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ACADEMIC CATALOG
VOLUME XI

PIMA MEDICAL INSTITUTE®

Trusted. Respected. Preferred.

Our Mission

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











PIMA MEDICAL INSTITUTE®

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Welcome

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

Thanks to our founders' vision and the dedication of our faculty and staff, over 175,000 graduates have accomplished the goal of advancing their education to expand their opportunities. Many are serving their communities through meaningful health care careers, while others have continued their formal education through our degree completion programs or those of another institution.

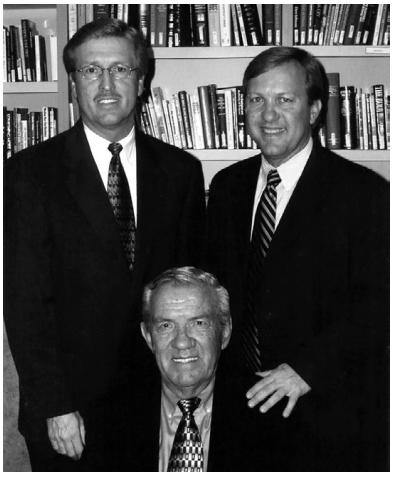
Our impressive network of alumni demonstrates the commitment of our educators. In this catalog, you will read success stories shared by some of our graduates. Each story speaks to the value of the education the graduate received at Pima Medical Institute. As our Chairman of the Board, Richard L. Luebke,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

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

Andy Andress, CEO

YOUR SUCCESS IS OUR PRIORITY

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



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

Founders and Philosophy

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

Eventually, brothers Richard L. Luebke, Jr. and Mark P. Luebke took the helm, introducing more programs and opening additional campuses to meet the growing demand for qualified health care professionals. Today, we have 16 campuses educating nearly 10,000 students per year in eight states in the western United States, as well as a growing online presence.

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

Mission, History, and Leadership

Our Mission

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

- **To develop in students the personal traits and professional skills required to perform as competent entry-level professionals.**
- **To serve the needs of the markets in which PMI operates, to include clinical affiliates, employers, and the community at large.**

Trusted. Respected. Preferred.

Future

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

Established

Leadership

Pima Medical Institute Officers

Chief Executive Officer: Andy Andress
Chief Legal & Government Affairs Officer: Andrea Snow
Chief Operating Officer: John Hanson
Chief Financial Officer: Erik Nystrom

Pima Medical Institute Home Office Directors

Director of Admissions: Bree Fulp
Director of the Admissions Support Center: Shaunna Kraniger
Director of Education: Jordan Utley
Director of Financial Services: Kathy Cheatham
Director of Human Resources: Sandy Lopez
Director of Information Technology: Kory Gray
Director of Marketing: Stephanie Gallo
Director of Online Education: Michele Poulos
Director of Regulatory and Compliance: Cara Sharpe
Regional Director of Operations: Tara Dailey
Regional Director of Operations: DeWayne Johnson

Volume XI, published January 2026, PMI © 2026

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

Two stockholders or groups own the outstanding shares of stock in the corporation: (1) Luebke Family Trusts, comprising of the Luebke Capital Irrevocable (Trustee: Richard L. Luebke, Jr.) located at 40 N. Swan Road, Suite 100, Tucson, AZ 85711, the Mark and Karen Luebke Foundation (Trustee: Mark Luebke) located at 40 N. Swan Road, Suite 100, Tucson, AZ 85711 and Abba's Storehouse, LLC (Trustee: Richard L. Luebke, Jr.) located at 40 N. Swan Road, Suite 100, Tucson, AZ 85711; and (2) the Employee Stock Ownership Plan (Trustee: Argent Trust Company, Marc Hansberger) located at 40 N. Swan Road, Suite 100, Tucson, AZ 85711.

This 2026-2027 academic catalog is volume number XI and is maintained electronically at www.pmi.edu. It is effective January 1, 2026 through December 31, 2027 and supersedes all previous editions. The campus-specific addenda and supplemental information are related to Pima Medical Institute's academic catalog published and printed January of 2026. A printed version of this catalog and the campus-specific catalog addenda can be provided upon request. Pima Medical Institute reserves the right to change, without notice, any of the information published in this catalog. These changes will not affect currently enrolled students without prior written consent.

Catalog Guide

How do I ...

- Explore the programs offered at PMI?
  Use the Table of Contents at the front of the catalog to locate the page numbers for the many program options.
- Find the meanings for certain terms and abbreviations used in this catalog?
  Refer to the Abbreviations and Definitions section (pages 24 - 26).
- Learn more about admissions requirements?
  Turn to the Prospective Students section (pages 151 - 156).
- Find out more about PMI's history?
  Read about the Founders of the Institution (page 1).
- Investigate financial aid options?
  Turn to the Financial Services section (pages 171 - 180).
- Learn about campus services?
  See Who's Who On Campus and Campus and Online Resources section (page 7, 167 - 168).
- Read about PMI alumni experiences?
  View Success Stories within some of the catalog pages (pages 27 - 181).

What are ...

- **Clock Hours and Credit Hours?**
  For on-ground programs and courses, **one clock hour** represents a minimum of 50 minutes of instruction in a 60-minute period. The number of hours in a program are typically divided among theory (didactic, lecture) hours, laboratory (lab) hours, and externship/clinical hours.

  For programs and courses offered via distance education (Online and Hybrid), one clock hour represents a minimum of 50 minutes in a 60-minute period of attendance in either
  - A synchronous or asynchronous class, lecture, or laboratory session where there is opportunity for direct interaction between the instructor and the students.
    Or
  - An asynchronous learning activity involving academic engagement in which the student interacts with technology that can estimate the amount of time that the student participates in the activity.

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

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

General Education and Technical Education Courses

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

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

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Who's Who on Campus

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

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

Campus Information

Main Campus

Tucson, Arizona

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

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

State Agency: Licensed by Arizona State Board for Private Postsecondary Education. Pima Medical Institute is Registered with the California Bureau for Private Postsecondary Education (BPPE) as an Out-of-State Private Postsecondary Educational Institute as required by Section 94801.5, California Education Code. Registration with BPPE allows PMI to enroll residents of the State of California into distance education programs.

Program Accreditation
Nursing, Associate Degree: The Associate Degree Nursing Program does not currently have programmatic accreditation. The lack of national nursing accreditation may limit future educational and career options for students.

The Associate Degree Nursing program at Pima Medical Institute Tucson 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.

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

Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-6611, website: www.acoteonline.org.

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

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

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

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

Respiratory Therapy, Bachelor's Degree: The Degree Advancement Respiratory Care Program is currently in the process of seeking CoARC accreditation for a respiratory care program. However, the Degree Advancement Respiratory Care Program can provide no assurance that accreditation will be granted by the CoARC.

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.

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

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

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

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

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

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

Campus Information

Branch Campus
East Valley, Arizona

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

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

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

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

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

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

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

Description of Facilities: The East Valley Campus occupies approximately 17,000 square feet and is divided into eight major instructional areas. Each area contains appropriate instructional equipment and furniture.

Branch Campus
Mesa, Arizona

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

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

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

Program Accreditation
Nursing, Associate Degree: The Associate Degree Nursing Program does not currently have programmatic accreditation. The lack of national nursing accreditation may limit future educational and career options for students.

The 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.

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) 652-6611, website: www.acoteonline.org.

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

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

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

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

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

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

Description of Facilities: The Mesa Campus occupies approximately 56,270 square feet and is divided into 12 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Campus Information

Branch Campus
Chula Vista, California

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

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

State Agency: Pima Medical Institute is a private institution and is licensed to operate by the State of California Bureau for Private Postsecondary Education under the terms of California Education Code (CEC) section 94890(a)(1) until February 28, 2028 per CEC 94890(b). Approval to Operate means compliance with the standards as set forth in the CEC and 5, CCR.

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

Surgical Technology: The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; (301) 291-7550; www.abhes.org, info@abhes.org.

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

Approved by: Dental Board of California, The Workforce Innovation and Opportunity Act/San Diego Workforce Partnership.

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

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

Description of Facilities: The Chula Vista Campus occupies approximately 24,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, Chula Vista, CA. The Veterinary Technology separate educational center located at Chula Vista Animal Care Facility, 130 Beyer Way, is equipped with American Veterinary Medical Association essential equipment including a full surgical suite, surgical prep area, radiology room, clinical laboratory equipment and animal holding areas. The adjacent Veterinary Technology classroom includes clinical laboratory equipment, microscopes, a surgical instrument prep and sterilization area as well as student desk top computers.

Branch Campus
San Marcos, California

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

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

State Agency: Pima Medical Institute is a private institution and is licensed to operate by the State of California Bureau for Private Postsecondary Education under the terms of California Education Code (CEC) section 94890(a)(1) until February 28, 2028 per CEC 94890(b). Approval to Operate means compliance with the standards as set forth in the CEC and 5, CCR.

Program Accreditation
Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program 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) 652-6611, website: www.acoteonline.org.

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

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

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

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

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

Selected Programs Approved for Veterans Educational Benefits by: Department of Veterans Affairs, California Department of Consumer Affairs

Description of Facilities: The San Marcos Campus occupies approximately 40,000 square feet and is divided into 10 major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, San Marcos, CA.

Campus Information

Branch Campus
Colorado Springs, Colorado

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

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

State Agency: Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Program Accreditation
Medical Laboratory Technician: The Medical Laboratory Technician program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; (301) 291-7550; www.abhes.org, info@abhes.org.

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

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

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

Description of Facilities: The Colorado Springs campus occupies approximately 32,000 square feet and is divided into seven major instructional areas. Each area contains appropriate instructional equipment and furniture.

Branch Campus
Denver, Colorado

7475 Dakin Street, Suite 100, Denver, CO 80221
Phone: (303) 426-1800; Fax: (303) 430-4048; Website: www.pmi.edu

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

State Agency: Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Program Accreditation
Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-6611, website: www.acoteonline.org.

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

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

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

Surgical Technology: The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; (301) 291-7550; www.abhes.org, info@abhes.org.

Approved by: Department of Vocational Rehabilitation.

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

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

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

Campus Information

Branch Campus
Las Vegas, Nevada

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

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

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

Program Accreditation
Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-6611, website: www.acoteonline.org.

Paramedic: 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

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

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

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

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

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

Approved by: Department of Vocational Rehabilitation.

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

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

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

Branch Campus
El Paso, Texas

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

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

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

Program Accreditation
Diagnostic Medical Sonography: The DMS associate degree program will prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal-extended and obstetrics and gynecology sonography concentrations. The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) CAAHEP: Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709 Seminole, FL 33775; 727-210-2350

Campus Information

Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-6611, website: www.acoteonline.org.

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

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

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

Member of: Career Education Colleges and Universities (CECU), Career Colleges and Schools of Texas (CCST).

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

Description of Facilities: The El Paso campus occupies 40,000 sq. ft. anchored at either end by an administration wing (north) or a faculty wing (south), with classrooms and labs centrally located between. Administration Wing: 11 offices, work room, testing & financial aid workstations, reception area. Faculty Wing: 10 offices, 8 workstations, work room, reception area, break room. Classroom & Lab Core: 7 Labs, 4 Lab/Classroom combos, 9 classrooms, 1 computer lab. Separate Student Lounge with outdoor patio access. A dental lab/classroom (6 dental chairs, mold lab, sterilization) and Vet Tech lab/classroom (4 exam tables, surgery suite, x-ray room, bathing tub) Occupational Therapy Assistant equipment includes the basic activities of daily living and instrumental activities equipment consisting of a bathroom, bedroom, and a kitchen area. The areas contain a bathtub, commode/ toilet, bathroom sink, hospital bed, refrigerator, dishwasher, electric stove, microwave, upper and lower kitchen cabinets, washer/dryer, table with chairs, sofa, privacy screens, and other variety of adaptive equipment and devices to promote independence in daily living activities. The lab also includes items typical to a rehabilitation occupational space including mat tables, hydro collator, physical agent modalities, bolster set, children crafts, scooter boards, weights, exercise equipment, wheelchairs, walkers, and various tools for visual and sensory motor skills. The Radiography Technology equipment includes an energized X-ray lab with a CR imaging system, an energized C-arm and a Portable x-ray for demonstration purposes. The Radiography lab includes instruments and equipment consisting of phantoms, positioning sponges, lead aprons, Imaging plate holders, and personal dosimeters. The Diagnostic Medical Sonography Lab has 8 exam tables and 8 ultrasound machines with gray-scale imaging capabilities. The Radiography and Sonography programs share an imaging computer classroom/lab space with 6 computers.

Branch Campus
Houston, Texas

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

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

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

Program Accreditation
Dental Hygiene: The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (800) 232-6108 or at 401 North Michigan Avenue, Suite 3300, Chicago, IL 60611-4250. The Commission's web address is: http://coda.ada.org.

Diagnostic Medical Sonography: The DMS associate degree program will prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal-extended and obstetrics and gynecology sonography concentrations. The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the JRC-DMS. CAAHEP: Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709 Seminole, FL 33775; 727-210-2350

Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-6611, website: www.acoteonline.org.

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

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

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

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

Campus Information

Member of: Career Education Colleges and Universities (CECU), Career Colleges and Schools of Texas (CCST).

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

Description of Facilities: The Houston Campus occupies 65,000 square feet and an extended Vet Tech facility that, together, is divided into 15 major instructional areas. There are six computer labs. The Dental Assistant classroom includes six dental chairs and three x-ray machines. Dental equipment includes an ultrasonic, an autoclave, curing lights, amalgamators, model trimmers, a polishing lathe, an x-ray developer machine, a panoramic radiography machine and digital intraoral radiography equipment. The Dental Hygiene department includes a classroom, a computer lab, a lab, dental clinic, and dental clinic lobby. The Dental Hygiene clinic equipment includes 20 ultrasonics, 5 autoclaves, 20 dental chairs, 10 digital intraoral radiography units, and 1 panoramic radiography machine. The Diagnostic Medical Sonography lab has ultrasound machines with gray-scale imaging capabilities, color Doppler and spectral Doppler capabilities along with a machine that provides 3D and 4D features. The Medical Assistant and Phlebotomy labs are well equipped with 3 blood drawing chairs, venipuncture arms, CPR mannequins, mannequin arms, EKG machine, an examination table, microscopes, an autoclave, a centrifuge, human skeleton, urinalysis machine, urinometers, pulse oximeter, nebulizer, a microhematocrit, an otoscope, and glucometers. The Health Care Administration-Certificate program uses two of the computer labs. The Pharmacy Technician classroom is well equipped with drug shelving, digital scales, a cash register, graduated cylinders, a vent hood, and pharmaceutical supplies. The Occupational Therapy Assistant program has positioning and adaptive equipment used with adult and pediatric populations to address a wide variety of orthopedic, sensorimotor, and neurological conditions. In addition, there is ADL and IADL training equipment and areas that include but are not limited to laundry, kitchen, and bathroom appliances and furnishings and physical agent modalities used to address underlying impairments. The Physical Therapist Assistant program lab space contains 10 exam tables, 2 treatment mats, parallel bars, a training staircase, a treadmill, a pulley weight system, and myriad assistive devices. It is also equipped with appropriate modalities to administer thermotherapy, cryotherapy, electrical stimulation, iontophoresis, ultrasound, hydrotherapy, infrared light, intermittent compression, and mechanical traction. The Radiography program has two fully functional digital radiography x-ray labs complete with skeletal models, phantoms, patient and occupational shielding, gurney, sponge sets, markers, imaging teaching files, and other radiographic equipment commonly utilized in a modern patient care hospital setting. Classroom has teaching videos, posters, and anatomic models. The Respiratory Therapy space includes a fully functional lab with air and oxygen (as needed), a simulation room with SimMan™, mechanical ventilators (invasive and noninvasive), pulse oximeters, and arterial blood gas practice arms. The Veterinary Assistant classroom hosts cages, exam tables, centrifuges, microscopes, refractometers, an autoclave, an x-ray view box, an otoscope, and anatomical models. The Separate Educational Center, located at 17555 Katy Freeway, Houston, TX 77094, houses the Veterinary Technician program. The program building includes one large classroom with an adjoining laboratory space fully equipped with modern laboratory equipment, a full surgical suite, a surgical preparation and dental area, a radiology suite, kennel space, two offices and a restroom. This facility provides students access to American Veterinary Medical Association required equipment and partners with Citizens for Animal Protection, an animal shelter on the premises, for live skills training.

Branch Campus
San Antonio, Texas

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

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

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

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

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

Member of: Career Education Colleges and Universities (CECU), Career Colleges and Schools of Texas (CCST).

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

Branch Campus
Renton, Washington

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

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

Campus Information

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

Program Accreditation
Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-6611, website: www.acoteonline.org.

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

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

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

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

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

The Separate Educational Center Veterinary Technician facility at 21621 64th Ave S, Kent, WA 98032, is located on the Regional Animal Services of King County property. The facility includes lecture, laboratory and clinical space. The clinic space includes a full surgical suite, a surgical preparation and dental area, a radiology room and laboratory. The facility provides students access to all American Veterinary Medical Association required equipment and supplies.

Branch Campus
Seattle, Washington

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

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

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

Program Accreditation
Dental Hygiene: The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (800) 232-6108 or at 401 North Michigan Avenue, Suite 3300, Chicago, IL 60611-4250. The Commission's web address is: http://coda.ada.org.

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

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

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.

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

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

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

Description of Facilities: The Seattle Campus occupies approximately 32,000 square feet and is divided into 9 major instructional areas. Each area contains appropriate instructional equipment and furniture. The campus is accessible to students with disabilities.

The Separate Educational Center located at 10700 Meridian Ave N, Seattle, WA 98133, houses the Veterinary Technician Program. The space includes two classrooms (one clinic and one laboratory), a student break room, and a faculty work room. The clinic space includes a full surgical suite, a surgical preparation and dental area, a radiology room, kennel space, and laboratory space. This facility provides students access to all American Veterinary Medical Association required equipment and supplies.

Campus Information

Main Campus

Albuquerque, New Mexico

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

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

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

Program Accreditation
Dental Hygiene: The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (800) 232-6108 or at 401 North Michigan Avenue, Suite 3300, Chicago, IL 60611-4250. The Commission's web address is: http://coda.ada.org .

Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (505) 881-1234 or email pimaptaalbuquerque@pmi.edu.

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

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

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

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

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

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

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

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

Description of Facilities: The Albuquerque Campus occupies approximately 45,400 square feet and is divided into 11 major instructional areas. Each area contains appropriate instructional equipment and furniture.

Campus Information

Main Campus

Aurora, Colorado

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

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

State Agency: Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

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

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.

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

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

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

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

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

Branch Campus

Phoenix, Arizona

13430 North Black Canyon Highway, Phoenix, AZ 85029
Phone: (602) 265-7462; Fax: (480) 376-8742; Website: www.pmi.edu

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

State Agency: Arizona State Board for Private Postsecondary Education.

Program Accreditation
Surgical Technology**:** The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; (301) 291-7550; www.abhes.org, info@abhes.org.

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

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

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

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

Description of Facilities: The Phoenix Campus occupies approximately 43,000 square feet and is divided into classrooms, laboratories, administrative offices and student break area. Each area contains appropriate instructional equipment and furniture.

Accreditation and Approval Agencies

Institutional Accreditation
Accrediting Bureau of Health Education Schools
6116 Executive Blvd., Suite 730,
North Bethesda, MD 20852
Phone: (301) 291-7550;
Website: www.abhes.org

Arizona Campuses
East Valley
Arizona Department of Veterans' Services
State Approving Agency/SAA
1688 West Adams Street
Phoenix, AZ 85007
Phone: (602) 255-3373;
Website: https://dvs.az.gov/services/education

Arizona State Board for Private Postsecondary Education
1740 West Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709;
Website: https://ppse.az.gov

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

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

Mesa
Arizona Department of Veterans' Services
State Approving Agency/SAA
1688 West Adams Street
Phoenix, AZ 85007
Phone: (602) 255-3373;
Website: https://dvs.az.gov/services/education

Arizona State Board for Private Postsecondary Education
1740 West Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709;
Website: https://ppse.az.gov

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

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

Phoenix
Arizona Department of Veterans' Services
State Approving Agency/SAA
1688 West Adams Street
Phoenix, AZ 85007
Phone: (602) 255-3373
Website: https://dvs.az.gov/services/education
Arizona State Board for Private Postsecondary Education
1740 West Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709;
Website: https://ppse.az.gov

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

Tucson
Arizona Department of Veterans' Services
State Approving Agency/SAA
1688 West Adams Street
Phoenix, AZ 85007
Phone: (602) 255-3373;
Website: https://dvs.az.gov/services/education

Arizona SARA Council
Pima Medical Institute is approved to offer fully online distance education programs to NC-SARA member states' residents through the Arizona portal agency AZ SARA, http://azsara.arizona.edu/. The State Authorization Reciprocity Agreement is a voluntary agreement among its member states and US territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. The State Authorization Reciprocity Agreement is overseen by a National Council of State Authorization Reciprocity Agreement, NC-SARA.

Students enrolled in fully-online distance education courses who have completed the institution's grievance process and the Arizona State Board for Private Postsecondary Education grievance process may appeal complaints to the AZ SARA Council. Complaints must be submitted within two years of the incident. Complaints regarding student grades or student conduct violations may not be appealed to the AZ SARA Council. For additional information on the complaint process, please visit the AZ SARA Complaint website at https://azsara.arizona.edu/complaints.

Arizona State Board for Private Postsecondary Education
1740 West Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709;
Website: https://ppse.az.gov

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

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

Accreditation and Approval Agencies

California Campuses

Chula Vista

California Department of Public Health
Radiologic Health Branch
Mailing: PO Box 997414, MS 7610
Sacramento, CA 95899-7414
Physical: 1500 Capitol Avenue, 5th floor, MS7610
Sacramento, CA 95814-5006
Phone: (916) 327-5106

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

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

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

State of California Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 or (888) 370-7589;
Website: www.bppe.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education using the contact information listed above.

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

San Marcos

California Department of Public Health
Radiologic Health Branch
Mailing: PO Box 997414, MS 7610
Sacramento, CA 95899-7414
Physical: 1500 Capitol Avenue, 5th floor, MS7610
Sacramento, CA 95814-5006
Phone: (916) 327-5106

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

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

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

State of California Bureau for Private Postsecondary Education
1747 North Market Blvd, Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 or (888) 370-7588;
Website: www.bppe.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education using the contact information listed above.

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

Colorado Campuses

Aurora

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

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: (303) 862-3001

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-3001

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

Colorado Springs

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: (303) 862-3001

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-3001

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

Accreditation and Approval Agencies

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

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: (303) 862-3001

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-3001.

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

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

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

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

New Mexico Campus
Albuquerque
New Mexico Board of Nursing
6301 Indian School Road NE, Suite 710
Albuquerque, NM 87110
Phone: (505) 841-8340;
Website: https://www.bon.nm.gov/

New Mexico Department of Veterans' Services
State Approving Agency for Veterans' Education and Training
4801 Indian School Road NE, Building 2, Suite 2
Albuquerque, NM 87110
Phone: (505) 280-1047

New Mexico Higher Education Department
Private Postsecondary Schools Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
Phone: (505) 476-8400;
Website: https://hed.nm.gov/

Link for complaint: https://hed.nm.gov/students-parents/student-complaints

Texas Campuses
El Paso
Texas Higher Education Coordinating Board
Private Postsecondary Institutions
1801 N. Congress Ave.
Suite 12.200
Austin, TX 78701
Phone: (512) 427-6101
Mailing Address: PO Box 12788, Austin, TX 78711-2788

Students must address their concerns about this school or any of its educational programs by following the grievance procedure outlined in the school's catalog. Students dissatisfied with the school's response to their complaint or who are or are not able to file a complaint with the school, can file a formal complaint with the THECB, as well as with the other relevant agencies or accreditors, if applicable. Information for filing a complaint with THECB can be found on the Texas Higher Education Coordinating Board website at: https://www.highered.texas.gov/student-complaints/

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

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

The school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S4687.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. If, as a student you were not provided with this information, please inform the school's management. Students dissatisfied with the school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with the other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and College Website at https://www.twc.texas.gov/jobseekers/career-schools-colleges-students#howToSubmitAComplaintAgainstASchool

Houston
Texas Higher Education Coordinating Board
Private Postsecondary Institutions
1801 N. Congress Ave.
Suite 12.200
Austin, TX 78701
Phone: (512) 427-6101
Mailing Address: PO Box 12788, Austin, TX 78711-2788
Students must address their concerns about this school or any of its educational programs by following the grievance procedure outlined in the school's catalog. Students dissatisfied with the school's response to their complaint or who are or are not able to file a complaint with the school, can file a formal complaint with the THECB, as well as with the other relevant agencies or accreditors, if applicable. Information for filing a complaint with THECB can be found on the Texas Higher Education Coordinating Board website at: https://www.highered.texas.gov/student-complaints/

Accreditation and Approval Agencies

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

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

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

San Antonio
Texas Higher Education Coordinating Board
Private Postsecondary Institutions
1801 N. Congress Ave.
Suite 12.200
Austin, TX 78701
Phone: (512) 427-6101
Mailing Address: PO Box 12788, Austin, TX 78711-2788

Students must address their concerns about this school or any of its educational programs by following the grievance procedure outlined in the school's catalog. Students dissatisfied with the school's response to their complaint or who are or are not able to file a complaint with the school, can file a formal complaint with the THECB, as well as with the other relevant agencies or accreditors, if applicable. Information for filing a complaint with THECB can be found on the Texas Higher Education Coordinating Board website at: https://www.highered.texas.gov/student-complaints/

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

The school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S5427.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. If, as a student you were not provided with this information, please inform the school's management. Students dissatisfied with the school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with the other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and College Website at https://www.twc.texas.gov/programs/career-schoolscolleges/students

Washington Campuses
Renton
Washington State Department of Health
Pharmacy Quality Assurance Commission
PO Box 47852
Olympia WA, 98504-7852
Phone: (360) 236-4946 / Fax: (360) 236-2260
Email: WSPQAC@doh.wa.gov
Web: www.doh.wa.gov

Washington State Department of Veterans Affairs
1102 Quince Street SE
PO Box 41155
Olympia, WA 98504-1155
Phone: (360) 725-2200

Washington Student Achievement Council
Physical Address: 917 Lakeridge Way SW
Olympia, WA 98502
Phone: (360) 485-1080
Mailing Address: PO Box 43430
Olympia, WA 98504
Website: http://www.wsac.wa.gov/

Pima Medical Institute is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Pima Medical Institute to offer specific degree programs.

The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at PO Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov. The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit https://www.wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

Workforce Training and Education Coordinating Board
Physical Address: 128 Tenth Avenue SW, 6th Floor
Olympia, WA 98501
Mailing Address: PO Box 43105
Olympia, WA 98504-3105
Phone: (360) 709-4600; Email: workforce@wtb.wa.gov
Website: http://www.wtb.wa.gov/

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to: Workforce Training and Education Coordinating Board through the above contact information.

Accreditation and Approval Agencies

Seattle
Washington State Department of Veterans Affairs
1102 Quince Street SE
PO Box 41155
Olympia, WA 98504-1155
Phone: (360) 725-2200

Washington Student Achievement Council
Physical Address: 917 Lakeridge Way SW
Olympia, WA 98502
Phone: (360) 485-1080
Mailing Address: PO Box 43430
Olympia, WA 98504
Website: http://www.wsac.wa.gov/

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Workforce Training and Education Coordinating Board
Physical Address: 128 Tenth Avenue SW, 6th Floor
Olympia, WA 98501
Mailing Address: PO Box 43105
Olympia, WA 98501
Phone: (360) 709-4600;
Email: workforce@wtb.wa.gov
Website: http://www.wtb.wa.gov/

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to: Workforce Training and Education Coordinating Board through the above contact information.

Programmatic Accreditation

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730,
North Bethesda, MD 20852
Phone: (301) 291-7550;
Website: www.abhes.org

Accreditation Council for Occupational Therapy Education (ACOTE®)
AOTA Accreditation Department
7501 Wisconsin Avenue, Suite 510E
Bethesda, MD 20814
Phone: (301) 652-6611;
Website: www.acoteonline.org

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

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

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 - 113th St. N, #7709
Seminole, FL 33775
Phone: (727) 210-2350;
Website: www.caahep.org/

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

Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Blvd, Suite 500
Ellicott City, MD 21043
Phone: (443) 973-3251
Website: www.jrcdms.org

Commission on Accreditation for Respiratory Care (CoARC)
264 Precision Blvd
Telford, TN 37690
Phone: 817-283-2835
Website: www.coarc.com

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

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
Phone: (202) 887-6791
Website: https://www.aacnnursing.org/CCNE

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

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

The NLN Commission for Nursing Education Accreditation (CNEA)
The Watergate
2600 Virginia Avenue, NW, Eighth Floor
Washington, DC 20037
Email: CNEAaccreditation@nln.org
Website: https://cnea.nln.org

Abbreviations

Abbreviations

ABHES: Accrediting Bureau of Health Education Schools

ACOTE: Accreditation Council for Occupational Therapy Education

ADA: Americans with Disabilities Act

AICE: Association of International Credential Evaluators, Inc.

ASHP: American Society of Health-System Pharmacists

CAAHEP: Commission on Accreditation of Allied Health Education Programs

CAPTE: Commission on Accreditation in Physical Therapy Education

CEO: Chief Executive Officer

CFP: College Financing Plan

CFR: Code of Federal Regulations

CHEA: Council for Higher Education Accreditation

COA: cost of attendance

CoARC: Commission on Accreditation for Respiratory Care

CODA: Commission on Dental Accreditation

DD: Department of Defense

FAFSA: Free Application for Federal Student Aid

FERPA: Family Educational Rights and Privacy Act

FPS: FAFSA Processing System

FSA: Federal Student Aid

FSEOG: Federal Supplemental Educational Opportunity Grant

FSS: FAFSA Submission Summary

FWS: Federal Work-Study

GED®: General Educational Development test

GPA: grade point average

HIPAA: Health Insurance Portability and Accountability Act of 1996

HiSET®: High School Equivalency Test

IELTS™: International English Language Testing System

ISIR: Institutional Student Information Record

JRCERT: Joint Review Committee on Education in Radiologic Technology

LDA: last date of attendance

LOA: leave of absence

NACES®: National Association of Credential Evaluation Services

NSLDS: National Student Loan Data System

OIG: Office of Inspector General

OSHA: Occupational Safety and Health Administration

PII: personally identifiable information

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

SAI: Student Aid Index

SEVP: Student and Exchange Visitor Program

SFA: Student Financial Aid

SLE: Scholastic Level Exam (Wonderlic)

SSO: Student Services Office

STRF: Student Tuition Recovery Fund (California)

TASC™: Test Assessing Secondary Completion

TOEFL®: Test of English as a Foreign Language

US: United States

USDE: United States Department of Education

VA: United States Department of Veterans Affairs

Definitions

Definitions for Key Terms

A

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

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

academic year: A minimum of 24 semester credits or 36 quarter credits and 30 weeks in length.

advanced placement: The advanced placement program provides college-level courses and exams that students can take in high school. Candidates who achieve required credit-granting scores on these exams can earn the credits and course transfers.

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

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

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

B

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

C

Career Prep Sequence: The Career Prep Sequence is designed to help students develop a foundation for these certificate programs: Dental Assistant (non-California campuses), 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.

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

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

clinical, clinical externship/practicum, clinical experience: Practical, hands-on demonstration of knowledge and skills learned in the classroom and/or laboratory conducted under the supervision of a qualified health care professional. The clinical experience may be campus-based or field-based. A clinical experience may be referred to as an externship, internship, or practicum.

clock hour: A clock hour represents a minimum of 50 minutes of instruction in a 60-minute period. The number of hours in a program are typically divided among theory (lecture), laboratory (lab), and externship/clinical components and determine the number of credits in a course. One (1.0) semester credit hour equals15 clock hours of theory, 30 clock hours of lab, and 45 clock hours of externship/clinical. One (1.0) quarter credit hour equals 10 clock hours of theory, 20 clock hours of lab, and 30 clock hours of externship/clinical.

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

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

credit hours: One semester credit hour represents 15 clock hours of theory (lecture), 30 clock hours of lab, and 45 clock hours of externship/clinical. One quarter credit hour represents 10 clock hours of theory (lecture), 20 clock hours of lab, and 30 clock hours of externship/clinical.

D

degree: Credential awarded for successful completion of an academic program; PMI awards associate's degrees, and bachelor's degrees, and master's degrees

degree completion programs: A degree completion program requires successful completion of a previous health science certificate, degree, or a minimum number of academic credits as defined in the admissions criteria; this prior coursework will apply as course credit toward the completion of an associate or bachelor's degree.

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

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

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

E

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

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

F

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

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

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

Definitions

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

G

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

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

H

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

L

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

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

M

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

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

N

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

O

Official Transcript – A transcript printed on PMI transcript paper, signed by designated PMI administrators, and mailed in a sealed envelope or provided electronically. An electronic official transcript is a secure, digitized PDF that includes a security certificate and is sent directly to a designated recipient. Official transcripts may be issued in either electronic or paper form to third parties and must be ordered through the Student Portal.

online education: *See* distance education.

P

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

Q

qualified advanced entry: Qualified advanced entry requires successful completion of prior coursework that meets the eligibility requirement to transfer credit for a block of semester courses, allowing a student to enter at an advanced point of the program. This option may require completion of a PMI certificate program or proof of certification in an entry-level sector of the profession (e.g., LPN, EMT).

S

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

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

student to instructor ratios: Defines the number of students per instructor for specified classroom, laboratory, and clinic instruction. The laboratory ratio of students to instructor does not exceed 20 to 1. The Texas classroom ratio does not exceed 30 to 1. In other states, the classroom ratio does not exceed 35 to 1. The online classroom ratio does not exceed 25 to 1. Programmatic variations are published in the catalog addenda.

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

T

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

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

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

U

Unofficial Transcript – A copy of a student's academic record that does not include official signatures or security features. Unofficial transcripts are available to current and former students through self-service in the Student Portal and serve as a means for students to informally review their academic history for personal reference

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

W

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

Certificate Programs

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, 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: None

At a Glance

Program Type: Certificate

Delivery Method: On-ground

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


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Computed Tomography (CT)

Objective: The certificate in Computed Tomography (CT) program is intended for ARRT registered technologists to prepare for work within an advanced modality. The online courses are designed to build upon existing skills and add the knowledge required to safely and effectively perform diagnostic CT scans. The curriculum prepares the technologist for advancement through instruction in procedures, cross-sectional anatomy, radiation safety, and physics and instrumentation.

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 hold a current American Registry of Radiologic Technologists (ARRT) registration as a radiologic technologist. As there is no clinical experience in this program, applicants must document their employer's intention to cross train them in CT as part of the admissions process.

Pima Medical Institute (PMI) has determined that the Computed Tomography (CT) program does not meet the state educational requirements for licensure or certification in the following states. Therefore, the institution does not enroll students into the CT program who are physically located in the following states: Colorado, Florida, Massachusetts, Michigan, Nevada, New Mexico, North Carolina, Oregon, Tennessee, Wisconsin, and Vermont. State educational requirements for licensure or certification are subject to change.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
Weeks 1 - 8					
CT 200	Cross Sectional Anatomy	32			2.0
CT 210	CT Procedures I	32			2.0
Weeks 9 - 16					
CT 220	Image Production and Safety	32			2.0
CT 230	CT Procedures II	32			2.0
	Semester I Total	**128**			**8.0**

Course Description

CT 200 Cross Sectional Anatomy
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides an overview of human sectional anatomy in the axial, sagittal, coronal, and oblique planes. Students will learn how to identify common anatomical structures as they are displayed on CT images. Students will also learn physiological aspects of anatomy that facilitate viewing contrast within related structures.
Prerequisites: None

CT 210 Procedures I
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces students to the history and development of computed tomography (CT) and provides comprehensive knowledge of CT procedures for both adult and pediatric patients. Students learn pre-scan procedures including screening patients, assessing the appropriateness of orders, and proper venipuncture techniques. Students study standard scan parameters, contrast requirements, and contrast delivery techniques of various CT procedures. Image quality components such as display field of view (DFOV), window width, and window level are assessed. Common pathologies are addressed.
Prerequisites: None

CT 220 Image Production and Safety
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides an understanding of the physics, instrumentation, and radiation safety aspects of computed tomography. Students learn the components of the CT imaging system and steps for acquiring and processing the CT image. Current radiation safety practices are also explored. Topics include x-ray creation, x-ray interactions, CT imaging hardware and software, image acquisition and processing, image display and quality, and radiation safety in the CT environment.
Prerequisites: CT Procedures I

CT 230 CT Procedures II
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
A continuation of CT Procedures I, this course focuses on additional CT procedures including Cardiac CT scans, interventional procedures, and advanced image reconstructions. Planar and volumetric postprocessing are discussed as well as image archiving and informatics. Students study standard scan parameters, contrast requirements, and contrast delivery techniques of various CT procedures. Image quality components such as display field of view (DFOV), window width, and window level are assessed. Common pathologies are addressed.
Prerequisites: CT Procedures I and Cross Sectional Anatomy

At a Glance

Program Type: Certificate

Delivery Method: Online

Semester Credits: 8.0

Program Length	Total
Program Hours	128
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	16
Program Semesters (16 weeks per semester)	1

Campus Location

The Online programs are delivered from Tucson, AZ.

Dental Assistant

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. The dental 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.

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

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

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

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

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 250	Externship			240	5.0
	Externship Total			**240**	**5.0**
	Program Total	**280**	**200**	**240**	**29.5**

At a Glance

Program Type: Certificate

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

Semester Credits: 29.5

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

Campus Locations

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

Dental 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

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

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

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

Dental Assistant • Course Descriptions

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

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

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

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

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

Professional Sequence III
DEN 200 Charting Essentials
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes the charting skills that dental assistants need to learn and apply on a daily basis in the dental practice environment. Students review, practice, and apply their knowledge of human dentition through instruction, assignments, and assessments.
Prerequisites: None

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

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

Externship Sequence
DEN 250 Externship
Total Course Hours: 240 (0 Theory, 0 Lab, 240 Extern) Semester Credits: 5.0
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep and Professional Sequences I, II, and III

Dental Assistant—California Campuses

Objective: To develop in students the 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. 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**

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

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

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**	**15**	**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 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: 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: Professional Sequence I

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

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

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

Externship Sequence
MDA 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.

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Justin Cupp
Certificate, Medical Assistant Program, East Valley Campus

Medical Billing and Coding

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level medical biller and coder through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are medical terminology, medical insurance, billing and reimbursement methodology, patient records, principles of diagnostic and procedural coding, claims management, and other topics necessary to be effective members of the medical billing and coding team.

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

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

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

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

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

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

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

Capstone Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MBC 180	Certification Review	30	30		3.0
MBC 210	Medical Insurance, Billing, and Coding Capstone		30	160	4.5
	Capstone Sequence Total	**30**	**60**	**160**	**7.5**

Program Total	**400**	**290**	**160**	**38.5**

At a Glance

Program Type: Certificate

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

Semester Credits: 38.5

Program Length	Total
Program Hours	850
Program Weeks	
Five-Day Schedule	36

Campus Locations

AZ: East Valley

Medical Billing and Coding • Course Descriptions

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

Career Prep Sequence

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

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses. Content also addresses pathology, procedures, and medications involved in treatment.
Prerequisites: None

CCB 100 Computer Basics
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
Through demonstration and hands-on experience, students 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

Professional Sequence II

MBC 110 Principles of Insurance

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

This course addresses insurance terminology, basic structures of insurance plans, health reimbursement accounts, and types of government-sponsored insurance including Medicare and Medicaid. Students complete a plan summary and cost analysis utilizing various insurance plans.

Prerequisites: Professional Sequence I

MBC 120 Clinical Medical Diagnostic Coding

Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0

This course is designed to teach diagnosis coding guidelines, conventions, specificity and coding practices, and requirements for patient diagnoses in clinical and outpatient settings using the International Classification of Diseases (ICD) Clinical Modifications (CM). Students have

the opportunity to interpret medical record information and apply the correct coding classifications and sequencing.

Prerequisites: Professional Sequence I

MBC 135 Medical Terminology and Patient Records

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

Using the medical terminology basics learned in CAT 150, this course presents an in-depth study of medical terms within the context of patient records. In order to translate coding and billing scenarios, students will focus on the identification and meaning of medical terminology within the patient record.

Prerequisites: Professional Sequence I

Professional Sequence III

MBC 115 Electronic Health Records

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

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

Prerequisites: Professional Sequence I

MBC 125 Hospital Diagnostic Medical Coding

Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0

This course is designed to teach coding guidelines and coding practices for diagnoses in a hospital setting using the International Classification of Diseases (ICD) Clinical Modifications (CM/PCS). Students have the opportunity to interpret hospital medical record information and apply the correct coding classifications and sequencing.

Prerequisites: Professional Sequence I

MBC 130 Medical Billing and Reimbursement Methods

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

This course provides students with a more in-depth look at the processes and procedures related to medical billing. Topics include compliance for medical practices, medical documentation as it pertains to claims and billing, and reimbursement strategies.

Prerequisites: Professional Sequence I

Professional Sequence IV

MBC 140 Procedural Medical Coding

Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0

This course is designed to teach coding guidelines and coding practices for procedural coding using the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding manuals. Students have the opportunity to translate descriptive procedures into numeric code(s) as dictated by current regulations and guidelines.

Prerequisites: Professional Sequence I

MBC 145 Medical Law and Ethics

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

This course addresses legal and ethical considerations relevant to the medical office setting. Content includes legal terminology, professional competence, scope of practice rules, and regulatory compliance issues with particular focus on HIPAA and patient confidentiality requirements.

Prerequisites: Professional Sequence I

Medical Billing and Coding • Course Descriptions

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

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

MBC 210 Medical Insurance, Billing, and Coding Capstone
Total Course Hours: 190 (0 Theory, 30 Lab, 160 Extern) Semester Credits: 4.5
This course provides students opportunities to demonstrate their knowledge of billing and coding practices through a simulated, web-based coding internship and on-ground externship. Students will demonstrate their ability to apply proper CPT, HCPCS, and ICD-10-CM codes by extracting information from medical reports. This simulated coding internship program is based on the type of coding scenarios students will encounter when sitting for a certification exam. While on extern, students will have the opportunity to demonstrate professional behavior when interacting with facility staff and patients. Students will continue to gain knowledge of billing and coding practices while building upon the foundation created in the classroom.
Prerequisites: Career Prep and Professional Sequences I, II, III, and IV

Nursing Assistant/Nurse Aide

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level nursing assistants or nurse aides through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are bed making, patient transfer, personal care techniques, and other topics necessary to be effective members of the nursing assistant or nurse aide team.

Graduates of this program receive a certificate and are eligible to apply for state credentialing. Additional state requirements may apply.

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

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

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

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

At a Glance

Program Type: Certificate

Delivery Method: On-ground

Semester Credits: 4.5

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

Campus Locations

AZ: East Valley
CO: Denver

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

PHA 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.

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

PHA 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 eff ective members of the practical nursing team.

Graduates of this program are granted a certifi cate and are eligible to apply to take the National Council on Licensure Examination (NCLEX-PN®). Those who pass the NCLEX-PN® are qualifi ed 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 specifi c 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

Veterinary Assistant

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level veterinary assistants through didactic instruction, hands-on laboratory practice, and clinical experiences. Students have the opportunity to develop professional skills in office procedures, animal nursing, laboratory testing, diagnostic imaging, and surgical assisting.

Graduates of this program receive a certificate.

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

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*

Semester Credits: 29.0

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

Campus Locations

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

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

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

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

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

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

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

Veterinary Assistant • Course Descriptions

Note: Morning 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

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

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

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

Professional Sequence II

VTA 140 Office Procedures
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Students are introduced to facility types, paper and electronic record keeping, charting, client service and scheduling, OSHA safety regulations, and the role of the veterinary assistant in the veterinary clinic. This course emphasizes the importance of professionalism during interactions with clients, coworkers, and potential employers.
Prerequisites: None

Veterinary Assistant • Course Descriptions

VTA 145 Animal Life Stages, Nutrition, and Husbandry
Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 2.5
This course addresses animal life stages from neonatal to geriatric, and issues related to animal death. Special attention is given to preventive health care and behavioral, dietary, housing, and social needs throughout the lifetime of the canine, feline, equine, bovine, and select exotic species.
Prerequisites: None

VTA 155 Animal Nursing and Radiography
Total Course Hours: 17 (17 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course explores the basics of animal nursing, including restraint techniques, physical exam and vital sign monitoring, ear and eye care, wound care and bandaging, and first aid and emergency medicine for small animals. Also addressed is the role of the veterinary assistant in the safe use of and positioning for diagnostic imaging modalities.
Prerequisites: None

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

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

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

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

Externship Sequence
VTA 275 Externship
Total Course Hours: 240 (0 Theory, 0 Lab, 240 Extern) Semester Credits: 5.0
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep Sequence and Professional Sequences I, II, and III

Associate Degree Programs

Dental Hygiene - Albuquerque 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: On-ground

Semester Credits: 81.5

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

Campus Locations

NM: Albuquerque

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

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

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

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

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

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

Program Total	**930**	**255**	**510**	**81.5**

Dental Hygiene—Albuquerque Campus • Course Descriptions

Semester I

CCM 145 Communications and Composition
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course addresses the skills needed for effective oral and written communications in a variety of contexts. Among the topics addressed are verbal and nonverbal communication cues, active listening techniques, technical and professional writing, evaluating culturally diverse points of view, and professional courtesy.
Prerequisites: None

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

BIO 145 Microbiology and Immunology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course explores the fundamental principles of microbiology, immunology, and infectious disease transmission. 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

PSY 125 Psychology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course introduces basic concepts in human psychology through an overview of the foundations of the discipline and a more in-depth look at contemporary approaches in the field. Among the many topics included are mental health, well-being, behavior, cognition, personality traits, life-span development, social interactions, and various therapies used to treat psychological disorders.
Prerequisites: None

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

Semester II

CHM 125 Chemistry/Biochemistry
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course introduces the basic concepts of general chemistry as well as organic and inorganic chemistry and biochemistry. Topics include elements and compounds, chemical equations, nomenclature, molecular structure, and the chemistry of proteins, carbohydrates, lipids, and other biological compounds.
Prerequisites: Semester I courses

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: Semester I courses

RDH 106 Head and Neck Anatomy
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course explores the anatomical features and functions of the head and neck region within the context of dental hygiene clinical practice. Students acquire in-depth understanding of the head and neck region through examination and identification of associated osteological, muscular, vascular, nervous, and lymphatic structures.
Prerequisites: Semester I courses

RDH 107 Nutrition and Oral Health
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course covers foundational biochemistry of nutrition, specific nutritional requirements throughout the life stages, special requirements for systemic diseases, and how nutrition relates to oral health and disease. These nutritional concepts are then applied to the field of cariology as it relates to the development, function, and progression or reversal of caries. Advanced topics relative to dental caries include pathophysiology, diagnosis, risk assessment, development of appropriate prevention and therapeutic strategies, and trends in caries research.
Prerequisites: Semester I courses

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: Semester I courses

Semester III
RDH 110 Preclinical Dental Hygiene
Total Course Hours: 135 (45 Theory, 90 Lab, 0 Clinical) Semester Credits: 6.0
This course begins development of the professional competencies that will be continued throughout the dental hygiene theoretical and clinical curriculum. Among the topics included are clinical policy/procedure, maintaining a safe and aseptic work environment, patient assessment techniques, and duties related to basic instrumentation and equipment.
Prerequisites: Semesters I and II courses

RDH 118 Medical Emergencies
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.0
This course is designed to instill a working knowledge of appropriate assessment procedures required to obtain and evaluate patient histories that may indicate patients at risk for medical emergencies in the dental setting. Students analyze case scenarios and apply critical thinking skills to accurately identify, treat, manage, and prevent various emergency situations.
Prerequisites: Semesters I and II courses

RDH 211 Radiology
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5
This course provides the student with the scientific principles and clinical applications relating to the performance of dental radiographic procedures. Content emphasizes techniques of exposing, processing, mounting, and critically interpreting intraoral and panoramic radiographs, and provides students with radiation and infection control principles for use in practical applications. Laboratory experience allows students to gain initial radiographic skills that are utilized throughout the clinical courses.
Prerequisites: Semesters I and II courses

RDH 218 Periodontics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course examines the effects of periodontal disease on overall health. Through exploration of the epidemiology, etiology, microbiology, and immunology of various periodontal diseases, students develop skills that enable them to differentiate healthy and diseased periodontium. Further, they will learn to evaluate the extent and severity of the periodontal diseases and develop appropriate clinical treatment recommendations.
Prerequisites: Semesters I and II courses

Semester IV
RDH 161 Dental Hygiene I
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This class continues the theoretic development of dental hygiene skills learned in the preclinical course as well as introducing new topics related to dental hygiene clinical treatment. Topics include patient communication strategies, re-care and periodontal maintenance protocol, the referral process, anxiety management, air-powder polishers, use of power-driven scaling instruments, and dental sealants.
Prerequisites: Semesters I, II, and III courses

RDH 162 Clinical Dental Hygiene I
Total Course Hours: 150 (0 Theory, 0 Lab, 150 Clinical) Semester Credits: 3.0
This course applies previously learned skills in a clinical setting under direct professional supervision. Content emphasizes patient care through the application of assessment techniques, treatment planning, calculus detection, and basic instrumentation and procedures. Students are evaluated with the expectation of demonstrating beginning competency level in direct patient care.
Prerequisites: Semesters I, II, and III courses

RDH 219 Biomaterials
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Clinical) Semester Credits: 3.0
This course is a survey of materials used in dentistry, dental hygiene, and dental laboratory procedures. The chemical and physical properties of dental materials will be discussed with an emphasis on the handling, manipulation, and rationale for use of materials used in dental hygiene and dentistry.
Prerequisites: Semesters I, II, and III courses

RDH 220 General/Oral Pathology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course introduces general pathology concepts relevant to systemic and oral conditions. Discussion topics address recognition, description, and assessment of characteristics that deviate from normal findings. Students apply critical thinking skills to evaluate case studies that include laboratory, clinical, and radiographic data designed to elicit differential diagnoses of oral lesions.
Prerequisites: Semesters I, II, and III courses

RDH 260 Pharmacology for Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course covers the basic components of pharmacology with emphasis on the interaction with the biologic systems in the body as well as those that specifically affect oral health. Topics include therapeutic use, pharmacokinetics, pharmacodynamics, pharmacologic effects, adverse effects, drug interactions, and contraindications, among others.
Prerequisites: Semesters I, II, and III courses

Semester V
RDH 171 Dental Hygiene II
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. Students participate in increasingly complex problem-based learning activities that are designed to develop critical thinking skills and that emphasize appropriate assessment and planning techniques for a variety of practice-related situations. Clinical preparation discussion topics include mock board requirements and patient competencies.
Prerequisites: Semesters I, II, III, and IV courses

RDH 172 Clinical Dental Hygiene II
Total Course Hours: 180 (0 Theory, 0 Lab, 180 Clinical) Semester Credits: 4.0
This course engages students in increasingly complex cases in which they apply knowledge and skills acquired in earlier semesters. Competencies include patient assessment, management, treatment, and evaluation as well as preventive measures as part of comprehensive patient care efforts. Additional requirements include appropriate patient selection and completion of clinical mock board examinations and a professional case study.
Prerequisites: Semesters I, II, III, and IV courses

RDH 214 Patient/Pain Management
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5
This course conveys a working knowledge of theoretical and practical applications of various physical, chemical, and psychological modalities intended for pain and anxiety management. Topics address the safe, ethical, legal, and proficient administration of local anesthesia and nitrous oxide in the clinical setting.
Prerequisites: Semesters I, II, III, and IV courses

RDH 216 Treatment of Special Needs Patients
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course explores various assessment and treatment practices for special needs populations. Content focuses on preparing students to evaluate, assess, and then identify appropriate treatment methodologies for patients with medical, physical, and other special considerations. Topics are intended to enhance students' knowledge and understanding of various treatment strategies that are appropriate for a range of special needs situations.
Prerequisites: Semesters I, II, III, and IV courses

RDH 217 Community and Dental Health Promotion
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course introduces public health concepts relevant to the field of dental hygiene. Content includes epidemiology, disease prevention, and advocacy for community access to dental care, among others. Students apply critical thinking skills to explore various research-related topics that incorporate biostatistics, study methods, and other considerations to advance knowledge and literature review competence. Student collaboration experiences culminate in designing a community health project that demonstrates understanding of needs assessment, planning, implementation, and outcome evaluations.
Prerequisites: Semesters I, II, III, and IV courses

Semester VI
RDH 221 Dental Hygiene III
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course applies the concepts and principles introduced in earlier dental hygiene courses through problem-based learning activities with an emphasis on self-evaluation and lifelong learning. Topics include student preparation for the clinical board exam, mock board requirements, clinical setting preparation, and licensing requirements.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 222 Clinical Dental Hygiene III
Total Course Hours: 180 (0 Theory, 0 Lab, 180 Clinical) Semester Credits: 4.0
This course assesses clinical competency while developing efficiency in preparation for professional employment. Students assess, plan, treat, and evaluate outcomes for patients with diverse medical, dental, and social histories with minimal assistance from clinical faculty. Students also participate in select clinics designed to simulate private practice settings as well as mock clinical boards.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 226 Review of Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course provides a comprehensive review of the theory, concepts, and techniques taught in the preceding semesters to prepare students for the National Board Dental Hygiene Examination. Students participate in study groups to identify study topics, discuss case studies, and review practice questions.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 291 Principles of Dental Hygiene Practice
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course reinforces knowledge of prior content with a focus on career readiness. Students prepare for their transition from an academic setting to the dental practice environment through various activities designed to enhance opportunities for employment. Discussion topics include practice management, legal and ethical principles, and professional responsibilities and expectations.
Prerequisites: Semesters I, II, III, IV, and V courses

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

The Dental Hygiene program at Pima Medical Institute has given me the key to unlock my dreams and to give my family the life I've always wanted for them. I moved to Albuquerque with my two young children after going through a difficult divorce. I already had a bachelor's degree from a university, but I found it nearly impossible to find a job. I knew I would need to go back to school. As a newly single mother of two trying to find a way to start a career, my options were slim. Pima Medical Institute offered me that option with their accelerated Dental Hygiene program. After researching and learning about their outstanding staff and program, I was confident I had found my path.

The program was extremely challenging and the staff and my fellow classmates bonded quickly. I immediately felt the push and support needed to persevere through the two years of school. As a single mother, the obstacles were mounting. Long days of classes and late nights of studying were exhausting, but as I successfully got through each semester, the reward of accomplishment helped keep me on track. Knowing I would have a successful career to support my family once I graduated was the motivation that got me through each day.

Today, I have a stable and fulfilling career as a Dental Hygienist at a private office. I work full-time, just purchased my first home and couldn't be happier. My children got to see that despite the challenges that come your way, your goals are always attainable through hard work, commitment and perseverance. I hope that's a lesson they carry with them always!

Tacey Leckwold
Associate Degree, Dental Hygiene, Albuquerque 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.

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

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
CHM 125	*Chemistry/Biochemistry*	*45*			*3.0*
RDH 106	Head & Neck Anatomy	30			2.0
RDH 118	Medical Emergencies	15			1.0
RDH 117	Preclinical Dental Hygiene	45		90	5.0
RDH 211	Radiology	30	45		3.5
	Semester II Total	**165**	**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			2.0
RDH 176	Dental Hygiene II	45			3.0
RDH 181	Clinical Dental Hygiene II			116	2.5
RDH 214	Patient/Pain Management	30	45		3.5
RDH 220	General/Oral Pathology	45			3.0
	Semester IV Total	**150**	**45**	**116**	**14.0**

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 226	Review of Dental Hygiene	45			3.0
RDH 253	Community & Public Dental Health II	30			2.0
RDH 241	Dental Hygiene IV	30			2.0
RDH 246	Clinical Dental Hygiene IV			172	3.5
RDH 291	Principles of Dental Hygiene Practice	30			2.0
	Semester VI Total	**135**		**172**	**12.5**
	Program Total	**960**	**150**	**666**	**83.0**

At a Glance

Program Type: Associate Degree

Delivery Method: On-ground

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

Dental Hygiene—Houston Campus • Course Descriptions

Semester I

CCM 165 Communications and 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 and 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 and Immunology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course explores the fundamental principles of microbiology, immunology, and infectious disease transmission. 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 and Neck Anatomy
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course explores the anatomical features and functions of the head and neck region within the context of dental hygiene clinical practice. Students acquire in-depth understanding of the head and neck region through examination and identification of associated osteological, 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: 3.0
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

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: 30 (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: Semesters I and 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: Semesters I and II courses

RDH 219 Biomaterials
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Clinical) Semester Credits: 3.0
This course provides an overview 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: Semesters I and II courses

RDH 218 Periodontics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course examines the effects of periodontal disease on overall health. Through exploration of the epidemiology, etiology, microbiology, and immunology of various periodontal diseases, students develop skills that enable them to differentiate healthy and diseased periodontium. Further, they will learn to evaluate the extent and severity of the periodontal diseases and develop appropriate clinical treatment recommendations.
Prerequisites: Semesters I and II courses

RDH 260 Pharmacology for Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course covers the basic components of pharmacology with emphasis on the interaction with the biologic systems in the body as well as those that specifically affect oral health. Topics include therapeutic use, pharmacokinetics, pharmacodynamics, pharmacologic effects, adverse effects, drug interactions, and contraindications, among others.
Prerequisites: Semesters I and II courses

Semester IV
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: Semesters I, II, and 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: Semesters I, II, and III courses

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: Semesters I, II, and III courses

RDH 214 Patient/Pain Management
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5
This course conveys a working knowledge of theoretical and practical applications of various physical, chemical, and psychological modalities intended for pain and anxiety management. Topics address the safe, ethical, legal, and proficient administration of local anesthesia and nitrous oxide in the clinical setting.
Prerequisites: Semesters I, II, and III courses

RDH 220 General/Oral Pathology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course introduces general pathology concepts relevant to systemic and oral conditions. Discussion topics address recognition, description, and assessment of characteristics that deviate from normal findings. Students apply critical thinking skills to evaluate case studies that include laboratory, clinical, and radiographic data designed to elicit differential diagnoses of oral lesions.
Prerequisites: Semesters I, II, and III courses

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: Semesters I, II, III, and 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: Semesters I, II, III, and 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 semesters 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: Semesters I, II, III, and IV courses

RDH 209 Nutrition and Cariology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course covers foundational biochemistry of nutrition, specific nutritional requirements throughout the life stages, special requirements for systemic diseases, and how nutrition relates to oral health and disease. These nutritional concepts are then applied to the field of cariology as it relates to the development, function, and progression or reversal of caries. Advanced topics relative to dental caries include pathophysiology, diagnosis, risk assessment, development of appropriate prevention and therapeutic strategies, and trends in caries research.
Prerequisites: Semesters I, II, III, and IV courses

RDH 252 Community and 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: Semesters I, II, III, and IV courses

Dental Hygiene—Houston Campus • Course Descriptions

Semester VI

RDH 253 Community and 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: Semesters I, II, III, IV, and 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: Semesters I, II, III, IV, and 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: Semesters I, II, III, IV, and V courses

RDH 226 Review of Dental Hygiene

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

This course provides a comprehensive review of the theory, concepts, and techniques taught in the preceding semesters to prepare students for the National Board Dental Hygiene Examination. Students participate in study groups to identify study topics, discuss case studies, and review practice questions.

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

RDH 291 Principles of Dental Hygiene Practice

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

This course reinforces knowledge of prior content with a focus on career readiness. Students prepare for their transition from an academic setting to the dental practice environment through various activities designed to enhance opportunities for employment. Discussion topics include practice management, legal and ethical principles, and professional responsibilities and expectations.

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

Dental Hygiene - Seattle 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.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PSY 125	*Psychology*	*30*			*2.0*
CCM 145	*Communications and Composition*	*30*			*2.0*
BIO 115	*Anatomy and Physiology*	*45*	*30*		*4.0*
BIO 145	*Microbiology and Immunology*	*45*			*3.0*
RDH 101	Introduction to Dental Hygiene	30			2.0
RDH 186	Dental Anatomy	45			3.0
	Semester I Total	**225**	**30**		**16.0**
Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
SOC 110	*Sociology*	*30*			*2.0*
CHM 125	*Chemistry/Biochemistry*	*45*			*3.0*
BIO 136	Head and Neck Anatomy	30			2.0
RDH 116	Preclinical Dental Hygiene	45			3.0
RDH 118	Medical Emergencies	15			1.0
RDH 120	Preclinical Clinical Dental Hygiene			90	2.0
RDH 211	Radiology	30	45		3.5
	Semester II Total	**195**	**45**	**90**	**16.5**
Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 150	Dental Hygiene I	30	15		2.5
RDH 155	Clinical Dental Hygiene I			120	2.5
RDH 215	Biomaterials	15	45		2.5
RDH 218	Periodontics	45			3.0
RDH 260	Pharmacology for Dental Hygiene	45			3.0
	Semester III Total	**135**	**60**	**120**	**13.5**
Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 175	Dental Hygiene II	30	15		2.5
RDH 180	Clinical Dental Hygiene II			150	3.0
RDH 209	Nutrition and Cariology	30			2.0
RDH 214	Patient/Pain Management	30	45		3.5
RDH 220	General/Oral Pathology	45			3.0
RDH 223	Restorative Lab I		30		1.0
	Semester IV Total	**135**	**90**	**150**	**15.0**
Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 200	Dental Hygiene III	30	15		2.5
RDH 205	Clinical Dental Hygiene III			180	4.0
RDH 251	Treatment of Special Needs Patient Seminar	45			3.0
RDH 259	Community and Public Dental Health	45			3.0
RDH 233	Restorative Lab II	15	75		3.5
	Semester V Total	**135**	**90**	**180**	**16.0**
Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
RDH 226	Review of Dental Hygiene	45			3.0
RDH 230	Dental Health Promotions	30			2.0
RDH 240	Dental Hygiene IV	15			1.0
RDH 245	Clinical Dental Hygiene IV			180	4.0
RDH 285	Restorative Clinic			60	1.0
RDH 291	Principles of Dental Hygiene Practice	30			2.0
	Semester VI Total	**120**		**240**	**13.0**
	Program Total	**945**	**315**	**780**	**90.0**

At a Glance

Program Type: Associate Degree

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

Semester Credits:
Seattle: 90.0

Program Length	Total
Program Hours	2,040
Program Weeks	90
Program Semesters (15 weeks per semester)	6

Campus Locations

WA: Seattle

Dental Hygiene—Seattle Campus • Course Descriptions

Semester I

CCM 145 Communications and Composition
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course addresses the skills needed for effective oral and written communications in a variety of contexts. Among the topics addressed are verbal and nonverbal communication cues, active listening techniques, technical and professional writing, evaluating culturally diverse points of view, and professional courtesy.
Prerequisites: None

PSY 125 Psychology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course introduces basic concepts in human psychology through an overview of the foundations of the discipline and a more in-depth look at contemporary approaches in the field. Among the many topics included are mental health, well-being, behavior, cognition, personality traits, life-span development, social interactions, and various therapies used to treat psychological disorders.
Prerequisites: None

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

BIO 145 Microbiology and Immunology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course explores the fundamental principles of microbiology, immunology, and infectious disease transmission. 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

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 courses

CHM 125 Chemistry/Biochemistry
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course introduces the basic concepts of general chemistry as well as organic and inorganic chemistry and biochemistry. Topics include elements and compounds, chemical equations, nomenclature, molecular structure, and the chemistry of proteins, carbohydrates, lipids, and other biological compounds.
Prerequisites: Semester I courses

BIO 136 Head and Neck Anatomy
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course explores the anatomical features and functions of the head and neck region within the context of dental hygiene clinical practice. Students acquire in-depth understanding of the head and neck region through examination and identification of associated osteological, 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 116 Preclinical Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course begins development of the professional competencies that 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

RDH 120 Preclinical Clinical Dental Hygiene
Total Course Hours: 90 (0 Theory, 0 Lab, 90 Clinical) Semester Credits: 2.0
This course begins development of the clinical skills that continue throughout the dental hygiene sequence of classes. Clinical concepts introduced and practiced include clinical policy/procedure, maintaining a safe and aseptic work environment, patient assessment techniques, and duties related to basic instrumentation and equipment.
Prerequisites: Semester I courses

RDH 211 Radiology
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5
This course provides the student with the scientific principles and clinical applications relating to the performance of dental radiographic procedures. Content emphasizes techniques of exposing, processing, mounting, and critically interpreting intraoral and panoramic radiographs, and provides students with radiation and infection control principles for use in practical applications. Laboratory experience allows students to gain initial radiographic skills that are utilized throughout the clinical courses.
Prerequisites: Semester I courses

Semester III
RDH 150 Dental Hygiene I
Total Course Hours: 30 (30 Theory, 15 Lab, 0 Clinical) Semester Credits: 2.5
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, and use of ultrasonic-powered instrumentation devices.
Prerequisites: Semesters I and II courses

RDH 155 Clinical Dental Hygiene I
Total Course Hours: 120 (0 Theory, 0 Lab, 120 Clinical) Semester Credits: 2.5
This course applies previously learned skills in a clinical setting under direct professional supervision. Content emphasizes patient care through the application of assessment techniques, treatment planning, calculus detection, and basic instrumentation and procedures. Students are evaluated with the expectation of demonstrating beginning competency level in direct patient care.
Prerequisites: Semesters I and II courses

RDH 215 Biomaterials
Total Course Hours: 60 (15 Theory, 45 Lab, 0 Clinical) Semester Credits: 2.5
This course provides an overview 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: Semesters I and II courses

RDH 218 Periodontics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course examines the effects of periodontal disease on overall health. Through exploration of the epidemiology, etiology, microbiology, and immunology of various periodontal diseases, students develop skills that enable them to differentiate healthy and diseased periodontium. Further, they will learn to evaluate the extent and severity of the periodontal diseases and develop appropriate clinical treatment recommendations.
Prerequisites: Semesters I and II courses

RDH 260 Pharmacology for Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course covers the basic components of pharmacology with emphasis on the interaction with the biologic systems in the body as well as those that specifically affect oral health. Topics include therapeutic use, pharmacokinetics, pharmacodynamics, pharmacologic effects, adverse effects, drug interactions, and contraindications, among others.
Prerequisites: Semesters I and II courses

Semester IV
RDH 175 Dental Hygiene II
Total Course Hours: 30 (30 Theory, 15 Lab, 0 Clinical) Semester Credits: 2.5
This course integrates the cognitive, psychomotor, and affective foundations of dental hygiene practice through exposure to increasingly complex patient cases, development of advanced instrumentation skills, 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: Semesters I, II, and III courses

RDH 180 Clinical Dental Hygiene II
Total Course Hours: 150 (0 Theory, 0 Lab, 150 Clinical) Semester Credits: 3.0
This course 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: Semesters I, II, and III courses

RDH 209 Nutrition and Cariology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course covers foundational biochemistry of nutrition, specific nutritional requirements throughout the life stages, special requirements for systemic diseases, and how nutrition relates to oral health and disease. These nutritional concepts are then applied to the field of cariology as it relates to the development, function, and progression or reversal of caries. Advanced topics relative to dental caries include pathophysiology, diagnosis, risk assessment, development of appropriate prevention and therapeutic strategies, and trends in caries research.
Prerequisites: Semesters I, II, and III courses

RDH 214 Patient/Pain Management
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Clinical) Semester Credits: 3.5
This course conveys a working knowledge of theoretical and practical applications of various physical, chemical, and psychological modalities intended for pain and anxiety management. Topics address the safe, ethical, legal, and proficient administration of local anesthesia and nitrous oxide in the clinical setting.
Prerequisites: Semesters I, II, and III courses

RDH 220 General/Oral Pathology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course introduces general pathology concepts relevant to systemic and oral conditions. Discussion topics address recognition, description, and assessment of characteristics that deviate from normal findings. Students apply critical thinking skills to evaluate case studies that include laboratory, clinical, and radiographic data designed to elicit differential diagnoses of oral lesions.
Prerequisites: Semesters I, II, and III courses

RDH 223 Restorative Lab I
Total Course Hours: 30 (0 Theory, 30 Lab, 0 Clinical) Semester Credits: 1.0
This course focuses on the development of restorative skills. Content emphasizes placement and carving of amalgam and composite restorations on a dentoform.
Prerequisites: Semesters I, II, and III courses

Semester V
RDH 200 Dental Hygiene III
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Clinical) Semester Credits: 2.5
This course applies concepts and principles introduced in earlier dental hygiene courses. Students participate in increasingly complex problem-based learning activities that are designed to develop critical thinking skills and that emphasize appropriate assessment and planning techniques for a variety of practice-related situations. Discussion topics include preparation for clinical boards.
Prerequisites: Semesters I, II, III, and IV courses

RDH 205 Clinical Dental Hygiene III
Total Course Hours: 180 (0 Theory, 0 Lab, 180 Clinical) Semester Credits: 4.0
This course applies increasingly complex knowledge and skills acquired in earlier semesters 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: Semesters I, II, III, and IV courses

RDH 251 Treatment of Special Needs Patient Seminar
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course explores various assessment and treatment practices for special needs populations. Content and activities focus on preparing students to identify appropriate treatment approaches for patients with medical, physical, and other special considerations. Students participate in activities designed to enhance their knowledge and understanding of various treatment strategies that are appropriate for a range of special needs situations.
Prerequisites: Semesters I, II, III, and IV courses

RDH 259 Community and Public Dental Health
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course introduces public health concepts relevant to the field of dental hygiene. Content includes epidemiology, disease prevention, and advocacy for community access to dental care, among others. Students apply critical thinking skills to explore various research-related topics that incorporate biostatistics, study methods, and other considerations to advance knowledge and literature review competence. Student collaboration experiences culminate in designing a community health project that demonstrates understanding of needs assessment, planning, implementation, and outcome evaluations.
Prerequisites: Semesters I, II, III, and IV courses

RDH 233 Restorative Lab II
Total Course Hours: 90 (15 Theory, 75 Lab, 0 Clinical) Semester Credits: 3.5
This course focuses on continued development of restorative skills. Amalgam, composite, glass ionomer, and provisional restorative materials will be covered as well as materials utilized for cements, bases, and liners. Students develop competency in placing, finishing, polishing, and evaluating composite and amalgam restorations.
Prerequisites: Semesters I, II, III, and IV courses

Semester VI
RDH 230 Dental Health Promotions
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course applies the concepts of preventive dentistry, oral health education, and nutritional counseling to the development and implementation of oral health promotion programs. Communication and behavior modification skills are utilized to develop the student as a health educator. Students will be exposed to various preventive strategies that can be used to promote and maintain oral health. Emphasis is on community outreach into underserved areas/populations.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 240 Dental Hygiene IV
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.0
This course applies the concepts and principles introduced in earlier dental hygiene courses through problem-based learning activities with an emphasis on self-evaluation and lifelong learning. Topics include student preparation for the clinical board exams, clinical setting preparation, and licensing requirements.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 245 Clinical Dental Hygiene IV
Total Course Hours: 180 (0 Theory, 0 Lab, 180 Clinical) Semester Credits: 4.0
This course assesses clinical competency 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: Semesters I, II, III, IV, and V courses

RDH 226 Review of Dental Hygiene
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course provides a comprehensive review of the theory, concepts, and techniques taught in the preceding semesters to prepare students for the National Board Dental Hygiene Examination. Students participate in study groups to identify study topics, discuss case studies, and review practice questions.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 291 Principles of Dental Hygiene Practice
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course reinforces knowledge of prior content with a focus on career readiness. Students prepare for their transition from an academic setting to the dental practice environment through various activities designed to enhance opportunities for employment. Discussion topics include practice management, legal and ethical principles, and professional responsibilities and expectations.
Prerequisites: Semesters I, II, III, IV, and V courses

RDH 285 Restorative Clinic
Total Course Hours: 60 (0 Theory, 0 Lab, 60 Clinical) Semester Credits: 1.0
This course expands the knowledge and skills developed in prior courses. Implementation, evaluation, and documentation of restorative procedures are performed on patients during a supervised clinical setting.
Prerequisites: Semesters I, II, III, IV, and V courses

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, Renton, and Tucson campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

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

CCM 115 Communications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an overview of the concepts and components of communication. Verbal and nonverbal communication, technical and professional writing, speaking and listening critically, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included.
Prerequisites: None

CLE 115 Medical Law and Ethics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides an overview of ethics and the law as they apply to medical professions and practice. Topics include scope of practice, legal issues, ethical considerations, patient rights, informed consent, standards of care, documentation and coding, and the use of best practices to prevent legal difficulties.
Prerequisites: None

CMT 100 Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on the development of a basic framework for the language of medicine. Students learn to create, analyze, and apply medical terms through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes.
Prerequisites: None

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

PHY 102 Physics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an overview of the fundamental concepts of physics. Topics include properties of matter, mechanics of measurement, force and motion, gravity, temperature and heat, sound waves, thermodynamics, electricity, and magnetism.
Prerequisites: None

Semester II

DMS 122 Patient Care
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course introduces the provision of safe, high-quality patient care. Topics include communication skills, professional sonographer/patient interaction, patient rights, privacy, identification and assessment, patient preparation for various sonographic examinations, infection control, patient transfer and immobilization, and body mechanics and ergonomics. Also addressed are emergency situations and the provision of care for patients with special needs and patients with tubes and oxygen administration devices.
Prerequisites: Semester I courses

DMS 125 Sonographic Physics and Instrumentation
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
This course applies basic principles of physics within diagnostic medical ultrasound. Topics include basic acoustic principles, wave analysis, propagation of waves in tissue, physics of pulse-echo, image optimization, hemodynamics, Doppler imaging principles, and the instrumentation of the ultrasound unit. Course content also addresses issues of quality assurance, quality control, imaging artifacts, and patient/sonographer safety. This course prepares students for the ARDMS Sonography Principles and Instrumentation (SPI) exam.
Prerequisites: Semester I courses

DMS 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, continuouswave 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

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

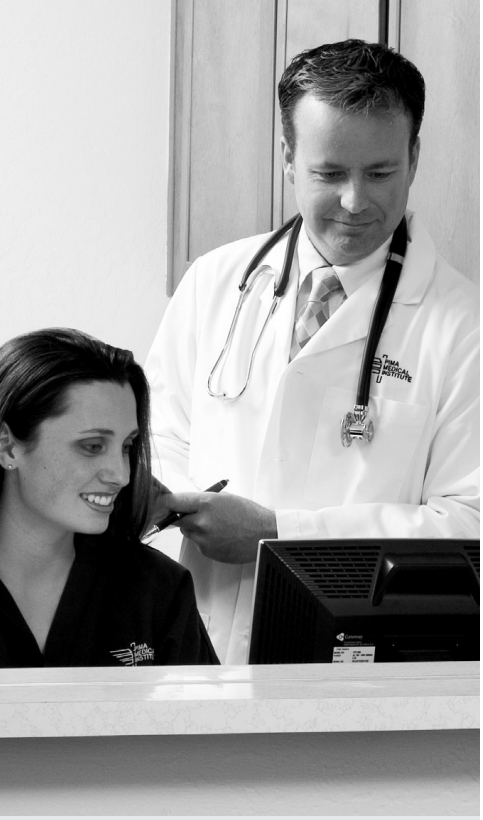
DMS 256 Obstetric and Gynecology Sonography Lab
Total Course Hours: 90 (0 Theory, 90 Lab, 0 Extern) Semester Credits: 3.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations 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 28 credits under the following conditions: 12 of the 28 transfer credits must be from a health care field. PMI certificate programs that block-transfer into semester III include Dental Assistant (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: 65.0

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

Campus Locations

AZ: Phoenix, Tucson
NM: Albuquerque

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

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

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

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

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

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

Health Care Administration • Course Descriptions

Semester I

CCM 101 Communications

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

This course 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

CCL 100 Computer Literacy

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

This course provides a survey of the responsible and ethical uses of computers and related devices in academic and medical settings. Through demonstration and hands-on experience, students acquire a general understanding of computer technology. Topics include but are not limited to common terminology, hardware/software components, and applications used in basic word processing, spreadsheets, and presentations. Students utilize technology to retrieve, evaluate, and synthesize information from diverse sources and points of view.

Prerequisites: None

BIO 121 Anatomy, Physiology, and Pathology

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

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

Prerequisites: None

CMT 115 Medical Terminology

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

This course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms as they relate to various anatomical, physiological, and pathological conditions. Medical records and reports are introduced to provide opportunities for students to apply the knowledge within the clinical environment.

Prerequisites: None

Semester II

HCA 100 Office Management

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

This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, billing and coding procedures, and financial and medical records management.

Prerequisites: None

HIT 155 Electronic Health Records

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

This course provides an overview of electronic health records (EHR) and the significance of EHR systems within the health care field. Students participate in hands-on activities to practice and hone their abilities to navigate and understand the EHR environment and general coding concepts.

Prerequisites: None

MTH 132 Basic College Mathematics

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

This course presents calculation, conversion, and computation of fractions, decimals, measurements, ratios, and proportions. It also introduces students to the application of these skills as required in the health care setting.

Prerequisites: None

HIT 135 Introduction to Insurance

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

This course addresses insurance terminology, coding basics for third-party reimbursement, and types of government-sponsored insurance including workers' compensation, Medicare, and Medicaid. Students complete sample insurance claim forms.

Prerequisites: None

Semester III

ENG 101 English Composition I

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

This course 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 or MTH 132 Basic College Mathematics

HCA 201 Introduction to the Health Care System
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the basic structures and operations that have formed the present-day health care system in the United States. Students explore the broad and often complex range of concepts associated with the health care system and health care organizations, including individual services, cost structures, reform movements, and quality control, among others.
Prerequisites: None

Semester IV
HCA 210 Business Communications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course focuses on the practice of effective communication and writing within the contexts of business and the health care profession. Students analyze the psychology, semantics, planning, and principles of effective business writing.
Prerequisites: ENG 101 English Composition I

ECN 101 Macroeconomics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course presents an analysis of economic theory as applied to the operation of the economy as a whole. Topics covered include variables such as national income, employment, inflation, the roles of government expenditure, taxation, and fiscal policy as well as the Federal Reserve and monetary policy. This course also makes clear how economics relates to everyday life.
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 213 Medical Law and Ethics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an overview of ethics and the law as they apply to medical practice. Topics include documentation, standards of care, professionalism and ethics, HIPAA, patient rights, informed consent, and employment discrimination.
Prerequisites: None

HCA 221 Human Resource Management
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course is designed to provide a basic understanding of the various aspects of personnel management. Emphasis is placed on such topics as communication, recruiting, interviews/selection, promotion, performance appraisals, and job satisfaction.
Prerequisites: None

HCA 230 Accounting for Health Care Management
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course introduces the fundamentals of financial and managerial accounting with an emphasis on the role of accounting in the management of health care organizations. The course addresses the users and uses of financial and managerial reports related to various types of health care entities. Emphasis is on topics such as financial statement preparation, revenue cycle management, budgeting and ratio analysis. Students will also have the opportunity to develop skills performing basic accounting functions utilizing MS Excel.
Prerequisites: CPT 201 Computer Fundamentals and MTH 210 Math Applications

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: : Semester I Courses

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

Medical Laboratory Technician • Course Descriptions

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: : Semester I Courses

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: : Semester I Courses

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: : Semester I Courses

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: Semesters I and II courses

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: Semesters I and II courses

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: Semesters I and II courses

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: Semesters I and II courses

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: Semesters I and II courses

Medical Laboratory Technician • Course Descriptions

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: Semesters I, II, and III courses

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: Semesters I, II, and III courses

MLT 171 Urinalysis and Body Fluids

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

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: Semesters I, II, and III courses

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: Semesters I, II, and III courses

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: Semesters I, II, and III courses

Semester V

MLT 205 Medical Laboratory Review

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

This course is designed to prepare students for the application process and testing procedures needed for completion of their certification exam. Content provides review of all laboratory materials, competencies, and guidelines necessary for completion of the exam.

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

MLT 210 Externship

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

The purpose of this course is to provide students with a clinical laboratory experience in a CLIA-approved laboratory. Clinical experiences expose students to the necessary skills required of the profession. The clinical experience covers the major sections of clinical laboratory testing including chemistry, hematology/coagulation, body fluids/urinalysis, immunology/serology, immunohematology, and microbiology.

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

Nursing

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level 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 nursing team.

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

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, applicants must achieve a minimum score on a nursing admissions test, and an interview with nursing faculty is required. An applicant must provide proof of a LPN certificate to be eligible for a qualified advanced entry into the third semester. Refer to the program specific Prospective Student Handout for more information.

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

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

Semester III *(Licensed Practical Nursing Advanced Placement Entrance)*					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
BIO 185	*Nutrition*	*16*			*1.0*
PSY 225	*Family Centered Care Across the Life span*	*32*			*2.0*
NUR 234	Acute Care Nursing Across the Life span	48	48	144	8.0
NUR 256	Mastery of Integrated Nursing Concepts	48			3.0
	Semester III Total	**144**	**48**	**144**	**14.0**

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

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
HSC 280	*Health Care Informatics*	*32*			*2.0*
NUR 286	Nursing Care in Challenging Situations	48	64	144	8.5
NUR 296	Role Development of the Graduate Nurse	48			3.0
	Semester V Total	**128**	**64**	**144**	**13.5**

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

At a Glance

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

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

Campus Locations

AZ: Mesa, Tucson

Nursing • Course Descriptions

Semester I

ENG 137 Composition and Communication
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course focuses on expository writing, oral presentation, and communication. Skills emphasize professional communication with other health professionals, patients, families, and other stakeholders. Written and oral work presented in this course will help the student improve the organization of presentations. APA format will be used for written materials.
Prerequisites: None

BIO 147 Human Anatomy and Physiology
Total Course Hours: 80 (48 Theory, 32 Lab, 0 Clinical) Semester Credits: 4.0
This course is a conceptual study of the structure and function of the human body including cells, tissues, and organs. Emphasis is on interrelationships among systems and concepts and their regulation of physiologic function necessary to maintain homeostasis.
Prerequisites: None

MTH 155 Applied Mathematics and Drug Calculations
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course presents calculation, conversion, and computation of fractions, decimals, ratios, proportions, percentages, measurements, abbreviations, and data analysis. Content acquaints students with critical-thinking skills required for the health professional's role in evidence-based health care delivery. Concepts apply to dose calculation.
Prerequisites: None

HSC 125 Introduction to Health Care
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course provides an introduction to the health care delivery system—medical terminology, safety, responsibilities, and selected skills related to achieving patient-centered care and meeting the basic human needs of family and community. Content addresses the wellness-illness continuum within the context of the health care delivery system.
Prerequisites: None

NUR 106 Nursing Foundations Lab
Total Course Hours: 32 (0 Theory, 32 lab, 0 Clinical) Semester Credits: 1.0
This course allows students to apply theoretical knowledge and practice fundamental skills while introducing concepts of oxygenation, circulation, and skin integrity. Students demonstrate fundamental skills focusing on activities of daily living, patient assessment, and safety in the laboratory setting.
Prerequisites: None

PHI 116 Foundations of Human Potential
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course assists students in managing issues that may impact learning, organization, and communication skills necessary to flourish personally and professionally. Students practice repetitive standardized electronic test-taking to improve critical thinking, test-taking ability, self-assessment techniques, self-prioritization, organization, and situational analysis.
Prerequisites: None

NUR 103 Strategies for RN Success
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.0
This course provides an introduction to nursing practice and judgment, professionalism, role development, identity, and cultivation of critical thinking skills toward application of theory-to-practice.
Prerequisites: None

Semester II

PSY 160 Human Development
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course will guide the student's understanding and personal application of the basic psychological principles and biological processes that underlie social behavior, motivation, personality, emotion, perception, intelligence, human relations, communication, learning, and decision-making. Personal and professional reflection will assist the student in improving academic performance, professionalism, responsiveness, accountability, mutuality, excellence, and relationships.
Prerequisites: Semester I courses

BIO 175 Pathophysiology
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course serves as a basis for students' understanding of structural and foundational alterations in health and the selected responses and strategies that modify them. Concepts addressed include chemical, biologic, biochemical, and psychological processes.
Prerequisites: Semester I courses

PHA 109 Pharmacology
Total Course Hours: 24 (24 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.5
This course introduces students to the principles of pharmacokinetics, pharmacodynamics, pharmaceutics, pharmacotherapeutics, and toxicology using the concepts of suitability, safety, and evaluation to optimize positive outcomes. The legal and ethical aspects related to drugs and medications are addressed.
Prerequisites: Semester I courses

NUR 111 Pharmacology for Health Promotion and Maintenance
Total Course Hours: 16 (0 Theory, 16 Lab, 0 Clinical) Semester Credits: 0.5
This course will establish the knowledge, skills, and attitudes necessary to continuously improve quality and safety while preparing, administering, and evaluating the desired and/or adverse effects of medications provided for health promotion and maintenance of patients with stable and well-managed conditions.
Prerequisites: Semester I courses

NUR 126 Nursing's Role in Health Promotion
Total Course Hours: 208 (48 Theory, 64 Lab, 96 Clinical) Semester Credits: 7.0
Course content broadens the student's understanding of beginner novice nursing practice in evidenced-based health promotion and maintenance through a foundational platform of knowledge, skills, and attitudes. Foundational concepts regarding the nurse's role and the nursing process are emphasized. Content targets health-altering events identified by various health care databases. Subsequent patient-care needs encountered across the life span that influence the wellness-illness state focus on the concepts of oxygenation, cardiac output, tissue perfusion, digestion, elimination, and skin integrity. Key concepts are correlated with simulation laboratory and clinical practice in various settings.
Prerequisites: Semester I courses

Semester III

BIO 185 Nutrition
Total Course Hours: 16 (16 Theory, 0 Lab, 0 Clinical) Semester Credits: 1.0
This course presents the science of nutrition as it applies to everyday life. Students learn how to apply the logic of science to nutritional concerns. Topics include the six categories of nutrients—carbohydrates, fats, proteins, vitamins, minerals, and water. Students also examine the digestive process, energy balance, nutritional alterations, and the wellness-illness continuum relevant to nutrition. Discussion topics include local and global programs available to provide health-promotion practices with emphasis on cultural and population needs.
Prerequisites: Semesters I and II courses

PSY 225 Family Centered Care Across the Life Span
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course will consider human activities across the life span that are directed toward developing, sustaining, and enhancing wellness during all stages of development in the journey toward psychosocial maturity. Primary emphasis is on the dynamics and development of individuals, family, local, and global communities. An emphasis on shared decision-making among family, provider, and community is developed. The history and theories of growth and development are explored as a foundation to explain and predict human life span events. The lived experiences of the developing individual and family are discussed within the dimension of physical and cognitive changes, holism, and cultural diversity.
Prerequisites: Semesters I and II courses

NUR 234 Acute Care Nursing Across the Life span
Total Course Hours: 240 (48 Theory, 48 Lab, 144 Clinical) Semester Credits: 8.0
This course will allow students to demonstrate, at an intermediate novice level, the nursing process while providing safe, evidence-based, holistic patient-centered care for patients across the life span. Students will demonstrate competent performance and integration of cumulative nursing knowledge, skills, and attitudes that reflect quality, safety, and accountability as well as judgment and decision-making in the provision of care in the simulation lab and in clinical practice.
Prerequisites: Semesters I and II courses

NUR 256 Master of Integrated Nursing Concepts
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course assesses the student's progress toward mastery of core program concepts, and analyzes the student's readiness to progress to a higher level of integration of professional theory and practice. Demonstration of critical thinking, creative problem-solving, and test-taking skills are essential for successful completion of this course.
Prerequisites: Semesters I and II courses

Semester IV

SOC 245 Sociology of Health
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
Course content is designed to integrate students' knowledge of health, illness, and health care with sociological factors that impact the wellness-illness continuum, biomedicine, and the health care system. Students explore sociological conditions that affect the distribution of illness and/or disease at local, regional, and national levels, and then address ways in which sociological understanding can benefit the delivery and management of health care across society.
Prerequisites: Semesters I, II, and III courses

NUR 209 Pharmacology for the Complex Patient
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course advances the student's understanding, application, analysis, and evaluation of the professional nursing responsibilities related to pharmacological agents that may be used across the life span to manage health-altering problems. Students discuss subsequent expected outcomes and unexpected effects that may arise in patients as a result of the use of these agents as well as medication error prevention and/or mitigation strategies. Emphasis is placed on pharmacological agents that influence factors associated with the wellness-illness state related to oxygenation, cardiac output, tissue perfusion, digestion, nutrition, elimination, skin integrity, reproduction, cognition, mobility, biophysiological wellness, psychosocial wellness, and neurosensation, as well as metabolism and fluid, electrolyte, and acid-base imbalances. Multiple and complex health alterations within the context of rehabilitation and end-of-life care treatment strategies are also addressed.
Prerequisites: Semesters I, II, and III courses

NUR 276 Nursing Care for the Complex Patient
Total Course Hours: 256 (48 Theory, 64 Lab, 144 Clinical) Semester Credits: 8.5
This course will allow students to demonstrate the nursing process at an advanced level of reasoning and problem solving in providing safe, evidence-based, holistic patient-centered plans for patients across the life span with multiple and/or complex health alterations. Students will demonstrate competent performance and integration of cumulative nursing knowledge, science, skills, theory, assessment, compassion, time management, delegations, and technology use and documentation that reflect quality, safety and accountability in the simulation lab and clinical practice.
Prerequisites: Semesters I, II, and III courses

Semester V
HSC 280 Health Care Informatics
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Clinical) Semester Credits: 2.0
This course explores the roles of health care providers, consumers, and key stakeholders in collecting, managing, analyzing, and safeguarding data. Content provides an overview of national health care databases and emerging technologies and is designed to promote understanding of computerized work-flow processes that ensure safe and effective care delivery.
Prerequisites: Semesters I, II, III, and IV courses

NUR 286 Nursing Care in Challenging Situations
Total Course Hours: 256 (48 Theory, 64 Lab, 144 Clinical) Semester Credits: 8.5
This course provides students opportunities to demonstrate nursing processes at a graduate-novice level through focusing on competent integration of cumulative nursing knowledge, science, skills, and theory. Students apply knowledge and skills in delegation, assessment, interventions, outcomes, compassion and caring, and technology and documentation that reflect quality, safety, excellence, accountability, and responsibility in the provision of care for very complex, ambiguous, intensive, life-threatening, crisis, and aggressive altered-health states encountered across the life span and that are common to critical and life-challenging health conditions and outcomes. The clinical immersion experience requires students to demonstrate a cumulative level of competence in the care of a group of patients through application of common concepts, including advocacy, caring and compassionate behaviors, collaboration, communication, critical thinking, diversity, family and community roles, knowledge, skills, attitudes, legal and ethical comportment, lifelong learning, nursing process, professionalism, safety and quality, and skills and competencies.
Prerequisites: Semesters I, II, III, and IV courses

NUR 296 Role Development of the Graduate Nurse
Total Course Hours: 48 (48 Theory, 0 Lab, 0 Clinical) Semester Credits: 3.0
This course provides the student the opportunity to demonstrate synthesis of knowledge from general education and nursing core courses as a basis for professional nursing practice at the graduate-novice level as a caregiver and provider of nursing practice, evaluator of nursing judgment, collaborator, coordinator, and contributor to professional identity, advocate for human flourishing, and scholar with a spirit of inquiry. This course is designed to guide the student in preparation for the NCLEX-RN®, directed by the NCLEX-RN® Detailed Test Plan. Study and test-taking strategies are discussed and implemented using the nursing process to resolve application, analysis, synthesis, and evaluation-level questions. Leadership and management roles of the graduate-novice professional nurse are examined.
Prerequisites: Semesters I, II, III, and IV courses

Occupational Therapy Assistant

Objective: To 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 Associate of Occupational Science. 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 the Houston, Las Vegas, Mesa, and San Marcos 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

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

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 V 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: None

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: None

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: None

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: None

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: None

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: None

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 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 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 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 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 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, and II 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, and II 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, and II 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, and II 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, and III 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, and III 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

Physical Therapist Assistant • Course Descriptions

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

Physical Therapist Assistant • Course Descriptions

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

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level radiologic technologists through didactic instruction, hands-on laboratory practice, and clinical experiences. Among the topics covered in the curriculum are anatomy and physiology, communication, medical terminology, methods of patient care, psychology, ethics, radiographic techniques, image analysis, and quality assurance, and other topics necessary to be effective members of the radiography team.

Graduates of the program receive an Associate of Applied Science Degree. Graduates are qualified to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required. 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: 80.0
(83.0 Las Vegas; program includes HST 205 Nevada History and US Constitution, which is 3.0 credits)

Program Length	Total
Program Hours	2,378 2,423*
Program Weeks	90
Program Semesters (15 weeks per semester)	6

*Las Vegas Campus

Campus Locations

AZ: Mesa, Tucson
CA: Chula Vista
CO: Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston, San Antonio
WA: Seattle

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 154	*Anatomy and Physiology I*	*30*			*2.0*
CCM 154	*Communications*	*30*			*2.0*
CMT 154	*Medical Terminology*	*15*			*1.0*
MTH 154	*Algebra*	*45*			*3.0*
RAD 145	Radiographic Physics	45			3.0
RAD 155	Positioning I	45	30		4.0
	Semester I Total	**210**	**30**		**15.0**
Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 164	*Anatomy and Physiology II*	*45*			*3.0*
CLE 164	*Medical Law and Ethics*	*30*			*2.0*
RAD 165	Positioning II	45	30		4.0
RAD 175	Methods of Patient Care	45	8		3.0
RAD 185	Principles of Exposure	45			3.0
	Semester II Total	**210**	**38**		**15.0**
Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
*HST 205**	*Nevada History and US Constitution**	*45*			*3.0*
RAD 255	Advanced Imaging	30			2.0
RAD 265	Radiographic Biology	30			2.0
RAD 201	Clinical Externship I			420	9.0
	Semester III Total	**105**		**420**	**16.0**

*Represents the Las Vegas Campus.

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PSY 174	*Introduction to Psychology*	*30*			*2.0*
RAD 275	Pathology I	15			1.0
RAD 202	Clinical Externship II			420	9.0
	Semester IV Total	**45**		**420**	**12.0**
Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RAD 285	Pathology II	15			1.0
RAD 295	Image Quality and Analysis	45			3.0
RAD 203	Clinical Externship III			420	9.0
	Semester V Total	**60**		**420**	**13.0**
Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RAD 299	Registry Review	45			3.0
RAD 204	Clinical Externship IV			420	9.0
	Semester VI Total	**45**		**420**	**12.0**
	Program Total	**630**	**68**	**1,680**	**80.0**
	Las Vegas Program Total	**675**	**68**	**1,680**	**83.0**

Radiography • Course Descriptions

Note: Hybrid delivery is offered only at Chula Vista, Denver, Houston, Las Vegas, 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 154 Anatomy and Physiology I
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides the student with knowledge of the structure and function of the human body. Course content includes the structure and function of the integumentary, muscular, and skeletal systems. Course content also addresses the roles of cellular, tissue, and organ structures with each system and within the human body as a whole.
Prerequisites: None

CCM 154 Communications
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course addresses a broad range of communication skills and provides students with an overview of interpersonal, technical, and professional communications. The topics include but are not limited to effective oral and written communication styles, adaptation and communication within groups, active listening techniques, technical and professional writing methods, presentations, and communicating on a level that encompasses diversity. Students will apply critical thinking skills toward group discussions and evaluation of communication styles from a professional point of view.
Prerequisites: None

CMT 154 Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to analyze and apply medical terms.
Prerequisites: None

MTH 154 Algebra
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides the student with the fundamentals of college algebra. Mathematical operations covered include fractions, decimals, algebraic equations, basic statistics, word problems, and graphing.
Prerequisites: None

RAD 145 Radiographic Physics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions.
Prerequisites: None

RAD 155 Positioning I
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course covers basic terminology, anatomy, and radiographic procedures. Laboratory practice is through peer simulation and/or radiographic exposure of man-made models.
Prerequisites: None

Semester II

BIO 164 Anatomy and Physiology II
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
A continuation of BIO 154, course content includes the structure and function of the endocrine, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.
Prerequisites: BIO 154 Anatomy and Physiology I

CLE 164 Medical Law and Ethics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
Students are provided an overview of ethics and the law as they apply to medical professions and practice. Topics include scope of practice, legal issues, ethical considerations, patient rights, informed consent, standards of care, documentation, and workplace issues, including employment discrimination.
Prerequisites: None

RAD 165 Positioning II
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course is a continuation of RAD 155. Students will also learn advanced positioning skills for age-specific populations. Laboratory practice is through peer simulation and/or radiographic exposure of man-made models.
Prerequisites: Semester I courses

RAD 175 Methods of Patient Care
Total Course Hours: 53 (45 Theory, 8.0 Lab, 0 Extern) Semester Credits: 3.0
Students are instructed in basic patient-care skills as they apply to radiologic technology. Emphasis is placed on safety, infection control, aseptic techniques, administration of contrast media, venipuncture, pharmacology, patient assessment, care of the critical patient and emergency care, and the care of tubes, catheters and vascular lines. In California, this course will provide the education and training for venipuncture certification.
Prerequisites: Semester I courses

RAD 185 Principles of Exposure
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course covers the factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, digital imaging systems, image processing, beam limitation, grids, contrast, receptor exposure, spatial resolution, and structural considerations.
Prerequisites: Semester I courses

Semester III
HST 205 Nevada History and US Constitution (Las Vegas Campus Only)
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.
Prerequisites: None

RAD 255 Advanced Imaging
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course presents radiography skills and equipment used in various imaging procedures and advanced modalities. Topics include but are not limited to cardiovascular and interventional radiography, computed tomography imaging, magnetic resonance imaging, mammography, bone densitometry, ultrasound, nuclear medicine, and radiation oncology.
Prerequisites: Semesters I and II courses

RAD 265 Radiographic Biology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides the student with instruction on x-ray interactions with matter, radiation effects on the molecular and cellular levels, acute and long-term radiation responses, and radiation protection principles.
Prerequisites: Semesters I and II courses

RAD 201 Clinical Externship I
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course provides clinical experience under the supervision of clinical staff and faculty correlated with theories presented in the classroom. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skill and competence.
Prerequisites: Semesters I and II courses

Semester IV
PSY 174 Introduction to Psychology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces basic concepts in human psychology through an overview of the foundations of the discipline and a more in-depth look at contemporary approaches in the field. Among the many topics included are mental health, well-being, behavior, cognition, personality traits, life-span development, social interactions, and various therapies used to treat psychological disorders.
Prerequisites: None

RAD 275 Pathology I
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides an overview of radiographic pathology. Topics include pathologies of the musculoskeletal, respiratory, gastrointestinal, hepatobiliary, and urinary systems.
Prerequisites: Semesters I, II, and III courses

RAD 202 Clinical Externship II
Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0
This course is a continuation of RAD 201 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skill and competence.
Prerequisites: Semesters I, II, and III courses

Semester V

RAD 285 Pathology II

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

This course is a continuation of RAD 275. Topics include pathologies of the hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems, and diseases and trauma.

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

RAD 295 Image Quality and Analysis

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

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

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

RAD 203 Clinical Externship III

Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0

This course is a continuation of RAD 202 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skill and competence.

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

Semester VI

RAD 299 Registry Review

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

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

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

RAD 204 Clinical Externship IV

Total Course Hours: 420 (0 Theory, 0 Lab, 420 Extern) Semester Credits: 9.0

This course is a continuation of RAD 203 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate the clinical skill and competence as required of an entry-level radiographer.

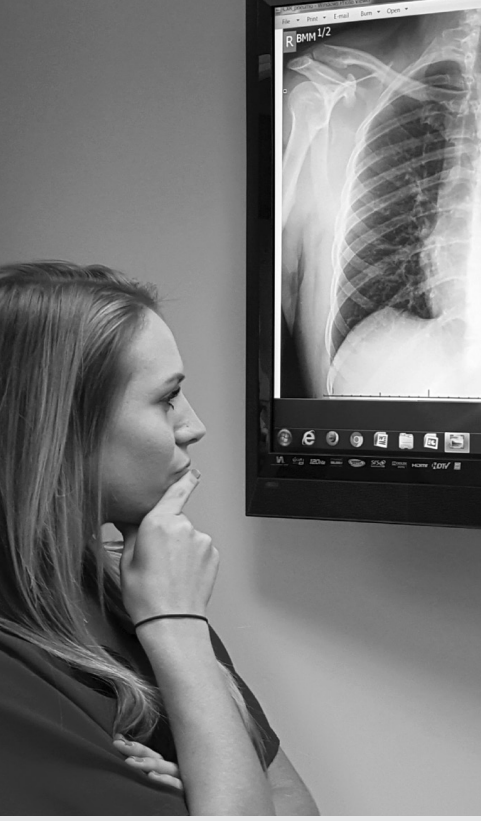
Prerequisites: Semesters I, II, III, IV, and V courses

I had gone to college for several years and had finally determined my career path. I first came to PMI in 2005 after the college I was attending in Hawaii discontinued their radiologic technologist program. I chose PMI because it was the best and fastest way to get to my goal. Like many students, I needed to bring in an income while in school. So anytime my school schedule changed during my clinical externships, I found a new job that would accommodate my schedule. During PMI's bachelor program I was a new mom and had both a full- and part-time job. Both programs were completely doable during these times in my life as long as I committed myself and knew that each one would better my future.

My instructors were knowledgeable and completely prepared me for my profession. I was hired directly out of school at one of my externship sites where I've been working for nearly 10 years. I continued to advance myself through education; getting my CT certification and my bachelor's degree through PMI's Online program. The idea of teaching future technologists and being able to share my knowledge got me excited, so I began teaching part time at PMI. Eventually, I became a full time instructor.

PMI gave me a great start on my career path. My goal now is to share that same knowledge and passion with my students. Thanks PMI!

Jolene Pobrislo
Associate Degree, Radiography, Tucson Campus
Bachelor Degree, Radiologic Sciences, Online Education



Radiography—Bridge

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

Graduates of this program receive an Associate of Applied Science Degree and are qualified to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, applicants must document a minimum of 1,599 hours of clinical experience in radiologic sciences. In addition, applications must document graduation from one of the following: a United States military program in radiologic sciences; a JRCERT-accredited radiologic sciences program; a foreign program in radiologic sciences equivalent in length to one year or more of college coursework; or an approved or licensed limited scope radiography program. One year of college coursework is defined as 30 credit hours. Students are granted 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: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits:3.0

Students are provided an overview of ethics and the law as they apply to medical professions and practice. Topics include scope of practice, legal issues, ethical considerations, patient rights, informed consent, standards of care, documentation, and workplace issues, including employment discrimination.

Prerequisites: None

Semester III

RAD 132 Positioning III

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

This course is a continuation of RAD 112 and RAD 122 and covers basic terminology, anatomy, and radiographic procedures. Students learn advanced positioning skills for age-specific populations.

Prerequisites: RAD 112 Positioning I, RAD 122 Positioning II, BIO 134 and BIO 144 (Anatomy and Physiology I and II)

RAD 134 Methods of Patient Care
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
Students are instructed in basic patient care skills as they apply to radiologic technology. Emphasis is placed on safety, infection control, aseptic techniques, administration of contrast media, venipuncture, pharmacology, patient assessment, care of the critical patient and emergency care, and the care of tubes, catheters and vascular lines. In California, this course will provide the education and training for venipuncture certification.
Prerequisites: None

RAD 128 Physics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions.
Prerequisites: MTH 210 Math Applications

RAD 212 Advanced Radiographic Imaging and Special Procedures
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course presents radiography skills and equipment used in various imaging procedures and advanced modalities. Topics include but are not limited to cardiovascular and interventional radiography, computed tomography imaging, magnetic resonance imaging, mammography, bone densitometry, ultrasound, nuclear medicine and radiation oncology.
Prerequisites: Semesters I, II, and III, and IV courses

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 and Physiology	30			2.0
RES 118	Pulmonary Anatomy and 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 Pulmonary Diagnostics	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 V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
RES 270	Cardiovascular Diagnostics	50			3.0
RES 287	Advanced Mechanical Ventilation	50	60		4.0
RES 295	Respiratory Care Practicum III			216	4.5
RES 275	NBRC Review Course	35			2.0
	Semester V Total	**135**	**60**	**216**	**13.5**
	Program Total	**1,000**	**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 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement. *(Las Vegas Campus only)*
Prerequisites: None

RX 151 Pharmacology
Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 2.5
Presents major pharmacological agents used in treating cardiopulmonary diseases. Provides knowledge of pharmaceutical classification, drug action and modes of administration, the metric system, medications, and special handling procedures.
Prerequisites: 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: Semesters I and II courses

RES 242 Emergency Care
Total Course Hours: 50 (35 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course provides knowledge of basic and advanced life support, triage techniques, and identification of pathophysiology. Topics include emergency care applications and management of drowning, hypo- and hyperthermia, shock, poisons, drug overdose, burns, diving accidents, and other types of trauma.
Prerequisites: Semesters I and II courses

RES 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: Semesters I and II courses

RES 201 Pulmonary Rehabilitation and Wellness
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course presents the basic elements required in designing the components of a cardiopulmonary rehabilitation program. Topics include community and individual health promotion, patient education, family training, smoking cessation programs, and how to deal with tobacco issues. Instruction also focuses on the importance and benefits of home health care.
Prerequisites: Semesters I and II courses

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

RES 222 Advanced Patient Assessment
Total Course Hours: 50 (30 Theory, 20 Lab, 0 Extern) Semester Credits: 2.5
This course provides knowledge and application of advanced patient assessment techniques and skills in respiratory therapy. Interpretation of laboratory data and the nutritional status of the critical care patient are stressed.
Prerequisites: Semesters I, II, and III courses

Respiratory Therapy • Course Descriptions

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.

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**

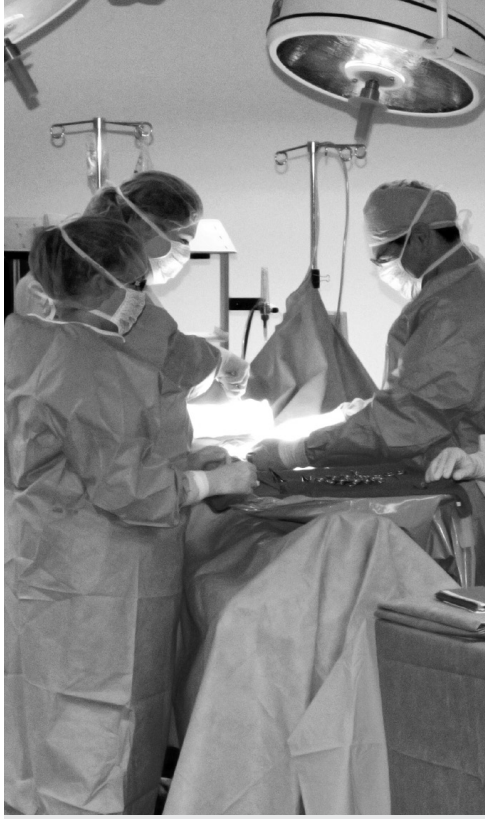
Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 132	*Anatomy and Physiology II*	*45*	*15*		*3.5*
BIO 141	*Microbiology*	*45*	*15*		*3.5*
SUR 131	Surgical Patient Care	45			3.0
SUR 141	Principles of Surgical Technology	60			4.0
SUR 155	Surgical Lab I		75		2.5
	Semester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



At a Glance

Program Type: Associate Degree

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 77.0

Program Length	Total
Program Hours	1,740
Program Weeks	75
Program Semesters (15 weeks per semester)	5

Campus Locations

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

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

SUR 155 Surgical Lab I
Total Course Hours: 75 (75 Theory, 0 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 225 Basic Surgical Procedures
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, oralmaxillofacial, 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

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 non-mammalian species will be discussed.

Prerequisites: Professional Sequence I

VTT 234 Laboratory Procedures for Veterinary Technicians
Total Course Hours: 65 (30 Theory, 35 Lab, 0 Extern) Semester Credits: 3.0
This course focuses on diagnostic tests performed in the veterinary laboratory and includes discussion of various diseases and disorders of the body systems. Experience in bacteriology, endocrinology, hematology, serology, and parasitology is part of the curriculum.
Prerequisites: Professional Sequence I

VTT 236 Anatomy and Physiology for Veterinary Technicians
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
This course provides an in-depth analysis of the anatomy and physiology of the domestic species, with focus on the cat and dog. In the lab sessions, students will identify anatomical features and demonstrate an understanding of body function. Necropsy technique is mandatory.
Prerequisites: Professional Sequence I

Professional Sequence IV
VTT 242 Dentistry Techniques
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course presents the tasks and techniques within the scope of practice of a veterinary technician. Included are examination, cleaning, scaling, polishing, and in some jurisdictions, extractions. Tooth anatomy and terminology is reviewed as well as the common veterinary dental diseases and disorders. Also addressed are protocols for veterinary dental radiography and assisting the DVM in advanced techniques.
Prerequisites: Professional Sequence I

VTT 244 Pharmacology for Veterinary Technicians
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course focuses on those pharmacological topics within the scope of the veterinary technician. Topics include a review of pharmaceutical math and a detailed examination of the physiology and chemistry of drug effects on the nervous system. Also presented is a discussion of the proper protocol for many injectable and inhalant anesthetics, analgesics, and anti-inflammatories. Chemotherapeutics, antimicrobial, antiparasitic, and euthanasia agents are also addressed.
Prerequisites: Professional Sequence I

VTT 246 Surgical Nursing for Veterinary Technicians
Total Course Hours: 70 (30 Theory, 40 Lab, 0 Extern) Semester Credits: 3.0
In defining the veterinary technician's role in surgical nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintaining the unit. The student will evaluate, medicate, anesthetize, prepare, and monitor a variety of surgical patients as well as learn the protocol as a sterile scrub nurse. A review and demonstration of various monitoring equipment is provided, and the student will participate in several surgeries of various intensities.
Prerequisites: Professional Sequence I

VTT 248 Clinic Surgery and Lab
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
This course provides opportunities for the students to advance their experience with surgical and anesthetic procedures and protocols through observation and applied practice. Students will deepen their understanding of laboratory and surgical procedures from assessment to follow-up care. Students will practice a variety of lab skills appropriate to their level of study.
Prerequisites: Professional Sequence I

Professional Sequence V
VTT 252 Exotic Animal Medicine and Nursing
Total Course Hours: 30 (15 Theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course presents an overview of the various exotic animals that are an increasing part of the pet population. The focus is on the anatomy, behavior, nutrition, diseases, and restraint of various reptilian, amphibian, and avian groups as well as some of the exotic small mammals. Lab activities will include the restraint and physical examination of these species. Basic nursing techniques of these species are addressed.
Prerequisites: Professional Sequence I

VTT 254 Equine Medicine and Nursing
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
This course introduces the veterinary nursing student to equine medicine and the role of the veterinary technician in the equine practice. Lecture and lab activities develop a more advanced understanding of equine anatomy and physiology and covers restraint, behavior, husbandry, nursing and sampling techniques, bandaging, and radiography. Content includes the common causes of lameness in the horse as well as the more commonly performed surgical procedures. Toxicological principles and the more common diseases and disorders of the horse will also be discussed.
Prerequisites: Professional Sequence I

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

Veterinary Technician—El Paso Campus

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 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**
CCB 115	*Computer Basics*	*15*			*1.0*
VTA 127	Comparative Veterinary Anatomy, Physiology, and Terminology	60			4.0
VTA 130	Clinical Lab Procedures and Pathology	15	60		3.0
VTA 132	Clinical Proficiency		30		1.0
VTA 165	Pharmacology and Principles of Anesthesia	45			3.0
	Semester I Total	**135**	**90**	**0**	**12.0**
Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MT 100	*Math Fundamentals*	*30*			*2.0*
VTA 110	Office Procedures	15			1.0
VTA 133	Clinical Proficiency		30		1.0
VTA 150	Animal Life Stages, Nutrition, and Husbandry	45			3.0
VTA 160	Animal Nursing and Diagnostic Imaging	15	60		3.0
VTA 170	Aseptic Technique and Surgical Assisting	15	45		2.5
	Semester II Total	**120**	**135**	**0**	**12.5**
Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CCM 111	*Communications*	*45*			*3.0*
MTH 129	*Math Applications*	*45*			*3.0*
PSY 102	*Introduction to Psychology*	*30*			*2.0*
SCI 120	*Foundations in Biology and Chemistry*	*60*			*4.0*
VTT 176	Introduction to Veterinary Technology	25			1.5
VTT 242	Dentistry Techniques	15	15		1.5
	Semester III Total	**220**	**15**	**0**	**15.0**
Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 222	Food and Fiber Animal	45	10		3.0
VTT 224	Diagnostic Imaging for Veterinary Technicians	15	15		1.5
VTT 226	Small Animal Nursing	15	60		3.0
VTT 232	Laboratory Animal Science	20	15		1.5
VTT 236	Anatomy and Physiology for Veterinary Technicians	30	30		3.0
VTT 239	Laboratory Procedures for Veterinary Technicians	30	45		3.5
	Semester IV Total	**155**	**175**	**0**	**15.5**
Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 244	Pharmacology for Veterinary Technicians	45			3.0
VTT 246	Surgical Nursing for Veterinary Technicians	30	40		3.0
VTT 252	Exotic Animal Medicine and Nursing	15	15		1.5
VTT 254	Equine Medicine and Nursing	45	15		3.5
VTT 256	Emergency Procedures	30	10		2.0
VTT 273	Clinical Proficiency		45		1.5
	Semester V Total	**165**	**125**	**0**	**14.5**
Externship and Seminar					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
VTT 262	Veterinary Technician Seminar	15			1.0
VTT 292	Externship			240	5.0
	Externship and Seminar Total	**15**	**0**	**240**	**6.0**
	Program Total	**810**	**540**	**240**	**75.5**

At a Glance

Program Type: Associate Degree

Delivery Method: On-ground

Semester Credits: 75.5

Program Length	Total
Program Hours	1,590
Program Weeks Semesters 1-5 (15 weeks) Externship/Seminar (7 weeks)	82

Campus Locations

TX: El Paso

Veterinary Technician—El Paso • Course Descriptions

Semester I

CCB 115 Computer Basics
Total Course Hours: 15 (15 theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and internet use are explained.
Prerequisites: None

VTA 127 Comparative Veterinary Anatomy, Physiology, and Terminology
Total Course Hours: 60 (60 theory, 0 Lab, 0 Extern) Semester Credits: 4.0
An introductory study comparing the structures, functions, and disorders of the body systems of various domesticated animals and selected exotic animals. Students will develop their understanding of medical terminology to encompass common veterinary medical terms and abbreviations.
Prerequisites: None

VTA 130 Clinical Lab Procedures and Pathology
Total Course Hours: 75 (15 theory, 60 Lab, 0 Extern) Semester Credits: 3.0
This course is an investigation into the basic laboratory procedures to determine the presence of a variety of pathogens of importance in the veterinary field. The student will have the opportunity to demonstrate collection procedures. Topics include laboratory equipment, hematology, urine and fecal analysis, parasitology, and the basics of clinical microbiology. Assisting with necropsy is also introduced.
Prerequisites: None

VTA 132 Clinical Proficiency
Total Course Hours: 30 (0 theory, 30 Lab, 0 Extern) Semester Credits: 1.0
This course provides the student with opportunities to apply the concepts covered in VTA 127, VTA 130, and VTA 165. Application includes competency/performance testing in simulated and interactive modalities.
Prerequisites: None

VTA 165 Pharmacology and Principles of Anesthesia
Total Course Hours: 45 (45 theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an introduction to the classification of medications, including classes and routes of administration and their effects on body systems. Instruction reviews the role of the veterinary assistant in assisting with the preparations for and restraint of an animal for anesthesia. Practice in pharmacological math is aided by a review of metric and conventional measurements and the use of dimensional analysis.
Prerequisites: None

Semester II

MT 100 Math Fundamentals
Total Course Hours: 30 (30 theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
Prerequisites: None

VTA 110 Office Procedures
Total Course Hours: 15 (15 theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Students are introduced to facility types, paper and electronic record keeping, charting, client service and scheduling, OSHA safety regulations, and the role of the veterinary assistant in the veterinary clinic. This course emphasizes the importance of professionalism in communications with clients, coworkers, and potential employers.
Prerequisites: None

VTA 133 Clinical Proficiency
Total Course Hours: 30 (0 theory, 30 Lab, 0 Extern) Semester Credits: 1.0
This course provides the student with opportunities to apply the concepts covered in VTA 150, VTA 160 and VTA 170. Application includes competency/performance testing in simulated and interactive settings.
Prerequisites: None

VTA 150 Animal Life Stages, Nutrition, and Husbandry
Total Course Hours: 45 (0 theory, 45 Lab, 0 Extern) Semester Credits: 3.0
This course covers animal life stages from birth to old age and issues related to animal death. Special attention is given to preventive health care and the behavioral, dietary, housing, and social needs throughout the lifetime of the canine, feline, equine, and exotic species.
Prerequisites: None

VTA 160 Animal Nursing and Diagnostic Imaging
Total Course Hours: 75 (15 theory, 60 Lab, 0 Extern) Semester Credits: 3.0
This course covers the basics of animal nursing including restraint techniques, physical exam and vital sign monitoring, ear and eye care, wound care and bandaging, and the basics of first aid and emergency medicine for small animals. Also addressed is the role of the veterinary assistant in the safe use of and positioning for diagnostic imaging modalities.
Prerequisites: None

VTA 170 Aseptic Technique and Surgical Assisting
Total Course Hours: 60 (15 theory, 45 Lab, 0 Extern) Semester Credits: 2.5
This course trains the student in aseptic preparation of animals, personnel, instruments, and equipment for surgery. Topics include protocol for assisting surgeons in the operating room, descriptions of pre- and postoperative care, and assisting in a variety of basic procedures including animal dentistry.
Prerequisites: None

Semester III

CCM 111 Communications
Total Course Hours: 45 (45 theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and nonverbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics. Legal and ethical issues in communication are also addressed.
Prerequisites: Semesters I and II courses

MTH 129 Math Applications
Total Course Hours: 45 (45 theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides the student with the fundamentals of college algebra, and includes common formulae and calculations used in applied settings. Topics include fractions, decimals, linear equations, basic statistics, and pharmaceutical math.
Prerequisites: Semesters I and II courses

PSY 102 Introduction to Psychology
Total Course Hours: 30 (30 theory, 0 lab, 0 Extern) Semester Credits: 2.0
This course introduces basic concepts in human psychology through an overview of the foundations of the discipline and a more in-depth look at contemporary approaches in the field. Among the many topics included are mental health, behavior, personality traits, life span development, social interactions, and various therapies used to treat psychological disorders.
Prerequisites: Semesters I and II courses

SCI 120 Foundations in Biology and Chemistry
Total Course Hours: 60 (60 theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course provides an introduction to the fundamentals of chemistry and various life sciences as they relate to veterinary technology. Topics include inorganic and organic chemistry, biochemistry, cellular biology, and the biology of various life processes. This course provides a foundation for applied coursework in veterinary technology.
Prerequisites: Semesters I and II courses

VTT 176 Introduction to Veterinary Technology
Total Course Hours: 25 (25 theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course presents the student with an introduction to veterinary science and the role of the credentialed veterinary technician on the veterinary team. Topics include the history of the field, scope of practice, ethical and legal issues, professionalism, and a survey of employment opportunities. This course provides the opportunity to learn and adopt methods and life skills that aid success in a professional degree program and the workplace and promote lifelong learning.
Prerequisites: Semesters I and II courses

VTT 242 Dentistry Techniques
Total Course Hours: 30 (15 theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course presents the tasks and techniques within the scope of practice of a veterinary technician. Included are examination, cleaning, scaling, polishing, and in some jurisdictions, extractions. Tooth anatomy and terminology is reviewed as well as the common veterinary dental diseases and disorders. Also addressed are protocols for veterinary dental radiography and assisting the DVM in advanced techniques.
Prerequisites: Semesters I and II courses

Semester IV

VTT 222 Food and Fiber Animal
Total Course Hours: 55 (45 theory, 10 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the veterinary nursing student to livestock and animal science. This includes an overview of various segments of the livestock industry. Building on previous anatomy and physiology coursework, the primary focus of the course is the nursing and medicine of food animals. Coursework and lab exercises cover restraint, behavior, husbandry, nursing care, sampling techniques, bandaging, and radiography as well as medicine and a review of common surgeries of food and fiber species (bovine, caprine, ovine, camelid, and swine).
Prerequisites: Semesters I, II, and III courses

VTT 224 Diagnostic Imaging for Veterinary Technicians
Total Course Hours: 30 (15 theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course furthers the training in radiology, begun in veterinary assistantship, with advanced studies in screens, positioning, and contrast studies. Students will learn to utilize a portable radiology machine. The course introduces the student to basic ultrasound techniques and digital radiography.
Prerequisites: Semesters I, II, and III courses

VTT 226 Small Animal Nursing
Total Course Hours: 75 (15 theory, 60 Lab, 0 Extern) Semester Credits: 3.0
This course provides advanced training in various nursing procedures within the veterinary technician's scope of practice. Topics include catheterization, aspiration, centesis, endotracheal and gastric intubation, rectal and reproductive procedures, sensory organ exams and testing, and bandaging techniques.
Prerequisites: Semesters I, II, and III courses

VTT 232 Laboratory Animal Science
Total Course Hours: 35 (20 theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course provides an overview of the principles of laboratory animal research and the role of the veterinary technician in the husbandry and nursing of small mammalian species as well as participation in research activities. Students will work with selected species that may include mice, rats, guinea pigs and rabbits as well as other small mammals. The use of primates and nonmammalian species will be discussed.
Prerequisites: Semesters I, II, and III courses

VTT 236 Anatomy and Physiology for Veterinary Technicians
Total Course Hours: 60 (30 theory, 30 Lab, 0 Extern) Semester Credits: 3.0
This course provides an in-depth analysis of the anatomy and physiology of the domestic species, with focus on the cat and dog. In the lab sessions, students will identify anatomical features and demonstrate an understanding of body function. Necropsy technique is mandatory.
Prerequisites: Semesters I, II, and III courses

VTT 239 Laboratory Procedures for Veterinary Technicians
Total Course Hours: 75 (30 theory, 45 Lab, 0 Extern) Semester Credits: 3.5
This course focuses on diagnostic tests performed in the veterinary laboratory and includes discussion of various diseases and disorders of the body systems. Experience in bacteriology, endocrinology, hematology, serology, and parasitology is part of the curriculum.
Prerequisites: Semesters I, II, and III courses

Semester V
VTT 244 Pharmacology for Veterinary Technicians
Total Course Hours: 45 (45 theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course focuses on those pharmacological topics within the scope of the veterinary technician. Topics include a review of pharmaceutical math and a detailed examination of the physiology and chemistry of drug effects on the nervous system. Also presented is a discussion of the proper protocol for many injectable and inhalant anesthetics, analgesics, and anti-inflammatories. Chemotherapeutics, antimicrobial, antiparasitic, and euthanasia agents are also addressed.
Prerequisites: Semesters I, II, and III courses

VTT 246 Surgical Nursing for Veterinary Technicians
Total Course Hours: 70 (30 theory, 40 Lab, 0 Extern) Semester Credits: 3.0
In defining the veterinary technician's role in surgical nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintaining the unit. The student will evaluate, medicate, anesthetize, prepare, and monitor a variety of surgical patients, as well as learn the protocol as a sterile scrub nurse. A review and demonstration of various monitoring equipment is provided, and the student will participate in several surgeries of various intensities.
Prerequisites: Semesters I, II, and III courses

VTT 252 Exotic Animal Medicine and Nursing
Total Course Hours: 30 (15 theory, 15 Lab, 0 Extern) Semester Credits: 1.5
This course presents an overview of the various exotic animals that are an increasing part of the pet population. The focus is on the anatomy, behavior, nutrition, diseases, and restraint of various reptilian, amphibian, and avian groups, as well as some of the exotic small mammals. Lab activities will include the restraint and physical examination of these species. Basic nursing techniques of these species are addressed.
Prerequisites: Semesters I, II, and III courses

VTT 254 Equine Medicine and Nursing
Total Course Hours: 60 (45 theory, 15 Lab, 0 Extern) Semester Credits: 3.5
This course introduces the veterinary nursing student to equine medicine and the role of the veterinary technician in the equine practice. Lecture and lab activities develop a more advanced understanding of equine anatomy and physiology and covers restraint, behavior, husbandry, nursing and sampling techniques, bandaging, and radiography. Content includes the common causes of lameness in the horse as well as the more commonly performed surgical procedures. Toxicological principles and the more common diseases and disorders of the horse will also be discussed.
Prerequisites: Semesters I, II, and III courses

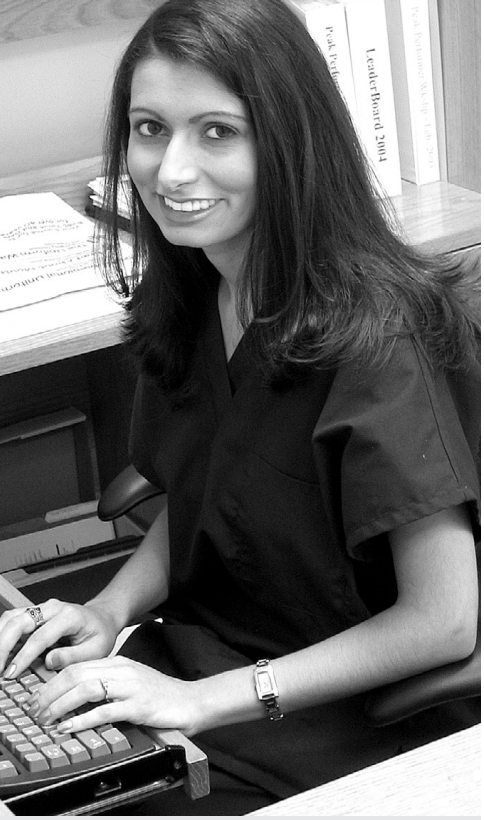
VTT 256 Emergency Procedures
Total Course Hours: 40 (30 theory, 10 Lab, 0 Extern) Semester Credits: 2.0
This course covers the role of the veterinary technician in emergency procedures, both at an emergency clinic and at the veterinary hospital. Topics include assessment and triage, shock pathophysiology and treatment, trauma, CPCR review, toxicology, anesthetic and surgical emergencies, and the veterinary technician's role in maintenance of the veterinary emergency crash kit.
Prerequisites: Semesters I, II, and III courses

VTT 273 Clinical Proficiency f
Total Course Hours: 45 (0 theory, 45 Lab, 0 Extern) Semester Credits: 1.5
This course provides the student with opportunities to apply the concepts covered in VTT 246, 252, 254, and 256. Application includes competency/performance testing in simulated and interactive settings.
Prerequisites: Semesters I, II, and III courses

Externship and Seminar
VTT 262 Veterinary Technician Seminar
Total Course Hours: 15 (15 theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course is designed to prepare the learner for the Veterinary Technician National Examination (VTNE). Content includes a comprehensive review of program content and the opportunity to participate in a simulated VTNE exam.
Prerequisites: Semesters I through V courses

VTT 292 Externship
Total Course Hours: 240 (0 theory, 0 lab, 240 Extern) Semester Credits: 5.0
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Semesters I through V and all laboratory competencies

Bachelor's Degree and Master's Degree Programs



Bachelor of Science in Health Care Administration

Objective: To foster critical thinking abilities, communication competence, and leadership capacity with an advanced understanding of health care management services and delivery. Students will develop strategies to analyze behavioral, ethical, and cultural trends that impact management in health care systems with diverse populations. They will also demonstrate the ability to evaluate ethical, legal, and regulatory policies, and demonstrate a mastery of core business theories as applied to health care systems.

Graduates of this program receive a Bachelor of Science Degree.

Admissions Requirements: Applicants to this degree completion program must have completed a total of 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 64 transfer credits)

Program Length	Total
Program Hours	885
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	80
Program Semesters (16 weeks per semester)	5

Campus Locations

The Online programs are delivered from Tucson, AZ.

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 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.

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. "This is an Experiential Learning Course"

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. A Mini Mental Exam will also be completed as a Direct Care Experiential Learning Activity."This is an Experiential Learning Course"

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. "This is an Experiential Learning Course"
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."This is an Experiential Learning Course"
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. "This is an Experiential Learning Course"
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."This is an Experiential Learning Course"
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. "This is an Experiential Learning Course"
Prerequisites: All Semester I and II courses, NUR435, NUR445

Bachelor of Science in Physical Therapist Assistant

Objective: To provide advanced foundational, technical, and evidence-based knowledge necessary to progress skills, enhance professionalism, and apply critical thinking beyond the associate degree level. The program follows a philosophy that an upwardly transitioning education for physical therapist assistants will better meet the needs of graduates, employers, and society.

Graduates of this program receive a Bachelor of Science Degree.

Admissions Requirements: Applicants to this degree completion program must have graduated from a physical therapist assistant (PTA) program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Admission to the program requires an applicant to have completed a total of 66 semester credits of specific coursework at the postsecondary level. The 66 transfer credits shall consist of 15 general education, 39 PTA technical, and 12 related credits. Transfer credits into this program must meet the following conditions: awarded by a nationally or regionally accredited institution; grade of "C" or better; and numbered 100 and above. General education transfer credits are required to be from a broad sampling of various educational experiences, including arts and humanities, business, information systems, social sciences, or natural sciences. Licensure/certification as a PTA in a state within the United States is required prior to taking courses in semesters three and four. (Note: CAPTE does not accredit degree completion programs.) See additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

Transfer Credit					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
Transfer of Credit (15 general education, 39 PTA, 12 related credits)					66.0
	Transfer Total				**66.0**

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
ENG 320	*Advanced College Writing*	*45*			*3.0*
CPT 301	*Microcomputer Applications*	*45*			*3.0*
HLT 360	Pharmacology for Rehab Clinicians	45			*3.0*
BUS 220	*Health Care Management*	*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*
MTH 315	*Statistical Concepts*	*45*			*3.0*
PTA 315	Exercise Physiology	60			4.0
PTA 350	Evidence-based Practice for the PTA	60			4.0
	Semester II Total	**210**			**14.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHI 301	*Critical Thinking*	*45*			*3.0*
PTA 375	Patient Communication, Motivation, and Learning	45			3.0
PTA 415 PTA 420	Inpatient Care Practice or Outpatient Care Practice	60			4.0
CHM 300	*Chemistry*	*30*	*30*		*3.0*
	Semester III Total	**180**	**30**		**13.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PTA 435	Clinical Kinesiology	60			4.0
PTA 460	Practice Specific Rehabilitation	60			4.0
HLT 410	Pathophysiology	45			3.0
PTA 490	Professional Capstone	60			4.0
	Semester IV Total	**225**			**15.0**

Semesters I, II, III, IV Total	**795**	**30**	**0**	**54.0**

Program Total	**795**	**30**	**0**	**120.0**

At a Glance

Program Type: Bachelor's Degree

Delivery Method: Online

Semester Credits: 120.0
(includes 66 transfer credits)

Program Length	Total
Program Hours (excludes transfer credits)	825
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	64
Program Semesters (16 weeks/semester)	4

Campus Locations

The Online programs are delivered from Tucson, AZ.

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

HLT 360 Pharmacology for Rehab Clinicians

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

This course is a study of pharmacology applications in rehabilitation settings and populations. Topics address basic pharmacology terminology, definitions, and concepts, various drug classifications, and the actions and effects of drugs that can have an impact on patients undergoing physical rehabilitation. Students have opportunities for critical thinking and practical applications through mock scenarios, research, and engaging discussion forums. Students also explore the scope of practice for therapy professionals and current pharmacology trends.*Prerequisites: None*

BUS 220 Health Care Management

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

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

Prerequisites: None

Semester II

SOC 325 Culture and Human Diversity

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

This course explores the nature and sources of cultural differences and the impact of cultural diversity on our changing society. Students will examine characteristics of cultural systems and how they influence behavior in family, workplace, educational, and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.

Prerequisites: None

MTH 315 Statistical Concepts

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

This course introduces students to basic statistical concepts and statistical reasoning. Content encompasses core concepts of descriptive and inferential statistics with exploration of descriptive measures, graphical displays of data, sampling, distribution, measures of association, probability, 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

PTA 315 Exercise Physiology

Total course Hours: 60 (60 theory, 0 lab, 0 Extern) Semester Credits: 4.0

This course examines exercise physiology through applied knowledge of the human body's physiologic responses and adaptations to acute exercise, prolonged training, and other stressors. The course reviews body systems responsible for the generation and conservation of energy necessary for varied exercise intensities. Students are required to complete various exercise protocols and physiological measurements.

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

PTA 350 Evidence-based Practice for the PTA

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

This class reviews the history, rationale, elements, and value of evidence-based practice in physical therapy. Emphasis is placed on intellectual inquiry and information literacy in preparation for future classes and projects. This course provides students with practical knowledge of steps in the evidence-based process and how to critically analyze results in research articles.

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

Semester III

PHI 301 Critical Thinking

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

This course examines the components of and barriers to critical thinking. Students will examine premises and fallacies in various types of arguments. Students will evaluate components of persuasive communications.

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

PTA 375 Patient Communication, Motivation, and Learning
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course is focused on patient communication, motivation, and teaching techniques used to support physical therapist assistants in achieving optimal treatment outcomes. Foundational topics on psychosocial aspects are examined in the context of working health care professionals and include professionalism, ethics, values, multiculturalism, and spirituality. Types of communication styles and motivational strategies are explored in relationship to patient understanding and learning.
Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications

PTA 415 Inpatient Care Practice
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course provides an avenue for practicing physical therapist assistants to research topics of interest related to inpatient practice including emergent, acute, subacute, neurologic, cardiopulmonary, and skilled nursing care. Additional topics comprise patient and workplace management issues. Students apply evidence-based methodology and techniques in the context of clinical problem-solving, clinical approaches, and physical therapy interventions through development of an in-service presentation.
Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications

PTA 420 Outpatient Care Practice
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course provides practicing physical therapist assistants the opportunity to research topics of interest related to outpatient practice, including orthopedic, sport, school, geriatric, home health care, and health/wellness. Additional topics comprise new treatment concepts and outpatient management issues. Students apply evidence-based methodology and techniques in the context of clinical problem-solving, clinical approaches, and physical therapy interventions through development of an in-service presentation.
Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications

CHM 300 Chemistry
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
This course is an integrated study of organic chemistry and biochemistry and the applications of both disciplines in health care. Topics include elements and compounds, chemical equations, nomenclature, molecular structure, and the chemistry of proteins, carbohydrates, lipids, and other biological compounds. Students will also have the opportunity to participate in online laboratory experiments.
Prerequisites: None

Semester IV
PTA 435 Clinical Kinesiology
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This class reviews the study of human movement as it relates to the practice of physical therapy. Biomechanical principles are reviewed and applied to human motion and function. Abnormal gait, posture, and movement are examined in relationship to disease or injury. The course culminates in a patient case study in which students integrate advanced kinesiology principles.
Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications

PTA 460 Practice Specific Rehabilitation
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This class is designed to further the professional development and lifelong learning habits of physical therapist assistants by exposing them to a variety of special topics through review of current research. Specific patient populations are explored including pediatrics, geriatrics, orthopedics, women's health, wound care, neurology, and cardiopulmonary.
Prerequisites: ENG 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 is essential to the health care professional. The in-depth study of pathophysiology allows the professional to communicate better with other health care professionals, including physicians and scientists, as well as with the patient, for the history and physical assessment.
Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications

PTA 490 Professional Capstone
Total Course Hours: Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course provides students with an opportunity to identify and develop research skills necessary to create a solution for an existing health care issue and also develop a professional portfolio. Content focuses on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. Course structure is designed to enhance student comprehension of information literacy concepts as well as expand student capacity for intellectual inquiry and the effective application of scholarly research methods.
Prerequisites: Semesters I, II, and III courses

Bachelor of Science in Radiologic Sciences

Objective: To prepare graduates for employment responsibilities where knowledge and skills beyond those typically attained at the associate degree level are required or preferred, with emphasis on developing professional leadership skills, applying critical thinking skills, and acquiring advanced knowledge of health care systems. General education content gives students the opportunity to explore and integrate information beyond the specific focus of their major and to build a foundation for lifelong learning. The program is based upon the core curriculum guidelines of the American Society of Radiologic Technologists (ASRT), which recognizes the baccalaureate degree as the professional level of radiologic science education.

Graduates of this program receive a Bachelor of Science Degree.

Admissions Requirements: Applicants to this degree completion program must hold an American Registry of Radiologic Technologists (ARRT) 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.

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

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 have graduated from a CoARC-accredited Entry into Respiratory Care Professional Practice degree program and be a registered respiratory therapist (RRT) by the National Board for Respiratory Care (NBRC) prior to admission. Admission to the program requires that an applicant possess a high school diploma or recognized equivalency and have completed a total of 71 semester credits of specific coursework at the postsecondary level. The 71 transfer credits shall consist of 15 general education, 44 respiratory therapy technical, and 12 related credits. Transfer credits into this program must meet the following conditions: awarded by a nationally or regionally accredited institution; grade of "C" or better; and numbered 100 and above. General education transfer credits are required to be from a broad sampling of various educational experiences including arts and humanities, business, information systems, social sciences, or natural sciences. See additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

At a Glance

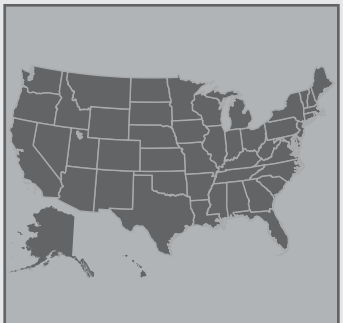
Program Type: Bachelor's Degree

Delivery Method: Online

Semester Credits: 120.0
(includes 71 transfer credits)

Program Length	Total
Program Hours (excludes transfer credits)	735
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	64
Program Semesters (16 weeks/semester)	4

Campus Locations



The Online programs are delivered from Tucson, AZ.

Transfer Credit Requirements					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
Transfer of Credit (15 general education, 44 respiratory therapy, 12 related credits)					71.0
	Transfer Total				**71.0**

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
ENG 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**

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 inherent to a multidisciplinary environment that is often changing. Students will gain an in-depth understanding of strategic management processes, problem-solving through quality improvement strategies, financial management, and policies and processes surrounding health care administration.

Admissions Requirements: Applicants to this degree program must have graduated with a minimum of a baccalaureate degree from an accredited program recognized by the US Secretary of Education or the Council for Higher Education Accreditation (CHEA) earning a 2.75 GPA or greater. For applicants with previous graduate level credits, see additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
GRD 501	Introduction to Graduate Writing and Critical Analysis	45			3.0
LDR 515	Leadership Theory and Practice	45			3.0
	Sequence I Total	**90**			**6.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 518	Strategic Communication	45			3.0
LDR 525	Evidence-Based Management	45			3.0
	Sequence I Total	**90**			**6.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 555	Leading Diverse Teams	45			3.0
LDR 644	Leadership Ethics and Social Responsibility	45			3.0
	Sequence I Total	**90**			**6.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 610	Leading Change and Innovation	45			3.0
HCA 570	Emerging Issues in Health Administration	45			3.0
	Sequence I Total	**90**			**6.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
HCA 630	Health Care Finance	45			3.0
HCA 655	Strategic Management of Patient-Centered Networks	45			3.0
	Sequence I Total	**90**			**6.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
HCA 640	Leading Quality Improvement in Health Care	45			3.0
LDR 690	Professional Capstone	45			3.0
	Sequence I Total	**90**			**6.0**
	Program Total	**540**			**36.0**

At a Glance

Program Type: Master's Degree

Delivery Method: Online

Semester Credits: 36.0

Program Length	Total
Program Hours (excludes transfer credits)	540
Program Weeks	96
Program Semesters (16 weeks/semester)	6

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I

GRD 501 Introduction to Graduate Writing and Critical Analysis

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

Critical thinking, expressed through sound research and clear writing, is a foundation of all academic and professional pursuits. This course will establish expectations of graduate level writing and research, including use of American Psychological Association (APA) style and information research practices, in preparation for independent graduate writing tasks. Students will practice writing and research skills as well as self- and peer evaluation of work.

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

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.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
GRD 501	Introduction to Graduate Writing and Critical Analysis	45			3.0
LDR 515	Leadership Theory and Practice	45			3.0
	Sequence I Total	**90**			**6.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR518	Strategic Communication	45			3.0
LDR 525	Evidence-Based Management	45			3.0
	Sequence I Total	**90**			**6.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 555	Leading Diverse Teams	45			3.0
LDR 644	Leadership Ethics and Social Responsibility	45			3.0
	Sequence I Total	**90**			**6.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 610	Leading Change and Innovation	45			3.0
PHA 605	Foundations in Public Health	45			3.0
	Sequence I Total	**90**			**6.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PHA 630	Health Informatics	45			3.0
PHA 650	Social, Behavioral, and Cultural Factors in Public Health	45			3.0
	Sequence I Total	**90**			**6.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PHA 655	Epidemiology	45			3.0
LDR 690	Professional Capstone	45			3.0
	Sequence I Total	**90**			**6.0**

Program Total	**540**			**36.0**

At a Glance

Program Type: Master's Degree

Delivery Method: Online

Semester Credits: 36.0

Program Length	Total
Program Hours (excludes transfer credits)	540
Program Weeks	96
Program Semesters (16 weeks/semester)	6

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I

GRD 501 Introduction to Graduate Writing and Critical Analysis

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

Critical thinking, expressed through sound research and clear writing, is a foundation of all academic and professional pursuits. This course will establish expectations of graduate level writing and research, including use of American Psychological Association (APA) style and information research practices, in preparation for independent graduate writing tasks. Students will practice writing and research skills as well as self- and peer evaluation of work.

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

Continuing Education

Expanded Duties Dental Assistant (EDDA)

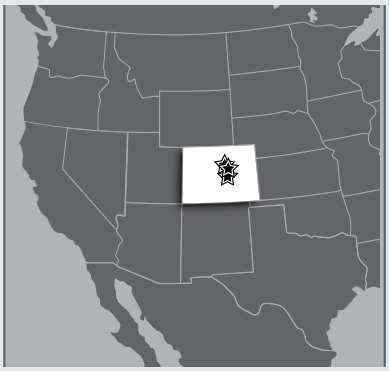
At a Glance

Course Type: Continuing Education Course

Delivery Method: On-ground

Length: 40 hours

Campus Location



CO: Aurora, Colorado Springs, Denver

Objective: To teach the dental assistant the expanded duties, techniques, procedures, and applications that will prepare students for advanced dental assistant employment.

Participants who successfully complete this course receive continuing education credit.

Admissions Requirements: Successful completion of an approved dental assistant program or one year of experience as a dental assistant.

Course Description

ED 01 Expanded Duties Dental Assistant

Total Course Hours: 40 (15 Theory, 25 Lab, 0 Extern)

This course prepares dental assistants for expanded duties within the dental office. Content addresses various techniques, procedures, and applications that comprise the types of expanded duties that are performed under the supervision of a dentist.

This continuing education course is not included in PMI's ABHES grant of accreditation.

Course #	Course	Theory	Lab
ED 01	Expanded Duties Dental Assistant	15	25
	EDDA Total	**15**	**25**
	Course Total	**15**	**25**

Prospective Students

Prospective Students

Admissions
Pima Medical Institute (PMI) does not discriminate on the basis of disability in admissions or access to, or treatment or employment in, its programs and activities. The school is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. Refer to the Reasonable Accommodations section in this catalog.

In addition to the institutional requirements described in this section, some programs have other requirements specific to their programs, which are included in the programs' admissions materials and/or Policies and Procedures Manuals. The admissions process for online programs may vary. Students applying for a degree completion or qualified advanced entry program may have to meet additional requirements. Admission requirements apply to the respective program and not individual courses within a program (regardless of delivery method). Refer to the program pages in this catalog for information.

Eligibility for Enrollment
To enroll at Pima Medical Institute, applicants must be legally authorized to pursue education in the United States.
Eligible students include those who meet at least one of the following criteria:
- U.S. citizens
- Lawful permanent residents (holders of a Permanent Resident Card/"Green Card")
- Individuals possessing a valid visa that permits study in the United States

Applicants who do not meet the above criteria may inquire about potential eligibility through the Student and Exchange Visitor Program (SEVP) process.
Individuals who do not qualify under any of these categories are not eligible to enroll in programs offered by Pima Medical Institute.

Application Process
Steps in the application process for prospective students include:
1. Submit application form and High School Verification (listed below) to the appropriate PMI campus admissions office; applicants under the legal age must have written approval of a parent or legal guardian.
2. Meet with a PMI admissions representative to discuss career interests and goals. The representative helps identify programs that are best suited to each applicant's career aspirations. For degree program applicants, an interview with the program director and/or faculty may also be required.
3. Pass required entrance exam(s).
4. Submit necessary documentation to the selected PMI campus and meet program-specific admission requirements (varies by program).
5. If applicable, submit transfer of credit documentation.

High School Verification
Proof of valid high school completion or equivalent must be submitted. Applicants must submit one or more of the following documents dependent upon campus location and/or program:
- High school diploma
- High school transcript
- General Equivalency Diploma (GED®); applicants/students must provide a copy of the GED® report (also known as transcript or score sheet) and certificate indicating successful completion of the GED. Attestation of a GED® cannot be accepted.
- Official academic transcript for the completion of an associate or baccalaureate degree. An official transcript for the completion of at least 60 semester or 72 quarter credit hours in a bachelor's degree program or a program where the full credits can be applied towards a bachelor's program.
- Attestation of graduation. For students enrolling into a degree program, attestation is not permitted. For students enrolling into a certificate program in California, New Mexico, Nevada, and Texas, attestation is not sufficient.
- A state certificate awarded after passing an authorized test and that the state recognizes as equivalent to a high school diploma. This includes evidence of a passing score on tests recognized by the state and similar to the GED®, such as the High School Equivalency Test (HiSET®) and the Test Assessing Secondary Completion™ (TASC).
- Pima Medical Institute does not enroll ability-to-benefit and students who are of compulsory school age may not enroll unless they have a high school diploma or equivalent.

Homeschool
Applicants who have completed a secondary school education in a homeschool setting that is treated as a homeschool or private school under state law may attest to their completion of secondary school. If the respective state issues a secondary completion credential, the applicant must submit the credential. A homeschool transcript meeting their state requirements must be submitted for all programs.

In addition to the criteria listed above, externship sites providing externship opportunities may have a minimum age requirement. There is no guarantee that a student who is younger than 18 years of age at the time of the clinical extern or course can be placed for that extern or course.

High School Equivalency Documentation and Evaluation Report
Applicants who received a high school diploma from a school outside the U.S. must have the documentation evaluated to determine equivalency to U.S. high school education by an agency that is a member of the National Association of Credential Evaluation Services (NACES®) or the Association of International Credential Evaluators, Inc. (AICE®).

Post-Secondary Coursework or Degree Equivalency Transcript and Evaluation Report
Applicants presenting a transcript for evaluation of credits from a school outside the U.S. must have their transcripts evaluated by an agency that attests to the qualitative and quantitative equivalency of the foreign education for course(s) to be accepted. The agency must be a member of the National Association of Credential Evaluation Services (NACES®) or the Association of International Credential Evaluators, Inc. (AICE®).

Language Proficiency
PMI entrance exams/admission tests, enrollment agreements, and primary instructional language are in English[1]. Students are expected to speak English in the classroom and laboratory during scheduled class time and formal learning activities. PMI does not provide English-language services.

To demonstrate language proficiency, prospective students are required to take an entrance exam or provide evidence of successful completion of an associate degree or higher at an institution recognized by the US Department of Education (USDE) or Council for Higher Education Accreditation (CHEA).

For international applicants, the minimum English requirement is 65-78 on the Test of English as a Foreign Language (TOEFL®), 5.5-6.0 on the International English Language Testing System (IELTS™), or the equivalent.

[1] Exception: Spanish language general education courses, such as SPA 210 Spanish for the Medical Professional, include instruction and support materials written and published in Spanish.

International Students

PMI is authorized under federal law to enroll individuals who qualify for nonimmigrant[2] status and have obtained either an F1 or M1 visa. Visa services and assistance are not offered through PMI. There are no fees paid to PMI for international student visas. If requested, PMI will confirm student status and provide required documentation to appropriate agencies.

Several PMI campuses in the following locations are approved through the Student and Exchange Visitor Program (SEVP) and are eligible to sponsor international student visas:

- Arizona: East Valley, Mesa, Phoenix, Tucson
- California: Chula Vista, San Marcos,
- Colorado: Aurora, Colorado Springs, Denver
- Nevada: Las Vegas, New Mexico: Albuquerque
- Texas: El Paso, Houston, Washington: Renton, Seattle

Entrance Exams

Applicants must meet a minimum score for one or more entrance exams, which are designed to measure cognitive and general math abilities of prospective students. A passing entrance exam score is good for one year from the date of 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). For re-entry/re-enroll students, passing entrance scores are good for one year from the last day of attendance. Minimum passing scores for the entrance exams can be found in the catalog addendum.

Wonderlic Scholastic Level Exam (SLE)

Applicants must meet minimum cut scores, which vary by program. Exceptions require signed authorization from the PMI Director of Education. The exam may be waived for applicants who submit official transcripts that document completion of an associate degree or higher or successful completion of approved partner areas of study (e.g. Futuro Jumpstart courses). Programs or courses in agreement with third party partners may have separate requirements.

Applicants for the Health Care Administration associate degree program may be eligible to waive the Wonderlic exam if they successfully completed a qualifying PMI certificate program within the past 5 years with a cumulative GPA of 3.3 or higher.

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

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.

It is suggested applicants wait 24 hours between testing sessions.

Pharmacy Technician Program:

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).

- 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

It is suggested applicants wait 24 hours between testing sessions.

Practical Nursing Program

Applicants for the Practical Nursing program are required to take a math ddmission 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
- It is suggested applicants wait 24 hours between testing sessions.

Applicants for the Practical Nursing program are also required to take a pre-entrance exam (HESI) with an overall score of 70% or greater.

Admissions to Bachelor's Degree Programs

Applicants to a bachelor's degree program must have an associate's degree from an accredited institution whose accrediting agency is recognized by the United States Department of Education (USDE) and must also meet the applicable credentialing requirements. Any exceptions are noted in the Admission Requirements for the program. Refer to the bachelor's degree program pages in this catalog for more information.

Admissions to Master's Degree Programs

Applicants to a master's degree program must have a bachelor's degree with a minimum cumulative grade point average (CGPA) of 2.75 (on a 4.0 point scale) from an accredited institution whose accrediting agency is recognized by the USDE. Refer to the master's degree program pages in this catalog for more information.
Applicants who do not qualify for standard admissions by meeting the minimum GPA requirement may be admitted under a provisional admission period with a minimum cumulative grade point average (CGPA) of 2.50 (on a 4.0 point scale) from an accredited institution whose accrediting agency is recognized by the USDE.

Graduate students accepted for provisional admission may enroll into the program and will be required to meet the following academic requirements: student must complete six (6) credit hours and earn a cumulative GPA of 3.00 or higher in the first semester in order to progress to the next semester. Students who do not meet the stipulations outlined in this provisional admission period will be terminated from the program. Students may only attempt provisional admission once.
*PMI has limited seats available for provisional admission; the number of eligible positions per cohort will not exceed 10% of the budgeted enrollment.

Background Check, Drug Testing

Applicants are informed of how a criminal record may impact their ability to progress through a program, attend clinical extern or course, graduate, and/or obtain employment in the field of study. As part of the enrollment process, every prospective PMI student must sign an *Adverse Judgement and Criminal Activity Disclosure and Advisement* form.

[2] Nonimmigrant refers to foreign nationals who are admitted to the United States temporarily for a specific purpose.

Depending on the program, a background check and/or drug screening may be required prior to enrollment, during the program, and/or prior to externship/clinical training. A "for cause" drug or alcohol screening test may be required if impaired behavior is observed at school or while attending externship/clinical. Applicants are advised that the cost of the background check/ drug screen is an out-of-pocket expense. Prospective students may contact an admissions representative and/or program director of the program of interest for more information regarding these requirements.

Vaccination Requirements

The PMI Career Services Department, program Clinical Coordinators, Directors of Clinical Education, and/or Program Directors maintain a list of vaccination requirements, which is available upon request. Applicants are advised that the cost of required vaccinations and titers are an out-of-pocket expense. Campuses will follow all local, state, and national mandates related to vaccinations for businesses, schools, and provider facilities. Students are required to follow all clinical experience required vaccination requests and policies. Students who have a qualified exclusion may request an exemption; however, there is no guarantee that a clinical site will accept the exemption. If a student is unable to obtain the required vaccination, Pima Medical Institute cannot guarantee that a clinical site will be available, which could cause a delay in graduation or result in the student having to withdraw from the program. Students in the Veterinary Assistant and Veterinary Technician programs are required to obtain the full series rabies pre-exposure prophylaxis, as recommended by the Centers for Disease Control and Prevention. Students who qualify for an exemption will be required to follow the program's Rabies Mitigation Plan, which may limit animal handling and the completion of required skills.

Transfer Credit

Applicants may request credit for previous education and/or life experience. Determination is made after full evaluation of required documentation and completion of other relevant assessments. Students are encouraged to submitt request at one time and prior to the start of the program. PMI accepts no more than 25 percent of the program's total credits for transfer; exceptions to this policy may be made for extenuating circumstances and must be approved by the Regulatory and Education Departments.

Credit for Previous Education

Applicants who have successfully completed equivalent coursework within a designated time frame are eligible to seek transfer credit. Applicants must submit their request for a credit transfer evaluation, with supporting documentation, to the program director or assistant dean of faculty prior to the start of the program. Official transcripts must be provided to award credit. Specific criteria are available from the campus admissions office (Table 1).

Transfer courses must be similar in content and objectives to PMI courses within a program; they must also have an equal or greater number of credits. Transfer courses must also be of equivalent division level or higher. Courses numbered 100 and 200 are considered lower-division courses. Courses numbered 300 and 400 are considered upper-division courses. Transfer courses need to be of equivalent division level. As an example, if a prospective student wishes to transfer in general education credit for CCM 210 Professional Communication, the transfer credit can be a lower division course (e.g. 100 or 200) or above. Exceptions may apply for degree completion and advanced entry programs where students have met requirements through successful completion of an allied health certificate or degree program and associated work experience.

Courses being considered for transfer credit must be from an institution accredited by an agency recognized by USDE or CHEA. Applicants presenting a transcript for evaluation of credits from a school outside the U.S. must have their transcripts evaluated by an agency that attests to the qualitative and quantitative equivalency of the foreign education for the specific course(s) to be transferred. Evaluation report expiration dates vary based on the agency. The agency must be a member of the National Association of Credential Evaluation Services (NACES®) or the Association of International Credential Evaluators, Inc. (AICE®).

Table 1: Transfer Credit Criteria for Previous Education

Component	Criteria
Grade	Completed with a grade of "C" or higher.
Time Frame	Other than degree completion: No more than seven (7) years have elapsed since completion of previous education.
	Degree completion: Applicants must have graduated within the past five (5) years OR provide recent evidence of practice in a relevant vocation; additional requirements may apply depending on program.
Content	Similar in content and objectives to the PMI course.
Division Level	Transfer courses must be at the same or higher division level as the PMI course. Courses numbered 100 and 200 are considered lower-division courses. Courses numbered 300 and 400 are considered upper-division courses.
Credits	Equal or greater number of credits when compared with the PMI course.
Accreditation	Completed at an institution recognized by USDE or CHEA.
Note: PMI does not guarantee the transfer of credits from or to any other institution.	

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

Assessment of Equivalency for Technical Courses

Courses may require a higher level of proficiency. Skill competencies may be assessed to determine if the applicant's knowledge and/or skills are within the standards of the program. Applicants may be required to pass all skill competencies required of the respective course, a written comprehensive exam prior to transfer credit approval, and/or a comprehensive skill evaluation, if applicable, prior to transfer credit approval.

Due to ongoing curriculum revision, transferability of PMI courses with the same course number expires three (3) years from the course end date. PMI courses that have expired (over 3 years) may be eligible to be considered for transfer of credit.

Degree Completion and Advanced Entry Programs

A degree completion and advanced entry program requires successful completion of a previous health science certificate, degree, or a minimum number of academic credits as defined in the admissions criteria; this prior coursework will apply as course credit toward the completion of an associate or bachelor's degree. Bachelor degree completion programs include a concentration of general education courses and higher level technical and field-specific courses that advance the knowledge attained at the associate degree level.

Graduate Programs

Transfer of credit must meet the standard PMI transfer credit criteria with the exception that credit will only be awarded for courses completed with a grade of "B" or better.

Transfer Credit / Financial Considerations
Students who have been granted credit for previous education willbe 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.A charge is assessed for each transfer credit application submitted for review; a non-refundable $150.00administrative 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, qualified advanced entry, and theRadiography - 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 74.9percent 3 of the total number of credits. Applicants to theVeterinary Assistant program may beeligible to transfer up to 74.9 percent of the total number of credits,refer to the Prospective Student Handout for more information onLife Experience Credit. Transfer credits for these applicants andqualified advanced entry applicants are awarded financial creditbased upon the per-credit-hour fee schedule noted on theenrollment 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.[3]

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

Transfer Credit for Fully Online Degree Programs
Fully online programs utilize a credit-evaluation process to review all requests to transfer credit for admission into the program and for courses in the curriculum. Credit(s) requested must meet PMI's transfer credit criteria.

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.

Professional Credits-Distance Education (Fully Online) Degree Programs
For Online (Distance Education) degree programs, applicants may be eligible to apply for professional experience toward some of the credits required for admission into the program. Unless otherwise indicated in the admission requirements for the program, a maximum of 10% of total credits may be applied. Professional credits may include clinical work or evidence to show application of methodology.

Advanced Placement® (AP) Credit - Online Programs Only
The AP program provides college-level courses and exams that students can take in high school. Candidates who achieve required credit-granting scores on these exams can earn the credits and course transfers. Credit will be granted only for scores earned within the last seven (7) years. Credit awarded is based on official transcripts. For additional information, contact the program director or online admissions representative.

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 admissionsrepresentative.

Re-entry/Re-enrollment
Former students who withdrew or were terminated may be eligible to re-enter or re-enroll into the same program if they meet specified criteria. Availability to reenter/reenroll may be limited based on program capacity and the number of enrolled students. Students are eligible for re-entry/ re-enrollment a maximum of two (2) times in the same program unless the reentry/reenrollment was related to course reschedules or changes in course availability.

Certificate (Nonterm-Based) Programs
Re-entry
Students who were withdrawn/terminated from a certificate (nonterm-based) program may be eligible to reenter the same program if the student's return date occurs within 180 days of the last date of attendance.
Re-enrollment
Students who were withdrawn/terminated from a certificate (nonterm-based) program may be eligible to re-enroll in the same program if the student's return date is beyond 180 days from the last date of attendance. Returning students may need to meet additional programmatic requirements.

Degree (Term-Based) Programs
Re-entry
Students who were withdrawn/terminated from a degree (term-based) program may be eligible to reenter the same program if the student's return date occurs within 180 days of the last date of attendance. Returning students who are terminated or have withdrawn maintain the right to reapply to the program provided that PMI policy requirements are met. Returning students may need to meet additional programmatic requirements.

Re-enrollment
Students who were withdrawn/terminated from a degree (term-based) program may be eligible to re-enroll in the same program. Returning students who are terminated or have withdrawn maintain the right to reapply to the program provided that PMI policy requirements are met. Returning students may need to meet additional programmatic requirements.
Students who re-enter or re-enroll may be required to audit and/or successfully demonstrate competency in skills and knowledge learned in previously completed coursework before enrolling in courses needed for program completion.
Any balance due from a prior enrollment at PMI must be satisfied or a payment plan arranged before re-entry/re-enrollment will be considered. If a year or more has passed since the last date of attendance, the student must retake the entrance exam(s).
Upon re-entry/re-enrollment students are responsible for the cost of courses to be taken. Courses required for the completion of any program will be determined by the campus director and/or the program director. The Financial Services section of this catalog provides information about related charges for reentry and reenrollment.

Late Enrollment / Hybrid Orientation
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.

[3] Applicants to PMI's Radiography-Bridge program can transfer up to 49 percent of the total number of credits.

Prospective Students

Distance Education
Distance education is defined as an educational process in which the instructor and student are separated by distance, with regular and substantive interaction between student and instructor occurring either synchronously (in real time) and/or asynchronously (not in real time). Several PMI campuses/programs offer distance education options, some of which are fully online while others are hybrid (combination of online and on-ground delivery). On-ground delivery requires on-campus attendance. Information regarding hybrid programs and courses is included in the program pages of this catalog and in programs' prospective student handouts available at the designated program's campus.
Students enrolled in distance education programs/courses that include hybrid delivery should understand that relocation away from their local PMI campus may adversely impact their ability to complete their program. Students planning to relocate must discuss their intentions with their campus's student services coordinator and/or program director, as applicable.

A student's physical location is determined at the time of enrollment by the student's:
- submission of government-issued identification;
- attestation of physical location in the enrollment agreement; and
- agreement to update the institution if the student's physical location changes (students may notify the institution of a change to their physical location in the PMI Student Portal).

Consortium Agreement
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.
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).

Campuses
Tucson Campus
This campus is approved to offer fully online distance education programs to residents of NC-SARA member states. The State Authorization Reciprocity Agreement (SARA) is a voluntary agreement among its member states and US territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. The State Authorization Reciprocity Agreement is overseen by a National Council of State Authorization Reciprocity Agreement, NC-SARA. PMI is an approved NC-SARA institution through the home state of Arizona. Hybrid programs offered at the Tucson campus include both online courses and on-ground courses; attendance is required on campus for all courses that include on-ground delivery. Refer to the attendance policy for more information.
Albuquerque and Phoenix Campuses
These campuses offer programs via hybrid and full distance-learning methods of delivery and are approved to deliver distance education within their respective states. Hybrid programs offered at these campuses include both online courses and on-ground courses; attendance is required on campus for all courses that include on-ground delivery. Refer to the attendance policy for more information.
All Other PMI Campuses
The remaining PMI campuses are approved to deliver distance education within their respective states. These campuses do not offer programs delivered completely via distance education. The programs containing distance education components offered at these campuses are hybrid programs, which include online courses and on-ground courses; attendance is required on campus for all courses that include on-ground delivery. Refer to the attendance policy for more information.

Technology Requirements for Distance Education
Students enrolled in online and/or hybrid courses will need to meet the following technology requirements:

Minimum System Requirements
- Windows 10 or later
- MacOS 13 or later
- Intel i3+ processor (or equivalent)
- 8+ GB RAM
- 250+ GB SSD drive
- Internet access 5+ Mbps upload / 10+ Mbps download speed or above (broadband connection highly recommended)
- Chrome, Firefox, or Safari browser
- Speakers, webcam, and microphone
- 1366 x 768 display resolution
- Additional requirements may vary by program

Note: Chromebooks are not fully supported for online education at PMI. For best results, please use a desktop or laptop computer running Windows or MacOS.

Minimum System Requirements-(For programs that require proctoring and the use of ProctorU software)
- Windows 10 or later
- MacOS 13 or later
- Intel i3+ processor (or equivalent)
- 8+ GB RAM (16 GB recommended)
- 250+ GB SSD driveInternet access: 5+ Mbps upload / 25+ Mbps download speed or above / 50+ Mbps download recommended (mobile hotspots and tethering discouraged)
- Guardian browser
- Speakers: Built-in or external speakers required
- Microphone: All microphones other than those built into headphones are permitted
- 1366 x 768 display resolution

Reasonable Accommodations
PMI is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations and the Americans with Disabilities Act (ADA) of 1990. PMI does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, in admissions or access to, or treatment or employment in, its programs and activities. PMI has adequate hallways, doorways, classrooms, bathrooms, student lounges, and designated parking areas to accommodate disabled students. Elevators are available at campus locations with multiple floors to assist students to upper-level classrooms. Each PMI campus has a compliance coordinator who ensures Section 504 compliance. Applicants and students seeking reasonable accommodations are required to communicate the specific need by submitting the Reasonable Accommodations form, along with supporting documentation, to the campus compliance coordinator. Grievances or complaints concerning Section 504 and Americans with Disabilities Act (ADA) matters should be directed to the compliance coordinator.
In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the USDE requirements, the institution provides protection to pregnant students. PMI will treat pregnancy and recovery therefrom in the same manner as requests for reasonable accommodations for temporary disability. While Title IX may allow for absences to be excused, the Department of Education guidelines for Title IV funding supersede the Title IX. Refer to the Attendance /Absence policy in the catalog for more information.

Emergency Reporting, Notification, Evacuation
Natural Disaster Emergency Response Protocol: In the event of a natural disaster or other emergency response, PMI may temporarily suspend or modify standard operating procedures and policies based on federal, state, or accrediting agency mandates or guidelines (more details are provided in the Current Students section of this catalog).

Current Students

Current Students

PMI faculty and staff strive to help and support students throughout their participation in their selected programs of study. Safety is a priority at all PMI campuses, and students' information is safeguarded according to guidelines set forth in laws and in PMI policies and procedures.

Personally Identifiable Information
Personally identifiable information, or PII, includes but is not limited to the student's name, any unique identifier, including social security number, and other information that alone or in combination is linked or linkable to a specific student. 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 Institution.

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA; see FERPA section below) and other state and federal laws. With the increasing use of technology in education, it is imperative that information that identifies individual students and their families is protected from misappropriation and misuse. The information may be shared internally with educators or administrators with a legitimate educational interest, but it is otherwise unlawful for any PMI employee or other person to divulge, or make known in any way, any such personal information without the written consent of the student.

PMI may collect information concerning an individual, some of which may be linked to various third parties, in order to fulfill its duties as required by law. This information must remain confidential and may not be published in any way that would identify the individual. Unless required by local, state, or federal law, PMI will not disclose information that allows any individual to be personally identified. The Institution has steps in place to reduce the likelihood that such information is personally identifiable.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of student education records. The Act defines an "eligible student" as a student who has reached 18 years of age or is attending an institution of postsecondary education. The Act defines "Parent" to mean a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. When a student becomes an eligible student (turns 18), the rights under FERPA accorded to the parents, and consent required from the parents, transfer to the eligible student.

Under FERPA, parents and eligible students have the right to:

1. Inspect and review the student's education records within 45 days after the day Pima Medical Institute (PMI) receives a request for access. A parent or eligible student should submit to the Campus Director a written request that identifies the record(s) the parent/eligible student wishes to inspect. The School official will make arrangements for access and notify the parent/eligible student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the parent/eligible student of the correct official to whom the request should be addressed.
2. Request the amendment of the student's education records that the parent/eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A parent/eligible student who wishes to ask PMI to amend a record should write to the Campus Director, clearly identify the part of the record the parent/eligible student wants changed, and specify why it should be changed. If PMI decides not to amend the record as requested, PMI will notify the parent/eligible student in writing of the decision and the parent/eligible student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/eligible student when notified of the right to a hearing.
3. Provide written consent before PMI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. PMI discloses education records without a parent/eligible student's prior written consent under the FERPA exception for disclosure to School officials with legitimate educational interests. A School official is a person employed by PMI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a student serving on an official committee, such as a disciplinary or grievance committee. A School official also may include a volunteer or contractor outside of PMI who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another School official in performing their tasks. A School official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for PMI.
4. File a complaint with the US Department of Education concerning alleged failures by the PMI to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Directory Information
FERPA permits public disclosure of directory information without the parent/eligible student's consent unless the parent/eligible student has requested that directory information be withheld. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. PMI defines directory information as follows:

- student name
- PMI email address
- photograph
- campus
- field of study
- dates of attendance
- grade level
- enrollment status
- degrees, honors, and awards

PMI does not publish a student directory. A student's directory information may be released to an inquirer, unless the parent/eligible student specifically requests that directory information be withheld. FERPA does not require that directory information be released. Parents/eligible students may elect to withhold directory information by completing and signing the *Request to Withhold Directory Information* form, which places the student record in a confidentiality hold status. This form is available from the Student Services Department. The signed form along with a copy of photo identification must be taken in person, mailed, or emailed to the Student Services Department. Please allow 10 days for requests to become effective in all PMI's systems. A request to withhold directory information is in effect permanently, even if the student is no longer enrolled at PMI; however it is not retroactive.

A parent's/eligible student's request for withhold of directory information does not permit the student to be anonymous in the classroom (including an online classroom) nor to impede or be excluded from classroom communication. The directory information withhold can be removed if the parent/eligible student submits a written request for removal.

Release of Non-directory Information

Parents/eligible students may provide consent to release non-directory information (financial and academic records) to designated third parties by completing the *FERPA Release Consent* form in the PMI Student Portal. The release remains in effect until the consent is revoked in writing and the revocation is delivered to PMI.

FERPA permits the disclosure of PII from a student's education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Student Records

Records Retention

Student records include academic transcripts, financial aid, and other documentation as required by law and/or the Institution. Academic transcripts for all courses completed and/or attempted are permanently retained by the Institution. Financial aid records are maintained for five (5) years after the end of the final award year in which the student last attended. Other documentation includes enrollment agreements, admissions documents, financial records, attendance records, externship evaluations, and placement documents, all of which are maintained for five (5) years (or longer based upon state requirements) from the fiscal year during which the student was last enrolled.

Academic Transcripts and Diplomas

PMI maintains a student's academic history in the form of an academic transcript, which includes the student's name, date of birth, address, campus, program, enrollment status, start date, last date attended, course numbers, course titles, credits attempted, credits earned, grades, quality points, grade point average, and degree earned (if applicable).

PMI students and graduates may request transcripts 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.

Health and Safety

PMI strives to ensure a safe learning environment for all students. PMI campuses address safety, health, and well-being with students as outlined in the PMI policies and procedures manual, catalog addenda, and relevant student handbooks. Students are advised that clinical experience sites may have additional requirements; students must meet the requirements of their assigned site(s). These requirements may include but are not limited to: additional criminal background check(s); preclinical and/or "for cause" drug, alcohol, marijuana, and/or tobacco screening; regulatory and safety learning modules; and infectious disease screenings. Any or all of these additional site-specific requirements may cause the student to incur additional costs.

Crime Awareness

PMI collects, maintains, and disseminates data regarding crimes committed on and around campus in compliance with the Crime Awareness and Campus Security Act of 1990, and the Hate Crimes Statistics Act, (The Clery Act, 34 CFR 668.46) as amended on Nov. 1, 1999. PMI publishes an annual *Campus Safety and Security Report* that includes PMI's crime awareness policies and procedures. The report is available at each campus and a paper copy is available upon request. An electronic copy of the report is also available through our website on the Resources page (https://pmi.edu/support-services/resources/).

Harassment, Violence, Sexual Assault

It is the practice at PMI to ensure that employees and students enjoy a learning environment that is based upon mutual respect, trust, and dignity. The administration of PMI fully supports all local, state, and federal laws governing violence and harassment and will cooperate to the fullest extent possible.

Harassment of any kind will not be tolerated and includes: actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, disability, or any other protected status; actions intended to intimidate or cause fear; and any form of unwelcome behavior of a sexual nature including verbal, nonverbal, written, and physical actions.

PMI does not tolerate sexual violence in any form, including but not limited to sexual assault, rape, harassment, exploitation, intimidation, dating violence, domestic violence and/or stalking. PMI, in a good faith effort to comply with amendments to the Clery Act, as mandated by Section 304 of the "Violence Against Women Reauthorization Act of 2013," is committed to ongoing development of prevention and awareness programs, policies, and procedures.

An individual who has reason to believe that they are the victim of sexual or another form of harassment should immediately report the incident to their campus director or associate director in written form. An investigation will be initiated no later than five (5) business days and corrective action taken when warranted. No action will be taken against those reporting harassment, regardless of the investigation's outcome. With the alleged victim's permission, the appropriate authorities will be contacted. The campus director will conduct an additional investigation following PMI procedures. Those found to be engaging in any form of harassment will be subject to termination.

Firearms, Weapons
PMI strictly prohibits the possession of firearms and weapons on all campuses. Other than police officers or military personnel on active duty, no person, including a licensee, may possess firearms anywhere on campus, whether in a building or on the grounds. This prohibition extends to School-owned and School-controlled locations, including sites leased for educational purposes. Any student, faculty, or staff member violating this policy will be sanctioned, up to and including expulsion or termination. Additionally, violations of this policy may result in criminal prosecution.

Emergency Reporting, Notification, Evacuation
PMI provides reporting, notification, evacuation, and lockdown procedures for alerting the campus community about significant emergencies or dangerous situations that involve an immediate threat to the health or safety of students or employees on the campus. Each campus has an emergency management plan that is reviewed on an annual basis.

Timely Warning
PMI promotes campus safety by providing a notification procedure for alerting the campus community of a serious, ongoing, or continuous threat. In the event a situation arises, either on or off campus, that in the judgment of the campus director or emergency management leader constitutes a serious, ongoing, or continuing threat, a campus wide "timely warning" will be issued.

Natural Disaster Emergency Response Protocol
In the event of a natural disaster or other emergency response, PMI may temporarily suspend or modify standard operating procedures and policies based on federal, state, or accrediting agency mandates or guidelines.

Safety Standards
The Occupational Safety and Health Administration (OSHA) and any other pertinent safety guidelines are followed during laboratory activities, off-campus clinical activities, and off-campus PMI activities.

Insurance
Students are informed about their responsibilities to have insurance coverage throughout their enrollment at PMI. Transportation and/or vehicle insurance includes coverage for travel to and from off campus clinical experiences. Some clinical sites require that students have medical/health coverage prior to beginning their clinical extern or course.

Accident insurance applies to injuries sustained during PMI scheduled, supervised, and sponsored activities, but it excludes coverage for injury incurred while traveling to and from the school campus, externship sites, and any other school-sponsored activity. Students without private insurance may be provided a limited amount of accident insurance coverage. In the event a student is injured during a PMI scheduled, supervised, and sponsored activity, the student must report the injury to a campus representative and file/sign/submit an incident report to the campus within 24 hours of the incident. When the injured student arrives at the medical treatment facility, if the student has their own medical insurance coverage, they must provide that information to the facility for billing purposes. The school's insurance company will not pay claims for students who have any form of insurance coverage.

Pregnancy
Students are informed of the health risks and possible limitations associated with participation in a PMI program during pregnancy. Pregnant students are not required to report pregnancy to school officials. It is suggested that pregnant students seek information regarding their health or the health of the fetus relative to the demands of the course of study. Students who wish to declare their pregnancy may contact an instructor associated with their program or their program director. Alternatively, they may contact their campus's student services coordinator, associate director, or campus director.

In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the USDE requirements, the institution provides protection to pregnant students. PMI will treat pregnancy and recovery therefrom in the same manner as requests for reasonable accommodations for temporary disability. While Title IX may allow for absences to be excused, the Department of Education guidelines for Title IV funding supersede the Title IX. Refer to the Attendance/Absence policy in this catalog for more information.

Informed Consent, Patients' Rights
Students are made aware of their rights and the rights of others and have signed a consent form, where applicable, regarding simulations, recording and imaging, drug screening, and/or background check. In lab courses, where applicable, students will participate as subjects or patient simulators when engaged in laboratory and clinical experiences. Students may be required to sign a laboratory participation form during orientation.

Students are informed of contraindications and precautions prior to participating in procedures. Although a student is not required to disclose personal medical information, it is the responsibility of the student to inform the instructor if they are unable to participate as a subject due to precautions and/or contraindications.

Drug and Alcohol Policy
PMI aims to provide an environment of academic success, health, and safety for students, employees, and visitors. All PMI locations are drug and alcohol free, prohibiting the consumption of alcohol or use of drugs while on campus or at an off-campus site where education is delivered, such as at an externship site or clinical education facility. The use of illicit drugs and alcohol erodes the capacity to perform, think, and act responsibly. Long-term abuse can have a profound effect on a person's health and well-being. Any form of such substance abuse is considered to create an extreme danger in the school to both students and others. It can be grounds for termination of enrollment or employment at this Institution.

The Drug-Free Schools and Communities Act of 1989 requires institutions receiving federal funds or financial assistance to establish and enforce a program to prevent the unlawful possession, use, or distribution of illicit drugs, prescription medications, and alcohol by students and employees. The program includes a description of the health risks associated with the use of illicit drugs and alcohol, standards of conduct, sanctions under federal, state, local laws and campus policy, information on preventing drug and alcohol abuse, and available counseling and treatment options. (Details: https://pmi.edu/drug-and-alcohol-abuse-prevention/).

Smoking, Vaping
Smoking and vaping are prohibited in all enclosed areas within the PMI campus without exception. This includes common areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, students and employee lounges, stairs, restrooms, and all other enclosed facilities.

Infectious Diseases
Students who have been diagnosed with a communicable disease (i.e., mumps, chicken pox, hepatitis, measles, etc.) must notify the campus director or associate director in writing and submit documentation of the illness. Students may not attend classes or externship while contagious. Students may return to class only with a physician's signed statement indicating they are no longer contagious.

For the purposes of this policy a positive TB skin test is considered a "diagnosis". Students with a positive TB skin test may only return to class only with a physician's signed statement indicating they are cleared to do so. Students with a positive TB skin test seeking to return to fieldwork/ externship may be required to provide additional information or documentation prior to beginning or returning to fieldwork/ externship. Please follow up with the program Clinical Director for additional information.

Vaccinations
The PMI Career Services Department and/or the program director maintains a list of vaccination requirements, which is available upon request. Campuses will follow all local, state, and national mandates related to vaccinations for businesses, schools, and provider facilities. Students are required to follow all clinical experience required vaccination requests and policies. Students who have a qualified exclusion may request an exemption; however, there is no guarantee that a clinical site will accept the exemption. If a student is unable to obtain the required vaccination, Pima Medical Institute cannot guarantee that a clinical site will be available, which could cause a delay in graduation or result in the student having to withdraw from the program. Students in the Veterinary Assistant and Veterinary Technician programs are required to obtain the full series rabies pre-exposure prophylaxis, as recommended by the Centers for Disease Control and Prevention. Students who qualify for an exemption will be required to follow the program's Rabies Mitigation Plan, which may limit animal handling and the completion of required skills.

Student 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.

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.
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 Campus 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.

<u>Classrooms, Laboratories, Student Areas</u>

Classrooms and laboratories are to be kept clean and neat. Students are provided with a lounge for use outside assigned class sessions. It is each student's responsibility to assist in maintaining the orderly appearance of these areas. The student lounge should be free of all student materials upon departure. Food and chewing gum are

prohibited in classrooms. Water is allowed in the classroom in a sealed container unless otherwise noted by the instructor. Other beverages, food, and chewing gum are prohibited in laboratories, computer labs, and libraries.

Equipment, Supplies

PMI provides various equipment and supplies for student use. Equipment/supplies must be used in accordance with prescribed procedures. Under no circumstances are students to use equipment/supplies during or outside of classroom hours without instructor supervision. Equipment should be turned off and covered when not in use. Problems encountered when using equipment must be reported immediately to the instructor.

Copyright Infringement, Computer Use/Sharing

The Digital Millennium Copyright Act (DMCA) is a federal law that is designed to protect copyright holders from online theft, which is the unauthorized distribution of copyrighted material is the unlawful reproduction or distribution of others works. This act covers music, movies, text and anything that is copyrighted. These provisions are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer file sharing. Sample violations include: forwarding, downloading and saving, or copying copyrighted material through any electronic or physical medium (e.g., email, text, thumb drive) and joining a file share network and downloading unauthorized copies of copyrighted material. The unauthorized sharing of all copyrighted materials as defined by the PMI Copyright Infringement and Computer Use / Sharing policy and federal law must be stopped. A list of alternative download options is available through the PMI website.

Computing resources include all computers, related equipment, software, data, and local area networks for which the school is responsible as well as networks throughout the world to which the school provides computer access. The computing resources of Pima Medical Institute are intended to be used for its programs of instruction and research and to conduct the legitimate business of the school. All users must have proper authorization for the use of the computing resources. Users are responsible for complying with all legal and ethical guidelines of PMI computing resources. Users have a responsibility to respect the privacy, copyrights, and intellectual property rights of others. Use must be in accordance with school policy and applicable state and federal laws. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities to the parties involved.

Violations include, but are not limited to, the use of computing resources to:

- harass, threaten, or cause harm to individuals,
- interfere with the activities of others, and/or
- download or post material that is offensive, illegal, proprietary, and/or in violation of copyright laws.

Anyone who believes they have copyrighted material on their computer and need assistance removing it, notify IT support for assistance. In instances of copyright infringement or prohibited file sharing, PMI will take disciplinary action if there is evidence of one or more violations, which may include termination from the program and/or employment. If a complaint is received, Information Technology Services will disable network access for the listed device and attempt to identify the owner to inform them about the complaint. If the owner believes the complaint to be inaccurate, they will be given the opportunity to contest the finding when they meet with Student Services or their Department. For more information, see the website of the U.S. Copyright Office: www.copyright.gov

Any responsible party not in compliance with copyright rules and regulations can face probation, termination and/or face sanctions in accordance with state and federal laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work, without authority or permission, constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Students and faculty will receive an annual notice of this policy. The Corporate Education Department, Regulatory Department, and Information Technology Department will periodically review this policy, the institution’s plan for the unauthorized distribution of copyrighted material, and the legal alternatives for downloading. Students and faculty will be notified of the results of the review, which can occur in conjunction with the annual notification or may be separate.

Social Media

Students are required to follow PMI social media standards, which outline the acceptable use of social media technologies, including any references to the School and/or School-related personnel and activities. By submitting content to any PMI social media sites, users understand and acknowledge that this information is available to the public and that the organization may choose to use this information for internal and external promotional purposes. (See https://pmi.edu/pdf/consumer-information/pima-medical-institute-social-media-policy.aspx.)

Academic Standards and Expectations

PMI courses are designed to challenge students to develop skills that they will apply in their selected health fields. Students are expected to adhere to the academic integrity standards (listed above) and must maintain satisfactory academic progress in order to graduate.

Academic Schedule

Students are advised of academic schedules prior to enrollment. Academic programs are in session throughout the calendar year except for holidays and a two-week winter break (Table 2). The academic calendar may be altered due to holidays. PMI reserves the right to change, modify, or reschedule a program of study or class periods. These changes will not increase the cost of a program nor reduce time and/or content presented to enrolled students.

Class Starts, Postponements

Class starts occur at various times throughout the year; schedules are published in catalog addenda, which are available at each campus. Class postponements by the School within 30 days of the original starting date will not alter the terms and conditions of the enrollment agreement. However, class postponements by the School beyond 30 days of the original starting date will terminate

the enrollment agreement with all monies paid by the student to be refunded in full.

Classroom/Lab Breaks, Mealtimes
Breaks of 10 minutes per hour, not exceeding 40 minutes per four (4) hours, are required during scheduled class/lab time. PMI does not specify times for meals; however, students may eat meals outside of the classrooms and labs in designated areas during authorized classroom/lab breaks.

Table 2: Holidays Observed

Month – Date	Holiday Observed
January – 3rd Monday	Martin Luther King Jr. Day
May – last Monday	Memorial Day
July – 4th	Independence Day
September – 1st Monday	Labor Day
November – 4th Thursday	Thanksgiving
November – 4th Friday	Veterans Day observed
December/January – two weeks that include Dec 25 and Jan 1	Winter Break

Curriculum Revision Process
Programs undergo a curriculum review approximately every three years. Faculty, advisory boards, employers, graduates, accrediting agency standards, student outcomes, and trends in health care and higher education are considered during the review process. A curriculum review consists of all major curricular documents such as the program outline, course syllabi, course outlines, textbook list, course maps, lab skills, final exams, and other resources.

Fully Online
Curriculum assessment is a continuous, iterative, and evidence-based process for PMI online programs supporting timely, targeted adjustments to the curriculum throughout the year. Formal program-level assessment that provides for more holistic and substantive curriculum changes, updates, and revisions occurs every three to five years. Faculty, students, student support teams, advisory boards, employers, graduates, accrediting agency standards, student outcomes data, and trends in health care and higher education are considered during the review process. A formal review evaluates the quality and effectiveness of instructional design, student learning experience, teaching and facilitation, technology, and course presentation. Major curricular documents such as the program outline, course syllabi, course outlines, textbook lists, course maps, final exams/projects, and other resources are updated accordingly.

Course Assessments, Grades
Instructors may assess students' knowledge of course content through a variety of assessments, including but not limited to homework, projects, quizzes, classroom and lab activities, and examinations/tests. Students will meet course objectives with in-class and outside-of-class assignments, such as reading, writing papers, portfolios, and projects. These assignments are outlined in the respective course. Students are required to complete regular classroom work as well as outside assignments. The amount of time will vary by course and student ability.

Course grades are recorded as letters and percentages; PMI does not award pass/fail grades, except for audited skill-based courses and orientation. Grades are posted in the PMI learning management system, and students can view their grades at any time during their enrollment. Final grades are posted in the PMI Student Portal. Grades for all courses completed and attempted are recorded on students' permanent transcripts according to the grading system (Table 3). Students have the right to appeal a final grade within 10 business days, after which point the grade is final.

Late Assignment Policy
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.

Table 3: Grading Scale

Grade	Standing	Percentage*	Points
A	Excellent	93-100%	4.0
B	Good	85-92%	3.0
C	Average	77-84%	2.0
F	Failing	Below 77%	0.0
AU	Audited		
DQ	Disqualified		
INC	Incomplete		
Pass/Fail	Audit skill-based courses ONLY		
ST	Section Transfer		
T	Terminated		
TR	Transfer Credit		
LE	Life Experience		
X	Dropped Course - No Penalty		
W	Withdrawn		

* PMI's electronic student information system rounds grades to the nearest whole number, which provides a letter grade for student transcripts.
**Note: During COVID, a Q designation was applied to courses that were not completed due to COVID. This is a permanent designation and remains on the student's transcripts even if the student retakes the course(s). It does not count towards the calculation of the student's GPA or count in the hours attempted for the purpose of calculating the successful course completion percentage.

Grading Scale Definitions
The grading scale comprises the following grades:

A, B, C, F
These letter grades represent the student's standing and also appear as percentages. Points are used in determining the GPA (grade point average).

Disqualified (DQ)
Indicates that a student started the program and completed coursework but did not meet the admission requirements. This designation requires prior approval from the Corporate Registrar Manager.

Dropped Course- No Penalty (X)
Indicates that the student has taken an approved leave. Examples may include a leave of absence or Title IX pregnancy. Courses with an 'X' are not included in the GPA or hours attempted for the purpose of calculating the successful course completion percentage. Students who invoke Title IX and are required to withdraw from the program may be eligible for a Dropped - No Penalty status and students will be able to re-enroll/ re-enter the program at the same point from which they left with the following considerations: space availability, course / program curriculum changes that may have significantly altered the course objectives and/or credit / contact hours, and assessment of continued skill competency and retention of knowledge.

Incomplete (INC)
An incomplete grade is given when required coursework has not been completed by the end of the term. Coursework includes assignments, activities, and examinations. All work must be completed within two weeks from the end of the term. Failure to comply with the two-week limit results in the incomplete grade reverting to a grade of "0" (zero) for the coursework. Students should contact the instructor within the aforementioned two-week period to make up 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.

Life Experience (LE)
Represents approved Life Experience credit that has been transferred. For details, see the Credit for Life Experience explanation in the Prospective Students section of this catalog.

Section Transfer (ST)
Represents that a student has transferred from one section of a program to another section in the same program. The ST designation is entered for the course in the original session the student attended but did not complete. The appropriate letter grade is entered for each course the student completed in the session to which the student transferred.

Terminated (T)
Indicates that a student has been terminated by the School. The T designation applies to courses that were not completed at the time of termination; it is a permanent designation and remains on the student's transcript even if they return and retake the course(s). A returning student is required to repeat courses that carry a T designation. The earned grade for repeated courses is also recorded on the student's transcript. The T designation is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Transfer credit (TR)
Represents approved credit that has been transferred. For details, see the Transfer Credit explanation in the Prospective Students section of this catalog. Transfer credits are not included in the calculation of the GPA but will count toward credits attempted and credits earned.

Withdrawn (W)
Applies to courses that were not completed at the time of a student's withdrawal. The W is considered a permanent designation and remains on the student's transcript even if the student retakes the course(s). A student returning to the same program is required to repeat courses that carry a W designation, and the earned grade for repeated courses is recorded on the student's transcript. A W designation is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

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.

Academic Progress and Advisement
Academic advising will be provided to meet individual student needs. Students are apprised of their academic progress and are able to access grades and feedback through the PMI learning management system. Students receive a notification at the midpoint and end of each course. Final grades are available in the PMI Student Portal.

Academic Progress Warning
Students in non-term (certificate) programs who have not maintained a minimum cumulative program GPA of 2.0 in a sequence are placed on academic progress warning status. Students who achieve a cumulative program GPA of 2.0 after the end of the subsequent sequence will be removed from academic progress warning status. Students who do not achieve a cumulative program GPA of 2.0 while on academic progress warning status will be placed on unsatisfactory progress status at the end of the payment period.

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).

Non-term 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 weeks. Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning externship.

Financial Aid Considerations
Students are evaluated for satisfactory progress at the end of each course beginning after the first payment period has been attempted and completed 60% of the program hours.

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.

GPA
Students who have not maintained the minimum satisfactory academic progress requirements lose financial aid funding and are notified via email. Students who lose financial aid funding may continue on a cash only basis and, upon successful completion of previously funded hours, students may regain federal financial aid eligibility for the remaining program hours.

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

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. Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning externship.

Financial Aid Considerations
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. If approved (fully online term-based degree programs), students 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.

Financial Aid Considerations
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 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, 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.

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

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.

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.

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. The student will be placed on a SAP status of SAP Not Met. 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 Manager, and the Corporate Financial Services office are final. The student will be notified of the final determination via email.

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 be terminated from the program.

Fully Online Programs
An appeal may be approved for one payment period or a time granted in the academic plan; students who do not meet satisfactory progress will be terminated from the program.

Failed Course/Course Repetition
Students enrolled in a certificate, associate degree, or bachelor's degree program may repeat a failed course or attempted course a maximum of two (2) additional times, then after which they are subject to termination. Note that due to the curricular model of the Veterinary Technician associate degree program, students may retake a technical course one time.

Students enrolled in a master's degree program may repeat a course in which they receive a grade of C or lower a maximum of one (1) time; they may repeat only two (2) courses within their program of study, after which they are subject to termination. For all students, only the highest grade is considered for GPA evaluation; all attempted credits are included for measurement of maximum time frame. Attendance in a course constitutes an attempt.

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

Externship
Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning externship. While on externship, students are required to attend the externship full-time (typically 40 hours per week) unless otherwise noted in the appropriate catalog addendum. The Career Services Department, Clinical Director (if applicable), and/or PMI Faculty evaluate off-campus externship locations to ensure that a viable environment exists for an effective learning experience. Externship sites provide an opportunity for students to demonstrate required competencies. Students are supervised by the institution, which includes monitoring weekly attendance and providing oversight of clinical instruction. Some programs may have additional externship-related policies in the program-specific catalog addenda and/or student handbook. Students cannot be used to replace or substitute existing employees of the facility while participating in the clinical experience.

Failed Externship/Repetition
Students may repeat a failed/attempted externship a maximum of one (1) time. Only the highest externship grade is considered for GPA evaluation. All attempted externship credits are included in the measurement of maximum time frame.

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

Official vs Unofficial Withdrawal
If a student ceases attendance in all of his or her Title IV-eligible courses in a payment period or period of enrollment, the student must be considered a withdrawal. The withdrawal must be determined to be unofficial or official.

An official withdrawal occurs when:
a. a student provides notice of withdrawal either in person, via phone or in written correspondence.
b. a student is terminated from the program for failure to achieve academic progression, failure to comply with one or more policies (e.g., SAP, conduct), or failure to return from a leave of absence (LOA).

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
Terminated students may apply for re-entry/re-enrollment upon the following conditions: A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred; provide a written plan detailing how the student has addressed the issues that led to the termination. Refer to Re-entry/Re-enrollment in the Prospective Students section of this catalog.

Attendance Policy
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 school 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 more school 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.

Absence

Students are to notify PMI prior to class time if they will be absent or late unless circumstances prohibit advanced notice. Notice of prolonged absence must be made in person or by letter to the appropriate School administrator, as designated by the campus director. All absence time, including late arrivals and early departures, regardless of reason, is recorded and becomes part of the student's record.

Attendance in an online course requires classroom activity such as submitting an assignment, posting to a discussion, or completing a quiz. Students are required to login to the learning management system and complete graded activities on a regular basis.

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.

Attendance Awards

Perfect attendance awards are conferred only to on-ground students who have completed all required sequence, program, and/or semester hours. Absences due to military duty and/or civic duty requirements must still be recorded as an absence in the system; however, absences that do not exceed 14 days will not impact a student's eligibility for perfect attendance awards.

Attendance Advisement

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

Attendance Warning

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

Termination for Unsatisfactory Attendance

Students with absences in excess of 15 percent of the total program or semester classroom hours may be terminated for unsatisfactory attendance.[2] Certificate program students who are accepted through the readmission process are subject to this attendance policy based on the total number of hours remaining at the point of readmission. Students absent for 14 consecutive calendar days, including weekends and holidays, from the last date of academically related activity may be terminated. This includes clinical externship.

Externship/Clinical Absences

Students in the following programs must make up all externship absences prior to graduation—such absences are not deleted from the 15 percent "total program" calculation; any externship absences in excess of 15 percent[3] of the scheduled clinical hours may result in termination: Radiography–Bridge, Dental Assistant, Dental Assistant–California campuses, Medical Assistant, Medical Assistant WA, Medical Billing and Coding, Nursing Assistant/Nurse Aide, Pharmacy Technician, Pharmacy Technician WA, Phlebotomy Technician, Practical Nursing, Sterile Processing Technician, and Veterinary Assistant.

Degree Program Externship/Clinical Absence

Degree students are expected to earn the total number of clinic hours published for the program; however, students may be absent up to six (6) percent of the scheduled externship/clinical hours each term for these programs: Dental Hygiene, Diagnostic Medical Sonography, Medical Laboratory Technician, Occupational Therapy Assistant, Paramedic, Physical Therapist Assistant, Radiography (excluding Radiography-Bridge), Respiratory Therapy, Surgical Technology, and Veterinary Technician.

Absences must be requested by the student and excused by the clinical director or program director. Absences exceeding six (6) percent of total clinical time, as published in this catalog, must be made up prior to the start of the subsequent semester or graduation from the program, as determined by the program director. Students with excessive absences may not be able to makeup the time prior to the start of the subsequent term, which may interrupt the student's academic progress. A minimum number of clinical hours must be completed in order for students to graduate from the program; the minimum number includes the allowance set in the PMI policy. Reporting of clinic hours in the attendance logging system must accurately reflect hours attended by the student.

[2] In Nevada, VA beneficiary students will be terminated for unsatisfactory attendance under this section.

[3] In Nevada, VA beneficiary students will be terminated for externship absences in excess of 15 percent of the scheduled clinical hours.

Examination / Make up Policy
Students absent on examination day are given a make up examination on the first day they return to class or on a date assigned by the instructor. Unless otherwise specified, examinations include all written/lab exams, quizzes, and tests.

For degree programs, if the instructor is unavailable on the day the student returns, the program director may arrange an alternative day/time. Due to the nature of lab examinations, the retake may require a different scheduling process and will be determined by the instructor for the course.

Grades on all make up 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 make up 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.

Leave of Absence
Certificate (Non-Term-Based) Programs
Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete Sequence one (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.

LOA may be granted for up to a maximum of 180 days in a 12-month period. Students may request more than one LOA during a 12-month period provided the total time granted does not exceed 180 days. Time spent during an approved LOA is not considered accrued time for a course or program. When calculating the maximum time frame for a student's approved LOA, the School ensures that it accounts for all periods of nonattendance (including weekends, holidays, and scheduled breaks). Program changes may occur while a student is on a leave of absence; when students return, they may be required to complete specific courses in the curriculum prior to progressing in the program.

Students who do not complete the LOA request form, and are not attending scheduled courses, are marked absent and will be terminated if the number of absences exceeds 14 consecutive calendar days (including weekends, holidays, and scheduled breaks).

Degree (Term-Based) Programs
Students in degree programs are not eligible for LOA. Students who have successfully completed all active modules in the term but who have an academic interruption may be eligible to sign a letter of intent without having to withdraw from the program.

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.

Academic Interruption: Certificate (Nonterm-Based) Programs
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
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.

Graduation Requirements
Students are awarded a certificate or degree when they have:
- successfully completed the program of study with a minimum grade average of 77 percent in each course; and
- completed exit requirements with Financial Services and Career Services personnel

In addition to these requirements, students in master's degree programs are awarded a degree when they:
- have successfully completed the program of study with a minimum cumulative GPA of 3.0 or greater; and
- have no more than 2 (two) qualifying courses with a grade of C.

The graduation date is recorded as the last date of attendance, not the exit interview date or the date of the graduation ceremony. PMI awards the honors distinction at graduation to those students completing a certificate or degree with a 3.75 GPA and a passing grade of all courses attempted, including externship and clinicals. Students failing one or more courses, including clinical courses or its equivalent, are not eligible for honors distinction. Some programs may have additional graduation-related policies in their programmatic student handbooks.

Campus and Online Resources
Various resources are available to PMI students and graduates.

Career Services Department
The Career Services Department at each campus is responsible for assisting students with professional development throughout their program as well as providing graduates with job placement assistance in their field of study upon completion of their program. The Career Services Professional Workshop Series topics include résumé, cover letter, portfolio building, workplace professionalism, and interviewing techniques.

While job placement cannot be guaranteed, the Career Services Department provides PMI graduates with job placement assistance, which includes assistance with the credentialing process (if required), applications, mock interviews, and follow-ups. This department also hosts career fairs and works with employers to identify career opportunities for PMI graduates. Career search assistance is available for all PMI alumni.

Current Students

Student Services Department
The Student Services Department provides guidance and support to facilitate student success. Department personnel monitor student attendance and academic progress. Resources available to students include academic advising, tutoring, and special accommodations. This department maintains referrals for off-campus housing, childcare, social services, and community agencies. PMI does not offer housing or dormitories nor is PMI responsible for finding or assisting a student in finding housing. The cost of housing located near each campus differs greatly depending on the location, the type of residence (single family, multi-unit, or high density), and if the residence is to be shared or occupied alone.

This department also organizes campus activities and conducts mandatory new-student orientation. Student orientation provides an overview of campus and program operations and expectations, campus safety and security, and available resources, as well as instructs students on how to utilize the PMI Student Portal, learning management system, and electronic library.

Financial Services Department
The Financial Services Department provides resources to address available funding sources including federal financial aid sources. Student Finance Officers guide students through the application process for funding sources and provide students with options to finance school expenses. Refer to the Financial Services section of this catalog.

Electronic Library
PMI has an extensive online/electronic library that can be accessed both on and off campus with an appropriate internet connection when logged into a PMI Blackboard course. This library affords students and instructors access to numerous journals with thousands of full-text, peer-reviewed articles and more than 100,000 books. The library includes databases of journals and books; EBSCO and ProQuest provide access to full-text journal articles, while ProQuest® Ebook Central provides access to ebooks.

Program and Campus Transfer
Students may be eligible to transfer between campuses and certain programs.

Program Shift Transfer
Students who request a change to a different shift within the same program with a different delivery method, additional requirements may apply. For example, students switching from on-ground delivery method to a hybrid delivery method will be required to attend an orientation specific to online learning.

Program Transfer for Certificate/Non-term Programs
Students active in a certificate/non-term program may be permitted to transfer to a different certificate/non-term program while remaining in an active status when the transfer is completed prior to attendance in program-specific (professional) sequences. Transfers are not permitted between certificate/non-term programs and degree/term programs, nor are they permitted between degree/term programs.

Intercampus Transfer
Students may transfer between campuses that share the same USDE Office of Postsecondary Education identification number while remaining an active student in the same program. Students who complete the didactic portion of the program with only externship remaining are not transferred; enrollment remains with the original campus.

Students who complete the didactic portion of the program with only externship remaining are not transferred - the enrollment remains with the original campus. For students who are interested in attending a clinical site in another state refer to the Externship section for more information.

Grievance and Discrimination Complaint Policy and 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.

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
Student grievances are to be submitted in writing and include the substance of the grievance to official personnel:

- On Ground Campus: Student grievances are to be submitted in writing to the Associate Campus Director, Assistant Dean of Faculty, or the Campus Director.
- 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.

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:

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

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

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:

- Substance of the grievance
- Attempts to address or resolve
- 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:

- Health and mental services
- Academic support
- Opportunity to retake the class
- Withdraw without penalty

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.

Financial Services

Financial Services

PMI PARTICIPATES in various federal and state student financial assistance programs designed to assist students currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education. The primary responsibility for meeting the cost of education rests with individual students and/or their families. The Institution strives to assist every eligible student in obtaining financial aid. For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

Tuition and Fees

Tuition and fees are subject to change but are firm for those students already enrolled.

Tuition

Tuition for any program is due on or before the start date unless a payment plan has been arranged in advance. Tuition payments are expected on or before the due date. Required textbooks are included in the total program costs and are itemized on the PMI Student Consumer Information website, under Booklist Disclosure by Program. The catalog addenda includes the tuition price list, program schedule (start/end dates), and faculty list. PMI offers many different payment plans depending on the financial situation. PMI reserves the right to withdraw at any time any student who fails to complete their individual financing requirements or make timely payments. Retail installment contracts are available to all students. Visit the campus Financial Services department for more information.

Students in term-based (degree) programs receiving a failing grade in a course or externship are charged tuition for repeating the failed course or externship. Charges are based on cost per credit noted in the most recently signed enrollment agreement. Students in nonterm-based (certificate) programs in an active status are not charged tuition for repeating a failed course or externship.

Fees

Registration, Technology

The registration fee is mandatory for each enrollment unless returning to the same program within 180 days or otherwise indicated in the Tuition Price List. The technology fee covers PMI's learning management system, technology support, and services used to enhance the student learning experience. The total technology fee is charged for each enrollment period of the program. 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.

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

Financial Aid Sources

The majority of financial aid available to students is provided by the US government and is called Federal Student Aid (FSA), which is divided into three types: grants, work-study, and loans (details below). PMI also utilizes other sources of funding provided by the Institution or private agencies (see Other Funding section below).

Federal Student Aid Programs

As stated above, the three types of FSA are grants, work-study, and loans. All federal financial aid is awarded based on need, regardless of sex, age, race, color, religion, creed, or national origin[1]. Need is defined as the difference between the cost of attendance (COA) and the Student Aid Index (SAI). All Title IV financial aid funds received by PMI will be credited to the student's account (excluding work-study) in accordance with federal regulations.

Grants

For PMI students, options may include the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant. The Cal Grant, which is a state grant, is also an option for PMI California students.

Federal Pell Grant (Pell Grant)

For many students, Pell Grants provide a "foundation" of financial aid to which other aid may be added to defray the cost of college education. These grants are awarded only to undergraduate students who have not earned a bachelor degree or professional degree. Each student is entitled to apply for a Pell Grant; eligibility is determined by a student's need, COA, and amount of money appropriated by Congress to fund the program. The grant amount is determined by a standard formula used by the USDE. The grant award will depend on the SAI, COA, and the Pell Lifetime Eligibility Used.

To apply for a Pell Grant, students or prospective students may complete a Free Application for Federal Student Aid (FAFSA) form available through the PMI Financial Services Department, from high school counselors, or website https://studentaid.gov/h/apply-for-aid/fafsa. The application is transmitted electronically through the FAFSA Processing System (FPS), which determines the applicant's SAI.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students with the lowest SAI and who will also receive Pell Grants for the award year have primary consideration for an FSEOG award. The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the USDE.

Cal Grant (State Grant)

Undergraduate students who have met the requirements for FAFSA or California Dream Act Application (CADAA) are eligible for one of three types of Cal Grants. The award type is based on their FAFSA or CADAA, Cal Grant GPA, the type of California colleges listed on FASFA, and if the student is a recent high school graduate.

Federal Work-Study Program (FWS)

The FWS provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on/off campus for a qualified public, private, or community service organization. Application for FWS may be made through the PMI Financial Services Department. Eligibility is based on financial need and availability of funds. PMI will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the award and the number of students who may receive this award depends on the availability of funds from the USDE.

Federal Loan Programs

The USDE's federal student loan program is the William D. Ford Federal Loan (Direct Loan) Program. Federal loans include Direct Subsidized Loans, Direct Unsubsidized Loans, and PLUS Loans.[2]

Interest rate cap for military members

The interest rate on a borrower's loan may be changed to six (6) percent during the borrower's active duty military service. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

[1] Refer to the U.S. Department of Education's Office for Civil Rights (OCR) for more information.

[2] Direct Subsidized and Direct Unsubsidized loans are also referred to as Stafford Loans or Direct Stafford Loans.

Direct Subsidized Loans
These low-interest loans are available to undergraduate students with financial need; the borrowed amount may not exceed the financial need. The USDE pays the interest on these loans while the student is in school at least half-time, for the first six months after the last date of attendance (i.e., the grace period) and during a period of deferment. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning their loan. Applications and deferment information can be obtained from the PMI Financial Services Department or from the lender.

Dependent undergraduate students may borrow up to:
- $5,500 if they are in their first year and enrolled in a program of study that is at least a full academic year[3] (at least $2,000 of this amount must be in unsubsidized loans)
- $6,500 if they have completed the first year of study and the remainder of their program is at least a full academic year (at least $2,000 of this amount must be unsubsidized loans)
- $7,500 a year if they have completed two years of study and the remainder of their program is at least a full academic year (at least $2,000 of this amount must be in unsubsidized loans)

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

Independent students or a dependent undergraduate students whose parents are unable to qualify for a PLUS Loan may borrow up to:
- $9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least $6,000 of this amount must be in unsubsidized loans)
- $10,500 if the student has completed the first year of study and the remainder of their program is at least a full academic year (at least $6,000 of this amount must be in unsubsidized loans)
- $12,500 a year if the student has completed two years of study and the remainder of their program is at least a full academic year (at least $7,000 of this amount must be in unsubsidized loans)
- $20,500 unsubsidized loan per academic year for students enrolled in a master's degree program

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

Interest rates and fees
Interest rate changes from year to year apply to Direct Subsidized Loans first disbursed on or after July 1 of each year through June 30 of the next year. In addition, Direct Subsidized Loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior/current loan fees, see: https://studentaid.gov/understand-aid/types/loans/interest-rates.

Interest rate cap for military members
The interest rate on a borrower's loan may be changed to six (6) percent during the borrower's active duty military service. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

Direct Unsubsidized Loans
https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized
These loans are available to eligible students, regardless of family income, who do not qualify in whole or in part for Direct Subsidized Loans.
The loan is not awarded based on need; the term "unsubsidized" means that interest is not paid for the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.
The terms of these loans are the same as those for a Direct Subsidized Loan with the following exceptions:
- Federal government does not pay interest on student's behalf
- The student must pay all interest that accrues on the loan during enrollment and the grace period. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.

Direct PLUS Loans
https://studentaid.gov/plus-app/
These federal loans are available to graduate or professional students (grad PLUS loans) or parents of dependent undergraduate students (parent PLUS loans) to help pay for education expenses not covered by other financial aid. Parents of dependent students include the biological or adoptive parent(s). The parent PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's SAI.

The USDE makes Direct PLUS Loans to eligible parents and graduate or professional students through schools participating in the Direct Loan Program. The maximum amount awarded is the cost of attendance (per the School's determination) minus any other financial aid; the loan cannot exceed the student's cost of education. The interest rate is variable and is set on July 1 of each year. A loan fee will be deducted proportionately each time a loan disbursement is made. For information on loan fees, see: https://studentaid.gov/understand-aid/types/loans/interest-rates.

To receive a grad PLUS loan, the student must be a graduate or professional student enrolled at least half-time in an eligible program leading to a graduate or professional degree or certificate, have no adverse credit history, and meet the general eligibility requirements for federal student aid. To apply for grad PLUS loan, contact the PMI Financial Services Department.

Repayment of a Direct PLUS Loan begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Applications can be obtained from PMI's Financial Services Department or from the lender. For deferment information, contact the PMI Financial Services Department.

Loan Advisement
The USDE requires that any student receiving a Direct Loan be notified concerning their loan. PMI advises each student regarding loan indebtedness and gives first-time borrowers an entrance counseling and all students an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

[3] An academic year is defined as a minimum of 24 credits and 30 weeks in length. The VA defines an academic year as the period from August 1 to July 31.

Students should report to the PMI Financial Services Department prior to reducing course load below half time, withdrawal, or graduation for loan advising. The purpose of this session is to inform students of their tentative total loans received while in attendance at PMI and refunds that may be made. The session also provides students with an estimated payment schedule. Students who have received federal loans at PMI will be sent an email upon reducing course load below half time, withdrawal, or graduation that includes the link to the National Student Loan Data System (NSLDS) exit-counseling website (https://studentaid.gov/exit-counseling/).

Federal Student Aid Eligibility / Application / Borrower Policies
Most of the information dissemination activities required by the USDE have been satisfied within this catalog. However, PMI Student Financial Services personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with prospective and current students.

Eligibility
To be eligible for federal student aid, a student must:
1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell, FSEOG, and FWS);
2. Have a high school diploma or the equivalent;
3. Be a US citizen or national or an eligible noncitizen; verification of eligible noncitizen status may be required;
4. Have financial need (except for some loan programs) as determined by a need-analysis system approved by USDE;
5. Maintain satisfactory academic progress (refer to Satisfactory Academic Progress section in the Current Students section of this catalog);
6. Provide required documentation for the verification process and determination of dependency status;
7. Have a valid social security number;
8. Have borrowed less than the total aggregate loan limits for the Title IV financial aid programs; and
9. Sign an updated Student Identity & Statement of Educational Purpose.

Application
To apply for FSA, a student must complete the Free Application for Federal Student Aid (FAFSA); see https://studentaid.gov/h/apply-for-aid/fafsa. FAFSA is used to determine eligibility for all types of federal financial aid programs. The information provided in the completed FAFSA application is used to calculate need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the COA. The PMI Financial Services Department can assist students with the completion of this form and answer related questions. Once processed, the application produces an SAI, which determines eligibility.

Federal regulations require that funds for Direct Subsidized and Direct Unsubsidized loans cannot be released nor can a Federal PLUS loan application be certified until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. PMI may obtain this information by using the financial aid information received from the NSLDS page of the student's FAFSA Submission Summary (FSS).

Financial aid from federal programs is not guaranteed from one year to the next—students must reapply every year. Also, if students change institutions, their aid does not automatically go with them. Students should check with their new institutions to determine the correct procedures for reapplying for financial aid.

Verification Policy/Procedures
Following is the verification process:
1. All applicants selected by the federal FPS will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. Verification notification will be communicated to students electronically via the PMI Student Portal upon receipt of official FSS.
4. If the student fails to provide the required documentation within the established time frame, then the student will be treated as "cash-paying" until the documents are provided.
5. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, they will be dismissed from PMI. The student may reenter PMI only when they can provide the documentation.
6. The PMI Financial Services Department reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.
7. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
8. PMI will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions PMI will take if the student does not submit the requested documentation within the time period specified by PMI.
9. Students will be informed of their responsibilities regarding verification of application information, including PMI's deadline for completion of any actions required. This information will be communicated to students electronically via PMI Student Portal.
10. Students will be notified by an electronic updated College Financing Plan (CFP) via the PMI Student Portal if the results of verification change the student's scheduled award.
11. PMI will assist the student in correcting erroneous information and resolve all conflicting information.
12. Any suspected case of fraud will be reported to the (regional) Office of the Inspector General (OIG) or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the OIG.
13. No interim disbursements of Title IV aid will be made prior to the completion of verification.
14. PMI will apply a $25.00 threshold policy to data elements required for verification.

Borrower Rights and Responsibilities
When students take on student loans, they have certain rights and responsibilities. Before the first loan disbursement, the borrower has the right to receive:
1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

Before leaving the School, the borrower has the right to receive:
1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when

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 their loan without penalty at any time.

The borrower has the following responsibilities:
1. Understand that by signing the promissory note the borrower is agreeing to repay the loan according to the terms of the note;
2. Make payments on the loan even if the borrower does not receive a bill or repayment notice;
3. If the borrower applies for a deferment or forbearance, 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.

Other Funding Sources

Alternative Source Loans

Alternative source loans enable the student to contribute to their education while in school. It is PMI's practice to exhaust all federal funding options that offer no repayment or low-interest repayment options before reviewing alternative source loans with students. Students utilizing alternative source loans will be encouraged to utilize the alternative source with the lowest interest and fees and the most equitable repayment options available to them; however, the final selection ultimately resides with the student and/or student's parent or legal guardian. PMI has no preferred lender relationships.

Veterans Education Benefits

PMI is approved to offer designated programs for veterans training. Applications for veterans benefits may be obtained by contacting the VA https://www.va.gov/education/

Approval of training benefits to be awarded is the responsibility of the VA. All students applying for veterans education benefits through PMI must supply verification of high school graduation or GED certificate. All former postsecondary education from accredited institutions must be verified with official college transcripts. Absences in excess of 15 percent of the total sequence, program, or semester classroom hours will result in a loss of VA benefits (see Attendance/Absence section on page 162 of this catalog).

PMI Alumni Online Education Scholarship

In addition to federal aid, PMI graduates may qualify for the PMI Alumni Online Education Scholarship to continue their education in a PMI Online program. Details for this award are available through the PMI Financial Services Department.

Refund and Return Policies

An applicant who fails to meet the enrollment requirements is entitled to a refund of all monies paid. All monies paid by an applicant are refunded 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

Students who withdraw or are terminated from a course or program of study are charged according to the settlement policy on the enrollment agreement. Financial aid is terminated for students who withdraw. If a student re-enrolls, the length of the program may be extended. The student will receive notification of the refund of any loan, which will include the date that the refund was made. When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be the:
1. Date the student notifies the Institution of withdrawal, or the date of withdrawal, whichever is earlier.
2. 14th consecutive calendar day following absences in all coursework.
3. Date when the Institution terminates the student's enrollment.

Return of Title IV Refund Policy

The PMI Financial Services Department is required by federal statute to recalculate aid eligibility for students who withdraw, cease attendance, or are dismissed having completed 60 percent or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:
1. The PMI Financial Services Department will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student. If the student completed more than 60 percent of the payment period, the student will have earned 100 percent of the federal financial aid for the payment period.
2. If the student completed 60 percent or less of the payment period, the PMI Financial Services Department will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
3. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
4. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Funds returned may result in a tuition balance owed by the student.
5. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post-withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the State Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal. Students who plan to withdraw should notify the Institution. They should meet with the PMI Financial Services

Department representative to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Return of Military Tuition Assistance Program Funds

For students participating in the Military Tuition Assistance program, PMI will use the FSA statutory schedule to determine the amount of Military Tuition Assistance Program funds that students have earned when they cease attendance based on the period the students were in attendance.

The only exclusion will be for military students who are deployed during a payment period, and then the PMI Student Deployment Policy will be used. This policy states that military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Military service means service, whether voluntary or involuntary, in the US Armed Forces (including US National Guard or Reserve) on active duty, active duty for training, or full-time US National Guard duty, or order to active duty. The length of the absence (including all prior absences for military), including only the time the student actually served in the military, cannot exceed five (5) years. Students without sufficient completion of coursework will be withdrawn without grade penalty. Withdrawn courses must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded. Reentering students should contact the PMI Financial Services Department to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning students upon reentry.

PMI must return the lesser of the amount of FSA funds and Military Tuition Assistance program funds that the student does not earn or the amount of Institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned. The student (or parent, if a federal PLUS loan) must return or repay, as appropriate, any FSA loan funds in accordance with the terms of the loan, and the remaining unearned FSA program grant (not to exceed 50 percent of the grant) as an overpayment.

Student's Right to Cancel (PMI)

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.

State-Specific Cancellation and Refund Policies

Following are the state-specific cancellation and refund policies.

Arizona

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.

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 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 INSTITUTIONAL REFUND POLICY	
A student terminating or withdrawing training:	Is entitled to a refund of:
Day 1 thru Day 10 of the initial enrollment period	100% refund
Within first 10% of enrollment period	90% less $100 cancellation charge
After 10% but within the first 30% of the enrollment period	70% less $100 cancellation charge
After 30% but within the first 60% of the enrollment period	40% less $100 cancellation charge
After 60% of the enrollment period	no refund

California

In California, the student has the right to cancel an enrollment agreement, without any penalty or obligation, through attendance of the first class session or the seventh calendar day after enrollment, whichever is later. The student maintains the right to withdraw from a program any time after the cancellation period and may receive a pro rata refund if the student has completed 60 percent or less of the scheduled days in the current payment period through the last day of attendance.

Notice of cancellation or withdrawal must be made in writing to the appropriate campus. For Chula Vista: Pima Medical Institute, 780 Bay Blvd. Suite 101, Chula Vista, CA 91910. For San Marcos: Pima Medical Institute, 111 Campus Way, San Marcos, CA 92078.

The effective date of termination is the date of proper mailing of student's notification or the date the written notice is received by the school. Refunds are calculated from the last date of attendance. If the student fails to return issued materials, the student will be responsible for the cost of those materials. Uniforms that have been worn cannot be returned. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not limited to a student's lack of attendance for 10 consecutive days

or more or failure to return from a leave of absence.

A student withdrawing from class after seven (7) days will receive a prorated refund of tuition calculated as follows:

If the student has completed 60 percent or less of the scheduled days in the current payment period in their 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.

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

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

The student is not eligible for protection from the STRF and is not required to pay the STRF assessment, if the student is not a California resident, or is not enrolled in a residency program. It is important that the student keeps copies of the enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education,1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

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

A student who officially withdraws or stops attending Day 1 thru Day 10 of the initial program enrollment period will receive a full refund to tuition and fees.

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

<u>Colorado</u>
In Colorado, an applicant rejected by the School is entitled to a refund of all monies paid. The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the campus director and postmarked/ hand-delivered to PMI at the address stated herein within three (3) business days after the date of signature. An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to starting classes, is entitled to a refund of all monies paid minus a cancellation charge of $100.

If a student withdraws after commencement of classes, the School will retain a cancellation charge plus a percentage of tuition based on the percentage of contact hours (see Colorado Institutional Refund Policy table below). The refund is based on the last date of

recorded attendance. The earned tuition percentage is based on the number of scheduled clock hours in the enrollment period divided by the total clock hours in the enrollment period. Refunds are calculated on the tuition, technology fee, and registration fee only.

A student shall receive a full tuition refund if the School discontinues the program within a period of time a student could reasonably complete the program. This period of time shall not be any longer than 1½ times the normal duration of the program. The policy for granting credit for previous training shall not impact the refund policy. All refunds are based on the actual last day of attendance. Refunds will be made within 30 days of a student's withdrawal or termination date.

The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.

Should a student fail to return from an 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.

COLORADO INSTITUTIONAL REFUND POLICY	
A student terminating or with-drawing training:	Is entitled to a refund of:
Day 1 thru Day 10 of the initial enrollment period	100% refund
Within first 10% of enrollment period	90% less $100 cancellation charge
After 10% but within the first 30% of the enrollment period	70% less $100 cancellation charge
After 30% but within the first 60% of the enrollment period	40% less $100 cancellation charge
After 60% of the enrollment period	no refund

Nevada

PMI follows the Nevada Statute NRS 394.449 Policy for Refunds by postsecondary educational institutions:

1. If PMI has substantially failed to furnish the training program agreed upon in the enrollment agreement, PMI shall refund to a student all the money the student has paid;
2. If a student cancels his/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/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
4. If a student withdraws or is expelled by PMI after completion of more than 60 percent of the training program, PMI is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
5. If a refund is owed, PMI shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
   a. Date of cancellation by a student of his or her enrollment;
   b. Date of termination by PMI of the enrollment of a student;
   c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
   d. Last day of attendance of a student, whichever is applicable.

Books, educational supplies, or equipment for individual use are not included in the refund policy. PMI will pay a separate refund to the student if those items were not used by the student. Refund disputes must be resolved by the campus director on a case-by-case basis.

For the purposes of this section:

- The period of a student's attendance must be measured from the first day of instruction, as set forth in the enrollment agreement, through the student's actual last day attendance, regardless of absences;
- The period of time for a training program is the period set forth in the enrollment agreement; and
- Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies, or equipment that are listed separately from the tuition and fees.

As used in this section, "substantially failed to furnish" includes canceling or changing a training program agreed upon in the enrollment agreement without:

- Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
- Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

NEVADA REFUND POLICY	
A student terminating or with-drawing training:	Is entitled to a refund of:
Day 1 thru Day 10 of the initial enrollment period	100% refund
Within first 60% of enrollment period	Pro rata % remaining less 10% of the tuition charge or $150 whichever is less
After 60% of the enrollment period	No refund

The State of Nevada maintains an account for student indemnification, which may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of Commission on Postsecondary Education; Private Postsecondary Educational Institutions regulations. Information regarding the Account for Student Indemnification are as follows:

NRS 394.553 Account for Student Indemnification

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in

accordance with regulations adopted by the Commission

2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
   a. The discontinuance of operation of a postsecondary educational institution licensed in this state; or
   b. The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or $10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below $10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

https://www.leg.state.nv.us/NRS/NRS- 394.html

New Mexico

1. Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period as defined in 5.100.7.7 NMAC. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.
2. In the case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than $100 or five percent in tuition or fees, whichever is less, as the institution's registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
3. Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
4. Refunds are made for a student who withdraws or is withdrawn from the Institution after instruction begins but prior to the completion of his/her program. Refunds are based on the tuition billed for the payment period or period of enrollment in which the Student withdraws, according to the Refund Calculation set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 45 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the Institution.
5. Additionally, the Institution is eligible to retain tuition and fees earned, and state gross tax receipts at a pro rata amount as shown in the table below.

NEW MEXICO INSTITUTIONAL REFUND POLICY	
A student terminating or withdrawing training:	Is entitled to a refund of:
Day 1 thru Day 10 of the initial program enrollment period	100% refund
Within first 10% of enrollment period	90% refund
After 10% but within the first 30% of the enrollment period	70% refund
After 30% but within the first 60% of the enrollment period	40% refund
After 60% of the enrollment period	No refund

Texas

In Texas and in accordance with the Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete to reenroll in the program during the 12-month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.241-245).

Texas Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
   a. The last day of attendance, if the student is terminated by the school;
   b. The date of receipt of written notice from the student; or
   c. Ten school days following the last date of attendance
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number

of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75 percent completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a. An enrollee is not accepted by the school;
   b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

   A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal
   b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
   d. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.
9. A student who officially withdraws or stops attending Day 1 thru Day 10 of the initial program enrollment period will receive a full refund to tuition and fees.

Washington

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

Should the student's enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

1. PMI must refund all money paid if the applicant is not accepted. This includes instances when PMI cancels a starting class.
2. PMI must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the enrollment agreement is signed or an initial payment is made, as long as the applicant has not begun classes.
3. PMI may retain an established registration fee equal to 10 percent of the total tuition cost, or $100, whichever is less, if the applicant cancels after the fifth business day after signing the enrollment agreement or making an initial payment.
4. If training is terminated after the student commences classes, PMI may retain the registration fee established per item #3 above, plus a percentage of total tuition as described in the table below.
5. When calculating refunds, the official date of a student's termination/withdrawal is the last day of recorded attendance:
   a. When the school receives notice of the student's intention to discontinue the training program;
   b. When the student is terminated for a violation of a published school policy which provides for termination

Refunds are calculated on the tuition and registration fee only. No refunds will be due on workbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued. Student refunds are made within 30 calendar days from the date of determination.

WASHINGTON INSTITUTIONAL REFUND POLICY	
A student terminating or withdrawing training:	Is entitled to a refund of:
Day 1 thru Day 10 of the initial program enrollment period	100% refund
First week of class or up to 10%, whichever is less	90% less a $100 registration fee
2nd week through and including 25% of enrollment period	75% less a $100 registration fee
Greater than 25% through and including 50% of enrollment period	50% less a $100 registration fee
After 50% of the enrollment period	No refund

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2510-ALL-CW-PSM-P-3750