Other Educational Programs

Workforce Response Programs
Apprentice-Related Instruction
Center for Training and Development (CTD) Programs

Workforce Response Programs

The programs and courses in this section are provided as a service to external agencies, usually on a contractual basis. Students are selected for these programs and courses by the contractual agency, and generally are not open to the general public. Please contact Workforce Development and Continuing Education for more information at 520-206-6593

Business and Industry

The Business and Industry certificates and degrees are designed for a variety of purposes to meet the needs of business, industry, and government agencies. They can be customized for clientele in need of a specific credential.

Business and Industry Technology — Associate of Applied Science Degree

The Associate of Applied Science degree is available for a variety of purposes to meet the needs of business, industry, and government agencies. It can be customized for apprenticeship, for workforce development, and for special clientele in need of a custom credential.

The intent of the technical electives is to provide students a body of knowledge and skills that is coherent and provides them opportunities for either a new career or career advancement. The choice of these electives usually requires a partnership between the College and another organization.

General Education Requirements - A grade of C or better is required for graduation.

Course lists for each General Education category listed below can be found starting on page 74.

Communication Requirement	6
Analysis and Critical Thinking Requirement	6
Humanities and Social Science Requirement	6
Computer and Information Literacy Requirement	1-3
Subtotal	**19-21**

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
Technical Electives		41-43
Subtotal		**41-43**
Total credits as displayed		**60-63**

Advanced Business and Industry Technology — Certificate for Direct Employment

General Education courses are required for certificates that exceed 29 credits

General Education Requirements - A grade of C or better is required for graduation.

Course lists for each General Education category listed below can be found starting on page 74.

Communication Requirement	3
Analysis and Critical Thinking Requirement	3
Subtotal	**6**

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
Technical Electives		16-53
Complete 16-59 credit hours from Business or Industry Technical courses with the approval of a faculty advisor or instructional dean.		
Total credits as displayed		**16-59**

Basic Business and Industry Technology — Certificate for Direct Employment

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
Electives	Technical Electives	3-15
Complete 3-15 credit hours from Business or Industry Technical courses with the approval of a faculty advisor or instructional dean.		
Total credits as displayed		**3-15**

Advanced Business and Industry Technology –Natural Gas Utility – Certificate for Direct Employment

This certificate is designed to provide natural gas utility fundamentals for entry-level employment in the energy field. This is a workforce certificate specifically designed to meet employer needs.

What can I do with this degree?

Career Options: Apply skills learned to increase opportunities or success in the workforce.

Locations: Community Campus

Department/Contact Information: Academic Dean: 520-206-6593

Course Number	Course TItle	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
BCT 111	Basic Safety for the Building Trades	1
BCT 112	Construction Mathematics, Communication, and Employability	1
BCT 202	Construction Business Management	3
BUS 148	Ethics in the Workplace	3
CMN 120	Business and Professional Communications	3
CPD 104	Career and Personal Development	3
GTW 101*	Writing for the Trades and Technical Operations	3
NGT 101	Introduction to the Natural Gas Industry	3
REA 112*	Critical Reading	4
STU 230	Dynamics of Leadership	3
Subtotal.		**27**
Total:		**27**

* *This course has a prerequisite, co-requisite or recommendation. See course description section.*

Basic Business and Industry Technology –Natural Gas Utility – Certificate for Direct Employment

This certificate is designed to provide natural gas utility fundamentals for entry-level employment in the energy field. This is a workforce certificate specifically designed to meet employer needs.

What can I do with this degree?

Career Options: Apply skills learned to increase opportunities or success in the workforce.

Locations: Community Campus

Department/Contact Information: Academic Dean: 520-206-6593

Course Number	Course TItle	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
BCT 111	Basic Safety for the Building Trades	1
BCT 112	Construction Mathematics, Communication, and Employability	1
CPD 104	Career and Personal Development	3
GTW 101*	Writing for the Trades and Technical Operations	3
NGT 101	Introduction to the Natural Gas Industry	3
Subtotal:		**11**
Total:		**11**

* *This course has a prerequisite, co-requisite or recommendation. See course description section.*

Advanced Business and Industry Technology – Fabrication Welding – Certificate for Direct Employment

Courses prepare students for entry level welding positions in Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW). Students who complete this certificate have demonstrated advanced skills in all aspects of welding, such as structural fabrication, ornamental, and working with exotic metals.

This certificate is **not open to the general public**. Please contact the Community Campus for more information, 520-206-6593.

Course Number	Course Title	Credit Hours
Required Core Courses – A grade of C or better is required for graduation		
GTM 105*	Applied Technical Mathematics	3
WLD 110	Basic Arc and Oxyacetylene Welding	4
WLD 115*	Blueprint Reading/Estimating	4
WLD 160*	Arc Welding	4
WLD 261	Gas Metal Arc Welding	4
WLD 262*	Gas Tungsten Arc Welding	4
WLD 263*	Layout and Fabrication Welding	4
Subtotal		**27**
Total		**27**

* *This course has a prerequisite, co-requisite or recommendation. See course description section.*

Basic Business and Industry Technology – Gas Tungsten Arc Welding – Certificate for Direct Employment

Basic development of welding skills. Students who complete this certificate have demonstrated basic skills in Gas Tungsten Arc Welding (GTAW)/ tungsten inert gas (TIG) Welding for entry level aviation, culinary, and exotic metal welding jobs.

This certificate is **not open to the general public**. Please contact the Community Campus for more information, 520-206-6593.

Course Number	Course Title	Credit Hours
Required Core Courses – A grade of C or better is required for graduation		
GTM 105*	Applied Technical Mathematics	3
WLD 110	Basic Arc and Oxyacetylene Welding	4
WLD 115*	Blueprint Reading/Estimating	4
WLD 262*	Gas Tungsten Arc Welding	4
Subtotal		**15**
Total		**15**

* *This course has a prerequisite, co-requisite or recommendation. See course description section.*

Basic Business and Industry Technology – GMAW/FCAW Welding – Certificate for Direct Employment

Basic development of welding skills. Students who complete this certificate have demonstrated basic skills in ornamental welding to include Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW).

This certificate is **not open to the general public**. Please contact the Community Campus for more information, 520-206-6593.

Course Number	Course Title	Credit Hours
Required Core Courses – A grade of C or better is required for graduation		
GTM 105*	Applied Technical Mathematics	3
WLD 110	Basic Arc and Oxyacetylene Welding	4
WLD 115*	Blueprint Reading/Estimating	4
WLD 261	Gas Metal Arc Welding	4
Subtotal		**15**
Total		**15**

* *This course has a prerequisite, co-requisite or recommendation. See course description section.*

Basic Business and Industry Technology – Shielded Metal Arc Welding – Certificate for Direct Employment

Basic development of welding skills. Students who complete this certificate have demonstrated basic skills in field structural welding.

This certificate is **not open to the general public**. Please contact the Community Campus for more information, 520-206-6593.

Course Number	Course Title	Credit Hours
Required Core Courses – A grade of C or better is required for graduation		
GTM 105*	Applied Technical Mathematics	3
WLD 110	Basic Arc and Oxyacetylene Welding	4
WLD 115*	Blueprint Reading/Estimating	4
WLD 160*	Arc Welding	4
Subtotal		**15**
Total		**15**

* *This course has a prerequisite, co-requisite or recommendation. See course description section.*

Corrections

These programs are part of the Public Safety and Emergency Services Institute. For more information contact the Division Dean/Director at 520-206-6350.

County Corrections Training Academy — Certificate for Direct Employment

This certificate program is open to those persons selected for employment by the Pima County Sheriff's Department, Bureau of Corrections, or Program Director and is awarded upon successful completion of this certificate.

Before enrolling in this program, you must meet certain admission requirements.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
COR 110	County Correctional Officer Training Academy	18
COR 115*	Corrections Training Officer	3
Total credits as displayed		**21**

* *This course has a prerequisite, co-requisite, or recommendation. See course description section.*

Electrical Utility Technology

Electrical Utility Technology - Certificate for Direct Employment

This certificate is designed to provide electrical utility fundamentals for entry-level employment in the energy field. This is a workforce certificate specifically designed to meet employer needs.

What can I do with this degree?

Career Options: Apply skills learned to increase opportunities for success in the workforce.

Location: Community Campus

Department/Contact Information:
Academic Dean: 520-206-6593

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
BCT 105	Professionalism in Service, Construction, Mathematics and Basic Rigging	3
BCT 107	Basic Safety, Hand and Power Tools and Blueprint Reading	3
EUT 103	Generation Steam Systems	3
EUT 104	Overhead and Underground Systems, Hardware, and Equipment	4
EUT 106	Measuring Electricity	3
GTM 105*	Applied Technical Mathematics	3
NRG 101	Energy Industry Fundamentals	3
WRT 101*	Writing I	
or GTW 101*	Writing for Trades and Technical Occupations	3
Subtotal		**25**
Total credits as displayed		**25**

* *This course has a prerequisite, co-requisite, or recommendation. See course description section.*

Emergency Medical Technology

Emergency Medical Technology — Paramedic Certificate for Direct Employment

The paramedic certificate program increases the knowledge and skills of the I-EMT and the EMT-B in advanced life support including endotracheal intubation, cardiac arrhythmia recognition and intervention. The program also includes drug therapy, invasive procedures, advanced airway management, and I.V. therapy.

General Education Requirements - A grade of C or better is required for graduation.

Course lists for each General Education category listed below can be found starting on page 74.

Communication Requirement	3
Analysis and Critical Thinking Requirement	3
Subtotal	**6**

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
All of the core courses require acceptance into the Advanced Paramedic Program.		
EMT 170*	ALS Operations	1
EMT 205*	ALS Pharmacology and Medication Administration	3
EMT 214*	ALS Advanced Special Considerations	2.5
EMT 218*	Paramedic National Registry Preparatory Course	3.5
EMT 219*	ALS Foundations	1.5
EMT 221*	ALS Airway and Ventilation	1.5
EMT 222*	ALS Patient Assessment and Assessment Based Management	1.5
EMT 223*	ALS Trauma Emergencies and Systems	2
EMT 224*	ALS Medical Emergencies	4
EMT 225*	ALS Special Medical Considerations	2
EMT 227LC*	ALS Practicum: Clinical Lab	3
EMT 228LC*	ALS Practicum: Vehicular Lab	3
EMT 230*	Basic ECG Interpretation	1.5
EMT 242*	ALS Advanced Foundations	2
EMT 244*	ALS Advanced Medical Emergencies	2.5
EMT 247LC*	ALS Advanced Practicum: Clinical Lab	3
EMT 248LC*	ALS Advanced Practicum: Vehicular Lab	3
EMT 250*	Advanced Cardiac Care	1.5
EMT 252*	Pediatric Advanced Life Support	
or EMT 258*	Pediatric Education for Pre-Hospital Professionals	1.5
EMT 254*	Advanced ECG Interpretation	3
EMT 263*	Tox-Medic	1.5
EMT 295*	ALS Independent Research	3
Subtotal		**51**
Total credits as displayed		**57**

* *This course has a prerequisite, co-requisite, or recommendation. See course description section.*

Law Enforcement

For more information about the Law Enforcement programs, please contact the Public Safety and Emergency Services Institute at Community Campus, 520-206-6350.

Basic Law Enforcement — Certificate for Direct Employment

Learn the skills necessary to become a law enforcement officer with courses in ethics, criminal investigation, police proficiencies and law. This certificate is designed for individuals working in a law enforcement position. The courses are scheduled based on agency requirements.

Required Prerequisites:

- High school diploma or High School Equivalency (HSE) diploma
- At least 21 years of age upon completion of the academy
- No felony convictions
- U. S. Citizen
- Must possess a valid driver's license
- Physical requirement test
- Written evaluation
- Psychological evaluation
- Oral Board review
- Background investigation
- Medical evaluation
- Polygraph exam
- Other requirements that are specific to Arizona Peace Officer Standards and Training Board (AZ POST)

Completion of the program meets and exceeds the minimum P.O.S.T. requirements for entry-level employment as an Arizona peace officer.

General Education Requirements - A grade of C or better is required for graduation.

Course lists for each General Education category listed below can be found starting on page 74.

Communication Requirement	3
Analysis and Critical Thinking Requirement	3
Subtotal	**6**

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
LEN 105	Ethics and Leadership in Law Enforcement	3
LEN 110	Multicultural Issues in Law Enforcement	3
LEN 115	Interpersonal Relations in Law Enforcement	3
LEN 120	Introduction to Law Enforcement	1
LEN 125	Law and Legal Matters I	3
LEN 126	Law and Legal Matters II	3
LEN 130	Patrol Procedures	3
LEN 135	Traffic Enforcement and Investigation	3
LEN 140	Criminal Investigation	4
LEN 145	Community and Police Relations	2
LEN 150	Records and Reports	3
LEN 205	Police Proficiency Skills I	4
LEN 206	Police Proficiency Skills II	4
LEN 207	Police Proficiency Skills III	4
LEN 208	Police Proficiency Skills IV	4
Subtotal		**47**
Total		**53**

Law Enforcement — Associate of Applied Science

General Education Requirements - A grade of C or better is required for graduation.

Course lists for each General Education category listed below can be found starting on page 74.

Communication Requirement	6
Analysis and Critical Thinking Requirement	6
Humanities and Social Science Requirement	3
AJS 225 fulfills 3 credits of this requirement. Complete a course from the Humanities/Fine Arts or the Leadership/Ethics category	
Computer Information and Literacy Requirement	1-3
Subtotal	**16-18**

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
Law Enforcement Concentration		
LEN 105	Ethics and Leadership in Law Enforcement	3
LEN 110	Multicultural Issues in Law Enforcement	3
LEN 115	Interpersonal Relations in Law Enforcement	3
LEN 120	Introduction to Law Enforcement	1
LEN 125	Law and Legal Matters I	3
LEN 126	Law and Legal Matters II	3
LEN 130	Patrol Procedures	3
LEN 135	Traffic Enforcement and Investigation	3
LEN 140	Criminal Investigation	4
LEN 145	Community and Police Relations	2
LEN 150	Records and Reports	3
LEN 205	Police Proficiency Skills I	4
LEN 206	Police Proficiency Skills II	4
LEN 207	Police Proficiency Skills III	4
LEN 208	Police Proficiency Skills IV	4
Subtotal		**47**

Required Support Courses		
AJS 101	Introduction to Administration of Justice Systems	3
AJS 225	Criminology	3
Subtotal		**6**
Total Credits as Displayed		**69-71§**

Apprentice-Related Instruction

Pima Community College works jointly with local and state apprenticeship groups to offer related instruction in a number of apprenticeship programs. Before students may enroll for apprentice-related instruction, they must be registered with the U.S. Department of Labor's Bureau of Apprenticeship and Training, and the organization operating a specific training program. Apprentice-related instruction at Pima Community College is offered in these areas and provides foundation courses towards the associate of applied science degree.

Agency	Phone Number	Course Prefix
Sheet Metal Workers Local Union 359 Sheet Metal	602-273-1388 or 602-920-2834	SMA
National Tooling and Machining Association (NTMA) Contact Division Dean of Industrial and Technical Education at PCC Machinist	520-206-7134	MAC
Arizona Builders Alliance (ABA) Electrical, Carpentry, Building and Construction	520-881-7930	BCT
Pascua Yaqui Training and Development Electrical	520-879-5844	ELT

Degree Program:

Those working to gain the Business and Industry Technology Associate of Applied Science degree (trade and industrial technology option) must meet the minimum degree requirement of 64 credit hours. Students must complete 46 credit hours of apprentice-related instruction, and/or college technical courses. The college technical courses must be approved by the department chair.

Center for Training and Development (CTD) Programs

Pima Community College's Center for Training and Development (CTD) provides high quality training leading to immediate jobs or to job advancement in many in-demand fields. Since 1963, CTD has trained more than 40,000 individuals who wanted to gain new employment, improve their skills in their current jobs or move up the career ladder in their fields. Students learn entry-level skills or upgrade existing knowledge through training classes that provide classroom instruction, hands-on lab learning, and internships and externships. CTD boasts a 90% completion rate and an 85% job placement rate.

The Center's non-traditional training options allow students to attend in an open-entry/open-exit enrollment year-round up to 30 hours a week during days, evenings or weekends. Each student receives a certificate at the conclusion of their training. CTD offers programs for credit, noncredit, clock-hour, and continuing education units (CEUs). Credit program information is found under the credit programming section of the catalog.

CTD clock-hour certificate programs are found below. Please contact the Center for Training and Development for most current programming information. Clock-hour offerings provide students with a method for accessing immediate employment skills related to specific occupational areas. They require student attendance as well as completion of competencies related to the career field. Clock-hour programming is offered in a variety of methods depending on the career path; it provides intensive instruction in the career field, contains integrated academic and life success skills, and provides comprehensive student support services.

Clock-hour programs have various admissions requirements depending on the programming area. Testing is required for most certificates. Please contact the Center for Training and Development at 520-206-5100 for details on specific admissions requirements for each program area.

Business Technology

Accounting Assistant – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-66.html

Module Number		Course Title	Clock Hours
Required Modules			
BO	701A	Document Formatting I	30
BO	706	Business Calculation I	30
BO	708	Principles of Accounting I	20
BO	709	Microsoft Word I	25
BO	710F	Office Practice for Accounting	83
BO	718	Microsoft Excel I	35
BO	719	Microsoft Access I	35
BO	750	Keyboard Operator	80
BO	760	Microsoft Windows	30
BO	800	Business English	20
BO	801A	Document Formatting II	50
BO	806	Business Calculation II	20
BO	807B	Recordkeeping for Accounting	36
BO	808	Principles of Accounting II	80
BO	809	Microsoft Word II	60
BO	810A	Office Practice II	76
BO	811	Microsoft Excel II	30
BO	906	Business Calculation III	12
BO	908	Principles of Accounting III	80
BO	913	QuickBooks	90
Total for Accounting Assistant Certificate			**922**
Optional module:			
BO 812		Microsoft Access II	30
BO 992A		Accounting Assistant Externship	120
Total with optional module			**1072**

Administrative Assistant – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-68.html

Module Number		Course Title	Clock Hours
Required Modules			
BO	760	Microsoft Windows	30
BO	830	Office Procedures	35
BO	835	Records Management for Administrative Assistants	45
BO	840	Business Meeting	30
BO	845	Document Preparation	30
BO	850	Business Communications	45
BO	855	Payroll Records and Procedures	30
BO	860	Microsoft Publisher	45
BO	919	Machine Transcription	15
BO	921	Comprehensive Microsoft Excel	105
BO	922	Comprehensive Microsoft Access	105
BO	927	Comprehensive Microsoft PowerPoint	60
BO	929	Comprehensive Microsoft Word	120
Total for Administrative Assistant Certificate			**695**

Computer Software Applications – Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
BO	705	Business Composition	24
BO	709	Microsoft Word I	25
BO	718	Microsoft Excel I	35
BO	719	Microsoft Access I	35
BO	760	Microsoft Windows	30
BO	800	Business English	20
BO	801B	Typing for Computer Software Applications	26
BO	809	Microsoft Word II	60
BO	811	Microsoft Excel II	30
BO	812	Microsoft Access II	30
BO	909	Microsoft Word III	105
Total for Computer Software Applications Certificate			**420**

Keyboard Operator

Module Number		Course Title	Clock Hours
Required Modules			
BO	790	Keyboard Operator	80
Total for Keyboard Operator			**80**

Office Assistant I – Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
BO	701A	Document Formatting I	30
BO	706	Business Calculator I	30
BO	709	Microsoft Word I	25
BO	710A	Office Practice I	75
BO	750	Keyboard Operator	80
BO	760	Microsoft Windows	30
Total for Office Assistant I			**270**

Office Assistant II – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-71.html

Module Number		Course Title	Clock Hours
Required Modules			
BO	701A	Document Formatting I	30
BO	706	Business Calculator I	30
BO	709	Microsoft Word I	25
BO	710A	Office Practice I	75
BO	718	Microsoft Excel I	35
BO	719	Microsoft Access I	35
BO	750	Keyboard Operator	80
BO	760	Microsoft Windows	30
BO	800	Business English	20
BO	801A	Document Formatting II	50
BO	806	Business Calculator II	20
BO	807	Recordkeeping II	64
BO	809	Microsoft Word II	60
BO	810A	Office Practice II	76
Total for Office Assistant II Certificate			**630**

Office Specialist – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-69.html

Module Number		Course Title	Clock Hours
Required Modules			
BO	701A	Document Formatting I	30
BO	706	Business Calculator I	30
BO	709	Microsoft Word I	25
BO	710A	Office Practice I	75
BO	718	Microsoft Excel I	35
BO	719	Microsoft Access I	35
BO	750	Keyboard Operator	80
BO	760	Microsoft Windows	30
BO	800	Business English	20
BO	801A	Document Formatting II	50

BO	806	Business Calculator II	20
BO	807	Recordkeeping II	64
BO	809	Microsoft Word II	60
BO	810A	Office Practice II	76
BO	811	Microsoft Excel II	30
BO	812	Microsoft Access II	30
BO	901A	Advanced Document Formatting	22
BO	906	Business Calculator III	12
BO	907	Recordkeeping III	30
BO	909	Microsoft Word III	105
BO	917	Microsoft PowerPoint	30
BO	919	Machine Transcription	15
Total for Office Specialist Certificate			**904**

Optional modules

BO	920	Microsoft Access III	30
BO	991	Office Practice Externship	60
Total with optional modules			**994**

Quickbooks – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 913	Quickbooks	90
Total for Medical Office Specialist Certificate		**90**

Legal Office

Legal Office Procedures – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 810B	Legal Office Practice I	75
BO 910B	Legal Office Practice II	75
Total for Legal Office Procedures Certificate		**150**

Legal Office Support Staff– Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-19.html

Module Number	Course Title	Clock Hours
Required Modules		
BO 701A	Document Formatting I	30
BO 706	Business Calculator I	30

BO	709	Microsoft Word I	25
BO	710A	Office Practice I	75
BO	718	Microsoft Excel I	35
BO	719	Microsoft Access I	35
BO	750	Keyboard Operator	80
BO	760	Microsoft Windows	30
BO	800	Business English	20
BO	801A	Document Formatting II	50
BO	807A	Recordkeeping for Legal Office	47
BO	809	Microsoft Word II	60
BO	810A	Office Practice II	76
BO	810B	Legal Office Practice I	75
BO	811	Microsoft Excel II	30
BO	812	Microsoft Access II	30
BO	901A	Document Formatting III	22
BO	909	Microsoft Word III	105
BO	910B	Legal Office Practice II	75
Total for Legal Office Assistant Certificate			**930**

Optional modules

BO	917	Microsoft PowerPoint	30
BO	919	Machine Transcription	15
BO	920	Microsoft Access III	30
BO	991A	Legal Office Externship	60
Subtotal			**135**
Total with all optional modules			**1065**

Medical Office

Medical Office Clerk – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 700	Basic Office Skills	49
BO 711	Medical Insurance	30
BO 713	Medical Terminology I	18
BO 714	Introduction to Diagnostic Coding	8
BO 716	Introduction to Procedural Coding	15
Total for Medical Office Clerk Certificate		**120**

Medical Office Specialist – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701B	Document Formatting for Medical Office Specialist	40
BO 709	Microsoft Word I	25
BO 710B	Office Practice for Medical Office Specialist I	73

BO	711	Medical Insurance	30
BO	713	Medical Terminology I	18
BO	714	Introduction to Diagnostic Coding	8
BO	716	Introduction to Procedural Coding	15
BO	718	Microsoft Excel I	35
BO	719	Microsoft Access I	35
BO	750	Keyboard Operator	80
BO	760	Microsoft Windows	30
BO	800	Business English	20
BO	809	Microsoft Word II	60
BO	909A	Microsoft Word IIIA	15
BO	992	Medical Ofice Externship	120
Total for Medical Office Specialist Certificate			**604**

Medical Records Technician – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-47.html

Module Number		Course Title	Clock Hours
Required Modules			
BO	701B	Document Formatting for Medical Office Specialist	40
BO	709	Microsoft Word I	25
BO	710	Business Office Practices	34
BO	710B	Office Practice for Medical Office Specialist I	73
BO	710C	Office Practice for Medical Records Technician	31
BO	713	Medical Terminology I	18
BO	718	Microsoft Excel I	35
BO	719	Microsoft Access I	35
BO	725	Health Care Statistics	30
BO	730	Quality Management	30
BO	750	Keyboard Operator	80
BO	760	Microsoft Windows	30
BO	800	Business English	20
BO	809	Microsoft Word II	60
BO	813	Medical Terminology II	48
BO	814	Intermediate Diagnostic Coding	70
BO	815	Intermediate Procedural Coding	70
BO	816	3M Computerized Medical Coding	30
BO	818	Computerized Patient Accounting	30
BO	909A	Microsoft Word IIIA	15
BO	992	Medical Office Externship	120
Total for Medical Records Certificate			**924**

Medical Terminology – Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
BO	713	Medical Terminology I	18
BO	813	Medical Terminology II	48
Total for Medical Terminology Certificate			**66**

Professional Medical Coding Specialist– Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
BO	710D	Office Practice for Coders	5
BO	713	Medical Terminology I	18
BO	814	Intermediate Diagnostic Coding	70
BO	815	Intermediate Procedural Coding	70
BO	816	3M Computerized Medical Coding	30
BO	818	Computerized Patient Accounting	30
BO	819	Human Anatomy for Medical Coding	7
BO	915	Advanced Procedural Coding	40
Total for Professional Medical Coding Specialist Certificate			**270**

Culinary and Food Industry

Baker's Helper – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-67.html

Module Number		Course Title	Clock Hours
Required Modules			
FS	705	Sanitation and Safety Fundamentals	60
FS	720	Tools, Utensils and Equipment	75
FS	725	Cold Foods-Salads and Dressings	90
FS	765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS	865	Culinary Principles-Advanced Record Keeping	60
FS	900	Food Service Externship	60
FS	901	Sanitation and Regulatory Issues	30
FS	910	Bakery-Quick Breads	120
FS	920	Bakery-Yeast Doughs	175
FS	930	Bakery-Cakes, Cookies, Pies	160
FS	970	Bakery-Sauces and Fillings	30
Total for Baker's Helper Certificate			**900**

Cook's Helper – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-94.html

Module Number		Course Title	Clock Hours
Required Modules			
FS	705	Sanitation and Safety Fundamentals	60
FS	720	Tools, Utensils, and Equipment	75
FS	725	Cold Foods-Salads and Dressings	90
FS	745	Hot Foods-Vegetables, Starches, Pastas, and Grains	60
FS	760	Hot Foods-Stocks, Sauces, and Soups	80

FS	765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS	770	Hot Foods-Introduction to Meat and Seafood Cookery	60
FS	845	Knife Skills	60
FS	850	Hot Foods-Breakfast Cookery	30
FS	885	Hot Foods-Intermediate Meat and Seafood Cookery	60
FS	900	Food Service Externship	60
FS	901	Sanitation and Regulatory Issues	30
Total for Cook's Helper Certificate			**705**

Kitchen Helper – Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
FS	705	Sanitation and Safety Fundamentals	60
FS	720	Tools, Utensils, and Equipment	75
FS	725	Cold Foods-Salads and Dressings	90
FS	735	Introduction to Hot Foods	70
FS	765	Culinary Principles-Terminology, Record Keeping, and Service	40
Total for Kitchen Helper Certificate			**335**

Pantry Cook – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-4.html

Module Number		Course Title	Clock Hours
Required Modules			
FS	705	Sanitation and Safety Fundamentals	60
FS	720	Tools, Utensils and Equipment	75
FS	725	Cold Foods-Salads and Dressings	90
FS	745	Hot Foods-Vegetables, Starches, Pastas, and Grains	60
FS	765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS	770	Hot Foods-Introduction to Meat, Seafood Cookery	60
FS	845	Knife Skills	60
FS	850	Hot Foods-Breakfast Cookery	30
FS	925	Cold Foods-Garde Manger Skills	130
Total Pantry Cook Certificate			**605**

Preparation Cook – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-75.html

Module Number		Course Title	Clock Hours
Required Modules			
FS	705	Sanitation and Safety Fundamentals	60
FS	720	Tools, Utensils, and Equipment	75
FS	725	Cold Foods-Salads and Dressings	90
FS	745	Hot Foods-Vegetables, Starches, Pastas, and Grains	60

FS	760	Hot Foods-Stocks, Sauces, and Soups	80
FS	765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS	770	Hot Foods-Introduction to Meat and Seafood Cookery	60
FS	845	Knife Skills	60
FS	850	Hot Foods-Breakfast Cookery	30
FS	865	Culinary Principles-Advanced Record Keeping	60
FS	885	Hot Foods-Intermediate Meat and Seafood Cookery	60
FS	900	Food Service Externship	60
FS	901	Sanitation and Regulatory Issues	30
FS	985	Hot Foods-Advanced Meat and Seafood Cookery	135
Total for Preparation Cook Certificate			**900**

Culinary Skills Fundamentals – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-76.html

Module Number		Course Title	Clock Hours
Required Modules			
FS	705	Sanitation and Safety Fundamentals	60
FS	720	Tools, Utensils, and Equipment	75
FS	725	Cold Foods-Salads and Dressings	90
FS	745	Hot Foods-Vegetables, Starches, Pastas, and Grains	60
FS	760	Hot Foods-Stocks, Sauces, and Soups	80
FS	765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS	770	Hot Foods-Introduction to Meat and Seafood Cookery	60
FS	845	Knife Skills	60
FS	850	Hot Foods-Breakfast Cookery	30
FS	865	Culinary Principles-Advanced Record Keeping	60
FS	885	Hot Foods-Intermediate Meat and Seafood Cookery	60
FS	901	Sanitation and Regulatory Issues	30
FS	985	Hot Foods-Advanced Meat and Seafood Cookery	135
FS	997	Food Service Pre-Apprentice Externship	160
Total for Culinary Skills Fundamentals Certificate			**1000**

Nursing

LPN Re-Entry– Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
HO	715	LPN Re-Entry	200
Total for LPN Re-Entry Certificate			**200**

Nursing Assistant – Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
HO	810	Nursing Assistant	120
Total for Nursing Assistant Certificate			**120**

Patient Care Technician– Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
HO	740	Patient Care Technician	120
Total for Patient Care Technician Certificate			**120**

Practical Nurse - Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-98.html

Module Number		Course Title	Clock Hours
Required Modules			
HO	810	Nursing Assistant	120
HO	818	Introduction to Anatomy and Microbiology	150
HO	819	Nursing Care Fundamentals	60
HO	861	Introduction to Practical Nursing	220
HO	872	Practical Nursing A	220
HO	874	Practical Nursing B	220
HO	882	Maternal-Child Nursing for the Practical Nurse	120
HO	887	Pediatric Nursing for the Practical Nurse	120
HO	890	Transition to Practice for the Practical Nurse	120
Total for Practical Nurse Certificate			**1350**
Optional Modules			
HO	716	NCLEX-PN Preparation	30
Total with optional modules			**1380**

RN Refresher - Certificate for Direct Employment

Module Number		Course Title	Clock Hours
Required Modules			
HO	723	Registered Nurse (RN) Refresher	240
Total for RN Refresher Certificate			**240**

Surgical Technology

Surgical Technologist – Certificate for Direct Employment

Review program costs, student debt, on-time graduation and more:
https://www.pima.edu/programs-courses/gainful-employment/2016/gedt-52.html

Module Number	Course Title	Clock Hours
Required Modules		
HO 818	Introduction to Anatomy and Microbiology	150
SG 900	Introduction to Healthcare	86
SG 910	Introduction to Instrumentation, Equipment, and Sterilization	106
SG 920	Anesthesia and Surgical Pharmacology	35
SG 930	Patient Care	23
SG 950	Surgical Lab Procedures I	110
SG 960	Surgical Lab Procedures II	165
SG 970	Surgical Lab Procedures III	125
SG 990	Surgical Technologist Externship I	250
SG 995	Surgical Technologist Externship II	276
Total for Surgical Technologist Certificate		**1326**

For additional information regarding the Surgical Technologist Certificate Program, please contact the Center for Training and Development Office at 520-206-5100. More information can be found at http://pima.edu/programs-courses/career-training-programs/surgical-technology/index.html.