2012-2013 CATALOG and HANDBOOK ADDENDUM

Prepared by the
Instructional Support Services Office
August 29, 2012

phoenixcollege.edu

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Success Begins Here.

In efforts to provide current information for Phoenix College’s programs, the Instructional Support Services 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 2012-2013 Catalog and Handbook.

The Phoenix College faculty and student affairs services are here to assist you. See pages 8 through 19 of the 2012-2013 Catalog and Handbook 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, Academic Affairs

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

For additional information on MxCCCD course competencies, visit: http://www.maricopa.edu/academic/ccta/curric/search_course.php

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Phoenix College Programs & Awards
The following programs and awards are listed alphabetically by title within instructional/occupational areas.

Key: AAS [♦]  CCL [*]  AC [**]  Transfer [●]  Shared [§§]

### Instructional/Occupational Programs:

<table>
<thead>
<tr>
<th>AREA</th>
<th>Program [Award Type]</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART, A/V TECHNOLOGY, AND COMMUNICATION</td>
<td>Music</td>
<td>5</td>
</tr>
<tr>
<td>ART, A/V TECHNOLOGY, AND COMMUNICATION</td>
<td>Music Business [♦§§]</td>
<td>5</td>
</tr>
<tr>
<td>BUSINESS, MANAGEMENT, AND ADMINISTRATION</td>
<td>Management</td>
<td>7</td>
</tr>
<tr>
<td>BUSINESS, MANAGEMENT, AND ADMINISTRATION</td>
<td>Human Resources Management [*]</td>
<td>7</td>
</tr>
<tr>
<td>Office Occupations</td>
<td>Administrative Professional [**]</td>
<td>8</td>
</tr>
<tr>
<td>Office Occupations</td>
<td>Computer Applications [*]</td>
<td>10</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Allied Health</td>
<td>10</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Health Information Technology [●]</td>
<td>10</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Health Information: Long Term Care Settings [*]</td>
<td>13</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Histologic Technology [*]</td>
<td>14</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Laboratory Assisting [*]</td>
<td>17</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Medical Assisting [♦]</td>
<td>19</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Medical Billing and Coding: Physician-Based [*]</td>
<td>23</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Medical Coding: Hospital-Based [*]</td>
<td>24</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Medical Front Office [*]</td>
<td>26</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Medical Laboratory Science [♦]</td>
<td>27</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Phlebotomy [*]</td>
<td>30</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Dental</td>
<td>32</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Dental Assisting [♦*§§]</td>
<td>32</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Dental Hygiene [♦§§]</td>
<td>36</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Nursing</td>
<td>39</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Nurse Assisting [*§§]</td>
<td>39</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Practical Nursing [*§§]</td>
<td>40</td>
</tr>
<tr>
<td>HEALTH SCIENCE</td>
<td>Nursing [♦§§]</td>
<td>42</td>
</tr>
<tr>
<td>HOSPITALITY AND TOURISM</td>
<td>Food and Nutrition</td>
<td>45</td>
</tr>
<tr>
<td>HOSPITALITY AND TOURISM</td>
<td>Culinary Studies [♦*§§]</td>
<td>45</td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td>Health and Physical Education/Fitness</td>
<td>48</td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td>Therapeutic Massage [♦*§§]</td>
<td>48</td>
</tr>
<tr>
<td>LAW, PUBLIC SAFETY, CORRECTIONS, AND SECURITY</td>
<td>Emergency Medical Technology [*§§]</td>
<td>53</td>
</tr>
<tr>
<td>LAW, PUBLIC SAFETY, CORRECTIONS, AND SECURITY</td>
<td>Paramedicine [*§§]</td>
<td>53</td>
</tr>
<tr>
<td>FIRE SCIENCE</td>
<td>Emergency Response and Operations [♦§§]</td>
<td>54</td>
</tr>
</tbody>
</table>

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
ACADEMIC CERTIFICATE (AC)
Creative Writing [** RES] .................................................................................................................... 56
Environmental and Natural Resource Stewardship [**] ....................................................................... 58

Course Descriptions (SUN Numbers) ........................................................................................................ 59

Replaced Programs .................................................................................................................................... 62

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
ART, A/V TECHNOLOGY, AND COMMUNICATION

Department Chairperson: Ms. D. Doubleday
Program Director: Dr. K. Schindler
Contact: (602) 285-7555 and/or marsha.taylor@phoenixcollege.edu

Music Business — Editorial Changes

Associate in Applied Science — AAS 3017 ☢️

62 Credits

The Associate in Applied Science (AAS) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

Program Notes:
Students must earn a grade of "C" or better for all courses required within the program.
+ indicates course has prerequisite and/or corequisites.
++ indicates any module.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 37 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC109</td>
<td>Accounting Concepts (3) OR</td>
<td></td>
</tr>
<tr>
<td>ACC111</td>
<td>Accounting Principles I (3)</td>
<td>3</td>
</tr>
<tr>
<td>BPC128</td>
<td>Introduction to Desktop Publishing</td>
<td>1</td>
</tr>
<tr>
<td>CIS131AA</td>
<td>Doing Business on the Internet</td>
<td>1</td>
</tr>
<tr>
<td>+ COM259</td>
<td>Communication in Business and Professions</td>
<td>3</td>
</tr>
<tr>
<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+ MUC209</td>
<td>Music Industry Entrepreneurship (3) OR</td>
<td></td>
</tr>
<tr>
<td>MGT253</td>
<td>Owning and Operating a Small Business (3)</td>
<td>3</td>
</tr>
<tr>
<td>MKT271</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MTC101</td>
<td>Introduction to Music Theory OR Higher Level</td>
<td>3</td>
</tr>
<tr>
<td>MUC109</td>
<td>Music Business: Merchandising and the Law</td>
<td>3</td>
</tr>
<tr>
<td>MUC110</td>
<td>Music Business: Recording and Mass Media</td>
<td>3</td>
</tr>
<tr>
<td>+ MUC111</td>
<td>Digital Audio Workstation I (DAW I)</td>
<td>3</td>
</tr>
<tr>
<td>MUC195</td>
<td>Studio Music Recording I (3) OR</td>
<td></td>
</tr>
<tr>
<td>MUC195AA</td>
<td>Studio Music Recording I (3)</td>
<td>3</td>
</tr>
<tr>
<td>+ MUC295AA</td>
<td>Self Promotion for Music</td>
<td>1</td>
</tr>
<tr>
<td>+ MUC297AB</td>
<td>Music Internship</td>
<td>2</td>
</tr>
<tr>
<td>SBS230</td>
<td>Financial and Tax Management for Small Business</td>
<td>2</td>
</tr>
</tbody>
</table>

Restricted Electives: 3 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHL+++</td>
<td>Any MHL Music: History/Literature course</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
General Education Requirements: 22-25 Credits

General Education Core: 12-15 Credits
First-Year Composition: 6 Credits
+ ENG101 First-Year Composition (3) AND
+ ENG102 First-Year Composition (3) 6
Oral Communication: 3 Credits
Any approved general education course in the Oral Communication area. 3
Critical Reading: 0-3 Credits
+ CRE101 College Critical Reading (3) OR
  Equivalent as indicated by assessment. 0-3
Mathematics: 3 Credits
Any approved general education course in the Mathematics area. 3

General Education Distribution: 10 Credits
Humanities and Fine Arts: 3 Credits
Any approved general education course from the Humanities and Fine Arts area. 3
Social and Behavioral Sciences: 3 Credits
Any approved general education course from the Social and Behavioral Sciences area. 3
Natural Sciences: 4 Credits
Any approved general education course from the Natural Sciences area. 4

Department Chairperson: Ms. D. Doubleday
Program Director: Dr. K. Schindler
Contact: (602) 285-7555 and/or
marsha.taylor@phoenixcollege.edu

Music Business — Editorial Changes
Certificate of Completion — CCL 5258
40 Credits
The Certificate of Completion (CCL) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

Program Notes:
Students must earn a grade of "C" or better for all courses required within the program.
+ indicates course has prerequisite and/or corequisites.
++ indicates any module.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 37 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC109</td>
<td>Accounting Concepts (3) OR</td>
<td></td>
</tr>
<tr>
<td>ACC111</td>
<td>Accounting Principles I (3)</td>
<td>3</td>
</tr>
<tr>
<td>BPC128</td>
<td>Introduction to Desktop Publishing</td>
<td>1</td>
</tr>
<tr>
<td>CIS131AA</td>
<td>Doing Business on the Internet</td>
<td>1</td>
</tr>
<tr>
<td>+ COM259</td>
<td>Communication in Business and Professions</td>
<td>3</td>
</tr>
<tr>
<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT253</td>
<td>Owning and Operating a Small Business (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>+ MUC209</td>
<td>Music Industry Entrepreneurship (3)</td>
<td>3</td>
</tr>
<tr>
<td>MKT271</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MTC101</td>
<td>Introduction to Music Theory OR Higher Level</td>
<td>3</td>
</tr>
<tr>
<td>MUC109</td>
<td>Music Business: Merchandising and the Law</td>
<td>3</td>
</tr>
<tr>
<td>MUC110</td>
<td>Music Business: Recording and Mass Media</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
+ MUC111 Digital Audio Workstation I (DAW I) 3
MUC195 Studio Music Recording I (3) OR
MUC195AA Studio Music Recording I (3) 3
+ MUC295AA Self Promotion for Music 1
+ MUC297AB Music Internship 2
SBS230 Financial and Tax Management for Small Business 2

Restricted Electives: 3 Credits
MHL+++ Any MHL Music: History/Literature prefixed course 3

BUSINESS, MANAGEMENT, AND ADMINISTRATION

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. B. Maynard
Contact: (602) 285-7881 and/or http://www.phoenixcollege.edu/business

Human Resources Management – Modified Occupational Program
Certificate of Completion – CCL 5580
23 Credits
The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in Employment (recruiting, interviewing, and hiring); Benefits Administration; Compensation; and Employee Relations.

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: None

Program Prerequisites: None

Required Courses: 23 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>+ MAT102</td>
<td>Mathematical Concepts/Applications (3) OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equivalent course OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion of higher level Mathematics course</td>
<td></td>
</tr>
<tr>
<td>BTO/MGT148</td>
<td>Office Ethics and Culture</td>
<td>3</td>
</tr>
<tr>
<td>MGT229</td>
<td>Management and Leadership I</td>
<td>3</td>
</tr>
<tr>
<td>MGT251</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT276</td>
<td>Personnel/Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>+ MGT286</td>
<td>Human Resource Employment Management</td>
<td>3</td>
</tr>
<tr>
<td>OAS108</td>
<td>Business English</td>
<td>3</td>
</tr>
</tbody>
</table>
Administrative Professional – Modified Occupational Program

Associate in Applied Science – AAS 3680

60-63 Credits

The Associate in Applied Science (AAS) in Administrative Professional degree curriculum is designed to provide training for various office support positions. These positions are generally identified as entry level (clerical), information processing, or advanced administrative support. The curriculum incorporates language, people, and technological skills essential for job success. 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.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 21 Credits

- BPC110 Computer Usage and Applications 3
- BPC/OAS111AA Computer Keyboarding I 1
- BTO/MGT148 Office Ethics and Culture 2
- CIS113DE Microsoft Word: Word Processing 3
- CIS121AE Windows Operating System: Level I 1
- CIS133AA Internet/Web Development Level I-A 1
- MGT251 Human Relations in Business 3
- OAS108 Business English 3
- OAS118 10-Key By Touch 1
- OAS125 Introduction to the Professional Office 3

Restricted Electives: 17 Credits

Students should select from the following courses in consultation with a Department Advisor:

- ACC111 Accounting Principles I 3
- + ACC115 Computerized Accounting 3
- + BPC138AA Windows Desktop Design and Publishing 3
- CIS114DE Excel Spreadsheet 3
- CIS117DM Microsoft Access: Database Management 3
- + CIS122AE Windows Operating System - Level II 1
- + CIS133BA Internet/Web Development Level I-B 1
- + CIS213DE Advanced Microsoft Word: Word Processing 3
- GBS131 Business Calculations 3
- GBS151 Introduction to Business 3
- MGT229 Management and Leadership I 3
- + MGT259 Management Seminar (1) AND 3
- + MGT260AA Management Internship (3) 4
- MGT276 Personnel/Human Resources Management 3

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
General Education Requirements: 22-25 Credits

General Education Core: 15 Credits

First-Year Composition: 6 Credits
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication: 3 Credits
Any approved General Education course from the Oral Communication area. 3

Critical Reading: 0-3 Credits
+ Any approved General Education course from the Critical Reading area (3) OR
   Equivalent as indicated by assessment. 0-3

Mathematics: 3 Credits
+ Any approved General Education course from the Mathematics area OR
   Satisfactory completion of a higher level mathematics course 3

General Education Distribution: 10 Credits

Humanities and Fine Arts: 3 Credits
Any approved General Education course in the Humanities and Fine Arts Area. 3

Social and Behavioral Sciences: 3 Credits
Any approved General Education course from the Social and Behavioral Sciences Area. 3

Natural Sciences: 4 Credits
Any approved General Education course from the Natural Sciences Area. 4

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. B. Maynard
Contact: (602) 285-7881 and/or
http://www.phoenixcollege.edu/business

Administrative Professional – Modified Occupational Program
Certificate of Completion – CCL 5677
18 Credits

The Certificate of Completion (CCL) in Administrative Professional is designed to provide students with basic office skills needed for entry-level positions. This program is recommended for students with little or no office-related work experience or college experience. An Associate in Applied Science (AAS) is also available.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18 Credits
BPC110 Computer Usage and Applications 3
BPC/OAS111AA Computer Keyboarding I 1
BTO/MGT148 Office Ethics and Culture 2
CIS113DE Microsoft Word: Word Processing 3
CIS121AE Windows Operating System: Level I 1
CIS133AA Internet/Web Development Level I-A 1
OAS108 Business English 3
OAS118 10-Key By Touch 1
OAS125 Introduction to the Professional Office 3

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Computer Applications – Modified Occupational Program
Certificate of Completion – CCL 5217
18 Credits
The Certificate of Completion (CCL) in Computer Applications program is designed to provide the skills needed in the use of application software on a computer. Applications covered include word processing, spreadsheets, databases, desktop publishing, the Internet, and the Windows operating systems. Courses will provide the student skills to work in various office settings.

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: None

Program Prerequisites: None

Required Courses: 18 Credits
- BPC110 Computer Usage and Applications 3
- BPC/OAS111AA Computer Keyboarding I 1
- CIS113DE Microsoft Word: Word Processing 3
- CIS114DE Excel Spreadsheet 3
- CIS117DM Microsoft Access: Database Management 3
- CIS118AB PowerPoint: Level I 1
- CIS121AE Windows Operating System: Level I 1
- CIS133DA Internet/Web Development Level I 3

HEALTH SCIENCE

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. T. Domino
Contact: (602) 285-7149

Health Information Technology — Editorial Changes
Associate in Applied Science – AAS 3324
68-71 Credits
The Associate in Applied Science (AAS) in Health Information Technology program is designed to meet the increasing demands for professionally trained Health Information Technicians in health-care agencies such as clinics, hospitals, long-term care facilities, home health agencies, state health departments, and other organizations that compile or use health information such as large insurance agencies, medical research centers, and law firms. Additional Certificates of Completion (CCL) are available.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (233 N. Michigan Avenue, Suite 2150, Chicago, IL, 60601-5800). Graduates are eligible to apply to take the examination of the American Health Information Management Association for the designation RHIT - Registered Health Information Technician.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
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.
Credit will not be awarded for both a course and its modular equivalent.
Students in this program participate in mandatory professional practice placements in health care settings. Prior to
practice placements, students must provide documented proof of meeting current requirements for: CPR training, health
and drug screenings, and immunizations.
Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who
are unsure of their background status may take a preliminary background check at their own expense before entering
the program, results of which will not be sent to the college.)

Admission Criteria:
A high school diploma or GED equivalent.
Completion of Program Prerequisites.
Formal application and admission to the Program are required.
Applications can be obtained from the Health Professions Advisor, Program Director, or from the Phoenix College
website.
Ability to fully participate in classroom, laboratory, and professional practice in health care settings.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community
College District Supplemental Background Check policy. Program applications will not be accepted without a copy of
an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission,
the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 7-13 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: 7 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.
+ BIO156 Introductory Biology for Allied Health (4) (recommended) OR
+ BIO181 General Biology (Majors) I (4)
+ ENG101 First Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)

Option 2: 13 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.
+ BIO156 Introductory Biology for Allied Health (4) (recommended) OR
+ BIO181 General Biology (Majors) I (4)
+ ENG101 First Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
+ HCC130 Fundamentals in Health Care Delivery
+ HCC145 Medical Terminology for Health Care Workers

Required Courses: 53 Credits
+ BIO201 Human Anatomy and Physiology I
+ BIO202 Human Anatomy and Physiology II
+ BPC110 Computer Usage and Applications
+ EMT/HCC/RES109 CPR for Health Care Provider (0.5) OR
Current CPR certification at the health care provider OR
Professional rescuer level. 0.5
+ HCC164 Pharmacology for Allied Health
+ HCC204 Clinical Pathophysiology
+ HCC208 Health Care Leadership

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the
time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
General Education Requirements: 15-18 Credits

General Education Core: 9-12 Credits

First-Year Composition: 3 Credits
Met by ENG101 or ENG107, in Program Prerequisites area.
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical Writing (3) 3

Oral Communication: 3 Credits
COM110 Interpersonal Communication 3

Critical Reading: 0-3 Credits
+ CRE101 College Critical Reading (3) OR
+ CRE111 Critical Reading for Business and Industry (3) OR
Equivalent as indicated by assessment. 0-3

Mathematics: 3 Credits
+ MAT102 Mathematical Concepts/Applications 3

General Education Distribution: 6 Credits

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

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

Natural Sciences: 0 Credits
Met by BIO156 or BIO181 in Program Prerequisites area. 0

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Health Information: Long Term Care Settings — Modified Occupational Program
Certificate of Completion – CCL 5324
19 Credits
The Certificate of Completion (CCL) in Health Information: Long Term Care Settings program prepares individuals for entry-level health information processing positions in long term, home health, and hospice facilities. Students will perform such duties as collecting, analyzing, assembling, releasing, coding, and reporting patient information in both paper and electronic record systems.

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:
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.
Ability to fully participate in classroom, laboratory settings, if applicable.
Formal application and admission to the Program are required.
Applications can be obtained from the Health Professions Advisor, Program Director, or from the Phoenix College website.

Program Prerequisites: 0-8 Credits
+ CRE101 College Critical Reading + (3) OR appropriate Reading placement test score 0-3
+ HCC130 Fundamentals in Health Care Delivery (3) OR
  Permission of Program Director 0-3
+ HIM140 Acute Care Documentation and Standards (2) OR
  Permission of Program Director 0-2

Required Courses: 19 Credits
+ BIO160 Introduction to Human Anatomy and Physiology 4
+ BPC110 Computer Usage and Applications 3
+ HCC146 Common Medical Terminology for Health Care Workers 2
+ HIM101 Introduction to Health Information Management 1
+ HIM106 Legal Aspects of Health Information Management (3) OR
+ HIM106AA Legal Aspects of Health Information Management I (1.5) AND
+ HIM106AB Legal Aspects of Health Information Management II (1.5) 3
+ HIM182 Human Diseases for Coding in Long Term Care Settings 2
+ HIM183 Diagnostic Coding in Long Term Care Settings 2
+ HIM205 Health Information Management Systems in Long Term Care Settings 1
+ HIM206AA Health Information Management in Alternative Care Settings: Long Term 1
Department Chairperson: Ms. L. Parmelee
Program Director: Ms. J. Stiak
Contact: (602) 285-7295 and/or marty.minton@phoenixcollege.edu

Histologic Technology — Editorial Changes

Associate in Applied Science – AAS 3021

61 Credits

The Histologic Technology program provides education and training for employment in various medical and bioscience laboratories. Histology Technicians provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Histology Technicians perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines for ensuring quality patient care, work safety, and medico-legal standards. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids.

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:
High school diploma or GED.
Completion of Program Prerequisites.
Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB).
Ability to fully participate in classroom, laboratory, or clinical setting program activities.
Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).
Complete and submit the health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.
Formal application and admission to the Histologic Technology program is required. Applications can be obtained from a Health Professions Advisor or from the Phoenix College web site.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 11-15 Credits
The credit hour range is subject to change depending on the student's educational experiences.

OPTION 1:
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 The Maricopa Community Colleges.

OR

OPTION 2: 11 Credits
Option 2 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.
+ MAT102 Mathematical Concepts/Applications (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course 3
+ BIO156 Introductory Biology for Allied Health (4) OR Equivalent 4
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Lab (1) OR Equivalent 4

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
OPTION 3: 15 Credits
- HCC130 Fundamentals in Health Care Delivery 3
- HCC145AA Medical Terminology for Health Care Workers I 1
- MAT102 Mathematical Concepts/Applications (3) OR
  Equivalent course OR
  Satisfactory completion of a higher level mathematics course 3
- BIO156 Introductory Biology for Allied Health (4) OR
  Equivalent 4
- CHM130 Fundamental Chemistry (3) AND
- CHM130LL Fundamental Chemistry Lab (1) OR
  Equivalent 4

Required Courses: 24 Credits
- HST170 Overview of Histology (Anatomic) Laboratory 1
- HST171 Chemistry of Fixation 2
- HST172 Practicum: Chemistry of Fixation 3
- HST173 Microtomy 3
- HST174 Practicum: Microtomy 3
- HST175 Cellular Biological Staining 3
- HST176 Practicum: Cellular Biological Staining 3
- HST177 Cellular Biological and Immunohistochemical Staining 3
- HST178 Practicum: Cellular Biological and Immunohistochemical Staining 3

Restricted Electives: 4-16 Credits
- Any approved BIO prefixed course EXCEPT BIO156 or BIO160 4
- Any approved CHM prefixed course EXCEPT CHM130 and CHM130LL 4
- MAT120 Intermediate Algebra (5) OR
- MAT121 Intermediate Algebra (4) OR
- MAT122++ Intermediate Algebra (3) (any modules) OR
  higher level mathematics course 3-5
  ARB+++ Any ARB/Arabic course (101, 102, 201, 202) (4-16) OR
  CHI+++ Any CHI/Chinese course (101, 102, 201, 202) (4-16) OR
  FRE+++ Any FRE/French course (101, 102, 201, 202) (4-16) OR
  GER+++ Any GER/German course (101, 102, 201, 202) (4-16) OR
  HBR+++ Any HBR/Hebrew course (101, 102, 201, 202) (4-16) OR
  ITA+++ Any ITA/Italian course (101, 102, 201, 202) (4-16) OR
  JPN+++ Any JPN/Japanese course (101, 102, 201, 202) (4-16) OR
  LAT+++ Any LAT/Latin course (101, 102, 201, 202) (4-16) OR
  NAV+++ Any NAV/Navajo course (101, 102, 201, 202) (4-16) OR
  POR+++ Any POR/Portuguese course (101, 102, 201, 202) (4-16) OR
  RUS+++ Any RUS/Russian course (101, 102, 201, 202) (4-16) OR
  SPA+++ Any SPA/Spanish course (101, 102, 201, 202) (4-16) 4-16

General Education Requirements: 22 Credits
CORE: 12 Credits
- First-Year Composition: 6 Credits
  Any approved General Education courses in the First-Year Composition area. 6
- Oral Communication: 3 Credits
  Any approved General Education course in the Oral Communication area. 3
- Critical Reading: 3 Credits
  Any approved General Education course in the Critical Reading area 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 publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Mathematics: 0 Credits
  Met by MAT102 OR Equivalent course OR
  Satisfactory completion of a higher level mathematical course in the Program Prerequisites area. 0

DISTRIBUTION: 10 Credits

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

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

Natural Sciences: 4 Credits
  BIO160 Introduction to Human Anatomy and Physiology 4

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. J. Stiak
Contact: (602) 285-7295 and/or marty.minton@phoenixcollege.edu

Histologic Technology — Editorial Changes
Certificate of Completion – CCL 5195
24 Credits
The Certificate of Completion (CCL) in Histologic Technology program provides education and training for employment in various medical and bioscience laboratories. Histology Technicians provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Histology Technicians perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines for ensuring quality patient care, work safety, and medico-legal standards. Students in the Histologic Technology Program will be in contact with potentially infectious blood, tissues, and body fluids.

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

Admission Criteria:
High school diploma or GED.
Completion of Program Prerequisites.
Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB).
Ability to fully participate in classroom, laboratory, or clinical setting program activities.
Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).
Complete and submit the health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.
Formal application and admission to the Histologic Technology program is required. Applications can be obtained from a Health Professions Advisor or from the Phoenix College web site.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Program Prerequisites: 11-15 Credits
The credit hour range is subject to change depending on the student's educational experiences.

OPTION 1:
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 The Maricopa Community Colleges.

OR

OPTION 2: 11 Credits
Option 2 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

+ MAT102 Mathematical Concepts/Applications (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course 3
+ BIO156 Introductory Biology for Allied Health (4) OR Equivalent 4
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Lab (1) OR Equivalent 4

OR

OPTION 3: 15 Credits

+ HCC130 Fundamentals in Health Care Delivery 3
+ HCC145AA Medical Terminology for Health Care Workers I 1
+ MAT102 Mathematical Concepts/Applications (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course 3
+ BIO156 Introductory Biology for Allied Health (4) OR Equivalent 4
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Lab (1) OR Equivalent 4

Required Courses: 24 Credits

+ HST170 Overview of Histology (Anatomic) Laboratory 1
+ HST171 Chemistry of Fixation 2
+ HST172 Practicum: Chemistry of Fixation 3
+ HST173 Microtomy 3
+ HST174 Practicum: Microtomy 3
+ HST175 Cellular Biological Staining 3
+ HST176 Practicum: Cellular Biological Staining 3
+ HST177 Cellular Biological and Immunohistochemical Staining 3
+ HST178 Practicum: Cellular Biological and Immunohistochemical Staining 3

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. J. Stiak
Contact: (602) 285-7295 and/or martyr.minton@phoenixcollege.edu

Laboratory Assisting — Editorial Changes
Certificate of Completion – CCL 5134
5 Credits
The Certificate of Completion (CCL) in Laboratory Assisting program provides education and training for employment in various laboratories. Laboratory Assistants perform pre-analytical processes, point-of-care testing, and initiate testing to provide clinical support for testing and reporting of laboratory tests. Professional duties throughout various areas in a laboratory include specimen processing, inventory management, conducting quality control and quality assurance activities, performing point-of-care testing, selecting laboratory tests, initiating testing on automated analyzers, and using computers to assist in testing and documenting laboratory activities. Students in the Laboratory Assisting Program will be in contact with potentially infectious blood, tissues, and body fluids.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Program Notes:
+ indicates course has prerequisites and/or corequisites.
Students must earn a grade of "C" or better for all courses required within the program.

Admission Criteria:
High school diploma or GED.
Completion of Program Prerequisites.
Ability to fully participate in classroom, laboratory, or clinical setting program activities.
Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B vaccine).
Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).
Complete and submit health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 2.5-6.5 Credits
The credit hour range is subject to change depending on the student's educational experiences.

Option 1: 6.5 Credits
- HCC130 Fundamentals in Health Care Delivery 3
- HCC145AA Medical Terminology for Health Care Workers I 1
+ PLB109 Basic Phlebotomy Skills 1
+ PLB110 Practicum: Fundamental Phlebotomy Skills 0.5
+ PLB111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures 1

Option 2: 2.5 Credits
HCC130 (3.0) and HCC145AA (1.0) are waived for students who have completed an Associate of Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa Community College District.

Option 3: 0 Credits
HCC130, HCC145AA, PLB109, PLB110, and PLB111 may be waived by the Program Director for the Student who has one or more years as a health care professional with documented phlebotomy experience.

Required Courses: 5 Credits
+ LBA150 Overview of Laboratory Assisting 1
+ LBA152 Laboratory Assisting: Principles and Procedures 2
+ LBA158 Laboratory Assisting Practicum 2

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Medical Assisting — Editorial Changes

Associate in Applied Science – AAS 3291

60 Credits

The Associate in Applied Science (AAS) Medical Assisting program provides education and training for employment in physicians' offices and group medical practices, and other healthcare settings. Medical Assistants perform administrative and clinical duties. Duties may include management and maintenance of the office and treatment areas. Administrative duties include receiving patients and their family members, acting as an informational and educational resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling, and managing public relations. Clinical duties include preparing the patient for treatment, preparing and sterilizing instruments, maintaining a supply inventory, obtaining specimens for diagnostic evaluation, performing EKGs, and administering medications under the direction of the physician/clinician. Students in the Medical Assisting program will be in contact with potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) is also available.

Program Notes: + indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better for all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria:

Formal application and admission to the program is required.

Must be a high school graduate or equivalent.

Completion of Program Prerequisites.

Have the ability to fully participate in classroom, laboratory, and clinical setting program activities.

Submit current CPR card for Health Care Provider (American Heart Association approved) and maintain current status throughout the externship(s).

Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider.

Background Check Requirements

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 0-3 Credits

HCC145 Medical Terminology for Health Care Workers (3) OR
Permission of Program Director 0-3

Required Courses: 27-30 Credits

The credit hour range is subject to change, depending on the student’s educational experience.

OPTION 1: 27 Credits

HCC130 (3.0) is waived for students who have completed an Associate of Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa County Community Colleges.

+ MAS126 Administrative Procedures 3
+ MAS127 Insurance, Billing and Coding 3
+ MAS128 Electronic Health Records for Medical Assisting 2
+ MAS129 Automated Computer System for Medical Office Management 2
+ MAS130 Orientation to the Pathophysiology and Psychology of Body Systems 1
+ MAS210 Aseptic Techniques 1
+ MAS220 Laboratory Testing in Patient Care Service Centers 1
+ MAS230 Emergencies in the Medical Office 1.5
+ MAS240 Applied EKG 1
+ MAS260 Clinical Procedures 3
+ MAS265 Administration of Medication 3
+ MAS274 Administrative Medical Assisting Externship 1
+ MAS275 Clinical Medical Assisting Externship 2

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12

+ MAS280 Medical Assisting Program Review 1
+ PLB109 Phlebotomy: Basic Skills 1
+ PLB110 Practicum: Fundamental Phlebotomy Skills 0.5

**OPTION 2: 30 Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>+ MAS126</td>
<td>Administrative Procedures</td>
<td>3</td>
</tr>
<tr>
<td>+ MAS127</td>
<td>Insurance, Billing and Coding</td>
<td>3</td>
</tr>
<tr>
<td>+ MAS128</td>
<td>Electronic Health Records for Medical Assisting</td>
<td>2</td>
</tr>
<tr>
<td>+ MAS129</td>
<td>Automated Computer System for Medical Office Management</td>
<td>2</td>
</tr>
<tr>
<td>+ MAS130</td>
<td>Orientation to the Pathophysiology and Psychology of Body Systems</td>
<td>1</td>
</tr>
<tr>
<td>+ MAS210</td>
<td>Aseptic Techniques</td>
<td>1</td>
</tr>
<tr>
<td>+ MAS220</td>
<td>Laboratory Testing in Patient Care Service Centers</td>
<td>1</td>
</tr>
<tr>
<td>+ MAS230</td>
<td>Emergencies in the Medical Office</td>
<td>1.5</td>
</tr>
<tr>
<td>+ MAS240</td>
<td>Applied EKG</td>
<td>1</td>
</tr>
<tr>
<td>+ MAS260</td>
<td>Clinical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>+ MAS265</td>
<td>Administration of Medication</td>
<td>3</td>
</tr>
<tr>
<td>+ MAS274</td>
<td>Administrative Medical Assisting Externship</td>
<td>1</td>
</tr>
<tr>
<td>+ MAS275</td>
<td>Clinical Medical Assisting Externship</td>
<td>2</td>
</tr>
<tr>
<td>+ MAS280</td>
<td>Medical Assisting Program Review</td>
<td>1</td>
</tr>
<tr>
<td>+ PLB109</td>
<td>Phlebotomy: Basic Skills</td>
<td>1</td>
</tr>
<tr>
<td>+ PLB110</td>
<td>Practicum: Fundamental Phlebotomy Skills</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Restricted Electives: 8-14 Credits**

Courses to be selected in consultation with Program Director. Students meeting OPTION 1 in Required Courses must complete a total of 14 credits in the Restricted Electives area. Students meeting OPTION 2 in Required Courses must complete 8 credits in the Restricted Electives area.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ COM225</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>+ COM230</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>+ COM259</td>
<td>Communication in Business and Professions</td>
<td>3</td>
</tr>
<tr>
<td>+ COM263</td>
<td>Elements of Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>+ FON100</td>
<td>Introductory Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>+ HES100</td>
<td>Healthful Living</td>
<td>3</td>
</tr>
<tr>
<td>+ HES126</td>
<td>Women’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>+ MGT229</td>
<td>Management and Leadership I</td>
<td>3</td>
</tr>
<tr>
<td>+ MGT251</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>+ PED115</td>
<td>Lifetime Fitness</td>
<td>2</td>
</tr>
<tr>
<td>+ PSY218</td>
<td>Health Psychology</td>
<td>3</td>
</tr>
<tr>
<td>+ SLG101</td>
<td>American Sign Language I</td>
<td>4</td>
</tr>
<tr>
<td>+ SPA101</td>
<td>Elementary Spanish</td>
<td>4</td>
</tr>
<tr>
<td>+ SPA115</td>
<td>Beginning Spanish Conversation</td>
<td>3</td>
</tr>
<tr>
<td>+ SPA117AA</td>
<td>Health Care Spanish I: Introduction</td>
<td>1</td>
</tr>
<tr>
<td>+ SPA117AB</td>
<td>Health Care Spanish I: Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>+ WED100</td>
<td>Personal Wellness</td>
<td>2</td>
</tr>
<tr>
<td>+ WED151</td>
<td>Introduction to Alternative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>+ WED162</td>
<td>Meditation and Wellness</td>
<td>1</td>
</tr>
<tr>
<td>+ WED170</td>
<td>Principles of Homeopathy</td>
<td>1</td>
</tr>
</tbody>
</table>
General Education Requirements: 22-25 Credits

CORE 12-15 Credits

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

Oral Communication:
- COM110 Interpersonal Communication 3

Critical Reading:
- Any approved General Education course in the Critical Reading area (3) OR Equivalent as indicated by assessment. 0-3

Mathematics:
- Any approved General Education course in the Mathematics area OR Satisfactory completion of a higher level mathematics course. + 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:
- PSY101 Introduction to Psychology 3

Natural Sciences:
- BIO160 Introduction to Human Anatomy and Physiology 4

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. S. Ketcham
Contact: (602) 285-7295 and/or marty.minton@phoenixcollege.edu

Medical Assisting — Editorial Changes
Certificate of Completion – CCL 5291
27-30 Credits

The Certificate of Completion (CCL) in Medical Assisting program provides education and training for employment in physician's offices, and group medical practices, and other healthcare settings. Medical Assistants perform administrative and clinical duties. Duties may include management and maintenance of the office and treatment areas. Administrative duties include receiving patients and their family members, acting as an informational and educational resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling, and managing public relations. Clinical duties include preparing the patient for treatment, preparing and sterilizing instruments, maintaining a supply inventory, obtaining specimens for diagnostic evaluation, performing EKG's, and administering medications under the direction of the physician/clinician. Students in the Medical Assisting program will be in contact with potentially infectious blood, tissues, and body fluids. An Associate in Applied Science (AAS) is also available.

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

Admission Criteria:
- Formal application and admission to the program is required.
- Completion of Program Prerequisites.
- Must be a high school graduate or equivalent.
- Have the ability to fully participate in classroom, laboratory, and clinical setting program activities.
- Submit current CPR card for Health Care Provider (American Heart Association approved) and maintain current status throughout the externship(s).
- Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 0-3 Credits
HCC145 Medical Terminology for Health Care Workers (3) OR Permission of Program Director 0-3

Required Courses: 27-30 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: 27 Credits
HCC130 (3.0) is waived for students who have completed an Associate of Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa County Community Colleges.

+ MAS126 Administrative Procedures 3
+ MAS127 Insurance, Billing and Coding 3
+ MAS128 Electronic Health Records for Medical Assisting 2
+ MAS129 Automated Computer System for Medical Office Management 2
+ MAS130 Orientation to the Pathophysiology and Psychology of Body Systems 1
+ MAS210 Aseptic Techniques 1
+ MAS220 Laboratory Testing in Patient Care Service Centers 1
+ MAS230 Emergencies in the Medical Office 1.5
+ MAS240 Applied EKG 1
+ MAS260 Clinical Procedures 3
+ MAS265 Administration of Medication 3
+ MAS274 Administrative Medical Assisting Externship 1
+ MAS275 Clinical Medical Assisting Externship 2
+ MAS280 Medical Assisting Program Review 1
+ PLB109 Phlebotomy: Basic Skills 1
+ PLB110 Practicum: Fundamental Phlebotomy Skills 0.5

OPTION 2: 30 Credits
HCC130 Fundamentals in Health Care Delivery 3
+ MAS126 Administrative Procedures 3
+ MAS127 Insurance, Billing and Coding 3
+ MAS128 Electronic Health Records for Medical Assisting 2
+ MAS129 Automated Computer System for Medical Office Management 2
+ MAS130 Orientation to the Pathophysiology and Psychology of Body Systems 1
+ MAS210 Aseptic Techniques 1
+ MAS220 Laboratory Testing in Patient Care Service Centers 1
+ MAS230 Emergencies in the Medical Office 1.5
+ MAS240 Applied EKG 1
+ MAS260 Clinical Procedures 3
+ MAS265 Administration of Medication 3
+ MAS274 Administrative Medical Assisting Externship 1
+ MAS275 Clinical Medical Assisting Externship 2
+ MAS280 Medical Assisting Program Review 1
+ PLB109 Phlebotomy: Basic Skills 1
+ PLB110 Practicum: Fundamental Phlebotomy Skills 0.5
NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
+ 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:  32-34 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
BPC110  Computer Usage and Applications  3
EMT/HCC/RES109 CPR for the Health Care Provider (.5) OR
Current CPR certification at the health care provider or professional rescuer level  0.5
HCC130  Fundamentals in Health Care Delivery  3
HCC145  Medical Terminology for Health Care Workers  3
+ HCC164  Pharmacology for Allied Health  0.5
+ HCC204  Clinical Pathophysiology  3
+ HIM105  Computers in Healthcare and Health Record Systems  2
+ HIM180  Introduction to Medical Billing and Reimbursement  2
+ HIM181  Medical Claims Processing  3
+ HIM209  ICD Coding (4) OR
+ HIM208  ICD-10-CM Diagnostic Coding (2)  2.4
+ 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

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. T. Domino
Contact: (602) 285-7149

Medical Coding: Hospital-Based — Editorial Changes
Certificate of Completion – CCL 5092
32-42.5 Credits
The Medical Coding: Hospital-Based Certificate of Completion (CCL) program prepares individuals for diagnostic and procedural coding positions in hospitals and hospital-based settings such as outpatient clinics, emergency departments, and surgery centers, and includes a professional practice affiliation in an area health care setting. The program is approved by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800) and provides the foundation needed for comprehensive entry-level coding certification examinations.

Program Notes: + indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better for all courses required within the program. Students in this program participate in mandatory professional practice placements in health care settings. Prior to practice placements, students must provide documented proof of meeting current requirements for: CPR training, health and drug screenings and immunizations. Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

Admission Criteria:
High school graduate or GED
Current English assessment reflecting eligibility for
+ ENG101, First-Year Composition OR
+ ENG107, First-Year Composition for ESL
OR Permission of Program Director
Completion of Program Prerequisites
Formal application and admission to the Medical Coding: Hospital-Based Certificate Program is required. Applications can be obtained from the Health Professions Advisor, Program Director, or from the Phoenix College website. Ability to fully participate in classroom laboratory, and professional practice in health care settings.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised:  08/30/12, 10/19/12, 12/18/12
Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 0-3 Credits
+ CRE101 College Critical Reading + (3) OR
  Appropriate Reading placement test score 0-3

Required Courses: 32-42.5 Credits
The credit hour range is subject to change depending on the student’s educational experience. Students must select Option 1 or Option 2.

Option 1: 32 Credits
Option 1 is available for students who have completed an Associate in Applied Science degree or higher degree in health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.
+ BIO201 Human Anatomy and Physiology I 4
+ BIO202 Human Anatomy and Physiology II 4
  BPC110 Computer Usage and Applications 3
+ HCC164 Pharmacology for Allied Health 0.5
+ HCC204 Clinical Pathophysiology 3
+ HIM105 Computers in Healthcare and Health Record Systems 2
+ HIM180 Introduction to Medical Billing and Reimbursement 2
+ HIM209 ICD Coding (4) OR
+ HIM208 ICD-10-CM Diagnostic Coding (2) AND
+ HIM210 ICD-10-PCS Coding and ICD Applications (2) 4
+ HIM211 Advanced Applications of Coding and Reimbursement 4
+ HIM212 CPT Coding I 2
+ HIM214 CPT Coding II 2
+ HIM221 Medical Coding Seminar 0.5
+ HIM222 Professional Practice in Medical Coding 1

Option 2: 42.5 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.
+ BIO156 Introductory Biology for Allied Health 4
+ BIO201 Human Anatomy and Physiology I 4
+ BIO202 Human Anatomy and Physiology II 4
  BPC110 Computer Usage and Applications 3
+ EMT/RES/HCC109 CPR for the Health Care Provider (0.5) OR
  Current CPR certification at the health care provider or professional rescuer level 0.5
+ HCC130 Fundamentals in Health Care Delivery 3
+ HCC145 Medical Terminology for Health Care Workers 3
+ HCC164 Pharmacology for Allied Health 0.5
+ HCC204 Clinical Pathophysiology 3
+ HIM105 Computers in Healthcare and Health Record Systems 2
+ HIM180 Introduction to Medical Billing and Reimbursement 2
+ HIM209 ICD Coding (4) OR
+ HIM208 ICD-10-CM Diagnostic Coding (2) AND
+ HIM210 ICD-10-PCS Coding and ICD Applications (2) 4
+ HIM211 Advanced Applications of Coding and Reimbursement 4
+ HIM212 CPT Coding I 2
+ HIM214 CPT Coding II 2
+ HIM221 Medical Coding Seminar 0.5
+ HIM222 Professional Practice in Medical Coding 1
Medical Front Office — Editorial Changes

Certificate of Completion – CCL 5295
11-14 Credits

The Certificate of Completion (CCL) in Medical Front Office program provides education and training for employment in physicians’ offices, group medical practices, and other healthcare settings. Medical Front Office personnel perform administrative duties including management and maintenance of the office, receiving patients and their family members, acting as an informational and educational resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling and managing public relations. Students in the Medical Front Office program may be in contact with potentially infectious blood, tissues, and body fluids.

Program Notes: + indicates course has prerequisites and/or corequisites. Students must earn a grade of “C” or better for all courses required within the program.

Admission Criteria:
Formal application and admission to the program is required.
Completion of Program Prerequisites.
Must be a high school graduate or equivalent.
Have the ability to fully participate in classroom, laboratory, and clinical setting program activities.
Submit current CPR card for Health Care Provider (American Heart Association approved) and maintain current status throughout the externship(s).
Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 0-3 Credits
HCC145 Medical Terminology for Health Care Workers (3) OR
Permission of Program Director 0-3

Required Courses: 11-14 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

OPTION 1: 11 Credits
HCC130 (3.0) is waived 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 the Maricopa Community Colleges.

+ MAS126 Administrative Procedures 3
+ MAS127 Insurance, Billing and Coding 3
+ MAS128 Electronic Health Records for Medical Assisting 2
+ MAS129 Automated Computer System for Medical Office Management 2
+ MAS274 Administrative Medical Assisting Externship 1

OPTION 2: 14 Credits
HCC130 Fundamentals in Health Care Delivery 3
+ MAS126 Administrative Procedures 3
+ MAS127 Insurance, Billing and Coding 3
+ MAS128 Electronic Health Records for Medical Assisting 2
+ MAS129 Automated Computer System for Medical Office Management 2
+ MAS274 Administrative Medical Assisting Externship 1
Medical Laboratory Science — Editorial Changes

Associate in Applied Science – AAS 3028
66-73 Credits

The Associate in Applied Science (AAS) in Medical Laboratory Science degree provides education and training for employment in various medical and bioscience laboratories. Medical Laboratory Technicians (MLT’s) perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico-legal standards by conducting a variety of tests on various specimens submitted to clinical laboratories in settings such as but not limited to hospitals, reference laboratories, clinics, and bioscience industries to physicians, pathologists, researchers, and other healthcare providers. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) is also available. Individuals completing an associate's degree often perform supervisory and management responsibilities.

Program Notes: Students must earn a grade of "C" or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

Admission Criteria: High school diploma or GED equivalent. Completion of Program Prerequisites. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B vaccine). Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Formal application and admission to the Medical Laboratory Science Program is required. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 30-37 Credits

Option 1: 30-33 Credits
Option 1 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

+ BIO156 Introductory Biology for Allied Health 4
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) 4

General Education: 22-25 Credits

CORE: 12-15 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 College Critical Reading (3) OR
  Equivalent as indicated by assessment 0-3

Mathematics:
+ MAT102 Mathematical Concepts/Applications (3) OR
  Satisfactory completion of a higher level mathematics course 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

OR

Option 2: 34-37 Credits
+ BIO156 Introductory Biology for Allied Health 4
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) 4
HCC130 Fundamentals in Health Care Delivery (3) OR
HCC130AA Health Care Today (0.5) AND
HCC130AB Workplace Behavior in Health Care (0.5) AND
HCC130AC Personal Wellness and Safety (0.5) AND
HCC130AD Communication and Teamwork in Health Care Organizations (0.5) AND
HCC130AE Legal Issues in Health Care (0.5) AND
HCC130AF Decision Making in the Health Care Setting (0.5) 3
HCC145AA Medical Terminology for Health Care Workers I 1

General Education: 22-25 Credits

CORE: 12-15 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 College Critical Reading (3) OR
  Equivalent as indicated by assessment 0-3

Mathematics:
+ MAT102 Mathematical Concepts/Applications (3) OR
  Satisfactory completion of a higher level mathematics course 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

Required Courses: 36 Credits
+ MDL190 Clinical Laboratory Operations 2
+ MDL240 Clinical Urinalysis and Body Fluid Analysis 3
+ MDL241 Practicum: Clinical Urinalysis and Body Fluid Analysis 1
+ MDL242 Clinical Hematology and Hemostasis 6
+ MDL243 Practicum: Clinical Hematology and Hemostasis 1
+ MDL244 Clinical Immunohematology and Immunology 6
+ MDL245 Practicum: Clinical Immunohematology and Immunology 1
+ MDL246 Clinical Microbiology 6
+ MDL247 Practicum: Clinical Microbiology 1
+ MDL248 Clinical Chemistry 6
+ MDL249 Practicum: Clinical Chemistry 1
+ MDL290 Medical Laboratory Science Program Review 2

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
General Education: 0 Credits

CORE: 0 Credits
First-Year Composition:
Met by any approved General Education courses in the
First-Year Composition courses in the Program Prerequisites area 0

Oral Communication:
Met by any approved General Education course in the
Oral Communication courses in the Program Prerequisites area. 0

Critical Reading:
Met by any approved General Education course in the
Critical Reading area OR Equivalent as indicated by assessment in the Program Prerequisites area. 0

Mathematics:
Met by MAT102 OR
Satisfactory completion of a higher level mathematical course in the Program Prerequisites area. 0

DISTRIBUTION: 0 Credits
Humanities and Fine Arts:
Met by any approved General Education course in the Humanities and Fine Arts in the Program Prerequisites area. 0

Social and Behavioral Sciences:
Met by any approved General Education course in the Social and Behavioral Sciences in the Program Prerequisites area. 0

Natural Sciences:
Met by BIO160 Introduction to Human Anatomy and Physiology in the Program Prerequisites area 0

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. J. Stiak
Contact: (602) 285-7295 and/or
marty.minton@phoenixcollege.edu

Medical Laboratory Science — Editorial Changes
Certificate of Completion – CCL 5493
36 Credits
The Certificate of Completion (CCL) in Medical Laboratory Science provides education and training for employment in various medical and bioscience laboratories. Medical Laboratory Technicians (MLT’s) perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico-legal standards by conducting a variety of tests on various specimens submitted to clinical laboratories in settings such as but not limited to hospitals, reference laboratories, clinics, and bioscience industries to physicians, pathologists, researchers, and other healthcare providers. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood, tissues, and body fluids. An Associate in Applied Science degree (AAS) is also available. Individuals completing an associate’s degree often perform supervisory and management responsibilities.

Program Notes: + indicates course has prerequisites and/or corequisites. Students must earn a grade of “C” or better in all courses within the program. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

Admission Criteria:
High school diploma or GED equivalent.
Completion of Program Prerequisites.
Ability to fully participate in classroom, laboratory, or clinical setting program activities.
Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B vaccine).
Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).
Complete and submit health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.
A formal application and acceptance into the Medical Laboratory Science Program is required.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 0-14 Credits
Credit hour range is subject to change depending on the student's educational experiences.

Completion of 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.

AND
- RDG091 College Preparatory Reading (3) OR Eligibility for CRE101, College Critical Reading (0) 0-3
- BIO156 Introductory Biology for Allied Health (4) OR equivalent course or satisfactory completion of higher level biology course. (0) 0-4
- CHM130 Fundamental Chemistry (3) AND
- CHM130LL Fundamental Chemistry Laboratory (1) OR equivalent course or satisfactory completion of higher level chemistry course. (0) 0-4
- MAT102 Mathematical Concepts/Applications + (3) OR equivalent course or satisfactory completion of a higher level mathematics course. (0) 0-3

AND
Permission of Program Director.

Required Courses: 36 Credits
- MDL190 Clinical Laboratory Operations 2
- MDL240 Clinical Urinalysis and Body Fluid Analysis 3
- MDL241 Practicum: Clinical Urinalysis and Body Fluid Analysis 1
- MDL242 Clinical Hematology and Hemostasis 6
- MDL243 Practicum: Clinical Hematology and Hemostasis 1
- MDL244 Clinical Immunohematology and Immunology 6
- MDL245 Practicum: Clinical Immunohematology and Immunology 1
- MDL246 Clinical Microbiology 6
- MDL247 Practicum: Clinical Microbiology 1
- MDL248 Clinical Chemistry 6
- MDL249 Practicum: Clinical Chemistry 1
- MDL290 Medical Laboratory Science Program Review 2

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. R. Helminski
Contact: (602) 285-7295 and/or marty.minton@phoenixcollege.edu

Phlebotomy — Editorial Changes
Certificate of Completion – CCL 5279
4.5-8.5 Credits
This Certificate of Completion (CCL) in Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture. The phlebotomist may find employment in hospitals, patient service centers, life insurance companies, doctors' offices, outreach services, and donor centers. Students in the Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids.

Program Notes:
+ indicates course has prerequisites and/or corequisites.
Students must earn a grade of "C" or better in all courses within the program.
Formal application and admission to the program are required. For further information, contact a Health Professions academic advisor or the Program Director.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Admission Criteria:
High School diploma or GED.
Ability to fully participate in classroom, laboratory, or clinical setting program activities.
Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).
Proof of current immunization: Measles, Mumps, and Rubella (MMR), Tuberculosis skin test (TB), Varicella, Tetanus/Diphtheria (Td), and Hepatitis B (HEB) vaccine.
Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.
Formal application and admission to the program are required. Applications can be obtained from the Program Director, a Health Professions Advisor, or from the Phoenix College web site.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: None.

Required Courses: 4.5-8.5 Credits
Credit hours are subject to change depending on the student’s educational experience. Students must select one of the following two options.

OPTION I: 4.5 Credits
Option I is available for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from an regionally accredited institution of higher education recognized by Maricopa Community College District OR for the student who has one year or more of documented experience as a licensed or certified health care provider.

+ PLB109 Phlebotomy: Basic Skills 1
+ PLB111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures 1
+ PLB122 Practicum: Phlebotomy and Specimen Processing 2.5

OPTION II: 8.5 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
<tr>
<td>PLB109</td>
<td>Phlebotomy: Basic Skills</td>
<td>1</td>
</tr>
<tr>
<td>PLB111</td>
<td>Specimen Processing and Advanced Techniques in Phlebotomy Procedures</td>
<td>1</td>
</tr>
<tr>
<td>PLB122</td>
<td>Practicum: Phlebotomy and Specimen Processing</td>
<td>2.5</td>
</tr>
</tbody>
</table>

For additional information on PC program competencies, visit: [http://www.maricopa.edu/academic/ccta/curric/progpc.php](http://www.maricopa.edu/academic/ccta/curric/progpc.php)

For additional information on MCCCD course competencies, visit: [http://www.maricopa.edu/academic/ccta/curric/search_course.php](http://www.maricopa.edu/academic/ccta/curric/search_course.php)

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
**Department Chairperson:** Ms. D. Kappes  
**Program Director:** Ms. R. Perry  
**Contact:** (602) 285-7320

**Dental Assisting — Editorial Changes**

**Associate in Applied Science — AAS 3055**

**60 Credits**

The Associate in Applied Science (AAS) in Dental Assisting prepares students to perform a variety of skills including but not limited to exposing x-rays, assisting the dentist in a broad scope of dental procedures, perform laboratory and office management functions, coronal polishing and other expanded duties, and educating patients. A Certificate of Completion (CCL) is also available.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Chicago, IL 60611-2678; (312) 440-4653). Graduates are eligible to take the Dental Assisting National Board (216 E. Ontario St., Chicago, IL 60611) Certification Exams for the designation CDA (Certified Dental Assistant), the Arizona State Certification in Radiation Health and Safety, and the Arizona Coronal Polishing Certificate (AZCP).

**Program Notes:**

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

**Admission Criteria:**

A high school diploma or GED equivalency is required.  
Ability to fully participate in classroom, laboratory, or clinical setting program activities.  
Submit current CPR card for Health Care Provider and maintain current status throughout the program.  
Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider.  
Submit to a drug screening and demonstrate negative results.  
Completion of program prerequisites with a grade of "C" or better.  
Submit unofficial copies of transcripts.  
Formal application and admission to the program is required.

**Background Check Requirements**

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

**Program Prerequisites:** 7-14.5 Credits

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

**OPTION 1:** 7-10.5 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
- **CRE101** College Critical Reading (3) OR  
  equivalent by assessment  0-3
- **ENG101** First Year Composition (3) OR  
- **ENG107** First Year Composition for ESL (3)  3
- **EMT/HCC/RES109** CPR for Health Care Provider (0.5) OR  
  Current CPR certification at the health care provider OR  
  Professional rescuer level  0.5

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
OPTION 2: 11-14.5 Credits

- BIO160 Introduction to Human Anatomy and Physiology 4
- CRE101 College Critical Reading (3) OR equivalent by assessment 0-3
- ENG101 First Year Composition (3) OR
- ENG107 First Year Composition for ESL (3) 3
- EMT/HCC/RES109 CPR for Health Care Provider (0.5) OR Current CPR certification at the health care provider OR Professional rescuer level 0.5
- HCC130 Fundamentals in Health Care Delivery (3) OR
- HCC130AA Health Care Today (0.5) AND
- HCC130AB Workplace Behavior in Health Care (0.5) AND
- HCC130AC Personal Wellness and Safety (0.5) AND
- HCC130AD Communication and Teamwork in Health Care Organizations (0.5) AND
- HCC130AE Legal Issues in Health Care (0.5) AND
- HCC130AF Decision Making in the Health Care Setting (0.5) 3
- HCC145AA Medical Terminology for Health Care Workers I 1

Required Courses: 27.5 Credits

- DAE112 Dental Assisting I 7
- DAE124 Dental Radiography 2
- DAE131 Dental Radiography Laboratory 2
- DAE140 Dental Issues Seminar 1
- DAE156 Dental Assisting II 7
- DAE212 Dental Assisting III 2
- DAE224 General Clinical Practice 1
- DAE225 Pediatric Clinical Practice 1
- DAE226 Periodontal Clinical Practice 1
- DAE227 Orthodontic Clinical Practice 1
- DAE228 Oral and Maxillofacial Surgery Clinical Practice 1
- DAE256 Dental Assisting IV 1.5

Restricted Electives: 0-7.5 Credits

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

- BIO+++ Any BIO Biology course (200 level or higher) 4
- BPC110 Computer Usage and Applications 3
- CIS105 Survey of Computer Information Systems 3
- FON100 Introductory Nutrition 3
- GBS233 Business Communication 3
- HCC208 Healthcare Leadership 1
- HES100 Healthful Living 3
- HES126 Women's Health Issues 3
- BTO/MGT148 Office Ethics and Culture 2
- PED115 Lifetime Fitness 2
- WED+++ Any WED Wellness course 1-3

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
General Education Requirements: 18 Credits

CORE: 9 Credits

First-Year Composition: 3 Credits
   Met by ENGL01 or ENGL07, in Program Prerequisites area AND
   + ENG102 First Year Composition (3) OR
   + ENG108 First Year Composition for ESL (3) 3

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

Critical Reading: 0 Credits
   Met by CRE101 OR Equivalent in the Program Prerequisites area. 0

Mathematics: 3 Credits
   MAT102 Mathematical Concepts/Applications OR
   Equivalent by assessment OR
   Satisfactory completion of a higher-level mathematical course. 3

DISTRIBUTION: 9 Credits

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

Social and Behavioral Sciences: 6 Credits
   PSY101 Introduction to Psychology 3
   SOC101 Introduction to Sociology 3

Natural Sciences: 0 Credits
   Met by BIO160, in Program Prerequisites area. 0

Dental Assisting — Editorial Changes
Certificate of Completion – CCL 5483
34.5-42 Credits

The Certificate of Completion (CCL) in Dental Assisting prepares students to perform a variety of skills including but not limited to exposing x-rays, assisting the dentist in a broad scope of dental procedures, perform laboratory and office management functions, coronal polishing and other expanded duties, and educating patients. An Associate in Applied Science (AAS) is also available.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Chicago, IL 60611-2678; (312) 440-4653). Graduates from Phoenix College are eligible to take the Dental Assisting National Board (216 E. Ontario St., Chicago, IL 60611) Certification Exams for the designation CDA -(Certified Dental Assistant), the Arizona State Certification in Radiation Health and Safety, and the Arizona Coronal Polishing Certificate (AZCP).

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

Admission Criteria:
A high school diploma or GED equivalency is required.
Ability to fully participate in classroom, laboratory, or clinical setting program activities.
Submit current CPR card for Health Care Provider and maintain current status throughout the program.
Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.
Completion of Program Prerequisites with a "C" or better.
Submit unofficial copies of transcripts.
Formal application and admission to the program is required.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 7-14.5 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

OPTION 1: 7-10.5 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CRE101</td>
<td>College Critical Reading (3) OR</td>
<td>0-3</td>
</tr>
<tr>
<td>ENG101</td>
<td>First Year Composition (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG107</td>
<td>First Year Composition for ESL (3)</td>
<td></td>
</tr>
<tr>
<td>EMT/HCC/RES109</td>
<td>CPR for Health Care Provider (0.5) OR</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery (3) OR</td>
<td></td>
</tr>
<tr>
<td>HCC130AA</td>
<td>Health Care Today (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Workplace Behavior in Health Care (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AC</td>
<td>Personal Wellness and Safety (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication and Teamwork in Health Care Organizations (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AE</td>
<td>Legal Issues in Health Care (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AF</td>
<td>Decision Making in the Health Care Setting (0.5)</td>
<td>3</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
</tbody>
</table>

OPTION 2: 11-14.5 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CRE101</td>
<td>College Critical Reading (3) OR</td>
<td>0-3</td>
</tr>
<tr>
<td>ENG101</td>
<td>First Year Composition (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG107</td>
<td>First Year Composition for ESL (3)</td>
<td></td>
</tr>
<tr>
<td>EMT/HCC/RES109</td>
<td>CPR for Health Care Provider (0.5) OR</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery (3) OR</td>
<td></td>
</tr>
<tr>
<td>HCC130AA</td>
<td>Health Care Today (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Workplace Behavior in Health Care (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AC</td>
<td>Personal Wellness and Safety (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication and Teamwork in Health Care Organizations (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AE</td>
<td>Legal Issues in Health Care (0.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AF</td>
<td>Decision Making in the Health Care Setting (0.5)</td>
<td>3</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
</tbody>
</table>

Required Courses: 27.5 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAE112</td>
<td>Dental Assisting I</td>
<td>7</td>
</tr>
<tr>
<td>DAE124</td>
<td>Dental Radiography</td>
<td>2</td>
</tr>
<tr>
<td>DAE131</td>
<td>Dental Radiography Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>DAE140</td>
<td>Dental Issues Seminar</td>
<td>1</td>
</tr>
<tr>
<td>DAE156</td>
<td>Dental Assisting II</td>
<td>7</td>
</tr>
<tr>
<td>DAE212</td>
<td>Dental Assisting III</td>
<td>2</td>
</tr>
<tr>
<td>DAE224</td>
<td>General Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>DAE225</td>
<td>Pediatric Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>DAE226</td>
<td>Periodontal Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>DAE227</td>
<td>Orthodontic Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>DAE228</td>
<td>Oral and Maxillofacial Surgery Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>DAE256</td>
<td>Dental Assisting IV</td>
<td>1.5</td>
</tr>
</tbody>
</table>

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Dental Hygiene — Editorial Changes

Associate in Applied Science – AAS 3831
98-102.5 Credits

The Associate in Applied Science (AAS) degree in Dental Hygiene prepares students to practice entry-level dental hygiene. Dental hygiene students will provide preventive and therapeutic services, and will develop a commitment to the community through extramural opportunities serving diverse populations. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Graduates are employed in private dental offices, hospitals, schools, and clinics within their community.

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Chicago, Ill. 60611-2678 (312) 440-4653) grants accreditation to the Phoenix College, Rio Salado, and Mesa programs. The Commission is a specialized accrediting body recognized by the United States Department of Education. Graduates are eligible for board examinations and licensure in all fifty states.

Applicants who are accepted and enroll in a MCCCD Dental Hygiene program will be exposed to blood-borne and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, The Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

Program Notes:

Students must earn a grade of “C” or better for all courses that will be applied toward the degree.

All General Education requirements are met by program prerequisites as indicated.

Students should consult with an advisor in selecting courses to meet the General Education areas.

+ indicates course has prerequisites and/or corequisites.

Admission Criteria:

A high school diploma or GED equivalency is required.

Ability to fully participate in classroom, laboratory, or clinical setting program activities.

Submit current CPR card for Health Care Provider and maintain current status throughout the program.

Submit to a drug screening and demonstrate negative results.

Completion of program prerequisites.

Formal application and admission to the program is required.

Background Check Requirements

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 40-44.5 Credits

The credit hour ranges are subject to change depending on the students' educational experiences. Students must select one of the following two options.

Option 1: 40 Credits

Biology courses (BIO156 and BIO181) and HCC course (HCC109) may be waived by the Program Director for the student who has one year of high school biology and the current CPR certification at the health care provider or professional rescuer level.

+ BIO156 Introductory Biology for Allied Health (4) OR

+ BIO181 General Biology (Majors) (4) OR

+ BIO202 Human Anatomy and Physiology II 4

+ BIO205 Microbiology 4

+ CHM138 Chemistry for Allied Health 3

+ CHM138LL Chemistry for Allied Health Laboratory 1

EMT/HCC/RES109 CPR for Health Care Provider OR

Current CPR certification at the health care provider Professional rescuer level 0.5

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
General Education Requirements: 28 Credits

CORE: 15 Credits

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

Oral Communication: 3 Credits
+ Any approved General Education course in the Oral Communication area.

Critical Reading: 3 Credits
+ CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment

Mathematics: 3 Credits
+ MAT102 Mathematical Concepts/Applications OR Equivalent by assessment OR Satisfactory completion of a higher-level mathematics course

DISTRIBUTION: 13 Credits

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

Natural Sciences: 4 Credits
+ BIO201 Human Anatomy and Physiology I

Social and Behavioral Sciences: 6 Credits
PSY101 Introduction to Psychology (3) AND SOC101 Introduction to Sociology (3)

OR

Option 2: 44.5 Credits
+ BIO156 Introductory Biology for Allied Health (4) OR
+ BIO181 General Biology (Majors) (4) OR One year of high school biology
+ BIO202 Human Anatomy and Physiology II
+ BIO205 Microbiology
+ CHM138 Chemistry for Allied Health
+ CHM138LL Chemistry for Allied Health Laboratory
+ EMT/HCC/RES109 CPR for Health Care Provider OR Current CPR certification at the health care provider Professional rescuer level

General Education Requirements: 28 Credits

CORE: 15 Credits

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

Oral Communication: 3 Credits
+ Any approved General Education course in the Oral Communication area.

Critical Reading: 3 Credits
+ CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment

Mathematics: 3 Credits
+ MAT102 Mathematical Concepts/Applications OR Equivalent by assessment OR Satisfactory completion of a higher-level mathematics course

DISTRIBUTION: 13 Credits

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

Natural Sciences: 4 Credits
+ BIO201 Human Anatomy and Physiology I

Social and Behavioral Sciences: 6 Credits
PSY101 Introduction to Psychology (3) AND SOC101 Introduction to Sociology (3)

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Required Courses: 58 Credits
+ DHE110 Pharmacology 3
+ DHE112 Oral Pathology 3
+ DHE115 Emergency Medicine 2
+ DHE117 Dental Radiography 2
+ DHE119 Head and Neck Anatomy 3
+ DHE120 Pre-Clinical Dental Hygiene 6
+ DHE121 Dental Anatomy, Embryology and Histology 2
+ DHE125 Dental Radiography Laboratory 1
+ DHE127 Prevention of Dental Disease 3
+ DHE132 Dental Hygiene Theory I 3
+ DHE133 Dental Hygiene Clinic I 3
+ DHE201 Dental Materials 2
+ DHE202 Dental Materials Laboratory 1
+ DHE212 Dental Hygiene Theory I 2
+ DHE213 Dental Hygiene Clinic II 5
+ DHE219 Practice Management 2
+ DHE225 Periodontics 3
+ DHE227 Dental Anesthesia 2
+ DHE229 Community Oral Health 3
+ DHE232 Dental Hygiene Theory III 2
+ DHE233 Dental Hygiene Clinic III 5

General Education Requirements: 0 Credits
CORE: 0 Credits
First-Year Composition: 0 Credits
+ Met by any approved First Year Composition courses in the Program Prerequisites area. 0
Oral Communication: 3 Credits
+ Met by any approved Oral Communication course in the Program Prerequisites area. 0
Critical Reading: 3 Credits
+ Met by CRE101 College Critical Reading (3) OR
  Equivalent as indicated by assessment in Program Prerequisites area. 0
Mathematics: 3 Credits
+ Met by MAT102 Mathematical Concepts/Applications OR
  Equivalent course OR
  Satisfactory completion of a higher-level mathematics course in Program Prerequisites area. 0
DISTRIBUTION: 0 Credits
Humanities and Fine Arts: 0 Credits
  Met by any approved Humanities and Fine Arts course in the Program Prerequisites area. 0
Social and Behavioral Sciences: 0 Credits
  Met by PSY101 Introduction to Psychology (3) AND
  SOC101 Introduction to Sociology (3) in the Program Prerequisites area. 0
Natural Sciences: 0 Credits
+ Met by BIO201 Human Anatomy and Physiology I in the Program Prerequisites area. 0

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.
Revised: 08/30/12, 10/19/12, 12/18/12
Department Chairperson: Ms. M. Chavez
Program Director: Ms. M. Chavez
Contact: (602) 285-7121 and/or teresa.domenzain@phoenixcollege.edu

Nurse Assisting — Editorial Changes
Certificate of Completion – CCL 5963
6 Credits
The Certificate of Completion (CCL) in Nurse Assisting prepares students for entry level employment in various health care settings as a nursing assistant. The program combines classroom instruction with clinical laboratory, skilled care and acute care experiences. Students who complete the program are eligible to take a written and practical certification examination and work as a Certified Nursing Assistant. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The MCCD Nurse Assisting Program is approved by the Arizona State Board of Nursing.

Program offerings:
This program is offered at the following sites:
Chandler-Gilbert Community College Phone # 480-988-8880
Estrella Mountain Community College Phone # 623-935-8563
GateWay Community College Phone # 602-286-8178
Glendale Community College Phone # 623-845-3350
Mesa Community College Phone # 480-461-7600
Mesa Community College/Boswell Phone # 623-974-7835
Paradise Valley Community College Phone# 602-787-7060
Phoenix College Phone# 602-285-7427
Scottsdale Community College Phone# 480-423-6137

Waiver of Licensure/Certification Guarantee
Admission or completion from the MCCD Nurse Assisting Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college of school requirements for graduation. Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.
All nurse assistant applicants for certification will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-899-5150).

Health Declaration:
It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.
Health & Safety Requirements for MCCD Nurse Assisting Program:
1. Students must submit a completed Health and Safety Documentation Checklist and maintain current status throughout the program.
2. Students must submit CPR card for Health Care Provider and maintain current status throughout the program.
3. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.
4. Health Provider Signature Form signed by a licensed health care provider.
5. Negative urine drug screen.

Grade Requirements:
Student must obtain a "C" grade or better in all courses.

Course Fee Information:
Please see class schedule for information regarding course fees.

University Transfer Students:
For students planning a University Program
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

THE NURSE ASSISTING PATHWAY
The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant Certification through the Arizona State Board of Nursing to practice in a health care agency as a certified nurse assistant. Completion of the nurse assistant program of study provides job ready skills as a nursing assistant. Students may apply to the Nursing Program after completing the prerequisite courses and admission requirements.

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:
Application and acceptance into the program, High School graduate or GED, current Health Care Provider CPR Card required before beginning courses.
All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

Program Prerequisites: None

Required Courses: 6 Credits
+ NUR158 Nurse Assisting 6

Department Chairperson: Ms. M. Chavez
Program Director: Ms. M. Chavez
Contact: (602) 285-7121 and/or teresa.domenzain@phoenixcollege.edu

Practical Nursing — Editorial Changes
Certificate of Completion – CCL 5957
31-41 Credits
The Practical Nursing Certificate of Completion (CCL) Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Practical Nursing Program provides eligibility for students to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.
The Practical Nursing Certificate of Completion (CCL) Program is approved by the Arizona State Board of Nursing.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Program offerings: This program is offered at the following sites: Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Mesa Community College/Boswell, Paradise Valley Community College, Phoenix College, Scottsdale Community College.

Waiver of Licensure/Certification Guarantee:
Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation. Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150).

Health Declaration:
It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

Health & Safety Requirements for the Nursing Program:
1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Grade Requirements:
Students must obtain a "C" grade or better or pass in "P/Z" graded courses in all courses in program.

Course Fee Information:
Please see class schedule for information regarding course fees.

University Transfer Students: For students planning a University Program
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

PRACTICAL NURSE EXIT OPTION
Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (L.P.N.) are employed in acute, long-term, and community-based health care agencies under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span. The Associate in Applied Science in Nursing degree program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext. 153.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Program Notes:
Students must earn a grade of "C" or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

Admission Criteria:
High School diploma or GED.
Formal application and admission to the program is required.
A passing score on a nursing program admission test is required to complete an application.
The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.
All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites: 10-20 Credits
The credit hour range is subject to change depending on the student's educational experience.
+ BIO156 Introductory Biology for Allied Health (4) OR
+ BIO181 General Biology (Majors) I (4) OR
One year of high school biology 0-4
+ BIO201 Human Anatomy and Physiology I 4
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
One year of high school chemistry 0-4
+ MAT120 Intermediate Algebra (5) OR
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3) OR
Satisfactory completion of higher level mathematics course 3-5
+ PSY101 Introduction to Psychology (3) OR
+ PSY240 Developmental Psychology (3)

Required Courses: 21 Credits
+ NUR151 Nursing Theory and Science I 10
+ NUR171 Nursing Theory and Science II 8
+ NUR191 Practical Nursing Transition Course 3

Department Chairperson: Ms. M. Chavez
Program Director: Ms. M. Chavez
Contact: (602) 285-7121 and/or
teresa.domenzain@phoenixcollege.edu

Nursing — Editorial Changes
Associate in Applied Science – AAS 3812
61-74 Credits
The Associate in Applied Science (AAS) Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Nursing Program provides eligibility for students to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.
The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext. 153.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Program offerings: This program is offered at the following sites: Chandler-Gilbert, Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Mesa Community College/Boswell, Paradise Valley Community College, Phoenix College, Scottsdale Community College

Waiver of Licensure/Certification Guarantee: Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation. Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nursing applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150).

Health Declaration: It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

Health & Safety Requirements for the Nursing Program:
1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Grade Requirements: Students must obtain a "C" grade or better in all courses required within the program.

Course Fee Information: Please see class schedule for information regarding course fees.

University Transfer Students: For students planning a University Program
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

REGISTERED NURSE PATHWAY
Associate in Applied Science Degree in Nursing Program
The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community based health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

The Nursing Program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext. 153.

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.

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Admission Criteria:
High School diploma or GED,
Formal application and admission to the program is required.
A passing score on a nursing program admission test is required to complete an application.
Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement
into Block 3.
The final decision rests with the Nursing Program Chair at the College to which the student is accepted.
The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was
dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.
All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain
in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their
certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair
reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the
certificate and/or license is valid and unrestricted.

Program Prerequisites: 10-20 Credits
The credit hour range is subject to change depending on the student's educational experience.
+ BIO156 Introductory Biology for Allied Health (4) OR
+ BIO181 General Biology (Majors) I (4) OR
One year of high school biology 0-4
+ BIO201 Human Anatomy and Physiology I 4
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
One year of high school chemistry 0-4
+ MAT120 Intermediate Algebra (5) OR
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3) OR
Satisfactory completion of higher level mathematics course 3-5
PSY101 Introduction to Psychology (3) OR
+ PSY240 Developmental Psychology (3) 3

Required Courses: 35 Credits
+ NUR151 Nursing Theory and Science I 10
+ NUR171 Nursing Theory and Science II 8
+ NUR251 Nursing Theory and Science III 8
+ NUR271 Nursing Theory and Science IV 7
+ NUR291 Nursing Clinical Capstone 2

General Education Requirements: 16-19 Credits
CORE: 6-9 Credits
First-Year Composition: 6 Credits
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication: 0 Credits
Waived.

Critical Reading: 0-3 Credits
+ CRE101 College Critical Reading (3) OR
Equivalent by assessment. 0-3

Mathematics: 0 Credits
Met by MAT120, or MAT121, or MAT122 OR
Satisfactory completion of higher level mathematics course in Program Prerequisites area. 0

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the
time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
DISTRIBUTION: 10 Credits

Humanities and Fine Arts: 2 Credits
Any approved course in the Humanities and Fine Arts area. 2

Social and Behavioral Sciences: 0 Credits
Met by PSY101 or PSY240 in Program Prerequisites area. 0

Natural Sciences: 8 Credits
+ BIO202 Human Anatomy and Physiology II (4) AND 8
+ BIO205 Microbiology (4)

HOSPITALITY AND TOURISM

Department Chairperson: Ms. S. Phillips
Program Director: Ms. A. Villarreal
Contact: (602) 285-7894 and/or sylvia.phillips@phoenixcollege.edu

Culinary Studies — Modified Occupational Program
Associate in Applied Science – AAS 3063 $ 65 Credits
The Associate in Applied Science (AAS) in Culinary Studies degree is designed to teach basic cooking principles and techniques in a state-of-the-art setting. The emphasis is on skills needed for employment in a commercial food operation where food is prepared and served in volume. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, menu planning, customer service, and basic nutrition concepts. A Certificate of Completion (CCL) is also available.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 32 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL105</td>
<td>Principles and Skills for Professional Cooking</td>
<td>3</td>
</tr>
<tr>
<td>CUL107</td>
<td>Principles and Techniques of Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>CUL109/HRM102</td>
<td>Menu Planning Development</td>
<td>2</td>
</tr>
<tr>
<td>CUL113</td>
<td>Commercial Baking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>+ CUL123</td>
<td>Customer Service Practicum</td>
<td>4</td>
</tr>
<tr>
<td>FON104</td>
<td>Certification in Food Service Safety and Sanitation</td>
<td>1</td>
</tr>
</tbody>
</table>
Students must select six (6) credits from the following courses:

- CUL127 Commercial Baking: Classical Desserts (3) OR
- CUL201 International Cuisine (3) OR
- CUL203 American Regional Cuisine (3) OR
- CUL205 French Cuisine (3) OR
- CUL207 Pacific Rim Cuisine (3) OR
- CUL215 Advanced Pastry Arts (3) 6
- CUL111 Purchasing for Food Service Systems 3
- CUL211 Professional Cooking Practicum 7

**Restricted Electives: 6 Credits**

- ACC111 Accounting Principles I 3
- BPC+++++ Any BPC Course(s). 1-3
- CIS+++++ Any CIS Course(s). 1-3
- FON+++++ Any FON Course(s) except courses used to satisfy Required Courses area. 3
- GBS131 Business Calculations 3
- GBS205 Legal, Ethical, and Regulatory Issues in Business 3
- MGT229 Management and Leadership I 3
- MGT253 Owning and Operating a Small Business 3
- MKT271 Principles of Marketing 3

**General Education Requirements:** 24-27 Credits

**General Education Core:** 15-17 Credits

- **First-Year Composition:** 6 Credits
  - Any approved General Education courses in the First-Year Composition area. 6
- **Oral Communication:** 3 Credits
  - Any approved General Education course in the Oral Communication area. 3
- **Critical Reading:** 3 Credits
  - Any approved General Education course in the Critical Reading area. 3
- **Mathematics:** 3-5 Credits
  - Any approved General Education course in the Mathematics area. 3-5

**General Education Distribution:** 9-10 Credits

- **Humanities and Fine Arts:** 2-3 Credits
  - Any approved General Education course in the Humanities and Fine Arts area. 2-3
- **Social and Behavioral Sciences:** 3 Credits
  - ECN211 Macroeconomic Principles (3) OR
  - ECN212 Microeconomic Principles (3) OR
  - PSY101 Introduction to Psychology (3) OR
  - SOC101 Introduction to Sociology (3) 3
- **Natural Sciences:** 4 Credits
  - FON241 Principles of Human Nutrition 3
  - FON241LL Principles of Human Nutrition Laboratory 1

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Culinary Studies — Modified Occupational Program
Certificate of Completion – CCL 5516
38 Credits

The Certificate of Completion (CCL) in Culinary Studies program is designed to teach basic cooking principles and techniques in a state-of-the-art setting. Emphasis is on skills needed for employment in a commercial food operation where food is prepared and served in volume. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, menu planning, customer service, and basic nutrition concepts. An Associate in Applied Science (AAS) degree is also available.

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: 38 Credits
CUL105 Principles and Skills for Professional Cooking 3
CUL107 Principles and Techniques of Garde Manger 3
CUL109/HRM102 Menu Planning Development 2
CUL111 Purchasing for Food Service Systems 3
CUL113 Commercial Baking Techniques 3
+ CUL123 Customer Service Practicum 4
+ CUL211 Professional Cooking Practicum + (7) OR
+ CUL211BA Professional Cooking Practicum + (4) AND
+ CUL211BB Professional Cooking Practicum + (3) 7

Students must select nine (9) credits from the following courses.
CUL127 Commercial Baking: Classical Desserts (3) OR
CUL201 International Cuisine (3) OR
CUL203 American Regional Cuisine (3) OR
CUL205 French Cuisine (3) OR
CUL207 Pacific Rim Cuisine (3) OR
+ CUL215 Advanced Pastry Arts (3) 9
FON104 Certification in Food Service Safety and Sanitation 1
+ FON241 Principles of Human Nutrition 3

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

For additional information on MCCCD course competencies, visit: http://www.maricopa.edu/academic/ccta/curric/search_course.php

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
HUMAN SERVICES

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. D. Geddis
Contact: (602) 285-7295 and/or
marty.minton@phoenixcollege.edu

Therapeutic Massage — Editorial Changes

Associate in Applied Science – AAS 3144
61-68 Credits

The Associate in Applied Science (AAS) in Therapeutic Massage program is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. The program is designed to develop knowledge and skills to manage a private massage practice and/or work in collaboration with other health field professionals. In addition, the program is designed to meet the State of Arizona licensure qualifications. Students in the Therapeutic Massage program may be exposed to potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of "C" or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Students must attend an orientation prior to applying to the program and be advised by the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Therapeutic Massage Program packet.

Admission Criteria:
High school diploma or GED. Completion of Program Prerequisites courses with a grade of "C" or better.
Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB).
Have the ability to fully participate in classroom, laboratory, or clinical setting program activities.
Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).
Complete and submit the health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.
Successfully complete an interview process.
Formal application and admission to the program are required.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: Credits: 11-15
Students must earn a grade of "C" or better for all courses in the Program Prerequisites area. Students must select Option 1 or Option 2.

OPTION 1: Credits: 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
<tr>
<td>WED151</td>
<td>Introduction to Alternative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>WED165</td>
<td>Overview of Massage Therapy</td>
<td>2</td>
</tr>
<tr>
<td>WED215</td>
<td>Self-Care for Health Care Providers</td>
<td>2</td>
</tr>
</tbody>
</table>
OPTION 2: Credits: 11
Option 2 is 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 The Maricopa Community Colleges.

BIO160  Introduction to Human Anatomy and Physiology 4
WED151  Introduction to Alternative Medicine 3
WED165  Overview of Massage Therapy 2
WED215  Self-Care for Health Care Providers 2

Required Courses: Credits: 24
MGT253  Owning and Operating a Small Business 3
+ WED230  Therapeutic Massage Practices I 6
+ WED231  Therapeutic Massage Practices II 6
+ WED232  Therapeutic Massage Practices III 6
+ WED250  Clinical Practicum 3

Restricted Electives: 8 Credits
Students must select a minimum of one (1) course from each category for a total of (8) eight credits.

CATEGORY I: General
Select a minimum of one (1) course from Category I
HES100  Healthful Living 3
HES271  Prevention and Treatment of Athletic Injuries 3
WED297AC  Special Topics: Therapeutic Massage 3

CATEGORY II: Hands-on
Select a minimum of one (1) course from Category II. Permission of Program Director is required.
WED125  Reiki: Healing and Symbols 2
WED135  Gentle Touch for Individuals Living with Cancer 2
+ WED210  Sports Massage 2
+ WED262  Acupressure/Shiatsu I 2
+ WED264  Acupressure/Shiatsu II 2
+ WED297AB  Special Topics: Therapeutic Massage 2

CATEGORY III: Specialty Exploration
Select a minimum of one (1) course from Category III.
WED156  Humor and Play 1
WED160  Ethics of Touch Massage 0.50
WED162  Meditation and Wellness 1
WED170  Principles of Homeopathy 1
WED172  Overview of Herbal Remedies 1
WED176  Flower Essences 1
WED182  Health Conditions and Popular Herbs 2
WED183  Introduction to Ayurvedic Principles 2
WED218  Aromatherapy 1
WED228  Aromatherapy: Therapeutic Applications 2
WED297AA  Special Topics: Therapeutic Massage 1

CATEGORY IV: Physical Activity
Select a minimum of one (1) course from Category IV.
PEDI01AK  Aikido (1) OR
PEDI02AK  Aikido – Intermediate (1) OR
PEDI03AK  Aikido (0.5) (May be repeated) (1) OR
PEDI01AK  Aikido – Advanced (1) 1
PEDI01PS  Pilates (1) OR
PEDI02PS  Pilates (1) - Intermediate OR
PEDI03PS  Pilates (0.5) (May be repeated) (1) OR
PEDI01PS  Pilates – Advanced (1) 1
PEDI01TC  Tai Chi (1) OR
PEDI02TC  Tai Chi (1) - Intermediate OR
PEDI03TC  Tai Chi (0.5) (May be repeated) (1) OR
PEDI01TC  Tai Chi – Advanced (1) 1

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
PED101YO  Yoga (1) OR
PED102YO  Yoga – Intermediate (1) OR
PED103YO  Yoga (0.5) (May be repeated) (1) OR
PED201YO  Yoga – Advanced (1) 1
WED/PED121  Physical Conditioning for Massage Therapists 1

General Education: 18-21 Credits

CORE:  Credits: 12-15 Credits

First-Year Composition:
+  ENG101 First-Year Composition (3) OR
+  ENG107 First-Year Composition for ESL (3) AND
+  ENG102 First-Year Composition (3) OR
+  ENG108 First-Year Composition for ESL (3) 6

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

Critical Reading:
+  CRE101 College Critical Reading (3) OR
  Equivalent as indicated by assessment 0-3

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

DISTRIBUTION: 6 Credits

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

Social and Behavioral Sciences:
  REC120 Leisure and the Quality of Life 3

Natural Sciences:
  Met by BIO160, in Program Prerequisites area. 0

Program Director: Ms. D. Geddis
Contact: (602) 285-7295 and/or marty.minton@phoenixcollege.edu

Therapeutic Massage — Editorial Changes
Certificate of Completion – CCL 5144
39-43 Credits

The Certificate of Completion (CCL) in Therapeutic Massage is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. Students are prepared to manage a private massage practice and/or work in collaboration with other health field professionals. Students who complete this certificate program will be qualified to apply for licensure as massage therapists in the State of Arizona. Students in the Therapeutic Massage program may be exposed to potentially infectious blood, tissues and body fluids. An Associate in Applied Science (AAS) degree is also available.

Program Notes:
+ indicates course has prerequisites and/or corequisites.
Students must earn a grade of “C” or better for all courses required within the program.
Students must attend an orientation prior to applying to the program and be advised by the Program Director.
A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Therapeutic Massage Program packet.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Admission Criteria:
High school diploma or GED.
Completion of Program Prerequisites courses with a grade of "C" or better.
Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diptheria, and Hepatitis B vaccine (HEB).
Successful completion of interview process.
Have the ability to fully participate in classroom, laboratory, or clinical setting program activities.
Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).
Complete and submit the health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.
Formal application and admission to the program are required.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: Credits: 11-15
Students must earn a grade of "C" or better for all courses in the Program Prerequisites area. Students must select Option 1 or Option 2.

OPTION 1: Credits: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
<tr>
<td>WED151</td>
<td>Introduction to Alternative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>WED165</td>
<td>Overview of Massage Therapy</td>
<td>2</td>
</tr>
<tr>
<td>WED215</td>
<td>Self-Care for Health Care Providers</td>
<td>2</td>
</tr>
</tbody>
</table>

OPTION 2: Credits: 11
Option 2 is 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 The Maricopa Community Colleges.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>WED151</td>
<td>Introduction to Alternative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>WED165</td>
<td>Overview of Massage Therapy</td>
<td>2</td>
</tr>
<tr>
<td>WED215</td>
<td>Self-Care for Health Care Providers</td>
<td>2</td>
</tr>
</tbody>
</table>

Required Courses: Credits: 24

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT253</td>
<td>Owning and Operating a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>+ WED230</td>
<td>Therapeutic Massage Practices I</td>
<td>6</td>
</tr>
<tr>
<td>+ WED231</td>
<td>Therapeutic Massage Practices II</td>
<td>6</td>
</tr>
<tr>
<td>+ WED232</td>
<td>Therapeutic Massage Practices III</td>
<td>6</td>
</tr>
<tr>
<td>+ WED250</td>
<td>Clinical Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Restricted Electives: Credits: 4
Students must select from different categories for a total of 4 credits.
Student should select from the following categories in consultation with the Program Director.

CATEGORY I: General

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES100</td>
<td>Healthful Living</td>
<td>3</td>
</tr>
<tr>
<td>HES271</td>
<td>Prevention and Treatment of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>WED297AC</td>
<td>Special Topics: Therapeutic Massage</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
PHOENIX COLLEGE 2012-2013 CATALOG AND HANDBOOK ADDENDUM

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12

CATEGORY II: Hands-on

Permission of Program Director is required.

- WED125 Reiki: Healing and Symbols 2
- WED135 Gentle Touch for Individuals Living with Cancer 2
- + WED210 Sports Massage 2
- + WED262 Acupressure/Shiatsu I 2
- + WED264 Acupressure/Shiatsu II 2
- WED297AB Special Topics: Therapeutic Massage 2

CATEGORY III: Specialty Exploration

- WED156 Humor and Play 1
- WED160 Ethics of Touch Massage 0.50
- WED162 Meditation and Wellness 1
- WED170 Principles of Homeopathy 1
- WED172 Overview of Herbal Remedies 1
- WED176 Flower Essences 1
- WED182 Health Conditions and Popular Herbs 2
- WED183 Introduction to Ayurvedic Principles 2
- WED218 Aromatherapy 1
- WED228 Aromatherapy: Therapeutic Applications 2
- WED297AA Special Topics: Therapeutic Massage 1

CATEGORY IV: Physical Activity

- PED101AK Aikido (1) OR
- PED102AK Aikido – Intermediate (1) OR
- PED103AK Aikido (0.5) (May be repeated) (1) OR
- PED201AK Aikido – Advanced (1) 1
- PED101PS Pilates (1) OR
- PED102PS Pilates - Intermediate (1) OR
- PED103PS Pilates (0.5) (May be repeated) (1) OR
- PED201PS Pilates - Advanced (1) 1
- PED101TC Tai Chi (1) OR
- PED102TC Tai Chi (1) - Intermediate OR
- PED103TC Tai Chi (0.5) (May be repeated) (1) OR
- PED201TC Tai Chi – Advanced (1) 1
- PED101YO Yoga (1) OR
- PED102YO Yoga – Intermediate (1) OR
- PED103YO Yoga (0.5) (May be repeated) (1) OR
- PED201YO Yoga – Advanced (1) 1
- WED/PED121 Physical Conditioning for Massage Therapists 1
LAW, PUBLIC SAFETY, CORRECTIONS, AND SECURITY

Department Chairperson: Mr. R. Wilson
Program Director: Mr. S. Crowley
Contact: (602) 285-7210

Emergency Medical Technology — Modified Occupational Program
Certificate of Completion – CCL 5643 9 Credits
The Certificate of Completion (CCL) in Emergency Medical Technology program 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 other emergency response 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: 0-6.5 Credits
+ CRE101 College Critical Reading (3) AND
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
+ CRE111 Critical Reading for Business and Industry (3)
+ EMT/HLR101 Cardiopulmonary Resuscitation/Basic Cardiac Life Support (0.5) OR
  Basic Life Support (BLS) Health Care Provider/Professional Rescuer

Required Courses: 9 Credits
+ EMT/FSC104 Emergency Medical Technology 9

Please Note: The Emergency Medical Technology certificate requires a G.P.A. of 2.5.

Paramedicine — Modified Occupational Program
Certificate of Completion – CCL 5513 43.5-45.5 Credits
The Certificate of Completion (CCL) in Paramedicine program 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 intravenous and central intravenous techniques, and preparation and care during transportation.

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

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Admission Criteria:
Prior to being considered for and accepted into the program, students must complete specified exams and an oral interview with the EMT/FSC department. Additionally, students must have a recommendation from a referring agency. Finally, students should seek department advisement on completing program prerequisites prior to acceptance into the program.

Program Prerequisites: 0-9.5 Credits
- EMT/HLR101 Cardiopulmonary Resuscitation/Basic Cardiac Life Support (.50) OR Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) OR Permission of Program Director 0-.50
- EMT/FSC104 Emergency Medical Technology (9) OR Arizona State EMT Certification or equivalent (0) OR Arizona State Paramedic Certification or equivalent (0) OR Permission of Program Director 0-9

Required Courses: 43.5-45.5 Credits
- EMT235 Emergency Cardiac Care 3
- EMT236 Pharmacology in an Emergency Setting 3
- EMT240 Advanced Cardiac Life Support 2
- EMT242 Pediatric Advanced Life Support (1) OR EMT265 Pediatric Education for Prehospital Providers: Advanced (1) 1
- EMT245 Trauma Management I (2) OR EMT246 Trauma Management II (4) 2-4
- EMT272AA Advanced Emergency Medical Technology 12.5
- EMT272AB Advanced Emergency Medical Technology 12.5
- EMT272LL Advanced Emergency Medical Technology Practicum 7.5

Department Chairperson: Mr. R. Wilson
Program Director: Mr. D. Dodt
Contact: (602) 285-7210

Emergency Response and Operations – Modified Occupational Program
Associate in Applied Science – AAS 3112 60 Credits
The Associate in Applied Science (AAS) in Emergency Response and Operations program 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. Additional Certificates of Completion (CCL) are available.

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

Admission Criteria:
Students pursuing Track I Fire Operations OR Track II Paramedicine may be required to complete a program entrance exam as appropriate OR Permission of Program Director.

Program Prerequisites: 0-9 Credits
- EMT/HLR101 Cardiopulmonary Resuscitation/Basic Cardiac Life Support (.50) OR Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) OR Permission of Program Director 0-.50
TRACK I: Fire Operations and TRACK II: Paramedicine

EMT/FSC104 Emergency Medical Technology + (9) OR
Arizona State EMT Certification or equivalent (0) OR
Arizona State Paramedic Certification or equivalent (0) OR
Permission of Program Director 0-9

Required Courses: 18-45.5 Credits
Students must select one (1) of the following five (5) tracks:

Track I: Fire Operations 18 Credits
+ FSC102 Fire Department Operations 11
FSC105 Hazardous Materials/First Responder 3
FSC130 Fitness for Firefighters/CPAT 1
FSC134 Fitness and Conditioning/Firefighters 3

Track II: Paramedicine 43.5-45.5 Credits
+ EMT235 Emergency Cardiac Care 3
+ EMT236 Pharmacology in an Emergency Setting 3
+ EMT240 Advanced Cardiac Life Support 2
+ EMT242 Pediatric Advanced Life Support (1) OR
+ EMT265 Pediatric Education for Prehospital Providers: Advanced (1) 1
+ EMT245 Trauma Management I (2) OR
+ EMT246 Trauma Management II (4) 2-4
+ EMT272AA Advanced Emergency Medical Technology 12.5
+ EMT272AB Advanced Emergency Medical Technology 12.5
+ EMT272LL Advanced Emergency Medical Technology Practicum 7.5

Track III: Emergency Management 18 Credits
AJS/DPR/FSC139 Emergency Response to Terrorism 3
AJS/DPR/FSC146 Disaster Recovery Operations 3
AJS/DPR/FSC147 Emergency Preparedness 3
AJS/DPR/FSC148 Fundamentals of Emergency Management 3
AJS/DPR/FSC149 Hazard Mitigation 3
FSC224 Incident Command Systems 3

Track IV: Fire Science 24 Credits
AJS/DPR/FSC147 Emergency Preparedness (3) OR
AJS/DPR/FSC148 Fundamentals of Emergency Management (3) 3
FSC105 Hazardous Materials First Responder 3
FSC108 Fundamentals of Fire Prevention 3
FSC113 Introduction to Fire Suppression 3
FSC117 Fire Apparatus 3
FSC119 Introduction Fire Service Ethics 3
+ FSC208 Firefighter Safety and Building Construction 3
FSC215 Customer Service in the Public Sector 3

Track V: Fire Investigation 24 Credits
FSC105 Hazardous Materials/First Responder 3
FSC108 Fundamentals of Fire Prevention 3
FSC119 Introduction Fire Service Ethics 3
+ FSC208 Firefighter Safety and Building Construction 3
FSC209 Fire Investigation I 3
+ FSC210 Fire Investigation II 3
+ FSC211 Fire Investigation III 3
+ FSC212 Fire Investigation IV 3

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Restricted Electives: 0-20 Credits
Students must choose the appropriate number of credits to meet the program total for completion. Selected courses will not apply in both Required Courses and Restricted Electives areas.

- AJS+++++ Any AJS Administration of Justice Studies courses
- DPR+++++ Any DPR Disaster Preparedness and Emergency Response courses
- EMT+++++ Any EMT Emergency Medical Technology courses
- FSC+++++ Any FSC Fire Science Technology courses
- LET+++++ Any LET Law Enforcement Technology courses

General Education Requirements: 22-25 Credits

General Education Core: 12-15 Credits

First-Year Composition: 6 Credits
+ Any approved general education courses in the First-Year Composition area. 6

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

Critical Reading: 0-3 Credits
+ Any approved general education course from the Critical Reading area. 0-3

Mathematics: 3 Credits
Any approved general education course from the Mathematics area. 3

General Education Distribution: 10 Credits

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

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

Natural Sciences: 4 Credits
Any approved general education course from the Natural Sciences area. BIO160 is recommended for Track II Paramedicine. 4

ACADEMIC CERTIFICATE

Department Chairperson: Ms. S. Rassas
Program Director: Dr. L. Miller
Contact: (602) 285-7348 and/or lisa.miller@phoenixcollege.maricopa.edu

Creative Writing — Modified Academic Program
Academic Certificate — AC 6224 86

24 Credits
The Academic Certificate (AC) in Creative Writing is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction, and guidance from established authors, and ongoing support in improving their writing skills, and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be used to seek admittance to a bachelor's or master's level creative writing program, or that may include work to be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program serves many students, especially women, minorities, seniors, and working adults, who are under-represented in traditional creative writing programs because of cultural, dialect or language differences, scheduling difficulties, financial need, or lack of academic experience. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions, and in their continued enjoyment of writing for personal growth.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Program Notes:
Students must earn a grade of “C” or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates any module.

Admission Criteria: Students wishing to enroll in the Creative Writing program must complete a formal application; contact Program Director.

Program Prerequisites: None.

Required Courses: 21 Credits
ENG210 may be substituted for CRW150 with permission of Program Director.
CRW150 Introduction to Creative Writing (3) OR
CRW155 Bilingual Creative Writing (3) 3

CRW200 must be repeated for a total of two (2) credits.
CRW200 Readings for Writers (1) 2
CRW201 Portfolio 1

Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.

Series I:
Students must complete two (2) of the following courses for a total of six (6) credits.
CRW120 Introduction to Writing Children's Literature 3
CRW160 Introduction to Writing Poetry 3
CRW170 Introduction to Writing Fiction 3
CRW172 Introduction to Comic Book Writing 3
CRW180 Introduction to Writing Nonfiction 3
CRW190 Introduction to Screenwriting 3
+ THE118 Playwriting 3

Series II:
Students must complete three (3) of the following courses for a total of nine (9) credits.
+ CRW202 The Writer as Witness 3
+ CRW203 Dialogue 3
+ CRW204 Journaling 3
+ CRW220 Intermediate Writing Children's Literature 3
CRW251 Topics in Creative Writing 3
+ CRW260 Intermediate Poetry Writing 3
+ CRW261 Topics in Writing: Poetry 3
+ CRW270 Intermediate Fiction Writing 3
+ CRW271 Topics in Writing: Fiction 3
+ CRW272 Planning and Structuring the Novel 3
+ CRW273 Writing the Novel 3
+ CRW274 Revising the Novel 3
+ CRW275 Writing the Mystery Story 3
+ CRW281 Topics in Writing: Non-Fiction 3
+ CRW290 Intermediate Screenwriting 3
+ CRW291 Topics in Writing: Plays 3

Restricted Electives: 3 Credits
COM243 Interpreters Theatre 3
CRW+++++ Any CRW Creative Writing prefixed course not listed under Required Courses area. 1-3
ENG235 Magazine Article Writing 3
+ ENG236 Magazine Writer's Workshop 3
ENG/THE260 Film Analysis 3
+ ENH+++++ Any ENH English Humanities prefixed course 3
HUM/THE210 Contemporary Cinema 3

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Environmental and Natural Resource Stewardship — Modified Academic Program
Academic Certificate — AC 6227
19-24 Credits
The Academic Certificate (AC) in Environmental and Natural Resource Stewardship program develops knowledge and understanding of the environmental and natural resource issues, problems, and policies through the study of selected courses. Students will examine the ethical theories and moral principles of global environmental issues, explore methods of inquiry, and the human impact on ecosystems and human policy related to natural resources.

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

Admission Criteria: None

Program Prerequisites: 3-6 Credits
+ RDG091 College Preparatory Reading (3) OR
   Eligibility for CRE101 College Critical Reading (3) 0-3
   ECN100 Economics in American Society (3) OR
   ECN211 Macroeconomic Principles (3) OR
   ECN212 Microeconomic Principles (3) 3

Required Courses: 16-20 Credits
BI0105 Environmental Biology (4) OR
+ BI0181 General Biology (Majors) I (4) AND
+ BI0182 General Biology (Majors) II (4) 4-8
+ ECN263 The Economics of Natural Resources, Population, and the Environment 3
   PHI216 Environmental Ethics 3
   POS110 American National Government 3
   SUS110 Sustainable World 3

Restricted Electives: 3-4 Credits
AIS/HIS170 American Indian History of the Southwest 3
ASB245 Indians of the Southwest 3
BI0109 Natural History of the Southwest 4
CHM107 Chemistry and Society (3) AND
CHM107LL Chemistry and Society Laboratory (1) 4
ECN212 Microeconomic Principles 3
ENH206 Nature and Environmental Literature 3
FSC110 Wildland Firefighter 3
POS285 Political Issues and Public Policy 3
SSH111 Sustainable Cities 3
WED124 Environmental Wellness 3
**SUN# Shared Unique Numbering (SUN) System**

Based on the requirements of Senate Bill 1186, the Shared Unique Number (SUN) System was created to help students identify and enroll in courses that transfer as direct equivalents throughout the Arizona public community colleges and state universities.

One requirement of the SUN System is to display the SUN course numbers in both online and printed course catalogs and class schedules.

Courses awarded SUN numbers appear below.

Additional information about the SUN System can be found at [www.azsunsystem.com](http://www.azsunsystem.com).

---

**EFFECTIVE SPRING 2012:**

**GBS221 SUN# BUS 2201**
Business Statistics
3 credit(s) 3 period(s) lecture

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. **Prerequisites:** Grade of C or better in GBS220 or MAT217.

**PHY121 SUN# PHY 1121**
University Physics I: Mechanics
4 credit(s) 6 period(s) lecture and lab

Kinematics, Newton’s laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. **Prerequisites:** MAT220, or MAT221, or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required.

---

**EFFECTIVE FALL 2012:**

**MAT206 SUN# MAT 1150**
Elements of Statistics
3 credit(s) 3 period(s) lecture

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. **Prerequisites:** (A grade of ‘C’ or better in MAT140 or MAT141 or MAT142) or (A grade of ‘C’ or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.

---

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
IMPORTANT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement Center</td>
<td>(602) 285-7110</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>(602) 285-7777</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(602) 285-7489</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>(602) 285-7392</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(602) 285-7410</td>
</tr>
<tr>
<td>Public Safety</td>
<td>(602) 285-7911</td>
</tr>
</tbody>
</table>

About the Maricopa Community Colleges

We are the Maricopa Community Colleges. We are 10 colleges, 2 skill centers and numerous education centers, all dedicated to educational excellence and to 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, which is one of the largest providers of higher education in the United States.

Whether you are just out of high school, beginning or re-entering college or seeking lifelong education, you'll find that the Maricopa Community Colleges offer a wide range of opportunities for you to create the educational future that's right for you. We offer approximately 1,000 occupational programs (degrees and certificates), and 37 academic associate degrees, and a total of 10,254 courses. We're the largest provider of health care workers and job training in Arizona, making us a major resource for business and industry and the place to be if you're seeking education and job training.

You can learn in the way that's best for you, because we have flexible course delivery, including field based, hybrid, in person, independent study, Internet, mixed media, print based, private instruction, evening, weekend and open-entry/open-exit choices.

If you see a four-year degree in your future, we have transfer agreements with public and private colleges and universities that enable seamless transitions to four-year institutions.

Workforce Development (www.maricopa.edu/workforce)
The Maricopa Community College's Workforce Development unit is comprised of three separate departments - Workforce Development, Healthcare Education, and the Maricopa Advanced Technology Education Center (MATEC).

The Workforce Development unit is committed to fulfilling the job training needs of the many and diverse employer communities throughout Maricopa County. It serves as a hub that connects workforce development programs and resources available through the Maricopa Community Colleges and Skill Centers to employer communities in the Greater Phoenix area.

Demographics
Students
More than 275,148 students attend the Maricopa Community Colleges each year, taking credit and non-credit courses. Fall 2011 credit student demographics include:

- 56% women
- 39% non-Anglo (11% Other/Undeclared)
- 42% age 25 or older
- 71% part-time
- 38% intend to transfer
- 42% intend to gain or improve workforce skills
- 19% attend for personal interest
- 48% attend during the day
- 18% attend during the evening
- 30% are nontraditional
- 4% attend on the weekend

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Replaced Programs

This section includes programs that have been changed within the current academic year and replaced by newer program information in the previous section.

Department Chairperson: Ms. L. Parmelee
Program Director: Ms. T. Domino
Contact: (602) 285-7149

Health Information Technology — Modified Occupational Program
Associate in Applied Science – AAS 3324
68-71 Credits

The Associate in Applied Science (AAS) in Health Information Technology program is designed to meet the increasing demands for professionally trained Health Information Technicians in health-care agencies such as clinics, hospitals, long-term care facilities, home health agencies, state health departments, and other organizations that compile or use health information such as large insurance agencies, medical research centers, and law firms. Additional Certificates of Completion (CCL) are available.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (233 N. Michigan Avenue, Suite 2150, Chicago, IL, 60601-5800). Graduates are eligible to apply to take the examination of the American Health Information Management Association for the designation RHIT - Registered Health Information Technician.

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.
Credit will not be awarded for both a course and its modular equivalent.
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: CPR training, health and drug screenings, and immunizations. Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

Admission Criteria:
A high school diploma or GED equivalent.
Completion of Program Prerequisites.
Formal application and admission to the Program are required.
Applications can be obtained from the Health Professions Advisor, Program Director, or from the Phoenix College website.
Ability to fully participate in classroom, laboratory, and professional practice in health care settings.
Submit current Level One Fingerprint Clearance Card.

Program Prerequisites: 7-13 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: 7 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.
+ BIO156 Introductory Biology for Allied Health (4) (recommended) OR
+ BIO181 General Biology (Majors) (4)
+ ENG101 First Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
**Option 2: 13 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO156</td>
<td>Introductory Biology for Allied Health (4)</td>
<td>4</td>
</tr>
<tr>
<td>BIO181</td>
<td>General Biology (Majors) I (4)</td>
<td></td>
</tr>
<tr>
<td>ENG101</td>
<td>First Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>ENG107</td>
<td>First-Year Composition for ESL (3)</td>
<td>3</td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145</td>
<td>Medical Terminology for Health Care Workers</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Courses: 53 Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO201</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO202</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EMT/HCC/RES109</td>
<td>CPR for Health Care Provider (0.5) OR</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC164</td>
<td>Pharmacology for Allied Health</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC204</td>
<td>Clinical Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HCC208</td>
<td>Health Care Leadership</td>
<td>1</td>
</tr>
<tr>
<td>HIM101</td>
<td>Introduction to Health Information Management</td>
<td>1</td>
</tr>
<tr>
<td>HIM106</td>
<td>Legal Aspects of Health Information Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) OR</td>
<td></td>
</tr>
<tr>
<td>HIM106AA</td>
<td>Legal Aspects of Health Information Management I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1.5) AND</td>
<td></td>
</tr>
<tr>
<td>HIM106AB</td>
<td>Legal Aspects of Health Information Management II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1.5)</td>
<td></td>
</tr>
<tr>
<td>HIM140</td>
<td>Acute Care Documentation and Standards</td>
<td>2</td>
</tr>
<tr>
<td>HIM150</td>
<td>Health Care Data</td>
<td>2</td>
</tr>
<tr>
<td>HIM180</td>
<td>Introduction to Medical Billing and Reimbursement</td>
<td>2</td>
</tr>
<tr>
<td>HIM201</td>
<td>Health Information Statistics and Research</td>
<td>2</td>
</tr>
<tr>
<td>HIM206</td>
<td>Health Information Management in Alternative Care</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Settings (2) OR</td>
<td></td>
</tr>
<tr>
<td>HIM206AA</td>
<td>Health Information Management in Alternative Care</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Settings: Long Term (1) AND</td>
<td></td>
</tr>
<tr>
<td>HIM206AB</td>
<td>Health Information Management in Alternative Care</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Settings: Other (1)</td>
<td>2</td>
</tr>
<tr>
<td>HIM207</td>
<td>Health Information Organizational Resource</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>HIM209</td>
<td>ICD Coding (4) OR</td>
<td></td>
</tr>
<tr>
<td>HIM208</td>
<td>ICD-10-CM Diagnostic Coding (2) AND</td>
<td></td>
</tr>
<tr>
<td>HIM210</td>
<td>ICD-10-PCS Coding and ICD Applications (2)</td>
<td>4</td>
</tr>
<tr>
<td>HIM211</td>
<td>Advanced Applications of Coding and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>HIM212</td>
<td>CPT Coding I</td>
<td>2</td>
</tr>
<tr>
<td>HIM214</td>
<td>CPT Coding II</td>
<td>2</td>
</tr>
<tr>
<td>HIM217</td>
<td>Health Information Management Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>HIM218</td>
<td>Professional Practice</td>
<td>1</td>
</tr>
<tr>
<td>HIM219</td>
<td>Health Information Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIM220</td>
<td>Health Information Management Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>HIM224</td>
<td>Advanced Professional Practice</td>
<td>1</td>
</tr>
<tr>
<td>HIM230</td>
<td>Quality Management and Performance Improvement</td>
<td>2</td>
</tr>
</tbody>
</table>
NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.
**Program Prerequisites:** 0-3 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRE101</td>
<td>College Critical Reading + (3) OR</td>
<td>0-3</td>
</tr>
</tbody>
</table>

**Required Courses:** 26-34 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:** 26-28 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160   Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BPC110   Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EMT/HCC/RES109CPR for the Health Care Provider (.5) OR</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC164 Pharmacology for Allied Health</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC204 Clinical Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HM105    Computers in Healthcare and Health Record Systems</td>
<td>2</td>
</tr>
<tr>
<td>HM180    Introduction to Medical Billing and Reimbursement</td>
<td>2</td>
</tr>
<tr>
<td>HM181    Medical Claims Processing</td>
<td>3</td>
</tr>
<tr>
<td>HM209    ICD Coding (4) OR</td>
<td>4</td>
</tr>
<tr>
<td>HM208    ICD-10-CM Diagnostic Coding (2)</td>
<td>2</td>
</tr>
<tr>
<td>HM212    CPT Coding I</td>
<td>2</td>
</tr>
<tr>
<td>HM214    CPT Coding II</td>
<td>2</td>
</tr>
<tr>
<td>HM215    Physician-Based Billing and Coding Seminar</td>
<td>1</td>
</tr>
<tr>
<td>HM216    Professional Practice in Physician-Based Billing and Coding</td>
<td>1</td>
</tr>
</tbody>
</table>

**Option 2:** 32-34 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160   Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BPC110   Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EMT/HCC/RES109CPR for the Health Care Provider (.5) OR</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130   Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145   Medical Terminology for Health Care Workers</td>
<td>3</td>
</tr>
<tr>
<td>HCC164 Pharmacology for Allied Health</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC204 Clinical Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HM105 Computers in Healthcare and Health Record Systems</td>
<td>2</td>
</tr>
<tr>
<td>HM180    Introduction to Medical Billing and Reimbursement</td>
<td>2</td>
</tr>
<tr>
<td>HM181    Medical Claims Processing</td>
<td>3</td>
</tr>
<tr>
<td>HM209    ICD Coding (4) OR</td>
<td>4</td>
</tr>
<tr>
<td>HM208    ICD-10-CM Diagnostic Coding (2)</td>
<td>2</td>
</tr>
<tr>
<td>HM212    CPT Coding I</td>
<td>2</td>
</tr>
<tr>
<td>HM214    CPT Coding II</td>
<td>2</td>
</tr>
<tr>
<td>HM215    Physician-Based Billing and Coding Seminar</td>
<td>1</td>
</tr>
<tr>
<td>HM216    Professional Practice in Physician-Based Billing and Coding</td>
<td>1</td>
</tr>
</tbody>
</table>

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Department Chairperson: Ms. L. Parmelee  
Program Director: Ms. T. Domino  
Contact: (602) 285-7149

**Medical Coding: Hospital-Based — Modified Occupational Program**

**Certificate of Completion – CCL 5092**

32-42.5 Credits

The Medical Coding: Hospital-Based Certificate of Completion (CCL) program prepares individuals for diagnostic and procedural coding positions in hospitals and hospital-based settings such as outpatient clinics, emergency departments, and surgery centers, and includes a professional practice affiliation in an area health care setting. The program is approved by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800) and provides the foundation needed for comprehensive entry-level coding certification examinations.

**Program Notes:** + indicates course has prerequisites and/or corequisites. Students must earn a grade of “C” or better for 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: CPR training, health and drug screenings and immunizations. Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

**Admission Criteria:**

High school graduate or GED  
Current English assessment reflecting eligibility for ENG101, First-Year Composition + OR  
ENG107, First-Year Composition for ESL + OR  
Permission of Program Director  
Completion of Program Prerequisites  
Formal application and admission to the Medical Coding: Hospital-Based Certificate Program is required. Applications can be obtained from the Health Professions Advisor, Program Director, or from the Phoenix College website.  
Ability to fully participate in classroom laboratory, and professional practice in health care settings.  
Submit current Level One Fingerprint Clearance Card.

**Program Prerequisites:** 0-3 Credits  
+ CRE101 College Critical Reading + (3) OR  
  Appropriate Reading placement test score  
  0-3

**Required Courses:** 32-42.5 Credits

The credit hour range is subject to change depending on the student’s educational experience. Students must select Option 1 or Option 2.

**Option 1:** 32 Credits  
Option 1 is available for students who have completed an Associate in Applied Science degree or higher degree in health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

+ BIO201 Human Anatomy and Physiology I  
  4  
+ BIO202 Human Anatomy and Physiology II  
  4  
+ BPC110 Computer Usage and Applications  
  3  
+ HCC164 Pharmacology for Allied Health  
  0.5  
+ HCC204 Clinical Pathophysiology  
  3  
+ HIM105 Computers in Healthcare and Health Record Systems  
  2  
+ HIM180 Introduction to Medical Billing and Reimbursement  
  2  
+ HIM209 ICD Coding (4) OR  
+ HIM208 ICD-10-CM Diagnostic Coding (2) AND  
+ HIM210 ICD-10-PCS Coding and ICD Applications (2)  
  4  
+ HIM211 Advanced Applications of Coding and Reimbursement  
  4  
+ HIM212 CPT Coding I  
  2  
+ HIM214 CPT Coding II  
  2  
+ HIM221 Medical Coding Seminar  
  0.5

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
### Therapeutic Massage — Editorial Changes

**Associate in Applied Science — AAS 3144**

64-68 Credits

The Associate in Applied Science (AAS) program is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. Students are prepared to manage a private massage practice and/or work in collaboration with other health field professionals. Students who complete this degree program will be qualified to apply for licensure as massage therapists in the State of Arizona. Students in the Therapeutic Massage program may be exposed to potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) is also available.

**Program Notes:**

- Indicates course has prerequisites and/or corequisites. ++ indicates any module. Students must earn a grade of “C” or better in all courses within the program. Students must attend an orientation prior to applying to the program and be advised by the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Therapeutic Massage Program packet.

**Admission Criteria:**

High school diploma or GED.

Completion of Program Prerequisites courses with a grade of “C” or better.

Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B vaccine).

Successful completion of interview process.

Have the ability to fully participate in classroom, laboratory, or clinical setting program activities.

Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).

Complete and submit the health declaration form signed by a licensed health care provider.

Submit to a drug screening and demonstrate negative results.

Submit current Level One Fingerprint Clearance Card.

Formal application and admission to the program are required.

---

### Option 2: 42.5 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO156</td>
<td>Introductory Biology for Allied Health</td>
<td>4</td>
</tr>
<tr>
<td>BIO201</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO202</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EMT/RES/HCC109</td>
<td>CPR for the Health Care Provider (0.5) OR</td>
<td></td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145</td>
<td>Medical Terminology for Health Care Workers</td>
<td>3</td>
</tr>
<tr>
<td>HCC164</td>
<td>Pharmacology for Allied Health</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC204</td>
<td>Clinical Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM105</td>
<td>Computers in Healthcare and Health Record Systems</td>
<td>2</td>
</tr>
<tr>
<td>HIM180</td>
<td>Introduction to Medical Billing and Reimbursement</td>
<td>2</td>
</tr>
<tr>
<td>HIM209</td>
<td>ICD Coding (4) OR</td>
<td></td>
</tr>
<tr>
<td>HIM208</td>
<td>ICD-10-CM Diagnostic Coding (2) AND</td>
<td></td>
</tr>
<tr>
<td>HIM210</td>
<td>ICD-10-PCS Coding and ICD Applications (2)</td>
<td>4</td>
</tr>
<tr>
<td>HIM211</td>
<td>Advanced Applications of Coding and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>HIM212</td>
<td>CPT Coding I</td>
<td>2</td>
</tr>
<tr>
<td>HIM214</td>
<td>CPT Coding II</td>
<td>2</td>
</tr>
<tr>
<td>HIM221</td>
<td>Medical Coding Seminar</td>
<td>0.5</td>
</tr>
<tr>
<td>HIM222</td>
<td>Professional Practice in Medical Coding</td>
<td>1</td>
</tr>
</tbody>
</table>
Program Prerequisites: Credits: 11-15
Students must earn a grade of "C" or better for all courses in the Program Prerequisites area.

OPTION 1: Credits: 15
BIO160 Introduction to Human Anatomy and Physiology 4
HCC130 Fundamentals in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care Workers I 1
WED151 Introduction to Alternative Medicine 3
WED165 Overview of Massage Therapy 2
WED215 Self-Care for Health Care Providers 2

OPTION 2: Credits: 11
Option 2 is 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 The Maricopa Community Colleges.

BIO160 Introduction to Human Anatomy and Physiology 4
WED151 Introduction to Alternative Medicine 3
WED165 Overview of Massage Therapy 2
WED215 Self-Care for Health Care Providers 2

Required Courses: Credits: 24
MGT253 Owning and Operating a Small Business 3
+ WED230 Therapeutic Massage Practices I 6
+ WED231 Therapeutic Massage Practices II 6
+ WED232 Therapeutic Massage Practices III 6
+ WED250 Clinical Practicum 3

Restricted Electives: 8 Credits
Students must select a minimum of one (1) course from each category for a total of (8) eight credits.

CATEGORY I: General
Select a minimum of one (1) course from Category I
HES100 Healthful Living 3
HES271 Prevention and Treatment of Athletic Injuries 3
WED297AC Special Topics: Therapeutic Massage 3

CATEGORY II: Hands-on
Select a minimum of one (1) course from Category II. Permission of Program Director is required.
WED125 Reiki: Healing and Symbols 2
+ WED210 Sports Massage 2
+ WED262 Acupressure/Shiatsu I 2
+ WED264 Acupressure/Shiatsu II 2
WED297AB Special Topics: Therapeutic Massage 2

CATEGORY III: Specialty Exploration
Select a minimum of one (1) course from Category III.
WED156 Humor and Play 1
WED160 Ethics of Touch Massage 0.50
WED162 Meditation and Wellness 1
WED170 Principles of Homeopathy 1
WED172 Overview of Herbal Remedies 1
WED176 Flower Essences 1
WED182 Health Conditions and Popular Herbs 2
WED183 Introduction to Ayurvedic Principles 2
WED218 Aromatherapy 1
WED297AA Special Topics: Therapeutic Massage 1

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
CATEGORY IV: Physical Activity
Select a minimum of one (1) course from Category IV.

PED101AK Aikido (1) OR
PED102AK Aikido – Intermediate (1) OR
PED103AK Aikido (0.5) (may be repeated) OR
PED201AK Aikido – Advanced (1) 1
PED101TC Tai Chi (1) OR
PED102TC Tai Chi (1) - Intermediate OR
PED103TC Tai Chi (0.5) (may be repeated) OR
PED201TC Tai Chi – Advanced (1) 1
PED101YO Yoga (1) OR
PED102YO Yoga – Intermediate (1) OR
PED103YO Yoga (0.5) (may be repeated) OR
PED201YO Yoga – Advanced (1) 1
WED/PED121 Physical Conditioning for Massage Therapists 1

General Education: 21 Credits

CORE: Credits: 15 Credits
First-Year Composition:
+ Any approved General Education courses in the First-Year Composition area. 6

Oral Communication:
COM110 Interpersonal Communication (3) OR
COM230 Small Group Communication (3) 3

Critical Reading:
+ Any approved General Education course in the Critical Reading area. 3

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

DISTRIBUTION: 6 Credits

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

Social and Behavioral Sciences:
REC120 Leisure and the Quality of Life 3

Natural Sciences:
Met by BIO160, in Program Prerequisites area. 0

Program Director: Ms. D. Geddis
Contact: (602) 285-7295 and/or marty.minton@phoenixcollege.edu

Therapeutic Massage — Editorial Changes
Certificate of Completion – CCL 5144
39-43 Credits
The Certificate of Completion (CCL) in Therapeutic Massage is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. Students are prepared to manage a private massage practice and/or work in collaboration with other health field professionals. Students who complete this certificate program will be qualified to apply for licensure as massage therapists in the State of Arizona. Students in the Therapeutic Massage program may be exposed to potentially infectious blood, tissues and body fluids. An Associate in Applied Science (AAS) degree is also available.

Program Notes:
+ indicates course has prerequisites and/or corequisites.
Students must earn a grade of "C" or better for all courses required within the program.
Students must attend an orientation prior to applying to the program and be advised by the Program Director.
A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Therapeutic Massage Program packet.

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
Admission Criteria:
High school diploma or GED.
Completion of Program Prerequisites courses with a grade of "C" or better.
Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B vaccine).
Successful completion of interview process.
Have the ability to fully participate in classroom, laboratory, or clinical setting program activities.
Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s).
Complete and submit the health declaration form signed by a licensed health care provider.
Submit to a drug screening and demonstrate negative results.
Submit current Level One Fingerprint Clearance Card.
Formal application and admission to the program are required.

Program Prerequisites: Credits: 11-15
Students must earn a grade of "C" or better for all courses in the Program Prerequisites area.

OPTION 1: Credits: 15
BIO160 Introduction to Human Anatomy and Physiology 4
HCC130 Fundamentals in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care Workers I 1
WED151 Introduction to Alternative Medicine 3
WED165 Overview of Massage Therapy 2
WED215 Self-Care for Health Care Providers 2

OPTION 2: Credits: 11
Option 2 is 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 The Maricopa Community Colleges.
BIO160 Introduction to Human Anatomy and Physiology 4
WED151 Introduction to Alternative Medicine 3
WED165 Overview of Massage Therapy 2
WED215 Self-Care for Health Care Providers 2

Required Courses: Credits: 24
MGT253 Owning and Operating a Small Business 3
+ WED230 Therapeutic Massage Practices I 6
+ WED231 Therapeutic Massage Practices II 6
+ WED232 Therapeutic Massage Practices III 6
+ WED250 Clinical Practicum 3

Restricted Electives: Credits: 4
Students must select from different categories for a total of 4 credits.
Student should select from the following categories in consultation with the Program Director.

CATEGORY I: General
HES100 Healthful Living 3
HES271 Prevention and Treatment of Athletic Injuries 3
WED297AC Special Topics: Therapeutic Massage 3

CATEGORY II: Hands-on
Permission of Program Director is required.
WED125 Reiki: Healing and Symbols 2
+ WED210 Sports Massage 2
+ WED262 Acupressure/Shiatsu I 2
+ WED264 Acupressure/Shiatsu II 2
WED297AB Special Topics: Therapeutic Massage 2

CATEGORY III: Specialty Exploration
WED156 Humor and Play 1
WED160 Ethics of Touch Massage 0.50
WED162 Meditation and Wellness 1
WED170 Principles of Homeopathy 1

NOTE: This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WED172</td>
<td>Overview of Herbal Remedies</td>
<td>1</td>
</tr>
<tr>
<td>WED176</td>
<td>Flower Essences</td>
<td>1</td>
</tr>
<tr>
<td>WED182</td>
<td>Health Conditions and Popular Herbs</td>
<td>2</td>
</tr>
<tr>
<td>WED183</td>
<td>Introduction to Ayurvedic Principles</td>
<td>2</td>
</tr>
<tr>
<td>WED218</td>
<td>Aromatherapy</td>
<td>1</td>
</tr>
<tr>
<td>WED297AA</td>
<td>Special Topics: Therapeutic Massage</td>
<td>1</td>
</tr>
</tbody>
</table>

**CATEGORY IV: Physical Activity**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED101AK</td>
<td>Aikido (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED102AK</td>
<td>Aikido – Intermediate (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED103AK</td>
<td>Aikido (0.5) (may be repeated) OR</td>
<td></td>
</tr>
<tr>
<td>PED201AK</td>
<td>Aikido – Advanced (1)</td>
<td>1</td>
</tr>
<tr>
<td>PED101TC</td>
<td>Tai Chi (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED102TC</td>
<td>Tai Chi (1) - Intermediate OR</td>
<td></td>
</tr>
<tr>
<td>PED103TC</td>
<td>Tai Chi (0.5) (may be repeated) OR</td>
<td></td>
</tr>
<tr>
<td>PED201TC</td>
<td>Tai Chi – Advanced (1)</td>
<td>1</td>
</tr>
<tr>
<td>PED101YO</td>
<td>Yoga (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED102YO</td>
<td>Yoga – Intermediate (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED103YO</td>
<td>Yoga (0.5) (may be repeated) OR</td>
<td></td>
</tr>
<tr>
<td>PED201YO</td>
<td>Yoga – Advanced (1)</td>
<td>1</td>
</tr>
<tr>
<td>WED/PED121</td>
<td>Physical Conditioning for Massage Therapists</td>
<td>1</td>
</tr>
</tbody>
</table>

**NOTE:** This Addendum reflects the Governing Board-approved changes to the educational programs that were not available at the time of publication for the Phoenix College 2012-2013 Catalog, and/or relevant catalog information.

Revised: 08/30/12, 10/19/12, 12/18/12