/01/Title-IX-Policy.pdf]
Grievance and Discrimination Complaint Procedure	168-169	Reference content in catalog	Updated	The Title IX procedures were extracted from the Grievance and Discrimination complaint Procedure and placed into its own policy; reference the documents at the end of this addenda for the full Title IX policy. The substance of the updated Grievance and Discrimination Complaint Procedure are included below.
Student Code of Conduct	172-174	Reference content in catalog	Updated	Fully Updated Student Code of Conduct Policy Included Below
Late Assignment Policy	176	Reference content in catalog	Updated	Homework and assignments are major components of learning and comprehension of course material and constitute an important part of each course grade. Each course at PMI has outside work (homework). The individual time required to complete homework may vary. Assignments turned in past the due date may receive the following deductions for the total possible points: Up to 24 hours late, 10% deduction; and up to 48 hours late, 20% deduction. Submissions past 48 hours of the due date will receive a zero score. Certain automatic-graded assignments may have different late submission rules. Any exceptions will be detailed in the course syllabus or assignment instructions. Final assignments may be submitted up to 24 hours late for a 10% deduction. Students will receive a zero score after this time. Final Exams must be completed as scheduled. For on-ground certificate programs, any externship coursework submitted up to 24 hours late will receive a 10% deduction. Assignments can be submitted up to the time of exit and will receive a 20% deduction. Initial discussion board posts, graded in-class activities, and clinical assignments are exempt from this policy. Any exceptions will need to be approved by the Program Director, Assistant Dean of Faculty, or Dean of Online Education.
New Attendance Policy	179-180	Reference content in catalog	Updated	Regular attendance in a class is an important contributor to student success in academic coursework and is essential to comply with federal mandates for school's handling of student aid. If a student is absent from all classes for 14 or more consecutive calendar days (10 or more calendar days in Texas), the student may be withdrawn from school. A student in the state of Texas must meet 80% attendance across their program lifecycle or will be dismissed from their program of study. Some programmatically accredited programs or programs that require licensure may have additional attendance requirements. Please reference course syllabi for specifics. Where the state attendance policy differs from the institutional policy, the stricter policy shall apply. Ground courses:Attendance for ground courses is taken in the physical classroom by the instructor. Students who fail to attend the physical class sessions for 14 or more consecutive calendar days (10 or morecalendar days in Texas) may be withdrawn. Regardless of the situation resulting in an absence from class, students are expected to be in attendance a minimum 60% per grading period to pass a course. Any attendance below 60% may result in the student failing the course. A student in the state of Texas must meet 80% attendance across their program lifecycle or will be dismissed from their program of study. Online courses: Attendance for online courses is taken by students logging in and completing work in the online classroom. For attendance to be earned, the student must complete at least one of the following academic events: (1) complete a quiz, (2) complete and post an assignment, or (3) post at least once a week to a relevant class discussion board. Students are expected to actively participate in their online courses at least twice per week. Students who do not submit substantive work for their online courses for 14 or more consecutive calendar days may be withdrawn. Regular attendance in an Online Class is an important contributor to student success in online courses. To comply with federal mandates for school's handling of student aid, certain kinds of student activity may or may not count as participation sufficient to qualify as attendance in online courses.
				Hybrid courses: Attendance for hybrid courses is taken both in the physical classroom and by students logging in and completing work in the online classroom. For attendance to be earned in the online classroom, the student must complete at least one of the following academic events: (1) complete a quiz, (2) complete and post an assignment, or (3) post at least once a week to a relevant class discussion board. Students are expected to attend both the physical class sessions and actively participate in their online classes. Students who fail to either attend the physical class or post attendance by completing substantive work in the online classroom for 14 or more consecutive calendar days (10 or more calendar days in Texas) may be withdrawn. Regardless of the situation resulting in an absence from class, students are expected to be in attendance a minimum 60% per grading period to pass a course. Any attendance below 60% may result in the student failing the course. Clinical courses: This attendance policy is not meant to supersede or contradict the Degree Program Clinical Absence Policy (PMI-004) or the Certificate Program Externships Policy (CS-003); students must adhere to the more stringent requirements for attendance.
PMI Grievance and Discrimination Complaint Procedure: The PMI Grievance and Discrimination Complaint Procedure (pages 168-169) has been updated; the Title IX section has been separated into its own procedure.				
NEW Grievance Complaint Procedure:				

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Student concerns should first be addressed by the faculty or program director 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 procedures outlined in this policy. Definitions: "Grievance": Dissatisfaction or disagreement with an outcome or situation that a student believes to be incorrect or unjust. This occurs after the student has made a reasonable attempt to resolve the issue through direct engagement with the appropriate individuals, such as faculty members or program leadership, but remains unsatisfied with the resolution. "Cohort": Group of students who started a program on the same day and who progress through the program based on the published schedule; students who withdraw, take a leave of absence, etc., may return to the same program but with a different cohort of students. **POLICY** Attempts to Address Prior to submitting a complaint, the student is expected to attempt a resolution within the academic program by communicating with staff (i.e., faculty, lead faculty, program director). If a satisfactory solution cannot be reached between the student and the academic staff, then the student may submit a formal complaint in writing to the Assistant Dean of Faculty, the Campus Director, or designated personnel. Types of Grievance • Academic Performance Concerns. Student academic concerns, such as performance outcomes (e.g., PPS, or failing a course, skills exam, or clinical education) that cannot be resolved through discussion with the faculty, program director, or lead faculty). • Termination. Students who have been terminated from a program may appeal the decision in writing within 10 business days of the termination date. There is no guarantee that the student will be able to return to the same cohort and may have to re-enter or re-enroll into a different cohort. • Discrimination Complaint: Complaints alleging discrimination in the on the basis of race, national origin, color, gender, disability, age, religion by students, staff, or third parties, or applicable legally protected characteristics. For discrimination based on sex-based offenses, please refer to PMI-054: Title IX Sex-Based Reporting or PMI – 055: Title IX Sex-Based Offenses Reporting (Texas Campuses Only) • Other. Students may submit a complaint for any concern that does not fall within one of the defined categories (e.g., faculty and staff performance, facilities and resources, administrative services complaints).			
General Guidelines Retaliation is forbidden and any individual engaging in retaliatory conduct will be disciplined. Conflict of interest, or the appearance of a conflict of interest during any stage of the grievance process, will not be tolerated. The student's (i.e., claimant) identity will be kept 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 complaint. 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 allegations. Recordkeeping All Campus Directors are required to maintain a student complaint file in the PMI approved network location that includes a copy of the formal written complaint, details of the investigation (including personnel involved), and notes regarding the final decision. For degree programs, the program's accrediting agency may require a copy of any formal complaints; a record must be kept on file for the length of time designated by the programmatic and/or institutional accreditor, whichever is longest. **Formal Written Grievance Procedure** Formal Written Grievance Student grievances are to be submitted in writing and include the substance of the grievance to official personnel: o On Ground Campus: Student grievances are to be submitted in writing to the Associate Campus Director, Assistant Dean of Faculty, or the Campus Director. o Online: Student grievances are to be submitted in writing to the Online Student Success Manager, who may assign the grievance to the most appropriate home office official. Recipient response: The recipient or designated official will investigate the claim and make an appointment with the claimant within 10 business days of receipt. The recipient will notify the claimant of the decision within 10 business days of the meeting. If the recipient does not respond within the time frame defined in this policy, the claimant can submit a Grievance Outcome Appeal.			

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Grievance Outcome Appeal If the grievance is still unresolved after meeting with the campus director, Dean of Online Education, or designated official, the student may call the home office contact (below), submit a Grievance Appeal form via the Student Portal, or send written correspondence to the attention of the Regional Director of Operations (RDO) or Director of Online Education for distance education programs: o **West Region** (Chula Vista, East Valley, Mesa, Phoenix, Renton, San Marcos, Seattle, Tucson) DeWayne Johnson, Regional Director of Operations Address: 111 Campus Way, San Marcos, CA 92078 Phone: (760) 299-4520 o **East Region** (Albuquerque, Aurora, Colorado Springs, Denver, El Paso, Houston, Las Vegas, San Antonio Tara Dailey, Regional Director of Operations Address: 5725 Mark Dabling Boulevard, Suite 150, Colorado Springs, CO 80919 Phone: (719) 637-4077 o **Online** Michele Poulos, Director of Online Education Address: 40 N Swan Road, Suite 100, Tucson AZ 85711 Phone: 520-318-2466 x 11401 Complaints submitted via mail may require an additional 10 business days beyond the defined timelines in this policy. Grievances are to be submitted in writing to the appropriate person identified in VII. B. 1; submissions must include: o Substance of the grievance o Attempts to address or resolve o Requested resolution Recipient Response The recipient or designated official will attempt to contact the complainant as soon as able but no later than 10 business days from receipt of the appeal request. The recipient will conduct an impartial investigation within 10 business days of the student meeting, which will include a review of all relevant documents and additional records that may not have been included in the appeal (appeals submitted via mail may take an additional 10 days). Following the investigation timeframe, the recipient will schedule a meeting with the student. During or after the investigation, at the request of the complainant, PMI will consider various options to protect the complainant, including but not limited to: o Health and mental services o Academic support o Opportunity to retake the class o Withdraw without penaltyDecision on Appeal Decision on Appeal The recipient or designated official will notify all parties of the decision on the appeal within 30 business days (appeals submitted via mail may take an additional 10 days). 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 and/or other systemic remedies as necessary to prevent it from reoccurring. If the investigation will take longer than 30 days, all parties will be apprised of the steps being taken. **Filing a Grievance with an Outside Agency** The student may find that the institution's grievance process leads to a personalized resolution of the concern; however, nothing in this policy prevents a student from filing a complaint with the appropriate state, programmatic, institutional accreditation agency prior to or in lieu of following PMI's Grievance and Discrimination Policy. Each state, programmatic, or institutional accreditation agency has specific procedures for filing a grievance. Students are advised to contact the agency directly to ensure proper filing of the concern.				
PMI Student Code of Conduct Policy: **The PMI Student Code of Conduct Policy (pages 161-162) has been updated.**				
NEW Student Code of Conduct Policy:				
Statement of Shared Responsibility Students, faculty, staff and administration constitute a community of learners. Collectively, we share responsibility for exchanging knowledge and information, creating a culture that respects and values diversity and for maintaining an environment of accountability. Within the challenging and supporting learning environment at Pima Medical Institute, students of all ages, ethnicities, religions, genders, abilities, socio-economic backgrounds and sexual orientations are welcome to engage in the process of preparation for career readiness, active citizenship and lifelong learning. In order to realize its mission, all members of the Pima Medical Institute community have a responsibility to promote and the right to expect: Respect for Persons: The opportunity to ask questions and to express opinions is fundamental to the learning process. Diversity in perspective strengthens the learning environment for all participants. All members of the community will demonstrate respect for others while communicating a point of view and while allowing others to do the same, ensuring that the campus is free from intimidation and harassment. Disagreements among members of the community are expected to be resolved through a process that preserves mutual respect. Respect for the Learning Process: Community members should be committed to a journey of continuous improvement for themselves and for others. Each individual brings with him/her a unique set of knowledge, skills, abilities and experiences that add richness to the learning environment. Individuals will progress at their own rate, within the approved parameters of the curriculum, capitalizing upon their own preferred style of learning in order to make progress on their journey. The unique journey of each individual should be encouraged and honored. The Student Code of Conduct has been developed to ensure that the learning process is not inhibited or disrupted for any individual or group of individuals. Respect for the Learning Environment: The physical and virtual classroom, the institutional facilities and the campus, as well as all equipment and learning materials constitute the learning environment. Expectations for adherence to the Student Code of Conduct apply to those instances where the learning experience extends beyond the institution, such as situations that involve a field trip or an internship/externship/clinical/practicum. Equipment and learning materials vary by program. The safety of all members of the learning environment is of the utmost concern to the institution. Students must adhere to the dress code requirements for their program of study. All members of the learning community will utilize the resources provided by the institution as instructed and with caution, making campus officials aware of issues associated with facilities, equipment or learning materials. Respect for Academic Integrity: All members of the community are required to adhere to institutional standards of academic integrity. One of the greatest values of participating in a community of learners is the opportunity to learn from others; however, individuals must acknowledge the sources of the information that are used to advance a point of view. Academic misconduct involves dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one's work or submitting the same assignment for multiple courses without the knowledge of the instructor.				

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Student Code of Conduct Policy Statement Pima Medical Institute affirms its commitment to provide an engaging learning environment and promote the exchange of ideas among the members of the learning community. All individuals who come to Pima Medical Institute to work and study will be accepted as unique individuals worthy of making a valuable contribution to the learning environment. Discrimination, disruption or harassment on the basis of age, ethnicity, religion, gender, ability, socioeconomic background or sexual orientation will not be tolerated. Pima Medical Institute accepts responsibility for communicating these values to students, faculty, staff, administration and the community served by the institution. The success of the policy to protect the learning environment and those engaged in the learning process is dependent upon the willingness of members of the community to make known behaviors and conduct that violate the policy. A student found to have committed any one of the following Student Code of Conduct Offenses will be subject to the full range of sanctions including written reprimand, suspension and expulsion. Student Code of Conduct Offenses Academic Misconduct –Dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one's work or submitting the same assignment for multiple courses without the knowledge of the instructor. Dating Violence – Violence committed an individual (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship (ii) The type of relationship (iii) The frequency of interaction between the persons involved in the relationship. This offense applies to any such illegal activity by a current student, staff or faculty member. Domestic Violence – Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. This offense applies to any such illegal activity by a current student, staff or faculty member. Dishonesty – Provision and/or submission of false information to the institution by forgery, alteration or misuse of documents or records, falsifying a written or oral statement or submission of false identification to the institution.				
Failure to Adhere to Dress Code – Programs of study are created to develop the knowledge, skills and competencies required for an identified set of career outcomes. As such, dress code standards that replicate the work environment may be imposed upon students enrolled in particular programs of study. The Dress Code may include requirements to wear a specific uniform. Alternatively, the Dress Code may limit attire that is worn to school or to school - related activities to defined standard, such as business attire or business casual attire. Finally, the Dress Code may necessitate removal of piercings and/or requirements to cover tattoos. Mental or Bodily Harm to Self – Conduct that causes harm or has the potential to cause harm to one's self including the intentional infliction of mental or bodily harm upon one's self or taking reckless but not accidental, action which could result in mental or bodily harm. Mental or Bodily Harm to Others – Conduct that causes harm or has the potential to cause harm to another individual, including: • Behavior that intentionally inflicts mental or bodily harm on another person; • Behavior that attempts to inflict mental or bodily harm on another person; • Taking reckless, but not accidental, action that could result in infliction of mental or bodily harm on another person; • Causing another individual to believe that the offender may cause mental or bodily harm to them; • Sexual misconduct; • Any act that demeans or degrades another individual; and/or • Coercion of an individual to inflict mental or bodily harm to another person. Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. Stalking may include nonconsensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other undesired communication that elicits fear.				
Sex Discrimination and Harassment – Conduct that encompasses discrimination on the basis of an individual's sex in any aspect of employment or education, including but not limited to, • Hiring and firing; • Compensation, assignment, or classification of employees; • Transfer, promotion, layoff, or recall; • Job advertisements; • Recruitment; • Testing; • Grading; • Acceptance or participation in an academic program or school activity; • Use of employer's facilities; • Training programs; • Fringe benefits; • Pay, retirement plans, and disability leave; or other terms and conditions of employment; and • Engaging in conduct that has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.				
Sexual harassment, including sexual violence, is a form of discrimination; it is illegal. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty and staff will treat one another with respect. All students, faculty, staff, and other members of the campus community, including intern/extern/practicum sites, are subject to this policy. Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature, constitute sexual harassment when: • Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; • Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or • The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn. Sexual harassment may take many forms-subtle and indirect, or blatant and overt, including but not limited to, the following: • It may occur between individuals of the opposite sex or of the same sex; • It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student); • It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance; • It may consist of repeated actions or may even arise from a single incident if sufficiently severe; • It may also rise to the level of a criminal offense, such as battery or sexual violence.				

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Sexual violence is a physical act perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion. Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to: • Rape, sexual assault, sexual battery, sexual coercion or other sexual violence; • Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures; • Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person's body or other inappropriate touching of an individual's body; • Remarks of a sexual nature about a person's clothing or body; • Use of electronic mail or computer dissemination of sexually oriented, sex-based communications; • Sexual advances, whether or not they involve physical touching; • Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation; • Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers; • Inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.				
Any employee or student bringing a discrimination or sexual harassment complaint or assisting in the investigation of such a complaint will not be subjected to retaliation in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information, however, is grounds for discipline. "Retaliation" may include, but is not limited to, such conduct as: • The denial of adequate personnel to perform duties; • Frequent replacement of members of the staff; • Frequent and undesirable changes in the location of an office; • The refusal to assign meaningful work; • Unwarranted disciplinary action; • Unfair work performance evaluations; • A reduction in pay; • The denial of a promotion; • Dismissal; • Transfer; • Frequent changes in working hours or workdays; • Unfair grade; • Unfavorable reference letter Determining what constitutes discrimination under this policy will be evaluated on a case-by-case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of discrimination. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the Pima Medical Institute 's Student Code of Conduct. Other, lesser sanctions may be imposed, depending on the circumstances. Victims of dating violence, domestic violence, sexual assault, and stalking should contact his or her Executive Director to request changes to academic and working situations and how to request protective measures and receive support resources as set forth in the campus Annual Security Reports.				
Discrimination- Civilly, criminally or administratively prohibited unequal treatment of a person based upon age, ethnicity, religion, gender, ability, socio-economic background, veteran status or sexual orientation. Disruption/Obstruction – Obstructing or interfering with any institutional functions or activities, including instruction within a physical or virtual classroom. False Report of Emergency – Causing, making or circulating a false report or warning of fire, explosion, crime or other threat to safety. Destruction of Property –Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with institutional property, property associated with the institution including internship/externship sites or the property of any person on or associated with the campus. Theft or Possession of Stolen Property or Service –Taking an item or utilizing a service without consent of an official of the institution or possessing property that can reasonably be determined to have been stolen from the campus or from an employee or student of the campus. Trespassing –Forcible or unauthorized entry into any institutional facilities or facilities associated with the institution. Possession of Weapons or Dangerous Materials – Unauthorized possession of a weapon or dangerous materials, including, but not limited to firearms, compressed-air guns, pellet guns, BB guns, knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous materials. Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Alcohol –Manufacture, distribution, sale, offer for sale, possession or use of any illegal drug or narcotic or possession or use of alcohol while on campus or engaged in any school related activities. Use of Tobacco Products or Electronic Cigarettes in Unapproved Locations - Smoking or use of tobacco products or electronic cigarettes in locations other than those approved for that purpose. Violation of Criminal Law – An alleged violation of any federal, state or local criminal law where the conduct of a student interferes with the institution's exercise of its educational objectives or responsibilities. Misuse or Abuse of Computers or Computer Networks –Misuse, alteration, tampering with or abuse of any computer, computer system, service, program, data, or network, including telephone or computer lines and wireless networks. Abuse includes utilization of school computers or Internet access in order to access pornographic web sites or to distribute pornographic material. Misuse of Safety Equipment –Unauthorized use of or alteration of firefighting equipment, safety devices or other emergency safety equipment.				

Satisfactory Academic Progress

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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) Programs: 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 credits and weeks. Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning the clinical experience.

Evaluation Schedule

Students are evaluated for satisfactory progress at the end of the first payment period, which is based on successful completion of 50% of the program's credit hours and weeks.

Term-based (Semester) Programs (Excluding Master's Degree Program): Students must successfully complete 67% of their attempted credits with a cumulative GPA of 2.0 or greater 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 and weeks. Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning the clinical experience.

Evaluation Schedule

Students are evaluated for satisfactory academic progress (SAP) at the end of each semester.

Financial Aid Warning: Students who have not maintained the minimum SAP requirements are placed on financial aid warning status and notified via email. Students are still eligible for federal financial aid during this time. Students who achieve a cumulative program GPA of 2.0 of their attempted credits after the end of their next semester will be removed from financial aid warning status.

Financial Aid Probation: Students who continue to not meet the minimum SAP requirements at the end of the semester following the financial aid warning notification will be placed on financial aid probation status and are notified via email. Students will lose their eligibility for federal financial aid until they achieve satisfactory academic progress or a SAP appeal has been submitted and approved.

SAP Appeal: Concurrently, students may submit a SAP appeal. If approved (term-based students, excluding fully online degree programs), students receive one term of funding eligibility. Students enrolled in a fully online degree program may be placed on an academic improvement plan to meet the institution's satisfactory academic progress standards by a set period in time.

Completion Length: If a student is not able to complete the program within one and one-half (1½) times the program length measured in credits, the student can continue on a cash basis within the academic limits set forth in the course repetition policies and will no longer be eligible for financial aid.

Master's Degree Program: Students must successfully complete 67% of their attempted credits with a 3.0 or greater cumulative program GA (and maintain a minimum term GPA of 2.0), and must complete their program within one and one-half (1½) times the published length of the program. Only courses completed with a minimum grade of 2.0 may be applied toward program completion.

Evaluation Schedule

Students are evaluated for satisfactory progress at the end of each semester.

Financial Aid Warning: Students who have not maintained the minimum SAP requirements are placed on financial aid warning status and notified via email. Students are still eligible for federal financial aid during this time. Students who achieve a cumulative program GPA of 3.0 of their attempted credits after the end of their next semester will be removed from financial aid warning status.

Financial Aid Probation: Students who continue to not meet the minimum SAP requirements at the end of the semester following the financial aid warning notification will be placed financial aid probation status and are notified via email. Students will lose their eligibility for federal financial aid until they achieve satisfactory academic progress or a SAP appeal has been submitted and approved.

SAP Appeal: Concurrently, students may submit a SAP appeal. If approved, students may be placed on an academic improvement plan and granted additional time.

Completion Length: If a student is not able to complete the program within one and one-half (1½) times the program length, the student can continue on a cash basis within the academic limits set forth in the course repetition policies and will no longer be eligible for financial aid.

[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.

Pace for Program Completion

The student's GPA and pace of completion may be affected by the following:

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Status of Incomplete, Withdrawal, and Termination: The designation of incomplete, withdrawal, or termination 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.

Course repetition: 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.

Transfer credit: Transfer credits are not included in the calculation of the GPA but will count toward credits attempted and credits earned.

SAP Appeal – Term Based Only

Students in term-based programs that have been placed on financial aid probation have the right to appeal the determination based upon extenuating circumstances. Per the Department of Education, general eligibility requirements for a SAP appeal include the following (34 CFR 668.34(a)(9)):

i. Medical emergencies

ii. Severe health issues

iii. Severe personal or family problems

iv. Financial or personal catastrophe

v. Returning for a second degree

Inability to master course material is not an extenuating circumstance.

SAP Appeal Application: Students who wish to submit an appeal must fill out the SAP Appeal application, include supporting documentation to substantiate the reason for the appeal, and submit within five (5) business days of receiving the email notification. Incomplete applications or documentation that does not support the request will result in a denied appeal. Completed forms are submitted to the campus or online student services coordinator, who will then contact the respective appeal committee team.

SAP Appeal Decision: All decisions made by the committee, the Corporate Student Services Manager/Online Student Success Manger, and the Corporate Financial Services office are final. The student will be notified of the final determination via email.

For on-ground / hybrid programs: an appeal may be approved for one payment period, at which time the student's progress must be reviewed for satisfactory progress; students not meeting satisfactory progress will no longer be eligible for Title IV funding and may be terminated from the program.

For fully online programs: an appeal may be approved for one payment period or a time granted in the academic plan; students not meeting satisfactory progress will no longer be eligible for Title IV funding and may be terminated from the program.

VA Eligibility

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

Financial Services Information

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Federal Student Aid Programs	172	Need is defined as the difference between the cost of attendance (COA) and the expected family contribution (EFC).	Updated	Need is defined as the difference between the cost of attendance (COA) and the Student Aid Index (SAI).
Federal Pell Grant (Pell Grant)	172	The application is transmitted electronically through the FAFSA Central Processing System (CPS), which determines the applicant's EFC.	Updated	The application is transmitted electronically through the FAFSA Processing System (FPS), which determines the applicant's SAI.
Federal Pell Grant (Pell Grant)	172	The grant award will depend on the EFC, COA, and the Pell Lifetime Eligibility Used.	Updated	The grant award will depend on the SAI, COA, and the Pell Lifetime Eligibility Used.
Federal Supplemental Educational Opportunity Grant (FSEOG)	172	Undergraduate students with the lowest EFC and who will also receive Pell Grants for the award year have primary consideration for an FSEOG award.	Updated	Undergraduate students with the lowest SAI and who will also receive Pell Grants for the award year have primary consideration for an FSEOG award.
Direct PLUS Loans	173	The parent PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC.	Updated	The parent PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's SAI.
Application	174	Once processed, the application produces an EFC, which determines eligibility.	Updated	Once processed, the application produces an SAI, which determines eligibility.
Application	174	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).	Updated	PMI may obtain this information by using the financial aid information received from the NSLDS page of the student's FAFSA Submission Summary (FSS).
Verification Policy / Procedures	174	1. All applicants selected by the federal CPS will be verified.	Updated	1. All applicants selected by the federal FPS will be verified.
Verification Policy / Procedures	174	3. Verification notification will be communicated to students electronically via the PMI Student Portal upon receipt of official ISIR.	Updated	3. Verification notification will be communicated to students electronically via the PMI Student Portal upon receipt of official FSS.
Verification Policy / Procedures	174	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.	Updated	10. Students will be notified by an electronic updated College Financing Plan (CFP) via the PMI Student Portal if the results of verification change the student's scheduled award.
Refund and Return Policies	175	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.	Updated	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 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. An administrative charge of $100 is applied for students who withdraw or are terminated after the student's right to cancel period up to 60% of the program.
Withdrawal Termination Refund Policy	175	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.	Updated	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 (including weekends and holidays). 3. Date when the Institution terminates the student's enrollment.
Arizona	176	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.	Updated	Should a student fail to return from an approved 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	176	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.	Added	A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
Colorado	178	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.	Updated	Should a student fail to return from an approved 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.
Nevada	178	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. 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 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 their 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.	Updated	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 $150, whichever is less. 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 $150, whichever is less; and 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 their enrollment; b. Date of termination by PMI of the enrollment of a student; c. Last day of an approved 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.

Financial Services Information

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<table>
<tr><th>Section</th><th>Catalog Page(s)</th><th>Current Catalog Statement</th><th>Action</th><th>New or Revised Statement</th></tr>
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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
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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.

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<tr><td>Arizona and Montana</td><td>176</td><td>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,
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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,
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<tr><td>Borrower Rights and Responsibilities</td><td>170 -171</td><td>Same as in the catalog</td><td></td><td><u>Borrower Rights and Responsibilities</u>
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 their 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.</td></tr>
</table>

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
				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, they 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 their 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.
Student Right to Cancel	189	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 but before the program starts will receive a full refund of tuition and fees. Students attempting to be admitted back into the same program after multiple cancellations within a 12 month period may be denied admission or subject to the respective state refund policy, outlined below. Students who received electronic devices, books, or uniforms are subject to charge on an as received basis.		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 but before the program starts will receive a full refund of tuition and fees. Students who stop attending class within the first ten (10) calendar days of the program will receive a refund of tuition and fees. If a student does not attend class on the tenth calendar day from the date of the scheduled program start, nor the next scheduled class session, and fails to notify the campus s/he will be absent, s/he may have his/her enrollment canceled. In addition, students attempting to be admitted back into the same program after multiple cancellations within a 12 month period may be denied admission or subject to the respective state refund policy, outlined below. Students who received electronic devices, books, or uniforms are subject to charge on an as received basis

General Notifications

Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Updated Statement
Welcome page	1	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	Updated	Thanks to our founders' vision and the dedication of our faculty and staff, over 165,000 graduates have accomplished the goal of advancing their education to expand their opportunities
Mission, History and Leadership	2	Information in this 2024-2025 academic catalog, and addenda to this catalog, are the roperty and copyright of Pima Medical Institute.	Updated	Information in this 2024-2025 academic catalog, and addenda to this catalog, are the property and copyright of Pima Medical Institute.
Cover Page (Texas only)	N/A	TWC Web: http://csc.twc.state.tx.us THECB Web: http://www.thecb.state.tx.us/index	Updated	TWC Web: https://www.twc.texas.gov/programs/career-schools-colleges/students THECB Web: https://www.highered.texas.gov/student-complaints/
Abbreviations	24	N/A	Added	CFP: College Financing Plan
Abbreviations	24	CPS: Central Processing System (FAFSA)	Updated	FPS: FAFSA Processing System
Abbreviations	24	EFC: expected family contribution	Updated	SAI: Student Aid Index
Abbreviations	24	ISIR: Institutional Student Information Record	Removed	N/A
Abbreviations	24	SAR: Student Aid Report	Updated	FSS: FAFSA Submission Summary
Definitions for Key Terms	25	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.	Updated	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, Pharmacy Technician, Sterile Processing Technician, and Veterinary Assistant. Students in these programs must complete the full Career Prep Sequence prior to externship.

Student to Instructor Ratios

Addendum to the 2024-2025 Catalog published January 2024

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 230) 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 230) 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
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 230) 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
Nevada	Dental Assistant	Lab 12:1
	Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 230) 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 230) 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 230) 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 230) 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

Note: Exceptions to online / distance education class size must be approved by the Corporate Education Director or Corporate Online Education Director.

Tuition Price List

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PIMA MEDICAL INSTITUTE

Pima Medical Institute - Phoenix Campus
Tuition Price List
Effective July 1, 2025

Program	Total Cost	Tuition	Reg. Fee	Textbooks*	Uniforms*	Technology Fee	Extern Weeks	Cost/Credit Hour	Total Credits/ Clock Hours	Total Weeks (Day/Night)	Extern Credits/Hours
AAS Health Care Administration (HCA)-5 Semester*	**$26,257.00**	$24,583.00	$150	$874	-	$650	N/A	$403.00	61/930	80	N/A
Dental Assistant (DEN)	**$18,248.00**	$16,756.00	$150	$872	$205	$265	6	$568.00	29.5/720	30	5/240
Diagnostic Medical Sonography (DMS)	**$48,152.00**	$44,880.00	$150	$2,237	$165	$720	30	$544.00	82.5/2160	90	24/1080
Medical Assistant (MA)	**$17,783.00**	$16,480.00	$150	$723	$165	$265	5	$515.00	32/800	35	4/200
Phlebotomy Technician (PHL)	**$5,426.00**	$4,650.00	$150	$196	$165	$265	4	$465.00	10/300	13/13	3.5/160
Sterile Processing Technician (SPT)	**$16,964.00**	$15,762.00	$150	$622	$165	$265	10	$444.00	35.5/900	35/39	8.5/400
Surgical Technology (ST)	**$39,736.00**	$36,540.00	$150	$2,281	$165	$600	15	$522.00	70/1572	75	13/504
Veterinary Assistant (VTA)	**$18,181.00**	$16,820.00	$150	$771	$175	$265	6	$580.00	29/720	30	5/240
Veterinary Technician (VTT)	**$20,101.00**	$17,945.00	-	$1,591	$205	$360	7	$370.00	48.5/1055	47/52	5/225
Qualifying candidates may be eligible to block transfer courses into the HCA AAS program, allowing them to enter the program in Semester 3.											
AAS Health Care Administration (HCA) - 3 Semester*	**$16,000.00**	$14,911.00	$150.00	$549.00		$390.00	N/A	$403.00	37/555	48	N/A

*Includes Tax @ 9.1%

**Students transferring into the HCA program will be subjected to the online credit transfer policy and any associated fees

† Hybrid Programs: Students enrolling will have the option to purchase a laptop for an additional fee.

The total technology fee included in the Tuition Price List is the combined cost of charges for each enrollment period of the program, as published in the PMI Catalog. For example, a $650.00 technology fee for a five-semester program would equal a semester charge of $130.00. For term-based programs, students attending the program outside of the published length (e.g., course retakes or a reduction in course load for an online program) will continue to be charged a technology fee based on each additional semester in which the student is enrolled in the program.

The registration fee is charged for each enrollment unless returning to the same program within 180 days.

***The uniform fee includes the cost associated with the required dosimeter in applicable programs.*

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.

Program Start Dates: 2025

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Certificate Programs

	Program Details	Start Date	Term 2	Extern	End Date
Dental Assistant (AM)	On-ground 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26

	Program Details	Start Date	Term 2	Extern	End Date
Dental Assistant (AFT)	On-ground 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26

	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (AM)	On-ground 35 Wks Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks	1/29/25	7/16/25	8/27/25	9/30/25
		3/12/25	8/27/25	10/8/25	11/11/25
		4/23/25	10/8/25	11/19/25	12/23/25
		6/4/25	11/19/25	1/14/26	2/17/26
		7/16/25	1/14/26	2/25/26	3/31/26
		8/27/25	2/25/26	4/8/26	5/12/26
		10/8/25	4/8/26	5/20/26	6/23/26
		11/19/25	5/20/26	7/1/26	8/4/26
		1/14/26	7/1/26	8/12/26	9/15/26

	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (AFT)	On-ground 35 Wks Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks	1/29/25	7/16/25	8/27/25	9/30/25
		3/12/25	8/27/25	10/8/25	11/11/25
		4/23/25	10/8/25	11/19/25	12/23/25
		6/4/25	11/19/25	1/14/26	2/17/26
		7/16/25	1/14/26	2/25/26	3/31/26
		8/27/25	2/25/26	4/8/26	5/12/26
		10/8/25	4/8/26	5/20/26	6/23/26
		11/19/25	5/20/26	7/1/26	8/4/26
		1/14/26	7/1/26	8/12/26	9/15/26

	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (EVE)	Hybrid 35 Wks Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks	1/29/25	7/16/25	8/27/25	9/30/25
		3/12/25	8/27/25	10/8/25	11/11/25
		4/23/25	10/8/25	11/19/25	12/23/25
		6/4/25	11/19/25	1/14/26	2/17/26
		7/16/25	1/14/26	2/25/26	3/31/26
		8/27/25	2/25/26	4/8/26	5/12/26
		10/8/25	4/8/26	5/20/26	6/23/26
		11/19/25	5/20/26	7/1/26	8/4/26
		1/14/26	7/1/26	8/12/26	9/15/26

Program Start Dates: 2025

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	Program Details	Start Date	Extern	End Date
Phlebotomy (AM)	On-ground 13 Wks Sequence: 9 Wks Externship: 4 Wks	2/5/25	4/9/25	5/6/25
		4/9/25	6/11/25	7/8/25
		6/11/25	8/13/25	9/9/25
		8/13/25	10/15/25	11/11/25
		10/15/25	12/17/25	1/27/26
		12/17/25	3/4/26	3/31/26

	Program Details	Start Date	Extern	End Date
Phlebotomy (EVE)	On-ground 13 Wks Sequence: 9 Wks Externship: 4 Wks	1/1/25	3/5/25	4/1/25
		3/5/25	5/7/25	6/3/25
		5/7/25	7/9/25	8/5/25
		7/9/25	9/10/25	10/7/25
		9/10/25	11/12/25	12/9/25
		11/12/25	1/28/26	2/24/26

	Program Details	Start Date	Term 2	Extern	End Date
Sterile Processing Technician (AM)	On-ground 35 wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Extern/Cert Rev: 11 Wks	1/29/25	7/16/25	7/16/25	9/30/25
		3/12/25	8/27/25	8/27/25	11/11/25
		4/23/25	10/8/25	10/8/25	12/23/25
		6/4/25	11/19/25	11/19/25	2/17/26
		7/16/25	1/14/26	1/14/26	3/31/26
		8/27/25	2/25/26	2/25/26	5/12/26
		10/8/25	4/8/26	4/8/26	6/23/26
		11/19/25	5/20/26	5/20/26	8/4/26
		1/14/26	7/1/26	7/1/26	9/15/26

	Program Details	Start Date	Term 2	Extern	End Date
Sterile Processing Technician (AFT)	On-ground 35 wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Extern/Cert Rev: 11 Wks	1/29/25	7/16/25	7/16/25	9/30/25
		3/12/25	8/27/25	8/27/25	11/11/25
		4/23/25	10/8/25	10/8/25	12/23/25
		6/4/25	11/19/25	11/19/25	2/17/26
		7/16/25	1/14/26	1/14/26	3/31/26
		8/27/25	2/25/26	2/25/26	5/12/26
		10/8/25	4/8/26	4/8/26	6/23/26
		11/19/25	5/20/26	5/20/26	8/4/26
		1/14/26	7/1/26	7/1/26	9/15/26

	Program Details	Start Date	Term 2	Extern	End Date
Sterile Processing Technician (EVE)	Hybrid 35 wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Extern/Cert Rev: 11 Wks	1/29/25	7/16/25	7/16/25	9/30/25
		3/12/25	8/27/25	8/27/25	11/11/25
		4/23/25	10/8/25	10/8/25	12/23/25
		6/4/25	11/19/25	11/19/25	2/17/26
		7/16/25	1/14/26	1/14/26	3/31/26
		8/27/25	2/25/26	2/25/26	5/12/26
		10/8/25	4/8/26	4/8/26	6/23/26
		11/19/25	5/20/26	5/20/26	8/4/26
		1/14/26	7/1/26	7/1/26	9/15/26

	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (AM)	On-ground 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26

Program Start Dates: 2025

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	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (AFT)	On-ground 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26

	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (EVE)	Hybrid 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26

Degree Programs

	Program Details	Sem Start	Sem End	End Date
Diagnostic Medical Sonography (AM)	Hybrid 90 Wks 6 Semesters Term / Sem: 15 Wks	6/4/25	9/16/25	
		9/24/25	1/20/26	
		1/28/26	5/12/26	
		5/20/26	9/1/26	
		9/9/26	12/22/26	
		1/13/27	4/27/27	4/27/27

	Program Details	Sem Start	Sem End	End Date
Surgical Technology (AFT)	On-ground 75 Wks 5 Semesters Term / Sem: 15 Wks	3/26/25	7/8/25	
		7/16/25	10/28/25	
		11/5/25	3/3/26	
		3/11/26	6/23/26	
		7/1/26	10/13/26	10/13/26

	Program Details	Sem Start	Sem End	End Date
Surgical Technology (AFT)	On-ground 75 Wks 5 Semesters Term / Sem: 15 Wks	11/5/25	3/3/26	
		3/11/26	6/23/26	
		7/1/26	10/13/26	
		10/21/26	2/16/27	
		2/24/27	6/8/27	6/8/27

Program Start Dates: 2025

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	Program Details	Program Details	Sem Start	On Ground	Extern	End Date
Veterinary Technician (AM)	Hybrid 47 Wks 5 Sequences Sequence: 8 Wks Extern/Seminar: 7 Wks	5 Sequences Sequence: 8 Wks Extern/Seminar: 7 Wks Version: VTTD22 Crds: 77.5 / Hrs: 1,055 Trm: 1=16/2=16/3=15	1/8/25	3/5/25	10/15/25	12/2/25
			3/5/25	4/30/25	12/10/25	2/10/26
			4/30/25	6/25/25	2/18/26	4/7/26
			6/25/25	8/20/25	4/15/26	6/2/26
			8/20/25	10/15/25	6/10/26	7/28/26
			10/15/25	12/10/25	8/5/26	9/22/26
			12/10/25	2/18/26	9/30/26	11/17/26
			2/18/26	4/15/26	11/25/26	1/26/27

	Program Details	Program Details	Sem Start	On Ground	Extern	End Date
Veterinary Technician (AFT)	Hybrid 47 Wks 5 Sequences Sequence: 8 Wks Extern/Seminar: 7 Wks	5 Sequences Sequence: 8 Wks Extern/Seminar: 7 Wks Version: VTTD22 Crds: 77.5 / Hrs: 1,055 Trm: 1=16/2=16/3=15	10/30/24	1/8/25	8/20/25	10/7/25
			1/8/25	3/5/25	10/15/25	12/2/25
			3/5/25	4/30/25	12/10/25	2/10/26
			4/30/25	6/25/25	2/18/26	4/7/26
			6/25/25	8/20/25	4/15/26	6/2/26
			8/20/25	10/15/25	6/10/26	7/28/26
			10/15/25	12/10/25	8/5/26	9/22/26
			12/10/25	2/18/26	9/30/26	11/17/26
			2/18/26	4/15/26	11/25/26	1/26/27

Online Program Start Dates

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Online Programs

	Semester Start	Sequence A End	Break Start	Break End	Sequence B Start	Semester End	Grad Date
AAS Health Care Administration	2/5/2025	4/1/2025	No break		4/2/2025	5/27/2025	9/29/2026
	4/2/2025	5/27/2025	No break		5/28/2025	7/22/2025	11/24/2026
	5/28/2025	7/22/2025	7/23/2025	8/5/2025	8/6/2025	9/30/2025	2/2/2027
	8/6/2025	9/30/2025	No break		10/1/2025	11/25/2025	3/30/2027
	10/1/2025	11/25/2025	12/24/2025	1/6/2026	11/26/2025	2/3/2026	5/25/2027
	11/26/2025	2/3/2026	12/24/2025	1/6/2026	2/4/2026	3/31/2026	7/20/2027

Program Information

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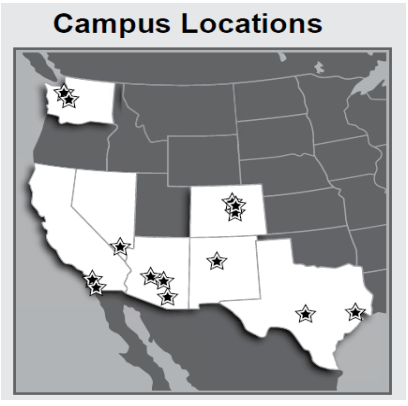
Program	Catalog Page(s)	Action	Notification
Dental Assistant Medical Assistant Medical Billing and Coding Pharmacy Technician Sterile Processing Technician Veterinary Assistant	29 - 34, 38 - 45, 47 - 50, 55 - 60	Added	In 2024, Pima Medical Institute will be updating certificate program start and sequence dates. As PMI works through the transition, this may result in a scheduled break within the program. If the program in which you are enrolled is impacted, this could extend your estimated graduation date. Students who fail one or more courses or withdraw from the program and decide to reenroll at a later date may also be impacted by the scheduled break. This interruption will not affect any tuition, fees, or other program information. Adjusted dates are published in the campus catalog addendum, which is available https://pmi.edu/admissions-financial-aid/academic-catalog/. After reviewing the revised schedule, if you have any concerns related to the adjusted dates, please contact your admissions representative or student services coordinator.
Certificate and Degree Programs (except Online programs)	28 - 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 from an on-ground to hybrid delivery method, and any changes in the course schedule (days and times of courses). These changes may impact a student's progression through the program, semester or sequence dates, and graduation.
Veterinary Assistant	58	Updated	(Removed the Dillon campus from map) 
Health Care Administration	76	Updated	PMI certificate programs that block-transfer into semester III include Dental Assistant (except Dental Assistant - California campuses), Medical Assistant, Medical Billing and Coding, Pharmacy Technician, and Sterile Processing Technician.
Bachelor of Science in Radiologic Sciences	135	Updated	Admissions Requirements: Applicants to this degree completion program must hold an American Registry of Radiologic Technologists (ARRT), American Registry for Diagnostic Medical Sonography (ARDMS), or Nuclear Medicine Technology Certification Board (NMTCB) 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 radiology 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.

Program Information

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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
Dental Assistant - California	32 - 34	Updated	The Dental Assistant - California program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Dental Assistant - California	32 - 34	Updated	Effective with the July 31st start, the Dental Assistant - California program has minor changes to the program. See the following program pages for the updated course descriptions.
Advanced Emergency Medical Technician	35	Added	The Advanced Emergency Medical Technician program has been added to the Las Vegas campus. See the following program pages for the program outline and course descriptions
Medical Administrative Assistant	N/A	Added	The Medical Administrative Assistant program has been added to the Online programs. See the following program pages for the updated course descriptions.
Medical Assistant	38 - 41	Updated	The Medical Assistant program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Medical Assistant - Washington	N/A	Added	Effective with the July 31st start, the Medical Assistant - Washington program will have minor changes to the program. See the following program pages for the updated course descriptions.
Pharmacy Technician	47 - 60	Updated	The Pharmacy Technician program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Pharmacy Technician - Washington	N/A	Added	Effective with the July 31st start, the Pharmacy Technician - Washington program will have minor changes to the program. See the following program pages for the updated course descriptions.
Phlebotomy Technician	61	Updated	After the June 19, 2024 program start, the Phlebotomy Technician program will be discontinued on the San Marcos campus.
Practical Nursing	52 - 54	Updated	Effective with starts after October 1, 2024 the Practical Nursing program was updated; Sequence I courses are now a prerequisite for Sequence II.
Sterile Processing Technician	55 - 57	Updated	The Sterile Processing Technician program has been added to the Seattle campus.
Diagnostic Medical Sonography	72 - 75	Added	The Diagnostic Medical Sonography program has been added to the San Antonio campus. See the following program pages for the program outline and course descriptions.
Diagnostic Medical Sonography	72 - 75	Added	The Diagnostic Medical Sonography program has been added to the Renton and Tucson campus. See the following program pages for the program outline and course descriptions.
Occupational Therapy Assistant	87 - 90	Updated	The Occupational Therapy Assistant program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Ophthalmic Medical Technician	N/A	Updated	The Ophthalmic Medical Technician program has updated the OPH 115 Patient Services course description. See the following program pages for the updated course descriptions.
Ophthalmic Medical Technician	N/A	Removed	The Ophthalmic Medical Technician program has been discontinued.
Paramedic	91	Updated	Effective with the October 23, 2024 start, the Paramedic program has updated the qualifying credits for the program; applicants must now provide proof of EMT certification to be eligible to enroll in the program. See the following program pages for the updated admission requirements and program outline.
Physical Therapist Assistant	94 - 97	Updated	The Physical Therapist Assistant program has updated the course prerequisites. See the following program pages for the updated course descriptions.
Physical Therapist Assistant	94 - 97	Updated	The Physical Therapist Assistant program has minor changes to the program. See the following program pages for the updated course descriptions.
Radiography - Bridge	102-`104	Updated	Effective with the August 28,2024 start, the Radiography-Bridge program will have minor changes to the program. See the following program pages for the updated course descriptions.
Respiratory Therapy - Albuquerque Campus ONLY	N/A	Updated	The Respiratory Therapy program- Albuquerque campus has updated the program outline, reducing the length of each semester but adding a semester, which increases the length of the program . See the following program pages for the updated course descriptions.
Respiratory Therapy	105 - 108	Updated	The Respiratory Therapy program has updated the program outline, reducing the length of each semester but adding a semester, which increases the length of the program . See the following program pages for the updated course descriptions.
Surgical Technology	114 - 116	Updated	The Surgical Technology program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Veterinary Technician	120	Corrected	The VTT 262 course description has been moved from under the Professional Sequence V to under the Externship sequence.

Program Information

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Bachelor of Science in Health Care Administration	126-128	Updated	Effective with the October 23, 2024 start, the Bachelor of Science in Health Care Administration program has minor changes related to qualifying credits for admission into the program. See the following program pages for the updated course descriptions.
Bachelor of Science in Nursing (RN to BSN)	129 - 131	Updated	Effective with the January 3, 2025 start, the RN to BSN program has been updated, increasing the number of credits required for admission into the program while reducing the number of credits earned in the program, which also resulted in a reduction of semesters. The overall credits for the bachelor degree program has remained the same.
Bachelor of Science in Radiologic Sciences	135-137	Updated	The Bachelor of Science in Radiologic Sciences program has minor changes for the admissions requirements to the program. See the following program page for the updated information.
Bachelor of Science in Radiologic Sciences	135-137	Updated	The Bachelor of Science in Radiologic Sciences program has minor changes to the program course outline and course descriptions. See the following program pages for the updated information.
Bachelor of Science in Radiologic Sciences	135 - 137	Updated	The Bachelor of Science in Radiologic Sciences program has minor changes to the program course outline and course descriptions, and now includes two tracks. See the following program pages for the updated information.
Bachelor of Science in Respiratory Therapy	138-140	Updated	The Bachelor of Science in Respiratory Therapy program has minor changes to the program course outline and course descriptions, and now includes two tracks. See the following program pages for the updated information.
Bachelor of Science in Respiratory Therapy	138-140	Corrected	The RES 450 course and EDU 450 course descriptions have been corrected.
Bachelor of Science in Respiratory Therapy	138-140	Updated	The Bachelor of Science in Respiratory Therapy program has minor changes to the program course outline and course descriptions. See the following program pages for the updated information.
Master of Science in Organizational Leadership - Health Care Administration and Public Health Administration Specialization	141 - 148	Updated	The Master of Science in Organizational Leadership program (both specializations) have minor changes to the course prerequisites. See the following program pages for the updated course descriptions.

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 and states/territories where the curriculum does not meet 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	Notes
Advanced Emergency Medical Technician		Nevada	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, 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, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	Applicants to this program must be physically located in the state of Nevada. Applicants located outside of Nevada will not be eligible for admission to the AEMT program. Graduates of this program are eligible to sit for the National Registry of Advanced Emergency Medical Technicians (NRAEMT) Credentialing Examination at the AEMT level. Once the NRAEMT credential and state licensure are obtained, graduates may be eligible for licensure transfer and/or state reciprocity. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements can be found below: https://pmi.edu/wp-content/uploads/2025/05/State-Licensing-Board-Contact-Information_AEMT.pdf
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 at https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_DA.pdf

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Notes
Emergency Medical Technician		Nevada	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, 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, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	Applicants to this program must be physically located in the state of Nevada. Applicants located outside of Nevada will not be eligible for admission to the EMT program. Graduates of this program are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT) Credentialing Examination at the EMT level. Once the NREMT credential and state licensure are obtained, graduates may be eligible for licensure transfer and/or state reciprocity. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found at https://pmi.edu/wp-content/uploads/2025/05/State-Licensing-Board-Contact-Information_EMT.pdf
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 at https://pmi.edu/wp-content/uploads/2022/03/Licensing-Board-Contact-Info_MA.pdf
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	Notes
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, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington^, 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 – only graduates from the Las Vegas program meet these requirements. ^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) – only graduates from the Las Vegas campus and Renton Campus meet this requirement. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found at https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_RXT-1.pdf
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 at https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_PHLB.pdf

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Notes
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 at https://pmi.edu/wp-content/uploads/2022/03/State-Licensing-Board-Contact-Information_SPT.pdf
Veterinary Assistant	Licensure not required			

State 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 and states/territories where the curriculum does not meet 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	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 State Licensing Boards in which the PMI program Does Not Meet licensure requirements can be found at: https://pmi.edu/wp-content/uploads/2022/08/State-Licensing-Board-Contact-Info-DMS.pdf
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 at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-MLT-1.pdf

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Notes
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 Las Vegas campuses and available to residents of Nevada, and meets requirements for licensure and employment in Nevada. 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 can be found at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-PARA.pdf
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).
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.

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 and states/territories where the curriculum does not meet 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	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 at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-NA-Programs.pdf
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 at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-PN-Programs.pdf

Licensure Determination Disclosure
Nursing Programs

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Notes
Practical Nursing to Associate Degree Nursing Bridge (PN to ADN)		New Mexico	Alabama, Alaska, Illinois, Arizona, 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 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. After licensure is obtained in New Mexico 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 at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-ADN-Programs.pdf
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 at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-ADN-Programs.pdf

State Licensure Determination Disclosure
Online Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has determined 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 and states where the curriculum does not meet 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 Certificate Program

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	Notes
Computed Tomography (CT)		Alabama, Alaska, Arizona, Arkansas, California, Connecticut, Delaware, District of Columbia, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Virginia, Washington, West Virginia, Wyoming	Colorado, Florida, Massachusetts, Michigan, Nevada, New Mexico, North Carolina, Oregon, Tennessee, Wisconsin, Vermont, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*Applicants to this program must hold a current American Registry of Radiologic Technologists (ARRT) registration as a radiologic technologist. Applicants must also document current employment as a radiologic technologist and the employer's intention to cross-train the applicant as a CT. The CT program does not typically enroll applicants that are physically located in states/territories in which the curriculum does not meet licensure requirements. Contact the program for more information. Contact information for State/Territory Licensing Boards in which the PMI program Does Not Meet licensure requirements can be found at https://pmi.edu/online-programs/certificate/computed-tomography/

Online Associate Degree Programs

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	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	Notes
BS Health Care Administration	Program does not lead to licensure			
BS Nursing (RN to BSN)	Program 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).
BS Physical Therapist Assistant	Program 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 Radiologic Sciences	Program does not lead to licensure *			*Applicants to this degree completion program must hold an American Registry of Radiologic Technologists (ARRT) certification.
BS Respiratory Therapy	Program 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	Notes
MS Organizational Leadership	Program does not lead to licensure			

Dental Assistant—California Campuses (Effecitve July 31, 2024)

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level dental assistants through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are administrative skills, clinical assisting abilities, and other topics necessary to be effective members of the dental assistant team.

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.

At a Glance

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

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

Campus Locations

CA: Chula Vista, San Marcos

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 201	Externship			180	4.0
	Externship Total			**180**	**4.0**

Program Total	**284**	**336**	**180**	**32.0**

Dental Assistant—California Campuses • Course Descriptions

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 full mouth x-rays in both bisecting and paralleling techniques on mannequins.

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/anatomy/tooth structures,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, and implants. 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, identifying tissues comprising the periodontium, identifying the common concerns related to children's dental care, and the impact of nutrition on dental health.

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 bitewings and full mouth x-rays in both bisecting and paralleling techniques on mannequins and 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, dental pharmacology, and dental anesthetics. 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 assist/monitor during the administration of anesthesia on 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 to include landmarks of the face/oral cavity, 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 bitewings and full mouth x-rays in bisecting and paralleling techniques on three patients.

Prerequisites: None

Dental Assistant—California Campuses • Course Descriptions

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 and charting, the impact of chairside assisting practices during restorative procedures, and implementation of armamentarium for tray set-ups 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 dental practice which includes chairside assisting/ergonomics, 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 in four-handed dentistry to become a proficient 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 cosmetic 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 indirect restoration to include crowns, bridges, veneers, dentures, implant restorations, and various aspects of 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 and handling of 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 for bases and liners and impressions for cast models. Students participate in hands-on activities to learn and demonstrate proper techniques for direct chairside restorations in amalgam/composite dental procedures with matrix and wedge placement.
Prerequisites: None

Externship Sequence
DEN 201 Externship
Total Course Hours: 180 (0 Theory, 0 Lab, 180 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

I worked retail for almost eight years. I wasn't motivated and would wake up each day dreading going to work and seeing no future in my job. I had a friend in the same situation who left to attend Pima Medical Institute's nine-month Dental Assistant (DA) program. Watching her experiencing success in her new career, made me decide to look into the program.

My experience as a student was great. I loved it! I woke up motivated every day and was surrounded by peers with the same goals as myself, which made it easy to succeed. COVID was definitely the biggest challenge we faced throughout the program, but my instructors gave us the detailed training we needed and even allowed for one-on-one instruction. I completed my externship and was immediately hired at that practice as a DA. I quickly achieved my RDA (Registered Dental Assistant) and soon after became the lead dental assistant of that office. I know that I have so much opportunity for growth within my company and am excited for my future.

I would like to thank my Pima Medical instructors. They gave me so much knowledge during the program, but more importantly they continue to make themselves available for any questions I have. I recommend Pima Medical to prospective dental assistants all the time. They gave me the tools I needed to succeed and for that I will always be grateful!

Shannon Stewart
Certificate, Dental Assistant, Chula Vista Campus

Advanced Emergency Medical Technician

Objective: To develop in students the cognitive, psychomotor, and affective learning domains necessary to enter the profession as an Advanced Emergency Medical Technician through didactic instruction, hands-on labs, and clinical experience. Among the topics covered in the curriculum are the application of anatomy and physiology, advanced patient assessment including pediatric and geriatric emergencies, various forms of trauma, medical emergencies, and disaster response.

Graduates of this program receive a certificate.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, applicants must provide proof of EMT certification. This must be evidenced by providing current NREMT certification, or an SNHD attendee License or certificate; and any other forms of EMT certification requiring Program Director approval (requirements must meet or exceed the National Emergency Medical Services Education Standards for the Emergency Medical Technician). Refer to the program specific Prospective Student Handout for more information.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
EMS 110	*AEMT Theory and Practical Applications*	*140*	*60*		*11.0*
EMS 120	*AEMT Externship*	20		*48*	*2.0*
	Semester I Total	**160**	**60**	**48**	**13.0**
	Program Total	**160**	**60**	**48**	**13.0**

EMS 110 AEMT Theory and Practical Applications
Total Course Hours: 200 (140 Theory, 60 Lab, 0 Extern) Semester Credits: 11.0
This course trains Emergency Medical Technicians (EMTs) to deliver essential advanced emergency care and transportation for critical patients. Students will gain the necessary skills and knowledge to operate under medical oversight, perform interventions using standard ambulance equipment, and function as a crucial link between the scene and the emergency healthcare system.
Prerequisites: None

EMS 120 AEMT Externship
Total Course Hours: 68 (20 Theory, 0 Lab, 48 Extern) Semester Credits: 2.0
This clinical course will occur after AEMT Theory and Practical Applications is successfully completed. This course provides the AEMT students a continuation of content learned in EMS 110, with an opportunity to apply previously learned knowledge and skills in a vehicular/clinical setting. Didactic hours will focus on exam preparation for the national board exam.
Prerequisites: EMS 110 AEMT Theory and Practical Applications

At a Glance

Program Type: Certificate

Delivery Method: Hybrid

Semester Credits: 13.0

Program Length	Total
Program Hours	268
Program Weeks	15
Program Semesters (15 weeks per semester)	1

Campus Locations

NV: Las Vegas

Emergency Medical Technician

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

Graduates of this program receive a certificate. The Emergency Medical Technician program courses are eligible for consideration for credit toward PMI's Paramedic Associate of Occupational Science Degree Program. Graduates of this program are eligible to apply to take the NREMT certification examination at the EMT 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.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
EMS 101	EMT Theory and Practical Applications	100	80	12	9.5
	Semester I Total	**100**	**80**	**12**	**9.5**
	Program Total	**100**	**80**	**12**	**9.5**

EMS 101 EMT Theory and Practical Applications
Total Course Hours: 192 (100 Theory, 80 Lab, 12 Extern) Semester Credits: 9.5
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

At a Glance

Program Type: Certificate

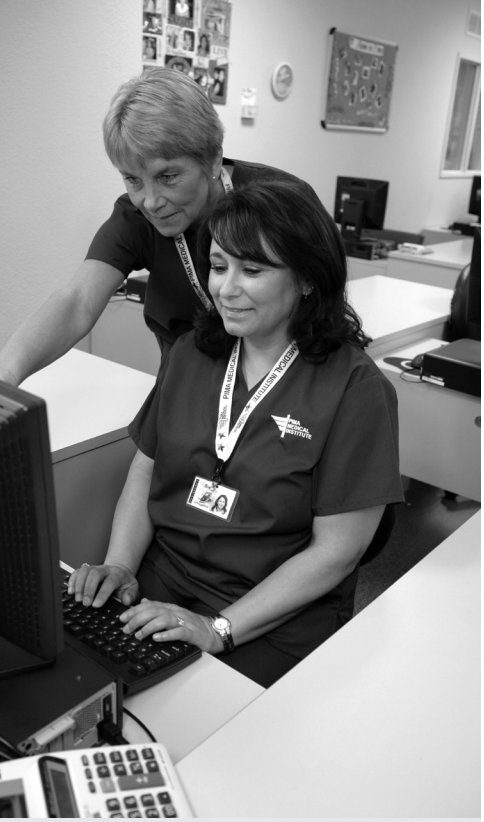
Delivery Method: On-ground

Semester Credits: 9.5

Program Length	Total
Program Hours	192
Program Weeks	15
Program Semesters (15 weeks per semester)	1

Campus Locations

NV: Las Vegas



Medical Administrative Assistant

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level medical administrative assistant professionals. The program provides students with knowledge of medical terminology, office management, medical insurance and billing, electronic health records, accounting procedures, patient communication, legal and ethical considerations.

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: Online

Semester Credits: 30.0

Program Length	Total
Program Hours	510
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	32
Program Semesters (16 weeks per semester)	2

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MAA101	*Foundations of Medical Administrative Assisting*	*45*			*3.0*
MAA111	*Medical Office Communication and Documentation*	*45*			*3.0*
MAA121	*Anatomy, Physiology, and Medical Terminology*	*60*			*4.0*
MAA141	*Medical Office Computer Applications*	*30*	*60*		*4.0*
	Semester I Total	**180**	**60**		**14.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MAA 151	*Introduction to Medical Office Management*	*60*			*4.0*
MAA 161	*Medical Office Insurance, Billing, and Coding*	*60*			*4.0*
MAA 171	*Electronic Health Record Management*	*60*			*4.0*
MAA 181	*Professional Capstone*	*30*	*60*		*4.0*
	Semester II Total	**210**	**60**		**16.0**

Program Total	**390**	**120**		**30.0**

Medical Administrative Assistant • Course Descriptions

Semester I

MAA101 Foundations of Medical Administrative Assisting

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

This course introduces students to the healthcare industry and typical responsibilities of a medical administrative assistant. Through hands-on experience, students will gain a general knowledge of computers. Legal and ethical considerations relevant to the medical office setting with a particular focus on Health Insurance Portability and Accountability Act (HIPAA) and patient confidentiality requirements will be addressed.

Prerequisites: None

MAA111 Medical Office Communication and Documentation

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

This course introduces students to the types of professional communication, recordkeeping, and documentation skills expected of medical office professionals. Emphasis is placed on accuracy, confidentiality, and concise written communication. Medical documentation practices such as the transcription of patient histories and chart notes will be addressed. Content also focuses on the importance of proficient business writing and technology skills typically required in a medical office environment.

Prerequisites: None

MAA121 Anatomy, Physiology, and Medical Terminology

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

This course provides students with a basic knowledge of anatomy, physiology, and medical terminology. Medical terms are introduced within the context of structures and functions of the body systems and the senses. Content also addresses pathology, procedures, and medications involved in treatment. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems.

Prerequisites: None

MAA141 Medical Office Computer Applications

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

This course emphasizes the development and application of computer-based skills required in the medical office setting. Students engage in workplace-related computer projects using medical management software. Lab activities offer students focused opportunities to explore and practice common word-processing, spreadsheet, and presentation software.

Prerequisites: None

Semester II

MAA151 Introduction to Medical 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, office equipment, supply inventory, financial and medical records management. Students review basic mathematical skills to provide them with a solid foundation for higher math concepts. Activities offer students opportunities to explore and practice routine tasks associated with entry-level medical office management.

Prerequisites: Foundations of Medical Administrative Assisting

MAA161 Medical Office Insurance, Billing, and Coding

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

This course addresses the fundamentals of insurance, billing, and coding procedures through practical training and activities. Course content includes terminology, documentation requirements, insurance plans, billing agencies, billing processes, patient payment issues, third-party reimbursement, and coding manuals. The proper guidelines for the ICD-10 diagnostic and CPT procedural coding systems, as well as electronic claim forms and the initiation of the claims process, will be addressed. The activities provide students with hands-on opportunities to apply what they have learned.

Prerequisites: Foundations of Medical Administrative Assisting

MAA171 Electronic Health Record Management

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

This course introduces students to electronic health records (EHR), building upon previously learned foundational skills in medical administrative tasks, documentation, and technology applications. Basic EHR systems and the legal and regulatory issues related to their use are addressed. Through instruction, students learn about processing, assembling, and analyzing electronic health records.

Prerequisites: Foundations of Medical Administrative Assisting

MAA181 Professional Capstone

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

The capstone course provides students with opportunities to synthesize learned skills and knowledge in real-world projects, including virtual externship, that prepare them for entry into the professional field. Students will acquire skills to seek and obtain employment in the field as well as develop strategies to highlight their professional attributes to employers and others.

Prerequisite: Successful completion of all semester 1 coursework

Medical Assistant

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level medical assistants through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are anatomy and physiology, law and ethics, routine laboratory procedures, patient care procedures commonly performed in medical offices, and other topics necessary to be effective members of the medical assistant team.

Graduates of this program receive a certificate. The medical assistant program courses are eligible for consideration 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: 32.0

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

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

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**

Medical Assistant • Course Descriptions

Note: Morning course sessions are on-ground and evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

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 gain a general understanding of computers. In addition, 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 multi-rescuer 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

Medical Assistant • Course Descriptions

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: None

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: None

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: None

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: None

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: None

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: None

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: None

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: None

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: None

Medical Assistant • Course Descriptions

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: None

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: None

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: None

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

When I was in high school, I wanted to become a doctor, but life happened and I spent the next 15 years doing what I thought I had to do, instead of pursuing what I loved. After my grandfather passed away in 2017, I spent four years caring for my grandmother. During this time, I realized I needed to follow my dream. I felt as though it was too late to become a doctor– as I would be 60 by the time I finished– but my research showed there were many alternative positions needed in the healthcare field.

I was familiar with their reputation, so I chose Pima Medical Institute for my education. I appreciate how they exclude unnecessary classes that are typical of traditional colleges and universities, and on day one teach key concepts and skills that will be used in the field. I attended and graduated from the Nursing Assistant program and obtained my license as a CNA. My externship really opened my eyes to just how well-prepared Pima Medical makes you for the workplace. Despite the higher cost of attending, I was very impressed with how quickly they were able to get me into the program versus other schools. Wanting to do more and have more responsibility, I enrolled in the Medical Assistant (MA) program. For my externship, I was placed at a pediatric site that fit my skills and personality and ended up being offered an MA position at the end.

I have decided it's not time to stop learning. I am currently enrolled in the online Healthcare Administration program to obtain my associate's degree by next March and my bachelor's degree the following year. For anyone interested in working in the medical field, I highly recommend Pima Medical. My instructors were encouraging and attentive to my learning style and taught me the important concepts of healthcare. I want to thank everyone at Pima Medical for my success and continued education

Justin Cupp
Certificate, Medical Assistant Program, East Valley Campus

Medical Assistant - Washington Campuses

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level medical assistants through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are anatomy and physiology, law and ethics, routine laboratory procedures, patient care procedures commonly performed in medical offices, and other topics necessary to be effective members of the medical assistant team.

Graduates of this program receive a certificate. The medical assistant program courses are eligible for consideration 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: 30.5

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

Campus Locations

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 106	Medical Office Management	30	20		2.5
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
	Professional Sequence I Total	**60**	**20**		**4.5**
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 276	Externship			160	3.5
	Externship Total			**160**	**3.5**
	Program Total	**330**	**230**	**160**	**30.5**

Medical Assistant - Washington Campuses • Course Descriptions

Note: Morning course sessions are on-ground and evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

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 gain a general understanding of computers. In addition, 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 multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).

Prerequisites: None

Professional Sequence I

HCA 106 Medical Office Management

Total Course Hours: 50 (30 Theory, 20 Lab, 0 Extern) Semester Credits: 2.5

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

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

Medical Assistant - Washington Campuses • Course Descriptions

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

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

Medical Assistant - Washington Campuses • Course Descriptions

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 276 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: Career Prep Sequence and Professional Sequences I, II, III, and IV

When I was in high school, I wanted to become a doctor, but life happened and I spent the next 15 years doing what I thought I had to do, instead of pursuing what I loved. After my grandfather passed away in 2017, I spent four years caring for my grandmother. During this time, I realized I needed to follow my dream. I felt as though it was too late to become a doctor– as I would be 60 by the time I finished– but my research showed there were many alternative positions needed in the healthcare field.

I was familiar with their reputation, so I chose Pima Medical Institute for my education. I appreciate how they exclude unnecessary classes that are typical of traditional colleges and universities, and on day one teach key concepts and skills that will be used in the field. I attended and graduated from the Nursing Assistant program and obtained my license as a CNA. My externship really opened my eyes to just how well-prepared Pima Medical makes you for the workplace. Despite the higher cost of attending, I was very impressed with how quickly they were able to get me into the program versus other schools. Wanting to do more and have more responsibility, I enrolled in the Medical Assistant (MA) program. For my externship, I was placed at a pediatric site that fit my skills and personality and ended up being offered an MA position at the end.

I have decided it's not time to stop learning. I am currently enrolled in the online Healthcare Administration program to obtain my associate's degree by next March and my bachelor's degree the following year. For anyone interested in working in the medical field, I highly recommend Pima Medical. My instructors were encouraging and attentive to my learning style and taught me the important concepts of healthcare. I want to thank everyone at Pima Medical for my success and continued education

Justin Cupp
Certificate, Medical Assistant Program, East Valley Campus

Pharmacy Technician

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level pharmacy technicians through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are customer service, drug inventory management, prescription preparation that includes training in sterile products and aseptic techniques, and other topics necessary to be effective members of the pharmacy technician team. 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

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

The Las Vegas campus is accredited by the American Society of Health-System Pharmacists (ASHP).

Pharmacy Technician • Course Descriptions

Note: Morning course sessions are on-ground and evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

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 gain a general understanding of computers. In addition, 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 multi-rescuer 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

Pharmacy Technician • Course Descriptions

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, 0 Lab, 0 Extern) Semester Credits: 0.5
This course introduces students to customer service skills expected of pharmacy technicians. Topics include how to convey a professional image in the workplace, effective 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

Pharmacy Technician • Course Descriptions

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 non-sterile 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, including antineoplastic and oncology agents and anti-infective medications.
Prerequisites: None

Professional Sequence IV
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.

Pharmacy Technician - Renton Campus

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level pharmacy technicians through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are customer service, drug inventory management, prescription preparation that includes training in sterile products and aseptic techniques, and other topics necessary to be effective members of the pharmacy technician team. 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 276	Pharmacy Technician Certification Review	40			2.5
PHA 280	Externship			160	3.5
	Externship Total	**40**		**160**	**6.0**
	Program Total	**416**	**224**	**160**	**34.5**

At a Glance

Program Type: Certificate

Delivery Method: Hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 34.5

Program Length	Total
Program Hours	800
Program Weeks	
Five-Day Schedule	36

Campus Locations

WA: Renton

Pharmacy Technician - Renton Campus • Course Descriptions

Note: Morning course sessions are hybrid with most hours taught on-ground with the exception of PHA 276 being taught online. Evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

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 gain a general understanding of computers. In addition, 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 multi-rescuer 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

Pharmacy Technician - Renton Campus• Course Descriptions

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, 0 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

Pharmacy Technician - Renton Campus • Course Descriptions

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 non-sterile 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 276 Pharmacy Technician Certification Review
Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 2.5
This course is designed to prepare students for the Pharmacy Technician Certification
Exam (PTCE) or the National Healthcareer Association (NHA) Exam for the Certification of Pharmacy Technicians (ExCPT). Students will review material necessary to prepare them for entry level practice as a pharmacy technician.
Prerequisites: Professional Sequences I, II, III, and IV.

PHA 280 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: Career Prep and Professional Sequences I, II, III, and IV. In the state of Washington, students must be registered pharmacy assistants to be eligible to participate in externship.

Phlebotomy Technician

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level phlebotomy technicians through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are vacutainer and syringe blood-drawing methods, specimens processing, and other topics necessary to be effective members of the phlebotomy technician team.

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 multi-rescuer 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 non-blood 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
TX: El Paso, Houston, San Antonio
WA: Renton

Practical Nursing

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level practical nurses through didactic instruction, hands-on laboratory practice, and clinical experiences. Among the topics covered in the curriculum are anatomy and physiology, growth and development, pharmacology, nursing theory, skills for patient care across the lifespan, and other topics necessary for students to acquire the knowledge and skills they need to perform as effective members of the practical nursing team.

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 and other criteria may be required. Refer to the program specific Prospective Student Handout for more information.

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**

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

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: Sequence I

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, state specific nurse practice acts, the nursing process, patient education, and basic needs. The course also provides the foundational knowledge and principles of pharmacology.
Prerequisites: Sequence I

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 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 provides knowledge of 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 develop in students the intrapersonal and professional skills needed to perform as competent entry-level sterile processing technicians through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are surgical instruments, microbiology, medical equipment, surgical terminology, storage and distribution, skills required for sterilization and decontamination, and other topics necessary to be effective members of the sterile processing technician team.

Graduates of this program receive a certificate and are eligible to apply to take the Certified Registered Central Service Technician examination through the Healthcare Sterile Processing Association. 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
WA: Seattle

Sterile Processing Technician • Course Descriptions

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

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 gain a general understanding of computers. In addition, 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 multi-rescuer 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 non-bacterial 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
*T*his 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

Sterile Processing Technician • Course Descriptions

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

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 Healthcare Sterile Processing Association 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 Healthcare Sterile Processing Association 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

I heard about Pima Medical Institute from my aunt who had graduated from the Pharmacy Technician program and recommended I consider attending one of their programs. I ended up choosing the Sterile Processing Technician program because I enjoy working with my hands and I like tools. It just seemed like a natural fit for me.

I had a very positive experience in my program. Working full-time and commuting to and from class five days a week was probably my biggest challenge. I appreciated how the instructors took a personal interest in our success. It was a very supportive environment and I felt very well prepared to being working in my new sterile processing career. The program certainly gave me the skills I needed to hit the ground running and really prove myself. I was hired where I had completed my externship.

Since graduating in 2017, I've been steadily climbing the ladder from my start as a technician to my current role as Central Sterile Department Manager. I feel the sky is the limit in terms of my future. I am eagerly moving toward whatever opportunities present themselves.

Pima Medical Institute gave me my start in the medical field and it was one of the best decisions I have ever made!

Arthur Zamora
Certificate, Sterile Processing Technician, Phoenix Campus

Dental Hygiene-Houston Campus

Objective: The Dental Hygiene program prepares students to become competent entry-level dental hygienists through a combination of didactic instruction, hands-on laboratory practice, and clinical experiences. The curriculum develops intrapersonal and professional skills essential for delivering comprehensive oral healthcare and promoting oral and systemic health in diverse populations. Students acquire knowledge and skills in areas such as anatomy and physiology, periodontology, dental practice management, dental hygiene law and ethics, general and oral pathology, patient management, pharmacology, public health dentistry, and radiology. Emphasizing critical thinking, evidence-based practices, and professional values, the program prepares graduates to function as effective members of a professional dental care team, advocate for patient-centered care, and engage in lifelong learning.

Graduates earn an Associate of Applied Science Degree and are eligible to apply for the National Board Dental Hygiene Examination (NBDHE) and other board examinations 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. Refer to the program specific Prospective Student Handout for more information.

At a Glance

Program Type: Associate

Degree **Delivery Method:** Hybrid

Semester Credits: 83.0

Program Length	Total
Program Hours	1,731
Program Weeks	90
Program Semesters (15 weeks per Semester)	6

Campus Locations

TX: Houston

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
CCM 165	*Communications & Composition*	*45*			*3.0*
BIO 110	*Anatomy & Physiology*	*60*			*4.0*
BIO 145	*Microbiology & Immunology*	*45*			*3.0*
RDH 101	Introduction to Dental Hygiene	30			2.0
RDH 186	Dental Anatomy	45			3.0
	Semester I Total	**225**			**15.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
CHM 125	*Chemistry/Biochemistry*	*45*			*3.0*
RDH 118	Head & Neck Anatomy	30			2.0
RDH 106	Medical Emergencies	15			1.0
RDH 117	Preclinical Dental Hygiene	45		90	5.0
RDH 211	Radiology	30	45		3.5
	Semester II Total	**120**	**45**	**90**	**14.5**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 151	Dental Hygiene I	30	30		3.0
RDH 156	Clinical Dental Hygiene I			116	2.5
RDH 219	Biomaterials	30	30		3.0
RDH 218	Periodontics	45			3.0
RDH 260	Pharmacology for Dental Hygiene	45			3.0
	Semester III Total	**150**	**60**	**116**	**14.5**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PSY 125	*Psychology*	*30*			*3.0*
RDH 176	Dental Hygiene II	45			4.5
RDH 181	Clinical Dental Hygiene II			120	4.0
RDH 214	Patient/Pain Management	30	45		5.0
RDH 220	General/Oral Pathology	45			4.5
	Semester IV Total	**150**	**45**	**120**	**21.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
SOC 110	*Sociology*	*30*			*2.0*
RDH 201	Dental Hygiene III	45			3.0
RDH 206	Clinical Dental Hygiene III			172	3.5
RDH 209	Nutrition & Cariology	30			2.0
RDH 252	Community & Public Dental Health I	30			2.0
	Semester V Total	**135**		**172**	**12.5**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 253	Community & Public Dental Health II	30			3.0
RDH 226	Review of Dental Hygiene	45			5.0
RDH 241	Dental Hygiene IV	30			3.5
RDH 246	Clinical Dental Hygiene IV			172	4.5
RDH 291	Principles of Dental Hygiene Practice	30			3.0
	Semester VI Total	**135**		**172**	**12.5**

Program Total	**915**	**150**	**666**	**83.0**

Dental Hygiene • Course Descriptions

Semester I

CCM 165 Communications & Composition
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
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, evaluating culturally diverse points of view, and professional courtesy.
Prerequisites: None

BIO 110 Anatomy & Physiology
Total Course Hours: 60 (60 Theory, 0 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 & 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. Discussion topics include the characteristics of bacteria, fungi, and viruses and their roles in infectious disease transmission, various laboratory processes, microbial growth, and immunity, among others.
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 provides a foundational understanding of the development and anatomy of human teeth. Course content includes embryonic development, craniofacial development, tooth development and eruption sequences, histologic features of tooth structures, anatomy of the periodontium and salivary structures, and specific morphology of each tooth.
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 106 Head & 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, muscular, vascular, nervous, and lymphatic structures.
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 117 Preclinical Dental Hygiene
Total Course Hours: 135 (45 Theory, 0 Lab, 90 Clinical) Semester Credits: 5.0
This course begins development of the professional competencies and clinical skills that continue 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

Dental Hygiene • Course Descriptions

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: Semester I courses

Semester III
RDH 151 Dental Hygiene I
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Clinical) Semester Credits: 3.0
This course is a continuation of the theoretical development of dental hygiene skills as well as the introduction of advanced clinical topics. Content includes patient communication strategies, recare and periodontal maintenance protocol, the referral process, air-powder polishers, advanced dental hygiene instruments, and use of ultrasonic-powered instrumentation devices.
Prerequisites: Semester I & II courses

RDH 156 Clinical Dental Hygiene I
Total Course Hours: 116 (0 Theory, 0 Lab, 116 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: Semester I & II 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. Topics include chemical and physical properties of dental materials with an emphasis on the handling, manipulation, and rationale for use of materials used in dental hygiene and dentistry. Lab time provides students opportunities to apply their knowledge of various biomaterials.
Prerequisites: Semester I & 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 healthy and diseased periodontium. Further, they will learn to evaluate the extent and severity of the periodontal diseases and develop and appropriate clinical treatment recommendations.
Prerequisites: Semester I & 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: Semester I & II courses

Semester IV
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: Semester I, II, & III courses

RDH 176 Dental Hygiene II
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course integrates the cognitive, psychomotor, and affective foundations of dental hygiene practice through exposure to increasingly complex patient cases, individualized risk assessment and dental hygiene care planning, dental management of various special needs and/or medically compromised patients, effective communication techniques, and case management skills. Topics also include evidence-based treatment for nonsurgical periodontal therapy, evaluation of treatment outcomes, and professional development strategies.
Prerequisites: Semester I, II, & III courses

Dental Hygiene • Course Descriptions

RDH 181 Clinical Dental Hygiene II
Total Course Hours: 116 (0 Theory, 0 Lab, 116 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 execute a periodontal case study utilizing a review of evidence-based professional literature to expand critical thought processes.
Prerequisites: Semester I, II, & 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: Semester I, II, & 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: Semester I, II, & III courses

Semester V
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: Semester I, II, III, & IV courses

RDH 201 Dental Hygiene III
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course applies concepts and principles introduced in earlier dental hygiene courses and further explores the dental management of various special needs and/or medically compromised patients. Emphasis is on increasingly complex cases that are designed to develop critical thinking skills and that emphasize appropriate assessment and planning techniques for a variety of special needs populations and practice-related situations.
Prerequisites: Semester I, II, III, & IV courses

RDH 206 Clinical Dental Hygiene III
Total Course Hours: 172 (0 Theory, 0 Lab, 172 Clinical) Semester Credits: 3.5
This course applies increasingly complex knowledge and skills acquired in earlier Quarters in patient assessment, management, treatment, evaluation, and preventive measures as part of comprehensive patient care. Students are evaluated with the expectation of demonstrating increased proficiency in direct patient care.
Prerequisites: Semester I, II, III, & IV courses

RDH 209 Nutrition & 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: Semester I, II, III, & IV courses

RDH 252 Community & Public Dental Health I
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course introduces public health concepts and practices relevant to the field of dental hygiene. Content includes epidemiology, disease prevention, and advocacy for community access to dental care. 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. Emphasis is on community outreach into underserved area/populations.
Prerequisites: Semester I, II, III, & IV courses

Dental Hygiene • Course Descriptions

Semester VI

RDH 253 Community & Public Dental Health II

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

This course reinforces public health concepts and practices relevant to the field of dental hygiene. Content focuses on preparing students to evaluate, assess, and then identify appropriate treatment methodologies for patients with medical, physical, and other special considerations. 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. Emphasis is placed on community outreach into underserved areas/ populations.

Prerequisites: Semester I, II, III, IV, & 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 Quarters 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: Semester I, II, III, IV, & V courses

RDH 241 Dental Hygiene IV

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 and further explores the dental management of various special needs and/or medically compromised patients. Emphasis is on the dental management for special needs populations including pertinent legislation and access to care issues, student preparation for the clinical board exam, and preparing the student for progression into the dental practice.

Prerequisites: Semester I, II, III, IV, & V courses

RDH 246 Clinical Dental Hygiene IV

Total Course Hours: 172 (0 Theory, 0 Lab, 172 Clinical) Semester Credits: 3.5

This course assesses clinical competency in preparation for professional employment in which students assess, plan, treat, and evaluate outcomes for patients with diverse medical, dental, and social histories. Students may participate in clinics designed to simulate private practice. Students are evaluated with the expectation of demonstrating advanced proficiency in direct patient care.

Prerequisites: Semester I, II, III, IV, & 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: Semester I, II, III, IV, & V courses

Diagnostic Medical Sonography

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level general sonographers through didactic instruction, hands-on laboratory practice, and clinical experiences. Among the topics covered in the curriculum are anatomy and physiology, pathophysiology, ultrasound scanning techniques and protocols, the sonographer's scope of practice, medical terminology, patient care, communications, medical law and ethics, and other topics necessary to be effective members of the sonography team.

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. Refer to the program specific Prospective Student Handout for more information.

At a Glance

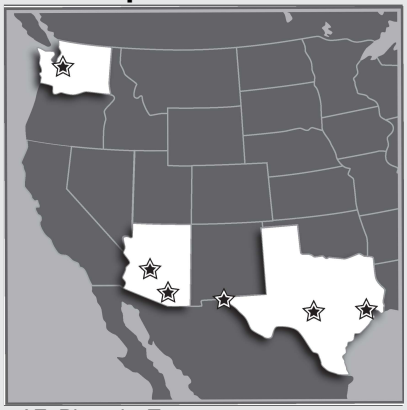
Program Type: Associate Degree

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, Tucson
TX: El Paso, Houston, San Antonio
WA: Renton

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
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					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 122	Patient Care	30	15		2.5
DMS 125	Sonographic Physics and Instrumentation	90			6.0
DMS 152	Introduction to Sonographic Scanning and Instrumentation Lab		60		2.0
DMS 162	Abdominal and Small Parts Sonography I	45			3.0
	Semester II Total	**165**	**75**		**13.5**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 182	Abdominal and Small Parts Sonography II	90			6.0
DMS 183	Abdominal and Small Parts 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					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
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					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 270	Clinical Practicum I			540	12.0
DMS 275	Sonography as a Profession	15			1.0
	Semester V Total	**15**		**540**	**13.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 280	Clinical Practicum II			540	12.0
DMS 285	Sonography Examination Review	30			2.0
	Semester VI Total	**30**		**540**	**14.0**
	Program Total	**675**	**405**	**1,080**	**82.5**

Diagnostic Medical Sonography • Course Descriptions

Note: Hybrid delivery is offered only at El Paso, Phoenix, and Renton 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

Diagnostic Medical Sonography • Course Descriptions

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

DMS 162 Abdominal and Small Parts Sonography I
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces sonographic scanning of organs and structures of the abdomen including limited abdominal vasculature, abdominal wall and peritoneal cavities, gastrointestinal tract, musculoskeletal structures, non-cardiac chest, breast, neck, infant hip, neonatal/infant head; neonatal/infant spine. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic appearance and findings, and sonographic scanning techniques and common protocols.
Prerequisites: Semester I courses

Semester III
DMS 182 Abdominal and Small Parts Sonography II
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
A continuation of DMS 162, this course introduces sonographic scanning of the major organs and structures of the abdomen including the liver, gallbladder/biliary system, pancreas, urinary system, adrenal gland, spleen, and the scrotum, prostate, and penis. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols. Also covered are ultrasound guided interventional procedures, ultrasound techniques for transplant organs, assessment of anatomic structures for trauma-related abnormalities, and assessment of postoperative anatomy.
Prerequisites: Semesters I and II courses

DMS 183 Abdominal and Small Parts 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

Diagnostic Medical Sonography • Course Descriptions

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

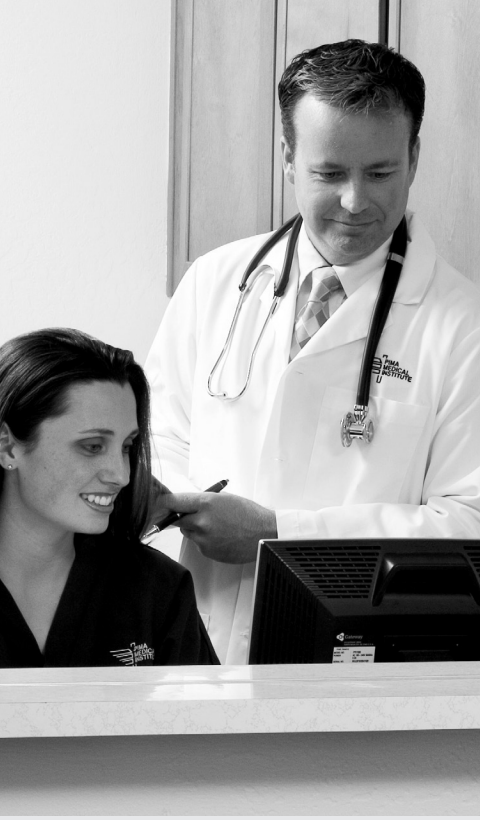
DMS 256 Obstetric and Gynecology Sonography Lab
Total Course Hours: 90 (0 Theory, 90 Lab, 0 Extern) Semester Credits: 3.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations 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 the qualified advanced entry option to accelerate into semester three of the five-semester program by transferring 24 credits under the following conditions: 12 of the 24 transfer credits must be from a health care field. PMI certificate programs that block-transfer into semester III include Dental Assistant (except Dental Assistant - California campuses), Medical Assistant, Medical Billing and Coding, Pharmacy Technician, and Sterile Processing Technician. Transfer credit requirements are listed in the Prospective Students section of this catalog.

At a Glance

Program Type: Associate Degree
Delivery Method: Online
Semester Credits: 61.0

Program Length	Total
Program Hours	930
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

AZ: Phoenix, Tucson
NM: Albuquerque

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CCL 100	*Computer Literacy*	*30*			*2.0*
CMT 115	*Medical Terminology*	*45*			*3.0*
CCM 101	*Communications*	*45*			*3.0*
BIO 121	*Anatomy, Physiology, and Pathology*	*60*			*4.0*
	Semester I Total	**180**			**12.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 100	Office Management	45			3.0
HIT 155	Electronic Health Records	30	30		3.0
HCA 175	Medical Law and Ethics	45			3.0
HIT 135	Introduction to Insurance	45			3.0
	Semester II Total	**165**	**30**		**12.0**

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
HCA 215	Health Care Economics	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 230	Accounting for Health Care Management	60			4.0
HCA 221	Human Resource Management	45			3.0
HCA 270	Introduction to Project Management	45			3.0
	Semester V Total	**195**			**13.0**

Program Total	**900**	**30**		**61.0**

Health Care Administration • 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 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

CMT 115 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 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

CCM 101 Communications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces foundational concepts of human communication and enables students to develop their awareness and effectiveness as communicators in social, professional, and interpersonal situations. Students explore verbal and nonverbal communication, communication styles, speaking and listening skills, and cultural factors that influence communication. Basic internet research skills, source citation, and effective interpretation of information are also addressed.
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

Semester II

HCA 100 Office Management
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, billing and coding procedures, and financial and medical records management.
Prerequisites: None

HIT 155 Electronic Health Records
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
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

HCA 175 Medical Law and Ethics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces students to legal principles and ethical issues that impact the health care administrative setting. Students learn about the legal system and relevant laws and regulations as they apply to health care. Topics related to legal aspects of health care business, patient care, health information, and employment are explored. Differentiation of legal and ethical issues is emphasized.
Prerequisites: None

HIT 135 Introduction to Insurance
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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

Health Care Administration • Course Descriptions

Semester III

ENG 101 English Composition I
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides students with fundamental skills necessary for academic and professional writing. Students learn and practice the strategies and processes for planning, organizing, writing, editing, and revising written compositions. Students are introduced to the process of connecting writing and critical thinking skills. Learning to integrate information from source material in formal academic compositions is emphasized.
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

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

HCA 215 Health Care Economics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course entails study of fundamental principles of economic theory and concepts that can be applied to producing, delivering, and financing health care. Concepts include supply and demand in health care markets, the challenges of delivering cost-effective health care, market competition, resource allocation, and stakeholder roles in health economics. Students are introduced to economic tools, such as cost-benefit analysis, to inform healthcare decision-making.
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 its application 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 and will also explore inequality and its effects upon these social contexts. 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 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 MS Excel.
Prerequisites: CPT 201 Computer Fundamentals and MTH 210 Math Applications

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 270 Introduction to Project Management
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides a high level overview of project management. Students gain a basic understanding of project management principles, methodologies, and techniques, including project life cycle and the technical, organizational, and behavioral aspects of project management. Students explore the benefits of project management in health care. The course culminates in practical applications of concepts learned throughout the program in a health care administration mini-capstone project.
Prerequisites: Semester I, II, III, and IV courses

Medical Laboratory Technician

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level medical laboratory technicians through didactic instruction, hands-on laboratory practice, and clinical experiences. Among the topics covered in the curriculum are fundamental testing procedures for various body fluids, evaluation of test results, lab safety, personal protective equipment, and other topics necessary to be effective members of the medical laboratory team.

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. Refer to the program specific Prospective Student Handout for more information.

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
PHL 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 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 assurance and quality control required in the laboratory. Topics include laboratory safety, appropriate use of equipment, interpreting quality control results, and the importance of policies and procedure.
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

Occupational Therapy Assistant

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level occupational therapy assistants through didactic instruction, hands-on laboratory practice, and clinical experiences. 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. Refer to the program specific Prospective Student Handout for more information.

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 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 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 covers the general math and statistics applications. Topics include basic math operations, fractions and decimals, percents, the metric system and graphs. 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

Occupational Therapy Assistant • Course Descriptions

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 teaches the basic skills required for effective documentation for various practice settings and treatment approaches. 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 including locating and understanding research and considering social determinants of health will be interwoven with the domain and process of occupational therapy. Students will begin to relate frames of reference to client populations and various 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 occupational therapy interventions commonly used in physical health and emerging practice settings through discussion and hands-on experience within the lab setting. 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, process, and social interaction.
Prerequisites: BIO 105 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and Semesters I and II OTA-designated courses

Occupational Therapy Assistant • Course Descriptions

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

Paramedic

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level paramedics through didactic instruction, hands-on laboratory practice, and clinical experiences. Among the topics covered in the curriculum are anatomy and physiology, patient assessment, airway management, pharmacology, medical emergencies, pediatric emergencies, cardiology, trauma, and other topics necessary to be effective members of the emergency services team.

Graduates of the program receive an Associate of Occupational Science Degree. 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 and/or faculty is required. An applicant must provide proof of EMT certification to be eligible to enroll in the program. This must be evidenced by providing current NREMT certification, or an SNHD Attendee License or certificate; and any other forms EMT certification requiring Program Director approval (requirements must meet or exceed the National Emergency Medical Services Education Standards for the Emergency Medical Technician). Refer to the program specific Prospective Student Handout for more information.

Semester I					
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 I Total	**255**	**37.5**		**17.5**

Semester II					
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 II Total	**180**	**75**		**14.5**

Semester III					
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 III Total	**150**	**15**	**290**	**16.5**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
EMS 232	National Registry Paramedic Review	56	8		4.0
EMS 242	Field Internship			360	8.0
	Semester IV Total	**56**	**8**	**360**	**12**

Program Total	**641**	**135.5**	**650**	**60.5**

At a Glance

Program Type: Associate Degree

Delivery Method: Hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 60.5

Program Length	Total
Program Hours	1,426.5
Program Weeks	60
Program Semesters (15 weeks per semester)	4

Campus Locations

NV: Las Vegas

Paramedic • Course Descriptions

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

Semester I

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 II

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

Paramedic • Course Descriptions

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 III
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 IV
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 develop in students the intrapersonal and professional skills needed to perform as competent entry-level physical therapy assistants through didactic instruction, hands-on laboratory practice, and clinical experiences. The curriculum prepares students to become integral members of the physical therapy health care team under the direction and 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 Associate of Occupational Science 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 ofPhysical 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. Refer to the program specific Prospective Student Handout for more information.

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 115	PTA Techniques	30	30		3.0
BIO 109	*Anatomy and Physiology II*	*45*	*15*		*3.5*
PTA 106	Fundamentals of Disease	60			4.0
PTA 107	Growth and Development	30			2.0
PTA 125	Introduction to Kinesiology	15	15		1.5
	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 Degree

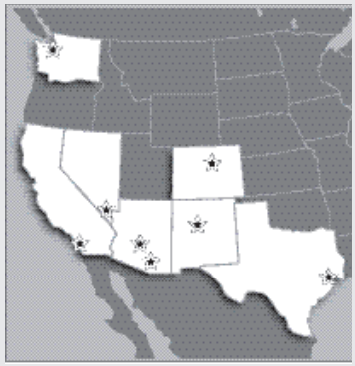
Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

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 Houston, Las Vegas, 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 115 PTA Techniques
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
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 courses

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 courses

PTA 106 Fundamentals of Disease
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
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 courses

PTA 107 Growth and Development
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This class explores several theories that examine the relationship of structure and function with the development of movement skills throughout the lifespan. Students will also study changes that occur to major body systems during various phases of growth and development and how these changes affect health and wellness.
Prerequisites: Semester I courses

PTA 125 Introduction to Kinesiology
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
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. Lab activities focus on skills development and provide competency-based opportunities in posture analysis.
Prerequisites: Semester I courses

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 courses

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 aids, and measurement of vital signs.
Prerequisites: Semesters I and II courses

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 courses

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 and II courses, and Semester III PTA-designated courses

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 courses

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 courses

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, and III courses, and Semester IV PTA-designated courses

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 courses

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 courses

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 courses

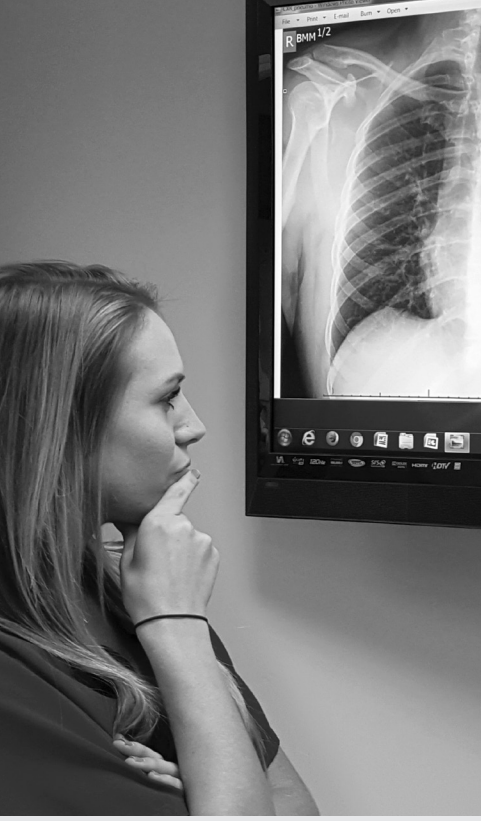
PTA 212 Clinical Practicum III
Total Course Hours: 280 (0 Theory, 0 Lab, 280 Extern) Semester Credits: 6.0
This course is a continuation of Clinical Practicum II and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a licensed 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 courses

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! 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—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 35.5 credits for previous radiologic sciences education and experience. Refer to the Transfer Credit information in the Prospective Studentssection of this catalog.

Transfer Credit			
	Theory	Extern	Credits
Transfer of Credit (1 medical terminology, 34.5 clinical experience credits)			35.5
Transfer Total			**35.5**

Semester I				
Course #	Course	Theory	Extern	Credits
CCM 112	*Communications*	*45*		*3.0*
PSY 140	*Interpersonal Relations*	*30*		*2.0*
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
CLE 112	*Medical Law and Ethics*	*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
RAD 212	Advandced Radiographic Imaging and Special Procedures	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	90		6.0
RAD 256	Clinical Externship IV		252	5.5
Semester IV Total		**90**	**252**	**11.5**

Transfer Courses Total	**15**	**1,599**	**35.5**
Program Total	**825**	**1,851**	**95.0**

At a Glance

Program Type: Associate Degree

Delivery Method: Online

Semester Credits: 95.0

Program Length	Total
Program Hours	2,676
Program Weeks Transfer hours: 1,614 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

CCM 112 Communications

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

This course introduces foundational concepts of human communication and enables students to develop their awareness and effectiveness as communicators in social, professional, and interpersonal situations. Students explore verbal and nonverbal communication, communication styles, speaking and listening skills, and cultural factors that influence communication. Basic internet research skills, source citation, and effective interpretation of information are also addressed.

Prerequisites: None

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

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: RAD 112 Positioning I, BIO 134 and BIO 144 (Anatomy and Physiology I and II)

CLE 112 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

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

Radiography—Bridge • Course Descriptions

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

RAD 212 Advanced Radiographic Imaging and Special Procedures
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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: RAD 112 Positioning I, RAD 122 Positioning II, RAD 132 Positioning III

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: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
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 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 develop in students the intrapersonal and professional skills needed to perform as competent entry-level respiratory therapists through didactic instruction and hands-on laboratory and clinical experiences. Among the topics covered in the curriculum are 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. Refer to the program specific Prospective Student Handout for more information.

Semester I

Course #	Course	Theory	Lab	Extern	Credits
MT 103	*Math Applications*	*30*			*2.0*
BIO 127	*Anatomy and Physiology*	*70*			*4.5*
RES 116	Cardiac Anatomy & Physiology	30			2.0
RES 118	Pulmonary Anatomy & Physiology	75			5.0
CHP 111	*Respiratory Sciences*	*35*			*2.0*
	Semester I Total	**240**			**15.5**

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	50			3.0
RES 180	Respiratory Therapeutics I	30	25		2.5
PC 122	*Patient Assessment*	*20*	*15*		*1.5*
MB 120	*Microbiology*	*20*			*1.0*
	Semester II Total	**245**	**70**		**17.0**

* Represents the Las Vegas Campus.

Semester III

Course #	Course	Theory	Lab	Extern	Credits
RES 185	Respiratory Therapeutics II	40	50		4.0
RES 242	Emergency Care	35	15		2.5
RES 211	Critical Care Techniques	40	15		3.0
RES 160	Respiratory Pediatrics	30			2.0
RES 201	Pulmonary Rehabilitation & Wellness	15			1.0
CCM 102	*Healthcare Communications*	*45*			*3.0*
	Semester III Total	**205**	**80**		**15.5**

Semester IV

Course #	Course	Theory	Lab	Extern	Credits
RES 281	Introduction to Mechanical Ventilation	60	60		6.0
RES 222	Advanced Patient Assessment	30	20		2.5
RES 190	Respiratory Care Practicum I			240	5.0
	Semester IV Total	**90**	**80**	**240**	**13.5**

Semester V

Course #	Course	Theory	Lab	Extern	Credits
RES 290	Respiratory Care Practicum II			240	5.0
RES 251	Advanced Pharmacology	45			3.0
RES 260	Respiratory Perinatology	50			3.0
RES 231	Advanced Pulmonary Diagnostics	35			2.0
	Semester V Total	**130**		**240**	**13.0**

Semester VI

Course #	Course	Theory	Lab	Extern	Credits
RES 270	Cardiovascular Diagnostics	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	35			2.0
	Semester V Total	**135**	**30**	**216**	**13.5**
	Program Total	**1000**	**260**	**696**	**85.0**
	Las Vegas Program Total	**1,045**	**260**	**696**	**88.0**

At a Glance

Program Type: Associate 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	1,956 2,001*
Program Weeks	96
Program Semesters (16 weeks per semester)	6

*Las Vegas Campus

Campus Locations

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

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

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 following systems: integumentary, musculoskeletal, endocrine, cardiovascular (including blood, heart, blood vessels and circulation), lymphatic, immune, respiratory, digestive, urinary and reproductive systems.
Prerequisites: None

RES 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

RES 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 (CaO_2), alveolar (PAO_2), venous (CvO_2) and capillary (CcO_2) blood flow and gas exchange, oxygen delivery (DO_2) and consumption (VO_2). A detailed review of acid-base balances and interpretation of arterial blood gases is also an integral part of the course.
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

Semester II

HST 205 Nevada History and US Constitution (Las Vegas Campus only)
Total Course Hours: 45 (0 Theory, 45 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: RES 116 Cardiac Anatomy and Physiology and RES 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: RES 116 Cardiac Anatomy and Physiology and RES 118 Pulmonary Anatomy and Physiology

RES 141 Cardiopulmonary Diseases
Total Course Hours: 50 (50 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: RES 116 Cardiac Anatomy and Physiology and RES 118 Pulmonary Anatomy and Physiology

Respiratory Therapy • Course Descriptions

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, troubleshooting systems and the use of hyperbaric oxygen related to respiratory care.
Prerequisites: RES 116 Cardiac Anatomy and Physiology and RES 118 Pulmonary Anatomy and Physiology

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

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

Semester III
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 on technologies for airway clearance and hyperinflation.
Prerequisites: Semester 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 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 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: Semester 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

CCM 102 Healthcare 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

Semester IV
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

Respiratory Therapy • Course Descriptions

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: Semester I, II and III courses

RES 190 Respiratory Care Practicum I
Total Course Hours: 240 (0 Theory, 0 Lab, 240 Extern) Semester Credits: 5.0
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: Semester I, II and III courses

Semester V
RES 290 Respiratory Care Practicum II
Total Course Hours: 240 (0 Theory, 0 Lab, 240 Extern) Semester Credits: 5.0
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, III and IV courses

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, 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 231 Advanced Pulmonary Diagnostics
Total Course Hours: 35 (35 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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, III and IV courses

Semester VI
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, IV and V 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, IV and V 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: 35 (35 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, IV and V 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. Students who successfully complete the program are eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) examination for certification. Students must attempt this examination prior to graduating from the program; if the exam is postponed for any reason, it could result in a delayed graduation date.

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: 70.0

Program Length	Total
Program Hours	1,572
Program Weeks	75
Program Semesters (15 weeks per semester)	5

Campus Locations

AZ: Phoenix, Tucson
CA: Chula Vista
CO: Denver
WA: Seattle

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 122	*Anatomy and Physiology I*	*45*	*15*		*3.5*
CMT 121	*Medical Terminology*	*15*			*1.0*
CCM 141	*Communications*	*45*			*3.0*
MTH 131	*Math Applications*	*45*			*3.0*
SUR 121	Introduction to Surgical Technology	30			2.0
	Semester I Total	**180**	**15**		**12.5**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 132	*Anatomy and Physiology II*	*45*	*15*		*3.5*
BIO 141	*Microbiology*	*45*	*15*		*3.5*
SUR 131	Surgical Patient Care	45			3.0
SUR 141	Principles of Surgical Technology	60			4.0
SUR 155	Surgical Lab I		75		2.5
	Semester II Total	**195**	**105**		**16.5**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SUR 201	Surgical Pharmacology and Anesthesia	45			3.0
SUR 211	Endoscopic Principles and Procedures	60			4.0
SUR 221	Basic Surgical Procedures	60			4.0
SUR 225	Surgical Lab II		120		4.0
	Semester III Total	**165**	**120**		**15.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SUR 231	Advanced Surgical Procedures	60			4.0
SUR 241	Clinical Preparation	15			1.0
SUR 245	Professional Development	45			3.0
SUR 255	Surgical Lab III		120		4.0
	Semester IV Total	**120**	**120**		**12.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SUR 265	Certification Preparation	48			3.0
SUR 275	Clinical Practicum			504	11.0
	Semester V Total	**48**		**504**	**14.0**

	Program Total	**708**	**360**	**504**	**70.0**

Surgical Technology • Course Descriptions

Note: Hybrid delivery is offered only at Chula Vista, Denver, Seattle, and Tucson 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

CMT 131 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 create, analyze, and apply medical terms.
Prerequisites: None

CCM 141 Communications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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

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

SUR 121 Introduction to Surgical Technology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
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 141 Microbiology
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
This course presents the basics of microbiology. The course content focuses on microorganisms, pathogens, and disease transmission and prevention.
Prerequisites: Semester I courses

SUR 131 Surgical Patient Care
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course focuses on the physical and psychosocial aspects of the surgical patient. Topics include transporting, transferring, positioning patients, vital signs, skin preparation, urinary catheterization, open gloving, and draping, as well as decontamination, sterilization, and disinfection.
Prerequisites: Semester I courses

SUR 141 Principles of Surgical Technology
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course focuses on the responsibilities of a surgical technologist in the pre-, post-, and intraoperative phases of surgery. Emphasis is placed on ensuring patient safety through proper scrubbing, gowning, and gloving. Other topics covered include surgical instrumentation, wounds, wound healing, suture material, and stapling devices.
Prerequisites: Semester I courses

Surgical Technology • Course Descriptions

SUR 155 Surgical Lab I
Total Course Hours: 75 (0 Theory, 75 Lab, 0 Extern) Semester Credits: 2.5
This course provides opportunities to practice and refine skills in the pre-, intra-, and post-operative settings. Skills addressed include transporting, transferring, and positioning patients, performing vital signs, hand wash, surgical scrub, donning and doffing PPE, gowning and gloving self, gowning and gloving a team member, open gloving, draping, skin preparation, urinary catheterization, decontamination and sterilization procedures, disinfection, and room preparation and turnover. Case preparation and surgical case management utilizing the principles of aseptic technique are also demonstrated and practiced.
Prerequisites: Semester I courses

Semester III
SUR 201 Surgical Pharmacology and Anesthesia
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
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 211 Endoscopic Principles and Procedures
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course explores endoscopic, minimally invasive, and robotic surgery. Other topics include the preparation, maintenance, required cleaning, and surgical procedures appropriate for each type of endoscope and the use of electrosurgery. The use of computers, lasers, robotics, and interventional radiology in the surgical setting is introduced.
Prerequisites: Semesters I and II courses

SUR 221 Basic Surgical Procedures
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course covers the basic surgical procedures used in the several areas of surgery, including general, obstetrics and gynecology, genitourinary, plastic and reconstructive, ophthalmic, ENT, and oral and maxillofacial. Topics addressed for each surgical specialty include related anatomy and terminology, common surgical procedures, pathophysiology, appropriate instrumentation, supplies, anesthesia method, patient positioning, prepping and draping, incision, basic procedural steps, complications, special medications, and specimen handling.
Prerequisites: Semesters I and II courses

SUR 255 Surgical Lab II
Total Course Hours: 120 (0 Theory, 120 Lab, 0 Extern) Semester Credits: 4.0
This course is a continuation of Surgical Lab I and provides opportunities to practice and refine skills in the pre-, intra-, and post-operative setting for basic surgical procedures. Skills addressed include proper handling of sharps and medications as well as patient positioning, prepping and draping, incision, basic procedural steps and room preparation and turnover for general, OB/GYN, GU, ophthalmic, ENT, oral-maxillofacial, and plastic and reconstructive procedures. Case preparation and surgical case management utilizing the principles of aseptic technique are also demonstrated and practiced.
Prerequisites: Semesters I and II courses

Semester IV
SUR 231 Advanced Surgical Procedures
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
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 241 Clinical Preparation
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course acts as a bridge from the didactic 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 255 Surgical Lab III
Total Course Hours: 120 (0 Theory, 120 Lab, 0 Extern) Semester Credits: 4.0
This course is a continuation of Surgical Lab II and provides opportunities to practice and refine skills in the pre-, intra-, and post-operative settings for advanced surgical procedures. Skills addressed include patient positioning, prepping and draping, incision, basic procedural steps and room preparation and turnover for orthopedic, peripheral vascular, thoracic and pulmonary, cardiovascular, neurosurgical, pediatric, and common trauma surgical procedures. Case preparation and surgical case management utilizing the principles of aseptic technique are also demonstrated and practiced.
Prerequisites: Semesters I, II, and III courses

Surgical Technology • Course Descriptions

Semester V

SUR 265 Certification Preparation

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

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

SUR 275 Clinical Practicum

Total Course Hours: 504 (0 Theory, 0 Lab, 504 Extern) Semester Credits: 11.0

This course provides students with the opportunity to apply learned theories and skills in a clinical setting. Under the supervision of a preceptor, students participate in the intraoperative stage of surgery and perform preoperative and postoperative duties. Course requirements include maintaining case records of participation in surgical procedures for 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

Veterinary Technician

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level veterinary technicians through didactic instruction, hands-on laboratory practice, and clinical experiences. Among the topics covered in the curriculum are 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 to this degree completion program must provide evidence of a certificate/diploma from a veterinary assistant program and upon evaluation may successfully transfer 29 credits. 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. Refer to the program specific Prospective Student Handout for more information.

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 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
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

Veterinary Technician • Course Descriptions

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

Veterinary Technician • Course Descriptions

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

Externship Sequence
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

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 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

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 61 semester credits at the postsecondary level. The 61 transfer credits shall consist of 14 general education, 26 health science technical, and 21 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.

Transfer Credit				
	Theory	Lab	Extern	Credits
Transfer of Credit (14 general education, 26 health science, 21 related credits)				61.0
Transfer Total				**61.0**

Semester I					
Course #	Course	Theory	Lab	Extern	Credits
CPT 301	*Microcomputer Applications*	*45*			*3.0*
ENG 320	*Advanced College 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**			**120.0**

At a Glance

Program Type: Bachelor's Degree

Delivery Method: Online

Semester Credits: 120.0
(includes 61 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.

Bachelor of Science in Health Care Administration • Course Descriptions

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 320 Advanced College Writing
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course builds upon basic English composition to create a strong foundation for academic and professional writing. This course enhances students' analytical reading and writing skills appropriate to one's professional field. Through instruction and practice in the writing process, research and information literacy, APA writing style, and connecting writing and critical thinking, students will hone their confidence and competence in making writing decisions for audience, purpose, and context.
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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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, hypothesis testing, confidence intervals, and linear regression. Common statistical tests, such as z-tests and Pearson correlation will be introduced. Students will practice statistical reasoning in real-world contexts.
Prerequisites: ENG 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 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 health care business. The course content is geared toward increasing and disseminating intellectual inquiry, information literacy, and the use of scholarly research methods.
Prerequisites: Semesters I, II, III, and IV courses

Bachelor of Science in Nursing (RN to BSN)

Objective: The Pima Medical Institute Bachelor of Science in Nursing Degree Completion program (RN to BSN program) of study is designed for Registered Nurses working in the profession to obtain a RN to BSN degree through an online learning platform. The program is enhanced by general education credits that enables the nurse generalist to expand their knowledge base and is aimed to prepare associate degree and diploma nurse graduates for increased responsibility in an ever-evolving health care environment. The RN to BSN program of study focuses on theories, concepts, and principles important for development of nursing leadership and management knowledge, skills, and attitudes; evidence-based research analysis and utilization; and pertinent clinical, fiscal, legal, and political trends confronting healthcare and the nursing profession. The graduate will be prepared to assume roles requiring increased leadership capability and clinical responsibility in the delivery of care to diverse individuals, families, communities, and global populations.

Graduates of this program receive a Bachelor of Science Degree in Nursing.

Admissions Requirements: Admission to this degree completion 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 79 semester credits of specific coursework at the postsecondary level. The 79 transfer credits shall consist of 42 nursing credits, 25 general education credits, 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.

Transfer Credit Requirements					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
Transfer of Nursing Course Credits					42.0
Transfer of Related Course Credits					12.0
Transfer of Lower Division General Education Credits					*25.0*
	Transfer Total				**79.0**

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
ENG 320	*Advanced College Writing*	*45*			*3.0*
NUR 330	Legal and Regulatory Healthcare Requirements Seminar	45			3.0
MTH 315	*Statistical Concepts*	*45*			*3.0*
BIO 350	*Pathophysiology*	*45*			*3.0*
	Semester I Total	**180**			**12.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
NUR 325	Integrated Health Assessment	45			3.0
NUR 340	Ethics in a Diverse World	45			3.0
NUR 405	Role Transition to Professional Nursing	45			3.0
HSC 410	*Health Care Informatics*	*60*			*4.0*
	Semester II Total	**195**			**13.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
NUR 435	Nursing Research and Evidence-Based Practice	60			4.0
NUR 445	Health Care Management, Policy, and Quality Improvement	60			4.0
NUR 465	Community, Transcultural and Global Health Issues	60			4.0
NUR 495	Interprofessional Leadership in Health Care Capstone	60			4.0
	Semester III Total	**240**			**16.0**

Semesters I, II, III Total	**615**			**41.0**
Program Total	**615**			**120.0**

At a Glance

Program Type: Bachelor's Degree

Delivery Method: Online

Semester Credits: 120.0
(includes 79 transfer credits)

Program Length	Total
Program Hours (excludes transfer credits/clock hours)	615
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	48
Program Semesters (16 weeks/semester)	3

Campus Locations

The Online programs are delivered from Tucson, AZ.

Bachelor of Science in Nursing (RN-BSN) • Course Descriptions

Semester I

ENG 320 Advanced College Writing

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

This course builds upon basic English composition to create a strong foundation for academic and professional writing. This course enhances students' analytical reading and writing skills appropriate to one's professional field. Through instruction and practice in the writing process, research and information literacy, APA writing style, and connecting writing and critical thinking, students will hone their confidence and competence in making writing decisions for audience, purpose, and context.

Prerequisites: None

NUR 330 Legal and Regulatory Healthcare Requirements Seminar

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

This course will advance the professional nurse's knowledge about legal and regulatory requirements within an increasingly complex healthcare delivery system. Understanding healthcare's legal and regulatory landscape is vital to optimal patient care as it allows nurses to anticipate and potentially prevent adverse outcomes. Students will investigate healthcare regulations and compliance at state and national levels. Nurses' expanding roles make it increasingly important to know state licensure requirements, scope of practice, and mandatory reporting laws, along with federal regulations such as security, privacy, and breach notification rules. Nurses are being held independently responsible and increasingly subject to felony charges for malpractice. Risk mitigation is vital. As a Seminar course, students will participate in and moderate current issue discussions such as social media risks, the complexities of nursing's role in informed consent, the connections between law and ethics, and more. Students will also learn the media tool Panopto and show competency in this course through the use of Panopto to create a presentation on a chosen legal/regulatory issue.

Prerequisite: 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, hypothesis testing, confidence intervals, and linear regression. Common statistical tests, such as z-tests and Pearson correlation will be introduced. Students will practice statistical reasoning in real-world contexts.

Prerequisites: None

BIO 350 Pathophysiology

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

This course validates prior knowledge of healthcare science. It explores the study of structural and functional changes in cells, tissues, and organs of the body. The wide variety of pathologic causes of these changes are examined including genetic, environmental, trauma, and pathogenic organisms. This course also focuses on the mechanisms of the underlying disease process and provides for the application of the clinical reasoning process to assist with differentiation in diagnosis. This promotes not only critical thinking skills but also competency in clinical judgment. Intellectual curiosity is stimulated as students integrate a set of complex pathological changes into a disease process. This integration of healthcare knowledge advances clinical reasoning skills. Students will show competency through an analysis of pathological changes, development of a set of differential diagnoses, and determination of the specific disease process.

Prerequisites: None

Semester II

NUR 325 Integrated Health Assessment for the Experienced Nurse

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

The purpose of this physical assessment course is to broaden the learners' knowledge base, organize assessment skills, and facilitate the ability to apply those skills in the clinical setting. This course uses Digital Clinical Experiences (DCE), a virtual simulation technology, to provide realistic, conversation-driven practice with diverse patients across the lifespan. The DCE facilitates the use of a systematic approach to complete an integrated health assessment, allowing students to begin at their clinical level. Students expand clinical reasoning skills and apply clinical judgment to specific patient organ systems. There is a holistic focus on the biological, psychological, and sociological aspects of individuals across the lifespan. The Virtual Comprehensive Physical Assessment provides competency validation of multiple aspects of person-centered care and knowledge for nursing practice. This course contains a virtual Experiential Learning Activity.

Prerequisites: None

NUR 340 Ethics in a Diverse World

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

This course explores the intersection of nursing ethics and the healthcare needs of diverse patient populations as they relate to social justice, equity, and inclusion. As the diversity of patient populations continues to mirror an increasingly global society, nurses must provide excellence in patient care through a multicultural lens. Ethical theories applied to transcultural nursing equip the nurse to identify and apply thoughtful and effective strategies to support decision-making. Students will examine how healthcare disparities, real-world ethical complexities, and potential barriers challenge the provision of culturally competent care, via self-reflection and concept application. This process supports nurses in developing a deeper perspective of diverse patient needs within the boundaries of ethical nursing responsibilities. The application of these skills to complex ethical scenarios supports competency validation of multiple aspects of Population Health and Professionalism. This is an Experiential Learning Course.

Prerequisites: None

NUR 405 Role Transition to Professional Nursing
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an opportunity for nurses to broaden their perspective on the role of the professional nurse in healthcare delivery. Differences between the associate degree and the bachelor's degree. Students will reflect on the importance of liberal arts education as needed for developing cognitive abilities, understanding self and others, providing safe, quality care, and informing clinical judgment. Nursing and Interprofessional theories will be examined along with their importance in supporting clinical reasoning. 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 a professional is explored, including areas such as ethical practice, accountability, and integration of diversity, equity, and inclusion into personal practice. An emphasis is placed on the identification of the importance of, and strategies for, personal, professional, and leadership development. Students will create a career plan that provides competency validation for each of the three areas of Professional Development.
Prerequisites: None

HSC 410 Health Care Informatics
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course examines the history of healthcare informatics, basic informatics concepts, health information management systems, and current issues. This course further explores the present and potential future impact of healthcare informatics on the health professions. The role of the healthcare professional 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 analyzed. 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 practice, are presented. The use of patient portals, wearable technology, and implanted devices is examined. Future technology such as Edge Computing, Web 3.0, and the integration of artificial intelligence is explored, along with its impact on the ever-widening divide between the haves and have-nots. All healthcare professionals are expected to be able to understand the value of informatics and how the technologies involved are used and how they impact the delivery of care and influence outcomes.
Prerequisites: None

Semester III
NUR 435 Nursing Research and Evidence-Based Practice
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course provides a foundation for understanding evidence-based nursing practice and the role both play in nursing scholarship. 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. Primary aspects such as the research process, methodology, design, and interpretation of findings are explored. Content builds upon prior course learning, especially Statistical Concepts. The student builds upon and applies proper analysis of data, power, reliability, validity, and the difference between correlation and causation. 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. Students complete a Plan-Do-Study-Act project to demonstrate competency with the application, translation, and implementation of best evidence into clinical decision-making.
Prerequisites: None

NUR 445 Health Care Management, Policy, and Quality Improvement
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
Healthcare Management is an encompassing term describing the broad responsibilities of nursing leadership roles. In this course, the focus is on the provision of safe, quality, and equitable care to diverse populations within complex healthcare systems. Students will explore the complexities of organizational behavior, how to influence, create, and evaluate policy, and promote quality improvement principles as a core value. The processes behind continuous quality improvement are considered a foundation for quality care and patient safety. CQI standards, data to monitor the processes, and outcomes of nursing care are discussed. Methods to design and evaluate changes to continuously improve the quality and safety of health care are explored. Healthcare financial models are examined along with their impact on social disparities, social determinants of health, and quality outcomes. Students will demonstrate competency by participating in a healthcare safety practice change.
Prerequisites: None

NUR 465 Community, Transcultural, and Global Health Issues
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course explores the demands of a dynamic healthcare system that requires nurses to have a holistic understanding of healthcare on a global level. The intricacies of providing care, not only for the individual, but for the community, nation, and world offer unique learning opportunities for nurses. Caring for diverse populations from a variety of cultural and socioeconomic backgrounds within vastly differing healthcare systems requires specific education. This course explores population-based decision-making, community-based strategies for health promotion and disease prevention, primary care services, as well as disaster prevention and planning. Tools such as Windshield surveys, data analysis from global health resources such as the World Health Organization and the Centers for Disease Control are used to address emerging issues. Vital to the process are the interdisciplinary healthcare professionals. Interprofessional partnerships are vital to the sharing of knowledge, data, and resources. Competency in these areas will be achieved through the analysis of a current global health problem.
Prerequisites: All Semester I and II courses, NUR435, NUR445

NUR 495 Interprofessional Leadership in Health Care Capstone
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This Capstone course moves from formative to summative evaluation of achievement of program outcomes. The Capstone process requires students, within a healthcare setting, to establish an interdisciplinary team to study a healthcare need. Students may choose a topic of interest related to nursing practice, administration, policy, or education. Leadership principles related to organizational culture and change including concepts of team, delegation, motivation, negotiation, and problem-solving are included. Students will assume a leadership role in determining the topic, assembling a team from a wide variety of disciplines to provide input using TeamSTEPPS, conducting a literature review on best evidence, developing an action plan to address needed changes, and creating a presentation. This provides the student an opportunity to show competency in the application, synthesis, and evaluation of concepts and nursing issues studied throughout the program. The Capstone will support competency in all domains of nursing, with a specific focus on Interprofessional Partnerships and Personal, Professional, and Leadership Development.
Prerequisites: All Semester I and II courses, NUR435, NUR445

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), American Registry for Diagnostic Medical Sonography (ARDMS), or Nuclear Medicine Technology Certification Board (NMTCB) 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 radiology 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 320	*Advanced College 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
RA 450 EDU 450	Management in Medical Imaging or Education Foundations for Allied Health Professionals	45			3.0
	Semester III Total	**195**			**13.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 430	Patient Information and Management	45			3.0
HCA 470	Quality Management	45			3.0
HLT 410	Pathophysiology	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.

Bachelor of Science in Radiologic Sciences • Course Descriptions

Semester I

ENG 320 Advanced College Writing

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

This course builds upon basic English composition to create a strong foundation for academic and professional writing. This course enhances students' analytical reading and writing skills appropriate to one's professional field. Through instruction and practice in the writing process, research and information literacy, APA writing style, and connecting writing and critical thinking, students will hone their confidence and competence in making writing decisions for audience, purpose, and context.

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, hypothesis testing, confidence intervals, and linear regression. Common statistical tests, such as z-tests and Pearson correlation will be introduced. Students will practice statistical reasoning in real-world contexts.

Prerequisites: ENG 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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 320 Advanced College Writing and CPT 301 Microcomputer Applications

Bachelor of Science in Radiologic Sciences • Course Descriptions

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 320 Advanced College 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 320 Advanced College Writing and CPT 301 Microcomputer Applications

RA 450 Management in Medical Imaging
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course is designed for radiologic science professionals with a desire to lead medical imaging departments. Emphasis on operational efficiency, transformative strategies, and quality patient care equips learners with the knowledge and skills to navigate the challenges and opportunities of emerging technologies, innovation, and resource management, contributing to the overall success of the department and health care facility.
Prerequisites: ENG 320 Advanced College Writing, CPT 301 Microcomputer Applications, and BUS 220 Health Care Management

EDU 450 Education Foundations
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides learners with an understanding of educational theory and concepts in the context of teaching within the allied health field. Exploration of various adult learning theories and applications in content design, instructional methods, and assessment prepares allied health professionals to elevate their teaching skills in diverse settings including patient and community education, staff development, clinical education, and academics. Learning to create engaging and effective learning experiences is accomplished through discussion, research, projects, and real-world applications.
Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications

Semester IV
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 320 Advanced College 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 320 Advanced College 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 320 Advanced College 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. Graduates of entry into the respiratory care professional practice degree programs will gain additional knowledge, skills, and attributes in leadership, management, education, research, and/or advanced clinical practice that will enable them to meet their current profesional goals and prepare them for practice as advanced degree respiratory therapists.

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.

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 320	*Advanced College 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
RES 450 EDU 450	Leadership in Respiratory Care or Education Foundations for Allied Health Professionals	45			3.0
	Semester III Total	**180**			**12.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 430	Patient Information and Management	45			3.0
HCA 470	Quality Management	45			3.0
RES 420	Disease Management and Wellness Promotion	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**

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.

Bachelor of Science in Respiratory Therapy • Course Descriptions

Semester I

ENG 320 Advanced College Writing

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

This course builds upon basic English composition to create a strong foundation for academic and professional writing. This course enhances students' analytical reading and writing skills appropriate to one's professional field. Through instruction and practice in the writing process, research and information literacy, APA writing style, and connecting writing and critical thinking, students will hone their confidence and competence in making writing decisions for audience, purpose, and context.

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, hypothesis testing, confidence intervals, and linear regression. Common statistical tests, such as z-tests and Pearson correlation will be introduced. Students will practice statistical reasoning in real-world contexts.

Prerequisites: ENG 320 Advanced College 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 320 Advanced College 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 320 Advanced College Writing, CPT 301 Microcomputer Applications, and MTH 315 Statistical Concepts

HCA 310 Health Care Law and Compliance 3

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 320 Advanced College 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 study of the clinical and technical aspects of polysomnography. Topics address normal and abnormal sleep physiology and sleep disorders. Students learn the basics of polysomnography, including instrumentation and recording technology, methodology, and the inner workings of a sleep laboratory. The course also addresses patient-technologist interaction and administrative and safety issues.
Prerequisites: ENG 320 Advanced College 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 320 Advanced College Writing and CPT 301 Microcomputer Applications

RES 450 Leadership in Respiratory Care
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course will equip respiratory care practitioners with a comprehensive understanding of current principles and practices of leading a respiratory care department. The course addresses the unique challenges and responsibilities associated with managing resources, efficient workflows, and integrating technology innovations in respiratory care. In the application of leadership principles, learners acquire the ability to navigate legal, ethical, and accreditation considerations in the administration of a respiratory care department.
Prerequisites: ENG 320 Advanced College Writing, CPT 301 Microcomputer Applications, and BUS 220 Health Care Management

EDU 450 Education Foundations
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides learners with an understanding of educational theory and concepts in the context of teaching within the allied health field. Exploration of various adult learning theories and applications in content design, instructional methods, and assessment prepares allied health professionals to elevate their teaching skills in diverse settings including patient and community education, staff development, clinical education, and academics. Learning to create engaging and effective learning experiences is accomplished through discussion, research, projects, and real-world applications.
Prerequisites: ENG 320 Advanced College Writing, CPT 301 Microcomputer Applications

Semester IV
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 320 Advanced College 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 320 Advanced College Writing and CPT 301 Microcomputer Applications

RES 420 Disease Management and Wellness Promotion
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course is designed for respiratory care professionals seeking to elevate their skills and knowledge in a specialized role of disease management. The course focuses on strategies for chronic disease management and wellness promotion, including patient education and counseling, adapting interventions across the lifespan using evidence-based research, and fostering a collaborative approach to managing chronic conditions and promoting healthy lifestyles. The course prepares learners to navigate the challenges and opportunities of disease management in the evolving landscape of respiratory health care.
Prerequisites: ENG 320 Advanced College 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

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.

MS in Organizational Leadership-HCA Specialization • Course Descriptions

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.

Prerequisites: None

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

MS in Organizational Leadership-HCA Specialization • Course Descriptions

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

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					
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**

MS in Organizational Leadership-PHA Specialization • Course Descriptions

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.

Prerequisites: None

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

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.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Back in 2012, I was a recently separated army medic veteran looking for a career in the medical field. Pima Medical Institute was a well-known school for having excellent training in the Colorado Springs area, so I enrolled in the Medical Assistant (MA) program. I had the best instructor! She was knowledgeable, patient and cared deeply about her students. As I began working in the field, I found many of my coworkers had also been trained by her and it felt good to know I was working alongside others who had a quality education.

I loved being an MA and found my place working in oncology. Wanting to build on my education, I enrolled in Pima Medical's Health Care Administration online associate's degree and then continued to the bachelor's program. I was a single mom, working fulltime and going to school and, although it was challenging, I found it to be very manageable. My education helped me understand management's expectations and the theory or the why behind what I was doing.

Realizing I was having trouble being on my feet all day, I applied for an administrative position, got the job and soon realized THIS is what I was meant to do. After moving further up into management, I knew I wanted to learn additional skills, so I enrolled in Pima Medical's Master of Science in Organizational Leadership program. I am only in my first class, but I know I'm going to benefit from this program. I encourage my staff to further their education and I find it helps them to be more confident because they understand the why behind their clinical work.

Pima Medical Institute instructors were knowledgeable, responsive and understanding and I really appreciated the good quality education I received in ALL (soon to be 4) of my programs.

Sierra Jones
Master's Degree, MS in Organizational Leadership - PHA, Online Education