

Other Educational Programs

Workforce Response Programs
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.

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
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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 displayed16-59

Basic Business and Industry Technology — Certificate for Direct Employment

Course Number	Course Title	Credit Hours
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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 displayed3-15

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.

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

Office Assistant I – Certificate for Direct Employment

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

Module Number	Course Title	Clock Hours
Required Modules		
BO 701A	Document Formatting I.....	30
BO 706	Business Calculations 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 Calculations 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/career-training-programs/business-technology/office-specialist.html>

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

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 and Human Anatomy I	18
BO 714	Introduction to Diagnostic Coding	8
BO 716	Introduction to Procedural Coding	15
BO 750	Keyboard Operator	80
BO 800	Business English.....	20
Total for Medical Office Clerk Certificate.		220

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 and Human Anatomy 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 Office Externship.....	120
Total for Medical Office Specialist Certificate		604

Medical Records Technician Billing and Coding – 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 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 710D	Office Practice for Coders	5

BO 710G	Office Practices for Business	34
BO 713	Medical Terminology and Human Anatomy 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 828	Electronic Medical Records	90
BO 909A	Microsoft Word IIIA	15
BO 915	Advanced Procedural Coding	40
BO 992	Medical Office Externship	120
Total for Medical Records Certificate		969

Medical Terminology – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 713	Medical Terminology and Human Anatomy I	18
BO 813	Medical Terminology and Human Anatomy 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 and Human Anatomy I	18
BO 814	Intermediate Diagnostic Coding	70
BO 815	Intermediate Procedural Coding	70
BO 816	3-M Computerized Medical Coding	30
BO 818	Computerized Patient Accounting	30
BO 819	Human Anatomy for Medical Coding	7
BO 828	Electronic Medical Records (EMR)	90
BO 915	Advanced Procedural Coding	40
Total for Professional Medical Coding Specialist Certificate		323

Culinary and Food Industry

NOTE: All Culinary and Food Industry certificates have been submitted for inactivation. No new students are being accepted into the program at this time.

Nursing

Nursing Assistant – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
NA 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

Gainful Employment Information: www.pima.edu/ge-ctdpractnurs

Module Number	Course Title	Clock Hours
Required Modules		
NA 810	Nursing Assistant.....	120
HO 818	Introduction to Anatomy and Microbiology.....	150
HO 819	Nursing Care Fundamentals.....	90
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		1380

Surgical Technology

Surgical Technologist – Certificate for Direct Employment

Gainful Employment Information: www.pima.edu/ge-ctdsurgitech

Module Number	Course Title	Clock Hours
Required Modules		
HO 818	Anatomy Physiology, 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 950LB	Surgical Lab Procedures I.....	110
SG 960LB	Surgical Lab Procedures II.....	165
SG 970LB	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>.