

Catalog Addendum for Pima Medical Institute- Volume IV published May 2013

Catalog Addendum for the Chula Vista Campus:

Pima Medical Institute

780 Bay Blvd. Chula Vista, CA 91910

(619) 425-3200

STAFF:

John Hanson
Mike Wegenka
Angie Dolfo
Dalia Corrigan
Deborah Mendoza
Donna Paige
Gilberto Ayala
Ivette Coleman
Janna Shdeed
Jasmine Mallare
Josephine Jose
Joy Schouten
Laurie Florow
Leila Dolfo
Linda Taylor
Marie DeFede
Marie Patzig
Michelle Sandoval
Rena Woods
Severino Magbuhat, Jr
Stephanie Mercado

Campus Director
Associate Director
Student Services Coordinator
Receptionist
Medical Career Specialist
Financial Aid Officer
Office Assistant
Career Services Coordinator
Financial Aid Coordinator
Financial Aid Officer
Career Development Assistant
Career Development Assistant
Office Manager
Office Assistant
Career Development Assistant
Medical Career Services Coordinator
Office Assistant
Medical Career Specialist
Office Assistant
Financial Aid Officer
Office Assistant

FACULTY:

Diane D. Williams, PhD
CCH, RCH, CtHA, TTh, CtMH, NCPT, CMA,
CCMA, CPT – Pacific College of Medical &
Dental Careers; San Diego, California;
PhD in Clinical Psychology & Hypnotherapy,
Columbia State University;
Ph.D. Health Care Administration, Rockville Univ

Faculty Coordinator

Jennifer Neves, NCICS
Certificate Pacific College of Medical & Dental
Assistants, San Diego, CA
National Certified Insurance Coding Specialist

Career Prep Instructor & Lead Medical Administrative
Assistant Instructor

Kippy Kruckenberg, NCMA
Certificate Pima Medical Institute, Chula Vista, CA
National Certified Medical Assistant

Career Prep Instructor & Medical Administrative
Assistant Instructor

Jesus Polanco, Medical Assistant
Certificate Pima Medical Institute, Chula Vista, CA

Career Prep Classroom Assistant

Vivian Torre, CCMA, Medical Assistant
Certificate Pima Medical Institute, Chula
Certified Clinical Medical Assistant

Career Prep Classroom Assistant

Yvette Ramirez, R.D.A.
Certificate Concorde Career Institute San Diego, CA
Licensed Registered Dental Assistant

Lead Dental Assistant Instructor

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Anne Castillo, R.D.A. Edutek Professional Colleges, San Diego, CA Licensed Registered Dental Assistant	Dental Assistant Instructor
Christine Bankston, R.D.A. R.O.P., La Mesa, CA Licensed Registered Dental Assistant	Dental Assistant Instructor
Michele Hawkins, A.S., NCPT, NCMA A.S. Pima Medical Institute, San Diego, CA Certificate Apollo Medical College San Diego, CA National Certified Medical Assistant and National Certified Phlebotomy Assistant	Lead Medical Assistant Instructor
Tina Fojo-Perez, NCMA Certificate Pima Medical Institute, Chula Vista, CA National Certified Medical Assistant	Medical Assistant Instructor
Dominic Lacangan, Medical Assistant Certificate Pima Medical Institute, Chula Vista, CA	Medical Assistant Instructor & Medical Administrative Assistant Instructor
Julia Mendoza, Medical Assistant, NCMA Certificate Pima Medical Institute, Chula Vista, CA National Certified Medical Assistant	Medical Assistant Classroom Assistant
Nelsy Chavoya, Medical Assistant, CCMA Certificate Pima Medical Institute, Chula Vista, CA Certified Clinical Medical Assistant	Medical Assistant Classroom Assistant
Patricia Sensbach Certificate Pacific College of Medical and Dental Assistants San Diego, CA	Medical Administrative Assistant Instructor
Julee Reilly	Medical Administrative Assistant Classroom Assistant
Susan L. Geiger, L.P.T. Certificate Riverside Medical + Paratechnical College Riverside CA, Licensed Pharmacy Technician	Lead Pharmacy Technician Instructor
Benjamin Montoya, BS, L.P.T. BS California State Polytechnic University Pomona, CA, Licensed Pharmacy Technician	Pharmacy Technician Instructor
Angelica Northrip, L.P.T. Certificate United Education Institute San Diego, Ca. Licensed Pharmacy Technician	Pharmacy Technician Instructor
Lisa F. Schmidt, Ph.D., RT(R)(M)CRT-CA Ph.D., University of Arizona, Tucson Licensed Radiologic Technologist, AZ+CA	Radiography Program Director
Gerald "Jed" Miles, B.S., A.S., RT(R), CRT-CA B.S. Florida Hospital College of Health Sciences A.S. Loma Linda University, Loma Linda, CA Licensed Radiologic Technologist	Radiography Clinical Coordinator

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Richard Angulo, B.S., A.A., A.S., RT(R), CRT-CA B.S. University of Phoenix, San Diego, CA A.A. Mesa College, San Diego, CA A.S. George Washington University, Washington, DC Licensed Radiologic Technologist	Radiography Instructor
Debra Volpe, B.S., A.S., RCP, RRT B.S. University of Redlands, Redlands, CA A.S. in Respiratory Therapy Mt. San Antonia College, Walnut, CA RCP, RRT, California	Respiratory Therapy Program Director
Karen McGowan., M.Ed, B.S., A.S., RCP, RRT M.Ed, Touro University International, Cypress, CA B.S. Touro University International, Cypress, CA A.S. in Respiratory Therapy Pima Medical Institute, Tucson, AZ RCP, RRT, California	Respiratory Therapy Clinical Director
William McGowan., RCP, RRT A.S. in Respiratory Therapy, Pima Medical Institute, Tucson, AZ RCP, RRT, California	Respiratory Therapy Instructor
Kenneth Haskins, A.S., RCP, RRT A.S. in Respiratory Therapy Pima Medical Institute, Chula Vista, CA RCP, RRT, California	Respiratory Therapy Instructor
Suzanne Pruitt, A.S., RCP, RRT A.S. in Respiratory Therapy, Grossmont College, San Diego, CA RCP, RRT, California	Respiratory Therapy Clinical Instructor
Andree Selland, B.S., RCP, RRT B.S. in Respiratory Care University of Mary, Bismarck, ND RCP, RRT, California	Respiratory Therapy Clinical Instructor
Chris Perez, A.S., RCP, CRT A.S. in Respiratory Therapy California College, San Diego, CA RCP, RRT, California	Respiratory Therapy Clinical Instructor
Christian Mance, A.S., RCP, RRT A.S. in Respiratory Therapy, Grossmont College, La Mesa CA RCP, RRT, California	Respiratory Therapy Clinical Instructor
Guiller Villafranca, A.S., RCP, CRT A.S. in Respiratory Therapy Pima Medical Institute, Chula Vista, CA RCP, RRT, California	Respiratory Therapy Clinical Instructor

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Jeffrey Gilmore, B.S., RCP, CRT B.S. in Respiratory Therapy Ohio State University, Columbus, OH RCP, RRT, California	Respiratory Therapy Clinical Instructor
Marga Ciara Mance, A.S., RCP, CRT A.S. in Respiratory Therapy, California College, San Diego, CA RCP, RRT, California	Respiratory Therapy Clinical Instructor
Michael Gonzalez, A.S., RCP, RRT A.S. in Respiratory Therapy Pima Medical Institute, Chula Vista, CA RCP, RRT, California	Respiratory Therapy Clinical Instructor
Christopher Scardino, A.S., RCP, RRT A.S. in Respiratory Therapy Moraine Valley Community College, Palos Hts., IL. RCP, RRT, California	Respiratory Therapy Clinical Instructor
Rodolfo Hernandez, A.S., RCP, RRT A.S. in Respiratory Therapy Pima Medical Institute, Chula Vista, CA RCP, RRT, California	Respiratory Therapy Clinical Instructor
Staci S. Greene, A.S., RCP, RRT A.S. in Respiratory Therapy Santa Fe Community College, Gainesville, FL RCP, RRT, California	Respiratory Therapy Clinical Instructor
Paulkun Noy, B.S., A.S., RCP, RRT B.S., San Diego State University, San Diego, CA A.S. in Respiratory Therapy Pima Medical Institute, Chula Vista, CA	Respiratory Therapy Clinical Instructor
DeAnne Anderson, A.S., RCP, RRT A.S. in Respiratory Therapy Pima Medical Institute, Denver, CO	Respiratory Therapy Clinical Instructor
Jeanette Woempner, B.A., A.A., R.V.T. B.A. Alameda University A.A. Southwestern College, Chula Vista, CA Registered Veterinary Technician, CA	Veterinary Technician Program Director
Heather Andrews, A.S., R.V.T. A.S. Mesa College San Diego, CA Registered Veterinary Technician, CA	Veterinary Technician Clinical Director
Carl Graner, DVM Oregon State University, Corvallis, Oregon Doctor Veterinary Medicine, CA	Veterinary Technician Instructor
Karina Benish, B.S., R.V.T. B.S. Southern University of Illinois at Carbondale Registered Veterinary Technician, CA & TX	Veterinary Technician Instructor

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Shelee Lyon, A.S., R.V.T. A.S. Mesa College San Diego, CA Registered Veterinary Technician, CA	Veterinary Technician Instructor
Sandra Whitmarsh, R.V.T. A.S. Mesa College, San Diego, CA Registered Veterinary Technician, CA	Veterinary Technician & Assistant Instructor
Jana I. Helgeson, MS, BS, R.V.T. M.S. in Animal Science, Cal Poly, Pomona, CA B.S. in Animal Health Science, Cal Poly, Pomona, CA Registered Veterinary Technician, CA	Veterinary Technician Instructor
Karin Brewer, B.S., A.S., R.V.T. B.S. San Diego State University, San Diego, CA A.S. Mesa College, San Diego, CA Registered Veterinary Technician, CA	Veterinary Assistant Instructor
Bianca White, Veterinary Assistant Certificate Pima Medical Institute, Chula Vista, CA	Veterinary Assistant Classroom Assistant
*Maria Casteneda, Veterinary Assistant Certificate Pima Medical Institute, Chula Vista, CA	Veterinary Assistant Classroom Assistant
*Maureen Nolan, B.A., M.A. M.A. in Education Administration CSULA, Los Angeles, CA B.A. U.S.C., Los Angeles, CA	General Education
*Philip Eugene Burow, B.A. B.A. in Psychology, San Diego State University, CA Multiple subject teaching credentials, Elementary Education, Sierra Nevada College	General Math
*Emma Marie Pumpelly, B.A., M.A. M.A. in Education, U.S. International University B.A. in Liberal Studies, Nazarene University, CA A.A. Adult Education, Southwestern College, CA	English

* Part-time Employees

Online Education Faculty

Deborah Ayers

M.Ed., Adult Education/Educational Technology,
The Pennsylvania State University
B.S.B.A. Economics, Robert Morris University

Online Education Director/HCA Instructor

***Iris Bass**

M.Ed., Educational Leadership, Northern Arizona University
B.A. Elementary Education, University of Arizona

HCA Instructor

***Michael Bishop**

M. A. English Literature, Hunter College, SUNY, NY
B.A. French Literature with honors
College of Charleston, SC

HCA Instructor

***Garon Bodor**

M.S. Environmental Biology, California State University
B.S. Biology, University of North Carolina
B.A. Psychology, University of North Carolina

HCA Instructor

***Mark Breen**

M.M., Music Performance, Northern Illinois University,
B.M., Music Education, Arizona State University

HCA Instructor

***Toni Chamberlain**

M.S. Leadership, Walden University
B.A. English Literature, University of WI, Madison

HCA Instructor

***Andy Chlup**

M. Ed. Educational Technology, Northern Arizona University
B.S. Elementary Education, Northern Arizona University

HCA Instructor

***Laura Ferries**

M.A., Organizational Management, University of Phoenix
MBA, University of Phoenix
B.S., Business Management

HCA Instructor

***Bob Gudeman**

M.Ed. Physical Education, University of Illinois
B.A. Physical Education, University of Arizona

HCA Instructor

***Michael Hawkes**

M.Ed. Educational Leadership, Northern Arizona University
B.S. Radiologic Science, Florida Hospital College of
Health Sciences

HCA Instructor

***Eva Hearn**

M.S. Public Health, University of Oklahoma
B.S. Healthcare Administration, Tennessee State University

HCA Instructor

***Kelly Heisinger**

M.A., English, California State University
B.A., English, University of California

HCA Instructor

<p>*Forrest Johnson M.A., English Literature, Boston College B.A., English, Montreat College B.S., Outdoor Education, Montreat College</p>	<p>HCA Instructor</p>
<p>*Denise King BS Management/Accounting, California University of Pennsylvania MA ED Educational Praxis, Carlow University MBA California University of Pennsylvania</p>	<p>HCA Instructor</p>
<p>*Leanna Konechne M.Ed., Educational Leadership, Northern Arizona University B.A. English and Biology, Montana State University</p>	<p>HCA Instructor</p>
<p>*Dug Lee M.A. Clinical Psychology, Fielding Graduate University M.A. Applied Behavioral Science, Bastyr University B.S. Business Administration, University of Tennessee</p>	<p>HCA Instructor</p>
<p>*Liby Lentz M.A. Human Resource Management, University of Phoenix B.S. Business Administration, University of Arizona</p>	<p>HCA Instructor</p>
<p>*Janice Lewis B.S. Health Care Administration, University of Phoenix A.A. Health Care Administration, University of Phoenix</p>	<p>HCA Instructor</p>
<p>*Elizabeth Martinez DHA, Health Administration, University of Phoenix MSN, Nursing, University of Phoenix BSN, University of Phoenix</p>	<p>HCA Instructor</p>
<p>*Lydiann McFadden M.A. Special Education, Arizona State University B.A. Elementary Education, Arizona State University</p>	<p>HCA Instructor</p>
<p>*Lucas Micromatis M.A. Media Arts, University of Arizona Post-Baccalaureate Teacher Certification, University of Arizona B.A. English Literature, Berry College</p>	<p>HCA Instructor</p>
<p>Shanel Oliver M.B.A., University of Phoenix, Sacramento B.S. Business Management, University of Phoenix, Sacramento</p>	<p>HCA Program Director</p>
<p>*Katie Pifer M.Ed., Special Education, University of Phoenix</p>	<p>HCA Instructor</p>
<p>*Bonnie Poole M.Ed., Instructional Design, Western Governors University B.S., Health Science, Quinnipiac College</p>	<p>HCA Instructor</p>

*Cathy Salazar M.S., Human Service/Health & Wellness, Liberty University B.S., Holistic Science, South Baylo University	HCA Instructor
*Lisa Schmidt Ph.D. Higher Education M.A. Higher Education, University of Arizona B.F.A. Graphic Design, University of Arizona A.A.S Radiologic Technology, Pima Community College	HCA Instructor
*Cynthia Smathers M.Ed., Psychology, Northern Arizona University B.A. Education/Psychology, Ottawa University A.A., Mental Health, Mesa Community College A.S.N., Nursing, Excelsior College	HCA Instructor
*Maria Strevay M.A. Education, University of Phoenix M.B.A. Accounting, University of Phoenix B.A. English, Old Dominion University	HCA Instructor
*Jason Waldow M.S. Communications, Eastern Washington University M.A. Business Leadership, Seattle, City University B.A. Marketing/Journalism, Evergreen State	HCA Instructor
*Amy Sloan M.A. English Literature, University of Tennessee	Veterinary Technician Instructor VTT Instructor Part-time
*Jamie Kazal M.Ed. Educational Leadership, Northern Arizona University	Veterinary Technician Instructor VTT Instructor Part-time
*Traci Tawney M.Ed. Special Education, University of Phoenix	Veterinary Technician Instructor VTT Instructor Part-time
*Carmen Zelaya M.S. Pathobiology, University of Washington	Veterinary Technician Instructor VTT Instructor Part-time
*Jana Helgeson M.S. Animal Science, California Polytechnic State University	Veterinary Technician Instructor VTT Instructor Part-time
*Camille Hendricks A.A.S. Animal Science, Bel-Rae Institute of Animal Technology	Veterinary Technician Instructor VTT Instructor Part-time
*Susan Rose B.S. Animal Science, University of Arizona	Veterinary Technician Instructor VTT Instructor Part-time
* Part-time Employees	

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The following statement is added to the Volume IV catalog published in May 2013 under Student Services on page 104:

Housing

The Chula Vista campus does not provide or assist students in finding housing. There are no dormitory facilities under our control. The availability of housing located reasonably near the institution's facilities is an estimation of cost \$795 - \$1565 for a one bedroom per ForRent.com.

The following statement is added to the Volume IV catalog published in May 2013 under Refunds and Tuition Obligation on page 106

The cancellation and refund policy applies to both on-ground and the distance education programs.

The following statement is added to the Veterinary Technician program information on page 84 in the Volume IV catalog published in May 2013:

Day and Evening programs at the Chula Vista campus are 86 weeks in length.

The following statement is added to the Grievance Procedure on page 105 in the Volume IV catalog published in May 2013

Student grievances are recorded on the Student Grievance Form.

CALIFORNIA LICENSURE REQUIREMENTS

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

VETERINARY TECHNICIAN – American Association of Veterinary State Boards (AAVSB) www.aavsb.org
Veterinary Technician National Exam (VTNE) www.aavsb.org/vtne Veterinary Medical Board (VMB) www.vmb.ca.gov/forms_pubs/rvt_instruction.pdf

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

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

PHARMACY TECHNICIAN – Pharmacy Technician Certification Board (PTCB) www.ptcb.org
California State Board of Pharmacy www.pharmacy.ca.gov

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

1. Submit a sealed copy of a Practitioner Self-Query Report to the Board of Pharmacy at a cost of \$16.00
2. Submit a Live Scan receipt, showing fingerprint submission information at a cost of \$69.00
3. Submit a certified copy of High School transcripts or a certified copy of an official transcript of your General Educational Development (GED) test results (cost may vary)
4. Submit an Affidavit of Completed Coursework or Graduation for Pharmacy Technician from one of the following: course which provides a minimum of 240 hours of instruction as specified in Title 16 California Regulation section 1793.6(c), course/program accredited by the American Society of Health-System Pharmacists or the Accreditation Council for Pharmacy Education instruction, or an Associate Degree in Pharmacy Technology program. Certified copy of Pharmacy Technician Certification Board certificate or armed services training copy of the DD214 can be submitted in place of the aforementioned affidavit.
5. Submit an application with attachments 1-4 above to the California State Board of Pharmacy with a passport photo attached and a fee of \$80.00.

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

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

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

1. Graduation from an approved Radiography Technology program and obtainment of Fluoroscopy School Certification Completion.
Student graduates from the PMI Chula Vista Radiologic Technology Program receive the following documentation:
 - a. An Associate of Occupational Science Degree in Radiologic Technology
 - b. A Fluoroscopy School Certification of Completion
2. The graduate completes the American Registry of Radiologic Technologists National Certification Examination.
3. Upon passing, and within 4 – 6 weeks the graduate receives the ARRT certification by mail
4. The graduate can then submit an application to the California Department of Public Health Radiologic Health Branch for the Radiologic Technology Certificate Application (Form CDPH 8200 – website
<http://www.cdph.ca.gov/pubsforms/forms/Pages/RHBCertificationForms%28HealingArts%29.aspx>)
5. Following the application, the graduate must submit the following with the application:
 - a. A copy of the ARRT certificate for Radiography
 - b. A non-refundable application fee of \$75.00 in the form of a check or money order made payable to the CDPH-RHB.
 - c. The graduate will be notified of their application status within 30 calendar days of submission of the application.
6. Graduates from the PMI Chula Vista Radiologic Technology Program have the option of also submitting the Radiologic Technology Fluoroscopy Permit Application (CDPH 8218).
 - a. The graduate must submit a copy of the graduation diploma or certificate of completion from a

- CDPH-RHB approved Radiologic Technologist fluoroscopy school (PMI is approved). The graduate, upon completion of the PMI program, receives a fluoroscopy certificate of completion, see 1.b. on this document.
- b. The application is found at <http://www.cdph.ca.gov/pubsforms/forms/CtrlForms/cdph8218.pdf>
 - c. The graduate must submit a non-refundable application fee of \$75.00 in the form of a check or money order made payable to the CDPH-RHB
7. The RHB will notify the graduate of the following:
- a. That their application is complete and the CDPH – RHB decision regarding the application is:
 - i. The application is acceptable, and what examination, if applicable the graduate must pass within 180 days in order to complete the application.
 - ii. Instructions will be sent to the graduate on how to submit payment of the non-refundable examination fee (\$175.00 made payable to the ARRT).
 - iii. Or the RHB will notify the graduate that the application is not accepted for filing, and what specific information, documentation or fee the graduate must submit within 30 calendar days in order for the CDPH-RHB to consider the application acceptable.

RESPIRATORY THERAPY – National Board for Respiratory Care (NBRC) www.nbrc.org
 Respiratory Care Board (RCB) www.rcb.ca.gov

List of Requirements for eligibility for licensure as a Respiratory Care Practitioner (RCP) in the State of California include the following:

1. Graduation from a CoARC approved Respiratory Therapy Program.
2. National Board of Respiratory Care (NBRC) to take the entry-level practitioner exam for *credentialing*:
 - a. The CRT exam (140 questions; computer based exam; \$190.00)
 - b. Application online: www.nbrc.org
 - c. This exam can be scheduled and taken as soon as student is officially “cleared” for graduate status from PMI.
 - d. Must achieve 75% or > to pass
 - e. Exam is taken at one of ten testing sites in CA (H&RBlock, San Diego)
 - f. This is the graduate’s *national credential*.
 - g. This is the requisite exam in 49/50 states for licensure status. (Alaska does *not* have state licensure).
1. State of CA for licensure as a Respiratory Care Practitioner (RCP) Process.
 - a. This process can begin as early as 90 days prior to graduation (early filing helps to expedite the process).
 - b. Application online: www.rcb.ca.gov
 - c. *Live Scan* fingerprints / passport photos (2): \$70.00
 - d. Professional Ethics course must be taken online from the AARC or CSRC; passed with 80% or >, and completion certificate submitted. (3 hours; \$40.00)
 - e. Applicant goes through FBI and DOJ *extensive* background checks
 - f. Licensure Application fee: \$300.00
 - g. DMV “H-6”: complete 10 year driving history in all states with DL held: \$15.00/state.
 - h. When the RCB receives acknowledgement from the NBRC that applicant has passed the entry-level exam (CRT), the applicant will receive a license number (this can be accessed online); and a verification document (card) will be mailed.

The following statement is added on the Volume IV catalog published in May 2013 under the Chula Vista Campus under description of facilities on page 5:

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

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

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

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

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

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

The respiratory therapy classroom includes body box, Collins water seal, Breon, Koko Spirometer, isolette, Sechrist infant ventilator, Bennett MA1 ventilator, Curasse ventilator with chest shell, PR 2 IPPB machine, Bird Mark 7 IPPB machine, ultrasonic nebulizer and stand, SPAG nebulizer, croup tent, PulmoAide air compressor, therapy vest, 2 hospital beds, crash cart with disposable supplies, EKG, 12 lead EKG machine, EKG rhythm simulator, x-ray view boxes, arterial arm, arterial line set-up, 2 IV poles, pulmonary artery catheters, pulse oximeter/end-tidal CO₂

monitor, pleuravac, 4 O2 flowmeters, room air flowmeters, basic adult CPR mannequin, modified CPR mannequin with intubation head attached, pediatric intubation head, galvanic fuel cell O2 analyzers, Wright's respirometer, negative inspiratory force gauge, lung simulator, full-sized spine board with c-collar/foam wedges, various sized Shiley trach tubes and inner cannulae, various sized Portex trach tubes and inner cannulae, transtracheal O2 catheters, apnea monitor, low pressure monitor, liquid O2 reservoir with portable carrier, and O2 concentrator.

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

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

CALIFORNIA CATALOG ADDENDUM

Pima Medical Institute is private and approved to operate under the terms of California Education Code (CEC) section 94890(a)(1) until December 31, 2016 per CEC section 94890(b).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

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

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

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

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

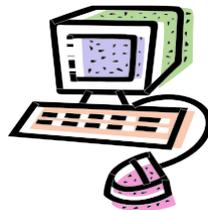


Online and On-ground Articulation Agreements

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

Further detail of the agreements can be found within the following pages. PMI supports the pursuit of life-long learning so please consider the aforementioned options as an excellent opportunity to continue your education.

Dionne Billick
Corporate Education Director
Pima Medical Institute



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



STUDENT CREDIT TRANSFER OPTIONS *REGIONALLY* *ACCREDITED INSTITUTIONS*

CHADRON STATE COLLEGE

1000 Main St.
Chadron NE 69337
(308) 432-6000
www.csc.edu

Chadron State College (CSC) allows transfer of credit for PMI degree and non-degree students.

PMI graduates can transfer up to 70 credits from an earned PMI associate's degree or up to 36 credits from an earned PMI certificate program toward fulfillment of the 125 credits required for completion of CSC's Bachelor of Applied Science (BAS) degree.

PMI bachelor degree graduates can transfer into a CSC graduate program on a conditional basis until the student successfully completes 12 graduate credit hours with a minimum 3.25 GPA.

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

GRAND CANYON UNIVERSITY

3300 West Camelback Road
Phoenix, AZ 85017
800.800.9776
www.gcu.edu

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

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

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

Interested students need to contact Heather Bullis in order to obtain a discount. For more information regarding transferring to GCU contact, Business Development Manager, 520-358-3739; e-mail: heather.bullis@gcu.edu

MONTANA STATE UNIVERSITY

1500 University Drive
Billings, MT 59101
www.msubillings.edu

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

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

For more information regarding transferring to MSU contact the New Student Services department at 800-565- 6782 x2888; e-mail: admissions@msubillings.edu

UNIVERSITY OF PHOENIX

www.phoenix.edu

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

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

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

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

Albuquerque – Loyola Herrera – 505-331-8046
Chula Vista – Felix Sablan – 858-650-3843
Colorado Springs – Joe Moore – 719-314-6246
Denver – Jennifer Lucero – 720-201-2739
Mesa/East Valley – Jeremy Hammond – 512-431-2834
Houston – Demetrius Walker – 713-576-4039
Las Vegas – Eric Dillon – 702-352-0431
Renton/Seattle – Constance Kronlund – 425-572-1691
Tucson – Bill Clyde – 520-239-5220

2013 START SCHEDULE *2013*

Chula Vista Campus Pima Medical Institute

DA (AM) - 30 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		08/05/13	09/09/13
8:00 am - 12:15 pm	02/18/13		09/16/13	10/18/13
Sequence = 6 weeks	04/01/13		10/28/13	12/03/13
Sequence 1, 2, 3, 4 & 5	05/13/13		12/09/13	01/16/14
Externship: 5 weeks	06/24/13		02/03/14	03/07/14
Version: DA-D09	08/05/13		03/17/14	04/18/14
	09/16/13		04/28/14	06/02/14
	10/28/13		06/09/14	07/14/14
	12/09/13		07/21/14	08/22/14

DA (PM) - 30 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		08/05/13	09/09/13
12:45 pm - 5:00 pm	02/18/13		09/16/13	10/18/13
Sequence = 6 weeks	04/01/13		10/28/13	12/03/13
Sequence 1, 2, 3, 4 & 5	05/13/13		12/09/13	01/16/14
Externship: 5 weeks	06/24/13		02/03/14	03/07/14
Version: DA-D09	08/05/13		03/17/14	04/18/14
	09/16/13		04/28/14	06/02/14
	10/28/13		06/09/14	07/14/14
	12/09/13		07/21/14	08/22/14

DA (EVE) - 34 Weeks	Start Date		Extern	Grad Date
Mon - Thur	01/07/13		09/09/13	10/11/13
5:30 pm - 10:00 pm	02/25/13		10/28/13	12/03/13
Sequence = 7 weeks	04/15/13		12/16/13	01/24/14
Sequence 1, 2, 3, 4 & 5	06/03/13		02/17/14	03/21/14
Externship: 5 weeks	07/22/13		04/07/14	05/09/14
Version: DA-N09	09/09/13		05/27/14	06/30/14
	10/28/13		07/14/14	08/15/14
	12/16/13		09/01/14	10/06/14

MAA (PM) - 30 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		06/24/13	08/05/13
12:45 pm - 5:00 pm	02/18/13		08/05/13	09/16/13
Sequence = 6 weeks	04/01/13		09/16/13	10/25/13
Career Prep	05/13/13		10/28/13	12/10/13
Sequence 1, 2 & 3	06/24/13		12/09/13	01/23/14
Externship: 6 weeks	08/05/13		02/03/14	03/14/14
Version: MAA-D12	09/16/13		03/17/14	04/25/14
	10/28/13		04/28/14	06/09/14
	12/09/13		06/09/14	07/21/14

MDA (AM) - 35 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		08/05/13	09/09/13
8:00 am - 12:15 pm	02/18/13		09/16/13	10/18/13
Sequence = 6 weeks	04/01/13		10/28/13	12/03/13
Career Prep	05/13/13		12/09/13	01/16/14
Sequence 1, 2, 3 & 4	06/24/13		02/03/14	03/07/14
Externship: 5 weeks	08/05/13		03/17/14	04/18/14
Version: MA-D09	09/16/13		04/28/14	06/02/14
	10/28/13		06/09/14	07/14/14
	12/09/13		07/21/14	08/22/14

MDA (PM) - 35 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		08/05/13	09/09/13
12:45 pm - 5:00 pm	02/18/13		09/16/13	10/18/13
Sequence = 6 weeks	04/01/13		10/28/13	12/03/13
Career Prep	05/13/13		12/09/13	01/16/14
Sequence 1, 2, 3 & 4	06/24/13		02/03/14	03/07/14
Externship: 5 weeks	08/05/13		03/17/14	04/18/14
Version: MA-D09	09/16/13		04/28/14	06/02/14
	10/28/13		06/09/14	07/14/14
	12/09/13		07/21/14	08/22/14

2013 Start Schedule - Chula Vista Campus

MDA (EVE) - 40 Weeks	Start Date		Extern	Grad Date
Mon - Thur	01/07/13		09/09/13	10/11/13
5:30 pm - 10:00 pm	02/25/13		10/28/13	12/03/13
Sequence = 7 weeks	04/15/13		12/16/13	01/24/14
Career Prep	06/03/13		02/17/14	03/21/14
Sequence 1, 2, 3 & 4	07/22/13		04/07/14	05/09/14
Externship: 5 weeks	09/09/13		05/27/14	06/30/14
Version: MA-N09	10/28/13		07/14/14	08/15/14
	12/16/13		09/01/14	10/06/14

RXT (AM) - 35 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		08/05/13	08/23/13
8:00 am - 12:15 pm	02/18/13		09/16/13	10/04/13
Sequence = 6 weeks	04/01/13		10/28/13	11/15/13
Career Prep	05/13/13		12/09/13	01/02/14
Sequence 1, 2, 3 & 4	06/24/13		02/03/14	02/21/14
Externship: 3 weeks	08/05/13		03/17/14	04/04/14
Version: RXT-DCV08	09/16/13		04/28/14	05/16/14
	10/28/13		06/09/14	06/27/14
	12/09/13		07/21/14	08/08/14

RXT (PM) - 35 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		08/05/13	08/23/13
12:45 pm - 5:00 pm	02/18/13		09/16/13	10/04/13
Sequence = 6 weeks	04/01/13		10/28/13	11/15/13
Career Prep	05/13/13		12/09/13	01/02/14
Sequence 1, 2, 3 & 4	06/24/13		02/03/14	02/21/14
Externship: 3 weeks	08/05/13		03/17/14	04/04/14
Version: RXT-DCV08	09/16/13		04/28/14	05/16/14
	10/28/13		06/09/14	06/27/14
	12/09/13		07/21/14	08/08/14

RXT (EVE) - 40 Weeks	Start Date		Extern	Grad Date
Mon - Thur	01/07/13		09/09/13	09/27/13
5:30 pm - 10:00 pm	02/25/13		10/28/13	11/15/13
Sequence = 7 weeks	04/15/13		12/16/13	01/09/14
Career Prep	06/03/13		02/17/14	03/07/14
Sequence 1, 2, 3 & 4	07/22/13		04/07/14	04/25/14
Externship: 3 weeks	09/09/13		05/27/14	06/16/14
Version: RXT-NCV08	10/28/13		07/14/14	08/01/14
	12/16/13		09/01/14	09/22/14

VA (AM) - 30 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		06/24/13	08/05/13
8:00 am - 12:15 pm	02/18/13		08/05/13	09/16/13
Sequence = 6 weeks	04/01/13		09/16/13	10/25/13
Career Prep	05/13/13		10/28/13	12/10/13
Sequence 1, 2 & 3	06/24/13		12/09/13	01/24/14
Externship: 6 weeks	08/05/13		02/03/14	03/14/14
Version: VTAD08	09/16/13		03/17/14	04/25/14
	10/28/13		04/28/14	06/09/14
	12/09/13		06/09/14	07/21/14

VA (PM) - 30 Weeks	Start Date		Extern	Grad Date
Mon - Fri	01/07/13		06/24/13	08/05/13
12:45 pm - 5:00 pm	02/18/13		08/05/13	09/16/13
Sequence = 6 weeks	04/01/13		09/16/13	10/25/13
Career Prep	05/13/13		10/28/13	12/10/13
Sequence 1, 2 & 3	06/24/13		12/09/13	01/24/14
Externship: 6 weeks	08/05/13		02/03/14	03/14/14
Version: VTAD08	09/16/13		03/17/14	04/25/14
	10/28/13		04/28/14	06/09/14
	12/09/13		06/09/14	07/21/14

VA (EVE) - 34 Weeks	Start Date		Extern	Grad Date
Mon - Thur	01/07/13		07/22/13	08/30/13
5:30 pm - 10:00 pm	02/25/13		09/09/13	10/18/13
Sequence = 7 weeks	04/15/13		10/28/13	12/10/13
Career Prep	06/03/13		12/16/13	01/31/14
Sequence 1, 2 & 3	07/22/13		02/17/14	03/28/14
Externship: 6 weeks	09/09/13		04/07/14	05/16/14
Version: VTAN08	10/28/13		05/27/14	07/08/14
	12/16/13		07/14/14	08/22/14

2013 Start Schedule - Chula Vista Campus

VTT (AM) - 51 Weeks	Start Date		Extern	Grad Date
Mon - Thurs	1/21/13		12/9/13	1/24/14
8:00 am - 12:30 pm	3/18/13		2/24/14	4/11/14
5 Sequences	6/10/13		4/28/14	6/13/14
Sequence 1 = 8 Weeks	8/5/13		6/30/14	8/15/14
Sequences 2-5 = 9 Weeks	9/30/13		9/1/14	10/17/14
Externship: 7 weeks	11/25/13		11/3/14	12/19/14
Version VTDD13				
Chula Vista				

VTT (PM) - 51 Weeks	Start Date		Extern	Grad Date
Mon - Thurs	1/21/13		12/9/13	1/24/14
12:45 pm - 5:15 pm	3/18/13		2/24/14	4/11/14
5 Sequences	6/10/13		4/28/14	6/13/14
Sequence 1 = 8 Weeks	8/5/13		6/30/14	8/15/14
Sequences 2-5 = 9 Weeks	9/30/13		9/1/14	10/17/14
Externship: 7 weeks	11/25/13		11/3/14	12/19/14
Version VTDD13				
Chula Vista				

VTT (EVE) - 51 Weeks	Start Date		Extern	End Date
Mon - Thurs	1/21/13		12/9/13	1/24/14
5:30 pm - 10:00 pm	3/18/13		2/24/14	4/11/14
5 Sequences	6/10/13		4/28/14	6/13/14
Sequence 1 = 8 Weeks	8/5/13		6/30/14	8/15/14
Sequences 2-5 = 9 Weeks	9/30/13		9/1/14	10/17/14
Externship: 7 weeks	11/25/13		11/3/14	12/19/14
Version VTTN13				
Chula Vista				

RAD (PM) - 96 Weeks	Sem Start		Sem End	Grad Date
Mon - Fri	01/14/13		05/03/13	
1:00 pm - 5:00 pm	05/13/13		08/30/13	
6 Semesters	09/09/13		01/10/14	
Semester = 16 Weeks	01/21/14		05/09/14	
Version: RAD10	05/19/14		09/05/14	
	09/15/14		01/16/15	01/23/15

RT (AM) - 85 Weeks	Sem Start		Sem End	Grad Date
Mon - Fri	04/22/13		08/16/13	
8:00 am - 12:00 pm	08/26/13		12/20/13	
5 Semesters	01/06/14		05/02/14	
Semester = 17 Weeks	05/12/14		09/05/14	
Version: RTCV10	09/15/14		12/19/14	01/23/15

RT (PM) - 85 Weeks	Sem Start		Sem End	Grad Date
Mon - Fri	10/21/13		02/28/14	
1:00 pm - 5:00 pm	03/03/14		07/04/14	
5 Semesters	07/07/14		11/07/14	
Semester = 17 Weeks	11/10/14		03/20/15	
Version: RTCV10	03/23/15		07/17/15	07/17/15

HCA - 45 Weeks	Sem Start		Sem End	Grad Date
Online	1/9/13		4/23/13	
3 Semesters	5/8/13		8/20/13	
Semester - 15 Weeks	9/4/13		12/17/13	12/17/13
Version: HCA-09-A				

HCA - 45 Weeks	Sem Start		Sem End	Grad Date
Online	5/8/13		8/20/13	
3 Semesters	9/4/13		12/17/13	
Semester - 15 Weeks	1/15/14		4/29/14	4/29/14
Version: HCA-09-A				

HCA - 45 Weeks	Sem Start		Sem End	Grad Date
Online	9/4/13		12/17/13	
3 Semesters	1/15/14		4/29/14	
Semester - 15 Weeks	5/14/14		8/26/14	8/26/14
Version: HCA-09-A				



Pima Medical Institute - Chula Vista Campus
Tuition Price List
Effective July 1, 2013

Program	Total Cost	Tuition	Reg.	STRF	Books*	Uniform*	Extern Weeks	Total Credits/ Clock Hours	Total Weeks (Day/Night)	Extern Credits/ Hours
Dental Assistant (DEN)**	\$14,209.00	\$13,338	\$150	\$7.00	\$549	\$165	5	31/820	35/40	4/200
AAS Health Care Administration (HCA)	\$12,357.00	\$10,730	\$300	\$6.00	\$1,321	\$0	NA	37 / 570	45	NA
Fluoroscopy	\$901.00	\$751	\$150	\$0.00	\$0	\$0	NA	03/55.0	6	NA
Medical Assistant (MA)	\$12,295.00	\$11,577	\$150	\$6.00	\$397	\$165	5	34/800	35/40	4/200
Medical Administrative Asst (MAA)	\$9,294.50	\$8,301	\$150	\$4.50	\$674	\$165	6	29/720	30/34	5/240
Pharmacy Technician (PHA)**	\$12,677.50	\$11,762	\$150	\$6.50	\$594	\$165	3	33/720	33/38	2.5/120
Sterile Products Certification Course	\$751.00	\$751	\$0	\$0.00	\$0	\$0	NA	40 Hours	4	NA
Radiography (RAD)**	\$34,773.50	\$32,578	\$150	\$17.50	\$1,863	\$165	64	92.5/2882	96	44/2048
Respiratory Therapy (RT)**	\$36,273.00	\$34,257	\$150	\$18.00	\$1,683	\$165	22	89/2016	85	15.5/720
Veterinary Assistant (VTA)	\$12,257.00	\$11,391	\$150	\$6.00	\$545	\$165	6	30/720	30/34	5/240
Veterinary Technician (VTT)	\$19,565.00	\$17,849	\$0	\$10.00	\$1,541	\$165	7	47.5/1040	47/47-55	5/225

*Includes Tax @ 8.0% STRF is \$0.50 per \$1000 in tuition/fees/books/uniform and is non-refundable **Program Outline is unique to CV, due to CA regulations
Online Programs (HCA)- Reg. Fee includes Registration Fee (\$100), Application Fee (\$50), Credit Transfer Fee (\$150). Transfer of PMI credit is not subject to the transfer fee.

(Changes in Bold)

STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Requirements and application for filing a claim against Student Tuition Recovery Fund can be obtained at www.bppe.ca.gov/applications/strf.pdf. Questions regarding the STRF may be directed to the: BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, P.O. BOX 980818 WEST SACRAMENTO, CA 95798-0818, (888) 370-7589.

Chula Vista Campus Associate Degree Tuition Charges
Effective 07/01/2013

Radiography	SEM 1	SEM 2	SEM 3	SEM 4	SEM 5	SEM 6	TOTAL
Tuition	4,100	4,850	5,425	5,425	6,389	6,389	32,578
Reg. Fee	150	0	0	0	0	0	150
Textbooks	981	487	111	97	0	187	1,863
STRF	17.50	0	0	0	0	0	17.50
Uniform	165	0	0	0	0	0	165
Grand Total	5,413.50	5,337	5,536	5,522	6,389	6,576	34,773.50

Respiratory Therapy	SEM 1	SEM 2	SEM 3	SEM 4	SEM 5	TOTAL
Tuition	4,500	5,800	7,000	7,000	9,957	34,257
Reg. Fee	150	0	0	0	0	150
Textbooks	1,121	213	83	132	134	1,683
STRF	18	0	0	0	0	18
Uniform	165	0	0	0	0	165
Grand Total	5,954	6,013	7,083	7,132	10,091	36,273

Veterinary Technician (VA PMI Grads Only)	PERIOD 1	PERIOD 2	PERIOD 3	TOTAL
Tuition	5,870	5,870	6,109	17,849
Reg. Fee	0	0	0	0
Textbooks	1,019	234	288	1,541
STRF	10	0	0	10
Uniform	165	0	0	165
Grand Total	7,064	6,104	6,397	19,565

Health Care Administration	PERIOD 1	PERIOD 2	PERIOD 3	TOTAL
Tuition	3,480	3,770	3,480	10,730
Reg. Fee	300	0	0	300
Textbooks	462	393	466	1,321
STRF	6	0	0	6
Uniform	0	0	0	0
Grand Total	4,248	4,163	3,946	12,357

“...the only real measuring stick of a school’s success is the achievement of its students.”

..... Richard L. Luebke, Jr.

HISTORY, PHILOSOPHY, AND MISSION OF PIMA MEDICAL INSTITUTE

Welcome to Pima Medical Institute (PMI). The *history* of our school is a success story that has its roots in the vision of its owners and founders, a dynamic husband and wife team. In January 1972, Richard Luebke, Sr. and Jo Ann Luebke began their dream of offering quality medical career education in Tucson, Arizona. Their dream quickly became a reality, as the demand for affordable training grew.

By January 1983, the Accrediting Bureau of Health Education Schools approved PMI for institutional accreditation. With the heightened need for high quality medical career education, additional campuses were introduced:

Tucson, Arizona (Main Campus) – 1972

Albuquerque, New Mexico – 1985

Mesa, Arizona – 1986

Denver, Colorado – 1988

Seattle, Washington – 1989

Chula Vista, California – 1998

Colorado Springs, Colorado – 2002

Las Vegas, Nevada – 2003

Renton, Washington – 2004

Albuquerque West, New Mexico – 2005

East Valley, Mesa – 2008

Houston, Texas – 2009

South Denver, Colorado – 2010

Our family owned and operated schools have maintained a student-centered philosophy since opening the doors in 1972. The guiding *philosophy* of the institute is based in a firm belief in the worth and potential of each student. Following the belief that the seeds for future growth must be planted in the classroom, PMI has become one of the leading medical career colleges in the Western United States. PMI takes pride in its unique programs, quality of training, and professional environment that promote a student’s sense of discovery, excellence, and self worth. Thousands graduate each year with a Certificate or Degree from PMI, and the majority of those graduates are placed into jobs.

PMI is committed to preparing competent medical professionals who can meet the expectations of 21st century employers. The *mission* of the institute is to improve the quality of people’s lives by providing the best value in medical career education. Truly, a few months at PMI can change your life! Best of luck in your pursuit of higher education and life-long learning.

Sincerely,

Richard L. Luebke, Jr., CEO

Pima Medical Institute Officers:

Chief Executive Officer: Richard L. Luebke, Jr.

President: Mark Luebke

Chief Operating Officer: Fred Freedman

Secretary/Treasurer: Jo Ann Luebke

Pima Medical Institute Corporate Directors:

Controller: Richard Almeroth

Director of Admissions: Wendy Doolin

Director of Education: Dionne Billick

Director of Financial Aid: Michael Niggel

Director of Human Resources: Liby Lentz

Director of Information Technology: Kory Gray

Director of Marketing: Erin Fitzgerald

Director of Online Education: Deborah Ayers

Director of Lead Management: Christopher Luebke



*Richard L. Luebke, Jr., CEO (left)
Mark P. Luebke, President (right)
Richard L. Luebke Sr., Founder 1972-2008*

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**Degree completion programs are intended for program graduates transferring credits for courses successfully completed from a previous health science certificate or degree program.*

MAIN CAMPUS

Tucson, Arizona

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

Separate Classroom Locations:

a) 40 N Swan, Suite 200
Tucson, AZ 85711
b) 3911 E Pima Street
Tucson, AZ 85716

Institutional Accreditation: Accrediting Bureau of Health Education Schools

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

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

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

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

The Nursing Program has been granted full approval for an associate degree multiple exit (PN/ADN) Nursing program

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

Licensed by: Arizona State Board for Private Postsecondary Education

Approved by: Tucson Urban League, The Department of Vocational Rehabilitation, Department of Economic Security, Bureau of Indian Affairs

State Registrations and Recognitions: Registered under the Wyoming Private School Licensing Act

Recognized with exempt status by the Alaska Commission on Postsecondary Education for delivery of online programs

Registered with the New Mexico Higher Education Department

Recognized with exempt status by the State of Utah Department of Commerce

Recognized with exempt status by the North Dakota Board for Career and Technical Education

Registered with the Maryland Higher Education Commission to enroll Maryland students in fully online distance education programs

Member of: The Association of Private Sector Colleges and Universities, Arizona Private School Association and the Better Business Bureau

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

Description of Facilities: The Tucson Campus occupies approximately 31,000 square feet and is divided into fourteen major instructional areas. Each area contains appropriate instructional equipment and furniture.

NON-MAIN CAMPUS

Albuquerque, New Mexico

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

Institutional Accreditation: Accrediting Bureau of Health Education Schools

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

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

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

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (and has been granted the accreditation status of “initial accreditation”). The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Nursing Program has been granted full approval for an associate degree multiple exit (PN/ADN) Nursing program by the New Mexico Board of Nursing

Licensed by: New Mexico Higher Education Department

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

Member of: New Mexico Private School Association, Association of Private Sector Colleges and Universities, and Better Business Bureau

Selected Programs Approved for Veterans Benefits by: The New Mexico Veterans Service Commission

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

Chula Vista, California

780 Bay Boulevard, Suite 101
Chula Vista, California 91910
Phone: (619) 425-3200
Fax: (619) 425-8213
www.pmi.edu

Separate Classroom Location:
130 Beyer Way
Chula Vista, California 91911

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

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

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

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

Approved by: State of California Bureau for Private Postsecondary Education- Pima Medical Institute is private and approved to operate under the terms of California Education Code (CEC) section 94890(a)(1) until December 31, 2016 per CEC section 94890(b); Dental Board of California; California Department of Health Services, Radiologic Health Branch; The Workforce Investment Act/San Diego Workforce Partnership

Member of: Better Business Bureau and Chula Vista Chamber of Commerce, Association of Private Sector Colleges and Universities, California Association of Private Postsecondary Schools

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

Description of Facilities: The Chula Vista Campus occupies approximately 24,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, Chula Vista, California.

NON-MAIN CAMPUS

Colorado Springs, Colorado

3770 Citadel Drive North
Colorado Springs, Colorado 80909
Phone: (719) 482-7462
Fax: (719) 482-7501
www.pmi.edu

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation: The Veterinary Technician Program has been granted provisional accreditation by the AVMA Committee on Veterinary Technician Education and Activities

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

Member of: Association of Private Sector Colleges and Universities, Colorado Association of Career Colleges and Schools, and the Better Business Bureau

Selected Programs Approved for Veterans Benefits by: Colorado State Approving Agency for Veterans Education and Training

Description of Facilities: The Colorado Springs Campus occupies approximately 15,000 square feet and is divided into six major instructional areas. Each area contains appropriate instructional equipment and furniture.

Denver, Colorado

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

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

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

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

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

The Ophthalmic Medical Technician Program is accredited by the Commission on Accreditation of Ophthalmic Medical Programs

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

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

Approved by: Department of Vocational Rehabilitation and the Colorado State Board of Nursing

Member of: Association of Private Sector Colleges and Universities, Colorado Association of Career Colleges and Schools, and the Better Business Bureau

Selected Programs Approved for Veterans Benefits by: Colorado Office of Veterans Education and Training (COVET)

Description of Facilities: The Denver Campus occupies approximately 40,000 square feet and is divided into twelve major instructional areas. Each area contains appropriate instructional equipment and furniture.

NON-MAIN CAMPUS

East Valley, Arizona

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

Separate Classroom Location:

1521 West Dobbins Road
Phoenix, AZ 85041

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation: The Veterinary Technician Program has been granted provisional accreditation by the AVMA Committee on Veterinary Technician Education and Activities

Licensed by: Arizona State Board for Private Postsecondary Education

Member of: The Association of Private Sector Colleges and Universities and Arizona Private School Association

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

Description of Facilities: The East Valley Campus occupies approximately 17,000 square feet and is divided into eight major instructional areas. Each area contains appropriate instructional equipment and furniture. Medical Assistant equipment includes: human skeletons, assistive devices, centrifuges, EKG machine, exam tables, blood pressure cuffs, microscopes, autoclave, ophthalmoscope, otoscope, and miscellaneous hand instruments. Phlebotomy Technician equipment includes: lab draw chairs, centrifuges, microscopes, acrylic shields, simulator draw hands and arms, and various venipuncture supplies. Nursing Assistant equipment includes: hospital beds, wheelchairs, walkers, blood pressure cuffs, scales and various teaching supplies. Veterinary Assistant equipment includes: animal skeletons, anatomy models, centrifuge, autoclave, microscopes, diagnostic tools, and various hand instruments. All classrooms have tables, chairs, LCD projector, and computers for educational purposes.

NON-MAIN CAMPUS

Houston, Texas

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

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation: The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (and has been granted the accreditation status of “initial accreditation”). The Commission is a specialized accrediting body recognized by the United States Department of Education.

Effective November 7, 2012, Pima Medical Institute – Houston has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

The Respiratory Therapy program at Pima Medical Institute-Houston holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care. This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submission of an acceptable Self Study Report (SSR), and other documentation required by the CoARC Board. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Initial Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program.

Licensed and Authorized to Operate by: Texas Workforce Commission, Career Schools and Colleges, Austin, Texas

Certificate of Authorization to offer Associate Degrees: Texas Higher Education Coordinating Board

Description of Facilities: The Houston Campus occupies 43,200 square feet and is divided into twelve major instructional areas. There are four state-of-the-art computer labs. The dental assistant classroom includes three dental chairs and three x-ray machines. Dental equipment includes an ultrasonic, an autoclave, curing lights, amalgamators, model trimmers, a polishing lathe, an x-ray developer machine and digital equipment. The dental hygiene department includes a classroom, lab, dental clinic and dental clinic lobby. The dental clinic equipment includes two ultrasonics, four autoclaves, fifteen dental chairs, three digital x-ray operatories, and panelipse machine. The Diagnostic Medical Sonography lab has ultrasound machines with gray-scale imaging capabilities, color Doppler and spectral Doppler capabilities along with a machine which provides 3D and 4D features. The medical labs are well equipped with a blood drawing chair, venipuncture arms, CPR mannequins, mannequin arms, EKG machine, an examination table, microscopes, an autoclave, a centrifuge, human skeleton, urinalysis machine, urinometers, pulse oximeter, nebulizer, a microhematocrit, an otoscope, and glucometers. The Pharmacy Tech classroom is well-equipped with drug shelving, digital scales, a cash register, graduated cylinders, a vent hood and pharmaceutical supplies. There are two energized radiography labs. Radiographic equipment includes: x-ray tables, view boxes, lead aprons, imaging films, sponge sets, shields, models, a blood pressure machine, calipers, a densitomer, phantoms, a sensitomer, skeletal models, a gurney, skeletal models, imaging processing equipment and other radiographic equipment commonly utilized in a hospital radiography lab. The veterinary classroom hosts kennels, cages and treatment islands. Veterinary equipment includes microscopes, centrifuges, an x-ray view box, an autoclave, anatomical models, an otoscope and refractometers. The Respiratory Therapy space includes a fully functional lab with air and oxygen, a simulation room with SimMan™, mechanical ventilators (invasive and non-invasive), pulse oximeters, and arterial blood gas practice arms.

NON-MAIN CAMPUS

Las Vegas, Nevada

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

Separate Classroom Location:

655 North Mojave Road
Las Vegas, Nevada 89101

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

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

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

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

The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists

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

Licensed by: The State of Nevada Department of Education, Commission on Postsecondary Education

Approved by: Southern Nevada Work Force Investment Board

Selected Programs Approved for Veterans Benefits by: State of Nevada Department of Education Commission on Postsecondary Education

Member of: The Association of Private Sector Colleges and Universities

Description of Facilities: The Las Vegas Campus occupies approximately 27,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture.

NON-MAIN CAMPUS

Mesa, Arizona

957 South Dobson Road
Mesa, Arizona 85202
Phone: (480) 644-0267
Fax: (480) 644-8171
www.pmi.edu

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

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

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

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

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

The Nursing Program has been granted full approval for an associate degree multiple exit (PN/ADN) Nursing program

Licensed by: Arizona State Board for Private Postsecondary Education

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

Member of: The Association of Private Sector Colleges and Universities, American Arbitration Association, Arizona Private School Association and the Better Business Bureau

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

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

Renton, Washington

555 S. Renton Village Place, Suite 400
Renton, Washington 98057
Phone: (425) 228-9600
Fax: (425) 228-9601
www.pmi.edu

Separate Classroom Locations:
21615 64th Avenue South
Kent, Washington 98032

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

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

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

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

Licensed by: Workforce Training and Education Coordinating Board; the State of Washington Student Achievement Council

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

NON-MAIN CAMPUS

Seattle, Washington

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

Separate Classroom Locations:

a) 10700 Meridian Ave N, Suite G-25
Seattle, Washington 98133
b) 2003 NW 57th St.
Seattle, WA 98107

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

Program Accreditation: The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology

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

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

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (and has been granted the accreditation status of “initial accreditation”). The Commission is a specialized accrediting body recognized by the United States Department of Education.

Pima Medical Institute is a Candidate for Accreditation through the American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506. CAUTION: Students applying for admission to the Mortuary Science Program should contact their respective state boards of funeral service regarding the state board’s approval of this particular program of instruction.

Licensed by: Workforce Training and Education Coordinating Board; the State of Washington Student Achievement Council

Approved by: Labor and Industries Division of Vocational Rehabilitation, The Work Force Investment Act, Department of Social and Health Services and the Board of Pharmacy for Pharmacy Technician “Level A” Programs

Member of: Association of Private Sector Colleges and Universities, Northwest Career Colleges Federation, Better Business Bureau, and Washington State Department of Health

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

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

MAIN CAMPUS

*Albuquerque West, New Mexico**

8601 Golf Course Road NW
Albuquerque, New Mexico 87114
Phone: (505) 890-4316
Fax: (505) 816-0558
<http://www.pmi.edu>

Separate Classroom Location:
2305 San Pedro NE
Albuquerque, New Mexico 87110

Institutional Accreditation: Accrediting Bureau of Health Education Schools

Program Accreditation: The Massage Therapy Program is approved by the New Mexico Massage Therapy Board

Licensed by: New Mexico Higher Education Department

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

Member of: New Mexico Private School Association, Association of Private Sector Colleges and Universities, and Better Business Bureau

Selected Programs Approved for Veterans Benefits by: The New Mexico Veterans Service Commission

Description of Facilities: The Albuquerque Main Campus occupies approximately 6,000 square feet and is divided into multiple instructional areas that include classroom and clinical internship areas. Each area contains appropriate instructional equipment and furniture.

*South Denver, Colorado**

13750 E. Mississippi Ave.
Aurora, Colorado 80012
Phone: (303) 368-7462
Fax: (303) 755-1438
www.pmi.edu

Institutional Accreditation: The Accrediting Bureau of Health Education Schools

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

Member of: Association of Private Sector Colleges and Universities, Colorado Association of Career Colleges and Schools, and the Better Business Bureau

Selected Programs Approved for Veterans Benefits by: Colorado Office of Veterans Education and Training (COVET)

Description of Facilities: The South Denver Main Campus occupies approximately 25,000 square feet and is divided into 5 major instructional areas. Each area contains appropriate instructional equipment and furniture.

**Campuses are not considered main campuses for the non-main campuses listed in this catalog.*

ACCREDITATION & APPROVAL AGENCIES

Institutional Accreditation

Accrediting Bureau of Health Education Schools (Degree and Non-degree Accreditation)
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
(703) 917-9503

Approval or Licensing Agency Information

Albuquerque, New Mexico

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
(505) 476-8400

Link to the New Mexico Higher Education Department's complaint process:
www.hed.state.nm.us/Complaint_3.aspx

New Mexico Board of Nursing
6301 Indian School Road NE, Suite 710
Albuquerque, NM 87110
(505) 841-8340

State of New Mexico Veterans Service Commission
P.O. Box 2324
Santa Fe, New Mexico 85703
(505) 248-6721

Chula Vista, California

State of California Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833 (916) 431-6959
(888) 370-7589
www.bppe.ca.gov

San Diego Workforce Partnership
3910 University Avenue, Suite 400
San Diego, CA 92105
(619) 238-1445

Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815
(916) 263-2300

Department of Health Services
Radiologic Health Branch
MS 7610, PO Box 997414
Sacramento, California 95899-7414
(916) 445-0931

California Department of Veterans Affairs
1227 O Street
Sacramento, CA 95814
(800) 952-5626

Colorado Springs and Denver, Colorado

Colorado Board of Nursing
1560 Broadway, Suite 1350
Denver, CO 80202
(303) 894-2430

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

Denver, Colorado 80202
(303) 866-2723
Complaints* can be filed at <http://higher.ed.colorado.gov/dpos/>
*Complaints must be filed within two years after the student discontinues training

Colorado Office of Veterans Education and Training (COVET)
9101 East Lowry Boulevard
Denver, Colorado 80230
(303) 595-1622

Las Vegas, Nevada

Commission on Postsecondary Education
State of Nevada Department of Education
3663 East Sunset Road, Suite 202
Las Vegas, Nevada 89120
(702) 486-7330

State Board of Pharmacy
555 Double Eagle Court, Suite 1100
Reno, Nevada 89511-8911
(775) 850-1440

East Valley, Arizona

Arizona State Board for Private Postsecondary Education
1400 West Washington, Suite 260
Phoenix, Arizona 85007
(602) 542-5709
www.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
4747 North 7th Street, Suite 200
Phoenix, AZ 85014-3655
(602) 771-7800
arizona@azbn.gov

Arizona Veteran's Education and Training Agency (VETAA)
3839 North Third Street, Suite 209
Phoenix, AZ 85012
(602) 255-5395

Houston, Texas

Texas Workforce Commission
Career Schools and Colleges - Room 104-T
101 East 15th Street
Austin, Texas 78778-0001
(512) 936-3100

Texas Higher Education Coordinating Board
Career Technical Programs
1200 East Anderson Lane
Austin, Texas 78711
(512) 427-6101
Mailing Address: P.O. Box 12788, Austin, TX 78711-2788

Mesa, Arizona

Arizona Department of Health Services

ACCREDITATION & APPROVAL AGENCIES

Bureau of Emergency Medical Services & Trauma System
150 North 18th Avenue
Phoenix, Arizona 85007
(602) 542-1025
<http://www.azdhs.gov/bems/>

Arizona State Board for Private Postsecondary Education
1400 West Washington, Suite 260
Phoenix, Arizona 85007
(602) 542-5709
www.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
4747 North 7th Street, Suite 200
Phoenix, AZ 85014-3655
(602) 771-7800
arizona@azbn.gov

Arizona Veteran's Education and Training Agency (VETAA)
3839 North Third Street, Suite 209
Phoenix, AZ 85012
(602) 255-5395

Renton and Seattle, Washington

Workforce Training and Educational Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 753-5662
www.wtb.wa.gov

This school is licensed under Chapter 28.10RCW. Inquiries or complaints regarding this or any other private vocational school may be made to: Workforce Training and Educational Coordinating Board through the above contact information.

Washington State Department of Veterans Affairs
1102 Quince St. SE
Olympia, Washington 98504-1155
(360) 725-2200

Washington Student Achievement Council
917 Lake Ridge Way SW
Olympia, Washington 98504-3430
(360) 753-7800
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 P.O. Box 43430, Olympia, WA 98504-3430.

Tucson, Arizona

Arizona State Board for Private Postsecondary Education
1400 West Washington, Suite 260
Phoenix, Arizona 85007
(602) 542-5709
www.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
4747 North 7th Street, Suite 200
Phoenix, AZ 85014-3655
(602) 771-7800
arizona@azbn.gov

Arizona Veteran's Education and Training Agency (VETAA)
3839 North Third Street, Suite 209
Phoenix, AZ 85012
(602) 255-5395

Alaska Commission on Postsecondary Education
PO Box 110505
Juneau, Alaska 99811-0505
(907) 465-6741

Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
(410) 767-3301
www.mhec.state.md.us

Pima Medical Institute, Tucson campus is registered with the Maryland Higher Education Commission to enroll Maryland students in fully online distance education programs. The Commission's registration of the fully online programs is not an authorization of the institution to operate in Maryland or an approval or endorsement of the institution's programs. Maryland students can direct complaints to the Attorney General at 200 Saint Paul Place Baltimore, MD 21202.

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
(505) 476-8400
hed.state.nm.us/
Link to the New Mexico Higher Education Department's complaint process:
www.hed.state.nm.us/Complaint_3.aspx

Nonpublic Institution Licensing
South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
(803) 737-2297
www.che.sc.gov

Residents of South Carolina may access a complaint form through the web site of the Commission http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf The form must be completed, signed, and notarized. It may be submitted with the required documentation to reshleman@che.sc.gov or sent to Nonpublic Institution Licensing address.

PROGRAMMATIC ACCREDITATION

North Dakota Office of Attorney General
Consumer Protection & Antitrust Division
Gateway Professional Center
1050 East Intestate Ave. Ste. 200
Bismarck, ND 58503-5574
(701) 328-5570

(727) 210-2350
www.caahep.org/

State of Georgia
Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 3008-5305
(770) 414-3300
www.gnpec.org

Commission on Accreditation of Ophthalmic Medical Programs
2025 Woodland Drive
St Paul, Minnesota 55125-2995
(800) 284-3937
www.jcahpo.org/CoA-OMP/list/

State of Utah Department of Commerce
160 East 300 South, Box 146704
Salt Lake City, UT 84114-6704
(801) 530-6601
consumerprotection.utah.gov/consumerinfo/schools.html

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
(312) 440-4653
www.ada.org

Wyoming Department of Education
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002-0050
(307) 777-7673
www.edu.wyoming.gov

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

Programmatic Accreditation

Accreditation Council for Occupational Therapy Education
4720 Montgomery Lane, Suite 200
Bethesda, MD 20824-3449
(301) 652-2682
www.aota.org/Educate/Accredit.aspx

American Society of Health-System Pharmacists
7272 Wisconsin Avenue
Bethesda, Maryland 20814
(301) 657-3000
www.ashp.org/menu/Accreditation.aspx

American Veterinary Medical Association
Committee on Veterinary Technician Education and Activities
1931 North Meacham Road, Suite 100
Schaumburg, Illinois 60173
(800) 248.2862
www.avma.org/education/cvea/cvtea_home.asp

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

Commission on Accreditation in Physical Therapy Education
1111 North Fairfax Street
Alexandria, Virginia 22314
(703) 706-3245
accreditation@apta.org
www.capteonline.org/home.aspx

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, Florida 33756

DEFINITIONS AND REQUIREMENTS

Definition and Transfer of Credit

A clock hour represents a minimum of 50 minutes of instruction. One credit hour is awarded for:

- Every 15 clock hours of lecture
- Every 30 clock hours of laboratory
- Every 45 clock hours of externship/clinical

Outside of class coursework including portfolio and homework assignments will be expected for students enrolled in the following programs: Medical Administrative Assistant, Medical Assistant, Massage Therapy, Pharmacy Technician, Diagnostic Medical Sonography, and Dental Assistant. These assignments are outlined in the respective course syllabi.

The credit measurement is equivalent to semester hours for purposes of transfer of credit. Pima Medical Institute (PMI) does not guarantee the transfer of credits to other educational institutions. It is suggested that students check the requirements of the school they wish to transfer to since the acceptance of the credits is at the discretion of the receiving institution.

General Education, Technical Education, and Related Education

When reviewing a program outline, General Education is identified by italic letters and numbers. Technical Education, also referred to as Professional Education, is identified by letters and numbers not in italics. Technical education can also be recognized through the prefix of the course number. Example: RA is Radiography, RES is Respiratory Therapy, and HCA is Health Care Administration. An example program outline is listed below:

Course #	Course	Theory	Lab	Extern	Credits
ENG 101	<i>English Composition I</i>	45			3.0
MTH 105	<i>College Algebra</i>	45			3.0
CPT 201	<i>Computer Fundamentals</i>	45			3.0
HCA 201	Introduction to the Health Care System	45			3.0
Semester I Total		180			12.0

When reviewing program outlines, the course number is listed on the left, followed by the course name, number of theory hours, number of laboratory hours, number of externship (clinical) hours, and number of credits granted for successfully completing the course.

General Education prepares students to think broadly and have the general skills for life needed in the ever changing world. General Education courses assist students to build a foundation for Technical Education and develop habits to pursue life-long learning. Technical Education, in the area of concentration for which the degree is awarded, is designed to assist students in developing the skills, attitudes, and knowledge necessary for immediate job opportunities in their chosen field of study. Furthermore, Technical Education allows students to be technically prepared upon graduation and develop habits to pursue life-long learning. Related Education is associated with a specific discipline or college-level elective; this type of education adds educational value and enhances the degree being sought.

Course Numbering Definition: Courses designated with a 100-level are the equivalent of first year academic preparation, while 200-level indicate second year academic preparation and so forth. Courses numbered 300 and 400 are considered upper-division courses. Transfer courses need to be of equivalent level. As an example, if a prospective student wishes to transfer in general education credit for PHI 301 Critical Thinking, the level of the transfer credit must be equivalent (i.e. 300 or above).

Delivery Method

Program coursework is delivered on-ground (traditional methods) through classroom instruction and/or in an online environment as identified on the program page. If the coursework is delivered by both an on-ground and online option, the course description and objectives are identical.

Technology Requirements for Online Courses

Program coursework is delivered via online classes using an internet-based interactive learning management system. Students in online courses must have an e-mail account and a computer with the following specifications:

DEFINITIONS AND REQUIREMENTS

Windows

- Dual core processor (Intel or AMD) 512 MB RAM (1 GB recommended)
- High speed Internet connection
- Windows XP, Vista, 7, or 8
- Speakers (internal OR external)
- Printer
- Many courses also require a CD/DVD drive

Macintosh

- Mac OS 10.4 (or better)
- High speed Internet connection
- Audio enabled
- Printer
- Many courses also require a CD/DVD drive

Distance Education Communication

Online faculty respond to e-mails within 24 hours of receipt. Online faculty grade and return tests, quizzes, assignments, and exams within 48 hours of receipt; students receive feedback and have access to grades within the aforementioned timeframe.

Career Prep

The following Certificate Programs require a Career Prep Sequence: Administrative Billing & Coding, Dental Assistant (except California), Medical Administrative Assistant, Medical Assistant, Pharmacy Technician, and Veterinary Assistant. Successful completion of the Career Prep Sequence (CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100) is required either online or on-ground prior to externship. CHS 100 is not offered online. PMI recommends that before any student attends a Career Prep course(s) outside of normal sequencing, the student should request approval from the Campus Director.

Degree Completion Programs

Degree completion programs are intended for program graduates transferring credits for courses successfully completed from a previous health science certificate or degree program. Associate degree completion programs transfer a certificate toward completion of an associate degree. Bachelor degree completion programs are unique bachelor degrees in which technical and field specific education in the first two years results in an associate degree, while a significant percentage of general education in the final two years of the program contribute to a bachelor degree (Arney, Hardebeck, Estrada, & Permenter, 2006; Townsend, 2009; Townsend, Bragg, & Ruud, 2008).

CERTIFICATE PROGRAMS

DENTAL ASSISTANT

OBJECTIVE

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

ADMISSION REQUIREMENTS

Please reference additional requirements on page 101 of this catalog.

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

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required either online or on-ground prior to externship.

Course #	Course	Theory	Lab	Extern	Credits
DEN 120	Dental Anatomy and Pathology	30			2.0
DEN 100	Fundamentals of Dentistry	30	15		2.5
DEN 105	Dental Office Administration	15	15		1.5
DEN 130	Dental Pharmacology	15			1.0
Professional Sequence I Total		90	30		7.0

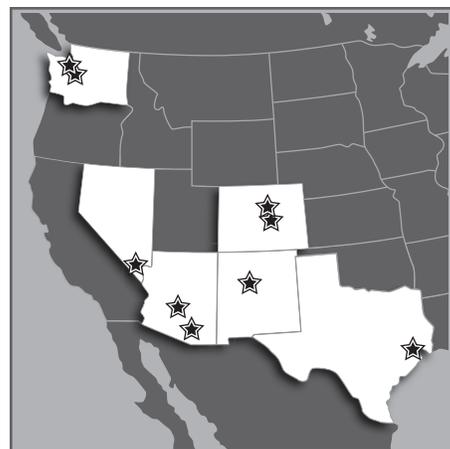
Course #	Course	Theory	Lab	Extern	Credits
DEN 170	Clinical Dental Procedures	15	75		3.5
DEN 175	Dental Equipment Use and Care	15	15		1.5
Professional Sequence II Total		30	90		5.0

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

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



LOCATIONS



Albuquerque, Colorado Springs, Denver, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Online (Career Prep), on-ground*

Program length: day classes total 30 weeks and evening classes total 34 weeks. The total number of program hours is 720. Graduates of this program are granted a certificate.

COURSE DESCRIPTIONS

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.

Prerequisites: None

CCB 100 Computer Basics

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.

Prerequisites: None

CMF 95 Math Fundamentals

The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.

Prerequisites: None

CHS 100 CPR & First Aid

Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.

Prerequisites: None

DEN 120 Dental Anatomy and Pathology

Anatomy and pathology of the oral cavity, head, and neck are covered in detail. Also introduced is the anatomy of the tooth, teeth names, teeth numbers, and teeth surfaces. Students will learn stages of tooth development and developmental disturbances.

Prerequisites: None

DEN 100 Fundamentals of Dentistry

Students are provided an overview of dentistry including the responsibilities of various dental professionals, the elements required for the delivery of safe and ethical dental care. The course content will also discuss the importance of preventive dentistry and demonstrate the role of the dental assistant in promoting oral health.

Prerequisites: None

DEN 105 Dental Office Administration

This course covers the fundamentals of dental office administration. Students will have the opportunity to learn about and practice client reception, telephone answering, appointment scheduling, preparation and maintenance of patient records, accounting procedures, and preparation of insurance forms.

Prerequisites: None

DEN 130 Dental Pharmacology

Pain management and other dental applications for drug administration and prescription are covered in this course. Students will learn about drug categories, classifications, forms, dosages, and methods of administration. Special emphasis will be given to anesthetics used in dentistry.

Prerequisites: None

DEN 170 Clinical Dental Procedures

Students are taught practical skills for assisting with and charting a wide range of dental procedures such as: endodontics, composites, and crown and bridge restorations. Students also learn the proper techniques for coronal polish. Covered are common work zones, instrument and material preparation, moisture management, tooth isolation techniques, and dental dam barrier application.

Prerequisites: None

DEN 175 Dental Equipment Use and Care

The use and care of various pieces of dental equipment, instruments, and burs is covered. Students will practice how to properly set up trays and transfer instruments.

Prerequisites: None

DEN 160 Dental Radiography

This course includes an overview of dental x-ray equipment, factors affecting the radiographic image, techniques for producing, processing, and mounting radiographs, as well as patient and operator radiation safety procedures. Students will practice dental radiography on life-like mannequins.

Prerequisites: None

COURSE DESCRIPTIONS

DEN 165 Dental Materials

Course content covers characteristics of dental material properties. Students will learn how to properly take impressions and prepare study models. Students will also learn how to mix specified dental materials.

Prerequisites: None

DEN 250 Externship

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

Prerequisites: Career Prep and Dental Professional Sequences



DENTAL ASSISTANT

OBJECTIVE

To develop in the student the personal traits, communication, office, and assisting skills needed to perform as an effective entry-level dental assistant. The course prepares California graduates to take the Registered Dental Assistant (RDA) License Exam.

ADMISSION REQUIREMENTS

Basic Life Support (CPR) and an orientation prior to starting class. The orientation occurs the week prior to the start of class and includes orientation to the campus, basic oral anatomy with tooth numbering, and infection control. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
DEN 102	Dental Basics	12			0.5
DEN 106	Dental Office Administration I	7.5			0.5
DEN 110	Dental Radiography I	7.5	32		1.5
DEN 115	Fundamentals of Dentistry I	7.5			0.5
DEN 126	Clinical Dental Procedures I	27.5	30		2.5
Professional Sequence I Total		62	62		5.5

Course #	Course	Theory	Lab	Extern	Credits
DEN 107	Dental Office Administration II	7.5			0.5
DEN 121	Prevention & Nutrition	7.5	4		0.5
DEN 125	Fundamentals of Dentistry II	15			1.0
DEN 127	Clinical Dental Procedures II	21	69		3.5
Professional Sequence II Total		51	73		5.5

Course #	Course	Theory	Lab	Extern	Credits
DEN 111	Dental Radiography II	7.5	32		1.5
DEN 131	Dental Pharmacology	19.5	21.5		2.0
DEN 135	Fundamentals of Dentistry III	30.5	13		2.0
Professional Sequence III Total		57.5	66.5		5.5

Course #	Course	Theory	Lab	Extern	Credits
DEN 112	Dental Radiography III	7.5	32		1.5
DEN 145	Fundamentals of Dentistry IV	10			0.5
DEN 150	Chairside Assisting	30	44.5		3.0
Professional Sequence IV Total		47.5	76.5		5.0

Course #	Course	Theory	Lab	Extern	Credits
DEN 128	Clinical Dental Procedures III	15	30		2.0
DEN 156	Fundamentals of Dentistry V	15	5		1.0
DEN 167	Dental Materials	27	32		2.5
Professional Sequence V Total		57	67		5.5

Course #	Course	Theory	Lab	Extern	Credits
DEN 200	Externship			200	4.0
Externship Total				200	4.0
PROGRAM TOTALS		275	345	200	31.0



LOCATIONS



Chula Vista

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Program length: day classes total 35 weeks and evening classes total 40 weeks. The total number of program hours is 820. Graduates of this program are granted a certificate.

COURSE DESCRIPTIONS

DEN 102 Dental Basics

Students will learn the basics of tooth embryology and histology, tooth morphology, and infection control. They will also learn how to take notes, memory techniques, how to study, how to take tests, how to listen, and how to use critical thinking skills to promote success in school, work, and life.

Prerequisites: None

DEN 106 Dental Office Administration I

This course covers the fundamentals of dental office administration. Students will learn the important aspects of the dental front office to include telephone techniques, scheduling, patient recall systems, and inventory management.

Prerequisites: None

DEN 110 Dental Radiography I

This course includes an overview of the basics of dental x-rays, dental x-ray equipment, film, assistant's responsibilities, patient's responsibilities, and safety precautions. Students will learn about dental film exposures, processing x-rays, mounting radiographs, and radiographic errors, mandibular and maxillary landmarks, and special radiographs including but not limited to bitewings and bisecting techniques as per the State of California requirements.

Prerequisites: None

DEN 115 Fundamentals of Dentistry I

Students will learn about the history of dentistry, roles of the various dental team members, the Dental Practice Act, ethical and legal terms relative to dental procedures, HIPAA, psychological issues dealing with patient care, communication, and multicultural interaction.

Prerequisites: None

DEN 126 Clinical Dental Procedures I

Students will have the opportunity to learn about endodontics, pulp testing, oral and maxillofacial surgery, dental instruments, dental implants, and orthodontics.

Prerequisites: None

DEN 107 Dental Office Administration II

This course covers the important aspects of the dental front office to include patient records, filing, dental insurance, and the computerized dental office.

Prerequisites: None

DEN 121 Prevention & Nutrition

This course covers preventive dentistry, oral hygiene techniques, fluoridation, dental flossing techniques, dental caries, how nutrition is used in dentistry, food labeling, vitamins and minerals, and eating disorders.

Prerequisites: None

DEN 125 Fundamentals of Dentistry II

This course includes an overview of basic dental terminology, anatomy and oral structures terminology, tooth origin and formation terminology.

Prerequisites: None

DEN 127 Clinical Dental Procedures II

This course provides an opportunity for students to learn about Pediatric dentistry and enamel sealants, Pit and Fissure Sealants, Periodontics and Coronal Polish.

Prerequisites: None

DEN 111 Dental Radiography II

This course includes an overview of the basics of dental x-rays, film, the assistant's responsibilities, patient's responsibilities, and safety precautions. Students will learn about dental film exposures, processing x-rays, mounting radiographs, and radiographic errors, intraoral, extraoral radiographs, mandibular and maxillary landmarks, and special radiographs including but not limited to paralleling techniques and full mouth x-rays on patient #1 as per the State of California requirements.

Prerequisites: None

DEN 131 Dental Pharmacology

Students will learn about microbiology and how it pertains to the dental field, pharmacology including medications and prescriptions, anesthesia, sedation and patient monitoring.

Prerequisites: None

DEN 135 Fundamentals of Dentistry III

Course content covers general anatomy and physiology, head and neck anatomy, how to prepare for patient care, emergency management, and CPR.

Prerequisites: None

COURSE DESCRIPTIONS

DEN 112 Dental Radiography III

Students will learn the basics of dental x-rays, film, assistant's responsibilities, patient's responsibilities, and safety precautions. Students will learn about dental film exposures, special radiographs, processing x-rays, mounting radiographs, and radiographic errors, radiograph interpretations regarding tooth and surrounding tissues, mandibular and maxillary landmarks, digital imaging systems, and special radiographs including but not limited to intraoral, extraoral, digital, and full mouth x-rays on patients #2, 3, and 4 as per the State of California requirements.

Prerequisites: None

DEN 145 Fundamentals of Dentistry IV

Students will learn basic dental terminology and abbreviations related to patient examination, preventive education for patients, various diseases, immunity, and infection control.

Prerequisites: None

DEN 150 Chairside Assisting

Students are taught practical skills for assisting with a wide range of dental procedures. Covered are the basic concepts of chairside assisting, chairside instruments, instrument transferring, tray systems, maintaining the operating field, dental charting, and oral pathology.

Prerequisites: None

DEN 128 Clinical Dental Procedures III

This course provides students with the opportunity to learn about fixed prosthodontics, gingival retraction, cosmetic dentistry, teeth whitening, and removable prosthodontics.

Prerequisites: None

DEN 156 Fundamentals of Dentistry V

Course content covers OSHA Bloodborne Pathogens, Hazardous Materials Standard, disposal of sharps, MSDS manuals, hazardous chemical identification, and engineering / work practice controls.

Prerequisites: None

DEN 167 Dental Materials

Course content covers dental cements, bases, liners, bonding agents, restorative materials, dental dam, matrix, wedge, laboratory materials and techniques. Students will learn about and demonstrate the use of equipment employed in the making of casts and impressions.

Prerequisites: None

DEN 200 Externship

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

Prerequisites: Dental Sequences I, II, III, IV, & V

DIAGNOSTIC MEDICAL SONOGRAPHY

OBJECTIVE

To prepare the student, through didactic, laboratory, and clinical instruction in the theoretical knowledge, tasks, skills, and responsibilities required of an entry-level general sonographer. Within the framework of the curriculum is information related to anatomy and physiology, pathophysiology, ultrasound scanning techniques and protocols, the sonographer's scope of practice, medical terminology, patient care, medical communications, and professional medical ethics.

ADMISSION REQUIREMENTS

Bachelor's Degree (any major) or graduate of a single subject two-year allied health care associate degree program that is patient care related, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
DMS 210	Abdominal & Small Parts Ultrasound Imaging	96			6.0
DMS 210 L	Abdominal & Small Parts Ultrasound Imaging Lab		124		4.0
DMS 215	Fundamentals of Sonography	20			1.0
Sequence I Total		116	124		11.0

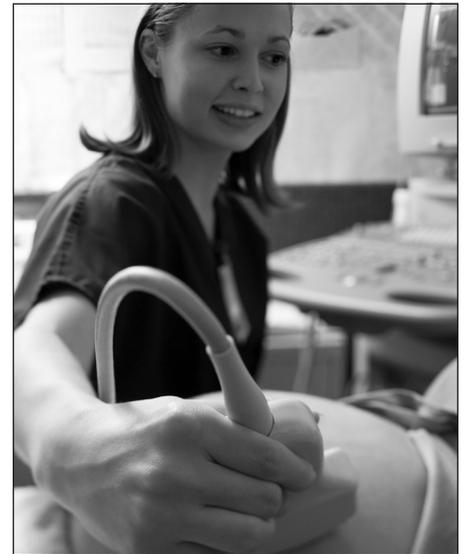
Course #	Course	Theory	Lab	Extern	Credits
DMS 220	Obstetrics & Gynecology Ultrasound Imaging	96			6.0
DMS 220 L	Obstetrics & Gynecology Ultrasound Imaging Lab		124		4.0
DMS 225	Patient Care for Sonographers	20			1.0
Sequence II Total		116	124		11.0

Course #	Course	Theory	Lab	Extern	Credits
DMS 230	Introduction to Vascular Ultrasound Imaging	96			6.0
DMS 230 L	Introduction to Vascular Ultrasound Imaging Lab		124		4.0
DMS 235	Patient / Sonographer Interaction	20			1.0
Sequence III Total		116	124		11.0

Course #	Course	Theory	Lab	Extern	Credits
DMS 240	Physical Principles & Instrumentation of Ultrasound	96			6.0
DMS 240 L	Physical Principles & Instrumentation of Ultrasound		124		4.0
DMS 245	Professional Aspects of Sonography	20			1.0
Sequence IV Total		116	124		11.0

Course #	Course	Theory	Lab	Extern	Credits
DMS 250	Clinical Practicum I			480	10.5
Sequence V Total				480	10.5

Course #	Course	Theory	Lab	Extern	Credits
DMS 260	Clinical Practicum II			480	10.5
Sequence VI Total				480	10.5
PROGRAM TOTALS		464	496	960	65.0



LOCATIONS



Houston

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

If not already completed as a part of the applicant's prior education, a minimum of 3 credits of each of the following college level general education courses must be completed prior to program acceptance: Mathematics, Anatomy & Physiology, Communications, and Physics. Program length is 72 weeks. There is a total of 1920 hours of training. Graduates of this program are granted a certificate. Graduates of this program are eligible to apply to sit for the American Registry of Diagnostic Medical Sonographers Examination.

COURSE DESCRIPTIONS

DMS 210 Abdominal and Small Parts Ultrasound Imaging

This course covers the theoretical aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. Emphasis is placed upon basic anatomy and physiology, pathologies of specified organs, normal and abnormal ultrasound appearances of the organs of the abdominal cavity, retroperitoneum, breast, thyroid, parathyroid, prostate, and testes. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images through the use of power point slides and studies. Clinical indications for ultrasound examination of the abdomen and small parts, and differential diagnoses will also be presented and considered. DMS 210 must be taken concurrently with DMS 210L.

Prerequisites: None

DMS 210L Abdominal and Small Parts Ultrasound Imaging Laboratory

This course focuses upon the application of generally accepted scanning techniques and protocols utilized for ultrasound examination of the abdomen, related structures, and small parts. This course includes instruction and demonstration related to patient preparation and positioning employed to achieve optimum ultrasound images. Proper identification and representation of normal and abnormal anatomy is stressed. Laboratory demonstrations and scanning exercises coincide with DMS 210 to integrate and reinforce understanding of the didactic and hands on elements in sonographic evaluation of the abdomen and small parts. DMS 210L must be taken concurrently with DMS 210.

Prerequisites: None

DMS 215 Fundamentals of Sonography

This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques. The student will learn causes of ergonomic injuries, how to prevent them, and causes of sonographer stress. Students will also discuss the different imaging modalities within the radiology department and their value in providing diagnostic information.

Prerequisites: None

DMS 220 Obstetrics and Gynecology Ultrasound Imaging

This course is an in-depth study of the normal and abnormal conditions that affect the reproductive organs of the female pelvic cavity and the developing fetus, including cross-sectional anatomy, physiology, pathology, and pathophysiology. Emphasis is placed upon ultrasonic identification and assessment of the normal and pathological conditions of the uterus, ovaries and fetus. The sonographer's role in determining fetal biometry measurements, age, weight, and well being is covered. Clinical indications and differential diagnoses for OB/GYN ultrasound examinations are also discussed. DMS 220 must be taken concurrently with DMS 220L.

Prerequisites: None

DMS 220L Obstetrics and Gynecology Ultrasound Imaging Laboratory

Students learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal versus abnormal anatomy, optimization of ultrasonic images, ultrasound documentation of findings, biometry measurements, and preparation of initial preliminary reports to the interpreting physician. Demonstration and instruction in patient preparation and patient positioning techniques is also included. DMS 220 didactic instruction and laboratory instruction coincide to reinforce and integrate theory and hands on scanning skills. DMS 220L must be taken concurrently with DMS 220.

Prerequisites: None

DMS 225 Patient Care for Sonographers

This course presents the student with different aspects of patient care that are relevant to the sonographer. Focus is placed on patient/sonographer interaction, patient confidentiality and HIPAA compliance, sonographic positioning techniques, patient history taking, patient preparation for different types of ultrasound examinations, and vital signs.

Prerequisites: None

DMS 230 Introduction to Vascular Ultrasound Imaging

This introductory course in vascular ultrasound introduces the student to the hemodynamic considerations of the arterial and venous vascular systems. Also covered are the principles and techniques of spectral analysis, waveform analysis and interpretation, Color Doppler, and Power Doppler. The course focuses on the anatomy and physiology of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images through the use of power point slides and studies. Emphasis will be placed on types of vascular ultrasound examinations most commonly ordered, the clinical indications for various types of vascular duplex examinations, differentiation of normal versus abnormal conditions, and interpretation of ultrasound findings. DMS 230 must be taken concurrently with DMS 230L.

Prerequisites: None

DMS 230L Introduction to Vascular Ultrasound Imaging Laboratory

Students will learn standard ultrasound imaging techniques and protocols for duplex examination of the most commonly ordered vascular ultrasound studies. Focus is placed on duplex ultrasound examinations of the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. The course is designed to prepare the student to perform the most common vascular ultrasound studies that may be required of the general sonographer. DMS 230 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning skills. DMS 230L must be taken concurrently with DMS 230.

Prerequisites: None

COURSE DESCRIPTIONS

DMS 235 Patient / Sonographer Interaction

In this course students will learn patient care skills that apply to Diagnostic Medical Sonography. Emphasis is placed on body mechanics and patient transfer techniques, care techniques for patients with tubing, standard precautions for infection control, aseptic / sterile technique, isolation techniques, emergency medical situations, caring for special needs patients, and communications with patients and other health care professionals.

Prerequisites: None

240 Physical Principles and Instrumentation of Ultrasound

This course provides a firm foundation in the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. Coursework includes the basic acoustic principles of ultrasound, propagation of ultrasound in tissue, the physics of pulsed ultrasound, Doppler principles, the components of the ultrasound imaging instrument, common artifacts in imaging, quality assurance, bioeffects, and safety in operation of the ultrasound imaging system. DMS 240 must be taken concurrently with DMS 240L.

Prerequisites: None

DMS 240L Physical Principles and Instrumentation of Ultrasound Laboratory

This course emphasizes operation of the instrumentation controls required for optimum operation of the ultrasound imaging instrument. Students are provided with hands on instruction in equipment operation and adjustment of gray scale and Doppler controls required for the production of ultrasound images. Maintenance of the ultrasound scanning unit and patient safety considerations in equipment operation are also covered. DMS 240 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning and equipment operation skills. DMS 240L must be taken concurrently with DMS 240.

Prerequisites: None

DMS 245 Professional Aspects of Sonography

The aspects of sonography as a career choice will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, resume writing and interview techniques.

Prerequisites: None

DMS 250 Clinical Practicum I

During this course the student will be assigned and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through both observation of and participation in clinical case studies of patients undergoing ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task based performance objectives.

Prerequisites: Successful completion of Sequences I, II, III, & IV courses

DMS 260 Clinical Practicum II

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect scanning skills in the clinical environment and to learn more advanced imaging techniques, protocols, and procedures required of the practicing sonographer. The student will gain more experience in performing various ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task based performance objectives.

Prerequisites: Successful completion of Sequences I, II, III, IV, & V courses

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 the pre-hospital sick or injured patient and their safe transportation to an acute care hospital. Topics to be covered will include anatomy & physiology, communication, patient assessment, and emergency interventions.

ADMISSION REQUIREMENTS

Eighteen years of age and a reading competency equivalent to the 9th grade level. Current CPR-Healthcare Professional certification is required. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
EMS 130	Emergency Medical Technician	112	44		9.0
EMS 130C	Emergency Medical Technician Clinical			24	0.5
Program Totals		112	44	24	9.5

COURSE DESCRIPTIONS

EMS 130 Emergency Medical Technician

This course prepares the Emergency Medical Technician (EMT) student to provide pre-hospital assessment and care for patients of all ages who have a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical service systems as well as the roles and responsibilities of EMTs. Other topics include anatomy and physiology, medical emergencies, trauma, patient transportation, and skills necessary for pre-hospital settings.

Prerequisites: None

EMS 130C Emergency Medical Technician

This course provides the concurrently enrolled EMS 130 student opportunities to apply learned objectives in a clinical setting. The clinical rotations will afford the student, under direct supervision of an authorized preceptor, the ability to use skills and knowledge learned in EMS 130. Each student is required to complete a total of 24 hours of observation under the supervision of a preceptor. The cumulative clinical hours must be complete prior to the last day of EMS 130.

Prerequisites: None

LOCATIONS



Mesa

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Program length: classes total 10 weeks. The total number of program hours is 180. Graduates of this program will receive a certificate. Graduates from an approved EMT program are eligible to apply to take the National Registry of Emergency Medical Technicians (NREMT) and apply for state EMT certification.

MASSAGE THERAPY

OBJECTIVE

This program is designed to provide students with interpersonal and professional skills appropriate to the practice of massage therapy. Students will apply knowledge gained from classroom instruction and lab practice in client services, business development, hygiene, and massage theory and techniques in a structured clinical setting.

ADMISSION REQUIREMENTS

Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Intern	Credits
CAP 155	Anatomy & Physiology	40			2.5
CSK 100	Study Skills	15			1.0
MAS 103	Swedish Massage	15	50		2.5
Professional Sequence I Total		70	50		6.0

Course #	Course	Theory	Lab	Intern	Credits
MAS 113	Condition Specific Massage	15	35		2.0
MAP 105	Anatomy and Physiology	30			2.0
CCB 100	Computer Basics		15		0.5
INT 140	Internship I			25	0.5
Professional Sequence II Total		45	50	25	5.0

Course #	Course	Theory	Lab	Intern	Credits
MAS 123	Therapeutic Massage	15	40		2.0
MAP 112	Kinesiology	15	15		1.5
CHS 115	CPR and First Aid	8	2		0.5
INT 145	Internship II			25	0.5
Professional Sequence III Total		38	57	25	4.5

Course #	Course	Theory	Lab	Intern	Credits
MAS 133	Asian Theory and Body Work	10	30		1.5
MAS 230	Massage for Special Populations	10	15		1.0
MAP 117	Kinesiology	15	15		1.5
INT 150	Internship III			25	0.5
Professional Sequence IV Total		35	60	25	4.5

Course #	Course	Theory	Lab	Intern	Credits
MAS 203	Spa Technologies	10	35		1.5
MLE 123	Medical Law and Ethics	30			2.0
CBU 225	Practice Development	20			1.0
INT 155	Internship IV			25	0.5
Professional Sequence V Total		60	35	25	5.0

Course #	Course	Theory	Lab	Intern	Credits
MAS 155	Sports Massage	15	35		2.0
MAP 130	Pathology, Contraindications, and Pharmacology	45			3.0
INT 160	Internship V			25	0.5
Professional Sequence VI Total		60	35	25	5.5
PROGRAM TOTALS		308	287	125	30.5



LOCATIONS



East Valley

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Program length: day classes total 36 weeks and evening classes total 42 weeks. The total number of program hours is 720. Graduates of this program will receive a certificate and are qualified to apply to sit for the National Certification Exam for Massage Therapy.

COURSE DESCRIPTIONS

CAP 155 Anatomy & Physiology

In addition to the body's cellular and histological composition, the course content includes the structure and function of the following systems: integumentary, skeletal, musculoskeletal, nervous, circulatory and lymphatic.

Prerequisites: None

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

MAS 103 Swedish Massage

This course provides an introduction to the history, basic theory and practice of Swedish massage. Information concerning massage equipment, required documentation, body and table mechanics, and client draping are also presented. Students are also introduced to corporate chair massage.

Prerequisites: None

MAS 113 Condition Specific Massage

Students receive instruction on working with clients with specific injuries or dysfunctions. Included are specific massage techniques for low back release, carpal tunnel syndrome, rotator cuff injuries, and temporomandibular joint dysfunction. Students also learn postural and gait assessment.

Prerequisites: Professional Sequence I

MAP 105 Anatomy & Physiology

This course builds on the foundational principles of CAP 155. While the following systems are addressed individually; nervous, endocrine, cardiovascular, respiratory, digestive, sensory, urinary and reproductive, students are challenged to understand the complexity and integration of the body as a whole. Students apply this knowledge within the context of massage therapy.

Prerequisites: Professional Sequence I

CCB 100 Computer Basics

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.

Prerequisites: None

INT 140 Internship I

This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.

Prerequisites: Professional Sequence I

MAS 123 Therapeutic Massage

This course focuses on therapeutic muscle-specific massage techniques, including palpation, friction, myofascial release and trigger points.

Prerequisites: Professional Sequence I

MAP 112 Kinesiology

This course covers the origins, insertions, and actions of muscles in the shoulder girdle, upper extremities, pelvis, thigh, leg and foot. Students also learn the ways these muscles and bones work together to create movement.

Prerequisites: Professional Sequence I

CHS 115 CPR & First Aid

Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.

Prerequisites: None

INT 145 Internship II

This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.

Prerequisites: Professional Sequence I

MAS 133 Asian Theory and Body Work

Students will learn about Asian theory, energy, and receive an introduction to a variety of massage modalities that focus around energy work and Asian techniques.

Prerequisites: Professional Sequence I

MAS 230 Massage for Special Populations

Instruction is given in basic massage theory, proper positioning, and techniques for special populations including pregnancy, geriatric, handicapped and terminally ill. Students will learn to modify their massage techniques and approach, depending on the client.

Prerequisites: Professional Sequence I

COURSE DESCRIPTIONS

MAP 117 Kinesiology

This course covers the origins and insertions of muscles in the spine, thorax, head, neck and face. Students also learn the ways these muscles and bones work together to create movement.

Prerequisites: Professional Sequence I

INT 150 Internship III

This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.

Prerequisites: Professional Sequence I

MAS 203 Spa Technologies

Student will learn basic theory and application of various spa techniques including hot and cold hydrotherapy, aromatherapy, exfoliation, scrubs, wraps, paraffin bath techniques, and hot stone massage.

Prerequisites: Professional Sequence I

MLE 123 Medical Law & Ethics

An overview of basic legal and ethical principles and practices as they relate to medical profession is provided. Topics include ethical considerations, legal issues, medical negligence, and the workplace. Students also learn about the ethics of the massage profession, professional boundaries for massage therapists and state, county and city guidelines.

Prerequisites: Professional Sequence I

CBU 225 Practice Development

This course will help students identify career opportunities and learn methods for documentation and billing. Emphasis is placed on entrepreneurial skills, locating job prospects, creating a resume, interviewing, and marketing.

Prerequisites: Professional Sequence I

INT 155 Internship IV

This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.

Prerequisites: Professional Sequence I

MAS 155 Sports Massage

This course emphasizes injury prevention techniques for athletes, including stretching, postural release techniques, flexibility, biomechanics of stretching, range of motion, and facilitated assisted stretching. Students also learn the different types/or times to massage an athlete (pre-event, inter-event and post event) along with injury rehabilitation and maintenance. Lymph system drainage and reflexology are also introduced, along with a review of corporate chair massage.

Prerequisites: Professional Sequence I

MAP 130 Pathology, Contraindications and Pharmacology

In this course, contraindications to massage and basic pathological disorders are studied to prepare the therapist for clients with specific conditions including cancer, multiple sclerosis, and fibromyalgia. Pharmacology information is presented with respect to massage. Basic information and guidelines concerning medications are studied, as well as information regarding specific classes of medications and massage.

Prerequisites: Professional Sequence I

INT 160 Internship V

This course provides students an opportunity to apply skills learned in other courses in a supervised setting. Students will work in the school's clinic, performing clinical and administrative duties required of massage therapists in a clinical setting.

Prerequisites: Professional Sequence I

MEDICAL ADMINISTRATIVE ASSISTANT

OBJECTIVE

To develop in students the personal traits and professional skills needed to perform as competent entry-level Medical Administrative Assistants. The program provides students with knowledge of medical terminology, law, office management, medical insurance, computers, and accounting procedures.

ADMISSION REQUIREMENTS

Successful completion of a typing test. Please reference additional requirements on page 101 of this catalog.

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

*Successful completion of CSK 100, CAT 150, CCB 100, and CMF 95 is required either online or on-ground prior to externship.

Course #	Course	Theory	Lab	Extern	Credits
MAA 100	Office Management	30	30		3.0
MAA 102	Introduction to Insurance and Coding	15	15		1.5
MAA 104	Business Writing and EHR	15	15		1.5
Professional Sequence I Total		60	60		6.0

**Professional Sequence I must be successfully completed prior to entrance into Professional Sequences II and III.

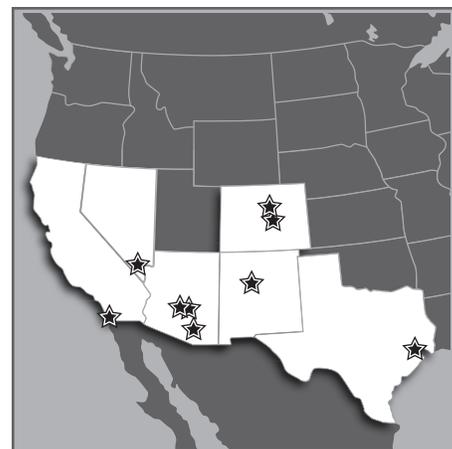
Course #	Course	Theory	Lab	Extern	Credits
MAA 132	Communication	15			1.0
MAA 134	Vital Sign Basics		15		0.5
MAA 136	Computer Applications for the Medical Office	15	45		2.5
MAA 138	Medical Billing and Coding	15	15		1.5
Professional Sequence II Total		45	75		5.5

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

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



LOCATIONS



Albuquerque, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Mesa, Online, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Online, on-ground*

Program length is 30 weeks days and 34 weeks evening. There is a total of 720 hours of training. Graduates of this program are granted a certificate.

COURSE DESCRIPTIONS

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.

Prerequisites: None

CCB 100 Computer Basics

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.

Prerequisites: None

CMF 95 Math Fundamentals

The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.

Prerequisites: None

CHS 100 CPR & First Aid

Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.

Prerequisites: None

MAA 100 Office Management

Practical aspects of medical office procedures are presented and practiced in this course. Students will perform procedures related to friendly and efficient telephone techniques, appointment scheduling, patient reception and processing, and medical records management. Financial aspects of a medical office including billing and financial records will also be discussed.

Prerequisites: None

MAA 102 Introduction to Insurance and Coding

This course will cover third-party reimbursement, diagnostic and procedural coding, insurance coding, insurance terminology, and types of government sponsored insurance including worker's compensation. Students will perform coding tasks and complete sample insurance claim forms.

Prerequisites: None

MAA 104 Business Writing and EHR

Students develop an understanding of Electronic Health Records. Word processing techniques are applied to the types of documents typically found in a medical environment. HIPAA rules are discussed. Opportunities are given to write and to edit. Students create sample portfolios that may serve as references in the workplace.

Prerequisites: None

MAA 132 Communication

This course provides the student with experience with the wide range of communication skills necessary for success in medical administrative assisting. Verbal and non-verbal communication, speaking and listening critically, taking into consideration age and cultural differences, and other topics are included. Opportunities will be given to role play patient interaction and to develop materials necessary to communicate with patients.

Prerequisites: Professional Sequence I

MAA 134 Vital Sign Basics

This course will focus on having students learn the measurement of basic vital signs. In a lab setting, students will observe the demonstration of obtaining vital signs and then will practice measuring basic vital signs. Proper documentation within a medical record will also be emphasized.

Prerequisites: Professional Sequence I

MAA 136 Computer Applications for the Medical Office

This course will use a hands-on approach to have students working with Microsoft Word © and Microsoft Excel ©, especially for application in the medical office.

Prerequisites: Professional Sequence I

MAA 138 Medical Billing and Coding

Information regarding third-party reimbursement, diagnostic and procedural coding, and health insurance claim forms are presented. Students will perform coding tasks and complete sample insurance claim forms.

Prerequisites: Professional Sequence I

COURSE DESCRIPTIONS

MDA 136 Medical Law and Ethics

The main focus of this course is the legal issues and guidelines relating to Medical Assisting. Topics include access and disclosure of medical information, patient confidentiality, and ethical considerations.

Prerequisites: Professional Sequence I

MAA 142 Electronic Health Records

Students will build upon previous knowledge of Electronic Health Records. They will be given opportunities to explore at a much deeper level the functionality of an EHR program and to practice office management skills using the EHR program.

Prerequisites: None

MAA 144 Written Communication in the Medical Office

Students will practice spelling, grammar, and typing skills with an emphasis on accuracy and fluency. These skills will be applied in producing written communication documents for a medical office.

Prerequisites: None

MAA 155 Externship

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

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

MEDICAL ASSISTANT

OBJECTIVE

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

ADMISSION REQUIREMENTS

Successful completion of a typing test. Please reference additional requirements on page 101 of this catalog. See insert for California students.

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

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required either online or on-ground prior to externship.

Course #	Course	Theory	Lab	Extern	Credits
MAA 100	Office Management	30	30		3.0
MAA 102	Introduction to Insurance and Coding	15	15		1.5
MAA 104	Business Writing and EHR	15	15		1.5
Professional Sequence I Total		60	60		6.0

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

Course #	Course	Theory	Lab	Extern	Credits
MDA 111	Examination Techniques	15	30		2.0
MDA 121	Clinical Aspects of Coding & Billing	15	15		1.5
MDA 130	Surgical Procedures	15	30		2.0
Professional Sequence II Total		45	75		5.5

Course #	Course	Theory	Lab	Extern	Credits
MDA 106	Pharmacology	30	30		3.0
MDA 136	Medical Law and Ethics	15			1.0
MDA 120	Medical Office Laboratory Procedures	15	30		2.0
Professional Sequence III Total		60	60		6.0

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

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



LOCATIONS



Albuquerque, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Online (Career Prep), on-ground*

Program length: day classes total 35 weeks and evening classes total 40 weeks. The total number of program hours is 800. Graduates of this program are granted a certificate.

COURSE DESCRIPTIONS

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.

Prerequisites: None

CCB 100 Computer Basics

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.

Prerequisites: None

CMF 95 Math Fundamentals

The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.

Prerequisites: None

CHS 100 CPR & First Aid

Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.

Prerequisites: None

MAA 100 Office Management

Practical aspects of medical office procedures are presented and practiced in this course. Students will perform procedures related to friendly and efficient telephone techniques, appointment scheduling, patient reception and processing, and medical records management. Financial aspects of a medical office including billing and financial records will also be discussed.

Prerequisites: None

MAA 102 Introduction to Insurance and Coding

This course will cover third-party reimbursement, diagnostic and procedural coding, insurance coding, insurance terminology, and types of government sponsored insurance including worker's compensation. Students will perform coding tasks and complete sample insurance claim forms.

Prerequisites: None

MAA 104 Business Writing and EHR

Students develop an understanding of Electronic Health Records. Word processing techniques are applied to the types of documents typically found in a medical environment. HIPAA rules are discussed. Opportunities are given to write and to edit. Students create sample portfolios that may serve as references in the workplace.

Prerequisites: None

MDA 111 Examination Techniques

Demonstrations are provided on assisting the physician in performing physical examinations. Emphasis is placed on obtaining a medical history, measure of vital signs, auditory and visual testing, equipment set up, and proper positioning and draping of patients. Patient charting and documentation is also practiced.

Prerequisites: Professional Sequence I

MDA 121 Clinical Aspects of Coding and Billing

An overview of Medicaid, Medicare, private insurance and managed care verification and benefits are presented. Pre-authorization, referral procedures and medical record documentation will be practiced. A review and practice of diagnostic, procedural and laboratory coding will also be performed.

Prerequisites: Professional Sequence I

MDA 130 Surgical Procedures

Instruction is presented on assisting the physician with minor office surgery, patient preparation, tray setup, scrubbing, identification and use of surgical instruments and supplies, postoperative dressing and surgical asepsis. Students will also learn correct body mechanics for assisting in patient transfer, how to identify different types of fractures and assist with correct casting procedures. Therapeutic modalities, assistive devices and surgical intervention will be discussed.

Prerequisites: Professional Sequence I

COURSE DESCRIPTIONS

MDA 106 Pharmacology

This course will familiarize students with basic drug information including regulation, pharmacokinetics, classification, dosage calculation, and drug forms. Students will learn and practice safe, effective administration practices.

Prerequisites: Professional Sequence I

MDA 136 Medical Law and Ethics

The main focus of this course is the legal issues and guidelines relating to Medical Assisting. Topics include access and disclosure of medical information, patient confidentiality, and ethical considerations.

Prerequisites: Professional Sequence I

MDA 120 Medical Office Laboratory Procedures

Techniques are taught to enable students to perform the routine laboratory procedures conducted in physicians' offices. Information regarding laboratory safety, specimen collection and processing, electrocardiography, pulmonary testing and urinalysis are presented. Clinical Laboratory Improvement Amendments (CLIA) and Occupational Safety and Health Administration (OSHA) regulations are discussed.

Prerequisites: Professional Sequence I

MDA 125 Medical Office Laboratory Procedures

Techniques are taught to enable students to perform the routine laboratory procedures conducted in physicians' offices. Information regarding laboratory mathematics and measurement, use of laboratory equipment, collection and processing of specimens, microbiology, phlebotomy, and routine blood testing is presented.

Prerequisites: Professional Sequence I

MDA 141 Medical Specialty Procedures

Students are trained to assist the physician with special office examinations including pediatric, gynecologic and prenatal, dermatologic, endoscopic, gastrointestinal, geriatric, and neurological.

Prerequisites: Professional Sequence I

MDA 131 Communication

This course provides the student with experience in the wide range of communication skills necessary for success in medical assisting. Verbal and non-verbal communication, speaking and listening critically, taking into consideration age, cultural differences, medical disabilities and other topics are included. Patient education including nutrition and diet are also addressed. Opportunities will be given to role play patient interaction and patient education scenarios.

Prerequisites: Professional Sequence I

MDA 275 Externship

This externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assistant skills in working with patients. The student will work under the direct supervision of qualified personnel at the participating externship site, and under general supervision of program faculty and placement staff.

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

NURSING ASSISTANT/NURSE AIDE

OBJECTIVE

To provide students with didactic and clinical training in preparation for entry-level employment as a Nursing Assistant or Nurse Aide. Students have the opportunity to develop professional skills in bed making, patient transfer, and personal care techniques.

ADMISSION REQUIREMENTS

Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits	Hours
NA 101	Introduction to Health Care	15	7.5		1.0	22.5
NA 102	Nursing Arts I	15	7.5		1.0	22.5
NA 103	Nursing Arts II	15	7.5		1.0	22.5
NA 104	Nursing Arts III	7.5	15		1.0	22.5
NA 105	Externship			40	0.5	40.0
Program Totals		52.5	37.5	40	4.5	130.0



COURSE DESCRIPTIONS

NA 101 Introduction to Health Care

This course provides the student with an overview of health care and the nursing assistant/nurse aide scope of practice. Topics include ethics, components of effective communication, charting, techniques for maintaining medical asepsis, and obtaining vital signs. *Prerequisites: None*

NA 102 Nursing Arts I

In this course, anatomy and physiology is covered, including how it relates to patient care. Techniques for maintaining a safe physical environment, protocols for dealing with emergency situations, and proper methods for assisting patients with daily living tasks and functions are covered. *Prerequisites: None*

NA 103 Nursing Arts II

Basic techniques learned in previous courses are expanded upon to cover management of skin disorders, communicable diseases, diet, specimen collection and testing, orthopedic conditions, hot and cold treatments, pre and postoperative care, and end of life care. Procedures related to patient admission, transfer, and discharge procedures are also covered. *Prerequisites: None*

NA 104 Nursing Arts III

In this course, students are taught how to provide extended patient care. Topics include bed making, hygiene and grooming, restorative care and rehabilitation, and sub-acute care. *Prerequisites: None*

NA 105 Externship

The externship is an extension of the classroom experience to demonstrate, in an employment setting, the skills learned in the classroom. *Prerequisites: All Nursing Assistant Courses*

LOCATIONS



Denver, East Valley, Houston, Mesa

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Program length: day classes total 5 weeks and evening classes total 6 weeks. The total number of program hours is 130. Graduates of this program are granted a certificate.

PHARMACY TECHNICIAN

OBJECTIVE

To provide students with didactic and clinical training in preparation for entry-level employment. Students have the opportunity to develop professional skills in customer service, prescription preparation, patient profiling, and drug inventory maintenance.

ADMISSION REQUIREMENTS

Applicants are required to score a minimum of 77% on a mathematics screening exam. Nevada Administrative Code 639.240(c) denies licensure to anyone who has been convicted of any felony or a misdemeanor involving moral turpitude, dishonesty or the unlawful possession, sale or use of drugs. Please reference additional requirements on page 101 of this catalog.

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

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required either online or on-ground prior to externship.

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

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

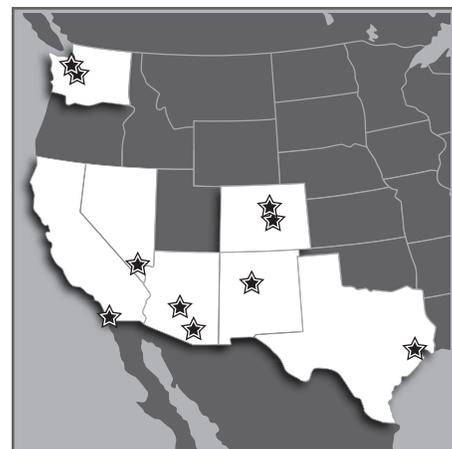
Course #	Course	Theory	Lab	Extern	Credits
PHA 135	Pharmacy Math	15			1.0
PHA 140	Principles of Customer Service	10	5		0.5
PHA 220	Pharmacology	15	30		2.0
PHA 225	Pharmacy Laboratory Skills	15	30		2.0
Professional Sequence III Total		55	65		5.5

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

Course #	Course	Theory	Lab	Extern	Credits
PHA 275	Externship			200	4.0
Externship Total				200	4.0
PROGRAM TOTALS		350	250	200	34.5



LOCATIONS



Albuquerque, Chula Vista, Colorado Springs, Denver, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Online (Career Prep), on-ground*

Program length: day classes total 35 weeks and evening classes total 40 weeks. The total number of program hours is 800. Program length Chula Vista Campus: day classes total 33 weeks and evening classes total 38 weeks. The total number of program hours in Chula Vista is 720. The Chula Vista program includes 1 different class (PHA 260 Externship totaling 2.5 credits). Program length Las Vegas Campus: day classes total 36 weeks and evening classes total 41 weeks. The total number of program hours is 840. The Las Vegas program includes 1 different class (PHA 250 Externship totaling 5 credits). Graduates of this program are granted a certificate in Pharmacy Technician and receive a certificate in IV/Sterile Products from the National Pharmacy Technician Association.

COURSE DESCRIPTIONS

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.

Prerequisites: None

CCB 100 Computer Basics

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.

Prerequisites: None

CMF 95 Math Fundamentals

The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.

Prerequisites: None

CHS 100 CPR & First Aid

Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.

Prerequisites: None

PHA 115 Pharmacy Math

Students will review mathematical concepts for pharmaceutical calculations and business math calculations.

Prerequisites: None

PHA 120 Inventory Maintenance

Inventory Maintenance teaches the procedures for maintaining a pharmacy inventory. Those procedures include method identification, ordering drugs and supplies, checking invoices against receipts, storage of drugs, and identification and disposal of expired medications.

Prerequisites: None

PHA 200 Pharmacology

This course deals with the pathology and pharmacology of the nervous (both physical and mental) and musculoskeletal systems. The topics of pain relief, inflammation, and insomnia are discussed.

Prerequisites: None

PHA 102 Pharmacy Law & Ethics

Introduces the student to the legal and ethical requirements of a Pharmacy Technician.

Prerequisites: None

PHA 125 Pharmacy Math

Students will review mathematical concepts for pharmaceutical calculations used in reconstitutions, dilutions, and concentrations.

Prerequisites: None

PHA 108 Pharmacy Technician Duties

Introduces the student to the duties performed by Pharmacy Technicians.

Prerequisites: None

PHA 210 Pharmacology

This course deals with the pathology and pharmacology of the gastrointestinal, respiratory, and cardiovascular systems as well as vitamins and minerals.

Prerequisites: None

PHA 135 Pharmacy Math

Students will review mathematical concepts for pharmaceutical and IV calculations.

Prerequisites: None

PHA 140 Principles of Customer Service

Oral and written communication techniques for business and customer applications, as well as an overview of professional approaches to customer service, are taught within the framework of the professional scope of practice for a Pharmacy Technician/Aide.

Prerequisites: None

COURSE DESCRIPTIONS

PHA 220 Pharmacology

This course deals with the pathology and pharmacology of the urinary, endocrine and lymphatic systems.

Prerequisites: None

PHA 225 Pharmacy Laboratory Skills

Students are given an opportunity to practice their skills in a simulated pharmacy environment. Students will practice compounding, utilizing equipment for weighing, measuring, compounding, comminuting, and blending of drugs. Students will also practice labeling, record keeping, and preparation of ointments, creams, IVs, pain cocktails, powders, and capsules.

Prerequisites: None

PHA 145 Pharmacy Math

Students will review mathematical concepts for pharmaceutical calculations involving body weight and mass.

Prerequisites: None

PHA 160 Pharmacy Computer Applications

This course deals with the uses of a computer in a pharmacy setting. Common applications are explained and practiced.

Prerequisites: None

PHA 230 Pharmacology

This course deals with the pathology and pharmacology of the eyes, ears and skin. Neoplastic/oncology agents and anti-infectives are also covered.

Prerequisites: None

PHA 240 Fundamentals of Chemistry

This course provides an introduction to chemistry as it applies to the body and to the action of drugs in the body. Basic chemical principles are explored and applied to the absorption, distribution, metabolism, and excretion of drugs.

Prerequisites: None

PHA 275 Externship

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

Prerequisites: Career Prep and Professional Sequences I - IV. In the State of Washington students must be registered Pharmacy Assistants to be eligible to participate in externship.

PHLEBOTOMY TECHNICIAN

OBJECTIVE

To develop in students the personal traits and professional skills needed to perform as competent entry-level Phlebotomy Technicians. Special emphasis is placed on vacutainer and syringe blood drawing methods and specimens processing.

ADMISSION REQUIREMENTS

Please reference additional requirements on page 101 of this catalog.

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

Course #	Course	Theory	Lab	Extern	Credits
PHL 200	Externship			160	3.5
Externship Total				160	3.5
PROGRAM TOTALS		70	70	160	10.0

COURSE DESCRIPTIONS

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management. *Prerequisites: None*

CHS 100 CPR & First Aid

Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered. *Prerequisites: None*

PHL 101 Anatomy and Physiology/Medical Terminology

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

This course provides an introduction to students regarding the care and use of laboratory equipment, lab reports, and departments. The correct procedures for collecting non-blood specimens are covered. Effective oral and written communication skills for the workplace are taught and practiced. *Prerequisites: None*

PHL 103 Phlebotomy

This course provides instruction 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. *Prerequisites: None*

PHL 200 Externship

Provides practical experience in medical laboratories, clinics, and hospitals, to reinforce subject matter and skills learned in the classroom. *Prerequisites: All Phlebotomy Technician Courses*



LOCATIONS



East Valley, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Program length: day classes total 11 weeks and evening classes total 13 weeks. The total number of program hours is 300. Graduates of this program are granted a certificate.

VETERINARY ASSISTANT

OBJECTIVE

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

ADMISSION REQUIREMENTS

Please reference additional requirements on page 101 of this catalog.

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

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required either online or on-ground prior to externship.

Course #	Course	Theory	Lab	Extern	Credits
VTA 125	Comparative Veterinary Anatomy & Physiology	45			3.0
VTA 130	Clinical Lab Procedures and Pathology	15	60		3.0
Professional Sequence I Total		60	60		6.0

Course #	Course	Theory	Lab	Extern	Credits
VTA 150	Animal Life Stages, Nutrition, and Husbandry	45			3.0
VTA 160	Animal Nursing and Diagnostic Imaging	15	60		3.0
Professional Sequence II Total		60	60		6.0

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

Course #	Course	Theory	Lab	Extern	Credits
VTA 275	Externship			240	5.0
Externship Total				240	5.0
PROGRAM TOTALS		295	185	240	30.0



LOCATIONS



Albuquerque, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Online (Career Prep), on-ground*

Program length: day classes total 30 weeks and evening classes total 34 weeks. The total number of program hours is 720. Graduates of this program are granted a certificate.

COURSE DESCRIPTIONS

CAT 150 Anatomy, Physiology, and Terminology

The focus of the course is developing a basic framework for the language of medicine through an understanding of anatomy and physiology, including discussion of the pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses.

Prerequisites: None

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

CCB 100 Computer Basics

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.

Prerequisites: None

CMF 95 Math Fundamentals

The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.

Prerequisites: None

CHS 100 CPR & First Aid

Students will learn how to administer first aid in non-life threatening emergencies such as seizures, fainting, and minor wounds. Procedures for activating the emergency medical system and providing CPR are also covered.

Prerequisites: None

VTA 125 Comparative Veterinary Anatomy & Physiology

An introductory study comparing the structures, functions and disorders of the body systems of various domesticated animals and selected exotic animals. Students will develop their understanding of medical terminology to encompass common veterinary medical terms and abbreviations.

Prerequisites: None

VTA 130 Clinical Lab Procedures and Pathology

This course is an investigation into the basic laboratory procedures to determine the presence of a variety of pathogens of importance in the veterinary field. The student will have the opportunity to demonstrate collection procedures. Topics include: laboratory equipment, hematology, urine and fecal analysis, parasitology, and the basics of clinical microbiology. Assisting with necropsy is also introduced.

Prerequisites: None

VTA 150 Animal Life Stages, Nutrition, and Husbandry

This course covers animal life stages from birth to old age, and issues related to animal death. Special attention is given to preventive health care, and the behavioral, dietary, housing and social needs throughout the lifetime of the canine, feline, equine and exotic species.

Prerequisites: None

VTA 160 Animal Nursing and Diagnostic Imaging

This course covers the basics of animal nursing including restraint techniques, physical exam and vital sign monitoring, ear and eye care, wound care and bandaging, and the basics of first aid and emergency medicine for small animals. Also addressed is the role of the veterinary assistant in the safe use of and positioning for diagnostic imaging modalities.

Prerequisites: None

VTA 110 Office Procedures

Students are introduced to facility types, paper and electronic record keeping, charting, client service and scheduling, OSHA safety regulations, and the role of the VA in the veterinary clinic. This course emphasizes the importance of professionalism in communications with clients, coworkers and potential employers.

Prerequisites: None

VTA 165 Pharmacology and Principles of Anesthesia

This course provides an introduction to the classification of medication including: classes, 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

COURSE DESCRIPTIONS

VTA 170 Aseptic Technique and Surgical Assisting

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

Prerequisites: None

VTA 275 Externship

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

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



ASSOCIATE DEGREE PROGRAMS

DENTAL HYGIENE

OBJECTIVE

To develop in students the personal traits and professional skills required to perform as a competent entry-level dental hygienist within the dental team and community. Curriculum includes didactic, laboratory, and on-site clinical training which allows students to gain knowledge and skills in the practice of ethical and comprehensive dental hygiene care by application of established standards of dental hygiene.

ADMISSION REQUIREMENTS

An 80% minimum score on mathematics screening exam, a high school diploma or GED, and an interview are required. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Clinical	Credits
CSK 100	Study Skills	15			1.0
PSY 115	Psychology	45			3.0
CCM 121	Communications	15			1.0
BIO 115	Anatomy & Physiology	45	30		4.0
BIO 145	Microbiology & Immunology	45			3.0
RDH 101	Introduction to Dental Hygiene	30			2.0
RDH 186	Dental Anatomy	45			3.0
Semester I Total		240	30		17.0

Course #	Course	Theory	Lab	Clinical	Credits
SOC 110	Sociology	30			2.0
CHM 125	Chemistry/Biochemistry	45			3.0
BIO 156	Head & Neck Anatomy	45			3.0
RDH 116	Preclinical Dental Hygiene	45			3.0
RDH 120	Preclinical Clinical Dental Hygiene			90	2.0
RDH 211	Radiology	30	45		3.5
Semester II Total		195	45	90	16.5

Course #	Course	Theory	Lab	Clinical	Credits
RDH 150	Dental Hygiene I	30	15		2.5
RDH 155	Clinical Dental Hygiene I			120	2.5
RDH 215	Biomaterials	15	45		2.5
RDH 218	Periodontics	45			3.0
RDH 260	Pharmacology for Dental Hygiene	45			3.0
Semester III Total		135	60	120	13.5

Course #	Course	Theory	Lab	Clinical	Credits
RDH 175	Dental Hygiene II	30	15		2.5
RDH 180	Clinical Dental Hygiene II			150	3.0
RDH 209	Nutrition & Cariology	30			2.0
RDH 214	Patient/Pain Management	30	45		3.5
RDH 220	General/Oral Pathology	45			3.0
Semester IV Total		135	60	150	14.0

Course #	Course	Theory	Lab	Clinical	Credits
RDH 200	Dental Hygiene III	30	15		2.5
RDH 205	Clinical Dental Hygiene III			180	4.0
RDH 251	Treatment of Special Needs Patient Seminar	45			3.0
RDH 259	Community & Public Dental Health	45			3.0
RDH 266	Restorative Lab*	15	75		3.5
Semester V Total		135	90	180	16.0

Course #	Course	Theory	Lab	Clinical	Credits
RDH 226	Review of Dental Hygiene	45			3.0
RDH 271	Dental Health Promotions	45			3.0
RDH 280	Dental Hygiene IV			180	4.0
RDH 285	Restorative Clinic*			60	1.0
RDH 290	Principles of Dental Hygiene Practice	45			3.0
Semester VI Total		135	0	240	14.0
PROGRAM TOTALS		975	285	780	91.0

*Represents the Seattle program



LOCATIONS



Albuquerque, Houston, Seattle

PROGRAM INFORMATION

Program is 90 weeks in length. The total number of program hours/credits equals 1,890 hours/86.5 in Houston and Albuquerque, while the program in Seattle equals 2,040 hours/91.0. The Seattle program has two unique courses: RDH 266 Restorative Lab in semester V and RDH 285 Restorative Clinic in semester VI. RDH 266 totals 75 additional lab hours, while RDH 285 totals 60 hours of additional clinical time. Graduates of this program receive an Associate of Applied Science degree. Graduates of accredited programs are eligible to apply to sit for the National Board Dental Hygiene Examination.

DELIVERY METHOD: *Online (course list below), on-ground*

COURSE DESCRIPTIONS

The following course may be offered on-ground and/or online: CSK 100 Study Skills, PSY 115 Psychology, CCM 121 Communications, BIO 115 Anatomy & Physiology.

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

PSY 115 Psychology

This course begins to explore the psychological nature of humans and their interactions. Students will gain an understanding of basic psychological concepts as well as an awareness of self and how these elements provide a foundation for interfacing with the social environment. Topics include, but are not limited to: adaptation, communication, group processes, and the impact of health on behavior.

Prerequisites: None

CCM 121 Communications

This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included. Legal and ethical issues in communication are addressed.

Prerequisites: None

BIO 115 Anatomy and Physiology

Students are introduced to the structures and functions of all systems within the human body. Cellular, tissue, and organ structures of each individual system are presented, followed by their functions as they relate within their systems as well as to the entire body. Course content includes the structures and functions of the following systems: integumentary, musculoskeletal, endocrine, nervous, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive.

Prerequisites: None

BIO 145 Microbiology & Immunology

This course provides a scientific foundation in microbiology and immunology which is required for future dental hygiene courses in periodontics, cariology, and pathology, as well as infectious disease transmission principles for the clinical setting. Microbial topics cover cell structure, classification, metabolism, genetics, and roles in infectious disease. Immunity types and immunological disorders are presented along with specific pathogenesis and epidemiology of bacteria, fungi, and viruses.

Prerequisites: None

RDH 101 Introduction to Dental Hygiene

This course introduces the role of a dental hygienist, beginning with the fundamental theoretical concepts of professionalism, law and ethics, oral health and disease, and the dental hygiene process of care.

Prerequisites: None

RDH 186 Dental Anatomy

This course develops an understanding of the development and anatomy of human teeth. Disciplines include embryology, histology, and highly specific anatomical components of each deciduous and permanent tooth. Course content includes embryonic development, craniofacial development, tooth development and eruption sequences, anatomy of the periodontium and salivary structures, and specific morphology of each tooth.

Prerequisites: None

SOC 110 Sociology

A survey of the basic concepts found within sociology including social organization, culture, socialization, groups, and human population. This course leads to an understanding of the sociological perspective of human behavior.

Prerequisites: None

CHM 125 Chemistry/Biochemistry

This course will introduce the basic concepts of 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: None

BIO 156 Head & Neck Anatomy

BIO 156 will introduce the student to the regional study of the head and neck. This course emphasizes the basic anatomical functions of the head and neck including surface anatomy of the head and neck region, osteology, muscular, vascular, glandular, lymphatic and nervous systems. Emphasis will be on anatomy specifically related to the clinical practice of dental hygiene. The laboratory portion of this course will allow the student to explore, identify and gain an in depth understanding of the anatomy related to the head and neck region.

Prerequisites: Successful completion of Semester I RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology and BIO 145 Microbiology & Immunology.

RDH 116 Preclinical Dental Hygiene

This course begins development of the professional competencies that will be continued throughout the dental hygiene theoretical and

COURSE DESCRIPTIONS

clinical curriculum. Building from the Introduction to Dental Hygiene course, the following concepts will be introduced: clinical policy/procedure, prevention of disease transmission, emergency prevention and management, comprehensive patient assessment techniques, basic instrumentation and instrument sharpening, and exposure to dental hygiene scientific literature and review.

Prerequisites: Successful completion of Semester I RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology and BIO 145 Microbiology & Immunology.

RDH 120 Preclinical Dental Hygiene Lab

This course begins development of the clinical skills that will be continued throughout the dental hygiene sequence of classes. The following clinical concepts will be practiced and refined: clinical policy/procedure, prevention of disease transmission, emergency prevention and management, comprehensive patient assessment techniques, basic instrumentation, and instrument sharpening. Basic patient care competencies are demonstrated and practiced in the clinical setting.

Prerequisites: Successful completion of Semester I RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology and BIO 145 Microbiology & Immunology.

RDH 211 Radiology

This course provides the student with the scientific principles and clinical applications relating to the performance of dental radiographic procedures. Emphasis will be on techniques of exposing, processing, mounting, critically interpreting intra-oral and panoramic radiographs and to provide students with radiation and infection control principles for use in practical applications. Laboratory experience will allow the student to gain initial radiographic skills that will be utilized throughout the clinical courses.

Prerequisites: Successful completion of Semester I RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology and BIO 145 Microbiology & Immunology.

RDH 150 Dental Hygiene I

This class continues the theoretic development of dental hygiene skills learned in the preclinical course as well as introducing new topics related to dental hygiene clinical treatment. Topics will include patient communication strategies, re-care and periodontal maintenance protocol, the referral process, anxiety management, topical chemotherapeutics, air-powder polishers, use of power driven scaling instruments, and dental sealants.

Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 155 Clinical Dental Hygiene I

This course provides the student with an opportunity to build on previously learned skills acquired in RDH 116 and to apply skills from RDH 150 with patients in a clinical setting under direct professional supervision. The operation of equipment in the dental operatory and sterilization areas is employed. Patient care emphasis will be placed on assessment skill development, treatment planning, calculus detection, patient treatment and beginning instrumentation skills. Air powder polishing, ultrasonic scaling, pit and fissure sealants, and clinical planning and reflection skills will be introduced and incorporated into patient care planning. Students will be evaluated with the expectation of demonstrating beginning competency level in direct patient care.

Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 215 Biomaterials

This course is a survey of materials used in dentistry, dental hygiene, and dental laboratory procedures. The chemical and physical properties of dental materials will be discussed with an emphasis on the handling, manipulation and rationale for use of materials used in dental hygiene and dentistry.

Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 218 Periodontics

The objective of this course is to provide the student with the knowledge to assess and appropriately treat periodontal diseases. Topics covered during this course will include epidemiology, etiology, microbiology and immunology of periodontal diseases. Emphasis will be on differentiating between the various periodontal diseases, evaluating the severity of periodontal diseases and applying the appropriate clinical treatment modalities to all currently recognized forms of periodontal diseases. Students will explore the general concepts of the effect that periodontal diseases and periodontal treatment relate to and affect the patient's overall systemic status.

Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 260 Pharmacology for Dental Hygiene

This course covers components of the respiratory, cardiac, and nervous systems as they relate to pharmacokinetics of prescription drugs as well as those used within the practice of dental hygiene. Prescription drugs are classified according to drug action and discussed in terms of their effects upon different body systems. Specific emphasis is placed on drug interactions which are contraindicated for specific dental procedures; drugs requiring treatment plan modifications and those medications whose side effects relate to the oral cavity.

Prerequisites: Successful completion of Semesters I and II RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 175 Dental Hygiene II

This course continues the cognitive, psychomotor, and affective foundations of dental hygiene practice. Students will be exposed to increasingly complex patient cases, and class discussion will integrate the topics of advanced instrumentation and supplemental dental

COURSE DESCRIPTIONS

hygiene procedures when assessing and treatment planning such cases. Special emphasis will be placed upon developing individualized risk assessment and case management skills. Students will be introduced to self-evaluation with the intent of promoting life-long learning skills, uses for professional portfolios, evaluation of treatment outcomes, and evidence-based treatment for non-surgical periodontal therapy. Critical literature review practices will be expanded upon and students will apply those skills in a professional case study presentation which will become part of their research portfolio.

Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 180 Clinical Dental Hygiene II

This course provides the student with an opportunity to build on previously acquired clinical skills while applying theory and laboratory skills from RDH 175 and RDH 215 (Biomaterials) to patients in a clinical setting under direct professional supervision. Students will develop cultural competence as well as implement and evaluate evidence-based practice through exposure to a diverse group of patients and completing a periodontal case documentation study. Higher competency levels in assessment, diagnosis, dental hygiene care planning, and patient management will be expected. Care of oral prostheses, advanced instrumentation, pulpitis, acute periodontal conditions, and new communication techniques will be introduced. Initiation of self-evaluation will reflect student's critical thought development and understanding of the clinical care process.

Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 209 Nutrition & Cariology

This course covers foundational biochemistry of nutrition, specific nutritional requirements throughout the life stages, special requirements for systemic diseases, and how nutrition relates to oral health and disease. These nutritional concepts are then applied to the field of cariology as it relates to the development, function, and progression or reversal of caries. Advanced topics relative to dental caries include pathophysiology, diagnosis, risk assessment, development of appropriate prevention and therapeutic strategies, and trends in caries research.

Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 214 Patient/Pain Management

This course provides the student with a working knowledge of the theory and practice of the application of various physical, chemical and psychological modalities to the management of patient anxiety and pain. Focus will be on the proficient and safe administration of local anesthesia and nitrous oxide in a clinical setting.

Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 220 General/Oral Pathology

This course will introduce the concepts of general pathology as they relate to the systemic and oral conditions. The students will be equipped to assess, describe, and recognize characteristics that deviate from normal. Emphasis will be placed on evaluating information via case studies that include clinical observations, laboratory findings and radiographic features allowing the student to supply a differential diagnosis of lesions of the oral cavity.

Prerequisites: Successful completion of Semesters I, II, and III RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 200 Dental Hygiene III

This course applies the concepts and principles introduced in earlier dental hygiene courses. Problem-based learning will be utilized to include appropriate assessment, planning-including pain management, implementation and evaluation of complex case studies. The dental hygienists ethical role in life-long learning will be emphasized. Theory and practice activities will cover occlusal trauma and occlusal evaluation, suture removal, periodontal dressing, and instrument re-contouring. Mock board requirements and patient competencies will be discussed in preparation for the clinical setting.

Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 205 Clinical Dental Hygiene III

Students will apply theory, concepts, and skills from previous courses to obtain competency in the areas of patient assessment, management, preventive and therapeutic dental hygiene treatment, and evaluation, with emphasis on comprehensive patient care. In addition to clinical evaluations, this skill will be assessed through a second professional case study project with specific criteria to assure appropriate case complexity. Students will select appropriate patients and successfully complete Clinical Mock Board examinations.

Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 251 Treatment of Special Needs Patient Seminar

This course is a continuation of the theoretical foundation for dental hygiene assessment and treatment. Completion of this course will prepare the student for treatment of medically and physically compromised patients, and specialized populations. Students will take part in predetermined laboratory rotations which allow the student to observe and gain insight into the treatment of patients that have special needs and/or considerations.

Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

COURSE DESCRIPTIONS

RDH 259 Community & Public Dental Health

This course introduces students to the discipline of public health by covering epidemiology, disease prevention, access and financing of dental care, and the dental hygienists' role to advocate for improved oral health care for community populations. Expansion of topics related to dental hygiene research such as ethical and governmental considerations, types of study methods, and biostatistics are incorporated to advance research knowledge and critical literature evaluation. Skills learned in this course will culminate in a community health project designed by student groups which encompasses the aforementioned topics as well as population needs assessment, planning, implementation and outcome evaluations.

Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 266 Restorative Lab*

This course provides a study of the properties and manipulation of materials used in dental hygiene expanded functions related to restorative dentistry. Amalgam, composite, glass ionomer, and provisional restorative materials will be covered as well as materials utilized for cements, bases, and liners. Students will attain competence in placing, finishing, polishing, and evaluating posterior composite and amalgam restorations in a typodont according to the accepted regional licensing examination criteria.

Prerequisites: Successful completion of Semesters I, II, III, and IV RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 226 Review of Dental Hygiene

This course provides a comprehensive review of the theory, concepts, and techniques taught in the preceding semesters of the Dental Hygiene curriculum. Review of student identified topics, study groups, case based exercises and practice tests from previously released exams will be utilized with intent of preparing the student for the National Board Dental Hygiene Examination.

Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 271 Dental Health Promotions

This course applies the concepts of preventive dentistry, oral health education, and nutritional counseling to the development and implementation of oral health promotion programs. Communication and behavior modification skills are utilized to develop the student as a health educator. Students will be exposed to various preventive strategies that can be used to promote and maintain oral health. Emphasis is on community outreach into rural and underserved areas focusing on the preventive programs for the pediatric population.

Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 280 Dental Hygiene IV

This course assesses the student's clinical competency while developing efficiency in preparation for professional employment. The student will proficiently assess, plan, treat, and evaluate outcomes for patients from diverse medical, dental, and social histories, with minimal assistance from the clinical faculty. Students will also participate in select clinics designed to simulate private practice settings. Mock clinical boards, along with periodontal debridement competency patients will also be included.

Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 285 Restorative Clinic*

This course expands on the knowledge, skills and values developed in RDH 266 with the addition of treatment planning, implementation, evaluation, and documentation of restorative procedures performed on patients during a supervised clinical setting. Placement and evaluation of typodont requirements will be included to increase proficiency in preparation for the state board examination.

Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

RDH 290 Principles of Dental Hygiene Practice

This course prepares the student to move into a career in dental hygiene with an understanding of practice management, legal principles related to the field of dentistry, ethical and professional conduct, and professional responsibility. Students will have the opportunity to evaluate, discuss and recommend ethically based principles through a case based learning format. RDH 290 will prepare students for transitioning from the academic environment to the employment setting by means of resume preparation, job interviewing, and practice management skills.

Prerequisites: Successful completion of Semesters I, II, III, IV, and V RDH designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology, BIO 145 Microbiology & Immunology, and CHM 125 Chemistry/Biochemistry.

HEALTH CARE ADMINISTRATION

OBJECTIVE

Health Care Administration (HCA) offers a general overview of the business, administrative and organizational activities of health care. The program introduces students to business communication, psychology, management, finance, economics and computer applications.

ADMISSION REQUIREMENTS

Program applicants must have a high school diploma or GED, post-secondary certificate/diploma in an allied health field, pass an entrance examination, and pass a mathematics screening exam with a minimum score of 80%. An interview is also required. Students are required to transfer 27 credits into the Associate of Applied Science degree under the following conditions: minimum cumulative GPA of 2.0, grade of "C" or better in transfer courses, and transfer courses number 100 and above. Twelve of the 27 transfer credits are required to be health care administration credits. Applicants must provide evidence of practice in a relevant vocation or have graduated in a health care related field in the past 5 years. Certificate programs that transfer into HCA include Medical Administrative Assistant, Medical Assistant, and Pharmacy Technician. Please reference additional admissions and transfer credit requirements on pages 101 and 102 of this catalog.

	Theory	Lab	Extern	Credits
Transfer of Credit				27.0
Transfer Totals				27.0

Course #	Course	Theory	Lab	Extern	Credits
ENG 101	English Composition I	45			3.0
MTH 105	College Algebra	45			3.0
CPT 201	Computer Fundamentals	45			3.0
HCA 201	Introduction to the Health Care System	45			3.0
Semester I Total		180			12.0

Course #	Course	Theory	Lab	Extern	Credits
ECN 101	Macroeconomics	45			3.0
BIO 115	Anatomy and Physiology	45	30		4.0
HCA 210	Business Communications	45			3.0
HCA 220	Health Care Management	45			3.0
Semester II Total		180	30		13.0

Course #	Course	Theory	Lab	Extern	Credits
PSY 201	Psychology	45			3.0
HCA 213	Medical Law and Ethics	45			3.0
HCA 221	Human Resource Management	45			3.0
HCA 223	Health Care Finance	45			3.0
Semester III Total		180			12.0
PROGRAM TOTALS		540	30		64.0

ONLINE



Albuquerque, Chula Vista, Colorado Springs, Denver, East Valley, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Online*

Health Care Administration is a degree completion program intended for graduates transferring credits for courses successfully completed from a previous allied health certificate/diploma program. Program is 45 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours is 570 at all campuses except Las Vegas. The Las Vegas campus program hours total 615 hours. The Las Vegas program includes one additional 3 credit class (HST 205 Nevada History and US Constitution) resulting in a total of 67 credits. Graduates of this program receive an Associate of Applied Science degree.

COURSE DESCRIPTIONS

ENG 101 English Composition I

This course reviews the basics of English composition, including how to plan, organize, write, edit, and revise written compositions. Grammar, sentence structure, spelling, punctuation, and vocabulary are reviewed as needed to help students practice and improve their writing skills.

Prerequisites: None

CPT 201 Computer Fundamentals

This course introduces students to the Windows environment and to Windows-based applications. Through a hands-on approach, students will achieve a working knowledge of Windows, Microsoft Word and Excel, and a brief introduction to Microsoft PowerPoint presentation software.

Prerequisites: None

MTH 105 College Algebra

This course introduces students to college-level algebra. Mathematical operations covered include basic operations (addition, subtraction, multiplication, division), fractions, decimals, algebraic equations, story problems, and graphing.

Prerequisites: None

HCA 201 Introduction to the Health Care System

This course introduces the basic structures and operations of the US health care system—from its historical origins and resources, to its individual services, cost, and quality. Using a unique “systems” approach, it brings together a breadth of information to clarify the complexities of health care organization and finance, while presenting a solid overview of how the various components fit together.

Prerequisites: None

HCA 210 Business Communications

This course focuses on the practice of effective communication and writing within the contexts of business and the health care profession. Students analyze the psychology, semantics, planning, and principles of effective business writing.

Prerequisites: Successful completion of English Composition (ENG 101)

HCA 220 Health Care Management

This course explores various health care settings ranging from hospitals to nursing homes to clinics. Issues addressed include ethics, cost management, strategic planning and marketing, information technology, and human resources.

Prerequisites: None

Bio 115 Anatomy and Physiology

Students are introduced to the structures and functions of all systems within the human body. Cellular, tissue, and organ structures of each individual system are presented, followed by their functions as they relate within their systems as well as to the entire body. Course content includes the structures and functions of the following systems: integumentary, musculoskeletal, endocrine, nervous, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive.

Prerequisites: None

ECN 101 Macroeconomics

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

Prerequisites: None

PSY 201 Psychology

This course examines human behavior and its biological foundations, with emphasis on basic concepts and theories. The range of topics addressed includes adaptation, motivation, memory, learning, personality, and emotions. Human interactions in various contexts are also explored.

Prerequisites: None

HCA 213 Medical Law and Ethics

This course provides an overview of ethics and the law as they apply to medical practice. Topics include documentation, standards of care, professionalism and ethics, HIPAA, patient rights, informed consent, and employment discrimination.

Prerequisites: None

HCA 221 Human Resource Management

This course is designed to provide a basic understanding of the various aspects of personnel management. Emphasis is placed on such topics as communication, recruiting, interviews/selection, promotion, performance appraisals, and job satisfaction.

Prerequisites: None

HCA 223 Health Care Finance

This course introduces financial-management decision-making techniques for health care providers. Topics include financial-management functions, managed-care environments, financial-statement analysis, working-capital management, strategic planning, capital budgeting, cost of capital, variance analysis, and financing techniques.

Prerequisites: Successful completion of College Algebra (MTH 105) and Computer Fundamentals (CPT 201)

COURSE DESCRIPTIONS

HST 205 Nevada History and US Constitution (Las Vegas Campus Only)

A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.

Prerequisites: None

MORTUARY SCIENCE

OBJECTIVE

To prepare students to become competent, ethical, team oriented, entry level funeral professionals. Students will be provided with the academic and clinical training necessary in the areas such as microbiology, pathology, embalming, restorative art, funeral directing, management, law, and the psychology of grief.

ADMISSION REQUIREMENTS

An 80% minimum score on mathematics screening exam, a high school diploma or GED, and an interview with the Program Director are required. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Clinical	Credits
CSK 100	Study Skills	15			1.0
CCB 120	Computer Applications	15	15		1.5
ACC 110	Accounting	45			3.0
CCM 130	Communications	45			3.0
BIO 115	Anatomy & Physiology	45	30		4.0
MSE 101	Introduction to Funeral Services	15	15		1.5
MSE 115	Thanatochemistry	45			3.0
MSE 120	History of the Funeral Profession	30			2.0
Semester I Total		255	60		19.0

Course #	Course	Theory	Lab	Clinical	Credits
MSE 155	Embalming I	30	30		3.0
BUS 101	Introduction to Business	45			3.0
BIO 135	Microbiology	45			3.0
BUS 135	Business Law	45			3.0
MSE 140	Funeral Service Options	45	15		3.5
MSE 175	Clinical I			60	1.0
Semester II Total		210	45	60	16.5

Course #	Course	Theory	Lab	Clinical	Credits
MSE 205	Embalming II	30	30		3.0
MSE 180	Restorative Art I	45			3.0
MSE 160	Sociology of the Funeral Profession	30			2.0
MSE 170	Ethics in the Funeral Prof. & Fed. Trade Com.	30			2.0
MSE 165	Pathology	30			2.0
MSE 185	Funeral Directing	60			4.0
MSE 200	Clinical II			60	1.0
Semester III Total		225	30	60	17.0

Course #	Course	Theory	Lab	Clinical	Credits
MSE 255	Embalming III	30	30		3.0
MSE 220	Restorative Art II	30	15		2.5
MSE 210	Funeral Management	60			4.0
MSE 215	Funeral Law	30			2.0
MSE 240	Funeral Service Merchandising & Sales	45	15		3.5
MSE 225	Clinical III			80	1.5
Semester IV Total		195	60	80	16.5

Course #	Course	Theory	Lab	Clinical	Credits
MSE 280	State Law Review	15			1.0
MSE 260	Psychology & Dynamics of Grief	60			4.0
MSE 250	Internship			400	8.5
MSE 275	Funeral Service Professional Review	40			2.5
Semester V Total		115		400	16.0
PROGRAM TOTALS		1000	195	600	85.0



LOCATIONS



Seattle

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Program is 80 weeks in length. The total number of program hours/credits equals 1,795 hours/85. Graduates of this program receive an Associate of Applied Science degree. Students of accredited programs are eligible to apply to sit for the National Board given by the International Conference of Funeral Services Examining Boards.

COURSE DESCRIPTIONS

Aims

The Mortuary Science program has developed its mission, aims, and objectives to be in sync with the mission of Pima Medical Institute and specific to the professional community that it serves. The program and curriculum are dynamic to meet the continuously changing needs of the community and funeral service profession. The aims of the Mortuary Science program include the recognition of the importance of funeral professionals and future graduates as:

- Members of a human services profession.
- Members of the community in which they serve.
- Participants in the relationship between bereaved families and those engaged in the funeral service profession.
- Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines (in the geographic area where they practice).
- Professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

Objectives

- To enlarge the background and knowledge of students about the funeral service profession.
- To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession as described in the aims of the program.
- To educate students concerning the responsibilities of the funeral service profession to the community at large.
- To emphasize high standards of ethical conduct.
- To provide a curriculum at the post-secondary level of instruction; and to encourage student and faculty research in the field of funeral service.

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

CCB 120 Computer Applications

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, basic word processing, spread sheets, Power point presentations and Internet use are explained. Students will use technology to retrieve, evaluate and synthesize information from diverse sources and points of view.

Prerequisites: None

ACC 110 Accounting

This course helps students understand fundamental accounting concepts and principles, as well as to develop the capability to perform the basic accounting functions. Students will also be shown how accounting information is used to make business decisions.

Prerequisites: None

CCM 130 Communications

This course provides the student experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, and other topics are included.

Prerequisites: None

BIO 115 Anatomy & Physiology

Students are introduced to the structures and functions of all systems within the human body. Cellular, tissue, and organ structures of each individual system are presented, followed by their functions as they relate within their systems as well as to the entire body. Course content includes the structures and functions of the following systems: integumentary, musculoskeletal, endocrine, nervous, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive.

Prerequisites: None

MSE 101 Introduction to the Funeral Profession

This course is designed to introduce the student to the many facets of the funeral profession. Students will also receive necessary CPR and first aid training. Students will receive a solid foundation on which to build a successful educational experience in funeral service.

Prerequisites: None

MSE 115 Thanatochemistry

This course is a survey of the basic principles of chemistry as they relate to funeral service. Especially stressed are the chemical principles and precautions involved in sanitation, disinfection, public health, and the embalming practice. Students will also learn the government regulation of chemicals currently used in funeral service.

Prerequisites: None

MSE 120 History of the Funeral Profession

This course offers a survey of the history of the funeral profession with emphasis on individuals, products, and events that have influenced contemporary funeral principles and practices. Students will also learn the progression of associations and education within the funeral profession.

Prerequisites: None

COURSE DESCRIPTIONS

MSE 155 Embalming I

This course offers an intensive study of the fundamentals of the embalming process. The subject matter includes: the purpose of embalming, modes of death, signs of death, expert tests for death, postmortem physical and chemical changes, ethics of embalming, and laws of decomposition.

Prerequisites: Successful completion of Semester I MSE designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology

BUS 101 Introduction to Business

This course introduces students to the basic principles of business. Topics include business ownership, small business management, human resources, marketing, and information management.

Prerequisites: None

BIO 135 Microbiology

This course acquaints students to microorganisms and their activities. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas.

Prerequisites: None

BUS 135 Business Law

This course provides an overview of general legal principles with an emphasis on practical application in the business world. Relevant topics involving business transactions and issues such as contracts, property, and employer/employee relations will be covered.

Prerequisites: None

MSE 140 Funeral Service Options

This course offers an intensive study of the various options of final disposition for human remains. The areas covered include cremation, alkaline hydrolysis, green burial, scattering, deep water disposition, and traditional burial.

Prerequisites: Successful completion of Semester I MSE designated courses (technical courses)

MSE 175 Clinical I

This course provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a Licensed Funeral Director and Embalmer.

Prerequisites: Successful completion of Semester I MSE designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology

MSE 205 Embalming II

This course consists of analysis and solutions for the many problems faced by contemporary morticians. The course also covers areas of embalming chemistry, post mortem physical and chemical changes, and significant changes due to biologics.

Prerequisites: Successful completion of Semesters I and II MSE designated courses (technical courses) and successful completion of BIO 135 Microbiology

MSE 180 Restorative Art I

This course is a survey of the basic principles of Restorative Art as they relate to Funeral Service. Especially stressed are the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of the surviving family members.

Prerequisites: Successful completion of Semesters I and II MSE designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology

MSE 160 Sociology of the Funeral Profession

This course is a survey of the basic principles of sociology as they relate to the funeral profession. Especially stressed are family structures, social structures, and the factors of change that relate to funeralization.

Prerequisites: Successful completion of Semesters I and II MSE designated courses (technical courses) and successful completion of BUS 135 Business Law

MSE 170 Ethics in the Funeral Profession & Federal Trade Commission

This course will strive to develop within the student a sense of ethics, which will guide his/her decisions and actions in the proper treatment of the deceased and professional service to the bereaved. Students will also study the Federal Trade Commission's Funeral Rule and its application to the funeral profession business operations.

Prerequisites: Successful completion of Semesters I and II MSE designated courses (technical courses)

MSE 165 Pathology

This course focuses on the study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process.

Prerequisites: Successful completion of Semesters I and II MSE designated courses (technical courses) and successful completion of BIO 115 Anatomy & Physiology

MSE 185 Funeral Directing

This course covers the following information: notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal and military funerals, shipment of remains, cremation, and aftercare.

Prerequisites: Successful completion of Semesters I and II MSE designated courses (technical courses) and successful completion of

COURSE DESCRIPTIONS

ACC 110 Accounting, COM 130 Communications, and BUS 101 Introduction to Business

MSE 200 Clinical II

This course is a continuation of MSE 175 and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a Licensed Funeral Director and Embalmer.

Prerequisites: Successful completion of Semesters I and II MSE designated courses (technical courses)

MSE 255 Embalming III

This course offers an intensive study beyond the basic skills involved in the embalming process. The subject matter covers case analysis, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage.

Prerequisites: Successful completion of Semesters I, II, and III MSE designated courses (technical courses)

MSE 220 Restorative Art II

This course builds on the knowledge obtained in Restorative Art I. Students will be introduced to the techniques of cosmetics and restoration of the remains damaged from autopsy, accidents, suicide, decomposition, and abnormal death situations. Students will be given the opportunity to have hands on application of the restorative arts techniques.

Prerequisites: Successful completion of Semesters I, II, and III MSE designated courses (technical courses)

MSE 210 Funeral Management

This course is designed to introduce the student to the basic principles of management. Students will learn general management techniques and theory. They will then apply those principles into specific areas of funeral service.

Prerequisites: Successful completion of Semesters I, II, and III MSE designated courses (technical courses)

MSE 215 Funeral Law

This course introduces the student to funeral law. This includes both the state and federal laws regarding the disposition of the deceased and the rights and duties of the funeral director.

Prerequisites: Successful completion of Semesters I, II, and III MSE designated courses (technical courses) and successful completion of BUS 135 Business Law

MSE 240 Funeral Service Merchandising & Sales

This course is designed to introduce the funeral service student to the basics of merchandising as they apply to the funeral profession. Students will gain a foundational knowledge of the construction and features of caskets, outer burial containers, and other funeral related products. The remainder of the course will be spent examining methods of purchasing, pricing, display, and the sale of funeral merchandise as well as funeral services.

Prerequisites: Successful completion of Semesters I, II, and III MSE designated courses (technical courses)

MSE 225 Clinical III

This course is a continuation of MSE 200 and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a Licensed Funeral Director and Embalmer.

Prerequisites: Successful completion of Semesters I, II, and III MSE designated courses (technical courses)

MSE 280 State Law Review

This course is designed to introduce the funeral service student to the laws of the state in which he or she plans to practice. Using facilitated discussion and self-study students will focus on those areas covered on state law exams and significant applicable to the funeral professional.

Prerequisites: Successful completion of Semesters I, II, III, and IV MSE designated courses (technical courses)

MSE 260 Psychology & Dynamics of Grief

This course is a survey of the basic principles of psychology as they relate to the funeral profession. Especially stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare, and crisis intervention with particular emphasis on the role of the funeral director.

Prerequisites: Successful completion of Semesters I, II, III, and IV MSE designated courses (technical courses)

MSE 250 Internship

Preparation for a career in the funeral profession is facilitated with on-site observation and participation. Preceptors will offer instruction in equipment use, procedures, and functions in the daily operation of a funeral home. At the conclusion of the internship, students will have completed a minimum of ten embalmings.

Prerequisites: Successful completion of Semesters I, II, III, and IV MSE designated courses (technical courses)

MSE 275 Funeral Service Professional Review

This course reviews all subjects that will be tested on the National Board Examination (NBE). Prior to the completion of the course, students will sit for the National Board Exam. Students will be responsible for completing the application and covering the cost of the exam which includes both the science and arts sections.

Prerequisites: Successful completion of Semesters I, II, III, and IV MSE designated courses (technical courses)

NURSING

OBJECTIVE

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

ADMISSION REQUIREMENTS

Students are required to have successfully completed college level prerequisites in Psychology (3 credits), English (3 credits), and Anatomy & Physiology (4 credits). A minimum score on a mathematics screening exam, a minimum score on a nursing admission test, a high school diploma or GED, and an interview with nursing faculty are required. Please reference additional requirements on page 101.

Course #	Course	Theory	Lab	Clinical	Credits
MTH 204	Intermediate Algebra	32			2.0
HSC 112	Growth and Development	32			2.0
BIO 170	Microbiology	48	32		4.0
NUR 102	Introduction to Nursing	48	32		4.0
Pre-Professional Courses		160	64		12.0

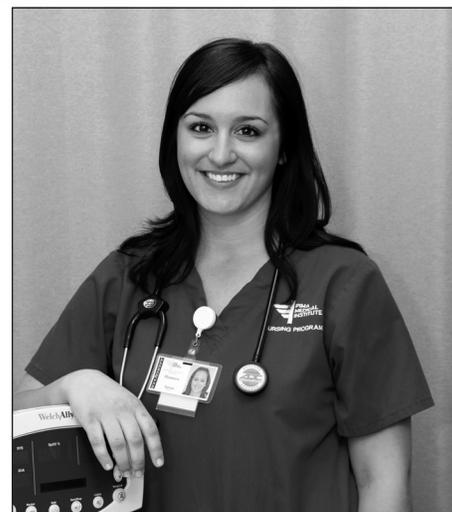
Course #	Course	Theory	Lab	Clinical	Credits
BIO 125	Anatomy and Physiology II/Pathophysiology	48			3.0
NPH 110	Pharmacology I	48			3.0
NUR 125	Nursing I	48	32		4.0
NUR 125 C	Nursing I Clinical			96	2.0
Professional Semester I		144	32	96	12.0

Course #	Course	Theory	Lab	Clinical	Credits
NUR 135	Nursing II	48	32		4.0
NUR 135 C	Nursing II Clinical			96	2.0
NUR 145	Nursing III	48	32		4.0
NUR 145 C	Nursing III Clinical			96	2.0
Professional Semester II		96	64	192	12.0

Course #	Course	Theory	Lab	Clinical	Credits
HSC 175	Professional Transition I	48			3.0
NUR 212	Complex Nursing IV	64	64		6.0
NUR 212 C	Complex Nursing IV Clinical			144	3.0
Professional Semester III		112	64	144	12.0
Practical Nursing Semester Totals		512	224	432	48.0

Course #	Course	Theory	Lab	Clinical	Credits
NPH 215	Pharmacology II	48			3.0
NUR 222	Nursing V	64	64		6.0
NUR 222 C	Nursing V Clinical			144	3.0
Professional Semester IV		112	64	144	12.0

Course #	Course	Theory	Lab	Clinical	Credits
NUR 232	Managing Patient Care	48			3.0
NUR 242	Nursing VI	48	32		4.0
NUR 242 C	Nursing VI Clinical			144	3.0
HSC 275	Professional Transition II	32			2.0
Professional Semester V		128	32	144	12.0
Professional Semester Totals		592	256	720	60.0
Associate Degree Nursing Semester Totals		752	320	720	72.0



LOCATIONS



Albuquerque, Mesa, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

The Practical Nursing program is 64 weeks in length and 1,168 total program hours. Graduates of the PN program are granted a certificate in practical nursing. The Associate Degree Nursing (ADN) program is 96 weeks in length and 1,792 total program hours. Graduates of the ADN program in New Mexico are granted an Occupational Associates Degree in nursing. Graduates of the ADN program in Arizona are granted an Associate Degree of Applied Science in nursing. Graduates from an approved nursing program can apply to take the National Council Licensure Examination (NCLEX). After graduates successfully pass the NCLEX they are qualified to apply for state licensure or registration to practice nursing.

COURSE DESCRIPTIONS

MTH 204 Intermediate Algebra

This course presents computation, conversion and calculation of fractions, decimals, ratios, proportions, percents, measurement abbreviations and data analysis; and acquaints the student with the skills important for the nurse's understanding, application, and critical thinking necessary in pharmacology and patient care delivery.

Prerequisites: None

HSC 112 Growth and Development

This course acquaints the student with knowledge of age related developmental tasks and appropriate interventions for each stage of an individual's life; distinguishes health promotion, protection, and prevention strategies that impact health behavior across the lifespan; and describes how approaches may need to be modified to reflect cultural differences at each age. Stages that will be included, but are not limited to: newborn, infancy, toddler, preschooler, school age, adolescence, young adult, adult, middle age, elderly.

Prerequisites: None

BIO 170 Microbiology

This course acquaints students to microorganisms and their activities. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas. Inquiry based laboratory activities will enhance identification of pathogens.

Prerequisites: None

NUR 102 Introduction to Nursing

This course provides an introduction to the nursing profession and healthcare delivery system; medical terminology, symbols and abbreviations; workplace expectations, safety and responsibilities; health-seeking populations, needs and rights; and selected nursing skills related to meeting the basic human needs of adult clients are discussed; adult learning styles; managing stress and priority setting; applying critical-thinking and creative problem-solving techniques; and group development, dynamics and interactions leading to cohesiveness and mutual goal attainment.

Prerequisites: None

BIO 125 Anatomy and Physiology II/Pathophysiology

This course is designed to be an introductory analysis and interpretation of physiological data indicative of health problems and human diseases of body systems and structure, which will form the foundation for all core Nursing courses. Subjects that will be covered include, but are not limited to: the processes of dynamic homeostasis and pathogenesis; physiological adaptive responses; the interdependence of body systems; common disorders of various body systems; analysis of signs and symptoms manifested in common disorders; the genetic impact on health and illness; and the impact of age, heredity, environmental stress, and immune response to disturbed muscular, central and peripheral nervous, cardiovascular, lymphatic, immune, respiratory, gastrointestinal, genitourinary, endocrine, and integumentary systems' physiology.

Prerequisites: Successful completion of Pre-Professional Courses

NPH 110 Pharmacology I

This course discusses safe handling; methods of preparation; dosages; methods of action; modes of delivery; common side effects; contraindications; pain assessment and management; accident and error prevention; and abuse. The legal aspects of drugs and medication administration; and cultural differences surrounding medication administration are addressed. Discusses major pharmacological agents and their expected effects when used for, but not limited to, immunization; pain management; frequently encountered cardiopulmonary, endocrine, oncology, gastrointestinal, genitourinary, integumentary, neurological, infectious, and musculoskeletal diseases.

Prerequisites: Successful completion of Pre-Professional Courses

NUR 125 Nursing I

This course focuses on nursing theory, process, scope, and skills related to meeting the basic human needs of the adult patient. The student will learn the nursing process of planning patient care; nursing assessment and prioritization of diagnoses; goal development and evaluation; planning of therapeutic interventions and actions; care-mapping, care-planning, and critical pathways; and patient-driven outcome analysis which will provide the framework from which all future patient encounters will be developed. This course focuses on the common biological, psychological, and sociological needs and problems encountered with the general stable medical-surgical adult patient that influence the illness-wellness continuum. Discussions about and familiarity with treatment modalities, symptomatology, and etiology affecting the respiratory, cardiovascular, gastrointestinal, and integumentary systems of the adult will be emphasized. Theory is correlated with laboratory practice throughout the course, and with clinical practice and observation in appropriate adult health care settings. The course provides the student the opportunity via the nursing skills laboratory to practice and validate competency with selected procedures and skills.

Prerequisites: Successful completion of Pre-Professional Courses

NUR 135 Nursing II

This course is designed to include discussions and familiarity with etiology, symptomatology, and treatment modalities, affecting the genitourinary, renal, reproductive, and endocrine systems of the adult medical-surgical, pregnant, maternal-newborn, gynecologic, pediatric, and adolescent patients along the illness-wellness continuum. Theory is correlated with clinical practice and observational experiences in the adult acute care, obstetric, newborn, pediatric, gynecology, and surgery units of the hospital and community settings. Competent performance that reflects quality and accountability in the provision of care and integration of previously learned nursing skills, interventions, and theory will be expected during clinical assignments. The student will demonstrate in the appropriate healthcare setting the ability to adequately assess patients in terms of physical, psychosocial, cultural, educational, spiritual, learning, growth and development and nutritional needs and accurately document patient care delivered based on findings.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semester I

COURSE DESCRIPTIONS

NUR 145 Nursing III

This course is designed to include more complex discussions and familiarity with a more diverse variety of medical-surgical problems and a more comprehensive assessment and plan of care for adult and geriatric clients with alterations in the immune, musculoskeletal and, neurological systems; and psychiatric patients. Theory is correlated with clinical practice in the medical-surgical, psychiatric, rehabilitation, and long-term care settings. The course provides the student the opportunity to practice and validate competency in or assist with selected procedures.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semester I

HSC 175 Professional Transition I

This course helps assess the student's readiness to take the NCLEX-PN Exam and/or transition into the Professional Registered Nurse Core Sequence; reviews and reinforces study skills and test taking; analyzes the student's critical thinking and creative problem-solving proficiency; and prepares the student for self marketing, promotion and more complex coursework.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semesters I & II

NUR 212 Complex Nursing IV

This course is designed to be a continuation of Nursing III, including more complex discussion, familiarity, and knowledge of complex, multi-system endocrine, organ transplant, and burn related integumentary, hematology biological, psychological, and sociological medical-surgical problems, symptomatology, and etiology affecting the adult and oncologic patients. Competent performance and integration of previously learned nursing skills, theory, time management, assessment, compassion, and documentation that reflect quality and accountability in the provision of care will be expected during clinical assignments.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semesters I & II

NPH 215 Pharmacology II

This course is designed to be a continuation of Pharmacology I for a more in-depth discussion, familiarity, and knowledge of major pharmacological agents and their expected effects when used for, but not limited to, blood product and parenteral medication administration; conscious sedation; total parenteral nutrition; pain management; cardiopulmonary, endocrine, oncology, gastrointestinal, genitourinary, integumentary, infectious, neurological, and musculoskeletal diseases. Concepts of individual, health, environment, nursing, and learning are presented. Curricular threads of legal-ethical, critical-thinking, communication, skills, scientific-problem solving, basic human needs, nutrition, collaboration, learning-teaching, growth and development, goal-setting, illness-wellness, lines of defense, stressors, cultural diversity, health promotion, and health protection give direction to the focus of the coursework's role within the total nursing curriculum.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semesters I, II, & III

NUR 222 Nursing V

This course is designed to be a continuation of Nursing III and Nursing IV, including more complex discussion, familiarity, and knowledge of multi-system biological, psychological, and sociological problems, symptomatology, and etiology affecting the chronically ill; elderly; peri, intra, and post-operative; and clients in non-acute care settings. Theory is correlated with clinical practice and observational experiences in the medical/surgical, psychiatric, peri-and intra-operative areas of the hospital, home, or community setting.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semesters I, II, & III

NUR 232 Managing Patient Care

This course focuses on leadership, supervision, and management of groups. Concepts of delegation; discernment, accountability and responsibility; manager of care; healthcare in an economic context; differentiated role structure and function; multi-tasking; and multidisciplinary approaches to patient and unit problem solving are integrated throughout the course.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semesters I, II, III, & IV

NUR 242 Nursing VI

This course is designed to include a more complex discussion, familiarity, knowledge and assessment of individuals and families experiencing life-threatening health alterations. Theory is correlated with observational experiences and clinical practice in selected critical care and emergency settings.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semesters I, II, III, & IV

HSC 275 Professional Transition II

This course helps assess the student's readiness to take the NCLEX-RN Exam; reviews and reinforces study skills and test taking; analyzes the student's critical thinking and creative problem-solving proficiency; provides techniques for anxiety and stress reduction; and prepares the student for self marketing, promotion and professional membership.

Prerequisites: Successful completion of Pre-Professional Courses and Professional Semesters I, II, III, & IV

OCCUPATIONAL THERAPY ASSISTANT

OBJECTIVE

To provide students with didactic and fieldwork training in preparation for entry-level employment as an Occupational Therapy Assistant. Students have the opportunity to develop professional skills in activity analysis, growth & development, human occupations, principles of Occupational Therapy, therapeutic modalities, administrative procedures, and ethics and laws governing the practice of Occupational Therapy.

ADMISSION REQUIREMENTS

Applicants for the OTA Program must have a high school diploma or GED, pass an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
CMT 105	Medical Terminology	16			1.0
CSK 101	Study Skills	16			1.0
BIO 105	Anatomy & Physiology I	48	32		4.0
OTA 102	Introduction to Occupational Therapy	48			3.0
MTH 125	Math and Statistics	16			1.0
CCM 105	Communications for the Health Professions	16			1.0
CCB 105	Computer Basics	16			1.0
PSY 130	Psychology	48			3.0
Semester I Total		224	32		15.0

Course #	Course	Theory	Lab	Extern	Credits
BIO 106	Anatomy & Physiology II	48	32		4.0
OTA 130	Occupational Analysis	32			2.0
OTA 110	Fundamentals of Occupational Therapy	32			2.0
OTA 108	Growth & Development	48			3.0
OTA 115	Principles of OT in Mental Health	48	16		3.5
Semester II Total		208	48		14.5

Course #	Course	Theory	Lab	Extern	Credits
OTA 125	Kinesiology	32	16		2.5
OTA 201	Documentation for the OTA	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

Course #	Course	Theory	Lab	Extern	Credits
OTA 208	Human Occupations II	48	32		4.0
OTA 230	Administrative Procedures	32			2.0
OTA 240	Pediatric Practice for the OTA	32	32		3.0
OTA 250	Specific Populations for the OTA	32	16		2.5
OTA 225	OTA Seminar	32			2.0
Semester IV Total		176	80		13.5

Course #	Course	Theory	Lab	Extern	Credits
OTA 221	Fieldwork II A			320	7.0
OTA 222	Fieldwork II B			320	7.0
Semester V Total				640	14.0
PROGRAM TOTALS		768	224	720	70.5



LOCATIONS



Denver, Mesa, Renton, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Online (course list below), on-ground*

Program is 80 weeks in length. The total number of program hours is 1,712. Graduates of this program are awarded an Associate of Occupational Science Degree. Graduates of an accredited OTA program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

COURSE DESCRIPTIONS

The following course may be offered on-ground and/or online: CMT 105 Medical Terminology, CSK 101 Study Skills, MTH 125 Math and Statistics, CCM 105 Communications for the Health Professions, CCB 105 Computer Basics, and PSY 130 Psychology.

CMT 105 Medical Terminology

The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.

Prerequisites: None

CSK 101 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school and life.

Prerequisites: None

BIO 105 Anatomy and Physiology I

As the first part of a two-part anatomy and physiology introductory sequence, this course covers basic biological principles that are foundational to the study of anatomy and physiology including basic biochemistry, cellular structure and function, and organization of the human body. Students will learn the anatomy and physiology of the skeletal, muscular, nervous, and integumentary systems in this course. Pathology of these systems and the relationship of disease and disability to occupational therapy practice will be introduced.

Prerequisites: None

OTA 102 Introduction to Occupational Therapy

The course provides the student with an introduction to occupational therapy, including the various types of practice settings, client populations, roles, and the occupational therapy process. The foundation of occupational therapy will be explored – the profession's history, ethics standards, and occupational therapy values. A variety of resources will be introduced including the standards of practice and the Occupational Therapy Practice Framework: Domain and Process.

Prerequisites: None

MT 125 Math and Statistics

This course is an introduction to college level math and statistics. Students will learn how statistical data are compiled and interpreted. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.

Prerequisites: None

CCM 105 Communications for the Health Professions

This course focuses on effective use of oral and written communication skills in a professional environment. Students will apply accepted communication conventions while considering context, situation, the influence of nonverbal actions, and audience factors such as diversity and roles. Legal and ethical aspects of communication in healthcare will be covered.

Prerequisites: None

CCB 105 Computer Basics

In this course, students will gain an understanding of basic computer function through demonstration and hands-on experience. Students will become familiar with commonly used computer functions such as e-mail, various applications, operating systems, and the basic hardware of computer systems. In addition, students will learn "netiquette" as well as become familiar with the legal and ethical aspects of computer use.

Prerequisites: None

PSY 130 Psychology

This course begins to explore the psychological nature of humans and their interactions. Students will gain an understanding of basic psychological concepts as well as an awareness of self and how these elements provide a foundation for interfacing with the social environment. Topics include, but are not limited to: adaptation, communication, group processes, and the impact of health on behavior.

Prerequisites: None

BIO 106 Anatomy and Physiology II

This course is a continuation of BIO 105. Subjects covered include: central and peripheral nervous system, lymphatic system, immune system, anatomy and physiology of the respiratory system, anatomy and physiology of the digestive system, urinary system, acid-base balance, and male and female reproductive systems. Knowledge gained in this course will prepare the student for more complex theoretical and conceptual discussions of structures and functions of the human body in future technical courses. The student will examine the body as a totally integrated and dynamic structure. Laboratory time will be available for specific anatomical structure identification.

Prerequisites: Successful completion of BIO 105 A&P I and Semester I Occupational Therapy Assistant (OTA) designated courses

OTA 130 Occupational Analysis

This course introduces the concepts of task, activity, and performance analysis. Students will learn the basics of grading and adapting tools, materials, and the environment which will be applied in subsequent OTA courses in order to develop the occupational performance of various populations. Students will learn to consider the domains of Occupational Therapy Practice Framework: Domain and Process in the process of activity analysis.

Prerequisites: Successful completion of BIO 105 A&P I and Semester I Occupational Therapy Assistant (OTA) designated courses

COURSE DESCRIPTIONS

OTA 110 Fundamentals of Occupational Therapy

This course provides an integration of the theoretical foundations of the profession with practice. Concepts that guide clinical reasoning in practice will be interwoven with the domain and process of occupational therapy. Students will begin to relate frames of reference to client populations and practice settings, and to use clinical reasoning effectively within the guidelines of roles, ethics, and scope of practice.

Prerequisites: Successful completion of BIO 105 A&P I and Semester I Occupational Therapy Assistant (OTA) designated courses

OTA 108 Growth and Development

This course covers typical human growth and development as it occurs across the lifespan 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. Multi-cultural perspectives as well as the impact of environmental, sociological, socioeconomic, and other diversity factors on human development will be considered.

Prerequisites: Successful completion of BIO 105 A&P I and Semester I Occupational Therapy Assistant (OTA) designated courses

OTA 115 Principles of OT in Mental Health

This course focuses on the biological/psychological/social models of mental health practice, common diagnoses, and traditional and emerging practice settings. Students will be introduced to approaches and modalities commonly used in mental health settings and their integration with OT 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: Successful completion of BIO 105 A&P I and Semester I Occupational Therapy Assistant (OTA) designated courses

OTA 125 Kinesiology

This combined lecture and lab course acquaints students with principles of movement as it supports occupation. Students will review key concepts of anatomy and physiology and apply these to biomechanical function. Students will gain an appreciation for the structures of the body and basic physics concepts that allow functional mobility and activity. Students will apply kinesiology concepts to manual muscle testing, range of motion assessment, and analysis of movement.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II and Semesters I and II Occupational Therapy Assistant (OTA) designated courses

OTA 201 Documentation for the OTA

This course will discuss the relationship of practice models, frames of reference, pragmatic reasoning, and appropriate terminology to documentation. The student will document according to pertinent reimbursement issues, practice setting guidelines, and steps within the OT process. The legal implications of documentation will be discussed. Samples of documentation forms and formats will be used.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II and Semesters I and II Occupational Therapy Assistant (OTA) designated courses

OTA 206 Human Occupations I

This lecture/lab course presents a “toolbox” for commonly used intervention strategies. Students will learn treatment interventions commonly used in OT 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: Successful completion of BIO 105 A&P I, BIO 106 A&P II and Semesters I and II Occupational Therapy Assistant (OTA) designated courses

OTA 215 Principles of OT in Physical Health

This course focuses on the biological/psychological/social models of physical health, common diagnoses, and traditional and emerging practice settings. Students will be introduced to tools commonly used in physical health settings and their integration with OT practice. Students will explore OT treatment within the scope, roles, frames of reference, and practice guidelines related to physical health and wellness. This course covers the use of selected assessments, individualized treatment, and other occupational performance-based interventions. A focus will be performance skills that include motor and praxis and sensory-perceptual.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II and Semesters I and II Occupational Therapy Assistant (OTA) designated courses

OTA 220 Fieldwork I

This course provides the student with the opportunity to recognize the use of models of practice and occupational therapy skills in practice settings under the supervision of qualified and credentialed practitioner(s). Fieldwork consists of 80 hours of placement in selected settings.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II and Semesters I and II Occupational Therapy Assistant (OTA) designated courses

OTA 208 Human Occupations II

This course is the culmination of didactic instruction in the academic program. Drawing on pertinent aspects of OT’s domain, students will analyze 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 OT practice, and practice techniques related to their use.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III Occupational Therapy Assistant

COURSE DESCRIPTIONS

(OTA) designated courses

OTA 230 Administrative Procedures

This course introduces the 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: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III Occupational Therapy Assistant (OTA) designated courses

OTA 240 Pediatric Practice for the OTA

In this course students will examine limitations and obstacles to occupational engagement for people from birth through 21 years of age. Students will examine the role of the OTA in pediatric settings and the function of OT in the field of pediatrics. Students will explore common disabilities, 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: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III Occupational Therapy Assistant (OTA) designated courses

OTA 250 Specific Populations for the OTA

In this course students will synthesize occupation-based mental and physical health concepts as applied to commonly used occupational performance interventions with 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. An emphasis will be placed on interacting with, and teaching caregivers and family members.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III Occupational Therapy Assistant (OTA) designated courses

OTA 225 OTA Seminar

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 NBCOT exam.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II and III Occupational Therapy Assistant (OTA) designated courses

OTA 221 Fieldwork II A

This fieldwork course provides the student with the opportunity to apply learned models of practice and occupational therapy skills in a practice setting under the supervision of qualified and credentialed Occupational Therapy practitioner(s). This fieldwork consists of 320 hours of placement in selected settings.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II, III and IV Occupational Therapy Assistant (OTA) designated courses

OTA 222 Fieldwork II B

This fieldwork course provides the student with the opportunity to apply learned models of practice and occupational therapy skills in a practice setting under the supervision of qualified and credentialed Occupational Therapy practitioner(s). This fieldwork consists of 320 hours of placement in selected settings.

Prerequisites: Successful completion of BIO 105 A&P I, BIO 106 A&P II, and Semesters I, II, III and IV Occupational Therapy Assistant (OTA) designated courses

OPHTHALMIC MEDICAL TECHNICIAN

OBJECTIVE

To develop in students the personal traits and professional skills needed to perform as competent entry-level Ophthalmic Medical Technicians (OMT). The program introduces students to skills necessary to perform preliminary vision and diagnostic testing prior to physician examination. Training includes ultrasound, digital photography, and light based imaging of the eye with scanning lasers, as well as surgical assisting.

ADMISSION REQUIREMENTS

Applicants for the OMT Program must have a high school diploma or GED and take an entrance exam, and pass a mathematics screening exam with a minimum score of 80% or higher. An interview with the Program Director is also required. Please reference additional requirements on page 101 of this catalog.

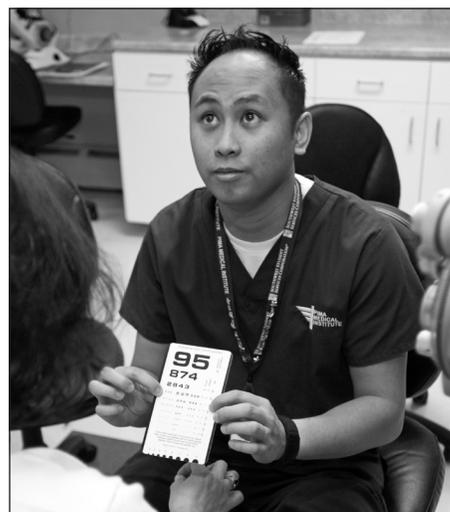
Course #	Course	Theory	Lab	Extern	Credits
BIO 108	Anatomy & Physiology	60			4.0
CLE 125	Law & Ethics	30			2.0
CSK 100	Study Skills	15			1.0
MTH 130	Math Applications	15			1.0
PSY 105	Interpersonal Communications	30			2.0
OPH 100	Ocular Anatomy & Physiology	45			3.0
OPH 114	Ocular Disease	60			4.0
Semester I Total		255			17.0

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

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

Course #	Course	Theory	Lab	Extern	Credits
OPH 206	Surgical Assisting	15	30		2.0
OPH 207	Pharmacology	30			2.0
OPH 210	Clinical Externship I			256	5.5
OPH 212	Optics	45			3.0
OPH 225	Ophthalmic Photography and Imaging	30	60		4.0
OPH 230	Echography and Light Based Imaging	15	30		2.0
Semester IV Total		135	120	256	18.5

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



LOCATIONS



Denver

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Program is 80 weeks in length. The total number of program hours is 1,916. Graduates of this program are awarded an Occupational Associate Degree.

COURSE DESCRIPTIONS

BIO 108 Anatomy & Physiology

This course focuses on the fundamentals of human anatomy and physiology, and medical terminology. Subjects that will be covered include but are not limited to: organization of the body, anatomy and physiology of cells and tissues, and the structures and functions of the following systems: cardiovascular, respiratory, endocrine, nervous, integumentary, musculoskeletal, lymphatic, digestive, urinary and reproductive. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.

Prerequisites: None

CLE125 Law & Ethics

Instruction provides an overview of basic legal and ethical principles and practices as related to medical professions. Topics include ethical considerations, legal issues, medical documentation, medical negligence, and the workplace.

Prerequisites: None

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

MTH 130 Math Applications

This course provides a review of math operations, skills and computations that are used in performing optics calculations. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.

Prerequisites: None

PSY 105 Interpersonal Communications

This course begins to explore the psychological nature of humans and their interactions and provides students with an introduction to interpersonal communications. Students will gain an understanding of basic psychological concepts as well as an awareness of self and how these elements provide a foundation for interfacing with the social environment. Topics include, but are not limited to: adaptation, communication, group processes, and the impact of health on behavior. Communication concepts and critical thinking processes are introduced that can be used to influence professional behavior and improve relationships between caregivers, those they care for, and their families.

Prerequisites: None

OPH 100 Ocular Anatomy

Instruction on anatomy and physiology of the visual sensory organs and related structures.

Prerequisites: None

OPH 114 Ocular Disease

Instruction on pathologic conditions affecting the visual sensory organs and related structures, including signs, symptoms, and treatment of common ocular disorders. The course addresses systemic diseases and their impact on the eye and on vision, and implications for treatment.

Prerequisites: None

OPH 108 Refractometry

This course provides students with instruction in optical properties of the human eye, the interaction of light and lenses, and the laws governing optics. Methods will be taught to subjectively and objectively measure the refractive status of the eye.

Prerequisites: Successful completion of OPH 100 Ocular Anatomy & Physiology and OPH 114 Ocular Disease

OPH 112 Basic Skills

This lecture and laboratory class presents basic eye exam procedures and techniques. Students are instructed in how to obtain a complete ocular and medical history and perform visual acuity assessments. Students will learn to perform the basic eye exam including ancillary testing. Students apply concepts related to the basic nature of light and the refractive condition of the eye.

Prerequisites: Successful completion of OPH 100 Ocular Anatomy & Physiology and OPH 114 Ocular Disease

OPH 115 Patient Services

Instruction covers basic spectacle principles, and the performance and documentation of lensometry, administration of ophthalmic medications, use of ocular dressings and shields, and other patient services. Students will be introduced to types of ophthalmic equipment and its maintenance. Students will perform lid eversion and tear production testing.

Prerequisites: Successful completion of OPH 100 Ocular Anatomy & Physiology and OPH 114 Ocular Disease

OPH 217 Contact Lenses

Instruction covers the basic concepts of contact lenses. Included are techniques for fitting and evaluation of various kinds of contact lenses. Students learn how to instruct patients in insertion, removal and care of contact lenses. Students will learn keratometry and corneal topography and their application to contact lens fitting.

Prerequisites: Successful completion of all Semesters I and II OPH designated courses (technical courses)

COURSE DESCRIPTIONS

OPH 222 Administrative Procedures

This course introduces the student to administrative procedures in practice and prepares them for contributing to the successful functioning of a clinic. Students will review the components of the various types of exams and related documentation. Also included is a focus on professional communication with patients and other health professionals. The application of critical thinking skills and self-reflective practices, and the role of continued professional development will be stressed.

Prerequisites: Successful completion of Semesters I and II OPH designated courses (technical courses)

OPH 214 Ocular Motility

This lecture and laboratory class presents the fundamentals of ocular muscle balance and muscle interaction including current techniques for extra ocular muscle evaluation.

Prerequisites: Successful completion of Semesters I and II OPH designated courses (technical courses)

OPH 216 Special Diagnostics

Instruction covers the fundamental techniques of visual field testing, slit lamp external examination of the anterior segment of the eye, measurement of intraocular pressure, scanning computer ophthalmic diagnostic imaging, and special procedures.

Prerequisites: Successful completion of Semesters I and II OPH designated courses (technical courses)

OPH 206 Surgical Assisting

This course covers infection control, disinfection, sanitization, and sterilization methods and procedures. Students learn sterile technique and assisting methods for office and operating room surgical procedures.

Prerequisites: Successful completion of all Semester I, II and III courses

OPH 207 Pharmacology

Students are instructed on the use and effects of ophthalmic pharmacologic agents. Included are topical, oral and injected medications, as well as those used in intraocular surgery. Instruction also examines the impact and interactions of other prescription medications, over the counter medications, supplements, and herbal agents

Prerequisites: Successful completion of all Semester I, II and III courses

OPH 210 Clinical Externship I

Assignment to a physician's office or clinic to obtain practical experience to reinforce subject matter and skills learned in the classroom.

Prerequisites: Successful completion of all Semester I, II and III courses

OPH 212 Optics

Instruction includes the optical properties of the human eye, lenses, the interaction of light, and the laws governing optics.

Prerequisites: Successful completion of all Semester I, II and III courses

OMT 225 Ophthalmic Photography and Imaging

This lecture and laboratory course covers the fundamentals of ophthalmic photography including specific instruction in anterior and posterior segment photography and stereo photography. Included are essentials for fluorescein angiography, indocyanine green angiography, black and white film development, and digital imagery.

Prerequisites: Successful completion of all Semester I, II and III courses

OPH 230 Echography and Light Based Imaging

Instruction on ultrasonic techniques and light based imaging used to measure corneal thickness, length of eye, and to view pathology within the eye. Students will gain an understanding of intraocular lens calculation and selection.

Prerequisites: Successful completion of all Semester I, II and III courses

OPH 220 Clinical Externship II

Assignment to a physician's office or clinic to obtain practical experience to reinforce subject matter and skills learned in the classroom.

Prerequisites: Successful completion of all Semester I, II, II and IV courses

PHYSICAL THERAPIST ASSISTANT

OBJECTIVE

To prepare students to become integral members of the physical therapy healthcare team under the supervision of a Licensed Physical Therapist. The framework of this curriculum includes information in anatomy and physiology, kinesiology, fundamentals of diseases and conditions, medical terminology, physical therapy techniques, treatment plans, rehabilitation therapies, the musculoskeletal system, administrative procedures, and ethics and laws governing the practice of physical therapy.

ADMISSION REQUIREMENTS

An 80% minimum score on the mathematics screening examination and a minimum score on the entrance examination, a high school diploma or a GED, and an interview with the admissions office and the Program Director are required. Please reference additional requirements on page 101.

Course #	Course	Theory	Lab	Extern	Credits
CMT 100	Medical Terminology	15			1.0
CSK 100	Study Skills	15			1.0
BIO 100	Anatomy & Physiology I	45	30		4.0
PTA 102	Introduction to Physical Therapy	45			3.0
MTH 100	Math & Physics Applications	45			3.0
CCM 120	Communications for the Health Professions	30			2.0
CLE 120	Law & Ethics	15			1.0
Semester I Total		210	30		15.0

Course #	Course	Theory	Lab	Extern	Credits
PTA 103	PTA Techniques	30	45		3.5
BIO 101	Anatomy & Physiology II	45	30		4.0
PTA 104	Fundamentals of Disease	45			3.0
PTA 105	Growth & Development	45			3.0
Semester II Total		165	75		13.5

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

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

Course #	Course	Theory	Lab	Extern	Credits
PTA 204	Administrative Procedures	30			2.0
PTA 208	Special Topics	45	21		3.5
PTA 209	PTA Seminar	32			2.0
PTA 212	Clinical Practicum III			280	6.0
Semester V Total		107	21	280	13.5
PROGRAM TOTALS		655	291	640	66.5



LOCATIONS



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

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Program length is 75 weeks. The total number of program hours is 1,586 at all campuses except Las Vegas. The Las Vegas campus program hours total 1631. The Las Vegas program includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates of this program will receive an Occupational Associate degree, with exception to graduates in Houston being awarded an Associate of Applied Science. Graduates of accredited programs are eligible to apply to sit for the National Physical Therapy Examination (for physical therapist assistants).

COURSE DESCRIPTIONS

CMT 100 Medical Terminology

The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.

Prerequisites: None

CSK 100 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school, work, and life. Topics to be covered include time management, reading skills, memory techniques, goal setting, and stress management.

Prerequisites: None

BIO 100 Anatomy & Physiology I

This course addresses the fundamentals of human anatomy and physiology. Subjects that will be covered include but are not limited to: organization of the body, chemical basis of life, anatomy and physiology of cells, tissues, skin, skeletal tissues and systems, articulations, and the anatomy and physiology of the muscular system and components of blood. 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 begin to examine the body as a totally integrated and dynamic structure. Laboratory time will be available for specific anatomical structure identification.

Prerequisites: None

PTA 102 Introduction to Physical Therapy

This course covers the profession and practice of physical therapy from its early development to the present day complexities of our professional organization. The emphasis will be on the role of the PTA, general state practice acts, scope of practice for the PTA, professional organizations, and the importance of lifelong professional growth and development. The course will provide the PTA student with an introduction to the various types of PT practice areas and settings, and provides an introduction to patient interaction.

Prerequisites: None

MTH 100 Math & Physics Applications

This course will cover the general math and physics applications needed to succeed as a physical therapist assistant. The major topics covered are as follows: basic math operations, solving linear equations, graphing, and principles of mechanics, thermodynamics, sound, light, liquids and electricity.

Prerequisites: None

CCM 120 Communications for the Health Professions

This course addresses the application of fundamental oral and written communication theory and practice for healthcare practitioners.

Prerequisites: None

CLE 120 Law & Ethics

This course addresses basic legal and ethical principles and practices as they relate to medical profession. Topics include scope of practice, ethical considerations, legal issues, medical negligence, and the workplace.

Prerequisites: None

PTA 103 PTA Techniques

This lecture and laboratory course addresses the basic principles and physiological responses to thermal agents, electromagnetic radiation, ultrasound, soft tissue mobilization, hydrotherapy, electrical stimulation, traction and compression and the safe and effective application thereof.

Prerequisites: Successful completion of Semester I PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I

BIO 101 Anatomy & Physiology II

This course is a continuation of BIO 100. Subjects covered include the anatomy and physiology of the following body systems: cardiovascular, central and peripheral nervous, lymphatic, immune, respiratory, digestive, urinary, endocrine and male and female reproductive systems. Laboratory time will be available for specific anatomical structure identification. Students will identify internal organ structures, study dermatomes and myotomes; find pulse points, test reflexes and cranial nerves, and measure heart rate, respiratory rate and blood pressure. 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.

Prerequisites: Successful completion of Semester I PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I

PTA 104 Fundamentals of Disease

This class presents basic information about common medical conditions. Diseases of the cardiovascular, respiratory, nervous, endocrine, integumentary, immune, lymphatic, sensory, musculoskeletal and digestive 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: Successful completion of Semester I PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I

COURSE DESCRIPTIONS

PTA 105 Growth & Development

This class presents the relationship of structure and function to the development of movement skills across the entire life span, from the time of conception through old age and the application of various models for comparison. This class will examine changes that occur to major body systems throughout the life span as well as those unique to various stages of development and aging. Promotion of health and wellness through the lifespan is also presented.

Prerequisites: Successful completion of Semester I PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I

PTA 200 Kinesiology

This lecture and laboratory class lays a basic foundation for the study of kinesiology. Emphasis is placed on relating joint structure to its biomechanical function. Anatomical models of joints and muscles and other visual aids are used to aid in understanding anatomy and movement. Students apply concepts of resistance, forces, and positioning to specific muscles. Lecture concepts are applied in lab with opportunity to develop palpation skills. Gait analysis, posture analysis, manual muscle testing and goniometric measurements are included in lab.

Prerequisites: Successful completion of Semesters I and II PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 201 Rehabilitation I

This lecture and laboratory class presents basic rehabilitation procedures and techniques. Emphasis is placed on practice in bed mobility and transfer techniques, general safety, basic wheelchair management, use of ambulation aides, and gait training. Students are evaluated on essential skills through written exam, practical exams and role-playing in the lab setting.

Prerequisites: Successful completion of Semesters I and II PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 205 Therapeutic Exercise I

This lecture and laboratory course presents theoretical foundation for therapeutic exercise and covers the indications for exercise, as well as the basic principles and physiological responses of therapeutic exercise protocols. Special exercise considerations for the lower extremity and pelvic conditions are emphasized. Also addressed are exercises for the cardiopulmonary system.

Prerequisites: Successful completion of Semesters I and II PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 210 Clinical Practicum I

This course provides the student with an opportunity to apply learned theories and skills in a clinical setting under direct supervision of a Licensed Physical Therapist or Licensed/Certified (if regulated by state law) Physical Therapist Assistant. This practicum consists of 2 weeks of full time (40 hours/week) clinical time.

Prerequisites: Successful completion of Semesters I and II PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 207 Therapeutic Exercise II

This class continues the presentation of the theoretical foundation for therapeutic exercise. Indications for exercise, the basic principles and physiological responses of therapeutic exercise involving the upper extremities, trunk, head and neck protocols are covered.

Prerequisites: Successful completion of Semesters I, II and III PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 202 Rehabilitation II

This lecture and laboratory class presents a comprehensive look at the field of physical medicine and rehabilitation, focusing primarily on the adult neurological patient. The class takes a comprehensive and eclectic approach towards the assessment and treatment of the neurologically involved patient beginning with foundation material that provides an overview of neurological assessment and treatment and progressing to the more common clinical syndromes related to motor and postural control.

Prerequisites: Successful completion of Semesters I, II and III PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 211 Clinical Practicum II

This course is a continuation of PTA 210 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 (if regulated by state law) Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time.

Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses), and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 204 Administrative Procedures

This course examines the components included in the administration of the physical therapy practice. Topics covered include: physical therapy practice; medical records; ethics; law; delegation and supervision; health insurance; and preparing for the workplace.

Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 208 Special Topics

This course presents the theoretical foundation for treatment of some of the more specialized patient populations/ diagnoses seen in the

COURSE DESCRIPTIONS

physical therapy clinic. It will cover the indications for physical therapy interventions, as well as the basic principles and physiological responses of therapeutic exercise protocols. Particular exercises and functional training considerations for these special patient conditions will be emphasized.

Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 209 PTA Seminar

This course provides a comprehensive review of technical coursework and prepares the student for transition into the workforce as an entry level PTA. Through development of personal comprehensive study plans, participating in mock exams and other activities, students prepare to take the national PTA exams. Students examine employment opportunities and review policies and procedures for applying for state licensure in their current location and in target employment markets.

Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

PTA 212 Clinical Practicum III

This course is a continuation of PTA 211 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 (if regulated by state law) Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time.

Prerequisites: Successful completion of Semesters I, II, III and IV PTA designated courses (technical courses) and successful completion of BIO 100 Anatomy and Physiology I and BIO 101 Anatomy and Physiology II

HST 205 Nevada History and US Constitution (Las Vegas Campus Only)

A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.

Prerequisites: None

RADIOGRAPHY

OBJECTIVE

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

ADMISSION REQUIREMENTS

An 80% minimum score on mathematics screening exam, a high school diploma or GED, and an interview with the Program Director are required. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
CSK 101	Study Skills	16			1.0
RA 100	Radiography I	48			3.0
CMT 105	Medical Terminology	16			1.0
MT 203	Math Applications	48			3.0
RA 102	Positioning I	32	32		3.0
BIO 130	Anatomy and Physiology I	32			2.0
CCM 110	Communications	48			3.0
Semester I Total		240	32		16.0

Course #	Course	Theory	Lab	Extern	Credits
RA 118	Positioning II	48	32		4.0
RA 206	Physics	48			3.0
RA 110	Principles of Exposure	48			3.0
RA 121	Methods of Patient Care	48	16		3.5
BIO 140	Anatomy and Physiology II	32			2.0
CLE 110	Medical Law & Ethics	16			1.0
Semester II Total		240	48		16.5

Course #	Course	Theory	Lab	Extern	Credits
CCL 110	Computer Literacy	24	16		2.0
RA 130	Radiographic Biology	32			2.0
RA 300	Clinical Externship I			512	11.0
Semester III Total		56	16	512	15.0

Course #	Course	Theory	Lab	Extern	Credits
RA 114	Adv. Rad Imaging & Spec. Proc	48			3.0
RA 112	Pathology I	16			1.0
RA 301	Clinical Externship II			512	11.0
Semester IV Total		64		512	15.0

Course #	Course	Theory	Lab	Extern	Credits
RA 201	Radiography II	48			3.0
RA 212	Pathology II	16			1.0
RA 302	Clinical Externship III			512	11.0
Semester V Total		64		512	15.0

Course #	Course	Theory	Lab	Extern	Credits
RA 202	Radiography III	64			4.0
RA 303	Clinical Externship IV			512	11.0
Semester VI Total		64		512	15.0
PROGRAM TOTALS		728	96	2048	92.5



LOCATIONS



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

PROGRAM INFORMATION

DELIVERY METHOD: *Online (course list below), on-ground*

Program is 96 weeks in length. The total number of program hours is 2,872 at all campuses except Chula Vista and Las Vegas. The Chula Vista campus program hours total 2,882 and the Las Vegas campus program hours total 2,917. The Chula Vista program includes 2 different classes (RA 100C Radiography I: 2 credits and RA 102C Positioning I: 4 credits). The Las Vegas program includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates of the Houston program receive an Associate of Applied Science, while all other graduates receive an Associate of Occupational Science degree. Graduates are qualified to apply to take the American Registry of Radiologic Technologists Examination for Certification.

COURSE DESCRIPTIONS

The following courses may be offered on-ground and/or online: CMT 105 Medical Terminology, CCM 110 Communications, CSK 101 Study Skills, CCL 110 Computer Literacy, CLE 110 Medical Law & Ethics, RA 202 Radiography III, HST 205 Nevada History and US Constitution

CSK 101 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school and life.

Prerequisites: None

RA 100 Radiography I

This course provides the student with introduction to the field of Radiologic Technology through a broad overview of the radiography curriculum. Content areas include: imaging equipment, radiographic examinations, image production, patient care, radiation protection, imaging modalities, and professional growth and development.

Prerequisites: None

CMT 105 Medical Terminology

The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.

Prerequisites: None

MT 203 Math Applications

This course provides the student with the fundamentals of college algebra. Mathematical operations covered include: fractions, decimals, algebraic equations, basic statistics, word problems, and graphing.

Prerequisites: None

RA 102 Positioning I

Positioning I covers basic terminology, anatomy and radiographic procedures. In the laboratory, students practice positioning through simulation on peers and radiographic exposure of man-made models of corresponding body parts.

Prerequisites: None

BIO 130 Anatomy and Physiology I

The objective of this course is to provide the student with knowledge of the structure and function of the human body. Cells and tissues will be described, and organs will be discussed as components of their respective systems. Course content includes the structure and function of the integumentary and musculoskeletal systems.

Prerequisites: None

CCM 110 Communications

This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included.

Prerequisites: None

RA 118 Positioning II

This course is a continuation of Positioning I. Additional radiographic procedures are covered. Students will also learn advanced positioning skills for age-specific populations. Laboratory practice is through peer simulation and radiographic exposure of man-made models.

Prerequisites: Successful Completion of Semester I courses

RA 206 Physics

This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include: atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions.

Prerequisites: Successful Completion of Semester I courses

RA 110 Principles of Exposure

This course covers the technical factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, image receptors, image processing, beam limitation, grids, contrast, density, detail sharpness and distortion.

Prerequisites: Successful Completion of Semester I courses

RA 121 Methods of Patient Care

Students are taught basic patient care skills as they apply to Radiologic Technology. Emphasis is placed on: safety, infection control, aseptic techniques, administration of contrast media, pharmacology, patient assessment, care of the critical patient, emergency care, and care of tubes, catheters and vascular lines.

Prerequisites: Successful Completion of Semester I courses

BIO 140 Anatomy and Physiology II

A continuation of BIO 130, this course content includes the structure and function of the endocrine, nervous, cardiovascular (including blood, heart, blood vessels and circulation), lymphatic, respiratory, digestive, urinary and reproductive systems.

Prerequisites: Successful completion of BIO 130 Anatomy and Physiology I

COURSE DESCRIPTIONS

CLE 110 Medical Law and Ethics

Students are provided an overview of ethics and the law as they apply to medical practice. Topics include: documentation, standards of care, patient rights, informed consent and employment discrimination.

Prerequisites: None

CCL 110 Computer Literacy

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, basic word processing, spread sheets, Power point presentations and Internet use are explained. Students will use technology to retrieve, evaluate and synthesize information from diverse sources and points of view.

Prerequisites: None

RA 130 Radiographic Biology

This course provides the student with instruction on X-ray interactions with matter, radiation effects on the molecular and cellular levels, acute and long-term radiation responses and radiation protection principles.

Prerequisites: Successful Completion of Semester I and II courses

RA 300 Clinical Externship I

Clinical experience under supervision of clinical staff and faculty correlated with theories presented in the classroom.

Prerequisites: Successful Completion of Semester I and II courses

RA 114 Advanced Radiographic Imaging & Procedures

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

Prerequisites: Successful Completion of Semester I, II and III courses

RA 112 Pathology I

This course provides an overview of radiographic pathology. Topics include pathologies of the musculoskeletal, respiratory, gastrointestinal, hepatobiliary and urinary systems.

Prerequisites: Successful Completion of Semester I, II and III courses

RA 301 Clinical Externship II

This course is a continuation of RA 300. This course continues to provide 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: Successful Completion of Semester I, II and III courses

RA 201 Radiography II

This course covers the application of classroom theory and practical externship in the critique of analog and digital radiographic image quality, with an emphasis on technical factors, equipment, processing, artifacts and quality control. In California, this course includes fluoroscopic equipment and procedures, enabling graduates to be eligible for application to take the California State Fluoroscopy Permit Examination.

Prerequisites: Successful Completion of Semester I, II, III, and IV courses

RA 212 Pathology II

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

Prerequisites: Successful Completion of Semester I, II, III and IV courses

RA 302 Clinical Externship III

This course is a continuation of RA 301. This course continues to provide 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: Successful Completion of Semester I, II, III, and IV courses

RA 202 Radiography III

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

Prerequisites: Successful Completion of Semester I, II, III, IV and V courses

RA 303 Clinical Externship IV

This course is a continuation of RA 302. This course continues to provide 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

COURSE DESCRIPTIONS

specific formative and summative assessment tools. Students are expected to demonstrate the clinical skill and competence as required of an entry level radiographer.

Prerequisites: Successful Completion of Semester I, II, III, IV and V courses

HST 205 Nevada History and US Constitution (Las Vegas Campus Only)

A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.

Prerequisites: None

RA 100C Radiography I (Chula Vista Campus Only)

This course provides the student with introduction to the field of Radiologic Technology through a broad overview of the radiography curriculum. Content areas include: imaging equipment, radiographic examinations, image production, patient care, radiation protection, imaging modalities, and professional growth and development.

Prerequisites: None

RA 102C Positioning I (Chula Vista Campus Only)

Positioning I covers basic terminology, anatomy and radiographic procedures. In the laboratory, students practice positioning through simulation on peers and radiographic exposure of man-made models of corresponding body parts.

Prerequisites: None

RA 121 Methods of Patient Care (Chula Vista Campus Only)

Students are taught basic patient care skills as they apply to Radiologic Technology. Emphasis is placed on: safety, infection control, aseptic techniques, administration of contrast media, pharmacology, patient assessment, care of the critical patient, emergency care, and care of tubes, catheters and vascular lines. Where indicated, the student will be responsible for reading the supplemental Merrill's Atlas of Radiographic Positions and Radiologic Procedures textbook pages that will accompany specified lectures. Additionally, this course will provide the training and education for venipuncture, as mandated by the California State Statutes, Section 106985.

Prerequisites: Successful Completion of Semester I courses

ADVANCED PLACEMENT TRACK- RADIOGRAPHY

OBJECTIVE

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

ADMISSION REQUIREMENTS

Applicants must document a minimum of 1,928 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 course work; an approved or licensed limited scope Radiography program equivalent in length to one year or more of college course work. One year of college course work is defined as 30 credit hours. Students are granted 45.5 credits for previous Radiologic Sciences education and experience. Transfer course descriptions can be found in this Academic Catalog under Radiography. Please reference additional admissions and transfer credit requirements on pages 101 and 102 of this catalog.

Course #	Course	Theory	Extern	Credits
DRA 100	Radiography I	48		3.0
DMT 105	Medical Terminology	16		1.0
DRA 320	Clinical Externship I		628	13.5
DRA 325	Clinical Externship II		628	13.5
DRA 330	Clinical Externship III		672	14.5
Transfer Courses Total		64	1928	45.5

Course #	Course	Theory	Extern	Credits
CSK 101	Study Skills	16		1.0
MT 203	Math Applications	48		3.0
CCL 111	Computer Literacy	32		2.0
Semester I Total		96		6.0

Course #	Course	Theory	Extern	Credits
DIO 130	Anatomy & Physiology I	32		2.0
DRA 102	Positioning I	48		3.0
DSC 206	Physics	48		3.0
DCM 110	Communications	48		3.0
DRA 121	Methods of Patient Care	56		3.5
DLE 101	Medical Law & Ethics	16		1.0
Semester II Total		248		15.5

Course #	Course	Theory	Extern	Credits
DIO 140	Anatomy & Physiology II	32		2.0
DRA 116	Positioning II	64		4.0
DRA 130	Radiographic Biology	32		2.0
DRA 201	Radiography II	48		3.0
DBI 112	Pathology I	16		1.0
Semester III Total		192		12.0

Course #	Course	Theory	Extern	Credits
DBI 212	Pathology II	16		1.0
DRA 110	Principles of Exposure	48		3.0
DRA 114	Adv. Radiographic Imaging & Special Procedures	48		3.0
DRA 203	Radiography III	64		4.0
DRA 331	Clinical Externship IV		240	5.0
Semester IV Total		176	240	16.0
TRANSFER COURSES TOTAL		64	1928	45.5
SEMESTERS I, II, III and IV TOTALS		712	240	49.5
PROGRAM TOTALS		776	2168	95.0



ONLINE



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

PROGRAM INFORMATION

DELIVERY METHOD: *Online*

Program is 49 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours is 2944 including transfer hours and 952 program specific hours. The Las Vegas program includes an additional 3 credit online class (HST 206 Nevada History & US Constitution) resulting in a total of 997 program hours and 98 credits. Graduates of the Houston program receive an Associate of Applied Science, while all other graduates receive an Associate of Occupational Science degree. Graduates of this program are qualified to apply to take the American Registry of Radiologic Technologists Examination for Certification.

COURSE DESCRIPTIONS

CSK 101 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school and life.

Prerequisites: Previous academic course work and clinical experience in radiography

MT 203 Math Applications

This course provides the student with the fundamentals of college algebra. Mathematical operations covered include: fractions, decimals, algebraic equations, basic statistics, word problems, and graphing.

Prerequisites: Previous academic course work and clinical experience in radiography

CCL 111 Computer Literacy

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, basic word processing, spread sheets, Power point presentations and Internet use are explained. Students will use technology to retrieve, evaluate and synthesize information from diverse sources and points of view.

Prerequisites: Previous academic course work and clinical experience in radiography

DIO 130 Anatomy & Physiology I

The objective of this course is to provide the student with knowledge of the structure and function of the human body. Cells and tissues will be described, and organs will be discussed as components of their respective systems. Course content includes the structure and function of the integumentary and musculoskeletal systems.

Prerequisites: Semester I courses

DRA 102 Positioning I

Positioning I covers basic terminology, anatomy and radiographic procedures.

Prerequisites: Semester I courses

DSC 206 Physics

This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include: atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions.

Prerequisites: Semester I courses

DCM 110 Communications

This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included.

Prerequisites: Semester I courses

DRA 121 Methods of Patient Care

Students are taught basic patient care skills as they apply to Radiologic Technology. Emphasis is placed on: safety, infection control, aseptic techniques, administration of contrast media, pharmacology, patient assessment, care of the critical patient, emergency care, and care of tubes, catheters and vascular lines.

Prerequisites: Semester I courses

DLE 101 Medical Law and Ethics

Students are provided an overview of ethics and the law as they apply to medical practice. Topics include: documentation, standards of care, patient rights, informed consent and employment discrimination.

Prerequisites: Semester I courses

DIO 140 Anatomy & Physiology II

A continuation of DIO 130, this course content includes the structure and function of the endocrine, nervous, cardiovascular (including blood, heart, blood vessels and circulation), lymphatic, respiratory, digestive, urinary and reproductive systems.

Prerequisites: Semester I and II courses

DRA 116 Positioning II

This course is a continuation of Positioning I. Additional radiographic procedures are covered. Students will also learn advanced positioning skills for age-specific populations.

Prerequisites: Semester I and II courses

DRA 130 Radiographic Biology

This course provides the student with instruction on X-ray interactions with matter, radiation effects on the molecular and cellular levels, acute and long-term radiation responses and radiation protection principles.

Prerequisites: Semester I and II courses

DRA 201 Radiography II

This course covers the application of classroom theory and practical externship in the critique of analog and digital radiographic image quality, with an emphasis on technical factors, equipment, processing, artifacts and quality control. In California, this course includes fluoroscopic equipment and procedures, enabling graduates to be eligible for application to take the California State Fluoroscopy Permit Examination.

COURSE DESCRIPTIONS

Prerequisites: Semester I and II courses

DBI 112 Pathology I

This course provides an overview of radiographic pathology. Topics include pathologies of the musculoskeletal, respiratory, gastrointestinal, hepatobiliary and urinary systems.

Prerequisites: Semester I and II courses

DBI 212 Pathology II

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

Prerequisites: Successful Completion of Semester I, II, III and IV courses

DRA 110 Principles of Exposure

This course covers the technical factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, image receptors, image processing, beam limitation, grids, contrast, density, detail sharpness and distortion.

Prerequisites: Semester I, II, and III courses

DRA 114 Advanced Radiographic Imaging & Special Procedures

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

Prerequisites: Semester I, II, and III courses

DRA 203 Radiography III

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

Prerequisites: Semester I, II, and III courses

DRA 331 Clinical Externship IV

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

Prerequisites: Semester I, II, and III courses

RESPIRATORY THERAPY

OBJECTIVE

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

ADMISSION REQUIREMENTS

An 80% minimum score on the mathematics screening exam, a high school diploma or GED and an interview with the Program Director are required. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
CSK 101	Study Skills	16			1.0
CMT 105	Medical Terminology	16			1.0
IC 111	Introduction to Computer/Technical Writing	16			1.0
MT 102	Math Applications	32			2.0
CHP110	General Sciences	38			2.5
BIO 126	Anatomy & Physiology	62			4.0
MB 115	Microbiology	22			1.0
AP 116	Cardiac Anatomy & Physiology	30			2.0
AP 117	Pulmonary Anatomy & Physiology	74			4.5
PC 120	Patient Assessment	28	6		2.0
Semester I Total		334	6		21.0

Course #	Course	Theory	Lab	Extern	Credits
RX 150	Pharmacology	34			2.0
RES 130	Cardiopulmonary Diagnostics	44	28		3.5
RES 140	Cardiopulmonary Diseases	40			2.5
RES 160	Respiratory Pediatrics	30			2.0
RES 170	Respiratory Therapeutics I	32	24		2.5
RES 175	Respiratory Therapeutics II	48	60		5.0
Semester II Total		228	112		17.5

Course #	Course	Theory	Lab	Extern	Credits
CCM 125	Communications	24			1.5
RES 190	Respiratory Care Practicum I			252	5.5
RES 200	Pulmonary Rehabilitation & Wellness	20			1.0
RES 210	Critical Care Techniques	34	16		2.5
RES 240	Emergency Care	52			3.0
RES 220	Advanced Patient Assessment	36	10		2.5
Semester III Total		166	26	252	16.0

Course #	Course	Theory	Lab	Extern	Credits
RES 250	Advanced Pharmacology	46			3.0
RES 230	Advanced Pulmonary Diagnostics	38			2.5
RES 280	Introduction to Mechanical Ventilation	58	58		5.5
RES 290	Respiratory Care Practicum II			252	5.5
Semester IV Total		142	58	252	16.5

Course #	Course	Theory	Lab	Extern	Credits
CSK 200	Career Preparation	16			1.0
RES 270	Cardiovascular Diagnostics	50			3.0
RES 260	Respiratory Perinatology	50			3.0
RES 285	Advanced Mechanical Ventilation	58	20		4.5
RES 295	Respiratory Care Practicum III			216	4.5
RES 275	NBRC Review Course	30			2.0
Semester V Total		204	20	216	18.0
PROGRAM TOTALS		1074	222	720	89.0



LOCATIONS



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

PROGRAM INFORMATION

Program is 85 weeks in length. The total number of program hours is 2,016 at all campuses except Las Vegas. The Las Vegas campus program hours total 2,061. The Las Vegas program includes one additional 3 credit class (HST 205 Nevada History and US Constitution). The Chula Vista program includes one unique class (PSY 100 Interpersonal Communications, 1 credit) and eliminates one class (CSK 200 Career Preparation, 1 credit). Graduates of the Houston program receive an Associate of Applied Science, while all other graduates receive an Occupational Associate degree. Graduates are eligible to apply to sit for the National Board for Respiratory Care Therapist Certification and Registry level examinations.

DELIVERY METHOD: *Online (course list below), on-ground*

COURSE DESCRIPTIONS

The following course(s) may be offered on-ground and/or online: CSK 101 Study Skills, CMT 105 Medical Terminology, IC 111 Introduction to Computer/Technical Writing, MT 102 Math Applications, CHP 110 General Sciences, BIO 126 Anatomy & Physiology, and HST 205 Nevada History and US Constitution.

CSK 101 Study Skills

Provides an opportunity to learn and adopt methods to promote success in school and life.

Prerequisites: None

CMT 105 Medical Terminology

The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.

Prerequisites: None

IC 111 Introduction to Computer/Technical Writing

This course provides an overview of the operation of computers and their applications in the field of allied health. Students will develop critical-thinking skills as they learn to seek out reliable sources of information, and analyze and synthesize that information in research and writing.

Prerequisites: None

MT 102 Math Applications

This course provides the student with the fundamentals of college algebra. Mathematical operations covered include: fractions, decimals, percents, ratios and algebraic equations. Additional topics include a review of the metric system, scientific notation, graphing and dosing calculations.

Prerequisites: None

CHP 110 General Sciences

This lecture course introduces chemistry concepts of atomic theory, the use of the periodic chart, chemical bonding and balancing equations. This course will also include an introduction to basic physics, which includes laws of gaseous particles and diffusion, relative humidity, temperature, conversion, and pressure, and an introduction to partial pressures.

Prerequisites: None

BIO 126 Anatomy & Physiology

The objective of this course is to provide the student with knowledge of the structure and function of the human body. Cells, tissues and organs are described and discussed as components of their respective systems. Course content includes the structure and function of the following systems: integumentary, musculoskeletal, the endocrine, cardiovascular (including blood, heart, blood vessels and circulation), lymphatic, immune, respiratory, digestive, urinary and reproductive systems.

Prerequisites: None

MB 115 Microbiology

This course presents the basics of microbiology. Topics include bacteriology, virology, mycology, equipment processing and infection control in the clinical setting.

Prerequisites: None

AP 116 Cardiac Anatomy & Physiology

Provides an in-depth study of the heart, including the functions of the heart, its components and the chemical and physical processes involved.

Prerequisites: None

AP 117 Pulmonary Anatomy & Physiology

The course provides an in-depth study of the lungs and their functions, including pulmonary structure and the physiology of gas transport.

Prerequisites: None

PC 120 Patient Assessment

Introduces the techniques of observation, palpation, percussion and auscultation, and performance of vital signs for head to toe patient evaluation. Also introduced are communication techniques for interaction with the patient and their family.

Prerequisites: None

RX 150 Pharmacology

Presents major pharmacological agents used in treating cardio-pulmonary diseases. Provides knowledge of pharmaceutical classification, drug action and modes of administration, the metric system, medications and special handling procedures.

Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology

RES 130 Cardiopulmonary Diagnostics

This course presents an introduction to basic cardiopulmonary diagnostic testing. Topics include, but are not limited to: ABGs; PFTs; EKGs; CXRs; bronchoscopy; pulmonary function testing, which includes the machines, equipment and accessories utilized for diagnosis.

COURSE DESCRIPTIONS

Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology

RES 140 Cardiopulmonary Diseases

In-depth study of cardiopulmonary diseases, the etiology of each disease, the clinical manifestations of each disease and the appropriate management of the disease by the respiratory care practitioner.

Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology

RES 160 Respiratory Pediatrics

The focus of this course is to introduce assessment skills needed to treat the pediatric patient, study diseases particular to pediatrics and appropriate therapies and resuscitative procedures.

Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology

RES 170 Respiratory Therapeutics I

The course provides an introduction to medical gas, storage systems, oxygen devices, monitoring systems and the use of hyperbaric oxygen related to respiratory care.

Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology

RES 175 Respiratory Therapeutics II

This course covers the various therapeutic modalities used in respiratory care. Indications, side effects, hazards and basis for application are stressed. Specific focus on technologies for airway clearance and hyperinflation.

Prerequisites: Successful completion of AP 116 Cardiac Anatomy & Physiology and AP 117 Pulmonary Anatomy & Physiology

CCM 125 Communications

This course surveys critical elements in the area of written and interpersonal communications in health care settings. Students will examine aspects of communication that affect quality of patient care, including ethical and legal decision-making.

Prerequisites: Successful completion of Semester I and Semester II courses

RES 190 Respiratory Care Practicum I

Basic therapeutic modalities used by respiratory care practitioners in a hospital which may include, but not be limited to 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: Successful completion of Semester I and Semester II courses

RES 200 Pulmonary Rehabilitation & Wellness

This course presents the basic elements required in designing the components of a cardio-pulmonary 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: Successful completion of Semester I and Semester II courses

RES 210 Critical Care Techniques

Instructional focus is centered on emergency management and maintenance of artificial airways according to AHA ACLS standards.

Prerequisites: Successful completion of Semester I and Semester II courses

RES 240 Emergency Care

This course provides knowledge of basic and advanced life support, triage techniques and identification of pathophysiology. Topics include: emergency care applications and management of drowning; hypo- and hyperthermia; shock; poisons; drug overdose; burns, diving accidents and other types of trauma.

Prerequisites: Successful completion of Semester I and Semester II courses

RES 220 Advanced Patient Assessment

This course provides knowledge and application of advanced patient assessment techniques and skills in Respiratory Therapy. Interpretation of laboratory data and the nutritional status of the critical care patient are stressed.

Prerequisites: Successful completion of Semester I and Semester II courses

RES 250 Advanced Pharmacology

This course provides a review of respiratory specific drugs, cardiac drugs, sedatives, and pain maintenance drugs as they relate to cardiopulmonary function. Also addressed are vaccinations currently recommended for adult respiratory patients.

Prerequisites: Successful completion of Semester III courses

RES 230 Advanced Pulmonary Diagnostics

An in-depth course that provides knowledge of arterial blood gas analysis, pulmonary function testing, chest radiography, cardiac stress testing, and assessment of sleep disorders.

Prerequisites: Successful completion of Semester III courses

RES 280 Introduction to Mechanical Ventilation

This course introduces the indications, mechanics, and physiologic effects of mechanical ventilation. Topics include initiation, moni-

COURSE DESCRIPTIONS

toring, management, and discontinuance of mechanical ventilation.

Prerequisites: Successful completion of Semester III courses

RES 290 Respiratory Care Practicum II

Structured to provide the learner with opportunities to apply respiratory care modalities in intensive care settings. Included are modalities for pulmonary functions, polysomnography, arterial blood gas sampling and interpretation of results, airway care, bronchoscopy, and ventilator management for adult and pediatric patients. The learner will have the opportunity to assess, analyze and apply therapeutic modalities based upon patient outcomes, using appropriate AARC CPG-based upon ventilator management.

Prerequisites: Successful completion of Semester III courses

CSK 200 Career Preparation

Prepares students with skills needed to conduct a successful job search, including resume writing and preparing cover letters, exploring the job market, and evaluating benefits. Emphasis is placed on employee relations with regard to supervision, job description, and evaluation.

Prerequisites: Successful completion of Semester IV courses

RES 270 Cardiovascular Diagnostics

An in-depth course designed to instruct the learner on the application and analysis of electrocardiogram testing, EST interpretation and hemodynamic monitoring.

Prerequisites: Successful completion of Semester IV courses

RES 260 Respiratory Perinatology

Provides an in-depth study of normal neonatal anatomy and physiology, labor and delivery, high-risk infants, resuscitation, mechanical ventilation and common neonatal pathologies and modalities for their treatment.

Prerequisites: Successful completion of Semester IV courses

RES 285 Advanced Mechanical Ventilation

This course provides the student with knowledge of advanced concepts and applications of mechanical ventilation including high frequency ventilation to adult, pediatric, and neonatal patients.

Prerequisites: Successful completion of Semester IV courses

RES 295 Respiratory Care Practicum III

This course involves clinical application of the diagnostic and therapeutic modalities presented in the classroom and lab setting. Emphasis is placed on neonatal, pediatric and adult mechanical ventilation, airway management and cardiopulmonary monitoring of patients.

Prerequisites: Successful completion of Semester IV and Semester V courses

RES 275 NBRC Review Course

The course is designed to prepare the learner for all three levels of National Board of Respiratory Care examinations to include clinical simulations, CRT and written RRT examinations.

Prerequisites: Successful completion of Semester IV courses

PSY 100 Interpersonal Communications (Chula Vista Campus Only)

This course provides students with an introduction to interpersonal communications, which allows them to discover personal communication strengths and weaknesses affecting interpersonal relationships. Communication concepts and skills are introduced that can be used to improve relationships between caregivers, those they care for, and their families.

Prerequisites: None

HST 205 Nevada History and US Constitution (Las Vegas Campus Only)

A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.

Prerequisites: None

VETERINARY TECHNICIAN

OBJECTIVE

To develop in students the personal traits and professional skills needed to perform as competent entry-level Veterinary Technicians. The program provides students with knowledge of medical terminology, anatomy and physiology, office management, examination techniques, radiologic, dental, and surgical procedures as they relate to veterinary care.

ADMISSION REQUIREMENTS

An 80% minimum score on mathematics screening exam, a high school diploma or GED, and an interview with the Program Director are required. Applicants must provide evidence of a certificate/diploma from an approved veterinary assistant program and successfully transfer 30 credits. Additional requirements can be found on page 101 of this catalog and in the respective VTT program's policy and procedure manual.

	Theory	Lab	Extern	Credits
Career Prep & Veterinary Assisting Professional Sequences I, II, III & Extern	295	185	240	30.0
Veterinary Assistant Totals	295	185	240	30.0

Course #	Course	Theory	Lab	Extern	Credits
CCM 111	<i>Communications*</i>	45			3.0
MTH 128	<i>Math Applications*</i>	30			2.0
SCI 120	<i>Foundations in Biology and Chemistry*</i>	60			4.0
VTT 176	Introduction to Veterinary Technology*	25			1.5
Professional Sequence I Total		160	0	0	10.5

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	0	7.5

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	0	7.5

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	0	8.0

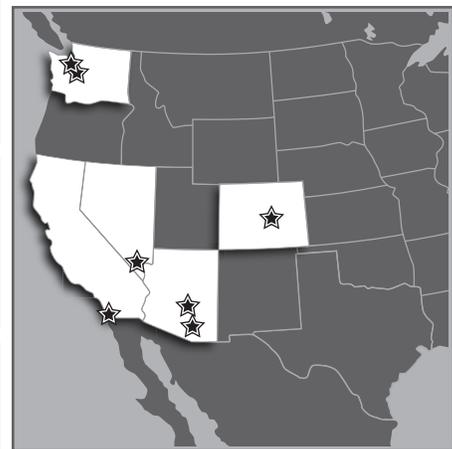
Course #	Course	Theory	Lab	Extern	Credits
VTT 252	Exotic Animal Medicine and Nursing	15	15		1.5
VTT 254	Equine Medicine and Nursing	45	15		3.5
VTT 256	Emergency Procedures	30	10		2.0
VTT 258	Clinic Surgery and Lab		30		1.0
Professional Sequence V Total		90	70	0	8.0

Course #	Course	Theory	Lab	Extern	Credits
VTT 262	Veterinary Technician Seminar*	15			1.0
VTT 291	Externship			225	5.0
Externship		15	0	225	6.0
PROGRAM TOTALS		805	490	465	77.5

*These courses are offered online, hybrid or on-ground.



LOCATIONS



Chula Vista, Colorado Springs, East Valley, Las Vegas, Renton, Seattle, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Online, hybrid, on-ground*

Day program is 77 weeks in length. Evening program is 81 to 89 weeks in length depending on the campus schedule. The total number of program hours is 1,760 at all campuses except in Las Vegas. The Las Vegas campus program hours total 1,805 and includes one additional 3 credit class presented online or on-ground (HST 205 Nevada History and US Constitution). Graduates of this program are granted an Associate of Applied Science degree. Graduates of accredited programs are eligible to sit for the Veterinary Technician National Examination (VTNE) and applicable state board examinations.

COURSE DESCRIPTIONS

CCM 111 Communications

This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included. Legal and ethical issues in communication are addressed.

Prerequisites: Admission to the Veterinary Technician Program

MTH 128 Math Applications

This course provides the student with the fundamentals of college algebra used in applied settings by the Veterinary Technician. Topics include: fractions, decimals, linear equations, basic statistics, pharmaceutical math, and graphing.

Prerequisites: Admission to the Veterinary Technician Program

SCI 120 Foundations in Biology and Chemistry

This course provides an introduction to the fundamentals of chemistry and various life sciences as they relate to veterinary technology. Topics include: inorganic and organic chemistry, biochemistry, cellular biology and the biology of various life processes. This course provides a foundation for applied coursework in veterinary technology.

Prerequisites: Admission to the Veterinary Technician Program

VTT 176 Introduction to Veterinary Technology

The course presents the student with an introduction to veterinary science and the role of the credentialed veterinary technician on the veterinary team. Topics include the history of the field, scope of practice, ethical and legal issues, professionalism and a survey of employment opportunities. This course provides the opportunity to learn and adopt methods and life skills that aid success in a professional degree program and the workplace, and promote life-long learning.

Prerequisites: Admission to the Veterinary Technician Program

VTT 222 Food and Fiber Animal

This course introduces the veterinary nursing student to livestock and animal science. This includes an overview of various segments of the livestock and poultry industries. Building on previous anatomy and physiology coursework, the primary focus of the course is the nursing and medicine of food animals and poultry. Coursework and lab exercises cover restraint, behavior, husbandry, nursing care, sampling techniques, bandaging, radiography as well as medicine and a review of common surgeries of food and fiber species (bovine, caprine, ovine, camelid and swine). Additional topics include a survey of issues in poultry health and management.

Prerequisites: Successful completion of Professional Sequence I

VTT 224 Diagnostic Imaging for Veterinary Technicians

This course furthers the training in radiology, begun in veterinary assistantship, with advanced studies in screens, positioning and contrast studies. Students will learn to utilize a portable radiology machine. The course introduces the student to basic ultrasound techniques and digital radiography.

Prerequisites: Successful completion of Professional Sequence I

VTT 226 Small Animal Nursing for Veterinary Technicians

This course provides advanced training in various nursing procedures within the Veterinary Technician's scope of practice. Topics include: catheterization, aspiration, centesis, necropsy, endotracheal and gastric intubation, rectal and reproductive procedures, sensory organ exams and testing, bandaging and sling techniques.

Prerequisites: Successful completion of Professional Sequence I

VTT 232 Laboratory Animal Science

This course provides an overview of the principles of laboratory animal research and the role of the veterinary technician in the husbandry and nursing of small mammalian species, and participation in research activities. Students will work with selected species that may include mice, rats, guinea pigs and rabbits, as well as other small mammals. The use of primates and non-mammalian species will be discussed.

Prerequisites: Successful completion of Professional Sequence I

VTT 234 Laboratory Procedures for Veterinary Technicians

This course focuses on diagnostic tests performed in the veterinary laboratory and includes discussion of various diseases and disorders of the body systems. Experience in bacteriology, endocrinology, hematology, serology, and parasitology is part of the curriculum.

Prerequisites: Successful completion of Professional Sequence I

VTT 236 Anatomy and Physiology for Veterinary Technicians

An in depth analysis of the anatomy and physiology of the domestic species, with focus on the cat and dog. In the lab sessions, students will identify anatomical features and demonstrate an understanding of body function. Dissection and necropsy technique is mandatory.

Prerequisites: Successful completion of Professional Sequence I

VTT 242 Dentistry Techniques

This course presents the tasks and techniques within the scope of practice of a veterinary technician. Included are examination, cleaning, scaling, polishing, and in some jurisdictions, extractions. Tooth anatomy and terminology is reviewed as well as the common veterinary dental diseases and disorders. Also addressed are protocols for veterinary dental radiography and assisting the DVM in advanced techniques.

COURSE DESCRIPTIONS

Prerequisites: Successful completion of Professional Sequence I

VTT 244 Pharmacology for Veterinary Technicians

This course focuses on those pharmacological topics within the scope of the Veterinary Technician. Topics include a review of pharmaceutical math and a detailed examination of the physiology and chemistry of drug effects on the nervous system. Also presented is a discussion of the proper protocol for many injectable and inhalant anesthetics, analgesics and anti-inflammatories. Chemotherapeutics, antimicrobial, antiparasitic and euthanasia agents are also addressed

Prerequisites: Successful completion of Professional Sequence I

VTT 246 Surgical Nursing for Veterinary Technicians

In defining the veterinary technician's role in surgery nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintenance of the unit. The student will evaluate, medicate, anesthetize, prepare, and monitor a variety of surgical patients, as well as learn the protocol as a sterile scrub nurse. A review and demonstration of various monitoring equipment is provided, and the student will participate in several surgeries of various intensities.

Prerequisites: Successful completion of Professional Sequence I

VTT 248 Clinic Surgery and Lab

This course provides opportunities for the students to advance their experience with surgical and anesthetic procedures and protocols, through observation and applied practice. Students will deepen their understanding of laboratory and surgical procedures, from assessment to follow-up care. Students will practice a variety of lab skills appropriate to their level of study.

Prerequisites: Successful completion of Professional Sequence I

VTT 252 Exotic Animal Medicine and Nursing

This course presents an overview of the various exotic animals that are an increasing part of the pet population. The focus is on the anatomy, behavior, nutrition, diseases and restraint of various reptilian, amphibian and avian groups, as well as some of the exotic small mammals. Lab activities will include the restraint and physical examination of these species. Also addressed are the basic nursing of these species.

Prerequisites: Successful completion of Professional Sequence I

VTT 254 Equine Medicine and Nursing

This course introduces the veterinary nursing student to equine medicine and the role of the veterinary technician in the equine practice. Lecture and lab activities develops 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: Successful completion of Professional Sequence I

VTT 256 Emergency Procedures

This course covers the role of the veterinary technician in emergency procedures, both at an emergency clinic and at the veterinary hospital. Topics include assessment and triage, shock pathophysiology and treatment, trauma, CPR review, toxicology, anesthetic and surgical emergencies, and the veterinary technician's role in maintenance of the veterinary emergency crash kit.

Prerequisites: Successful completion of Professional Sequence I

VTT 258 Clinic Surgery and Lab

This course provides opportunities for the students to advance their experience with surgical and anesthetic procedures and protocols, through observation and applied practice. Students will deepen their understanding of laboratory and surgical procedures, from assessment to follow-up care. Students will practice a variety of lab skills appropriate to their level of study.

Prerequisites: Successful completion of Professional Sequence I

VTT 262 Veterinary Technician Seminar

This course is designed to prepare the learner for the Veterinary Technician National Examination (VTNE). Content includes a comprehensive review of program content and the opportunity to participate in a simulated VTNE exam.

Prerequisites: Successful completion of Professional Sequences I-V

VTT 291 Externship

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

Prerequisites: Successful completion of Professional Sequences I-V and all laboratory competencies

HST 205 Nevada History and US Constitution (Las Vegas Campus Only)

A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution Associate degree requirement.

Prerequisites: None

BACHELOR DEGREE PROGRAMS

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

OBJECTIVE

The Bachelor of Science in Health Care Administration (BSHCA) program is intended to develop critical thinking abilities, communication competence, and leadership capacity with an advanced understanding of health care management services and delivery. A health care professional entering the program will 1) develop strategies to analyze behavioral, ethical, and cultural trends that impact management in health care systems with diverse populations, 2) demonstrate the ability to evaluate ethical, legal, and regulatory policies, and 3) demonstrate a mastery of core business theories as applied to health care systems.

ADMISSION REQUIREMENTS

The BSHCA is a degree completion program requiring that applicants possess a high school diploma or recognized equivalency, a health science associate's degree, and have completed a total of 64 semester credits at the postsecondary level. The 64 transfer credits shall consist of 17 general education, 26 health science technical, and 21 related credits. Transfer credits into the Bachelor of Science degree must meet the following conditions: awarded by a nationally or regionally accredited institution, grade of "C" or better, and numbered 100 and above. General education transfer credits are required to be a broad sampling of various educational experiences including the following categories: arts & humanities, business, information systems, social sciences, or natural sciences. Please reference additional admissions and transfer credit requirements on pages 101 and 102 of this catalog.

	Theory	Lab	Extern	Credits
Transfer of Credit (17 gen ed, 26 health science, & 21 related credits)				64.0
Transfer Totals				64.0

Course #	Course	Theory	Lab	Extern	Credits
CPT 301	Microcomputer Applications	45			3.0
ENG 310	Technical Writing	45			3.0
BUS 215	Basic Accounting	60			4.0
HCA 310	Health Care Law and Compliance	45			3.0
Semester I Total		195			13.0

Course #	Course	Theory	Lab	Extern	Credits
SOC 325	Culture and Human Diversity	45			3.0
PHI 301	Critical Thinking	45			3.0
HCA 430	Patient Information and Management	45			3.0
HCA 325	Leadership in Health Care Management	45			3.0
BUS 380	Marketing	45			3.0
Semester II Total		225			15.0

Course #	Course	Theory	Lab	Extern	Credits
MTH 310	Research Statistics	45			3.0
HCA 410	Long-Term Care	60			4.0
HCA 420	Managing Emergency Response Operations	60			4.0
HCA 440	Health Care Policy	45			3.0
Semester III Total		210			14.0

Course #	Course	Theory	Lab	Extern	Credits
HCA 450	Health Insurance Reimbursement	45			3.0
HCA 460	Introduction to Public and Community Health	45			3.0
HCA 470	Quality Management	45			3.0
HCA 490	Professional Capstone	75			5.0
Semester IV Total		210			14.0
SEMESTERS I, II, III, & IV TOTALS		840			56.0
PROGRAM TOTALS		1410			120.0

ONLINE



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

PROGRAM INFORMATION

DELIVERY METHOD: *Online*

The BSHCA is a degree completion program intended for health care administration professionals. The BSHCA program is 64 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours within the BSHCA is 840, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

COURSE DESCRIPTIONS

BUS 215 Basic Accounting

This course introduces the fundamentals of financial accounting with an emphasis on the role of accounting in the monitoring of organizational operations. Also addressed are related concepts critical to decision-making, which include: financial statement analysis, accounting and managerial control of cash, accounts receivable, inventory and budgeting, and the production of meaningful financial reports.

Prerequisites or Equivalents: Associate Degree in Health Sciences, 100 level or above college math (3 credits)

CPT 301 Microcomputer Applications

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.

Prerequisites or Equivalents: Associate Degree in Health Sciences

ENG 310 Technical Writing

This course is the study of technical communications. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence.

Prerequisites or Equivalents: Associate Degree in Health Sciences

HCA 310 Health Care Law and Compliance

Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In addition this content gives guidance on risk management techniques, including reporting, which can help mitigate noncompliance.

Prerequisites or Equivalents: Associate Degree in Health Sciences

BUS 380 Marketing

This course presents basic marketing concepts, theories and strategies. Also examined are the impacts of social factors, including demographic trends, cultural change and changes in the political and legal environment impacting marketing decision making.

Prerequisites or Equivalents: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, HCA 310 Health Care Law and Compliance

HCA 325 Leadership and Project Management

This course presents best practices for leading healthcare 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 or Equivalents: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, BUS 215 Basic Accounting, HCA 310 Health Care Law and Compliance

HCA 430 Patient Information & Management

Patient information management is important because of the integral role a healthcare professional has within the team. It is essential for the healthcare professional to provide all members of the team with a thorough patient record to ensure quality patient care.

Prerequisites or Equivalents: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, HCA 310 Health Care Law and Compliance

PHI 301 Critical Thinking

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

Prerequisites or Equivalents: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, 100 level or above Psychology or Communication

SOC 325 Culture and Human Diversity

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

Prerequisites or Equivalents: ENG 310 Technical Writing, CPT 301 Microcomputer Applications

HCA 410 Long Term Care

This course provides a survey of the 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, sub-acute 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 or Equivalents: ENG 310 Technical Writing, HCA 310 Health Care Law and Compliance, HCA 430 Patient Information and Management

HCA 420 Managing Emergency Response Operations

This course provides students with an introduction to the strategic and tactical nature of decision making and management in the volatile and complex environments created by crises and disasters encountered in domestic, regional, and international settings. Also addressed are the social, economic, and political aspects of disaster planning, preparedness, and mitigation responses.

Prerequisites or Equivalents: ENG 310 Technical Writing, CPT 301 Microcomputer Applications, HCA 325 Leadership in Health Care Management

COURSE DESCRIPTIONS

MTH 310 Research Statistics

This course familiarizes students to research statistics. The course provides students with an opportunity to understand the language of statistics, statistical rationale, and when to apply various statistical techniques. By the conclusion of the course students will be able to make sensible decisions by using analysis of numbers in both personal and professional experiences.

Prerequisites or Equivalents: CPT 301 Microcomputer Applications, 100 level or above college math (3 credits)

HCA 440 Health Care Policy

This course examines the role of governmental legislation and regulation on the provision of health care services in the United States. Also addressed are the roles of stakeholders on the financing and provision of services, and their influence on the public policy making process.

Prerequisites or Equivalents: ENG 310 Technical Writing, HCA 310 Health Care Law and Compliance, HCA 325 Leadership in Health Care Management

HCA 450 Health Insurance and Reimbursement

This course provides students with an overview of the processes and procedures related to medical billing and insurance reimbursement in the United States. Topics discussed are the roles and responsibilities of health care professionals in ensuring accurate and timely reimbursement for health care services; provisions of Medicare, Medicaid and other federal and state administered payment programs are covered as well. Also addressed is the impact on health care reform and government regulations on the operation and performance of the private health insurance industry, as well as on public programs.

Prerequisites or Equivalents: CPT 301 Microcomputer Applications, HCA 430 Patient Information and Management, HCA 440 Health Care Policy

HCA 460 Introduction to Public and Community Health

This course provides an overview of the field of public health, with an emphasis on the role of public health agencies in resolving community health problems. Students will examine social, political, economic, geographic, demographic, and physiological factors affecting health care status of communities and individuals.

Prerequisites or Equivalents: ENG 310 Technical Writing, HCA 310 Health Care Law and Compliance, HCA 440 Health Care Policy

HCA 470 Quality Management

This course provides the student with a solid foundation in quality management and teamwork within the health care environment. Quality management is important to ensure the proper functioning of equipment and compliance with various standards. Health care professionals should have an understanding of the activities and their role in leading the quality management process.

Prerequisites or Equivalents: ENG 310 Technical Writing, HCA 430 Patient Information and Management, HCA 325 Leadership in Health Care Management, HCA 410 Long-Term Care

HCA 490 Professional Capstone

This is a capstone course focusing on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. This course provides students with an opportunity to implement research skills to formulate strategies to manage various challenges they will encounter in the healthcare environment. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future. The course content focuses on the application of intellectual inquiry, information literacy, and the use of scholarly research methods.

Prerequisites or Equivalents: Semester I, II, and III courses

BACHELOR OF SCIENCE IN RADIOLOGIC SCIENCES

OBJECTIVE

The Bachelor of Science in Radiologic Sciences (BSRS) degree is intended for radiology professionals seeking a baccalaureate degree completion program. The program prepares graduates for employment responsibilities where knowledge and skills beyond those typically attained at the associate degree level are required or preferred, with emphasis on developing professional leadership skills, acquiring advanced knowledge of health care systems, and application of critical thinking. The general education within the program gives students the opportunity to explore and integrate information beyond the specific focus of their major and to build a foundation for life-long learning. The program is based upon the core curriculum guidelines of the American Society of Radiologic Technologists.

ADMISSION REQUIREMENTS

The BSRS is a degree completion program requiring that applicants hold an American Registry of Radiologic Technologists (ARRT) certification. Admission to the program requires that an applicant possess a high school diploma or recognized equivalency and have completed a total of 70 semester credits of specific coursework at the postsecondary level. The 70 transfer credits shall consist of 15 general education, 46 radiography technical, and 9 related credits. Transfer credits into the Bachelor of Science degree must meet the following conditions: awarded by a nationally or regionally accredited institution, grade of "C" or better, and numbered 100 and above. General education transfer credits are required to be a broad sampling of various educational experiences including the following categories: arts & humanities, business, information systems, social sciences, or natural sciences. Please reference additional admissions and transfer credit requirements on pages 101 and 102 of this catalog.

	Theory	Lab	Extern	Credits
Transfer of Credit (15 gen ed, 46 radiography, & 9 related credits)				70.0
Transfer Totals				70.0

Course #	Course	Theory	Lab	Extern	Credits
ENG 310	Technical Writing	45			3.0
PSY 201	Psychology	45			3.0
HCA 310	Health Care Law & Compliance	45			3.0
RA 403	Advanced Modalities	45			3.0
Semester I Total		180			12.0

Course #	Course	Theory	Lab	Extern	Credits
BUS 220	Healthcare Management	45			3.0
PHI 301	Critical Thinking	45			3.0
HLT 330	Pharmacology	45			3.0
RA 350	Advanced Patient Assessment & Treatment	45			3.0
Semester II Total		180			12.0

Course #	Course	Theory	Lab	Extern	Credits
CPT 301	Microcomputer Applications	45			3.0
MTH 310	Research Statistics	45			3.0
HCA 430	Patient Information & Management	45			3.0
RA 410	Sectional Anatomy	60			4.0
Semester III Total		195			13.0

Course #	Course	Theory	Lab	Extern	Credits
SOC 325	Culture & Human Diversity	45			3.0
HLT 410	Pathophysiology	45			3.0
HCA 470	Quality Management	45			3.0
RA 490	Professional Capstone	60			4.0
Semester IV Total		195			13.0
SEMESTERS I, II, III, & IV TOTALS		750	0	0	50.0
PROGRAM TOTALS		750	0	0	120.0

ONLINE



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

PROGRAM INFORMATION

DELIVERY METHOD: *Online*

The BSRS is a degree completion program intended for radiology professionals. The ASRT recognizes the baccalaureate degree as the professional level of radiologic science education. The BSRS portion of the program is 60 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours within the BSRS is 750, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

COURSE DESCRIPTIONS

ENG 310 Technical Writing

This course is the study of technical communications. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence.

Prerequisites or Equivalents: Acceptance into BSRS program

PSY 201 Psychology

This course examines human behavior and its biological foundations, with emphasis on basic concepts and theories. The range of topics addressed includes adaptation, motivation, memory, learning, personality, and emotions. Human interactions in various contexts are also explored.

Prerequisites or Equivalents: Acceptance into BSRS program

HCA 310 Health Care Law & Compliance

Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In addition, this content gives guidance on risk management techniques, including reporting, that can help mitigate noncompliance.

Prerequisites or Equivalents: Acceptance into BSRS program

RA 403 Advanced Modalities

This course provides the student with an opportunity to increase their understanding of advanced imaging modalities, specifically computed tomography and magnetic resonance imaging. A wide range of topics will be explored, including the function and application of advanced imaging technologies, as well as current issues and trends. The course will also explore facets of the advanced imaging environment from an administrative perspective. Successful completion of this course will enhance the student's ability to manage advanced imaging personnel and resources, by providing a broad foundation of practical knowledge in the area.

Prerequisites or Equivalents: Acceptance into BSRS program

BUS 220 Healthcare Management

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

Prerequisites or Equivalents: Acceptance into BSRS program

PHI 301 Critical Thinking

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

Prerequisites or Equivalents: Acceptance into BSRS program

HLT 330 Pharmacology

An exploration of pharmacology is necessary to provide the student with comprehensive knowledge concerning drugs and their applications as health care professionals. Drug regulations, types of drugs and drug administration are included. Discussions will integrate the selection of drugs with their appropriate use and possible effects.

Prerequisites or Equivalents: Semester I courses

RA 350 Advanced Patient Assessment & Treatment

As the role of the medical imaging professional continues to expand, more knowledge is needed in all areas. Patient care is no exception. Advanced patient care skills are essential elements of providing high quality patient care. This course focuses on patient education, assessment, communication, pre-procedural and post-procedural care and proper charting and documentation. Technologists' responsibilities and intervention in cases of critical patient need will be discussed.

Prerequisites or Equivalents: Semester I courses

CPT 301 Microcomputer Applications

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.

Prerequisites or Equivalents: Semester I and II courses

MTH 310 Research Statistics

This course familiarizes students to research statistics. The course provides students with an opportunity to understand the language of statistics, statistical rationale, and when to apply various statistical techniques. By the conclusion of the course students will be able to make sensible decisions by using analysis of numbers in both personal and professional experiences.

Prerequisites or Equivalents: Semester I and II courses

HCA 430 Patient Information & Management

Patient information management is important because of the integral role a healthcare professional has within the team. It is essential for the healthcare professional to provide all members of the team with a thorough patient record to ensure quality patient care.

Prerequisites or Equivalents: Semester I and II courses

RA 410 Sectional Anatomy

This course provides a detailed overview of human sectional anatomy in the axial, sagittal, coronal and oblique planes. Successful

COURSE DESCRIPTIONS

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 CT and MRI imaging.

Prerequisites or Equivalents: Semester I and II courses

SOC 325 Culture & Human Diversity

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

Prerequisites or Equivalents: Acceptance into BSRS program

HLT 410 Pathophysiology

A rich appreciation of the characteristics and manifestations of diseases caused by alterations or injury to the structure or function of the body are essential to the health care professional. The in depth study of pathophysiology allows the professional to communicate better with other health care professionals, including physicians and scientists, as well as with the patient, for the history and physical assessment.

Prerequisites or Equivalents: Semester I, II, and III courses

HCA 470 Quality Management

This course provides the student with a solid foundation in quality management and teamwork within the health care environment. Quality management is important to ensure the proper functioning of equipment and compliance with various standards. Health care professionals should have an understanding of the activities and their role in leading the quality management process.

Prerequisites or Equivalents: Semester I, II, and III courses

RA 490 Professional Capstone

This is a capstone course focusing on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. This course provides students with an opportunity to identify and develop research skills necessary to create a solution for an existing healthcare issue. The course content is geared to increase and disseminate intellectual inquiry, information literacy, and the use of scholarly research methods.

Prerequisites or Equivalents: Semester I, II, and III courses

BACHELOR OF SCIENCE IN RESPIRATORY THERAPY

OBJECTIVE

The Bachelor of Science Respiratory Therapy (BSRT) program is intended to offer the highest quality education that fosters critical thinking, encourages professional leadership and development, and inspires a strong appreciation of ethical values and cultural diversity. A Respiratory Therapist entering the program will acquire the skills and knowledge above what is typically attained at the associate degree level. The comprehensive curriculum allows the student to become a successful communicator, critical thinker, global citizen and conscientious leader while encouraging life-long learning.

ADMISSION REQUIREMENTS

The BSRT is a degree completion program requiring that applicants be a Registered Respiratory Therapist. Admission to the program requires that an applicant possess a high school diploma or recognized equivalency and have completed a total of 71 semester credits of specific coursework at the postsecondary level. The 71 transfer credits shall consist of 15 general education, 44 respiratory therapy technical, and 12 related credits. Transfer credits into the Bachelor of Science degree must meet the following conditions: awarded by a nationally or regionally accredited institution, grade of "C" or better, and numbered 100 and above. General education transfer credits are required to be a broad sampling of various educational experiences including the following categories: arts & humanities, business, information systems, social sciences, or natural sciences. Please reference additional admissions and transfer credit requirements on pages 101 and 102 of this catalog.

	Theory	Lab	Extern	Credits
Transfer of Credit (15 gen ed, 44 respiratory ther, & 12 related credits)				71.0
Transfer Totals				71.0

Course #	Course	Theory	Lab	Extern	Credits
BUS 220	Healthcare Management	45			3.0
PSY 201	Psychology	45			3.0
ENG 310	Technical Writing	45			3.0
CPT 301	Microcomputer Applications	45			3.0
Semester I Total		180			12.0

Course #	Course	Theory	Lab	Extern	Credits
MTH 310	Research Statistics	45			3.0
PHI 301	Critical Thinking	45			3.0
RES 325	Polysomnography	45			3.0
HCA 310	Health Care Law & Compliance	45			3.0
Semester II Total		180			12.0

Course #	Course	Theory	Lab	Extern	Credits
RES 425	Public Health	45			3.0
RES 435	Infectious Disease	45			3.0
RES 440	Home Health	45			3.0
HCA 430	Patient Information & Management	45			3.0
Semester III Total		180			12.0

Course #	Course	Theory	Lab	Extern	Credits
SOC 325	Culture & Human Diversity	45			3.0
HLT 410	Pathophysiology	45			3.0
HCA 470	Quality Management	45			3.0
RES 490	Professional Capstone	60			4.0
Semester IV Total		195			13.0
SEMESTERS I, II, III, & IV TOTALS		735	0	0	49.0
PROGRAM TOTALS		735	0	0	120.0

ONLINE



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

PROGRAM INFORMATION

DELIVERY METHOD: *Online*

The BSRT is a degree completion program intended for respiratory care professionals. The Committee on Accreditation for Respiratory Care does not accredit degree completion programs. The BSRT portion of the program is 60 weeks in length, but individual time to completion may vary by student depending on individual progress and credits transferred. The total number of program hours within the BSRT is 735, excluding transfer credits. Graduates of the program receive a Bachelor of Science degree.

COURSE DESCRIPTIONS

BUS 220 Healthcare Management

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

Prerequisites or Equivalents: Acceptance into BSRT program

PSY 201 Psychology

This course examines human behavior and its biological foundations, with emphasis on basic concepts and theories. The range of topics addressed includes adaptation, motivation, memory, learning, personality, and emotions. Human interactions in various contexts are also explored.

Prerequisites or Equivalents: Acceptance into BSRT program

ENG 310 Technical Writing

This course is the study of technical communications. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence.

Prerequisites or Equivalents: Acceptance into BSRT program

CPT 301 Microcomputer Applications

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.

Prerequisites or Equivalents: Acceptance into BSRT program

MTH 310 Research Statistics

This course familiarizes students to research statistics. The course provides students with an opportunity to understand the language of statistics, statistical rationale, and when to apply various statistical techniques. By the conclusion of the course students will be able to make sensible decisions by using analysis of numbers in both personal and professional experiences.

Prerequisites or Equivalents: Semester I courses

PHI 301 Critical Thinking

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

Prerequisites or Equivalents: Acceptance into BSRT program

RES 325 Polysomnography

This course is a comprehensive study of sleep. Topics include normal sleep physiology, sleep disorders and abnormal sleep physiology. Treatment and interventions will be introduced. The student will also be given information regarding sleep lab management and research.

Prerequisites or Equivalents: Semester I courses

HCA 310 Health Care Law & Compliance

Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In addition, this content gives guidance on risk management techniques, including reporting, that can help mitigate noncompliance.

Prerequisites or Equivalents: Semester I courses

RES 425 Public Health

This course is an introduction to the issues in the public health arena. Topics include public health education, the aging population and their special issues, pulmonary rehabilitation, health promotion and the current political views on health care within diverse populations.

Prerequisites or Equivalents: Semester I and II courses

RES 435 Infectious Disease

This course is designed for the department manager to investigate the impact and issues encountered with infectious disease. Topics include staff management in the midst of an infectious disease crisis, current issues and trends in respiratory disease, and the growing issue of drug resistant organisms.

Prerequisites or Equivalents: Semester I and II courses

RES 440 Home Health

This course is an introduction to home health and its specific issues. Topics include discharge planning, case management, reimbursement and Medicare. Students will be introduced to outcome-based home care and disease management.

Prerequisites or Equivalents: Semester I and II courses

HCA 430 Patient Information & Management

Patient information management is important because of the integral role a healthcare professional has within the team. It is essential for the healthcare professional to provide all members of the team with a thorough patient record to ensure quality patient care.

Prerequisites or Equivalents: Semester I and II courses

COURSE DESCRIPTIONS

SOC 325 Culture & Human Diversity

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

Prerequisites or Equivalents: Acceptance into BSRT program

HLT 410 Pathophysiology

A rich appreciation of the characteristics and manifestations of diseases caused by alterations or injury to the structure or function of the body are essential to the health care professional. The in depth study of pathophysiology allows the professional to communicate better with other health care professionals, including physicians and scientists, as well as with the patient, for the history and physical assessment.

Prerequisites or Equivalents: Acceptance into BSRT program

HCA 470 Quality Management

This course provides the student with a solid foundation in quality management and teamwork within the health care environment. Quality management is important to ensure the proper functioning of equipment and compliance with various standards. Health care professionals should have an understanding of the activities and their role in leading the quality management process.

Prerequisites or Equivalents: Semester I, II, and III courses

RES 490 Professional Capstone

This is a capstone course focusing on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. This course provides students with an opportunity to identify and develop research skills necessary to create a solution for an existing healthcare issue. The course content is geared to increase and disseminate intellectual inquiry, information literacy, and the use of scholarly research methods.

Prerequisites or Equivalents: Semester I, II, and III courses

CONTINUING EDUCATION

Note: Continuing education courses are not included within the institution's grant of accreditation, nor under the license of the respective state agency.

EXPANDED DUTIES DENTAL ASSISTANT

OBJECTIVE

To teach the dental assistant expanded duties, techniques, procedures, and different applications which will prepare students for advanced Dental Assistant employment.

ADMISSION REQUIREMENTS

Student must have one year of experience as a Dental Assistant. Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
ED 01	Expanded Duties Dental Assistant	15	30		2.0
Expanded Duties Dental Assistant Total		15	30		2.0
PROGRAM TOTALS		15	30	0	2.0



COURSE DESCRIPTIONS

ED 01 Expanded Duties Dental Assistant

Covers expanded dental assistant duties to provide the added knowledge necessary for expanded duties, techniques, procedures, and applications to be performed under the supervision of a dentist.

Prerequisites: Successful completion of an approved dental assistant program

LOCATIONS



Colorado Springs, Denver

PROGRAM INFORMATION

DELIVERY METHOD: *On-ground*

Day classes are presented on twelve consecutive Saturdays, consisting of a total of 45 hours. Students completing this program are awarded continuing education upon successful completion.

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

STERILE PRODUCTS CERTIFICATION

OBJECTIVE

To assist pharmacy technicians in becoming certified in sterile product preparation and aseptic techniques.

ADMISSION REQUIREMENTS

Please reference additional requirements on page 101 of this catalog.

Course #	Course	Theory	Lab	Extern	Credits
PHA 201	Sterile Products Certification	18	22		1.5
Sterile Products Certification Total		18	22		1.5
PROGRAM TOTALS		18	22	0	1.5

COURSE DESCRIPTIONS

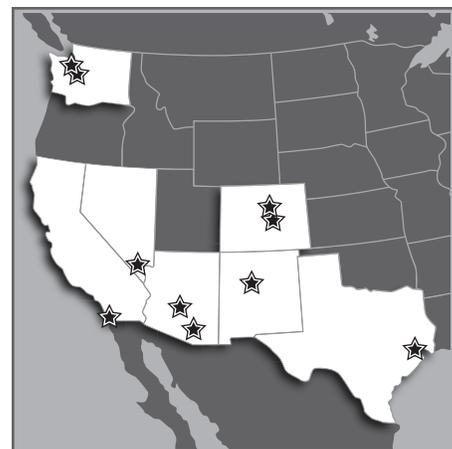
PHA 201 Sterile Products Certification Course

NPTA/ Pima Medical Institute's Sterile Product Certification Course has been designed to train pharmacy technicians on the topic of sterile product preparation and aseptic technique.

Prerequisites: Successful completion of an approved pharmacy technician program, certification by the PTCB, or currently employed as pharmacy technician.



LOCATIONS



Albuquerque, Chula Vista, Colorado Springs, Denver, Houston, Las Vegas, Mesa, Renton, Seattle, Tucson

PROGRAM INFORMATION

DELIVERY METHOD: *Hybrid (online and on-ground)*

The Sterile Product Certification Course is continuing education intended for pharmacy technician professionals. The program is 4 weeks in length, but individual time to completion may vary by student. The total number of program hours is 40. Students completing this program are awarded a CEU certificate upon successful completion.

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

ADMISSIONS AND POLICIES

ADMISSIONS AND POLICIES

Calendar

Academic programs are in session throughout the calendar year except for the following holidays and winter break:

Martin Luther King, Jr. Day	3rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving	4th Thursday in November
Veterans Day Observed	4th Friday in November
Winter Break	Christmas and New Years Weeks

Due to the holidays, programs may extend beyond the published length. Pima Medical Institute 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, or have any reduction in time or content presented to enrolled students.

Class Starts and Postponement

Classes for the various programs start throughout the year. Please see catalog addendum. Postponement by the school within thirty (30) days of the original starting date will not alter the terms and conditions of the enrollment agreement. Postponement by the school beyond thirty (30) days of the original starting date will terminate the enrollment agreement with all monies paid by the applicant to be refunded in full.

Affirmative Action

In compliance with Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1974, it is the policy of Pima Medical Institute not to discriminate against any person on the basis of race, color, religion, creed, national origin, sex, age, marital or parental status or disability in all of its educational and employment programs and activities, its policies, practices and procedures.

Disabled Applicants and Students

The school is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Each Pima Medical Institute campus has a Compliance Coordinator who ensures Section 504 compliance. Grievances or complaints concerning ADA matters should be directed to the Compliance Coordinator.

Reasonable Accommodation

Pima Medical Institute has adequate halls, doorways, classrooms, bathrooms, and student lounges to accommodate disabled students. Pima Medical Institute has designated parking areas for disabled students. Elevators are available at campus locations with multiple floors to assist students to upper level classrooms. Applicants and students seeking reasonable accommodations are required to communicate the specific need in writing using the Request for Accommodation Form to the campus Compliance Coordinator.

Degree Program Policy and Procedure Manuals

Degree programs may have a policy and procedure manual or student handbook in addition to the policy and procedures outlined in this Academic Catalog.

Consumer Information

Pima Medical Institute publishes consumer information in compliance with United States Department of Education and other accrediting agencies. Due to the frequency of this information changing, consumer information can be found at www.pmi.edu under the consumer information link.

Admission Requirements and Procedures

Applicants under the legal age must have written approval of a parent or legal guardian. Students who are of compulsory school age may enroll if they meet state compulsory school age requirements.

A high school transcript, evidence of satisfactory completion of GED, or signed statement indicating high school graduation or satisfactory GED completion is required of applicants prior to starting class. The State of Nevada requires a high school transcript or evidence of satisfactory completion of GED. Only possessing a "Certificate of High School Completion or Attendance" does not qualify a student for Federal financial assistance. Ability to benefit students may apply to eligible programs, but those accepted are not eligible for Federal financial assistance.

All applicants must take an entrance exam and pass with a minimum score. This requirement may be waived for applicants submitting official transcripts documenting completion of an Associate degree or higher. A passing entrance exam score is good for one year from date of testing.

Depending on the program, a background check and/or drug screening may be required prior to enrollment, prior to attending externship (clinical) training, or during progression through the program. A "for cause" drug or alcohol screening test may be conducted if impaired behavior is recognized in class or while attending externship (clinical). Applicants are advised that the cost of the background check/drug screen is an out of pocket expense. Please contact an admissions representative and/or program director regarding the program of interest for more information regarding background checks/drug screenings.

All applicants must be interviewed prior to acceptance. Observation experience may be a requirement for associate degree programs. Additional entrance requirements specific to a program of study are noted within the particular program description and/or program handout.

Language Proficiency

To demonstrate language proficiency, prospective students are required to take an entrance exam or demonstrate successful completion of an associate degree or higher by an institution recognized by the Department of Education or Council for Higher Education Accreditation. Academic program materials and instruction are provided solely in English. English language services are not provided by Pima Medical Institute.

International Students

The Tucson, Mesa, Renton, and Seattle campuses are Student and Exchange Visitor Program (SEVP) approved and are therefore eligible to sponsor international student visas. There is a minimum English requirement for international students: 65-78 on the TOEFL, 5.5-6.0 on the IELTS, or the equivalent.

Re-Admission

Students who withdraw from a program and return to complete the same program may be charged the following:

- Tuition: The tuition charge is the greater of either the difference between the current tuition and the earned tuition charge from the

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prior enrollment, or the per academic credit charge of the remaining credits based on prevailing rates.

- Registration Fee.
- Books/Uniforms as necessary.

Students who are terminated from a program have 60 days to appeal. Students who do not appeal within 60 days of the date of termination forfeit further rights to appeal and may only apply for re-admission upon the following conditions:

- A minimum of six months and one grading period must elapse from the date of termination.
- Provide a written plan detailing how the student has addressed the issues which led to their termination. The written plan must also contain action items that will direct the student to successful completion of program requirements.
- Meet with the Campus Director and/or Program Director.

Any balance due from a prior enrollment at Pima Medical Institute must be satisfied or a payment plan arranged before 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. Upon 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.

Returning students may be required to audit and/or successfully demonstrate competency in skills and knowledge learned in previously completed coursework before enrolling in courses needed for program completion.

Credit for Previous Education and Life Experience

Courses completed at other institutions having different course titles and credit values may be used to establish credit for listed courses based on a determination by Pima Medical Institute (PMI) of equivalency in content and credits. The applicant is responsible for providing documentation regarding coursework completed at other schools sufficient to allow PMI to make this determination. Requests for transfer credit for previous education must be submitted in writing and include unofficial transcripts, course descriptions, and other supporting documentation as appropriate to determine qualifying admission into the program. Official transcripts must be provided to award credit. Transfer courses must be similar in content and objectives to PMI courses within a program and have an equal or greater number of credits. Courses being considered for transfer credit must be from an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. Transfer courses need to be of equivalent level. As an example, if a prospective student wishes to transfer in general education credit for PHI 301 Critical Thinking, the level of the transfer credit must be equivalent (i.e. 300 or above). Credit will be awarded only for courses successfully completed with a grade of "C" or better, and where no more than 7 years have elapsed since completion. Credit for prior education is determined by the Program Director or Campus Director, and may require additional testing with a proficiency score of 77% or higher.

Graduates transferring credits into a PMI degree completion program will be awarded credit for courses successfully completed with a grade of "C" or better leading to a certificate or degree and are not subject to completion of courses within 7 years. Degree completion students transferring credit must provide recent evidence of practice in a relevant vocation or have graduated in the past 5 years. Please review specific program information as additional requirements may be mandatory for a particular degree completion program.

Credit granted for life experience is academic only, without financial credit for courses. Credit for life experience may be awarded upon documentation of appropriate experience(s), academic testing, and demonstration of professional skills (as appropriate). Testing and skills evaluation are conducted by PMI faculty. A minimum score of 77% is required on each test and a grade of pass on each skill evaluation; the student transcript will reflect the earned grade. The decision to grant credit is made by the Campus Director.

Credit granted for previous education is academic and financial. Financially, a student that has been granted credit for previous education will be provided with \$150.00 per course credit successfully transferred. Students transferring up to a maximum of 15 course credits upon enrollment, are required to pay a one-time \$50.00 processing fee. In the case of multiple courses (greater than 15 credits) transferred upon enrollment, a one-time \$150.00 processing fee is required. Processing fees are due upon request for transfer of credit and are non-refundable. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee.

Advanced Placement Track students can transfer up to 49% of the total number of credits and are required to pay a one-time processing fee of \$150.00. Degree completion students may transfer up to 74% of the total number of credits and are required to pay a one-time processing fee of \$150.00. Financial credit for advanced placement track or degree completion students is given based upon the per credit hour fee schedule noted on the enrollment agreement. For all other students, no more than 25% of the total number of credits for a particular program may be accepted. PMI does not guarantee the transfer of credits from or to any other institution.

Application for life experience and previous education transfer credit must be received prior to the start of the program in which the course(s) under consideration is (are) offered in order to correctly calculate the cost of the program.

Honors Distinction

Distinction is awarded at graduation for those students completing a certificate or degree at Pima Medical Institute and meeting the following requirements:

- For Honors: 3.75 GPA and a passing grade of all courses attempted including externship and clinicals.

Crime Awareness

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 Code of Federal Regulations) as amended on November 1, 1999, Pima Medical Institute collects, maintains, and disseminates data regarding crimes committed on campus. Pima Medical Institute publishes an annual report that includes Pima Medical Institute's Crime Awareness Policies and Procedures. This report is available at each campus.

Student Breaks and Mealtimes

Student breaks equal 10 minutes per hour, not exceeding 40 minutes per 4 hours. Pima Medical Institute does not provide "mealtime", however students are welcome to eat meals during student breaks.

Attendance Requirements

Students are to notify Pima Medical Institute by phone prior to class time if they are going to be absent or late. Notice of prolonged absence must be made in person or by letter to the appropriate school administrator, as designated by the Campus Director. All absence time, including

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late arrivals and early departures, regardless of reason, is recorded and becomes part of the student record.

Students with absences in excess of 5% of the total number of classroom hours in a program (certificate programs) or semester (degree programs) receive attendance advisement. Students with absences of 10% of the total number of classroom hours in a program or semester are placed on attendance probation. Absences in excess of 15% of the total program or semester class hours may result in termination for unsatisfactory attendance. All externship absences must be made up prior to graduation. Made up externship absences are not deleted from the 15% calculation. Any externship absences in excess of 15% of the scheduled clinical hours may result in termination.

Students may be absent 6.0% of the scheduled externship/clinical hours each semester in the following programs: Dental Hygiene, Diagnostic Medical Sonography, Mortuary Science, Nursing, Occupational Therapy Assistant, Ophthalmic Medical Technician, Physical Therapist Assistant, Radiography, Advanced Placement Track Radiography, and Respiratory Therapy. Absences must be requested by the student and approved by the Clinical Director. Accrued absence time exceeding 6.0% must be made-up prior to the start of the next semester or graduation from the program, as determined by the Program Director.

Students absent for fourteen (14) consecutive calendar days (including weekends and holidays) from the last date of academically related activity, including externship, will be terminated. Perfect attendance awards are given only to students that have completed all class hours.

Academic Advisement and Warning

Students are monitored for academic progress at the end of their sequence or semester. For certificate programs, except Diagnostic Medical Sonography, each sequence is seven (7) weeks or less; students are advised of their academic progress at the end of each sequence. For the Diagnostic Medical Sonography program, students are advised of their academic progress at mid and end of sequence; each sequence is 12 weeks. For Associate and Bachelor Degree programs, except Veterinary Technician, students are advised of their academic progress at mid and end of semester; each semester is 15-17 weeks. For the Veterinary Technician program, students are advised of their academic progress at the end of each sequence. Students who have not maintained a minimum GPA of 2.0 in a term or semester are placed on academic warning. Academic warning continues throughout the next term or semester. Students who achieve a cumulative 2.0 GPA after the end of their next term or semester will be removed from academic warning. Students who do not achieve a cumulative 2.0 GPA while on academic warning may be terminated for unsatisfactory progress. Students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period.

Leave-of-Absence Policy

A leave-of-absence may be granted for non term programs only. Upon submission of written request, a leave-of-absence may be granted for up to a maximum of 180 days in a 12 month period. Students may request more than one leave-of-absence during a 12 month period provided the total time granted does not exceed 180 days. Time spent during an approved leave-of-absence is not considered accrued time for a course or program.

Student status is not changed from active to leave-of-absence unless the request procedure and associated forms are completed. To request a leave-of-absence:

- Submit a written request to the campus, stating the reason and the

amount of time needed for the leave-of-absence.

- Complete and sign all required forms.

Students who do not complete the forms and are not in attendance are marked absent and will be terminated if the number of absences exceeds fourteen (14) consecutive calendar days (including weekends and holidays).

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

Students in term based programs (semester programs) are not eligible for a leave-of-absence. All associate degree and bachelor degree programs are considered term based with the exception of Veterinary Technician. Veterinary Technician is funded as a non term based program.

In the state of Texas:

- Programs and seminars less than 40 hours: no leave-of-absence permitted.
- Programs and seminars less than 200 hours: in a 12-month calendar period, a student may have no more than two (2) leave of absences. A leave-of-absence may be no more than 30 total calendar days.
- Programs and seminars greater than 200 hours but less than 600 hours: in a 12-month calendar period, a student may have no more than two (2) leave of absences. A leave-of-absence may be no more than 60 total calendar days.

Student/Instructor Ratio

The laboratory ratio of students to instructor does not exceed 20 to 1. The classroom ratio of students to instructor in technical courses does not exceed 35 to 1. Online classroom ratios will not exceed 25 to 1. Texas classroom ratios will not exceed 30 to 1.

Satisfactory Academic Progress

Pima Medical Institute's Satisfactory Academic Progress policy consists of two components: a qualitative measure (GPA) and quantitative measure (maximum time frame).

Satisfactory Progress Definition:

Non Term Based Programs (certificate programs and Veterinary Technician): Students must maintain a grade point average of 2.0 and must complete their program within one and one-half (1½) times the published length of the program measured in weeks.

- Financial Aid Warning: Students are evaluated for satisfactory progress at the end of each payment period. Students who have not maintained a minimum cumulative GPA of 2.0 in a payment period lose Financial Aid funding. Upon successful completion of previously funded credits, students regain Federal Financial Aid eligibility for the remaining program credits.

Term Based Programs (semester programs): Students must maintain a grade point average of 2.0 and must complete their program within one and one-half (1½) times the published length of the program measured in weeks.

- Financial Aid Warning: Students are evaluated for satisfactory progress at the end of each semester. To maintain Satisfactory Academic Progress, students must successfully complete 67% of their attempted credits with a 2.0 or greater GPA. Students who have not maintained a minimum cumulative GPA of 2.0 in a semester are placed on Financial Aid Warning. Students who have been placed on Financial Aid Warning are eligible for Federal Financial Aid while on Financial Aid Warning. Students who achieve a cumulative 2.0 GPA after the end of next semester will be removed from Financial Aid Warning. If a cumulative 2.0 GPA is not achieved the

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student will be placed on academic probation and will lose their eligibility for Federal Financial Aid until Satisfactory Academic Progress has been achieved or a financial aid appeal has been submitted and approved.

Appeal Process: The student has the right to appeal the determination of not meeting satisfactory progress based upon extenuating circumstances. The student request should be submitted to the Campus Director. A committee will review appeals on a case-by-case basis. Appeal approval may be granted for extenuating circumstances beyond the control of the student. Inability to master course material is not an extenuating circumstance. All decisions made by the committee are final.

Grading: Grades for all courses completed and attempted are recorded on students' permanent transcripts using the following grading system:

Grade	Standing	Percentage
A	Excellent	93-100%
B	Good	85-92%
C	Average	77-84%
F	Failing	76% or lower
I	Incomplete	
X	Leave of Absence	
W	Withdrawn	
T	Terminated	

Pima Medical Institute does not award pass/fail grades.

Failed Course/Repetition: Students may repeat a failed course a maximum of 2 additional times. Only the highest grade is considered for GPA evaluation, but all attempted credits are included for the measurement of maximum time frame.

Non-Credit Remedial Course Repetition: Non-credit remedial courses may be offered as determined by the Campus Director and may be at the expense of the student.

Incomplete: An incomplete grade is given when required course work has not been completed by the end of the term. Course work includes assignments and activities other than examinations. All work must be completed within two weeks from the end of the term. Failure to comply with the two-week limit results in the incomplete grade reverting to a grade of "0" (zero) for the course work. Students should contact the instructor within the aforementioned two-week period to make-up incomplete work.

Examination Make-Up Policy: Students absent on examination day are given a make-up examination on the first day they return to class. Students are required to receive instructor approval prior to the absence. Examinations include quizzes, tests, graded lab demonstrations, and midterm and final exams. The earned score on a make-up examination is reduced by 10%. A grade of zero is given for examinations not taken on the day of return or without instructor approval. With proper documentation, the score reduction may be waived for students who are absent due to jury duty, military obligation, death of an immediate family member, or birth of a son or daughter.

Transfer Credits relative to Maximum Timeframe: All transfer credits will be considered when calculating maximum timeframe. Maximum timeframe will be limited to one and one-half (1½) times the prescribed

length of course work actually taken at Pima Medical Institute.

Withdrawal/Termination: A withdrawn designation is awarded when a student voluntarily withdraws. The W designation is applied to any courses that were not completed at the time of withdrawal. The W is considered a permanent designation and remains on the student's transcript even if he or she returns and retakes the course(s). A student returning to the same program is required to repeat any courses that carry a W designation. The earned grade for repeated courses is also recorded on the student's transcript.

A terminated designation is awarded when a student is terminated by the school. The T designation is applied to any courses that were not completed at the time of termination. The T is considered a permanent designation and remains on the student's transcript even if he or she returns and retakes the course(s). A returning student is required to repeat any courses that carry a T designation. The earned grade for repeated courses is also recorded on the student's transcript.

Students who withdraw or are terminated from a course or program of study are charged according to the settlement policy on the enrollment agreement. Students who wish to appeal a termination should follow the grievance procedure described in this catalog. If a student withdraws their financial aid is terminated. If a student re-enrolls the length of the program may be extended.

Externship: Students must complete all classroom requirements with a cumulative grade point average of 2.0 prior to beginning externship. While on externship, students will be required to attend the externship full-time (typically 40 hours per week), unless noted in the catalog addendum.

Tuition for Failed Courses

Term based students receiving a failing grade in a course or externship, are charged for repeating the failed course or externship. Charges are based on cost per credit noted in the most recently signed enrollment agreement. Non term based students in an active status are not charged for repeating a failed course or externship.

Student Services

The school offers the following student services:

- Assistance in applying for Financial Aid.
- Listing of off-campus housing facilities.
- Listing of childcare facilities.
- Listing of social service agencies.
- Assistance with job search skill development.
- Assistance with job placement upon graduation.

The school does not offer the following student services:

- Housing or dormitories.

Electronic Library

PMI has an extensive on-line library allowing instructors and students the opportunity to research numerous journals with thousands of full-text peer reviewed articles and over 34,000 books. PMI's library contains three databases. EBSCO and ProQuest provide access to full-text journal articles, while ebrary provides access to e-books. The electronic library is available online at the campus library or personal computer.

Accident Insurance

Students without private insurance may be provided a limited amount of accident insurance coverage. The insurance only applies to injuries sustained during Pima Medical Institute scheduled, supervised and spon-

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sored activities. The insurance excludes coverage for injury incurred while traveling to and from the school campus, externship sites and any other school sponsored activity.

Students are strongly encouraged to seek their own medical and accident coverage from private or public sources. Personal health insurance is the responsibility of the student. Programs may require students to obtain health insurance prior to attending externship; see specific program catalog addendum for more information.

In the event a student is injured during a Pima Medical Institute scheduled, supervised, and sponsored activity, the student must report the injury to a campus representative and an Incident Report, signed by the student, must be filed with the school within 24 hours of the incident. When the injured student arrives at the medical treatment facility, if the student has his or her own medical insurance coverage, he or she must provide that information to the facility for billing purposes. The school's insurance company will not pay claims for students who have any form of insurance coverage.

Grievance Procedure

For student concerns that cannot be resolved through discussion with the instructor, students are encouraged to follow the procedure below. Students who are terminated from a course or program of study may appeal for re-admission within 60 days using the procedure below.

- The student must submit the substance of the grievance in written form to the Campus Director or Associate Director.
- An appointment is made for the student to meet with the Campus or Associate Director.
- The Campus or Associate Director will respond to the complaint within 10 working days of the meeting.
- If the grievance is still unresolved after meeting with the Campus or Associate Director, the student may telephone or write to the Chief Executive Officer (CEO), Richard Luebke, Jr. at (888) 746-2844 or 40 N. Swan, Suite 100, Tucson, AZ 85711. The student must submit the substance of the grievance in written form to the CEO.
- The CEO will respond to the written complaint within 30 days of receipt. If deemed necessary, the CEO will assign an impartial representative, not directly involved in the area of the complaint, to assist in resolution.
- If the complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the appropriate state or accrediting agency listed on pages 13-15. The student must contact the appropriate agency for further details.

Graduation Requirements

Students are awarded a Certificate or Degree and considered graduates when the following requirements have been met:

- Successful completion of the program of study with a minimum grade average of 77% in each course.
- Completion of exit interviews with the Financial Aid and the Career Services Departments.
- Payment in full of all debt owed to the school.

Placement Assistance

Although job placement after graduation cannot be guaranteed, Pima Medical Institute assists graduates in obtaining employment in their career fields.

Graduates who have not secured employment, or are seeking new opportunities, may contact the Career Services Department for assistance.

Family Educational Rights and Privacy Act (FERPA)

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

- to inspect and review his/her education records within 45 days of Pima Medical Institute's receipt of a request for access. To inspect and review records, submit a written request identifying the records to be inspected and reviewed to the Campus Director. The Associate Director will arrange for access and notify the student of the time and place for record inspection and review.
- to request an amendment of his/her education record(s) if the student believes the record(s) is inaccurate. If a record is believed to be inaccurate, submit a written statement to the Campus Director that clearly identifies the part of the record in question and specifies why it is believed to be inaccurate. The student will be notified of decisions to either amend or not amend the record. Should Pima Medical Institute decide not to amend the record as requested by the student, the student will be informed of his or her right to a hearing regarding the request for amendment and provided with information regarding the hearing procedures.
- to consent to disclosures of personally identifiable information contained in the student's education records. Exceptions that permit disclosure without student consent are school officials (persons employed by Pima Medical Institute in administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff); persons or companies Pima Medical Institute has contracted with (such as an attorney, auditor, or collection agent); students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and upon request, officials of another school in which a student intends to enroll.
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by Pima Medical Institute to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Record Retention

Pima Medical Institute maintains academic transcripts for all courses completed and/or attempted for an indefinite period of time. Financial Aid records are kept for three years after the end of the final award year that Title IV funds are received. Other student records including enrollment agreements, admission documents, financial records, attendance records, externship evaluations, and placement documents are maintained for three years from the fiscal year during which the student was last enrolled.

Student Transcript Request

Students and graduates may request transcripts either by written request to the campus office manager/registrar or through the Alumni link on the Pima Medical Institute website at www.pmi.edu. Please allow two weeks for delivery. Release of transcripts to graduates is contingent upon payment in full of all debt owed to the school.

Student Regulations

Student Areas: Students are provided with a lounge and library for use outside assigned class sessions. It is each student's responsibility to assist in maintaining the orderly appearance of these areas. The student lounge should be free of all student materials upon departure.

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Classrooms: Classrooms are to be left clean and neat. Books and any other student materials found in classrooms are taken to the reception area.

Use of Equipment: Pima Medical Institute provides various equipment for student use. Under no circumstances are students to use equipment during or outside of classroom hours without instructor supervision. Equipment should be turned off and covered when not in use. Equipment must be used in accordance with prescribed procedures. Problems encountered when using equipment must be reported immediately to the instructor.

Health and Safety: In keeping with the requirements of the state and local building codes, the Board of Health, and Fire Department regulations, students are not allowed to eat, drink liquids other than water, or smoke in the classroom.

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 the Program Director, Instructor, Associate Director, Student Services Coordinator, or Campus Director.

Infectious Disease: Students who have been diagnosed with a communicable disease (i.e., mumps, chicken pox, hepatitis, measles) must notify the Associate Director in writing and submit documentation of the illness. Students may not attend classes or externship while contagious. Students may return to class only with a physician's signed statement indicating they are no longer contagious.

Student Conduct

Students who violate Pima Medical Institute policies or regulations, harass or otherwise interfere with the progress of other students, or do not make timely payments of charges due to Pima Medical Institute may be terminated. Reinstatement is at the discretion of the Campus Director. Furthermore, students who are under the influence of drugs or alcohol, cheat, steal, or engage in any form of dishonesty, upon proof, are subject to immediate termination by the Campus Director. Students who have been terminated may appeal under the provisions outlined in the Grievance Procedure. Refunds made to students who have been terminated are subject to the terms of the Enrollment Agreement.

Harassment Policy

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

Harassment of any kind will not be tolerated and includes the following: a) actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, disability, or any other protected status, b) actions intended to intimidate or cause fear, and c) any form of unwelcome behavior of a sexual nature including verbal, nonverbal, written, and physical actions.

An individual who has reason to believe that he or she is the victim of sexual or another form of harassment should immediately report the incident to his or her Campus Director or Associate Campus Director in written form. An investigation will be initiated no later than five working days and corrective action taken when warranted. No action will be taken against those reporting harassment, regardless of the investiga-

tion's outcome. Those found to be engaging in any form of harassment will be subject to termination.

Tuition and Fees

Students are responsible for the purchase of required textbooks. The cost of textbooks is subject to change without notice.

A Registration Fee is due with the signing of the student enrollment agreement and places the student on the roster of a future designated class.

The tuition for any program is due on the starting date, unless a payment plan has been arranged in advance. Tuition payments are expected to be made on or before the due date. Tuition and fees are subject to change, but are firm for those students already enrolled.

A Tuition Price List, a schedule of program beginning/ending dates, and faculty list are in the catalog addendum.

Return of Funds

If a student withdraws or is terminated during an enrollment period, the amount of student Financial Aid program assistance earned to that point is determined by a specific formula. If more assistance was received than was earned by a student, the excess funds must be returned. If a student receives excess funds that must be returned, Pima Medical Institute must return a portion of the excess equal to the lesser of:

- The institutional charges or student SFA eligibility multiplied by the unearned percentage of the student's eligibility, or
- The entire amount of the excess funds.

If Pima Medical Institute is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds the student is to return must be repaid in accordance with the terms of the promissory note. In other words, the student must make scheduled payments to the holder of the loan over a designated period of time.

If a student is responsible for returning grant funds, the student is not responsible for returning the full amount of the grant. The law provides that a student is responsible to repay only 50 percent of the excess grant assistance awarded. Any amount of grant money that must be returned is considered a grant overpayment, and the student must make arrangements with the Department of Education to return the funds.

For all programs, the amount of assistance a student has earned from Student Financial Aid Programs is determined on a pro-rata basis. For example, if a student completed 30 percent of the period of enrollment, a student will have earned 30 percent of the assistance originally scheduled for receipt in the enrollment period. Once a student has completed more than 60 percent of the enrollment period, all of the assistance is considered earned for that period. The percentage is defined as days attended during an enrollment period divided by the total number of days in the enrollment period.

Refunds and Tuition Obligation

An applicant who fails to meet the enrollment requirements is entitled to a refund of all monies paid. All monies paid by an applicant are refunded, minus a cancellation charge of \$100.00 (all campuses except California and Colorado) if the applicant cancels enrollment within 3 days (5 days in Washington) after signing an Enrollment Agreement and making an initial payment, but prior to the start of classes.

Charges for students withdrawing from the program are calculated using a pro-rata refund policy. The last date of actual attendance during the

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enrollment period will be used to calculate the percentage of the enrollment period completed. The percentage is defined as weeks, or any portion thereof, attended during the enrollment period divided by the total number of weeks in the enrollment period, except in Colorado and California. The earned tuition percentage is calculated separately for each period. A \$100.00 (\$150.00 in California and Colorado) withdrawal or cancellation charge will be deducted from any computed refund.

Refunds are made within 45 days of the date of determination, unless otherwise noted in this catalog. If date of determination is unknown, the last date in which student attended class will be the date of determination. If a student drops without official notification, the withdrawal date will be determined by the institution within 10 days of the last date of attendance. Nevada and Arizona campus refund policies differ and can be found under the respective state refund policy.

Only the tuition portion of the total program cost is subject to the refund calculation. An Enrollment Period is defined as the program length for all non-term programs. For Associate Degree programs, an Enrollment Period is defined as a semester. An Academic Year is defined as 24 credits and 30 weeks in length.

In California the student has the right to cancel an enrollment agreement, without any penalty or obligation, through attendance of the first class session or the seventh calendar day after enrollment, whichever is later. The student maintains the right to withdraw from a program anytime after the cancellation period and may receive a pro-rata refund if the student has completed 60 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 school at the following address: Pima Medical Institute, 780 Bay Blvd. Ste. 101, Chula Vista, CA 91910. The effective date of termination is the date of proper mailing of student's notification or the date the written notice is hand delivered to the school. Refunds are calculated from the date of determination.

If the student fails to return issued materials, the student will be responsible for the cost of those materials. Uniforms which have been worn may not be returned. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance for 10 consecutive days or more or failure to return from a Leave of Absence.

In Colorado, an applicant rejected by the school is entitled to a refund of all monies paid. The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the Campus Director and post marked/hand delivered to Pima Medical Institute at the address stated herein within 3 business days after the date of signature. An applicant requesting cancellation more than 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 \$150.00. If a student withdraws after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition based on the percentage of contact days (see the Colorado refund policy). The refund is based on the last date of recorded attendance. The earned tuition percentage is based on the number of scheduled clock hours in the enrollment period divided by the total clock hours in the enrollment period. A student shall receive a full tuition refund if the school discontinues the program within a period of time a student could reasonably complete the program. This period of time shall not be any longer than 1½ times the normal duration of the program. The policy for granting credit for previous training shall not impact the refund policy.

In Texas and in accordance with the Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete to reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.241-245).

California Refund Policy

A student withdrawing from class after the seven (7) day period will receive a prorated refund of tuition which will be calculated as follows if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance; (a) Deduct a non-refundable registration fee of \$150.00 and the Student Tuition Recovery Fund fee if listed as due from the total tuition charge; (b) Divide this figure by the number of days in the program; (c) The quotient is the daily charge for the program; (d) The amount owed by the student for purposes of calculating a refund is derived by multiplying the total days scheduled by the daily charge for instruction; (e) The refund would be any amount in excess of the figure derived in item (d) that was paid by the student; (f) The refund amount shall be adjusted for equipment, if applicable. The refund will be issued within 45 days of the receipt of the student's written notice of termination. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

The student will receive a statement reporting the amount of refund and to whom the refund was made within ten (10) days of the refund date.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Arizona Refund Policy

Refunds are calculated on the tuition and registration fee only. No refunds will be due on textbooks, uniforms and supplies. Full refunds will be issued in the event courses/programs are discontinued. Refunds for a cancellation are made within 30 days from the date of cancellation. A cancellation fee is not charged if the applicant cancels the enrollment within 3 business days of signing an Enrollment Agreement, but prior to starting classes.

ARIZONA INSTITUTIONAL REFUND POLICY

A Student Terminating Training:	Is Entitled to a Refund of:
Within first 10% of enrollment period	90% less \$100 cancellation charge
After 10% but within the first 30% of the enrollment period	70% less \$100 cancellation charge
After 30% but within the first 60% of the enrollment period	40% less \$100 cancellation charge
60% of the enrollment period	40% less \$100 cancellation charge
After 60% of the enrollment period	no refund

Colorado Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before com-

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mencement of classes, are entitled to a full refund of all tuition and fees paid except the cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. Refunds are calculated on the tuition and registration fee only. No refunds will be due on workbooks, uniforms and supplies. Full refunds will be issued in the event courses/programs are discontinued. All refunds are based on the actual last day of attendance. Refunds will be made within 30 days of a student's withdrawal or termination date. The official date of withdrawal or termination of a student shall be determined in the following manner:

- The date on which the school receives written notice of the student's intention to discontinue the training program; or
- The date on which the student violates published school policy, which provides for termination.
- Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

COLORADO INSTITUTIONAL REFUND POLICY

A Student Terminating Training:	Is Entitled to a Refund of:
Within first 10% of program	90% less \$150 cancellation charge
After 10% but within the first 25% of program	75% less \$150 cancellation charge
After 25% but within the first 50% of program	50% less \$150 cancellation charge
After 50% but within the first 75% of program	25% less \$150 cancellation charge
After 75% of program	no refund

Nevada Refund Policy

- Pima Medical Institute (PMI) follows the Nevada Statute for refund policy: (a) 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 he has paid; (b) If a student cancels his enrollment before the start of the training program, PMI shall refund to the student all the money he has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less; (c) If a student withdraws or is expelled by PMI after the start of the training program and before the completion of more than 60 percent of the program, PMI shall refund the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less; (d) 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.
- If a refund is owed pursuant to subsection 1, 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 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 policy for refund required by subsection 1, and

a separate refund will be paid by PMI to the student if those items were not used by the student. Disputes must be resolved by the Campus Director for refunds required by this subsection on a case-by-case basis.

- For the purposes of this section: (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences; (b) The period of time for a training program is the period set forth in the enrollment agreement; (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that are listed separately from the tuition and fees.

Refunds will be calculated on the tuition and registration fee only. No tuition refunds will be due on workbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued.

NEVADA INSTITUTIONAL REFUND POLICY

Withdrawal or Termination During:	% of Enrollment Period Charges to be Retained by PMI:
First day through & including 60% of enrollment period	Pro Rata % remaining + \$100 registration fee
Greater than 60% through the remainder of enrollment period	100% of tuition charges

New Mexico Refund Policy

- Cooling off period. Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.
- Refunds prior to commencing instruction. Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges.
- 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 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
- Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
- Refunds following commencement of instruction. An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. department of education. Exceptions may be made on a case by case basis by the

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department or its designee.

- A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. In accordance with the most recent U.S. department of education guidelines, the institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro-rata amount according to the following schedule, as outlined by the U.S. department of education:

Date of student withdrawal as a % of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
On 1st class day	0%
After 1st day; within 10%	10%
After 10%; within 25%	25%
After 25%; within 50%	50%
50% or thereafter	100%

- “Enrollment period for which the student was obligated” means a quarter, semester, or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.
- Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student’s withdrawal or of the institution terminating enrollment of the student, whichever is earlier.
- Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.
- The institution’s payment and refund policies shall be clearly articulated in the institution’s catalog and as part of all enrollment agreements.
- Tuition and fee charges shall be the same for all students admitted to a given program for a given term of instruction. An institution may not discount its tuition and fees charged to individual students as an incentive to quick enrollment or early payment. An institution may negotiate special rates with business, industrial, governmental, or similar groups for group training programs and may establish special rates for students who transfer between programs. An institution may charge a reasonable carrying fee associated with deferred or time payment plans.
- In the case of vocational/technical/occupational programs, an institution shall be able to demonstrate that its tuition and fees for completing each program are reasonable in relation to the earnings that a graduate or completer of the program can be reasonably expected to earn.

[2-27-85, 6-30-92, 7-1-94, 9-30-96, 5.100.2.20 NMAC - Rn & A, 5 NMAC 100.2.20, 5-15-01; A, 7/31/05]

Texas Refund Policy

An applicant rejected by the School is entitled to a refund of all tuition and fees paid. The applicant may cancel this contract and receive a full refund of all tuition and fees paid to date if cancellation is made in writing to the Campus Director and post marked/hand delivered to the Institution at the address stated herein within three (3) business days after the date of signature (until midnight of the third day, excluding Saturday, Sunday and federal or state holidays) or within the student’s first three scheduled class days (does not apply to Seminars). For on-ground pro-

grams, an applicant requesting cancellation more than three (3) business days after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all tuition and fees paid minus a cancellation charge of \$100.00. For asynchronous distance education (online) programs, an applicant requesting cancellation more than three (3) business days after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all tuition and fees paid minus a cancellation charge of \$50.00. For seminar courses, an applicant requesting a cancellation after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all tuition and fees paid. In the case a student withdraws after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition, which is based on the percentage of clock hours for on-ground programs and the percentage of lessons completed for asynchronous distance education (online) programs, as described below.

For on-ground programs and seminar courses, the earned tuition percentage is based on the number of scheduled clock hours in the enrollment period through and including the student’s last day of attendance divided by the total number of clock hours in the enrollment period. On-ground program refunds are based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Seminar course refunds are based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination. For asynchronous distance education (online) programs, the earned tuition percentage is based on the number of lessons completed in the enrollment period through and including the student’s last day of attendance divided by the total number of lessons in the enrollment period. Refunds are based on the precise number of lessons the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. A student shall receive a full tuition refund if the school discontinues the program within a period of time a student could reasonably complete the program, this period of time shall not be any longer than 1 ½ times the normal duration of the program, except if the school ceases operation. The policy for granting credit for previous training shall not impact the refund policy.

TEXAS INSTITUTIONAL REFUND POLICY

A student who withdraws/ is terminated from an on-ground program:	Is Entitled to a Refund of:
Within the first 75% of the total # of clock hours in the enrollment period	Pro rata % based on clock hours remaining less a \$100 non-refundable administrative fee
After 75% of the total # of clock hours scheduled in the enrollment period	No refund
A student who withdraws/terminated from an asynchronous distance education (online) program:	Is Entitled to a Refund of:
Within the first 75% of the total # of lessons in the enrollment period	Pro rata % based on lessons remaining less a \$50 non-refundable administrative fee
After 75% of the total # of lessons in the enrollment period	No refund
A student who withdraws or is terminated from a seminar course	Is Entitled to a Refund of:
	Pro rata % based on remaining clock hours- less a \$100 non-refundable administrative fee

For on-ground programs the effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if

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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. For asynchronous distance education (online) programs and seminar courses, the effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student. Only the tuition component of the total program cost is pro-rated. Supplies are not pro-rated. Uniforms are considered unreturnable upon delivery. When computing earned charges, all school property (i.e.; textbooks, classroom equipment, etc.) must be returned to avoid additional charge (refund examples are available upon request). Refunds will be totally consummated within 60 days after the effective date of termination.

Pursuant to section 668.22 of the Higher Education Act, as amended, and the State of Texas Refund Policy, any unearned Title IV funds or refunds will be returned no later than 45 days after the date of the Institution's determination that the Student has withdrawn. Pursuant Chapter 132.061 of the Texas Education Code, a student who withdraws for a reason unrelated to the student's academic status after the 75 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.

Active Military Service: A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- 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;
- 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
- 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.

Washington Refund Policy

Refunds are calculated on the tuition and registration fee only. No refunds will be due on workbooks, uniforms and supplies. Full refunds will be issued in the event courses/programs are discontinued. Student refunds are made within 30 calendar days from the date of determination.

WASHINGTON INSTITUTIONAL REFUND POLICY

A Student Terminating Training:	Is Entitled to a Refund of:
First week of class or up to 10%, whichever is less	90% less a \$100 registration fee
Second week through & including 25% of enrollment period	75% less a \$100 registration fee
Greater than 25% through & including 50% of enrollment period	50% less a \$100 registration fee
After 50% of the enrollment period	no refund

Allocation of Refunds

Any applicable refunds for a given semester or payment period will be returned in the following priority order:

1. Federal Supplemental Loan for Students
2. Federal Unsubsidized Stafford Loan
3. Federal Subsidized Stafford Loan
4. Federal PLUS Loan
5. Federal Direct Unsubsidized Stafford Loan
6. Federal Direct Subsidized Stafford Loan
7. Federal Direct PLUS Loan
8. Federal Perkins Loan
9. Federal Pell Grant
10. FSEOG
11. Other Title IV Aid
12. Other Federal, State, Private, or Institutional Aid
13. Student

Federal Financial Aid Programs

The philosophy of Pima Medical Institute is to help eligible students receive aid to cover the costs of attendance through the most beneficial and cost-effective financial aid programs. After Pima Medical Institute has accepted a student for enrollment, the Financial Aid Office will determine eligibility and assist the student in the completion of the application process. If a student obtains a student loan to pay for an educational program, the student will be responsible for the repaying the loan amount plus any interest, less the amount of any refund. Opportunities for Federal financial assistance at Pima Medical Institute include the following programs:

- **Federal Pell Grant:** Maximum award for each academic year will depend on program funding. This is a grant and does not require repayment.
- **Leveraging Educational Assistance Partnership (California and Arizona only):** Maximum award for each academic year will depend on the availability of funds. This is a grant and does not require repayment.
- **Federal Stafford Loan- Subsidized:** Repayment begins six months after graduation, withdrawal, or becoming a less than half time student. The interest rate for undergraduate borrowers is as follows:

Academic Year	Subsidized Rates
2013-14	3.40%
- **Federal Stafford Loan- Unsubsidized:** The interest rate for undergraduate borrowers is fixed at 6.8%. Repayment begins six months after graduation, withdrawal, or becoming a less than half time student.
- **Federal Parent Loans for Undergraduate Students (PLUS):** Federal PLUS loans enable parents to borrow for the benefit of their children. The interest rate is fixed at 7.9%.
- **Federal SEOG (Supplemental Educational Opportunity Grant):** Maximum award for each academic year will depend on program funding. This program is for undergraduates with exceptional financial need and does not require repayment. For California applicants, student financial aid consumer information may be found in a catalog supplement.
- **Campus Based Funding:** The amount of aid received from campus-

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based programs depends on each student's financial need, the amount of other aid received, and the availability of funds at Pima Medical Institute. Unlike the Pell Grant Program, which provides funds to every eligible student, each school participating in any of the campus-based programs receives a limited amount of funds each year. When that money has been disbursed, no additional awards will be given for that year.

See page 103 for Pima Medical Institute's Satisfactory Academic Progress policy.

Publishing Information

Pima Medical Institute is the trade name of Vocational Training Institutes, Inc., an Arizona Corporation doing business in the States of Arizona, New Mexico, California, Nevada, Texas, Colorado, and Washington with the main campus located in Tucson, Arizona. Information in the Academic Catalog and addenda to the catalog are property and copyright of Pima Medical Institute.

There are four stockholders or groups who own the outstanding shares of stock in the corporation. Luebke Revocable Trust (trustee: Jo Ann Luebke) located at 40 N Swan Road, Suite 100, Tucson, Arizona 85711; Richard L. Luebke, Jr. is located at 40 N Swan Road, Suite 100, Tucson, Arizona 85711; Mark Luebke is located at 2160 South Power Road, Mesa, Arizona 85209; and the Employee Stock Ownership Plan (trustees: Richard and Mark Luebke) located at 40 N Swan Road, Suite 100, Tucson, Arizona 85711.

This Academic Catalog is volume number IV and effective through May of 2015. The campus specific addendum and supplemental information are related to Pima Medical Institute's Academic Catalog Published and Printed May of 2013. Academic Catalog and campus specific addendums are maintained electronically at www.pmi.edu. A printed version of the Academic Catalog and campus specific addendums can be provided upon request.

Pima Medical Institute reserves the right to change, without notification, any of the information published in the catalog. These changes will not affect currently enrolled students, without prior written consent.

All photographs and images within the Academic Catalog are of Pima Medical Institute students or graduates. The May 2013 catalog is not intended for advertising or students to disburse.

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