



# PC Downtown Spring 2007

College for people who live, work, play and learn in the heart of the city.

Phoenix College now offers courses at PC Downtown at 640 North First Avenue, even closer to where you hang your briefcase by day and your hat by night. Whether you're working toward a degree, want to get ahead at the office, or just like to learn something new in your free time, PC Downtown is just around the corner. We're in a beautifully restored historic building, with leading edge computer labs, free adjacent parking and friendly faculty and staff. So stop in today on your lunch hour or on your way home!

Subj. Code	Course Title	*\$	Credits
Fnt. Sect # Bldg/Rm	Days	Time	Instructor

## Anthropology

**ASB214 Magic, Witchcraft and Healing: An Introduction to Comparative Religion** \$195 3

Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. Prerequisites: None.

5352 PCDT 201 M 5:40-8:20P V Barnes

## Art

**ART111 Drawing I** \$205 3

Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

4 5227 PCDT 103 W 5:00-9:00P M Martinez  
*Section 5227 is taught by a bilingual (English/Spanish) instructor. This class meets 16 additional hours for computer lab time and/or field trips.*

**ART122 Drawing and Composition II** \$205 3

Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

1,4 5240 PCDT 102 W 5:00-9:00P M Martinez  
*Section 5240 is taught by a bilingual (English/Spanish) instructor. This class meets 16 additional hours of lab time and/or field trips.*

## Art - Media Arts

**ART290AC Studio Art: Video Blogging and Podcasting** \$220 3

Video blogging and podcasting self broadcasting on the web.

5344 PCDT 103 M 5:00-9:00P C Colan  
*Section 5344 This class meets 16 additional hours of lab time and/or field trips.*

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## Art - Photography

**ART142 Introduction to Digital Photography** \$225 3

Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None. Course Note: Digital camera required.

4 5239 PCDT 125 T 5:00-9:00P E Lopez  
*Section 5239 is taught by a bilingual (English/Spanish) instructor. This class meets 16 additional hours for computer lab time and/or field trips.*

**ART290AC Studio Art: Travel Photography** \$220 3

*This course covers basic and advanced techniques for both digital and film, but is not a darkroom class.*

5342 PCDT 102 M 5:00-9:00P A Williams  
*Section 5342 This class meets 16 additional hours of lab time and/or field trips.*

## Business & Personal Computers

*Aprenda los programas de computación en español. Llame al 602-285-7604 para mayor información. BPC100AA, BPC102AD, BPC103AK, BPC104AD will be conducted in Spanish.*

**BPC100AA Business-Personal Computers I** \$33 .5

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Running application software. Prerequisites: None.

5661 PCDT 125 W 6:00-8:15P G Rubio  
*Section 5661 meets 3 weeks 01/24 - 02/07.*

**BPC102AD Using Windows: Level I** \$33 .5

Basic commands and methods associated with the Windows operating systems. Prerequisites: None.

5669 PCDT 125 W 6:00-8:15P G Rubio  
*Section 5669 meets 3 weeks 02/14 - 02/28.*

**BPC103AK Using Word: Level I** \$33 .5

Use of Word to create, manipulate and print documents on a microcomputer Prerequisites: None.

5671 PCDT 125 W 6:00-8:15P G Rubio  
*Section 5671 meets 3 weeks 03/21 - 04/04.*

Subj. Code	Course Title	*\$	Credits
Fnt. Sect # Bldg/Rm	Days	Time	Instructor

**BPC104AD Using Excel: Level I** \$33 .5

Use of Excel to create, edit, save and print worksheets. Prerequisites: None.

5673 PCDT 125 W 6:00-8:15P G Rubio  
*Section 5673 meets 3 weeks 04/11 - 04/25.*

## English

**ENG101 First-Year Composition** \$195 3

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate English placement test score or (a grade of "C" or better in ENG071). Course Note: Through four or more writing projects comprising at least 3,000 words (final drafts), the student will demonstrate an understanding of expository writing as a process per the course competencies.

1 6279 PCDT 203A MW 5:20-7:00P Staff  
*Section 6279 meets 14 weeks 01/29 - 05/09.*

## General Business

*Students pursuing a Business Department certificate or degree program and all Business transfer students are strongly encouraged to seek advisement from a Business Department faculty member. Stop by B330 or call 602-285-7387.*

**EPS102 Rich Dad's CASHFLOW** \$135 2

Principles, processes, and tools that represent a new paradigm for financial literacy. Concepts and principles based upon Rich Dad Poor Dad, Cashflow Quadrant, and the Cashflow 101 game.(Copyright). Prerequisites: None.

4 6643 PCDT 103 T 6:00-9:20P Staff  
*Section 6643 meets 8 weeks 01/16 - 03/06.*

**EPS103 Rich Dad's Real Estate Investing** \$70 1

Covers the basics of investing in real estate, how to find property, evaluate property worth, negotiate investment transaction and how to manage real property. Prerequisites: EPS102

1,4 6644 PCDT 103 T 6:00-9:20P Staff  
*Section 6644 meets 8 weeks 03/20 - 05/08.*

Subj. Code Course Title \*\$ Credits  
Ftnt. Sect # Bldg/Rm Days Time Instructor

**Health Information Management**

**HIM105 Health Record Documentation for Allied Health Professionals \$65 1**  
Introduction to health record content, structure, and origin of clinical information for various healthcare settings. A basic review of federal, state, and organizational documentation guidelines. Legal and ethical issues applicable to health information documentation and coding practices. Prerequisites: HCC130 or permission of Program Director.

1 7062 PCDT 201 R 7:00-7:50P N Marcotte

**HIM180 Introduction to Medical Billing and Reimbursement \$130 2**  
An overview of the medical billing profession, the claims process, and federal billing guidelines. Study of major medical third-party payers including coverage offered, client eligibility, and reimbursement methodologies. Prerequisites: HCC130 or permission of Program Director.

1 7068 PCDT 103 R 5:00-6:40P N Marcotte

**Mathematics**

**MAT121 Intermediate Algebra \$265 4**  
Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note; May receive credit for only one of the following: MAT120, MAT121, or MAT122.

1,4 7435 PCDT 101 W 5:00-8:30P V Cornell  
Section 7435 is a **hybrid** course and meets on the following dates 02/21, 02/28, 03/28, 05/02, and 05/09.

**Real Estate**

*Students pursuing a Business Department certificate or degree program and all Business transfer students are strongly encouraged to seek advisement from a Business Department faculty member. Stop by B330 or call 602-285-7387.*

**REA179 Real Estate Principles I \$200 3**  
Basics of real estate principles including introduction to the profession and license law, definition of real property, legal descriptions, rights and interests in property, ownership, contracts, real estate economics, financing and foreclosure, land use, and valuation. Prerequisites: None.

4 7845 PCDT 102 TR 6:30-9:30P Staff  
Section 7845 meets 8 weeks 01/16 - 03/08.

**REA180 Real Estate Principles II \$200 3**  
Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the Commissioner's rules, investment, property management, and government restrictions. Prerequisites: REA179 or permission of instructor.

1,4 7852 PCDT 102 TR 6:30-9:30P Staff  
Section 7852 meets 8 weeks 03/20 - 05/10.

**Small Business Management**

**SBS216 Planning for a Small Business \$130 2**  
Relates business management issues to a specific small business through development of an individual study plan. Provides on-site review of business operation by trained instructor. Prerequisites: SBS200 and SBS204 or permission of instructor

1,2 9844 PCDT 104 W 6:00-9:00P Staff  
Section 9844 meets 12 weeks 02/28 - 05/02.  
1,2 9846 PCDT 101 W 6:00-9:00P Staff  
Section 9846 meets 11 weeks 05/16 - 07/18.

Subj. Code Course Title \*\$ Credits  
Ftnt. Sect # Bldg/Rm Days Time Instructor

**Spanish**

**SPA101 Elementary Spanish I \$265 4**  
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

4 8374 PCDT 101 R 6:00-9:20P Staff

**SPA085AA Speedy Spanish I:Spanish for School Administrators and Teachers \$149 1**

This is a comprehensive program designed to provide functional Spanish language skills for school personnel who have occasional contact with Spanish-speaking students and visitors. It also includes extensive training for non-Spanish-speaking classroom teachers who have Spanish-speaking children in their classroom. NO PRIOR KNOWLEDGE OF SPANISH NECESSARY.

4 9815 PCDT 201 W 6:00-8:15P Staff  
Section 9815 meets 6 weeks 01/24 - 02/28.

**NC 500 Spanish for Eye Care Providers \$179 0**

This program focuses on all aspects of eye care for eye care professionals: optometrists, ophthalmologists, and opticians. The program focuses on patient arrival and registration, collecting information, conducting the eye exam, diagnosis, treatment, selecting and fitting glasses and more. NO PRIOR KNOWLEDGE OF SPANISH NECESSARY.

4 9906 PCDT 203A R 7:00-9:00P Staff  
Section 9906 meets 6 weeks 03/22 - 04/26.

spring pc downtown

**PC Downtown (PCDT)**  
640 N. First Avenue  
Phoenix, Arizona 85003  
602.223.4000

Phoenix College and the Maricopa County Community College District are EEO/AA institutions.

**Schedule of Classes Key**

**Footnotes (FTNT)**  
1 = Prerequisite Required  
4 = Additional Fee Required

**Building/Room**  
PCDT = PC Downtown

**Days**  
M = Monday  
T = Tuesday  
W = Wednesday  
R = Thursday  
F = Friday  
S = Saturday  
U = Sunday  
\$ = Add \$15 registration

**Notes:**

- Students must attend first class meeting to ensure class position.
- Registration in class with overlapping times is not permitted.
- WEBCT courses are online.
- Each credit student will be assessed a one-time per semester \$15 registration fee.
- HYBRID courses meet in the classroom and online.