

# **2008-2009 CATALOG ADDENDUM**

**Prepared by the  
Curriculum Office  
July 24, 2008**

**[phoenixcollege.edu](http://phoenixcollege.edu)**



In efforts to provide current information for Phoenix College's programs, the Instructional Support Services (formerly Curriculum) Office has prepared this addendum to provide students, faculty, and staff with the occupational and academic programs that were not available at the time of printing for the 2008-2009 Catalog. The following pages include new and replacement information for the programs listed on pages 104-106, 119-125, and between pages 144-248 of the 2008-2009 Catalog.

The Phoenix College faculty and student affairs services are here to assist you. See pages 8 through 21 for available services, or visit with your faculty members during their scheduled office hours.

Please contact the Instructional Support Services Office if you have any questions about this document.

Respectfully,

Casandra Kakar,  
Vice President, Workforce Development

For additional information on PC program competencies, visit:  
<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:  
<http://www.dist.maricopa.edu/academic/curric/cs.php>

## Phoenix College Programs & Awards

The following programs/awards are listed alphabetically by title within instructional/occupational areas.

Key: AAS [♦] CCL [\*] AC [\*\*] ATP [■] Transfer [●] Shared [☞]

### Instructional/Occupational Programs:

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For additional information on PC program competencies, visit:

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For additional information on MCCCD course competencies, visit:

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# BUSINESS

**Department Chairperson:** Mrs. C. Cloud  
**Contact:** (602) 285-7387 and/or  
<http://www.pc.maricopa.edu/business>

## Banking and Finance — Modified Occupational Program

**Associate in Applied Science — AAS 3091**

**65-66 Credits**

To meet the changing image and many challenges of the world of finance, the role of the modern banker today demands specialized knowledge and flexible job performances. The Associate in Applied Science (AAS) in Banking and Finance career program has been developed in cooperation with the Central Arizona Chapter of the American Institute of Banking and the Institute of Financial Education to prepare qualified men and women for entry or advancement in the banking profession. A Certificate of Completion (CCL) is also available.

**Program Notes:** + indicates course has prerequisite and/or corequisite.  
 Students must earn a grade of "C" or better in each course in the Required Courses and Restricted Electives areas.

**Admission Criteria:** None.

### **Program Prerequisites:** 3 Credits

+ CRE101	Critical and Evaluative Reading I (3) OR Equivalent as indicated by assessment.	3
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### **Required Courses:** 36 Credits

ACC111	Accounting Principles I	3
+ ACC230	Uses of Accounting Information I	3
+ ACC240	Uses of Accounting Information II	3
CIS105	Survey of Computer Information Systems	3
GBS103	Principles of Banking	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS206	Business Law (UCC)	3
+ GBS233	Business Communication	3
GBS261	Investments I	3
GBS294	Consumer Credit	3

### **Restricted Electives:** 6 Credits

Students should select from the following courses in consultation with a department advisor.

+ ACC270AC	Accounting Internship (3) OR	
+ GBS270AC	Business Internship (3)	3
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
GBS114	Principles of Quality Service	3
MKT267	Principles of Salesmanship (3) OR	
MKT271	Principles of Marketing (3)	3

**Free Electives:** None.



**Required Courses:** 36 Credits

ACC111	Accounting Principles I	3
+ ACC230	Uses of Accounting Information I	3
+ ACC240	Uses of Accounting Information II	3
CIS105	Survey of Computer Information Systems	3
GBS103	Principles of Banking	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS206	Business Law (UCC)	3
+ GBS233	Business Communication	3
GBS261	Investments I	3
GBS294	Consumer Credit	3

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

**Department Chairperson:** Dr. P. Zaccardo

**Program Director:** Mr. D. Rodriguez

**Journalism — Modified Occupational Program**

**Associate in Applied Science — AAS 3120**

**63 Credits**

The Associate of Applied Science (AAS) in Journalism provides students with general, practical and marketable skills that will enable them to seek entry-level employment in news and feature writing for newspapers, magazines, community journals, online websites and radio and television. The program includes development of a portfolio that will exhibit students' abilities to write both news and feature stories. The development of news judgment (what is news?) is also a critical component of the program. An awareness of global and cultural differences also forms a key element of this degree for the successful graduate. The curriculum combines coursework in journalism with a General Education component.

**Program Notes:**

+ indicates course has prerequisites and/or corequisites.

Students must earn a grade of "C" or better in all courses within the program.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses:** 35-37 Credits

ART131	Photography I	3
BPC110	Computer Usage and Applications	3
+ ENG216	Persuasive Writing on Public Issues	3
JRN125	Photo Editing	3
JRN133	Development of Small Publications	3
JRN201	News Writing	3
JRN215	News Production	3
JRN234	Feature Writing	3
+ JRN240++	Journalism Internship	1-3
+ JRN298AA	Special Projects	1
MCO120	Media and Society	3
+ MCO220	Cultural Diversity and the Media	3
+ JRN203	Writing for Online Media	3

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

**Restricted Electives:** 3 Credits

ENH110	Introduction to Literature	3
ENH112	Chicano Literature	3
ENH113	Writers/Directors and Current Issues	3
ENH114	African-American Literature	3
ENH206	Nature and Environmental Literature	3
+ GBS233	Business Communication	3
HIS/REL243	World Religions	3
HUM107	Humanities Through the Arts	3
HUM125	The Urban Experience	3
HUM201	Humanities: Universal Themes	3
+ HUM250	Ideas and Values in the Humanities	3
+ HUM251	Ideas and Values in the Humanities	3
+ JRN212	Broadcast Writing	3
+ JRN236	Advanced Practicum: Public Relations	3
MGT251	Human Relations in Business	3

**Free Electives:** None**General Education:** 25-27 Credits**CORE:** 15-17 Credits**First-Year Composition**

+ ENG101	First-Year Composition (3) AND	
+ ENG102	First-Year Composition (3) OR	
+ ENG111	Technical Writing (3)	6

**Oral Communication**

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
+ COM225	Public Speaking (3) OR	
+ COM230	Small Group Communication (3)	3

**Critical Reading**

+ CRE101	Critical and Evaluative Reading I (3) OR equivalent as indicated by assessment	3
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**Mathematics**

+ MAT102	Mathematical Concepts/Applications (3) OR	
+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra Accelerated (3) OR Satisfactory completion of a higher level mathematics course	3-5

**DISTRIBUTION:** 10 Credits**Humanities and Fine Arts**

Any approved general education course from the Humanities and Fine Arts Area	3
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**Social and Behavioral Sciences**

Any approved general education course from the Social and Behavioral Sciences Area	3
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**Natural Sciences**

Any approved general education course from the Natural Sciences Area	4
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**Department Chairperson: Dr. P. Zaccardo**  
**Program Director: Mr. D. Rodriguez**

**Journalism — Modified Occupational Program**

**Certificate of Completion — CCL 5466**

**18 Credits**

The Certificate of Completion (CCL) in Journalism prepares students to work in the publishing industry whether they have a bachelor's degree in another discipline or are just beginning their career path in journalism. The CCL includes journalism courses required by journalism schools throughout the state and country and requires an internship in journalism and a juried portfolio of published articles to complete the certificate.

**Program Notes:** + indicates course has prerequisites and/or corequisites.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses:** 15 Credits

+ ENG101	First-Year Composition	3
ENG235	Magazine Article Writing (3) OR	
+ JRN234	Feature Writing (3)	3
+ JRN201	News Writing	3
+ JRN240AB	Journalism Internship	2
+ JRN290	Publications Portfolio	1
+ MCO120	Media and Society	3

**Restricted Electives:** 3 Credits

JRN125	Photo Editing (3) OR	
JRN133	Development of Small Publications (3) OR	
+ JRN203	Writing for Online Media (3) OR	
+ JRN212	Broadcast Writing (3) OR	
JRN215	News Production (3)	3
+ JRN298AA	Special Projects (1)	1

**Free Electives:** None

**General Education:** None

**Department Chairperson: Mrs. C. Cloud**  
**Program Director: Ms. D. Zaharopoulos**  
**Contact: (602) 285-7387 and/or**  
**<http://www.pc.maricopa.edu/business>**

**Real Estate — Modified Occupational Program**

**Certificate of Completion — CCL 5653**

**18 Credits**

The CCL (Certificate of Completion) in Real Estate prepares students to become accredited financial planners. The program emphasizes tax and investment management, securities, insurance, pension plans, and real estate. Completion of the certificate and several years of related experience qualify the students to sit for the national Certified Financial Planner (CFP) exam, administered by the International Board of Standards and Practices for Certified Financial Planners, Inc. (IBCFP).

**Program Notes:** Students must earn a grade of "C" or better in all courses within the program.  
 + indicates course has prerequisites and/or corequisites.

**Admission Criteria:** None

**Program Prerequisites:** None

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

**Required Courses:** 18 Credits

	REA179	Real Estate Principles I	3
	REA180	Real Estate Principles II	3
+	REA281	Principles of Real Estate Law	3
+	REA282	Real Estate Finance (3) OR	
+	REA285	Real Estate Selling (3)	3
+	REA283	Property Management (3) AND	
+	REA288	Real Estate Investment Strategy (3) OR	
	REA270	Basic Appraisal Principles (2) AND	
+	REA271	Basic Appraisal Procedures (2) AND	
	REA273	Residential Market Analysis Highest and Best Use (1) AND	
	REA274	Residential Appraiser Site Valuation and Cost Approach (1)	6

**Restricted Electives:** None**Free Electives:** None**General Education:** None

## HEALTH OCCUPATIONS

**Department Chairperson and Program Director: Dr. B. Petterson****Contact: (602) 285-7350 and/or****b.petterson@pcmail.maricopa.edu****Medical Billing and Coding: Physician-Based —Modified Occupational Program****Certificate of Completion — CCL 5014****24-30 Credits**

The Medical Billing and Coding: Physician-Based Certificate of Completion (CCL) Program prepares individuals for entry-level medical billing and coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, private billing services, and insurance companies. The program includes a professional practice affiliation in an area health care setting and provides the foundation needed for ambulatory-based entry-level coding certification examinations.

**Program Notes:** + indicates course has prerequisites and/or corequisites.

Students must earn a grade of "C" or better in all courses required within the program.

Students in this program participate in mandatory professional placements in health care settings. Prior to practice placements, students must provide documented proof of meeting current requirements for the following: CPR training, health and drug screenings, immunizations, and a fingerprint/background check.

**Admission Criteria:**

Current English assessment reflecting eligibility for

+ ENG101 First-Year Composition OR

+ ENG107 First-Year Composition for ESL OR

Permission of Program Director

AND

High school diploma OR

GED OR

Equivalent

**Program Prerequisites:** None.

College level reading skills are strongly recommended.

**Required Courses:** 24-30 Credits

The credit hour range is subject to change depending on the student's educational experiences.

Students must select Option 1 or Option 2.

**Option 1:** 24 Credits

Option 1 is available for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO160	Introduction to Human Anatomy and Physiology	4
BPC101AA BPC/CIS121AE	Introduction to Computers I (1) OR Windows Operating System: Level I (1)	1
HCC109	CPR for the Health Care Provider (.5) OR Current CPR certification at the health care provider Or professional rescuer level	0.5
+ HCC164	Pharmacology for Allied Health	0.5
+ HCC204	Clinical Pathophysiology	3
+ HIM105	Health Record Documentation for Allied Health Professionals	1
+ HIM180	Introduction to Medical Billing and Reimbursement	2
+ HIM181	Medical Claims Processing	3
+ HIM185	ICD Diagnostic Coding	3
+ HIM212	CPT Coding I	2
+ HIM214	CPT Coding II	2
+ HIM215	Physician-Based Billing and Coding Seminar	1
+ HIM216	Professional Practice in Physician-Based Billing and Coding	1

**Option 2:** 30 Credits

Option 2 is available for students who do not have an Associate in Applied Science degree or higher degree in a health science discipline.

BIO160	Introduction to Human Anatomy and Physiology	4
BPC101AA BPC/CIS121AE	Introduction to Computers I (1) OR Windows Operating System: Level I (1)	1
HCC109	CPR for the Health Care Provider (.5) OR Current CPR certification at the health care provider or professional rescuer level	0.5
HCC130	Fundamentals of Health Care Delivery	3
HCC145	Medical Terminology for Health Care Workers	3
+ HCC164	Pharmacology for Allied Health	0.5
+ HCC204	Clinical Pathophysiology	3
+ HIM105	Health Record Documentation for Allied Health Professionals	1
+ HIM180	Introduction to Medical Billing and Reimbursement	2
+ HIM181	Medical Claims Processing	3
+ HIM185	ICD Diagnostic Coding	3
+ HIM212	CPT Coding I	2
+ HIM214	CPT Coding II	2
+ HIM215	Physician-Based Billing and Coding Seminar	1
+ HIM216	Professional Practice in Physician-Based Billing and Coding	1

**Restricted Electives:** None

**Free Electives:** None

**General Education:** None

**Department Chairperson:** Mr. D. Dodt

**Program Director:** Mr. D. Dodt

**Advanced Emergency Medical Technology (Paramedic) — Modified Occupational Program**

**Associate in Applied Science — AAS 3065**

**60.5 Credits**

The Associate in Applied Science (AAS) in Advanced Emergency Medical Technology (Paramedic) is designed to provide advanced techniques of emergency care, stabilization, and immobilization of victims of illness and injury. The techniques of emergency care include but are not limited to assessment, detailed physical examination, recognition, and documentation of signs and symptoms of illness and injury, critical thinking and diagnosis intervention, and the evaluation of the interventions. The techniques of assessment include but are not limited to electrocardiograph rhythm identification, administration of oxygen, defibrillation, synchronized cardioversion, transcutaneous pacing, and advanced airway techniques. The techniques for immobilization of the victim include but are not limited to the use of specific immobilization devices, peripheral intraosseous and central intravenous techniques, and preparation and care during transportation. A Certificate of Completion (CCL) is also available.

**Program Notes:** Students must earn a grade of "C" or better in all courses required within the program.

+ indicates course has prerequisites and/or corequisites.

**Admission Criteria:** Prior to being considered for and accepted into the program, students may be required to complete specified exams with the EMT/FSC department. Students should seek department advisement on completing program prerequisites prior to acceptance into the program.

**Program Prerequisites:** 8-11 Credits

+ EMT/FSC104	Basic Emergency Medical Technology	8
+ CRE101	Critical and Evaluative Reading I (3) OR	
+ CRE111	Critical Reading for Business and Industry (3) OR	
	Equivalent as indicated by assessment	3

**Required Courses:** 38.5 Credits

+ EMT235	Emergency Cardiac Care	3
+ EMT236	Pharmacology in an Emergency Setting	3
+ EMT272AA	Advanced Emergency Medical Technology (12.5) AND	
+ EMT272AB	Advanced Emergency Medical Technology (12.5)	25
+ EMT272LL	Advanced Emergency Medical Technology Practicum	7.5

**Restricted Electives:** None

**Free Electives:** None

**General Education: 22 Credits****CORE: 12 Credits**

First-Year Composition		
Any approved general education courses in the First-Year Composition area.		6
Oral Communication		
COM100	Introduction to Human Communication	3
Critical Reading		
Met by CRE101 or CRE111, in Program Prerequisites area.		0
Mathematics		
+ Any approved general education course in the Mathematics area.		3

**DISTRIBUTION: 10 Credits**

Humanities and Fine Arts		
Any approved general education course in the Humanities and Fine Arts area.		3
Social and Behavioral Sciences		
Any approved general education course in the Social and Behavioral Sciences area.		3
Natural Sciences		
BIO160	Introduction to Human Anatomy and Physiology	4

**Department Chairperson: Mr. D. Dodt****Program Director: Mr. D. Dodt****Basic Emergency Medical Technology — Modified Occupational Program****Certificate of Completion — CCL 5643** **8 Credits**

This Certificate of Completion (CCL) in Basic Emergency Medical Technology includes techniques of emergency care, stabilization, and immobilization of victims of illness and injury. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention, techniques for assessment, administration of oxygen, use of specific immobilization devices, and preparation for transportation are other areas of the program. This program is a prerequisite to the Intermediate and Advanced EMT programs.

**Program Notes:** Students must earn a grade of “C” or better in all courses within the program.

+ indicates course has prerequisites and/or corequisites.

**Admission Criteria:** None**Program Prerequisites:** 0.5-3 Credits

+ CRE101	Critical and Evaluative Reading I (3) OR	
+ CRE111	Critical Reading for Business and Industry (3) OR	
	Equivalent by assessment	3
EMT/HLR101	Cardiopulmonary Resuscitation/Basic Cardiac Life Support (0.5) OR Basic Life Support (BLS) Health Care Provider/Professional Rescuer	0.5

**Required Courses:** 8 Credits

+ EMT/FSC104	Basic Emergency Medical Technology	8
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**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

**Restricted Electives:** None

**Free Electives:** None

**General Education:** None

## **LAW-RELATED**

**Department Chairperson:** Mr. S. Hauert

**Program Director:** Mr. S. Hauert

**Contact:** (602) 285-7216 and/or

mary.davison@pcmail.maricopa.edu

### **Paralegal Studies —Modified Occupational Program**

**Associate in Applied Science — AAS 3384**

**64 Credits**

The Associate in Applied Science (AAS) in Paralegal Studies Program prepares students for entry-level employment in law offices. A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as Legal Assistants in some legal settings. Except as specifically authorized by the Supreme Court of Arizona, persons not admitted to the State Bar of Arizona are prohibited from practicing law. The curriculum provides students with practical legal skills enabling them to draft legal documents with minimum supervision. Students also are familiarized with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals, including learning how to avoid the unauthorized practice of law by non-lawyers. Those students with no prior law-related experience are strongly encouraged to participate in the internship program to enhance their chances of securing employment upon graduation. Students enrolled in the Paralegal Studies Program may earn a Certificate of Completion (CCL) or an Associate in Applied Science (AAS) degree. A Verification of Eligibility form is required to be officially accepted to the program.

The Paralegal Studies Program is approved by the American Bar Association (ABA), Standing Committee on Paralegals, (321 N. Clark St., Mail Stop 19.1, Chicago, IL 60610-4714).

**Program Notes:** + indicates course has prerequisites and/or corequisites. Equivalent paralegal courses, as determined by the Paralegal Studies Program Director or Legal Studies Department Chair, taken at other institutions, will be accepted in transfer if taken at a regionally accredited institution, within a Paralegal Program that was approved by the American Bar Association (ABA) at the time the courses were completed, and that were completed with a grade of "B" or higher within (8) eight years of the date of admission or readmission to the Paralegal Studies Program; a maximum of (9) nine semester hours of coursework can be transferred and applied to paralegal (LAS) courses at Phoenix College. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA. Paralegal Studies Courses required by this program are not applicable if taken more than eight (8) years prior to admission or readmission to the Paralegal Studies Program. Consult with the Paralegal Studies Program Advisor for complete information.

**Admission Criteria:** Students wishing to enroll in the Paralegal Studies Program must complete a Verification of Eligibility form to be officially accepted in the program. Contact a Paralegal Studies advisor.

High school diploma or GED equivalency

AND

Must have current English and Reading course placement test reflecting eligibility for:

- |          |                                    |
|----------|------------------------------------|
| + ENG101 | First-Year Composition OR          |
| + ENG107 | First-Year Composition for ESL AND |
| + CRE101 | Critical and Evaluative Reading I  |

OR

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

Completion of ENG101 First Year Composition OR  
 equivalent course AND  
 + CRE101 Critical and Evaluative Reading I with a grade of "C" or better OR  
 Equivalent as indicated by assessment.

OR

Permission of Department Chair or Program Director.

**Program Prerequisites:** 3 Credits

BPC110	Computer Usage and Applications (3) OR Equivalent OR Permission of Department Chair or Program Director.	3
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**Required Courses:** 27 Credits

Students must earn a grade of "C" or better in all courses in the Required Courses area.

Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA from the list that follows:

LAS101	Introduction to Law	3
+ LAS109	Legal Procedures I	3
+ LAS110	Legal Procedures II	3
+ LAS131	Legal Writing I	3
+ LAS203	Ethics and Professional Practice	3
+ LAS204	Business Law for Paralegals	3
+ LAS211	Legal Research	3
+ LAS212	Insurance and Tort Law	3
+ LAS229	Computerized Law Office and Litigation Support	3

**Restricted Electives:** 6 Credits

Students must earn a grade of "C" or better in each course in the Restricted Electives area.

LAS100	The Paralegal Profession	3
+ LAS115	Criminal Trial Procedure	3
+ LAS208	Probate	3
+ LAS213	Employment Law for Paralegals	3
+ LAS214	Law of Business Organizations	3
+ LAS216	Real Estate Transactions	3
+ LAS217	Family Law	3
+ LAS218	Administrative Law	3
+ LAS220	Paralegal Internship Seminar	1
+ LAS221AA	Paralegal Internship (1) OR	
+ LAS221AB	Paralegal Internship (2) OR	
+ LAS221AC	Paralegal Internship (3)	1-3
+ LAS225	Legal Research, Analysis, and Writing	3
+ LAS237	Legal Interviewing, Investigation, and Report Writing	3
+ LAS261	Bankruptcy	3

**Free Electives:** 6 Credits

**General Education: 25 Credits****Core: 15 Credits****First Year Composition:**

- + Any approved General Education courses in the First Year Composition area. 6

**Oral Communication:**

- Any approved General Education course in the Oral Communication area. 3

**Critical Reading:**

- + CRE101 Critical and Evaluative Reading I OR  
Equivalent as indicated by assessment. 3

**Mathematics:**

- + Any approved General Education course in the Mathematics area. 3

**Distribution: 10 Credits****Humanities and Fine Arts:**

- Any approved General Education course in the Humanities and Fine Arts area. 3

**Social and Behavioral Sciences:**

- Any approved General Education course in the Social and Behavioral Sciences area. 3

**Natural Sciences:**

- Any approved General Education course in the Natural Sciences area. 4

**Department Chairperson: Mr. S. Hauert**

**Program Director: Mr. S. Hauert**

**Contact: (602) 285-7216 and/or**

**mary.davison@pccmail.maricopa.edu**

**Paralegal Studies —Modified Occupational Program****Certificate of Completion — CCL 5384****33 Credits**

The Certificate of Completion (CCL) in Paralegal Studies Program prepares students for entry-level employment in law offices. A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as Legal Assistants in some legal settings. Except as specifically authorized by the Supreme Court of Arizona, persons not admitted to the State Bar of Arizona are prohibited from practicing law. The curriculum provides students with practical legal skills enabling them to draft legal documents with minimum supervision. Students also are familiarized with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals, including learning how to avoid the unauthorized practice of law by non-lawyers. Those students with no prior law-related experience are strongly encouraged to participate in the internship program to enhance their chances of securing employment upon graduation. Students enrolled in the Paralegal Studies Program may earn a Certificate of Completion (CCL) or an Associate in Applied Science (AAS) degree. A Verification of Eligibility form is required to be officially accepted to the program.

The Paralegal Studies Program is approved by the American Bar Association (ABA), Standing Committee on Paralegals, (321 N. Clark St., Mail Stop 19.1, Chicago, IL 60610-4714).

**Program Notes:**

+ indicates course has prerequisites and/or corequisites. Equivalent paralegal courses, as determined by the Paralegal Studies Program Director or Legal Studies Department Chair, taken at other institutions, will be accepted in transfer if taken at a regionally accredited institution, within a Paralegal Program that was approved by the American Bar Association (ABA) at the time the courses were completed, and that were completed with a grade of "B" or higher within eight (8) years of the date of admission or readmission to the Paralegal Studies Program; a maximum of nine (9) semester hours of coursework can be transferred and applied to paralegal (LAS) courses at Phoenix College. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA. Paralegal Studies Courses required by this program are not applicable if taken more than eight (8) years prior to admission or readmission to the Paralegal Studies Program. Prior to the awarding of the Certificate of Completion, official transcripts indicating receipt of an Associate or higher degree from an accredited institution eligible for inclusion in the Education Directory, Colleges and Universities, and U.S. Department of Education publications must be on file in the office of Admissions and Records. Consult with the Paralegal Studies Program Advisor for complete information.

**Admission Criteria:** Students wishing to enroll in the Paralegal Studies Program must complete a Verification of Eligibility form to be officially accepted in the program. Contact a Paralegal Studies advisor.

Completion of an Associate degree or higher degree from an accredited institution of higher education recognized by the US Department of Education.

Must have current English and Reading course placement test reflecting eligibility for:

- + ENG101 First-Year Composition OR
- + ENG107 First-Year Composition for ESL AND
- + CRE101 Critical and Evaluative Reading I

OR

Completion of ENG101 First Year Composition OR  
equivalent course AND

- + CRE101 Critical and Evaluative Reading I with a grade of "C" or better OR
- Equivalent as indicated by assessment.

OR

Permission of Department Chair or Program Director.

**Program Prerequisites:** 3 Credits

- |        |  |   |
|--------|--|---|
| BPC110 | Computer Usage and Applications (3) OR<br>Equivalent OR<br>Permission of Department Chair or Program Director. | 3 |
|--------|--|---|

**Required Courses:** 27 Credits

Students must earn a grade of "C" or better in all courses in the Required Courses area.

Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA from the list that follows:

- |          |  |   |
|----------|--|---|
| LAS101   | Introduction to Law                            | 3 |
| + LAS109 | Legal Procedures I                             | 3 |
| + LAS110 | Legal Procedures II                            | 3 |
| + LAS131 | Legal Writing I                                | 3 |
| + LAS203 | Ethics and Professional Practice               | 3 |
| + LAS204 | Business Law for Paralegals                    | 3 |
| + LAS211 | Legal Research                                 | 3 |
| + LAS212 | Insurance and Tort Law                         | 3 |
| + LAS229 | Computerized Law Office and Litigation Support | 3 |

**Restricted Electives:** 6 Credits

Students must earn a grade of "C" or better in each course in the Restricted Electives area.

LAS100	The Paralegal Profession	3
+ LAS115	Criminal Trial Procedure	3
+ LAS208	Probate	3
+ LAS213	Employment Law for Paralegals	3
+ LAS214	Law of Business Organizations	3
+ LAS216	Real Estate Transactions	3
+ LAS217	Family Law	3
+ LAS218	Administrative Law	3
+ LAS220	Paralegal Internship Seminar	1
+ LAS221AA	Paralegal Internship (1) OR	
+ LAS221AB	Paralegal Internship (2) OR	
+ LAS221AC	Paralegal Internship (3)	1-3
+ LAS225	Legal Research, Analysis, and Writing	3
+ LAS237	Legal Interviewing, Investigation, and Report Writing	3
+ LAS261	Bankruptcy	3

**Free Electives:** None

**General Education:** None

## SERVICE OCCUPATIONS

**Department Chairperson and Program Director:** Mr. D. Dodt

### Emergency Response and Operations — New Occupational Program

**Associate in Applied Science — AAS 3112** 

#### **60.5-61 Credits**

The Associate in Applied Science (AAS) in Emergency Response and Operations provides students with a curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing public safety workplace. The program develops education, skills, and techniques for planning, responding, and mitigating various emergency situations within the student's specific discipline with emphasis on effective response and operations. The curriculum combines coursework in public safety emergency services with a general education component.

**Program Notes:** + indicates course has prerequisites and/or corequisites.

Students must earn a grade of C or better in all courses required within the program.

**Admission Criteria:** Students pursuing Track I, Fire Operations, OR Track II, Advanced Emergency Medical Technology-Paramedic, may be required to complete a program entrance exam as appropriate  
OR

Permission of Program Director.

#### **Program Prerequisites:** 6-8 Credits

Track I, Fire Operations

+ EMT/FSC104	Basic Emergency Medical Technology (8) OR Permission of Program Director	8
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OR

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

Track II, Advanced Emergency Medical Technology-Paramedic		
Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer OR		
+ EMT235	Emergency Cardiac Care (3) AND	
+ EMT236	Pharmacology in an Emergency Setting (3) OR	
	Permission of Program Director	6

OR

Advanced cardiac life support course OR  
 Emergency cardiac care course, AND  
 EMT-Paramedic certification AND  
 Current employment as an EMT Paramedic  
 OR  
 Permission of Program Director

**Required Courses:** 17.5 – 18 Credits

Students must select one of the following three tracks.

## Track I 18 Credits

## Fire Operations

+ FSC102	Fire Department Operations	11
FSC105	Hazardous Materials/First Responder	3
FSC130	Fitness for Firefighters/CPAT	1
FSC134	Fitness and Conditioning/Firefighters	3

OR

## Track II 17.5 Credits

## Advanced Emergency Medical Technology-Paramedic

+ EMT242	Pediatric Advanced Life Support (1) OR	
+ EMT265	Pediatric Education for Prehospital Providers: Advanced (1)	1
+ EMT240	Advanced Cardiac Life Support	2
+ EMT245	Trauma Management I	2
+ EMT272AA	Advanced Emergency Medical Technology	12.5

OR

## Track III 18 Credits

## Emergency Management

AJS/FSC139	Emergency Response to Terrorism	3
AJS/FSC146	Disaster Recovery Operations	3
AJS/FSC147	Emergency Preparedness	3
AJS/FSC148	Fundamentals of Emergency Management	3
AJS/FSC149	Hazard Mitigation	3
AJS/FSC224	Incident Command Systems	3

**Restricted Electives:** 17-18 Credits

Any AJS or EMT or FSC prefixed courses not listed in the Required Courses area.

AJS+++++	Any approved AJS prefixed course	1-6
DPR+++++	Any approved DPR prefixed course	1-6
EMT+++++	Any approved EMT prefixed course	1-6
FSC+++++	Any approved FSC prefixed course	1-6
LET+++++	Any approved LET prefixed course	1-6

**Free Electives:** None

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

**General Education:** 25 Credits

**CORE:** 15 Credits

**First-Year Composition**

Any approved general education courses from the First-Year Composition area. 6

**Oral Communication**

Any approved general education course from the Oral Communication area. 3

**Critical Reading**

Any approved general education course from the Critical Reading area 3

**Mathematics**

Any approved general education course from the Mathematics area. 3

**DISTRIBUTION:** 10 Credits

**Humanities and Fine Arts**

Any approved general education course from the Humanities and Fine Arts area. 3

**Social and Behavioral Sciences**

Any approved general education course from the Social and Behavioral Sciences area. 3

**Natural Sciences**

Any approved general education course from the Natural Sciences area. 4

## **ACADEMIC CERTIFICATE**

**Department Chairperson: Dr. E. Genna**

**Contact: (602) 285-7651 and/or**

**liberal.arts@pcmail.maricopa.edu**

**Chicana and Chicano Studies — Modified Academic Program**

**Academic Certificate — AC 6230** 

**24 Credits**

The Academic Certificate (AC) in Chicana and Chicano Studies explores the unique experiences of the Chicana and Chicano people living in the Southwest. The Certificate provides a study of Mexican-American life in the society of the United States, including Mexican background, social and cultural differences, and experiences of assimilation.

**Program Notes:**

+ indicates course has prerequisites and/or corequisites.

++ indicates any module.

**Admission Criteria:** None

**Program Prerequisites:** 6 Credits

+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3)	3
+ CRE101	Critical and Evaluative Reading I (3) OR	
	Equivalent as indicated by assessment	3

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

**Required Courses:** 15 Credits

+ CCS101	Chicano and Chicana Studies	3
HIS103	United States History to 1870 (3) OR	
HIS104	United States History 1870 to Present (3)	3
HIS109	Mexican-American History and Culture	3
HIS209	The Chicano in 20th Century America	3
SPH245	Hispanic Heritage in the Southwest	3

**Restricted Electives:** 9 Credits

BIO109	Natural History of the Southwest	4
+ CCS+++++	Any CCS Chicana and Chicano Studies course Except CCS101	1-3
HIS105	Arizona History	3
HIS106	Southwest History	3
HIS145	History of Mexico	3
SOC142	Sociology of the Chicano Community	3
+ SOC242	Latino Community Organization	3
+ SPA202	Intermediate Spanish II OR Equivalent course	4

**Free Electives:** None**General Education:** None

<b>IMPORTANT NUMBERS</b>	
Academic Advisement Center	(602) 285-7110
Admissions and Records	(602) 285-7777
Bookstore	(602) 285-7489
Counseling Center	(602) 285-7392
Financial Aid	(602) 285-7410
Public Safety	(602) 285-7911

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

# MCCCD Degrees

## Maricopa Community Colleges (MCCCD) 2008-2009 Associate in Business (ABUS) Degree, General Requirements (GR)

**Description:** The Maricopa County Community College District Associate in Business General Requirements (ABUS GR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components:

- I. MCCCD General Education, which includes Arizona General Education Curriculum for Business (*AGEC-B*),
- II. Common Lower Division Program Requirements,
- III. General Electives.

### **Purpose of the Degree**

The ABUS GR degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Business General Requirements pathway *and* for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions. All business majors except Accountancy and Computer Information Systems should follow the ABUS GR pathway. Accountancy majors should follow the Transfer Guide (TG-XR) pathway. Computer Information Systems majors should follow the Associate in Business Special Requirements pathway.

The degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. All semester credits used to satisfy the MCCCD Associate in Business General Requirements will apply to university graduation requirements of the university major for which the ABUS GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

### **Academic Policies that Govern the Associate in Business General Requirements Degree:**

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better
- Uses the following policies to help students complete the required Core and Awareness Areas in AGECE B without exceeding the 35 semester credits
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area requirement.
- Uses the following policies to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:
- Courses can satisfy multiple areas within the degree simultaneously (AGECE B Core Area, AGECE B Awareness Area, and/or Common Lower Division Program Requirements)
- Follows the general education policy below:

### **General Education Designations (example: (FYC), [SB], [HU], etc.)**

Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript
- Follows the graduation policies within the general catalog

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of printing for the Phoenix College 2008-2009 Catalog.

- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business General Requirements
- Accepts one of the courses that is cross-referenced with other courses
- Provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

### Degree Requirements

The 62-63 semester credits required for the Associate in Business General Requirements follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: <http://www.dist.maricopa.edu/academic/curric>

- Select tab labeled, "Curriculum Procedures Handbook-Programs."
- Select "Academic Programs."
- Select "AGEC Course Matrix."

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. When selecting Mathematical Studies and Natural Sciences options, select from the appropriate AGEC A, B, or S list.

<b>I. MCCCD General Education</b>	<b>Credits</b>
A. MCCCD AGEC B	
1. Core Areas:	35
a. First-Year Composition (FYC)	6
b. Literacy and Critical Inquiry [L]	3
c. Mathematical Studies [MA/CS]	6
To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA] B and a second course from Computer/ Statistics/Quantitative Applications [CS].	
1) Mathematics [MA] B (3 credits)	
MAT212, Brief Calculus, or a higher level mathematics course	
AND	
2) Computers/Statistics/Quantitative Applications [CS] (3 credits).	
CIS105 [CS] Survey of Computer Information Systems	
d. Humanities and Fine Arts [HU]	6
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.	
e. Social and Behavioral Sciences [SB]	6
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.	
f. Natural Sciences [SQ/SG]	8
To complete the Natural Sciences requirement:	
Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (8) semester credits, OR eight (8) semester credits of [SQ]. Students <u>cannot</u> take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.	

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas  
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]  
AND  
Global Awareness [G] OR  
Historical Awareness [H]

## II. Common Lower Division Program Requirements: 27-28

A total of 27-28 credits is required to satisfy the Common Lower Division Program Requirements. However, if students select courses that simultaneously satisfy multiple areas of the degree, then the number of semester credits required for Common Lower Division Program Requirements is reduced. Additional semester credits may be required in General Electives to complete the minimum 62-63 total program semester credits.

Complete the following:

Accounting:		
* ACC111	Accounting Principles I AND	
ACC230	Uses of Accounting Information I AND	
ACC240	Uses of Accounting Information II	
OR		
** ACC211	Financial Accounting AND	
ACC212	Managerial Accounting	6-7

\*MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.

\*\*MCCCD ACC111 and ACC112 together are equivalent to ACC211.

ECN211 [SB]	Macroeconomic Principles	3
ECN212 [SB]	Microeconomic Principles	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS221 [CS]	Business Statistics	3

### Quantitative Methods

GBS220	Quantitative Issues in Business OR	
*MAT217	Mathematical Analysis for Business OR	
*MAT218	Mathematical Analysis for Business	3

\*Students planning to attend ASU W.P. Carey will be required to take either MAT217 or MAT218

### Business Elective: 6

Select from the following options:

CIS114DE	Excel Spreadsheet	
CIS133DA	Internet/Web Development Level I	
CIS150AC	Programming Fundamentals: Accounting	
CIS159 [CS]	Visual Basic Programming I	
CIS162AD	C#: Level I	
CIS163AA	Java Programming: Level I	
**GBS220	Quantitative Methods in Business	
**MAT217	Mathematical Analysis for Business	
**MAT218	Mathematical Analysis for Business	
GBS151	Introduction to Business	
GBS233 [L]	Business Communication	
GBS110 OR	Human Relations in Business and Industry	
MGT251	Human Relations in Business	
IBS101	Introduction to International Business	
MGT253	Owning and Operating a Small Business	
REA179	Real Estate Principles I	
REA180	Real Estate Principles II	

\*\*If course used to satisfy Common Lower Division Program Requirements, it can not be used to satisfy Business Electives.

### III. General Electives

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

**ABus GR Degree Total Credits:**

**62-63**

### About the Maricopa Community Colleges

The Maricopa Community Colleges comprise 10 colleges, 2 skill centers and numerous education centers dedicated to educational excellence, meeting the needs of businesses and the citizens of Maricopa County. Each college is individually accredited, yet part of a larger system — the Maricopa County Community College District.

The District is one of the largest higher education systems in the world and the largest provider of health care workers and job training in Arizona — a major resource for business and industry and for individuals seeking education and job training.

Whether just out of high school, beginning or re-entering college or seeking lifelong education, the Maricopa Community Colleges offer a wide range of opportunities. There are approximately 1,000 occupational programs (degrees and certificates), and 37 academic associate degrees, and there are 10,254 courses available for offering.

Flexible course delivery includes online, televised, traditional classroom, hybrid, mail, accelerated, evening, weekend and open-entry/open-exit choices.

Transfer agreements with public and private colleges and universities enable seamless transitions to four-year institutions.

#### **Workforce Development ([www.maricopa.edu/workforce](http://www.maricopa.edu/workforce))**

The Workforce Development Center is a resource that connects and supports workforce development programs and available resources through the Maricopa Community Colleges to any business or organization, public or private, in the Greater Phoenix area. They are a central resource for the most current labor market information, as well as regional and national data on economic and workforce trends and issues. The Center serves as a hub, bringing together industry and education for discussions on curriculum and faculty training. Additionally, they can direct you to regional economic development entities that provide a wealth of information regarding both Arizona's economy and its workforce.

#### **Demographics**

##### **Students**

More than 250,000 students attend the Maricopa Community Colleges each year, taking credit and non-credit courses. Fall 2007 credit student demographics include:

- 56% women
- 42% non-Anglo
- 41% age 25 or older
- 75% part-time
- 39% evening
- 35% intend to transfer to a college or university
- 30% intend to gain or improve workforce skills
- 12% attend for personal interest

##### **Employees**

In Fall 2006, the Maricopa Community Colleges employed nearly 4,500 full-time faculty and staff, and more than 9,000 part-time faculty and staff.

# MCCCD Occupational Programs Matrix – 2008-2009

## DESCRIPTION

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

### Areas/Programs

### Colleges

#### **BUSINESS**

##### **Finance**

Real Estate

GC, MC, PC

##### **Media Technology**

Journalism

GC, PC, PV, SC, SM, MC

#### **HEALTH OCCUPATIONS**

##### **Allied Health**

Medical Billing and Coding: Physician-Based

PC

*(NOTE: The former Medical Billing and Medical Coding: Physician-Based certificate programs at PC have been merged into this one program.)*

#### **SERVICE OCCUPATIONS**

##### **Fire Science**

Emergency Response and Operations

CGCC, EM, GC, MC, PC, PV, RSC, SC

