

Tohono O'odham Kekel Ha-maşcamakuđ
Tohono O'odham Community College
College Catalog
2016-2018



College Motto "Nia, oya g t-taccui am hab e-ju."
See, our dream fulfilled

Tohono O'odham Kekel Ha-maşcamakuđ
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This Catalog is a guide for students to provide information on the admissions process; financial aid; resources for students; and programs and courses. The Catalog is for information purposes only and does not constitute a contract.

The *Tohono O'odham Community College Catalog* is the official catalog for Tohono O'odham Community College for academic years 2016-2018. All information including statements on tuition, fees, course offerings, admissions and graduation requirements, is subject to change without notice, obligation, or liability.

Both the printed and online versions of the catalog are official. The print version is based on the best information available at the time of printing. As information changes, the online catalog will be updated. For the most recent information, view the online catalog at ***www.tocc.edu***. Changes will be identified by end notes dated and described at the end of the Catalog.

College Contact Information

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History, Vision, Mission, and Goals

TOCC was chartered in 1998 by the Tohono O'odham Nation. The College was accredited in 2005 by the Higher Learning Commission and has since maintained accreditation. Academic classes were held on the Central Campus in Sells until 2013 when Education and Student Services moved to the new Main Campus in the Schuk Toak District and most academic classes are held there. The Apprenticeship program; Building and Construction Trades program; GED; Land Grant Office; Development; Institutional Research; and several grant programs are located on the West Campus five miles west of the Central Campus in Sells.

TOCC Vision: To become the Tohono O'odham Nation's center for higher education, and to enhance the Nation's participation in the local, state, national, and global communities.

TOCC Mission: As an accredited and land grant institution, TOCC's mission is to enhance our unique Tohono O'odham Himdag by strengthening individuals, families, and communities through holistic, quality higher education services. These services will include research opportunities and programs that address academic, life, and development skills.

TOCC Goals

1. To strengthen academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society.
2. To include O'odham Elders as primary resources, instructors, advisors, and counselors as a means of reinforcing Tohono O'odham Himdag.
3. To recruit highly qualified faculty and staff who are dedicated to the art of teaching, advising and service specifically to the Tohono O'odham Community.
4. To ensure the integration of appropriate Tohono O'odham Himdag in the physical environment, curriculum, and processes of the College.
5. To ensure that curricular offerings are relevant to the needs of individuals and communities in fundamental skills, i.e., general reading, writing and math skills.
6. To establish a technology core that will enable the students and the broader community to meet the challenges of the future.

T-So:son—Our Core

- ***T-Wohocudadag – Our Beliefs:*** We believe that T-Wohocudadag provides balance, strengthens us and helps us respect ourselves, other people and cultures.
- ***T-Apedag – Our Well-Being:*** We believe that T-Apedag is inclusive of what is healthy and good for us (physically, spiritually, emotionally, and mentally), and for all that is around us.
- ***T-Pi:k Elida – Our Deepest Respect:*** We believe that T-Pi:k Elida is a deep sense of respect for the land, your surroundings, the people, things upon the land, and also for your own self and your life.
- ***I-We:mta – Working Together:*** We believe that I-We:mta is crucial for the success of the College, and includes sharing, working together, and giving back to the community.

Welcome from the Trustees

I-We:mta 'o 'ia ha'icug Tohono O'odham Kekel Ha-ma camaku -tam. Tohono O'odham Community College is here to help you.

The Board of Trustees is pleased and grateful that you have chosen to study at Tohono O'odham Kekel Ha-mascamakud (Tohono O'odham Community College, TOCC). Whether you are taking one class simply for special interest, or are enrolled in a full course load and working toward a certificate or a degree, we are certain that your experience will be fulfilling and memorable.

An integral part of TOCC is that the Tohono O'odham Himdag, or life philosophy, guides the College. We at TOCC strive to imbue all aspects of College operations, everything from the curriculum to the graduation ceremony, with our O'odham values and expressions of culture. All students, faculty, and staff study Tohono O'odham language and history, and developments within the College rely on the O'odham way of cooperation and participation.

On a personal level, TOCC has the mission of helping individual students achieve their educational dreams. Take some time to define your academic goals. This catalog will show you how TOCC can help you attain them.

As the TOCC motto says, Ñia, Oya G T-Taccui Am Hab E-ju: Our Dream Fulfilled.

Cordially,



Mr. Bernard G. Siquieros
Chairman, TOCC Board of Trustees



TOCC Board of Trustees: Bernard Siquieros, Chairman; Libby Francisco, Secretary; Anthony Chana, Elder Member; Ofelia Zepeda, Member; Jonas Robles, Elder Member.

The President and Cabinet Welcome Students to TOCC

Sam 'a' i masma! Greetings!

Welcome to Tohono O'odham Kekel Ha-Maşcamakuḍ (Tohono O'odham Community College). TOCC is committed to helping you succeed in your studies. This catalog is a guide to help you enroll in College, apply for financial aid, select a program of study, register for courses, and enjoy your experience.

If you have any questions or concerns about any aspect of your experience at Tohono O'odham Community College (TOCC) please contact a staff or faculty member. They will either answer your questions or concerns or refer you to someone who can.

Your educational journey may be one of the high points of your entire life. It can be a "life changer." TOCC is honored to be a part of that experience. Your success is ours as well. We are in this together. I am pleased to be able to commend you on the path you have chosen.



Paul Robertson, Ph.D.
President

T 'a'ep 'em-ñei,



Cabinet Members: Mario Montes-Helu, Academic Chair; Juana Jose, Vice President for Education; Jane Latané, Development Director; President Paul Robertson; Sylvia Hendricks, Vice President for Student Services; George Miguel, Occupational Chair; Karla Volpi, Vice President for Administration and Finance

Accreditation

In February 2005, Tohono O'odham Community College (TOCC) was awarded accreditation by the Higher Learning Commission (HLC) of the North Central Association. Accreditation ensures that TOCC courses will transfer to other institutions of higher education, and acknowledges that TOCC offers quality education programs and provides a system for accountability and continuous improvement. TOCC received continued accreditation for five years from the HLC in May 2011. In 2016 TOCC was reviewed and recommended for continued accreditation by the HLC visiting Team .

Approval by the HLC means that the College's degree programs are accredited and will transfer to other colleges and universities. TOCC is also a member of Arizona Transfer (AZTransfer), the Arizona General Education Curriculum network, which coordinates Arizona public university and community college course content to ensure credit transfer among them. For more information on Arizona public higher education, transfer and accreditation, see [*www.aztransfer.com/home*](http://www.aztransfer.com/home)

Tohono O'odham Himdag

The Tohono O'odham Himdag is the culture, way of life, and values that are uniquely held by the Tohono O'odham. Tohono O'odham Community College is committed to encouraging and preserving the Himdag for its students and transmitting the knowledge and values of Himdag to future generations.

Weaving Curriculum into Himdag

Throughout its curriculum, TOCC takes steps to encourage growth of students' cultural knowledge and to transmit learning in a way that respects the Tohono O'odham Himdag. For example, class projects may involve interaction with elders; lectures often include examples from the land and society of the Tohono O'odham; degree programs are developed with the needs of the Tohono O'odham Nation in mind; and the College meets frequently with groups from the community to listen and to share plans for the future.

Himdag Requirement

TOCC requires all students, as well as all regular employees, to pass the three-credit course HIS 122 Tohono O'odham History and Culture and a full four-credit course Tohono O'odham Language course (THO 101 or THO 106).

Chapter 1- Getting Started



Admissions

Admissions Policies

TOCC is an open-enrollment institution. While TOCC students are primarily residents of the Tohono O'odham Nation, a sizeable number come from other tribal nations, other states, and other countries. Eligibility for admission includes one of the following:

- An earned high school diploma; or
- A GED Certificate; or
- Is a transfer student from an accredited college or university; or
- Is a student currently attending another higher education institution; or
- Is dually enrolled; or
- Is a current high school student under age 16 who has received permission from the high school and parents or legal guardian; or
- Is an individual age 16 or over who wants to take college classes for credit. (The individual will not be eligible for Pell grant funding without completion of high school or GED.)

Full-Time and Part-Time Status

In order to plan long-term goals and strategies for success, all first-time students must see an advisor. Since balancing work schedules, career goals, and family needs affects course loads, TOCC offers various categories of admission. Students may enroll as full-time students (taking

at least 12 credit hours), part-time students (taking fewer than 12 credit hours), or for personal interest, including fewer than six credits and not enrolled for a certificate or degree.

Classes for Personal Interest

Students and community members are welcome to take courses for personal interest. Everyone who wishes to enroll in a course at TOCC needs to go through the registration process using the Registration Checklist published in this catalog.

TOCC Kinds of Admission

- Regular (generally any student working towards a degree, certificate, or completion of other program);
- Dual enrollment (for high school students);
- Special admissions;
- Underage student admissions (for students 16 years of age or younger); and,
- Personal interest.

Regular Admissions

A regular student is one who is a high school graduate or GED recipient and who is working toward the completion of a certificate or degree.

Cases for Special Admissions

- A student who is not a high school graduate or a GED recipient and who is enrolling in credit courses and/or programs;
- A student who is enrolled in courses that do not lead to the completion of a certificate and/or degree; or,
- A student who is not beyond the age of compulsory education.

Underage Student Admissions

An underage student is any student who is 16 years of age or younger. Provided TOCC's General Parameters for Underage Admission have been met, underage students will not be denied admission to TOCC for any of the following reasons: (1) age, (2) lack of high school diploma, lack of high school certificate or equivalency or (3) school grades. Additionally, underage students will not be denied admission due to lack of permission from school officials, or lack of concurrent enrollment in a public or private school. Admission to TOCC does not guarantee admission to a specific degree program or to all courses offered by TOCC.

For a copy of TOCC's General Parameters for Underage Admission, please contact the Director of Admissions. The Vice President of Student Services or designee will meet with underage students and a parent or legal guardian to explain college-wide policies, code of conduct, and procedures of special admission for underage students.

Student Orientation

Orientation is designed to help students succeed in college and to provide them with the information about programs and services, transferring to another educational institution, study skills, and deadlines within the academic calendar. Orientation schedules are published each semester and may be obtained from Student Services. Orientations are offered at a variety of locations, times, dates, and formats.

TOCC Bookstore

The TOCC Bookstore on the Main Campus stocks textbooks for college courses, as well as school supplies, TOCC memorabilia, local souvenirs, and a small collection of everyday necessities. Students should check with their instructors and on the course syllabus for the required textbooks and materials needed for classes.

Before textbooks can be taken from the store, payment must be made in full unless the student is on the list of Pell and other scholarship recipients for the relevant semester. The Bookstore accepts payment for books in cash or credit card, or by presentation of a third-party guarantee. Examples of third-party guarantees are an original purchase order; the copy of a purchase order that has already been sent to TOCC's Finance Office; or a signed letter from an employer.

Refunds will be given only for textbooks returned in their original condition. For more information, visit the Bookstore on campus or call (520) 383-0026.

Student Identification Number and Student ID Cards

Each student admitted to TOCC is issued an Assigned Student Identification Number. This number appears on the student's identification card and is tied to the student's record at TOCC. A student Identification Card will be issued when registering for the first time. It provides access to the TOCC Library, the Bookstore, the Advising Centers, and the Computer Labs. I.D. cards are obtained in the TOCC Bookstore. I.D. cards must be validated each term.

Use of Social Security Numbers

All students who are United States citizens, resident aliens, or non-citizens who have been issued a Social Security Number are required to provide the Social Security Number (SSN) on the Application for Admission, on all local, state, or federal student financial aid applications and forms, and on any forms required for TOCC employees. The SSN is used to match current and future records with any past records in order to ensure that students receive full academic credit for all work. The SSN is also required for reporting tax credit information to the federal government and for financial aid information. Social Security Numbers are not used as Student Identification Numbers.

Third Party Transactions

Students who wish to have a parent, spouse, friend, or other third party complete any transactions, such as registration, which affect their educational records, must provide the third party with the following: 1) the student's photo I.D.; 2) a statement describing the transaction and granting the third party permission for the student; and 3) the student's signature and the date on the statement.

Transcript Request

A transcript is a document that lists a student's courses, grades and grade point average. An official transcript is a sealed copy of this list that has been issued by the educational institution that you attended. To request official transcripts from TOCC, please fill out the Transcript Request Form. The form is available at the Admissions Office or from the Academic Advisor.

Privacy of Student Records and FERPA

TOCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This

act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with this Act. Contact the TOCC Admissions and Records Office at (520) 383-8401 for more information.

TOCC designates categories of student information as directory information. This information includes the student's name, address, telephone number, date of birth, major field of study, classification status (regular, special, full-time, part-time), dates of attendance, degrees, honors, awards received, and most recent previous educational institution attended by the student.

Although TOCC maintains a closed (unpublished) student directory, such information may be disclosed by TOCC for any purpose and at its discretion unless the student has signed a Disclosure of Student Information form requesting nondisclosure. Under the Family Educational Rights and Privacy Act of 1974, currently enrolled students may instruct TOCC not to disclose public or directory information for any purpose.

Student's Right to Have Information Withheld

Students must submit a signed Disclosure of Student Information Form to the Admissions Office prior to the end of the drop/add period in order to withhold student information. The signed Disclosure of Student Information Form remains in the student's file. Tohono O'odham Community College will not release any private or directory information unless written authorization is given by any student who specifically requests release of public or directory information. Questions concerning the privacy of student records may be directed to the Admissions and Records Office at (520) 383-8401.

Schedule of Classes

In addition to the TOCC College Catalog, one of the main documents students will need during their college career is the Schedule of Classes. Schedules are published before the registration period for the fall and spring semesters and summer sessions. The Schedule of Classes contains a list of courses being offered, with the dates, times, and locations of each class section. It also provides instructions on when and how to register and has important dates and deadlines for the upcoming semester or sessions. A copy can be obtained online at www.tocc.edu, and print copies are available at the three campuses.

Declaring a Program of Study

Students should declare a program of study (a major) when applying for admission and should make sure it is listed correctly on their records. Current programs offered by TOCC are included in Chapter 6. An advisor is available to help students choose the right program of study. The program of study can affect financial aid or veteran's benefits. Students may change their program of study at any time.

Maximum Credit Hours

Students can enroll for a maximum of 18 credit hours in fall and spring semesters and for a maximum of nine credit hours during summer sessions. These limits include resident work, registration with another college, and extension, correspondence, or high school courses taken

at the same time that one is taking TOCC classes. Students who wish to exceed the maximum load of credit hours must obtain approval from the TOCC Vice President of Education.

Course Prerequisites

Before enrolling for certain courses, the student may be required to have previous education, knowledge, or skills; this is called a prerequisite. In order to enroll in certain classes at TOCC, students must meet course and program prerequisites; otherwise, they must receive approval for an exemption by the instructor's signature on the Registration Transaction Form. If it is determined by the instructor that a student does not have the proper prerequisites for the class, the instructor may withdraw the student from the course after notifying the student and directing him or her to the prerequisite courses.

Transfer of Credits

TOCC policy for transfer of academic credits from post-secondary institutions to TOCC is:

Transfer students are defined as having previously attended another accredited university or community college and have earned college credit. In order for any classes at another college or university to be approved for credit at TOCC, existing official transcripts must be evaluated to determine if they will meet TOCC transfer requirements. The student must have an official transcript sent to TOCC for evaluation from each college attended where credit is sought; formal transfer credit evaluations will not take place until official transcripts are received. Courses that have an earned grade of "C" or higher grade in coursework that is college-level (not developmental) may transfer. All coursework for transfer consideration must have been completed within the last eight years, depending on the field. A maximum of 75% of credits from accredited institutions can be accepted toward the certificate or degree; i.e., 25% of the credits must be taken at TOCC.

TOCC may accept course credits from colleges and schools accredited by any of the following:

- Middle States Association of Colleges and Secondary Schools
- New England Association of Colleges and Schools, Inc.
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

For TOCC to determine whether a student's courses can be approved for credit the student must request that official transcripts from the institution(s) previously attended be sent directly to the TOCC Director of Admissions. Once TOCC receives the official transcript(s) from previously attended institution(s), the transcript(s) will be evaluated within the first semester at TOCC, and the student will be notified of the results. Transfer coursework is identified by Credit Type as TR (Transfer) followed by the grade transferred earned that may be an A, B, or C. The computation of GPA is not included for transfer coursework. In cases where the previous college has quarter credits they will be converted to semester credits using generally accepted academic principles.

If a transfer student is not satisfied with the result of the TOCC evaluation of the transfer request, the student may appeal to the Vice President of Education. This appeal must be in writing and submitted within five working days of the student receiving the transcript evaluation results. The Vice President of Education will review the appeal and make a final determination. The student will be notified of the result of the appeal, and a copy of the final decision will be placed in the student's file.

Credit by Examination and Prior Learning

Students can earn college credit based on examination or evaluation of prior learning by submitting official records of their performance to the Director of Admissions and Records.

Opportunities for credit by examination or evaluation include:

- Advanced Placement examinations from high school (AP);
- College Level Examination Program (CLEP) results;
- Special examination for credit (e.g., Tohono O'odham Language fluency may be established by examination.).

Students cannot receive credit by examination or evaluation of prior learning for a course that has a lower number than the one in which they are currently enrolled, or for a course for which they have already received credit. Credit by examination may or may not transfer to other colleges or universities.

For more information and to see the official record of exam and evaluation equivalencies, visit the *AZTransfer.com* website.

Advanced Placement (AP) Credits

Taking Advanced Placement courses in high school can accelerate a college career. At TOCC, a student can earn up to 30 credits toward a degree by passing examinations at the end of AP classes. Credits earned based on exam performance may be counted toward a certificate or degree including General Education requirements. Exams are administered through the College Board each May. Some students take AP exams after taking honors or accelerated courses in their schools. For more information about the AP program, talk to an academic advisor or visit the College Board web site at *www.collegeboard.org*.

College-Level Examination Program

TOCC accepts for college credit the passing scores for both the general and subject examinations of the College-Level Examination Program (CLEP). Students must pay a registration service fee and an examination fee for each test. Passing scores for subjects credited through the CLEP are recorded with a "P" grade. No record is made of failing scores. CLEP Examinations are available through the Testing Office at the University of Arizona, (520) 621-7589.

Application Period

Applications for admission to TOCC are accepted throughout the year. There is no application fee. Application forms are available at the Main Campus, online at *http://tocc.edu/admission_application.htm* and from the Student Services Division.

Materials Needed to Enroll for Classes

- Official high school transcripts, high school diploma, or GED transcripts or diploma;
- Official transcripts from any previous colleges attended;
- Tribal Certification Form or Tribal I.D. Card if a tribal member; or,
- State issued I.D.

Placement Testing Requirements

Placement exams determine reading, writing and math academic skill levels and assure that students are enrolled in courses at appropriate levels to succeed at TOCC. With a few exceptions, all new degree and certificate seeking students enrolling for the first time, and students transferring to TOCC, must take a placement exam. If students have previous assessment scores or college-level course work, the information should be submitted with the Application for Admission. The placement exam is computer-based and can be completed at TOCC Main Campus. Detailed information is included in Chapter 4.

Meet with an Advisor

Once placement assessments are completed, students need to meet with the Academic Advisor who will provide a copy of the College Catalog, review program requirements and make recommendations specific to the selected program major. Students should plan to spend approximately 30 minutes with the advisor for the first advising session. In the advising meeting a graduation plan will be developed. The Advisor can help:

- Review assessment exam test scores;
- Discuss the different programs TOCC offers;
- Choose a program of study;
- Understand program requirements;
- Learn about transfer opportunities; and,
- Connect with support services.

Advising is available on a drop-in basis with the Academic Advisor and other Student Services personnel. Students can also schedule an advising appointment on the bulletin board outside of the Advisor's Office, or by contacting Gabriella Cazares-Kelly at gcazares-kelly@tocc.edu. Students may also talk with faculty and other staff members about their programs of study. If the Academic Advisor is unavailable for advising, another Student Services or Education staff member will be available.

Register for Classes

To register, pick up a Registration Checklist and Registration Transaction Form from the Main Campus Front Desk or the Apprenticeship Advisor at West Campus. Follow the instructions on both documents. For alternative forms of registration, contact a Student Support Specialist at 520-383-8401.

Apply for Financial Aid

TOCC's Financial Aid Office is the key to accessing a range of financial assistance opportunities. Visit the office to learn about the Free Application for Federal Student Aid (FAFSA), Pell Grants, Federal Student Educational Opportunity Grants, Federal Work Study,

American Indian College Fund scholarships and others. The Financial Aid Office provides a list of scholarships that are available for you and will also assist you in filling out the scholarship forms. Most students will find that they are eligible for Pell grants that often cover the entire costs of tuition, fees, and books. The FAFSA form, required to be completed to apply for any federal funding, is available online at www.FAFSA.ed.gov and at the Financial Aid Office. **TOCC's school code number for FAFSA applications is 03784400.**

NOTE: TOCC does not offer Student Loans.

For more information, contact the TOCC Financial Aid Office at 520-383-0054 and see details in Chapter 3.

Tuition, Books, and Fees

Financial transactions are made at the TOCC Bookstore, located in the Main Building at Main Campus. The TOCC Finance Office, located at the TOCC Central Campus in Sells, is available for payments if the Bookstore is closed.

Tuition at TOCC is \$34.25 per credit hour beginning with fall 2016 semester. Tuition, fees, and attendance costs are listed in this Catalog for the 2016-2017 academic year only and are subject to change in future years.

Textbook Payments

The TOCC Bookstore accepts payment for textbooks in cash, credit card, or by presentation of a third-party guarantee. Examples of third-party guarantees include:

- Pell award list of students provided by Financial Aid;
- An original purchase order;
- A copy of a purchase order that has already been sent to TOCC's Finance Office; or,
- A signed letter from an employer.

Payment Due Date

Tuition, books, and fees must be paid before the first day of classes each semester, unless one of the third party guarantees is presented.

Accepted Forms of Payment

TOCC accepts cash, personal checks, credit cards, money orders, traveler's checks, cashier's checks, and third party payer purchase orders or checks. TOCC will not accept counter checks (checks printed without a name or address), second-party checks, out-of-country checks, or postdated checks. Non-sufficient funds payments are subject to a \$25.00 penalty.

If payment is by third party payer, it is the student's responsibility to either bring the purchase order or check to the Bookstore by the payment deadline, or to make arrangements for the payment to reach the Bookstore prior to the payment deadline. For additional information on how to do this, contact the Bookstore. Payment may be in person at the Bookstore. If paying by check, a picture ID is required. Payments may be mailed to the Finance Office at TOCC Finance Office, PO Box 3129, Sells, AZ 85634. **Note: Do not mail cash.**

Tables of Tuition and Fees for 2016-2017 Academic year

Note: All tuition, fees, books, housing, and other costs are for the 2016-2017 Academic year only, and subject to change in future years.

2016-2017 Tuition and Student Activity Fees

| Credit Hours | Tuition |
|---------------------|----------------|
| 1 | 34.25 |
| 2 | 68.50 |
| 3 | 102.75 |
| 4 | 137.00 |
| 5 | 171.25 |
| 6 | 205.50 |
| 7 | 239.75 |
| 8 | 274.00 |
| 9 | 308.25 |
| 10 | 342.50 |
| 11 | 376.75 |
| 12 | 411.00 |
| 13 | 445.25 |
| 14 | 479.50 |
| 15 | 513.75 |
| 16 | 548.00 |

Processing Fees

| | |
|---|-----------------------------|
| Semester Processing Fee (nonrefundable due each semester or summer session) | \$10.00 |
| Assessment Fee for Non-enrollees | \$5.00 |
| Official Transcripts (per copy) | \$5.00 |
| Graduation Application Fee (\$15 per degree or certificate, waived for AGEC certificates if concurrent with degree) | \$15.00 (per credential) |
| First I.D. Card | \$2.00 |
| Reissue of I.D. Card | \$5.00 |
| Course Repeat Fee (for third attempt and beyond) | \$39.00 |

Note: TOCC has a Pearson Testing Center at Main Campus. GED test fees are paid for GED students at TOCC.

Miscellaneous Credit Course Fees

| | |
|--|---|
| Lecture Fee | Not to exceed \$40.00 per course (for recovery of extraordinary course-specific costs). |
| Laboratory Fees | Lab fees vary with course. |
| Art Courses | Fees depend on the materials used. |
| Course-Related Field Trip | Based on actual cost of field trip. |
| Withdrawal Charge (from 7 or more credits) | \$10.00 |

Student Housing Fees

| | |
|---|------------|
| Suite Room Fee (per semester) | \$1,200.00 |
| Damage Deposit | \$150.00 |
| Key Deposit | \$25.00 |
| Deposits are refundable if the room is clean and undamaged and the key is returned. | |

Note: Housing fees are for the 2016-2017 academic year and subject to change in future years.

Other Costs and Payments

| | |
|---|---|
| Past-Due Tuition | Amount of Tuition Due |
| Past-Due Book Loan | Amount of Loan |
| Fee for Late Tuition or Late Repayment of Book Loan | \$25.00 - \$100.00 5% of balance: minimum of \$25.00, maximum of \$100.00 (per occurrence) |
| Non-sufficient Funds (NSF) Payment Fee | \$25 (per occurrence) |
| Excessive Loss or Breakage | Replacement cost |
| Lost Library Item | Replacement cost Plus \$10 processing fee |

Account Holds

If an outstanding debt is owed to TOCC from a previous term, student records and account will be placed on hold. A student may register for the current term provided that the debt is paid, or arrangements are made with the Finance Office. To release a hold, payments must be made in cash, by check, or by credit card prior to registration. Payments by check require 15 working days before a hold can be released. Some reasons for holds and the amounts needed to clear them are shown in the Account Holds table on the following page. This is not a complete list of possible holds. Rates are subject to change.

Reasons for Financial Holds

| Reason for Hold | Amount to Clear Hold |
|---|---|
| Past Due Tuition | Amount of tuition |
| Past Due Book Loan | Amount of loan |
| Non-Sufficient Funds Payment Fee (each NSF) | Amount of fee |
| Lost Library Books or iPad | Amount of replacement cost plus \$10 processing |
| Late Fees | Amount of late fees |

Tuition Deferment

Payment of tuition and fees is due at the time of registration; however, TOCC offers a tuition deferment option for those who qualify. The option requires that a student:

- May only defer up to half of the tuition (the other half must be paid when the deferment request is made); and,
- May only defer payment for up to 30 days.

If the tuition deferment is not paid by the payment deadline, the student account will be

placed on hold. The Tuition Deferment Request form is available at the Bookstore. In extreme cases a payment plan may be requested. A payment agreement will be signed and monthly payments made, and the balance paid by the end of the term.

Tuition and Fee Refunds

Students may be eligible to receive either a full or partial refund of tuition and fees under certain circumstances. Refunds for tuition and fees are generally processed as a check, which is usually mailed within five working days after the refund request is processed. Any outstanding debts owed to the College may be deducted from the refund. The Registration Processing Fee of \$10.00 is non-refundable.

Refund Due to Class Cancellation

If the College cancels a class, all applicable tuition and fees will be refunded if another course is not chosen. If the student is receiving federal financial assistance, the refund will be paid back directly to the sponsoring program, as required under federal guidelines. Course materials may be returned to the Bookstore for a full refund if the books and or other materials or software are in original condition.

Semester Refund Deadlines

To be eligible for a full refund of tuition the course must be dropped by the drop/full refund deadline that applies to the course):

- Sixteen week session: 13 calendar days after the semester's start date;
- Seven or more week session: seven calendar days from the first class meeting;
- Four or more week session: four calendar days from the first class meeting;
- Two to less than four week session: end of day of the first class meeting;
- Less than two week session: prior to the day of the first class meeting.

If the course is dropped after the drop/full refund deadline, a student may be eligible for a partial refund of tuition, as shown in the Refund Rates table.

Refund Rates

| Timing of Withdrawal | Percentage of Tuition To Be Refunded |
|---|--------------------------------------|
| By the drop/full refund date | 100% |
| Between drop/full refund date and withdrawal deadline | 67% |
| After withdrawal deadline | 0% |

Special Provisions Refunds

If unforeseen circumstances force a student to totally withdraw from the College after the drop/full refund deadline, a partial refund of paid tuition may be requested, less any applicable fees, provided the circumstances meet one of these five special provisions criteria:

- **Serious Illness or Injury:** Provide a written statement from a physician verifying that the illness or injury prevents the student from attending classes.
- **Death of a Family Member:** Provide a copy of the death certificate. The College defines

family members as spouses, children, parents, siblings, grandparents, grandchildren, or in-laws of the student requesting the refund.

- **Military Transfer:** Provide a copy of transfer orders. The orders must verify that the transfer was unforeseen prior to the official semester drop dates.
- **Cultural Requirements:** TOCC recognizes the importance of the Native American cultural and religious practices of its students. The College may grant a special provision for students who participate in activities required by cultural or religious circumstances or practices.
- **Other Situations:** In the event of extenuating circumstances not covered above, the College President or designee will review and rule on any special requests. A Special Provisions Refund Request must be made during the same semester that the withdrawal occurs. Only tuition may be refunded. Fees will not be refunded. Requests for refunds made after the semester has ended will not be granted. If the refund request is approved, the amount will be calculated based on the date of the last withdrawn class, as shown in the Refund Rates table. For additional information and to submit a Special Provisions Refund Request, contact the Admissions Office.

Use of Social Security Numbers

All students who are United States citizens, resident aliens, or non-citizens who have been issued a Social Security Number (SSN), are required to provide the SSN on the Application for Admission, on all local, state, or Federal Student Financial Aid applications and forms, and on any forms required for TOCC employees. The SSN is used to match current and future records with any past records in order to ensure that students receive full academic credit for all work. The SSN is also required for reporting tax credit information to the federal government and for financial aid information. Social Security Numbers are not used as Student Identification Numbers.

Third Party Transactions

Students who wish to have a parent, spouse, friend, or other third party complete any transactions, such as registration, which affect their educational records, must provide the third party with the following: 1) the student's photo I.D.; 2) a statement describing the transaction and granting the third party permission for the student; and, 3) the student's signature and the date on the statement.

Chapter 2 - Student Life



Erik Anderson Memorial Student Lounge

Community Life at TOCC

TOCC offers a rewarding life for its students. There are opportunities to get together to share common interests, celebrate diverse cultures, and enjoy recreational and learning activities. There are avenues available to develop and demonstrate leadership qualities, to establish contacts within the College and within the Tohono O'odham Nation's community, and to be a voice within and for TOCC. Students are encouraged to take the initiative to become involved in the life of the College. Current opportunities include the Student Senate; Archery Club; Business Club; and the American Indian Science and Engineering Society (AISES).

Student Services and Resources

TOCC's Student Services Division is located in the Main Building. For more about the services TOCC offers, see Chapter 1 "Getting Started at TOCC."

Advising and Mentoring

An Academic Advisor is available year-round to help students choose courses and make decisions that best meet their educational needs. Both walk-in services and appointments are available. Academic advising is introduced in the enrollment process in Chapter 1 "Getting Started at TOCC." Enrolled students should meet with their academic advisor at least once each semester to ensure that they are on track with their programs of study.

Counseling

A Counselor is available to help students with decisions and situations that go beyond academic advising, but that may involve educational issues. The Counselor is available to assist students with self-awareness, personal development, stress management, and identifying appropriate

community agencies for assistance, if needed. The Counselor is located in the Main Building and is available for walk-in sessions or by appointment. For more information, call (520) 383-0033 (Counselor) or (520) 383-0047 (Student Services Office).

Tohono O'odham Himdag

The Tohono O'odham Himdag serves as the foundation to enhance student personal and educational development. Activities for students and community members that focus on Tohono O'odham Himdag and Native American culture include traditional storytelling, traditional singing, rattle making, basket weaving, flower making, woodcarving, pottery making, and talking circles.

Tutoring

Skilled tutors are available to help students develop their skills in math, writing, and a variety of other subjects. Stop in at the Student Success Center for more information or call (520) 383-0080.

Health and Wellness

The overall health and wellness of students in mind, body and spirit are important to their success at TOCC. A number of services are provided to students through referral programs and workshops. These include forums, health fairs, screenings, lifestyle management classes, safe sex education programs, and disease-prevention awareness programs.

Student Clubs and Organizations

For those students with similar interests, TOCC encourages the establishment of student clubs and organizations. Students have a voice in College functions and activities through the Student Senate and other student groups and committees. Students and their Senate representatives are encouraged to sit on various task forces and committees that make recommendations to the Board of Trustees. Although students cannot cast a vote with the official members of the Board of Trustees, they can voice an opinion on agenda items. Students are encouraged to participate in student organizations to gain leadership, citizenship, and volunteer experience.

Ka: g T-Ñi'okĩ –The Student Senate

Ka: g T-Ñi'okĩ, the Student Senate at TOCC, has the mission to “represent, voice, and implement the ideas, concerns and interests of the student body of Tohono O'odham Community College.” Student Senators serve on various task forces and committees that make recommendations to the TOCC Board of Trustees. Students are encouraged to participate in the Senate to engage in leadership, citizenship, and volunteer experience. Ka: g T-Ñi'okĩ officers include a president, vice president, treasurer, secretary, and two student representatives, one each from academic programs and occupational programs. A faculty or staff advisor provides support to the Student Senate. To learn more about the Senate, inquire at the Office of the Vice President of Student Services in the Main Building, or call (520) 383-8401.

Resources for Students with Disabilities

TOCC will make every effort to ensure that qualified individuals with a disability are provided a reasonable accommodation and will promote respect for the dignity and equal treatment of individuals with disabilities. Student requests for accommodation due to disability are processed through the Office of the Vice President of Student Services. The TOCC Counselor will provide

intake assistance, eligibility determination with appropriate documentation, student services plans, faculty notification of accommodation, and monitoring of student accommodations.

TOCC O'ohana Ki: (Library)

The Library provides educational resources and services to TOCC students, faculty and staff, and to the Tohono O'odham Nation communities. The Library staff members are available to answer reference questions; to assist with the Library computers; to help patrons select electronic and print research resources; to offer reader guidance; and to provide workshops or individual tutoring in library orientation, information literacy skills, and in using print, electronic and multimedia materials and equipment. The online library catalog is at www.I.youseemore.com/tocc/. The Library's collections include books, journals, photographs, maps, vertical files, CDs, audiotapes, videos, DVDs, posters, grey literature, artwork, software loaded on the computers, indexes, dissertations, electronic subscription databases, Internet access, artwork, the online Ready Reference collection, and the Danny Lopez Special Collections. Subscription databases are password protected. Please see the Librarian for more information.

Computers are available for use by students and community members. Special Collections focus on all materials in all media that pertain to the O'odham, including the Tohono O'odham, the Akimel O'odham and the Hiaced O'odham. Special Collections materials, as well as videos and DVDs, may be viewed in the Library and are not available for check out.

TOCC students, faculty, staff, and community members may borrow materials from the Library with a current TOCC I.D. card available in the bookstore. The holder of the I.D. card is responsible for all materials checked out on the card, including replacement of any item that is damaged or lost. Replacement charges include the Library's cost to replace the item plus a \$10.00 non-refundable processing fee.

TOCC does not charge for overdue materials, but any overdue item will be considered to be lost until it is returned in good, usable condition. Lost items may result in a student not being able to obtain grades, transcripts or a diploma; to register for classes; or borrow Library materials. Community members may have their Library privileges suspended until the items are returned or replaced.

Interlibrary Loan

Tribal colleges and universities, including TOCC, that belong to the American Indian Higher Education Consortium (AIHEC) participate in interlibrary loan with each other. If an AIHEC member library does not have what a student needs, there may be additional ways to access the material. For more information, please contact the Librarian.

Library Locations and Hours

O'ohana Ki, the Main Library, is located in the Main Building and supports academic and general education. The West Campus Library (WCL) supports occupational and apprenticeship programs; child development education; agriculture and natural resources; and, GED education. The Main Library hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. The WCL is open Tuesday and Thursday from 7:00 a.m. to 4:00 p.m., and by appointment. Saturday hours vary each semester; contact the Library for more information. Libraries are closed on Sundays

and all TOCC holidays. Occasionally an emergency necessitates the early closing of a library, but staff members try to prevent this from happening.

Library staff members can be reached at these contacts:

- (520) 383-0032 (Main)
- (520) 383-8401 (College receptionist)
- (520) 383-8403 (Fax)
- (520) 383-0017 (WCL)
- www1.youseemore.com/tocc/ (Click the Librarian tab for online reference help by email)
- www.tocc.edu/library/ (General information)

Residence Life

Tohono O'odham Community College is pleased to offer a residential experience for students on the Main Campus. Each of the residential suites for students has shared living space (including a kitchen, bathroom, laundry room, and sitting area) and four bedrooms, each of which houses four students. The fourth suite is an apartment for resident advisors. There is no cafeteria available on campus; students often cook together and also buy food from vendors who provide breakfast and lunch meals in the Main Building.

Accommodations in the Residence Halls include:

- A bed, desk with chair, closet, dresser;
- Full size refrigerator, stove, pots, pans, utensils, pitcher, plates, cups, bowls, washer, dryer;
- Sofas, flat screen TV with satellite TV and DVR, WIFI connection;
- There is no cafeteria, but dorms come with a full kitchen; vending machines are on campus; and a grocery store is 15 minutes away from the Main Campus.

Fees for Residential Living

Fees are included in Chapter 1 and are for the 2016-2017 Academic year. To be eligible to live in the residence halls you must:

- Be enrolled full-time (12 credits);
- Sign the Residence Hall Policy Agreement Form;
- Complete the Roommate Questionnaire;
- Complete the Vehicle Registration Form;
- Pay required fees and stay current with payments.

Residence Life Application and Information

The Application, Policies, Roommate Questionnaire, and Agreement forms are available on the TOCC website and must be submitted for consideration to live in the residence halls. Living on campus is an experience that will help students further their educational goals. The student housing is an alcohol-free, tobacco-free, drug-free, and weapon-free environment. For more information, contact TOCC's Residence Life Director, Ms. Annamarie Stevens, (520) 383-8401, or astevens@tocc.edu.

Student Rights and Responsibilities

Student rights and responsibilities are fully described in the TOCC *Student Handbook*. The *Handbook* is available online and from the Student Services Office.

Drug-Free School and Communities Act Information

Tohono O'odham Community College enforces the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §114g). For more information, please consult the TOCC *Student Handbook*.

Legal Sanctions

Tohono O'odham Nation, federal, and state laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug- and/or alcohol-related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. TOCC fully subscribes to and cooperates with Tohono O'odham Nation, federal, and state authorities in the enforcement of all laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

Support Resources

TOCC will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or re-entry programs that may be available in the community. Contact the Counselor at (520) 383-0033, or Student Services at (520) 383-8401 for help.

AIHEC and AICF

The American Indian Higher Education Consortium (AIHEC) and the American Indian College Fund (AICF) provide opportunities to TOCC students. TOCC usually selects one student to accompany College administrators to the AIHEC winter meetings in Washington, D.C. Each spring, several TOCC students travel to the AIHEC student conference, a gathering of student representatives from tribal colleges and universities throughout the country. The AICF annually awards scholarships to an AICF Student of the Year at each tribal college or university. This is a prestigious award recognizing academic achievement and community service. The Student of the Year Award is presented at the AIHEC Student Conference and the TOCC student is recognized again at TOCC's Commencement. The award is accompanied by a scholarship currently sponsored by the Castle Rock Foundation.

Chapter 3 - Financial Aid



Students enjoying a moment from their studies under a watto.

Applying for Financial Aid at TOCC

Tohono O'odham Community College Financial Aid Office will make every effort to provide financial assistance to TOCC students. The Financial Aid Director works with students to meet unmet financial needs to the maximum amounts from federal, state, and private sources. Financial aid is awarded for one academic year, and students must reapply annually.

The Financial Aid Office provides information for financial aid programs, including TOCC scholarships. Other sources include the federal government, the Tohono O'odham Nation, and private donors accessed through the American Indian College Fund (AICF). Funds are awarded to students based on financial need, academic achievement and program of study. For more information, please stop in or call the Financial Aid Office at (520) 383-0075.

Financial Aid: The Steps to Follow

- Visit the TOCC Financial Aid Office to meet with the Financial Aid Specialist to fill out a Free Application for Federal Student Aid (FAFSA) form and to obtain a FSA ID number needed to fill out the FAFSA and sign the form electronically. Information about other funding sources such as scholarships, Federal Work Study and the Federal Supplemental Educational Opportunity Grant (FSEOG), and the process to apply for them is available through the Financial Aid Office.

- The TOCC Financial Aid Office will assist students in filling out the FAFSA. If the student is a “dependent” student, parents or a legal guardian will need to sign the FAFSA. The form is also available online at www.FAFSA.ed.gov.
- The FAFSA must be completed each calendar year, which begins on January 1st for the coming school year that begins with the fall semester in August at TOCC.
- **TOCC’s school code is 03784400.**

General Eligibility Requirements

Eligibility for most federal student aid programs is based on financial need, rather than on academic achievement. To have their financial need determined, students must complete and file a Free Application for Federal Student Aid (FAFSA). A student must demonstrate financial need to be eligible for most federal student aid. At its simplest level, a student’s financial need is the difference between the student’s cost of attendance at school and the amount the family is expected to contribute to the student’s education.

Additionally, to be eligible for federal student aid, a student must meet each of these criteria:

- Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); or, have a recognized equivalent of a high school diploma, such as a general educational development or GED certificate; or, be enrolled as a regular student in an eligible degree for a certificated program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security number (with the exceptions of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Make satisfactory academic progress.
- Sign certifying statements on the FAFSA, such as agreeing to use federal student aid funds only for educational expenses.

A student who does not have a high school diploma, GED, or a high school transcript showing that he or she completed high school will not be eligible to receive any Federal funding such as a Pell Grant, Federal Work Study or the Federal Supplemental Educational Opportunity Grant.

Need Analysis

The process of analyzing a student’s financial need, known as Need Analysis, focuses on determining how much the family reasonably can be expected to contribute toward the student’s education. Determination of an applicant’s need is achieved by collecting information about the family’s income, assets, and living expenses. For the federal student aid programs, the law specifies a need analysis formula that produces that Expected Family Contribution (EFC). The EFC and the school’s cost of attendance are used by the school to establish the student’s need, as well as to award grants and campus-based aid.

Planning Early with FAFSA4caster

FAFSA4caster is a service of the U.S. Department of Education that helps students to explore financial aid options and eligibility while still in high school, or before they enroll in college. More about this service is available at www.fafsa4caster.ed.gov.

Getting a Federal Student Aid ID (FSA ID)

It is recommended that students and parents save time by requesting the FSA ID before the student applies for financial aid.

How Does a Student or Parent Use an FSA ID?

The FSA ID can be used to sign the FAFSA electronically, greatly decreasing the processing time. The FSA ID can be used in the following ways (among others):

- As the applicant's electronic signature, or the parent's electronic signature on the FAFSA (if the parent obtains his or her own FSA ID);
- To gain access to online information about federal student aid the student has received;
- To gain access to the applicant's information on FAFSA on the Web, to view FAFSA processing results, to make corrections, or to file a FAFSA based on data the student filed previously.

Why Does a Parent Need an FSA ID?

At least one parent or legal guardian of a dependent student must sign that student's FAFSA, and using the FSA ID to sign electronically is the most efficient way to sign. Each person signing a FAFSA electronically must have their own FSA ID, including the student and the parent or legal guardian of a dependent student. If a parent or legal guardian of a dependent student does not have an FSA ID the paper signature section of the FAFSA must be signed manually and mailed to the Department of Education. Doing this extends the financial aid process because it takes at least three weeks for the school to receive approval from the Department for the student's financial aid. Using the FSA ID and signing electronically expedites the financial aid process for the student.

Gathering Documents for the Free Application for Federal Student Aid (FAFSA)

To complete the FAFSA, students (and their parents, if applicable) need their Social Security numbers, driver's licenses (optional), federal income tax returns, W-2 Form(s), current bank statements, and records of any stocks, bonds, or other investments and assets. You can find a list of items needed to complete the FAFSA at www.fafsa.ed.gov/before003.htm.

Free Application for Federal Student Aid (FAFSA) on the Web Worksheet

A useful tool in preparing to complete the online application is the FAFSA on the Web Worksheet (available in English at <https://fafsa.ed.gov/fotw1617/pdf/fafsaws16c.pdf> or in Spanish at <https://ifap.ed.gov/eannouncements/attachments/1617FOTWWkshES.pdf>).

The worksheet, designed for applicants who prefer to prepare by filling something out in writing before applying online, lists the FAFSA questions and provides boxes for student (and parent) answers. The order of questions on the worksheet follows that of the electronic FAFSA on the Web, which differs from the paper version of the FAFSA. To avoid confusion, TOCC recommends that students do not use the paper version of FAFSA to prepare for filling out the electronic FAFSA on the Web, but to use the electronic Web Worksheet. A draft copy of the Web Worksheet is available in the Financial Aid Office.

When to Apply

Students and parents should fill out their income tax forms and the FAFSA as early as possible. Those who are unable to complete income tax forms early should estimate amounts as accurately

as possible and fill out the FAFSA accordingly, correcting the information with actual amounts once the income tax forms are complete. Note that most states have specific deadlines for students who want to be considered for state aid, and some schools have limited institutional funds that are awarded on a “first-come, first-served” basis to eligible students. The student who completes the FAFSA early has a better opportunity to meet financial aid deadlines and to be considered for awards from institutional funds.

The FAFSA for the 2017-2018 academic year may be completed on or after October 1, 2016 and will be accepted until June 30th 2017. Students will need to check with the Financial Aid Office for eligibility dates for academic year 2017 – 2018. These eligibility dates mean that a student may complete the FAFSA any time during an academic year. Federal funding may be on a reimbursement basis for the student.

How to Apply: FAFSA on the Web

FAFSA on the Web, available in both English and Spanish, allows students to complete their FAFSAs faster and more easily than any other application method. This Internet application offers detailed online help for each question, as well as live, online, one-to-one communication with customer service representatives. The address for FAFSA on the Web is www.fafsa.ed.gov.

Saving the FAFSA with a Password

Students do not have to complete the FAFSA on the Web in one sitting. At the beginning of the process, the student is asked to supply a password. If the student is interrupted, needs to leave the application before completing it, or if the site automatically logs the student off due to 30 minutes of inactivity, the information will be saved and will remain available via the password for 45 days. The student should keep the password in a safe place. If the student forgets the password, he or she may call the Federal Student Aid Information Center. The password is different from the ID¹. The ID allows the student to sign the FAFSA or to access processed FAFSA data, whereas the password is created solely to access the incomplete application at a later time.

Signing the Application with an ID or Signature Page

At the end of the FAFSA, the student (or the dependent student's parent or legal guardian) signs electronically using his or her ID number. If the student or parent, or legal guardian, do not have an ID the signature must be done manually, and the signature section will be sent to the Department of Education, which extends the financial aid process for at least three weeks. Electronic signature using an ID is recommended.

Submitting the FAFSA and Getting an Estimated Expected Family Contribution (EFC)

When the student submits his or her information at FAFSA on the Web, a confirmation page appears. The confirmation page verifies that the application was submitted successfully, displays an estimated Expected Family Contribution (EFC), and indicates whether the student might be eligible for a Federal Pell Grant. The official EFC will appear on the Student Aid Report (SAR).

Applying though TOCC

It is recommended that students file their FAFSA at the TOCC Financial Aid Office, as it expedites the financial aid process. The student provides the necessary information such as IRS

income tax information, enters the information electronically, and then sends it to the Central Processing System. Please contact the Financial Aid Office (520) 383-0075 for assistance.

Paper Application Method

Students may complete a paper FAFSA (available in English and Spanish) and submit it for processing using an envelope. The Central Processing System (CPS) will accept FAFSAs printed out from PDFs that are available at www.fsa4counselors.ed.gov. If completing a paper FAFSA, it will take more than three weeks for the FAFSA to be processed.

Student Aid Report (SAR)

The Student Aid Report (SAR) is the document that students receive from the U.S. Department of Education in response to their FAFSA. The SAR informs the student of the Expected Family Contribution (EFC) and of their available federal student aid. Unless the student's SAR is identified as having problems, the EFC is printed on the upper right corner of the front page of the report. The SAR also includes instructions such as how to make corrections to the data the student supplied on the original FAFSA.

Major Federal Student Aid Programs

The U.S. Department of Education offers three major types of financial aid. The Pell Grant and the Federal Supplemental Education Grants are "gift aid" and do not have to be repaid unless an overpayment has resulted due to the student withdrawing before the end of the enrollment period for which the grant was awarded. It is the school's responsibility to inform the student whether any funds must be returned to the Department of Education. The other major type of financial aid is the Federal Work-Study that provides income (which does not have to be repaid) from part-time employment, either on campus or in the community. A fourth type of federal aid is Veteran's Benefits.

Federal Grants: The Pell Grant

Federal Pell Grants are awarded according to rules set by Congress. Every year the U.S. Department of Education publishes updated tables used in the Expected Family Contribution calculation. The EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education for the year. The EFC is calculated according to a formula specified by law. If a student is eligible on the basis of these rules, an eligible school will receive the federal funds to pay the student his or her grant. The amount of funding a student receives through the Pell Grant is based on the student's EFC and the number of classes in which the student is enrolled.

How Much Federal Pell Grant Funding Can a Student Receive?

Each year, the Federal Grant Program publishes the Regular Payment Schedule for Determining Pell Grant Awards, which varies from year to year. To determine the amount of a student's Federal Pell Grant, the TOCC Financial Aid Administrator considers the cost of attendance, the Expected Family Contribution (EFC), and other factors.

Payment Due Date for Pell Grant Recipients

Under certain circumstances, there are students who have filled out their Free Application for Federal Student Aid (FAFSA) and have registered to attend school but who cannot pay for tuition, textbooks, and fees at the time of registration. In these cases, when a student has an

Institutional Student Information Record (ISIR) that has been approved for a Pell Grant on file with the TOCC Financial Aid Office, the Financial Aid Director will provide the student with a “Letter of Acceptance,” for the student to take to Admissions and the Bookstore to register for classes and obtain books. With approval by the student all fees, tuition and expenses will be deducted from the student’s Pell award once received by the College.

Campus-Based Programs: Federal Supplemental Educational Opportunity Grants and Federal Work-Study

Campus-based programs are administered by the Financial Aid Office at eligible schools that choose to participate. The U.S. Department of Education provides funding for the campus-based programs at TOCC. All students who apply for either the Federal Supplemental Education Grant or the Federal Work Study must fill out a FAFSA.

Veterans Benefits

Brief descriptions follow of major benefits program administered by the U.S. Veterans Administration (VA). For more information about VA education programs, visit the Financial Aid Office, call (888) 24-2551, or visit www.gibill.va.gov.

Chapter 30

The Montgomery GI Bill-Active Educational Assistance program provides up to 36 months of education benefits for a variety of programs.

Chapter 33- Post 911 Yellow Ribbon Program

The Post-9/11 Yellow Ribbon Program GI Bill will pay you:

- All resident tuition and fees for a public college; or,
- The lower of the actual tuition and fees, or the national maximum per academic year, for a private college.

Dependents’ Educational Assistance Program (DEA)

Students may qualify for DEA benefits if they are spouses or children of:

- Veterans who die or are permanently and totally disabled as the result of a service-connected disability arising from active service in the armed forces;
- Veterans who died from any cause while rated permanently and totally disabled from the service-connected disability;
- Service persons missing in action or captured in the line of duty by a hostile force;
- Service persons forcibly detained or interned in the line of duty by a foreign government or power; or,
- Service persons hospitalized or receiving outpatient treatment for a service connected permanent and total disability and likely to be discharged for that disability.

Veterans Educational Assistance Program (VEAP)

Veterans Educational Assistance Program (VEAP) benefits are available to certain veterans who entered active duty between January 1, 1977, and June 30, 1985.

Reserve Educational Assistance Program (REAP)

The Reserve Educational Assistance Program (REAP), also known as Chapter 1607, makes certain reservists who served for at least 90 days after September 11, 2001, eligible either for education benefits or for increased benefits.

To learn more about Federal Student Aid Programs, visit www.federalstudentaid.ed.gov.

Other Sources of Funding for College

Financial aid may be awarded from nonfederal sources in the form of scholarships. The Financial Aid Office requires that the student submit a scholarship application in addition to the Free Application for Federal Student (FAFSA), which assists in determining the student's Expected Family Contribution (EFC). The best source of information on aid available at a college is the college's Financial Aid Office.

Campus-Based Work Study

TOCC offers a campus-based institutional work-study program for students who do not qualify for Federal Financial Aid, but who still demonstrate a need for financial assistance to attend college. To be eligible, students need to complete the FAFSA. Student aid employment allows the student to work 20 hours a week while attending TOCC. Students must be enrolled full-time to qualify.

Private Scholarships

A student may qualify for a private grant or scholarship for academic achievement awarded by private sources recognizing religious affiliation, ethnic or racial background, community activities, athletic ability, hobbies, or special interests. The Federal Student Aid website, which can be found at www.FederalStudentAid.ed.gov, offers a free scholarship search based on these and other criteria. The TOCC Financial Aid Office also provides a list of scholarships.

Tohono O'odham Nation Scholarship Office

TOCC encourages students to contact the Tohono O'odham Nation Scholarship Office located in the Tohono O'odham Nation Department of Education to pursue possible sources of financial aid from the Nation. Call (520) 383-6571 for more information. Students may also seek financial support from their District Council Education Committees. Students who receive a Tohono O'odham Nation Scholarship and are receiving a Pell Grant from the college must report to the TOCC Financial Aid Director how much they received from the Nation's Scholarship office. This aid must be included in the student's award package to verify that the student does not go over the Cost of Attendance financial need limit.

American Indian College Fund

The American Indian College Fund (AICF) was established in 1989 under the American Indian Higher Education Consortium (AIHEC). The mission of AICF is to raise scholarship funds for American Indian Students to use at qualified tribal colleges and universities and to broaden awareness of those institutions and of the Fund itself. The AICF also raises money and resources for other needs at the colleges, including capital projects, operations, endowments or program initiatives. The AICF conducts fundraising and related activities for Board-directed initiatives. Students interested in applying for an AICF Scholarship may go www.collegefund.org to search for scholarship listings, as well as ask the TOCC Financial Aid Office for assistance.

American Indian Education Foundation

The American Indian Education Foundation (AIEF) was established to support educational opportunities for American Indian and Alaska Native students. Its vision is to enhance strong, self-sufficient American Indian communities. Scholarships are awarded for each academic year and recipients are chosen by a national selection committee. More information on the AIEF can be found at the TOCC Financial Aid Office or on the foundation's website at www.aiefprograms.org, or by calling AIEF regarding the Fund's scholarship program at (800) 881-8694.

Additional Scholarship Information

The TOCC Financial Aid Office provides scholarship information for over 200 agencies throughout the U.S. that provide scholarships to both college and university students. Students who are interested in receiving the names of these agencies should contact the Financial Aid Office for assistance.

Academic Progress Requirements for Federal Financial Aid Title IV Recipients: Why It Is Important to Maintain It

Satisfactory Academic Progress (SAP) must be maintained to be eligible for financial aid and other benefits (more information about this is in Chapter 3 of this catalog). SAP is based on Grade Point Average (GPA) and on the percentage of courses completed. As long as the cumulative (overall) GPA meets or exceeds the standards listed in the table below, one of the two major requirements for Satisfactory Academic Progress is met.

GPA Requirement for Satisfactory Academic Progress at TOCC

| Total Credits Completed | Minimum Grade Point Average (GPA) |
|--------------------------------|--|
| 0-3 | 1.0 |
| 4-9 | 1.2 |
| 10-14 | 1.3 |
| 15-24 | 1.5 |
| 25-48 | 1.75 |
| 49 or more | 2.0 |

In addition to maintaining a minimum GPA, as described in the table above, you must complete 2/3, or 67%, of the credits you take each semester. For example, if you take 12 credits you must complete 8 in order to maintain SAP.

Examples of the quantitative requirements under Title IV:

- Complete 67% of all courses attempted each semester.
- Duration of eligibility: Pell will be awarded only up to 150% of the credits required for a program of study.
- A student must complete the requirement for the degree within 150% of the time it normally takes to complete the degree.

Example: 63 credits required for degree x 150% = 94 credit hours a student may attempt while working on the degree.

Each semester, the student must pass 67% of the credits in which he or she is enrolled.

Example: 18 credits x 67% = 12 credits; 15 credits x 67% = 10 credits

Courses with the following grades will not be considered as credits successfully completed, but will be counted as credits attempted in computing satisfactory academic progress:

F – Failure
I – Incomplete

W – Withdrawal
P – Pass

WIP – Work in Progress
FW – Faculty Withdrawal

Each student receiving financial aid will have his or her academic progress and duration of eligibility reviewed annually. Students on Financial Aid Probation will have their academic progress and duration of eligibility reviewed each semester.

Duration of Eligibility for Multiple Degrees

Students who receive Title IV funding (financial aid contributions from the Federal Government, such as Pell Grants, etc.) to pursue multiple degrees must meet additional guidelines for duration of eligibility. Students desiring a second degree must be officially admitted to the new program of study and all courses from previous programs that are applicable will be counted as courses completed for new the program of study.

Example: A student has attempted 95 credits and his second program of study requires 63 credits to complete.

Students reaching their duration of eligibility may appeal to the Financial Aid Committee in writing. They may request to receive Title IV (Pell) funding for one additional semester if they are graduating at the end of that semester. For additional questions or information about Title IV Funds, please contact the Financial Aid Office.

Chapter 4 - Know the Basics: Grades and Graduation



TOCC's glass recycling program: Richard Pablo, student and intern, helps level 250 pound slabs fashioned from recycled glass and steel dust, used to create a beautiful patio area outside the Tohono O'odham Nation's Cultural Center and Museum. The glass is collected from community dump sites on the Tohono O'odham Nation.

Mastering the Basics of the College Experience

To get off to a good start, students should become familiar with the basic terms, rules, and regulations that apply during their college experience. This Chapter provides an overview of this information. Included is information about TOCC's grade structure, the requirements to keep grades at required passing levels for graduation, how grades are calculated, and developmental level coursework and placement testing.

Frequently Asked Questions (FAQ)

What is a "grade" and why is it important?

A grade is a mark that you earn by taking a class. The Instructor decides how well you have done in class and assigns a grade. The grade goes on your transcript and becomes part of your permanent record.

What is a “transcript” and how can you get a copy?

A transcript is a record of the grades you earn during your time in college. Each semester, Instructors submit grades to the Director of Admissions and Records at TOCC, and they are then put on your transcript. You can get a copy of your transcript from the Student Services division in the Main Building on Main Campus.

What is a “semester?”

A semester refers to the cycle of time wherein classes are taught. The semester length at TOCC is 17 weeks. There are two semesters in a year: fall and spring. Summer sessions are much shorter, running around 5 to 8 weeks in length. When you take classes in summer sessions you still earn semester credits.

What is a “credit?”

A credit assigns a value to a course you take during a semester. Most courses are either 3 or 4 credits. You need 12 credits in a semester to be considered a full-time student at TOCC.

What is a “Grade Point Average” or GPA?

The grade point average or GPA is a combination of credits (also called credit hours) you earn and the grades you receive for those credits.

How is GPA calculated?

GPA equals the sum of the number of credits per class, multiplied by the points awarded for each class, divided by the number of credits. As an example:

- You took 4 classes this semester and each class was 3 credits, which is 12 credits total ($4 \times 3 = 12$).
- You earned an A grade in two classes, and a B and a C in the other two classes.
- An A is worth 4.0 points, so you earned 24 points in those two classes ($4 \text{ points} \times 6 \text{ credits} = 24 \text{ points}$).
- The B is worth 3.0 points, so you earned 9 points in that class ($3 \text{ points} \times 3 \text{ credits} = 9 \text{ points}$).
- The C is worth 2.0 points, so you earned 6 points in that class ($2 \text{ points} \times 3 \text{ credits} = 6 \text{ points}$).
- The sum of points you earned is 39 ($24+9+6$).
- $39 \text{ points} \div 12 \text{ (sum of credits you took)} = 3.25$.
- Your GPA would be 3.25 for that semester.

These calculations are done each semester and they are summed up for all semesters enrolled at TOCC. The GPA for all of the courses taken while at TOCC is called the Cumulative GPA. (See the table below for information about how many points are earned for different grades. Some grades, like T for transfer, are not used in the calculation of your GPA.

Am I a full-time or part-time student?

You are classified as a full-time student if you are enrolled for 12 or more credit hours in the fall or spring semester or for 6 or more credit hours in a summer session. You are classified as a part-time student if you are enrolled for 1-11 credit hours in the fall or spring semester or for 1-5 credit hours during a summer session.

Am I a freshman or sophomore?

You are a freshman if you have earned fewer than 30 credit hours. You become a sophomore once you earn 30 or more credit hours.

Can I repeat a course for credit?

If you repeat a course, all records of the course, including the grades, will appear on your transcript. However, the highest grade earned will be used to compute your cumulative grade point average.

Can I transfer credits I earned at other colleges and universities?

If courses were taken at another college or university, submit an official transcript to determine if its credits will transfer to TOCC. TOCC will evaluate it to determine which course credits will be accepted for transfer. Courses with a 100 or higher prefix for which a C or higher grade was earned may transfer. If transferred they are entered on the TOCC transcript with a grade of "T." The Transfer Policy is included in this Catalog in Chapter 1.

TOCC's Grading System

| Grades | Explanation | Grade Points |
|-------------------------|---|---|
| A | Superior | 4 |
| B | Above Average | 3 |
| C | Average | 2 |
| D | Below Average | 1 |
| F | Fail | 0 |
| AU (Audit)* | AU indicates the student is enrolled in a class in order to attend, but not to earn credit. | NA |
| WIP (Work in Progress) | WIP shows on the transcript indicating a student is in a current class, but that grades have not yet been assigned. | NA |
| I (Incomplete) ** | I on the transcript indicates the Instructor has agreed not to award a grade until work assignments agreed upon by both Instructor and student are turned in. | NA |
| FW | FW indicates the Instructor withdrew the student from the class. | NA but some colleges may compute as failing |
| W | W indicates the student initiated withdrawal prior to official withdrawal date for the course. | NA but some colleges may compute as failing |
| Y | Y indicates a special withdrawal done by the Instructor at the end of the semester, and when no other grade is appropriate. | NA |
| T | T indicates that a course the student took at another college has been transferred in to TOCC. | NA |
| X | X indicates credit earned by the student through a proficiency examination. | NA |

*Students wishing to audit a class must receive the written permission of the Instructor and must complete AU paperwork by the end of the official deadline for registration

**Once assignments are turned in, the Instructor submits a change of grade form to the Director of Admissions and Records. Any "I" grade not changed within one year from the end of the semester automatically becomes an F.

EARS – Early Alert Reporting System

Every semester your Instructor will complete a form at weeks 4, 8, and 12 indicating whether you are making satisfactory progress toward completion of the class. If there is an apparent issue or issues that suggest you are not doing as well as you should be, you will be notified. That notification is being made to assist you and to help ensure that you complete the course with a passing grade.

Midterm Progress Report

Each semester, you will receive a Midterm Progress Report that indicates, for each course in which you are enrolled, whether you are making Satisfactory or Unsatisfactory progress as determined by your Instructor. Your report will also include specific suggestions to help you successfully complete the semester.

Academic Alert

After the end of each fall, spring, or summer semester, TOCC will identify students whose grades cause them to be placed on Academic Alert and will notify them by email and snail mail. Students will be placed on Academic Alert if either of the following conditions applies:

- The student's cumulative grade point average does not meet the minimum standards for good academic standing (per the GPA requirements chart above).
- The student has appealed and been reinstated after having been placed on Academic Disqualification.

If you receive information stating that you have been placed on Academic Alert, that letter will indicate what College resources can assist you in improving your academic performance, and what specific steps you must take during your next semester to return to good academic standing.

Academic Disqualification

A student on Academic Alert will be academically disqualified if after the academic alert semester, the student has not returned to good academic standing. If the student earns a 2.0 GPA or higher for the current semester, the student will be permitted to continue on academic alert status.

A student who is academically disqualified has the option to follow an established college appeal procedure for reinstatement. See the *TOCC Student Handbook* for details. If the appeal process is successful and the student is reinstated, he/she will revert to an Academic Alert status for one semester.

Catalog of Record

The official TOCC catalog that is in effect when you originally enroll is your "catalog of record." This catalog determines the specific requirements you must meet to successfully complete your program of study. If you maintain continuous enrollment (meaning that you continue to take

classes and continue to make satisfactory academic progress without a break of one year or more), you may use the requirements in the catalog of record for your program. If you do maintain continuous enrollment you may also choose to meet the requirements of any other catalog in effect after you originally enroll. If you have a break in enrollment of one year or more, your catalog of record will be the one in effect when you re-enroll. If you re-enroll during a summer term, your catalog of record is the one in effect for the following fall semester.

Himdag Requirement

TOCC encourages the growth of students' cultural knowledge by seeking to transmit learning in ways that respect the Tohono O'odham Himdag (cultural ways and practices of the Tohono O'odham). TOCC requires that all students, staff, and faculty complete HIS 122 Tohono O'odham History and Culture, and THO 101 Elementary Tohono O'odham. All of TOCC's degrees and certificates include this requirement. The required courses may also apply to one or more General Education requirements (see Chapter 5).

About General Education

General education course requirements introduce students to subjects ranging from the arts to the sciences. TOCC's general education requirements are embedded in its degree and certificate offerings. The Himdag (culture and language) requirement introduces students to the richness of the language, culture and history of the Tohono O'odham. The science requirements teach students the basics of the scientific method and introduce them to the systematic study of the natural world. The social and behavioral science requirements challenge students to consider the social arrangements that human beings have created over time and to explore the nature of consciousness and being. The communication requirements are aimed at helping students to develop clarity and precision in their writing, while at the same time stimulating their creativity.

The overall goal of general education at TOCC is to prepare students to think critically, communicate effectively, appreciate culture and diversity, and to have a sufficient background in higher education to succeed in future courses of study at colleges and universities, and to succeed in employment.

Arizona community colleges and public universities share much of their general education requirements with the State's university system. The Arizona General Education Curriculum (AGEC) specifies general education course requirements that students must take to complete requirements for transfer to Arizona's public universities. Students who wish to attend The University of Arizona, Arizona State University or Northern Arizona University are guaranteed admission to a bachelor's degree program if they complete AGEC general education requirements or a TOCC Associate degree (TOCC's Associate degrees include completing AGEC requirements). The AGEC certificate requires a 2.5 GPA. (See Chapter 5 for TOCC's degrees, certificates and AGEC requirements).

Arizona University System: Transfer Requirements and AGEC

TOCC participates in the Arizona Statewide Articulation and Transfer System (AZTransfer). Students are encouraged to visit the transfer system website at www.aztransfer.com for information and resources for planning their current and future education.

To transfer to an Arizona university after completing an Associate degree for transfer, a student must have an overall GPA of 2.0 or higher, or they will not be guaranteed entry, or guaranteed that all courses will transfer (Out-of-state students need a 2.5 overall GPA in their Associate degrees in order to transfer.) The GPA for the AGEC component of an Associate degree for transfer must be 2.5 or higher, with no courses for the certificate with a grade below a 2.0.

Pre-Program Developmental Courses and Placement Testing

Pre-program courses (generally called “developmental courses”) are designed to increase skill levels so that students will be able to succeed in college level courses. Developmental courses begin with a zero (IRW 070, IRW 090, MAT 092, etc.) College level courses are numbered 100 or above (WRT 101, MAT 122, GEO 103, etc.).

Students entering TOCC are assessed through a computer-based test. The results are used to determine skill levels in reading, writing and math and to determine whether developmental courses need to be taken. The purpose is to help students succeed in college. There is no “failing” score on the placement test. The results are simply an indicator of a person’s skill levels in basic subject areas of math, reading and writing.

The test is used to determine whether you will be placed in a developmental course and at what level. The guidelines below may help you to get a higher score.

Reading and Writing Tests: Who Needs to Take These and Are There Exceptions?

Students entering TOCC for the first time, and students who are returning after an absence of more than two years, are required to take the reading and writing portions of the placement test unless one of the following applies:

- The student has completed 24 semester hours of college level (100 or above) credits with a GPA of 2.0 or higher within the past two years; or,
- The student has taken WRT 101 Writing I, or an equivalent course, and has earned a grade of C or better; or,
- The student has graduated with a high school diploma within the last two years, the student was a full-time high school student in his or her senior year, and earned a GPA of 3.25 or higher during that senior year; or,
- The student completed assessment testing at another institution and submits those scores to TOCC (TOCC accepts ACT, COMPASS, and Accuplacer scores).

Students who do not need to take the reading and writing placement test based on one of the above bulleted items will have a statement entered into their file by the Student Service Specialist and are eligible to take WRT 101 Writing I, if they have not already done so.

Math Test: Who Needs to Take It and Are There Exceptions?

Students entering TOCC for the first time and students who are returning after an absence of more than two years are required to take the math portion(s) of the exam unless one of the following applies:

- The student has earned 3 semester hour credits for MAT 122 Intermediate Algebra (or higher) with a grade of 2.0 (C) or higher within the last 3 years; or,

- The student has a high school diploma and earned a grade of 3.0 or higher in a course equivalent or higher than MAT 151 College Algebra within the past one year; or,
- The student earned a GED within the past year and passed the math portion with a score of 150 or higher as evidenced by the GED certificate.

Students who do not need to take the math placement test because they have met one or more of the criteria on the bulleted list above are eligible to take MAT 151 College Algebra.

Placement Tests and Cut Scores

Colleges and universities across the country use assessment testing in order to help place students into the class or classes that will help them develop the college-level skills they need to succeed. Cut scores are the test scores that colleges adopt in order to determine whether students would benefit from developmental level courses before moving into college level courses in math, writing, and reading. (Cut scores will be posted on the TOCC website as they are currently under review.) If a student believes that he or she could do better on the placement tests results, arrangements can be made to re-take all or part of them.

Tips for Students Taking the Placement Test

- Be rested, be sure to have plenty of time, and practice in advance.
- Try out some practice questions. The Student Support Specialist can provide information on the practice test site.
- You cannot pass or fail the placement test. It is an assessment to help place you in courses that match your skill level, so there is no pressure to make a certain grade.
- The Reading section tests comprehension. Take your time and think the answers through.
- Remember, there is no time limit and it's not about how fast you can read.
- The Writing asks you to write an essay – you have as much time as you need.
- The Math test has several levels. It starts with pre-algebra and the difficulty level increases as you progress through the test. As soon as the program assesses your math ability, it stops testing.
- You can use a calculator during the math portion of the exam. The test proctor will provide scratch paper.
- Personal items and cell phones, iPads, computers, MP3 players, and other electronic devices are not allowed in the testing room.

Summary of Pre-Program and Developmental Requirements at TOCC

- Placement in developmental courses is done according to student scores on the placement tests as described earlier in this chapter.
- Student access to “gateway” courses (that is, WRT 101 Writing I, MAT 142 Topics in College Math, or MAT 151 College Algebra) is dependent on either testing into those courses or taking and passing the needed developmental level courses in Reading, Writing, and Math.
- Taking the gateway courses early helps ensure that a student will have the prerequisites needed for courses that are required for TOCC certificates and degrees and to meet AGECE requirements for transfer.

Graduation Requirements

If nearing graduation (within a semester away from earning a certificate or degree) students must submit a graduation application by the due date listed in the Academic Calendar. The application may be obtained from Student Services or online. If the form is not submitted by the due date, graduation may be delayed.

The TOCC residency requirement must be met: If working on a Certificate or Associate of Applied Science degree, at least 6 credit hours must be earned at TOCC in order to graduate from TOCC. If working on an Associate degree at least 15 credit hours must be earned at TOCC. This residency requirement must be met through courses numbered 100 or higher.

All of the courses listed on the degree or certificate checklist that students are working toward must be completed. Courses must be completed within a specified time limit. Courses taken more than eight years prior to graduation cannot be counted toward graduation. For areas of study that change rapidly, such as Information Technology, TOCC reserves the right to review, accept or reject, or require upgraded coursework.

The GPA and Grade requirements must be met. A grade of “C” or higher in all of the General Education classes is required for the degree or certificate and in all transferrable coursework. An overall GPA of 2.0 or higher is required.

Graduation with Honors

If a student has completed 30 credit hours at TOCC, a cumulative GPA of 3.5 or higher will earn graduation with honors. Students earning a GPA of 3.5 to 3.799 graduate “with honors.” Students earning a GPA of 3.8 to 4.0 graduate with “high honors.” The honors designation will appear on diplomas and official transcripts.

Chapter 5 - Earning Degrees and Certificates



Tohono O'odham Community College Graduates, Class of 2016

Why College Is a Good Choice

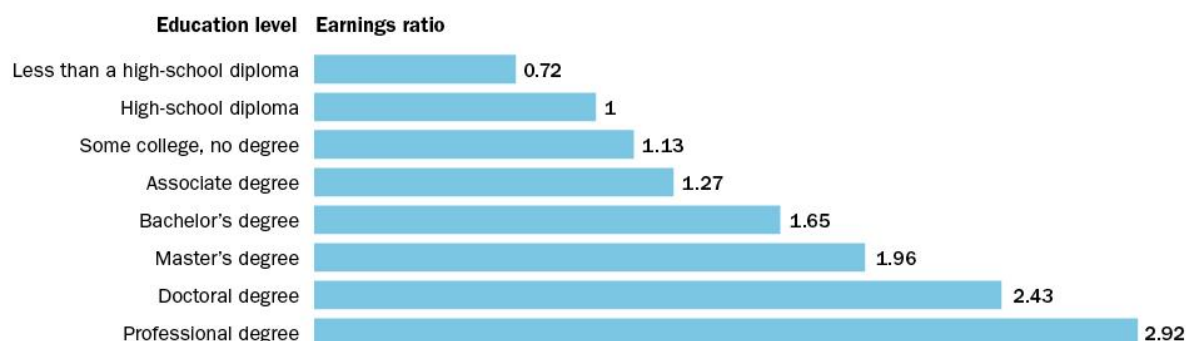
College is a mind expander. It is a window onto the wonders of existence on this earth. It is an experience that arms you with skills and knowledge that you can use to navigate this life. It deepens your appreciation for culture, history and language. It is an opportunity to meet people, have fun, think deeply, and to earn a college degree or certificate.

Degrees and certificates represent your educational accomplishments in college. Because they signify that you have gained expertise in a particular field, they are a pathway to increased economic success and often to finding a satisfying profession. In most cases, when you sign up to pursue a degree or certificate at TOCC, you will be eligible for federal financial aid (See chapter 3).

Financial Benefits You Can Realize by Attending College

Higher Education Raises Earnings Ratio

The typical bachelor’s-degree recipient can expect to earn about two-thirds more than a high-school graduate over a 40-year working life. This chart shows expected earnings relative to those of a high-school graduate.



Source: College Board's "Education Pays 2013"

Benefits of Starting Your College Career at Tohono O’odham Community College

Students gain a variety of benefits by attending TOCC, which is a fully accredited two-year college. The credits you earn at TOCC are recognized nationally, and other colleges will give them full consideration for transfer purposes if you decide to transfer either before or after you earn a degree or certificate at TOCC.

TOCC’s mission includes preparing students for careers and community life, just as other colleges do, but it also includes an emphasis on Himdag (the cultural ways of the O’odham). TOCC is small and you will have personal attention. Classes are small and you can get to know your instructors and fellow students as you study and learn together.

TOCC is inexpensive compared to other colleges. You can earn a two-year Associate degree at TOCC and be debt-free on graduation if you maintain satisfactory academic progress (Defined in chapter 4).

Read about the degrees and certificates available at TOCC on the next few pages. Then look through this chapter to see which one(s) may interest you. Finally, see the Academic Advisor and talk to faculty members for more information.

Introducing TOCC Degrees and Certificates

Each program and certificate in this chapter includes a short description and a list of the classes you need to take to earn it. The lists are the “roadmap” for you to follow from the time you sign up at TOCC until you are ready to graduate. This section introduces you to the kind of degrees and certificates that TOCC offers.

TOCC offers Associate and Associate of Applied Science degrees. Both are two-year degrees but there is an important difference.

Associate Degrees

Associate degrees are designed for students who plan to transfer to four-year colleges and universities to earn Bachelor degrees after they graduate. TOCC offers six Associate degrees:

- Associate of Fine Arts in Art, studio emphasis (AFA)
- Associate of Business in Business Administration (ABBA)
- Associate of Arts in Early Childhood Education (AAECE)
- Associate of Arts in Liberal Arts (AALA)
- Associate of Science in Life Science (ASLS)
- Associate of Arts in Social Services (AASS)

Associate of Applied Science (AAS) degrees

AAS degrees are designed to provide career-specific skills that lead directly to employment. Students earning these degrees may also transfer to 4-year colleges and universities, though that is not the purpose of the Associate of Applied Science track. TOCC offers eight Associate of Applied Science (AAS) degrees:

- AAS in Carpentry (AASCR)
- AAS in Electrical (AASEL)
- AAS in Plumbing (AASPL)
- AAS in Construction Painting (AASPN)
- AAS in Business Management (AASBM)
- AAS in Early Childhood Education (AASEC)
- AAS in Social Services (AASSS)
- AAS Environmental Studies in Indigenous Borderlands (AASES)

Certificate Programs

Certificate programs prepare students for employment in a variety of occupations. TOCC offers a total of ten certificates in a variety of areas. Choose from among the following:

- Basic Certificate in Carpentry (BCRTC))
- Advanced Certificate in Carpentry (ACRTC)
- Basic Certificate in Electrical (BCRTE)
- Advanced Certificate in Electrical (ACRTE)
- Certificate in Construction Painting (CRTPN)
- Basic Certificate in Plumbing (BCRTP)
- Advanced Certificate in Plumbing (ACRTP)
- Certificate in Casino Gaming (CRTCG)
- Certificate in Social Services (CRTSS)

Arizona General Education Curriculum (AGEC)

AGEC stands for Arizona General Education Curriculum, which TOCC and other community colleges in Arizona provide to students at their institutions. This standard general education curriculum is offered to assist students who plan to transfer to the public universities in Arizona,

and which complete part of the freshman and sophomore level requirements at Northern Arizona University (NAU), Arizona State University (ASU) and The University of Arizona (UA).

The AGECE is a block of 35 or more credits awarded by an Arizona public community college that meets the lower division general education requirements at the state universities.

Students who complete an AGECE certificate with a Grade Point Average of 2.5 or higher are guaranteed that all the credits they earn for their AGECE block of courses will be accepted at NAU, ASU and UA. In addition, if the AGECE block of courses is earned as part of an Associate degree, up to 64 of the credits for that degree will automatically transfer if the student has an overall GPA of 2.5.

The AGECE block of courses is not a degree, and the AGECE required courses are not designed to lead to employment. TOCC's Associate degrees include AGECE requirements, meaning that they are included in the coursework needed for the Associate degrees. The AGECE-A requirements are to meet transfer requirements for liberal arts, an AGECE-B for business, or an AGECE-S for science. The specific requirements are described in the last section of this Chapter.

In addition to going over the templates for degrees and certificates, be sure to read the information about those certificates and degrees. That information, about possible uses of the degrees or certificates, may help you determine which one you may want to select. If you have any questions about the degrees, or want to know more about them, be sure to talk with your advisor and instructors.

The degree and certificate templates in this Chapter can be chosen by any student, including those who started during a different catalog year. A student who enrolled in a previous year should compare the program or certificate templates from the catalog that was current, when first enrolled, to the templates in this catalog, and choose the catalog that will complete graduation requirements in the shortest amount of time (read the details on this topic in Chapter 4).

Art Program**Associate of Fine Arts – (AFA) (Studio Emphasis)**

TOCC's Associate in Fine Art (AFA) program is designed to provide an excellent preparation for students who wish to pursue a career in Art that involves transferring to another college or university. The AFA degree emphasizes both theory and practice and includes requirements for substantial hands-on creative work.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 142 Topics in College Math or higher | 3 |
| Humanities and Fine Arts | ARH 101 History of Art I | 3 |
| | ARH 102 History of Art II | 3 |
| | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | ARH 203 History of Global Indigenous Visual Cultures | 3 |
| | ARH 204 History of Native American Visual Cultures | 3 |
| | HIS 122 meets this requirement | N/A |
| Two lab-loaded Science courses | BIO 208N Tohono O'odham Ethnobotany | 4 |
| | BIO 109N Natural History of the Southwest | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 36 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | ART 100 Basic Design | 3 |
| | ART 110 Drawing | 3 |
| | ART 104 Digital Photography I | 3 |
| | ART 115 3D Design | 3 |
| | ART 150 Color & Composition | 3 |
| | ART 205 Painting | 3 |
| | ART 210 Drawing II | 3 |
| | ART 255 Printmaking I | 3 |
| | ART 290 Portfolio | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 25 |
| Section III. Electives | | |
| Courses Fulfill Requirement | | Credits Required |
| Take any two of the following classes ART 200, ART 204, ART 215, ART 220, ART 225, ART 230, ART 240, or ART 260 - TOTAL CREDITS - ELECTIVES | | 6 |
| TOTAL CREDIT HOURS | | 67 |

Building and Construction Technologies (BCT) Programs

Building and Construction Technologies (BCT) programs are headquartered at the West Campus about two miles west of Sells, the most populous community on the Tohono O'odham Nation. Students choosing to pursue occupational goals in the fields of carpentry, construction painting, plumbing, or electrical should consider one of the Certificates or Associate of Applied Science degrees that are offered. The BCT curricula are based on the requirements of the National Center for Construction Education and Research (NCCER).

Students enrolling in the BCT classes are not required to register for the Apprenticeship program sponsored by the Department of Labor, but they will not be eligible to be sent out for the Apprenticeship required On the Job Learning (OJL) hours. Students who register and are accepted into the Apprenticeship program (carpentry, electrical, painting, and plumbing), sponsored by the Department of Labor, must have a high school diploma or GED and meet other requirements to be accepted as an Apprentice, including being enrolled in the BCT courses. (For more information, see the Apprenticeship Standards available at the Occupational Programs Office at West Campus.)

Carpentry Certificates and Degrees

Students learn and apply knowledge in the four phases of carpentry: forms and framing, outside and inside finishing, trim carpentry, and interior detailing. The core topics of the carpentry program include introduction to the carpentry profession, care and use of tools and machinery, job safety, science and mathematics related to the carpentry trade, and basic blueprint reading. In addition, other topics include form building, rough framing, outside finishing, site layout, inside finishing, acoustics and drywall.

Basic Certificate in Carpentry (BCRTC)

This certificate provides basic skills and foundations that permit an applicant to enter the work force as an entry-level helper in carpentry. The coursework is based on Levels 1 and 2 of the National Center for Construction Education and Research (NCCER) curriculum in carpentry. Students who complete the Basic Certificate can progress to the Advanced Certificate and then to the Associate of Applied Science degree.

| Section I – General Education Requirements | | |
|--|---|------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 7 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core Requirements | BCT 100H Professionalism in Service | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 7 |
| Section III. Carpentry Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 141H Introduction to the Carpentry Profession | 6 |
| | BCT 142H Carpentry I | 6 |
| | BCT 143H Carpentry II | 6 |
| | BCT 144H Carpentry III | 6 |
| TOTAL CREDITS - CONCENTRATION | | 24 |
| TOTAL CREDIT HOURS | | 38 |

Advanced Certificate in Carpentry (ACRTC)

This certificate provides advanced skill levels found in the entry-level technician/journey worker levels of the carpentry trade. Applicants with this level of skill can expect to enter the work force at an intermediate pay scale with rapid advancement, based on demonstrated skills required in carpentry. This level of employment requires good basic reading, writing, math and carpentry skills. In addition, it requires good work habits and the ability to follow instructions from supervisors to be successful in the workplace. Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree. A portion of these courses will transfer toward a Bachelor of Applied Science (BAS) degree program at the Arizona universities.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 7 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core Requirements | BCT 100H Professionalism in Service for Building and Construction Technologies 1 | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 7 |
| Section III. Carpentry Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 141H Introduction to the Carpentry Profession | 6 |
| | BCT 142H Carpentry I | 6 |
| | BCT 143H Carpentry II | 6 |
| | BCT 144H Carpentry III | 6 |
| | BCT 241H Carpentry IV | 6 |
| | BCT 242H Carpentry V | 6 |
| | BCT 243H Carpentry VI | 6 |
| | BCT 244H Carpentry VII | 6 |
| TOTAL CREDITS - CONCENTRATION | | 48 |
| TOTAL CREDIT HOURS | | 62 |

Associate of Applied Science in Carpentry (AASCR)

This degree provides additional general education coursework to support the student's advancement to supervisory positions or to pursue further education. A portion of these courses will transfer toward a Bachelor of Applied Science (BAS) degree program at Arizona universities.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| Communication | WRT 101 Basic Writing I | 3 |
| Mathematics | MAT 122 Intermediate Algebra or higher | 3 |
| Humanities and Fine Arts | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| Computer & Information Literacy | BCT 100H Professionalism in Service for Building and Construction Technologies | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| TOTAL CREDITS - GENERAL EDUCATION | | 15 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core Requirements | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 5 |
| Section III. Carpentry Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| | BCT 141H Introduction to the Carpentry Profession | 6 |
| | BCT 142H Carpentry I | 6 |
| | BCT 143H Carpentry II | 6 |
| | BCT 144H Carpentry III | 6 |
| | BCT 241H Carpentry IV | 6 |
| | BCT 242H Carpentry V | 6 |
| | BCT 243H Carpentry VI | 6 |
| | BCT 244H Carpentry VII | 6 |
| TOTAL CREDITS - CONCENTRATION | | 48 |
| TOTAL CREDIT HOURS | | 68 |

Electrical Certificates

Students learn and apply knowledge in the three phases of electrician work: rough in, trim out, and troubleshooting. The core topics of the electrical program include introduction to the electrical profession, care and use of tools and machinery, job safety, science and mathematics related to the electrical trade, and basic blueprint reading. In addition, other topics include an introduction to electricity, identification of tools and materials, Romex and cable rough-in, DC and AC circuits, low voltage wiring, and underground, intermediate, and finish wiring.

Basic Certificate in Electrical (BCRTE)

This certificate provides basic skills and foundations that permit an applicant to enter the work force as an entry-level helper in electrical work. The coursework is based on the National Center for Construction Education and Research (NCCER) curriculum in electrical. Students who complete the Basic Certificate can progress to the Advanced Certificate and then to the Associate of Applied Science degree.

| Section I – General Education Requirements | | |
|--|--|------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 7 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core Requirements | BCT 100H Professionalism in Service for Building and Construction Technologies 1 | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 7 |
| Section III. Electrical Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 171H Introduction to the Electrical Profession | 6 |
| | BCT 172H Electrical I | 6 |
| | BCT 173H Electrical II | 6 |
| | BCT 174H Electrical III | 6 |
| TOTAL CREDITS - CONCENTRATION | | 24 |
| TOTAL CREDIT HOURS | | 38 |

Advanced Certificate in Electrical (ACRTE)

This certificate provides advanced skill levels found in the entry-level technician/journey worker levels of the electrical trade. Applicants with this level of skill can expect to enter the work force at an intermediate pay scale with rapid advancement, based on demonstrated skills required in electrical. This level of employment requires good basic reading, writing, math, and electrical skills. In addition, it requires good work habits and the ability to follow instructions from supervisors to be successful in the workplace. The coursework is based on the NCCER curriculum in electrical. Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree. A portion of these courses will transfer toward a Bachelor of Applied Science (BAS) degree program at Arizona universities.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 7 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core Requirements | BCT 100H Professionalism in Service for Building and Construction Technologies 1 | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 7 |
| Section III. Electrical Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 171H Introduction to the Electrical Profession | 6 |
| | BCT 172H Electrical I | 6 |
| | BCT 173H Electrical II | 6 |
| | BCT 174H Electrical III | 6 |
| | BCT 271H Electrical IV | 6 |
| | BCT 272H Electrical V | 6 |
| | BCT 273H Electrical VI | 6 |
| | BCT 274H Electrical VII | 6 |
| TOTAL CREDITS - CONCENTRATION | | 48 |
| TOTAL CREDIT HOURS | | 62 |

Associate of Applied Science in Electrical (AASEL)

This degree provides additional general education coursework to support a student's advancement to supervisory positions or to pursue further education. A portion of these courses will transfer toward a Bachelor of Applied Science (BAS) degree program at Arizona universities.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| Communication | OAP 151 Business English | 3 |
| Mathematics | MAT 122 Intermediate Algebra or higher | 3 |
| Humanities and Fine Arts | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| Computer & Information Literacy | BCT 100H Professionalism in Service for Building and Construction Technologies | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| TOTAL CREDITS - GENERAL EDUCATION | | 15 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core Requirements | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 5 |
| Section III. Electrical Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 171H Introduction to the Electrical Profession | 6 |
| | BCT 172H Electrical I | 6 |
| | BCT 173H Electrical II | 6 |
| | BCT 174H Electrical III | 6 |
| | BCT 271H Electrical IV | 6 |
| | BCT 272H Electrical V | 6 |
| | BCT 273H Electrical VI | 6 |
| | BCT 274H Electrical VII | 6 |
| TOTAL CREDITS - CONCENTRATION | | 48 |
| TOTAL CREDIT HOURS | | 68 |

Construction Painting

Students learn and apply knowledge in various phases of painting work, including interior and exterior wall and finish applications, and drywall taping and finishing. The core topics of the construction painting program include introduction to the painting profession, care and use of tools and machinery, job safety, science and mathematics related to the painting trade, and basic blueprint reading. Additional topics include water and oil-based paints, cleaners and finishes, brush, roller, and spray applications, texture coating, and acoustics and drywall.

Certificate in Construction Painting (CRTPN)

This certificate provides advanced skill levels found in the entry-level technician and journey worker levels of the painting trade. Applicants with this level of skill can expect to enter the work force at an intermediate pay scale with rapid advancement, based on demonstrated skills required in painting. This level of employment requires good basic reading, writing, math and painting skills.

| Section I – General Education Requirements | | |
|--|--|------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 7 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core Requirements | BCT 100H Professionalism in Service for Building and Construction Technologies | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 7 |
| Section III. Painting Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 161H Introduction to the Construction Painting Profession | 6 |
| | BCT 162H Construction Painting I | 6 |
| | BCT 163H Construction Painting II | 6 |
| | BCT 164H Construction Painting III | 6 |
| | BCT 261H Construction Painting IV | 6 |
| | BCT 262H Construction Painting V | 6 |
| TOTAL CREDITS - CONCENTRATION | | 36 |
| TOTAL CREDIT HOURS | | 50 |

Associate in Construction Painting (AASPN)

This degree provides additional general education coursework to support the student's advancement to supervisory positions or to pursue further education. Graduates of this program may also establish their own small business in the field.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| Communication | WRT 101 Writing I | 3 |
| | STU 100 College Success Skills | 1 |
| Mathematics | MAT 122 Intermediate Algebra or higher | 3 |
| Humanities and Fine Arts | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| Computer & Information Literacy | CIS 100 Introduction to Computers | 3 |
| TOTAL CREDITS - GENERAL EDUCATION | | 17 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | BCT 100H Professionalism in Service for Building and Construction Technologies | 1 |
| | BCT 101H Computers Literacy for Construction | 1 |
| | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 7 |
| Section III. Construction Painting Concentration | | |
| Fulfills Requirement | Course | Credits Required |
| Concentration | BCT 161H Introduction to the Construction Painting Profession | 6 |
| | BCT 162H Construction Painting I | 6 |
| | BCT 163H Construction Painting II | 6 |
| | BCT 164H Construction Painting III | 6 |
| | BCT 261H Construction Painting IV | 6 |
| | BCT 262H Construction Painting V | 6 |
| TOTAL CREDITS - CONCENTRATION | | 36 |
| TOTAL CREDIT HOURS | | 60 |

Plumbing

Students learn and apply knowledge in the four phases of plumbing work: rough in, intermediate, finish, and service applications. The core topics of the plumbing program include introduction to the plumbing profession, care and use of tools and machinery, job safety, science and mathematics related to the plumbing trade, and basic blueprint reading. Additional topics include drain systems, waste and vent systems, domestic water supply, gas installations (LPG and Natural), and plumbing fixtures.

Basic Certificate in Plumbing (BCRTP)

This certificate provides basic skills and foundations that permit an applicant to enter the work force as an entry-level helper in plumbing work. The coursework is based on the National Center for Construction Education and Research (NCCER) curriculum in plumbing. Students who complete the Basic Certificate can progress to the Advanced Certificate and then to the Associate of Applied Science degree. A portion of these courses will transfer toward a Bachelor of Applied Science (BAS) degree program at Arizona universities.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 7 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | BCT 100H Professionalism in Service for Building and Construction Technologies | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 7 |
| Section III. Electrical Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 180H Introduction to the Plumbing Profession | 6 |
| | BCT 181H Plumbing I | 6 |
| | BCT 182H Plumbing II | 6 |
| | BCT 183H Plumbing III | 6 |
| TOTAL CREDITS - CONCENTRATION | | 24 |
| TOTAL CREDIT HOURS | | 38 |

Advanced Certificate in Plumbing – (ACRTP)

This certificate provides advanced skill levels found in the entry-level technician/journey worker levels of the plumbing trade. Applicants with this level of skill can expect to enter the work force at an intermediate pay scale with rapid advancement, based on demonstrated skills required in plumbing. This level of employment requires good basic reading, writing, math, and plumbing skills. In addition, it requires good work habits and the ability to follow instructions from supervisors to be successful in the workplace.

The coursework is based the NCCER curriculum in plumbing. Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree. A portion of these courses will transfer toward a Bachelor of Applied Science (BAS) degree program at Arizona universities.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 7 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | BCT 100H Professionalism in Service for Building and Construction Technologies | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 7 |
| Section III. Electrical Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 180H Introduction to the Plumbing Profession | 6 |
| | BCT 181H Plumbing I | 6 |
| | BCT 182H Plumbing II | 6 |
| | BCT 183H Plumbing III | 6 |
| | BCT 236H Plumbing IV | 6 |
| | BCT 237H Plumbing V | 6 |
| | BCT 238H Plumbing VI | 6 |
| | BCT 239H Plumbing VII | 6 |
| TOTAL CREDITS - CONCENTRATION | | 48 |
| TOTAL CREDIT HOURS | | 62 |

Associate of Applied Science in Plumbing (AASPL)

This degree provides additional general education coursework to support a student's advancement to supervisory positions or to pursue further education. A portion of these courses will transfer toward a Bachelor of Applied Science (BAS) degree program at Arizona universities.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| Communication | OAP 151 Business English | 3 |
| Mathematics | MAT 122 Intermediate Algebra or higher | 3 |
| Humanities and Fine Arts | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| Computer & Information Literacy | BCT 100H Professionalism in Service for Building and Construction Technologies | 1 |
| | BCT 101H Computer Literacy for Construction | 1 |
| TOTAL CREDITS - GENERAL EDUCATION | | 15 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | BCT 111H Basic Safety | 1 |
| | BCT 112H Basic Construction Mathematics | 1 |
| | BCT 113H Hand and Power Tools | 1 |
| | BCT 114H Blueprint Reading | 1 |
| | BCT 115H Basic Rigging | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 5 |
| Section III. Electrical Concentration | | |
| Fulfill Requirements | Course | Credits Required |
| Concentration | BCT 180H Introduction to the Plumbing Profession | 6 |
| | BCT 181H Plumbing I | 6 |
| | BCT 182H Plumbing II | 6 |
| | BCT 183H Plumbing III | 6 |
| | BCT 236H Plumbing IV | 6 |
| | BCT 237H Plumbing V | 6 |
| | BCT 238H Plumbing VI | 6 |
| | BCT 239H Plumbing VII | 6 |
| TOTAL CREDITS - CONCENTRATION | | 48 |
| TOTAL CREDIT HOURS | | 68 |

Business Programs and Casino Gaming Certificate

Business Degrees

If you are interested in college degrees and certificates that would allow you to work in a variety of jobs, you may want to explore TOCC's business offerings. Graduates with a business degree may work in small or large companies, or work virtually at home using their computer, telephone and other technology. With a business degree you could also be an entrepreneur and open your own company, or create an online business via the Internet.

The Associate of Business in Business Administration (ABBA) is a transfer degree that incorporates the General Education requirements of the public universities in Arizona, which is the AGECE-B. The Associate of Applied Science in Business Management (AASBM) is a workforce degree intended for those students seeking entry-level employment upon completion.

TOCC graduates with a business degree can also work for the Tohono O'odham Nation in one of the many departments of the government. This degree can be useful in various fields, including the health industry, marketing, finance, and agriculture.

Casino Gaming Certificate (CAG)

The Casino Gaming Certificate (CAG) focuses on the business side of the gaming industry. The CAG Certificate will increase your knowledge of the business field in general and the tribal casino gaming business in particular.

Associate of Business in Business Administration (ABBA)

For the Associate of Business in Business Administration use this template to plan your courses.

| Section I – General Education Requirements | | |
|---|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 212 Topics in Calculus or higher | 3 |
| Humanities and Fine Arts | Any ART course | 3 |
| | PHI 101 Introduction to Philosophy | 3 |
| | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | PSY 101 Introduction to Psychology | 3 |
| | ECN 201 Introduction to Microeconomics | 3 |
| | HIS 122 meets this requirement | N/A |
| Two Lab-loaded Science Courses "N" Designated | | 4 |
| | | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 36 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | BUS 100 Introduction to Business | 3 |
| | ECN 202 Macroeconomics Principles | 3 |
| | ACC 101 Financial Accounting | 3 |
| | ACC 102 Managerial Accounting | 3 |
| | BUS 205 Statistical Methods in Economics and Business | 3 |
| | BUS 220 Legal Environments of Business | 3 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 18 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Free Electives | Any two electives | 6 |
| TOTAL CREDITS - ELECTIVES | | 6 |
| TOTAL CREDIT HOURS | | 60 |

Associate of Applied Science in Business Management (AASBM)

For the Associate of Applied Science in Business Management, use this template to plan your courses.

| Section I – General Education Requirements | | |
|---|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition & Communication | WRT 101 Writing I | 3 |
| | WRT 102 Writing II or SPE 110 Public Speaking | 3 |
| Computer Science | CIS 100 Introduction to Computers | 3 |
| Mathematics | MAT 122 Intermediate Algebra | 3 |
| Humanities and Fine Arts | Any Humanities or Art Course | 3 |
| | THO 101 meets this requirement | N/A |
| | PHI 101 Introduction to Philosophy | 3 |
| Social and Behavioral Science - Two courses with different prefixes | ECN 201 Microeconomic Principles or ECN 202 Macroeconomics Principles | 3 |
| | HIS 122 meets this requirement | N/A |
| Two Lab-loaded Science Courses "N" Designated | | 4 |
| | | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 36 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | BUS 100 Introduction to Business | 3 |
| | BUS 220 Legal Environments of Business | 3 |
| | ACC 101 Financial Accounting | 3 |
| | ACC 102 Managerial Accounting | 3 |
| | CSA 110 Spreadsheets: Microsoft Excel | 3 |
| | MGT 124 Small Business Management | 3 |
| | MKT 111 Principles of Marketing | 3 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 21 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Free Electives - 6 credits | Any two electives | 6 |
| TOTAL CREDITS - ELECTIVES | | 6 |
| TOTAL CREDIT HOURS | | 63 |

Casino Gaming Certificate (CRTCG)ⁱⁱ

| Section I – General Education Requirements | | |
|---|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| Business | BUS 100 Introduction to Business | 3 |
| | ACC 101 Financial Accounting | 3 |
| Computer Science | CIS 100 Introduction to Computers | 3 |
| Humanities & Fine Arts | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| TOTAL CREDITS - GENERAL EDUCATION | | 19 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| | CAG 100 Casino Gaming Industry Basics | 3 |
| | CAG 111 Casino Gaming Finance and Accounting | 3 |
| | CAG 122 Casino Gaming Theory and Practice | 3 |
| | CAG 133 Casino Gaming Customer Service, Management, and Marketing | 3 |
| | CAG 144 The Tribal Casino: Challenges and Opportunities – Capstone Course | 3 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 15 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| | | N/A |
| TOTAL CREDITS - ELECTIVES | | |
| TOTAL CREDIT HOURS | | 34 |

Early Childhood Education Program

If you enjoy working with young children (0-8 years) and would like to work in a learning environment such as Head Start or day care centers, the Early Childhood Education program could be a match for you. TOCC offers an Associate of Arts (AA), and an Associate of Applied Science (AAS). Choose the AA if you are interested in transferring to a university to complete a 4 year degree in Early Childhood Education. Choose the AAS in Early Childhood Education if you wish to go directly into the childhood education field, or work in the field while you are attending college.

Associate of Arts in Early Childhood Education (AAECE)

Courses required for the AA in Early Childhood Education are listed in this template.

| Section I – General Education Requirements | | |
|---|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 142 Topics in College Math or higher | 5 |
| Humanities and Fine Arts | Any ART course | 3 |
| | THO 101 meets this requirement | N/A |
| | Any LIT or PHI course | 3 |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| | PSY 101 Introduction to Psychology | 3 |
| | SWU 171 Introduction to Social Work | 3 |
| Two Lab-loaded Science Courses | BIO 100N Biology Concepts | 4 |
| | BIO 105N Environmental Biology | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 38 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements Requires a C or better in each course | ECE 110 Language and Communication/Early Literacy | 3 |
| | ECE 117 Child Growth and Development | 3 |
| | ECE 125 Nutrition, Health, and Safety for the Young Child | 3 |
| | ECE 226 Child Guidance and Classroom Management | 3 |
| | ECE 228 Family, Culture, and Community | 3 |
| | CIS 100 Introduction to Computers | 3 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 18 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Free Electives – 6 credits | Any two electives | 6 |
| TOTAL CREDITS - ELECTIVES | | 6 |
| TOTAL CREDIT HOURS | | 62 |

Associate of Applied Science in Early Childhood Education (AASEC)

Courses required for the AAS in Early Childhood Education (ECE) are listed on this template.

| Section I – General Education Requirements | | |
|--|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 122 Topics in College Math or higher | 3 |
| Humanities and Fine Arts | Any ART course | 3 |
| | THO 101 meets this requirement | N/A |
| | Any LIT or PHI course | 3 |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| | PSY 101 Introduction to Psychology | 3 |
| | SWU 171 Introduction to Social Work | 3 |
| One Lab-loaded Science Courses "N" Designated | BIO 100N Biology Concepts | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 32 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | ECE 110 Language and Communication/Early Literacy | 3 |
| | ECE 117 Child Growth and Development | 3 |
| | ECE 125 Nutrition, Health, and Safety for Young Child | 3 |
| | ECE 226 Child Guidance and Classroom Management | 3 |
| | ECE 228 Family, Culture, and Community | 3 |
| | CIS 100 Introduction to Computers | 3 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 18 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Sufficient to reach 60 credits total for the AAS ECE | Any electives to reach 60 credits: 4 courses x 3 credits | 12 |
| TOTAL CREDITS - ELECTIVES | | 12 |
| TOTAL CREDIT HOURS | | 62 |

Liberal Arts Program

TOCC offers the Associate of Arts in Liberal Arts (AALA) for students who are interested in a broad-based college education that allows them the freedom to choose a variety of subjects during their first two years in college. The AALA degree concentrations are also designed for transfer and can help students transfer to four-year colleges and universities with a specialized block of courses. All Liberal Arts concentrations incorporate the AGEC-A (the Arizona public university system requirements for General Education).

Any of the Liberal Arts AALA options are particularly good preparation for those students who may be interested in pursuing the liberal arts, or who have not determined what their career path may be. Graduates in the liberal arts are known to have good communication and critical thinking skills and work in many fields. If you have an interest in preparing for law school after you earn a four year degree, the liberal arts degree would be a good choice for you.

Associate of Arts in Liberal Arts Open Pathways (AALA-OP)

The “Open Pathways” option provides students with the broadest latitude in course selection in a Liberal Arts degree. Choose that option if you want to experience a broad range of course offerings before you select a more specific degree objective.

Associate of Arts in Liberal Arts Studies in Indigenous Borderlands (AALA-SIB)

The “Studies in Indigenous Borderlands” option is focused on the social, cultural, environmental, and political issues and concerns associated with the constant changes of the peoples and cultures within the borderlands.

Associate of Arts in Liberal Arts Tohono O'odham Studies (AALA-TOS)

The Tohono O'odham Studies program will enable students and the broader community to achieve an inclusive education in the traditional and contemporary O'odham way of life. The program will build a strong foundation for students to either transfer to Arizona's public universities or to enter the workforce in the O'odham community, or in an entity that serves the O'odham community.

Associate of Arts in Liberal Arts – Open Pathway Interdisciplinary Option (AALA-OP)

Courses required for the AA in Liberal Arts – Open Pathway Interdisciplinary Option (AALA-OP) are listed on this template.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 142 Topics in College Math or higher | 3 |
| Humanities and Fine Arts 9 credits | Any Fine Arts Course | 3 |
| | THO 101 meets this requirement | N/A |
| | Any Humanities Course | 3 |
| Social and Behavioral Science - 9 credits - two courses with different prefixes | HIS 122 meets this requirement | N/A |
| | | 3 |
| | | 3 |
| Two Lab-loaded Science Courses "N" Designated | | 4 |
| | | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 36 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Distributed Electives | LIT 299 Liberal Arts Capstone | 1 |
| | Distributed Electives: 24 credits including 3 or more credits each from Literature, History, and Speech/Communication. Nine (9) credits overall must be from courses numbered 200 and above. | 24 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 25 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Free Elective | Any one elective | 3 |
| TOTAL CREDITS - ELECTIVES | | 3 |
| TOTAL CREDIT HOURS | | 64 |

Associate of Arts in Liberal Arts – Studies in Indigenous Borderlands (AALA-SIB)

Courses required for the AA in Liberal Arts - Studies in Indigenous Borderlands (AALA-SIB) are listed on this template.

| Section I – General Education Requirements | | |
|---|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 142 Topics in College Math or higher | 3 |
| Humanities and Fine Arts 6 credits | ART 115 3-D Design | 3 |
| | THO 101 Elementary Tohono O'odham | N/A |
| | LIT 274 Native American Literature | 3 |
| Social and Behavioral Science 6 credits | Any Social & Behavioral Science class | 3 |
| | HIS 122 meets this requirement | N/A |
| | COM 263 Intercultural Communication | 3 |
| Two Lab-loaded Science Courses | BIO 105N Environmental Biology | 4 |
| | BIO 154N Global Change Biology | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 36 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements - 25 credits | GEO 103 Cultural Geography | 3 |
| | GEO 205N Geography of the Borderlands | 4 |
| | WRT 287 Beginning Creative Writing Workshop in Fiction or WRT 288 beginning Creative Writing Workshop in Poetry | 3 |
| | LIT 290 World Literature and Global Film | 3 |
| | HIS 125 Tohono O'odham History and Culture II | 3 |
| | THO 102 Elementary Tohono O'odham II or THO 106 Conversational O'odham I | 4 |
| | THO 201 Intermediate Tohono O'odham or THO 107 Conversational O'odham II or SPA 101 Spanish I | 4 |
| | SIB 298 Capstone | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 25 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Suggested Electives | LIT 174 Introduction to Native American Writings or | N/A |
| | SPA 102 Elementary Spanish II | N/A |
| TOTAL CREDITS - ELECTIVES | | |
| TOTAL CREDIT HOURS | | 61 |

Associate of Arts in Liberal Arts – Tohono O'odham Studies (AALA-TOS)

Courses required for the AA in Liberal Arts - Tohono O'odham Studies are listed on this template.

| Section I – General Education Requirements | | |
|--|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 142 Topics in College Math or higher | 3 |
| Humanities and Fine Arts | ART 115 3-D Design | 3 |
| | LIT 174 Introduction to Native American Literature | 3 |
| Social and Behavioral Science | SOC 101 Introduction to Sociology | 3 |
| | POS/TOC 206 Tohono O'odham Nation Government | 3 |
| Two Lab-loaded Science Courses | ANR 111N Agroecology and Tohono O'odham Crop Production | 4 |
| | BIO 208N Tohono O'odham Ethnobotany | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 36 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements - 23 credits | TOS 115 Foundations of O'odham Philosophy and Culture | 3 |
| | TOS 230 Contemporary O'odham and Native American Issues | 3 |
| | HIS 125 Tohono O'odham History and Culture II | 3 |
| | TOC 151 Tohono O'odham Writing System | 1 |
| | THO 102 Elementary Tohono O'odham II | 4 |
| | THO 201 Intermediate Tohono O'odham | 4 |
| | THO 202 Advanced Tohono O'odham | 4 |
| | TOS 298 Capstone | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 23 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Students may select 1-2 elective credits from these TOS/THO courses or the Director of TOS may approve other electives | TOS 111 Traditional Arts; TOS 112 Traditional Arts; TOS 114 Apedag Wellness and Wellbeing; TOS 120 Traditional Basketry; TOS 121 Traditional Pottery; TOS 240 Academic Writings about the Tohono O'odham; THO 106 Conversational Tohono O'odham I; THO 107 Conversational Tohono O'odham II | 4 |
| TOTAL CREDITS - ELECTIVES | | 4 |
| TOTAL CREDIT HOURS | | 63 |

Science Program

TOCC's Science program includes an Associate of Science in Life Science (ASLS) degree for transfer that provides concentrations in Life Science including Open Pathway, Agriculture, Natural Resources, and Studies in Indigenous Borderlands. All concentrations in the Associate in Life Science degree emphasize thorough preparation of students who plan to transfer to four year colleges and universities after they graduate from TOCC. The AS degree can help a student attain admission to one of Arizona's public universities as a junior. The Life Science AS can prepare students for transfer to fields such as allied health, public health, agriculture, natural resources and science education.

The Science program also offers the Associate of Applied Science degree that provides a strong basic science background for students who desire to have preparation in natural resource management principles, environmental issues, and sustainable land management practices. The AAS degree in Environmental Studies in Indigenous Borderlands is designed to prepare students for entry level careers in agriculture, ranching, water quality and management, range planning, natural resource management, environmental restoration, environmental science, and many other land-based fields. Students can further specialize in areas of interest through additional coursework and internship opportunities. The program provides students with practical and theoretical coursework, and emphasizes environmental issues in indigenous borderlands. Upon graduation, students can enter the workforce at the technician level.

Associate of Science in Life Science Option (ASLS)**Associate of Science in Life Science - Open Pathway Concentration (ASLS-OP)**

Courses required for the Associate of Science in Life Science, Open Pathway are listed on this template.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 220 Calculus or higher | 5 |
| Humanities and Fine Arts | Any AGECE approved Art course | 3 |
| | Any LIT PHI, ANT, or any language | 3 |
| | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| | Any ECN, HIS, POS, PSY, SSE, or SOC or GEO 103 | 3 |
| Two Lab-loaded Science Courses | BIO 181N Unity of Life I | 4 |
| | BIO 182N Unity of Life II | 4 |
| Other Requirements | BIO 105N Environmental Biology | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 39 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | BIO 154N Global Change Biology | 4 |
| | BIO 208N Tohono O'odham Ethnobotany | 4 |
| | BIO 298 Capstone-Service Learning/Field Internship | 1 |
| | BIO 299 Capstone-Research Project | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 10 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| 12 Elective credits | Any course numbered 100 or above with the following prefixes: ANR, AST, BIO, CHM, ERO, GLG, PHY. Any MAT course higher than 220. | 12 |
| TOTAL CREDITS - ELECTIVES | | 12 |
| TOTAL CREDIT HOURS | | 61 |

Associate of Science in Life Science - Agriculture Concentration (ASLSAG)

Courses required for the Associate of Science in Life Science, Agriculture Concentration are listed on this template.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 220 Calculus or higher | 5 |
| Humanities and Fine Arts | Any AGECE approved Art course | 3 |
| | THO 101 meets this requirement | N/A |
| | Any LIT PHI, ANT, or any language | 3 |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| | Any ECN, HIS, POS, PSY, SSE, or SOC or GEO 103 | 3 |
| Two Lab-loaded Science Courses | BIO 181N Unity of Life I | 4 |
| | BIO 181N Unity of Life II | 4 |
| Other Requirements | BIO 105N Environmental Biology | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 39 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | ANR 111N Agroecology and Tohono O'odham Crop Production | 4 |
| | ANR 186N Water Resources or GEO 101N Physical Geography: Weather and Climate | 4 |
| | ANR 221N Soil Science | 4 |
| | ARN 130N Plant Science or BIO 208N Tohono O'odham Ethnobotany | 4 |
| | ANR 298 Capstone-Service Learning/Field Internship | 1 |
| | ANR 299 Capstone-Research Project | 1 |
| | | |
| TOTAL CREDITS - CORE REQUIREMENTS | | 18 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Elective | Any course numbered 100 or above and with the following prefixes: ANR, AST, BIO, CHM, GEO, GLG, PHY Any MAT course higher than 220 | 3 |
| TOTAL CREDITS - ELECTIVES | | 3 |
| TOTAL CREDIT HOURS | | 60 |

Associate of Science in Life Science - Studies in Indigenous Borderlands (ASLSSIB)

Courses required for the Associate of Science in Life Science, Studies in Indigenous Borderlands Concentration are listed on this template.

| Section I – General Education Requirements | | |
|---|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 220 Calculus or higher | 5 |
| Humanities and Fine Arts | Any AGECE approved Art course | 3 |
| | THO 101 meets this requirement | N/A |
| | WRT 287 Beginning Creative Writing Workshop in Fiction or WRT 288 Beginning Creative Writing Workshop in Poetry | 3 |
| Social and Behavioral Science | GEO 103 Cultural Geography | 3 |
| | HIS 122 meets this requirement | N/A |
| Two Lab-loaded Science Courses | BIO 181N Unity of Life I | 4 |
| | BIO 181N Unity of Life II | 4 |
| Other Requirements | BIO 105N Environmental Biology | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 39 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | ANR 190N Wildlife Conservation | 4 |
| | ANR 225N Environmental Issues in the Borderlands | 4 |
| | GEO 205N Geography of the Borderlands | 4 |
| | BIO 154N Global Change Biology | 4 |
| | SIB 298 Capstone-Service Learning/Field Internship | 1 |
| | SIB 299 Capstone-Research Project | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 18 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Electives required | Any course numbered 100 or above and with the following prefixes: ANR, AST, BIO, CHM, GEO, GLG, PHY. Any MAT course higher than 220 | 6 |
| TOTAL CREDITS - ELECTIVES | | 6 |
| TOTAL CREDIT HOURS | | 63 |

Associate of Science in Life Science - Natural Resources (ASLS-NR)

Courses required for the Associate of Science in Life Science, Natural Resources Concentration are listed on this template.

| Section I – General Education Requirements | | |
|---|--|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 220 Calculus or higher | 5 |
| Humanities and Fine Arts | Any AGECE approved Art course | 3 |
| | THO 101 meets this requirement | N/A |
| | Any LIT PHI, ANT, or any language | 3 |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| | Any ECN, HIS, POS, PSY, SSE, or SOC or GEO 103 | 3 |
| Two Lab-loaded Science Courses | BIO 181N Unity of Life I | 4 |
| | BIO 181N Unity of Life II | 4 |
| Other Requirements | BIO 105N Environmental Biology | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 39 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements | BIO 128N Plant Ecology of the Sonoran Desert or BIO 208N Tohono O'odham Ethnobotany | 4 |
| | ANR 186N Water Resources | 4 |
| | ANR 190N Wildlife Conservation | 4 |
| | ANR 298 Capstone-Service Learning/Field Internship | 1 |
| | ANR 299 Capstone-Research Project | 1 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 14 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Electives | Any course numbered 100 or above and with the following prefixes: ANR, AST, BIO, CHM, GEO, GLG, PHY Any MAT course higher than 220 | 9 |
| TOTAL CREDITS - ELECTIVES | | 9 |
| TOTAL CREDIT HOURS | | 62 |

Associate of Applied Science in Environmental Studies in Indigenous Borderlands (AASES)

Courses required for the Associate of Applied Science in Environmental Studies in Indigenous Borderlands are listed on this template.

| Section I – General Education Requirements | | |
|---|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 122 Intermediate Algebra | 3 |
| Computer Science | GEO 267 Introduction to GIS | 3 |
| Humanities & Fine Arts | THO 101 meets this requirement | N/A |
| | WRT 287 Beginning Creative Writing Workshop in Fiction or WRT 288 Beginning Creative Writing Workshop in Poetry | 3 |
| | ART 115 3-D Design (has a prerequisite) | 3 |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| | COM 263 Intercultural Communication | 3 |
| | | 3 |
| Lab-loaded Science Course | BIO 105N Environment Biology | 4 |
| | TOTAL CREDITS - GENERAL EDUCATION | 35 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| | GEO 103 Cultural Geography | 4 |
| | BIO 154N Global Change Biology | 4 |
| | BIO 109N Natural History of the Southwest or ANR 128N Plant Ecology of the Sonoran Desert | 4 |
| | ANR 186N Water Resources | 4 |
| | GLG 101N Introductory Geology I: Physical Geology | 4 |
| | ANR 225N Environmental Issues and Conservation in the US-Mexico Borderlands | 4 |
| | ANR 190N Wildlife Conservation | 4 |
| | SIB 298 Capstone | 1 |
| | TOTAL CREDITS - CORE REQUIREMENTS | 29 |
| Section III. Electives | | |
| Fulfills Requirement | Course | Credits Required |
| | | N/A |
| | TOTAL CREDITS - ELECTIVES | |
| | TOTAL CREDIT HOURS | 64 |

Social Services Program

TOCC offers an Associate of Arts (AA) in Social Services and a certificate in Social Services. The AA is a transfer degree, which also includes Social Work courses. Students interested in the helping fields should consider the AA degree as a step toward a Bachelor's degree in social services, human services, or social work. Students earning the AA in Social Services could transfer to Arizona public universities as a junior.

The Social Services AA is similar to the two year requirements that the Bachelor in Social Work programs at the Arizona State University (ASU) and Northern Arizona University (NAU) require for admittance to their Bachelor in Social Work (BSW) programs.

TOCC's Certificate in Social Services is designed to provide students with an entry level experience in case management and counseling fields. They can also earn the certificate on their way to graduating with the AA in Social Services.

Associate of Arts in Social Services (AASS)

Courses required for the AA in Social Services are listed on this template.

| Section I – General Education Requirements | | |
|--|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Mathematics | MAT 142 Topics in College Math or higher | 3 |
| Humanities and Fine Arts 9 credits | Any ART Course | 3 |
| | THO 101 meets this requirement | N/A |
| | PHI 101 Introduction to Philosophy | 3 |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| | PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology | 3 |
| | ECN 202 Macroeconomic Principles | 3 |
| Two Lab-loaded Science Courses "N" designation | | 4 |
| | | 4 |
| TOTAL CREDITS - GENERAL EDUCATION | | 36 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| Core requirements. Strongly recommended: 2.75 GPA in SSE and SWU classes | CIS 100 Introduction to Computers | 3 |
| | SWU 171 Introduction to Social Work | 3 |
| | SSE 121 Introduction to Substance Abuse | 3 |
| | SWU 291 Social Service Delivery Systems | 3 |
| | SWU 295 Foundations of Social Work Practice: Effective Helping in a Diverse World | 3 |
| | POS 110 American National Government | 3 |
| TOTAL CREDITS - CORE REQUIREMENTS | | 18 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Free electives – 6 credits | Any electives | 6 |
| TOTAL CREDITS - ELECTIVES | | 6 |
| TOTAL CREDIT HOURS | | 60 |

Certificate in Social Services (CRTSS)

Courses required for the Certificate in Social Services are listed on this template.

| Section I – General Education Requirements | | |
|---|---|-------------------------|
| Fulfill Requirements | Course | Credits Required |
| Tohono O'odham Himdag | HIS 122 Tohono O'odham History and Culture | 3 |
| | THO 101 Elementary Tohono O'odham | 4 |
| English Composition | WRT 101 Writing I | 3 |
| Computer Science | CSA 100 Computer Literacy | 1 |
| Humanities & Fine Arts | THO 101 meets this requirement | N/A |
| Social and Behavioral Science | HIS 122 meets this requirement | N/A |
| | TOTAL CREDITS - GENERAL EDUCATION | 11 |
| Section II. Core Requirements | | |
| Fulfill Requirements | Course | Credits Required |
| | SWU 171 Introduction to Social Work | 3 |
| | SSE 111 Group Work | 3 |
| | SSE 211 Group Technique Application | 3 |
| | SSE 212 Casework Methods II | 3 |
| | SWU 291 Social Service Delivery Systems | 3 |
| | SWU 295 Foundations of Social Work Practice: Effective Helping in a Diverse World | 3 |
| | TOTAL CREDITS - CORE REQUIREMENTS | 18 |
| Section III. Electives | | |
| Fulfill Requirements | Course | Credits Required |
| Free electives – 6 credits | Any electives | 6 |
| | TOTAL CREDITS - ELECTIVES | 6 |
| | TOTAL CREDIT HOURS | 35 |

AGEC (Arizona General Education Curriculum) Certificates

Earning an AGECE course block with a Grade Point Average (GPA) of 2.5 or higher overall, with no grade lower than a C, ensures that the courses will transfer to The University of Arizona, Arizona State University, and Northern Arizona University.

AGEC requirements are built into TOCC Associate degrees, but not into the Associate of Applied Science degrees or certificates. The Associate of Arts in Liberal Arts and the Associate in Fine Arts incorporate AGECE-A requirements. The Associate in Business Administration incorporates AGECE-B requirements. The Associate of Science in Life Science concentrations incorporate AGECE-S requirements. The chart below compares the AGECE requirements at TOCC for each of those Associate degrees. See also the Associate Degree templates in this Chapter for specific TOCC requirements.

AGEC Requirements at TOCC by Associate Degree

| AGEC Categories | AGEC-A (For AA-LA, AFA, AA-SSE degrees) | AGEC-B (for ABUS-BUSA degree) | AGEC-S (for AS-LS degrees) |
|---|---|---|---|
| First Year Composition – 6 credits | WRT 101 and WRT 102 | WRT 101 and WRT 102 | WRT 101 and WRT 102 |
| College Mathematics | MAT 142 Topics in College Math | MAT 212 Topics in Calculus | MAT 220 Calculus I |
| Arts and Humanities – 6 credits | ART course | ART course | ART course |
| | Humanities course | Humanities course | Humanities course |
| Social and Behavioral Science – 6 credits: two courses with different prefixes. | Social Science course HIS 122 Tohono O'odham History and Culture | Social Science course HIS 122 Tohono O'odham History and Culture | Social Science course HIS 122 Tohono O'odham History and Culture |
| | Social or Behavioral Science course | Social or Behavioral Science course | Social or Behavioral Science course |
| Physical and Biological Science – 8 credits | Science course with lab | Science course with lab | Science course with lab |
| | Science course with lab | Science course with lab | Science course with lab |
| Options – 6-7 credits (Himdag requirement) | THO 101 counted as Humanities and HIS 122 counted as social science | THO 101 counted as Humanities and HIS 122 counted as social science | THO 101 counted as Humanities and HIS 122 counted as social science |
| Computer Information Systems | Not required | CIS 100 Introduction to Computers | Not required |

Three Special AGECE Requirements

You must take one course each that meets the requirements for Intensive Writing and Critical Inquiry (I), Cultural Awareness (C) and Global Awareness (G).

Intensive Writing and Critical Inquiry (I)

You must take one course that involves the development of competence in written discourse, and the gathering, interpretation, and evaluation of evidence. You must take the course that fulfills this requirement after you complete WRT 101 Writing I.

Cultural (C) Awareness

You must take one course emphasizing ethnic/race/gender awareness.

Global (G) Awareness

You must take one course addressing contemporary global/international awareness, or historical awareness.

Following are examples of TOCC courses that fulfill these requirements. (TOCC Associate degrees include these requirements.)

| TOCC Course | Intensive Writing/Critical Inquiry (I) | Cultural (C) | Global (G) |
|--|--|--------------|------------|
| ARH 203 History of Global Visual Cultures | | X | X |
| ART 105 Art Appreciation | | | X |
| ART 115 3-D Design | | X | |
| AST 101N and 102N Astronomy | | | X |
| BIO 100N Biology Concepts | X | | |
| BIO 105N Environmental Biology | X | | |
| BIO 109N Natural History of the Southwest | X | | |
| BIO 181N General Biology I (Majors) | X | | |
| BIO 182N General Biology II (Majors) | X | | |
| GEO 103 Cultural Geography | | X | X |
| HIS 101 Intro to Western Civilization I | X | X | X |
| HIS 122 Tohono O'odham History and Culture | | X | X |
| HIS 125 Tohono O'odham History and Culture II | | X | X |
| HIS 141 History of the U.S. I | | X | X |
| LIT 174 Intro to Native American Writings | X | X | |
| LIT 274 Native American Literature | X | X | |
| THO 101 Elementary Tohono O'odham I | | | X |
| THO 102 Elementary Tohono O'odham II | | | X |
| THO 201 Intermediate Tohono O'odham | | | X |
| THO 202 Advanced Tohono O'odham | | | X |
| TOS 230 Contemporary Tohono O'odham and Native American Issues | X | X | |
| WRT 287 Beginning Creative Writing Workshop in Fiction | X | | |
| WRT 288 Beginning Writing Workshop in Poetry | X | | |

Categories or Disciplinary Areas of Study

Arts, Humanities, Social Science, Behavioral Science, Physical and Biological Science, and Free Electives

The templates for programs and certificates in this Chapter indicate that you must take courses from various areas of study. For example, the Associate of Arts in Liberal Arts requires six credits from the social and behavioral science category, and eight credits from physical and biological science. The table below indicates the types of courses offered at TOCC that count for each area of study.

| Category or Disciplinary Area of Study | Types of Courses that Fit under Each Category |
|---|---|
| Arts and Humanities | ART (Art), LIT (Literature), PHI (Philosophy), SPA (Spanish), THO (Tohono O’odham), TOS (Tohono O’odham Studies) |
| Social and Behavioral Science | ANT (Anthropology), ARH (Art History), SOC (Sociology), PSY (Psychology), ECN (Economics), SSE (Social Services), HIS (History), POS (Political Science), GEO (Geography) |
| Physical and Biological Science | BIO (Biology), ANR (Agriculture and Natural Resources), CHM (Chemistry), AST (Astronomy) |
| Electives | Any class numbered 100 or above. |

Chapter 6 – Course Descriptions



This Chapter lists all TOCC courses in alphabetical order.

About Course Descriptions - Course descriptions include prefixes, numbers, titles, number of credits, lecture and lab hours, prerequisites, and descriptions. Those terms are defined below.

Prefix – short way to identify the area of study or discipline: ART for Art; GEO for Geography, BIO for Biology, and so on.

Course numbers - used to identify specific classes: ART 100 is Basic Design, GEO 103 is Cultural Geography, and so on. Classes numbered 200 or above are more advanced than 100 level classes.

Titles: Name of the course: Basic Design, Understanding Terrorism, Global Change Biology, and so on.

Credits: Shows semester hour Credits for a course. HIS 122 Tohono O'odham History and Culture is 3 cr. hrs. (3 credits) while BIO 100N Biology Concepts is 4 cr. hrs. (4 credits). Most classes are 3 credits.

Lecture and lab hours: Lecture hours are shown as, for example, 3 lec (3 lecture) or 5 lec (5 lecture); lab hours are shown as, for example, 3 lab (3 laboratory). Some classes are lecture

only; some have a combination of lecture and lab hours. Periods (pds) are the sum of lecture plus lab hours: (6 pds: 3 lec, 3 lab) for example.

Prerequisites: Prerequisites are courses or other preparation required for enrollment in a course. Some courses have no prerequisites while others may have one or more. WRT 102 has WRT 101 as a prerequisite, for example.

Descriptions: The text or narrative that is designed to highlight the main course contents.

TOCC COURSES

Accounting (ACC)

ACC 100: Practical Accounting Procedures

Prerequisites: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to accounting systems for small businesses. Includes the basic accounting cycle, use of special journals, procedures for controlling cash, and payroll accounting.

ACC 101: Financial Accounting

Prerequisites: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces accounting as a service activity, analytical discipline, and information system. Includes quantitative information to make decisions, identification of events that characterize economic activity, and the collection and communication of economic activity. Also includes recording accounting data, internal control of assets, measurement and reporting of liabilities and owner's equity.

ACC 102: Managerial Accounting

Prerequisites: ACC 101 & MAT 92

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Accounting training for managers. Includes concepts for those who are inside an organization and responsible for planning, directing and controlling its operation. Also includes process costing, profit planning, overhead analysis, and capital budgeting decisions.

Agriculture and Natural Resources (ANR)

ANR 102N: Animal Science

Prerequisites: MAT 092, BIO 100N, or 1 year high school biology, or signature of instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This class will cover fundamental principles of animal, dairy, equine and poultry science, with a focus on production, marketing and distribution. Livestock management practices, culture, and history unique to Indian Country will also be discussed.

ANR 111N: Agroecology and Tohono O'odham Crop Production

Prerequisites: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: This course combines classroom and fieldwork to learn about traditional and commercial vegetable and grain crop production. Topics includes Tohono O'odham agricultural history, crop, soil, pest, nutrient, and weed management, cover cropping, composting, seeding, transplanting, irrigation, harvesting, and marketing. Organic production is emphasized since traditional Tohono O'odham agriculture has always been organic, and does not use synthetic fertilizers and pesticides. The lab portion of class is three hours of hands-on learning at the TOCC oidag (field) at TOCC's West Campus.

ANR 128N: Plant Ecology of the Sonoran Region

Prerequisites: Completion of BIO 105N or signature of instructor

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: This course will cover the fundamentals of ecology from the perspective of plants including population, community and ecosystem ecology. This course will also include identification and classification of plants and plant communities in the diverse Sonoran Desert region. This course incorporates practical field exercises designed to acquaint the student with plant community analysis, classification and description.

ANR 130N: Plant Science

Prerequisites: Recommended CHM 080 or 1 year high school chemistry and ANR 111N Agroecology and Tohono O'odham Crop Production

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Introduces the principles of plant growth, development, reproduction, and structure of vascular plants at the cellular, organism and ecosystem levels. Addresses plant growth in the context of climatic and environmental influences, with global and evolutionary patterns considered. Emphasis on traditional crops and woody plants of Southern Arizona.

ANR 186N: Water Resources

Prerequisites: Math 092 (Elementary Algebra)

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Provides a basic understanding of the hydrological cycle and an overview of the processes that control water supplies to natural ecosystems and humans, giving students the knowledge they need to participate in informed decisions about water resources. The course emphasizes information and activities that are useful in the practice of agriculture and water conservation, including an introduction to rainwater harvesting principles. When possible, these topics will be addressed using examples relevant to the Tohono O'odham Nation.

ANR 190N: Wildlife Conservation

Prerequisites: Completion of BIO 105N or signature of instructor

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: An introduction to the ecology, conservation and management of wildlife populations. Students will learn a variety of tools to apply ecological knowledge balanced on the needs of animals with those of people. Topics will cover history, philosophy, inventory, planning, management, and Tohono O'odham wildlife concepts.

ANR 210N: Range Conservation

Prerequisites: BIO 105N and ANR 190N or signature of instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This is an introductory course exploring the diversity of rangelands on a local, regional, and global scale. The course will cover principles of rangeland ecology and grazing management, and will take a critical look at management applicability under a variety of rangeland ecosystems, especially in the arid Southwestern United States. The importance of rangelands in Tohono O'odham life will also be covered. The class will include at least one field trip as identified by the instructor.

ANR 221N: Soil Science

Prerequisites: CHM 80 or 1 year of high school chemistry, completion of BIO 105N or signature of instructor

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Fundamental principles of soil science, including the origin, nature, and classification of soils, emphasizing the chemical, physical, and biological properties in relation to growth and nutrition of plants. Useful for anyone interested in water resources, agriculture, ecology, engineering, environmental restoration, and any number of other environmental sciences. Lecture and lab are integrated in this class.

ANR 225N: Environmental Issues and Conservation in the US-Mexico Borderlands

Prerequisites: Any two of the following: GEO 267: Introduction to GIS, BIO 105N Environmental Biology, or ANR 190N Wildlife Conservation

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: This course will explore current environmental issues and challenges in the US-Mexico border region. Due to the importance for the Tohono O'odham community, the course will focus on environmental issues of the Southwest's borderland that have implications in Tohono O'odham communities' environment.

ANR 298: Capstone-Service Learning Capstone

Prerequisites: Declared major in A.S. Life Science Agriculture or National Resource Option or completion of most AGECEC and degree coursework in the A.S. degree program and permission of instructor.

Credit: 1 cr. hr. (1 pd: 1 lab)

Course Description: This is a capstone course which allows the student to gain experience by completing a service learning project related to the concentration the student is pursuing within the field of science. Coordinated by faculty and community or institutional partners, this course places students in a service learning position where the student can apply their knowledge and skills in real-world contexts. The student participates in the service learning project supervised by a faculty member and, in some cases, a supervisor in the field.

ANR 299: Capstone-Research Project

Prerequisites: Declared major in A.S. Life Science Agriculture or Natural Resources Option, completion of most AGECEC and degree coursework in the A.S. degree program and permission of instructor.

Credit: 1 cr. hr. (1 pd: 1 lab)

Course Description: This capstone course provides science majors the opportunity to examine a specific topic related to the concentration the student is pursuing within the field of science. This work will culminate in the production of a thesis-style research paper or research proposal. Utilization of professional literature, both printed and electronic, will be required during the research process. Completion of this project will incorporate communication skills, knowledge of the process of science and synthesis of scientific knowledge.

Art History (ARH)

ARH 101: History of Art I: Prehistory through Gothic

Prerequisites: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: The course is a broad and inclusive survey of the art, architecture and material cultures of western civilization from humanities' initial cultural efforts through the Renaissance, incorporating a global perspective. Topics including historically significant art, architecture and material culture and the relationship between the social function of art and its form and content, are introduced and examined through an interdisciplinary lens.

ARH 102: History of Art II: Renaissance through Modern

Prerequisites: ARH 101 History of Art I or permission of instructor

Credits: 3 cr. hrs. (3 pds: 3 lec)

Program of Study: AFA

Course Description: This course, covering the periods Renaissance through Modern, is a continuation of ARH101. It is a broad and inclusive survey of the art, architecture and material cultures of western civilization from the Renaissance through modern times, incorporating a global perspective. Topics including historically significant art, architecture and material culture and the relationship between the social function of art and its form and content are introduced and examined through an interdisciplinary lens.

ARH 203: History of Global Indigenous Visual Cultures

Prerequisites: ARH 102 or ART 105 or permission of instructor

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course provides a survey of the history and material cultures of indigenous peoples world-wide, grouping them by the specific geographies (terrain types) that they inhabit: mountains; forests, tropical and temperate; grasslands, savannas and shrub lands; aquatic-oceans, rivers, lakes, marshes; tundra and deserts and xeric shrub lands. Attention will be given to the effect of exogenous contact, explorations and occupations, colonialism, and globalization upon indigenous visual cultures.

ARH 204: History of Native American Visual Cultures

Prerequisites: ARH 203 or permission of instructor

Credit: 3 cr. hr. (3 pds: 3 lec)

Course Description: This course provides a selective overview of the arts, societies, and histories of First Nation/Native American descendants in South, Central and North America to include Canada, with a final focus on the Southwest cultural area. The arts and material culture of the Tohono O'odham will be examined in relation to those produced by other Native American cultures.

ART (ART)

ART 100: Basic Design

Prerequisite: None

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: Introduces students to the elements and principles of visual design. Includes line, shape, space, value, texture, volume and color. Includes skill development in organizing these elements and applying the visual principles of harmony, variety, balance, tension, rhythm, proportion, repetition, and contrast.

ART 104: Digital Media and Photography

Prerequisite: ART 100 or permission of instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course is designed for students with little or no digital imaging experience to provide a fundamental understanding of digital imaging, from both a technical and theoretical point of view. Students learn to operate digital cameras, to utilize them as precise tools for image capture and to utilize digital media software (Adobe Photoshop) for graphic design media. The course is a combination of lecture, demonstration and hands-on practice.

ART 105: Art Appreciation

Prerequisites: REA 112 with a C or better, may be taken concurrently, WRT 100 with a C or better, or permission of instructor.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course introduces students to the history of European and American art, studio art production, art criticism, and aesthetic theory. It covers art from ancient history to the present with a specialized unit on Native North American Art and Tribal Museums. Course material will be presented through a combination of readings, lectures, videos, field trips and through direct creative experience.

ART 110: Drawing

Prerequisite: None

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: Introduction to drawing. Includes use of graphic media: pencil, charcoal, and ink on paper. Also includes elements of design as applied to representational drawing.

ART 111: Jewelry Making & Beading

Prerequisite: None

Credit: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: Provides introductory skills for learning construction, color, and composition in jewelry making and beading. Students will learn the difference between stringing, fabricating clasps to fasteners with wire wrap and crimps, followed by instruction in the basic bead stitching, such as Peyote, brick, Herringbone, flat, and loom-work. Students will be able to successfully create earrings, bracelets, pendants, and basic forms that can be applied to more advanced projects.

ART 115: 3-D Design

Prerequisite: ART 100 or instructor permission

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: Introduction to the sculptural elements and spatial principles as they relate to the visual arts. Lectures and projects will examine 3D design from a theoretical perspective, exploring the physical, psychological, and cultural aspects of sculpture and spatial design.

ART 150: Color and Composition

Prerequisite: ART 100

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: Introduction to the element of color and principles of color theory and composition as they relate to the visual arts. Lectures and projects will examine color from a theoretical perspective, exploring the physical, psychological, and cultural aspects of color.

ART 200: Visual Art & Design Management

Prerequisite: ART 100 Basic Design or permission of the instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course assists those who produce visual art and design artifacts to produce, brand, advertise, market and distribute their products. Students learn to photograph and document products and work process, create brand identities, advertise products, market products, distribute products and construct and maintain a business web-presence.

ART 204: Digital Media & Photography II

Prerequisite: ART 104 Digital Photography or permission of the instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course is a continuation of ART 104 Digital Photography I, expanding initial experience for digital imaging on a Macintosh operating system, from both a technical and theoretical point of view. Students learn to further utilize camera and software as tools for image capture through lecture, demonstration and hands-on practice.

ART 205: Painting I

Prerequisites: ART 110, Drawing I & ART 150 Color & Composition or instructor permission

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course emphasizes the development of basic painting techniques and skills using acrylic paint, other paint media, stretched canvas and other varied supports. Course work is based on working from observation and resource materials through basic color theory, as related to plasticity of form and space. Students explore a variety of painting techniques and concepts to build a foundation for developing expressive and representation skills in painting.

ART 210: Drawing II

Prerequisite: ART 100 Basic Design or permission of the instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course increases the student's knowledge of drawing techniques and principles. Emphasis is placed on developing perceptual drawing, concepts related to pictorial space and composition, and the human form as subject. Students will work with thematic drawings and experimental techniques to communicate personal solutions to given assignments.

ART 215: 3D Design II

Prerequisite: ART 100 Basic Design, ART 115 3D Design I or permission of the instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course offers a continuation of the basic sculptural materials and techniques offered in ART 115 3D Design I. Students experiment with additive and subtractive processes in clay, plaster, wood, stone and other contemporary materials to learn a variety of construction techniques. The focus is on developing skills and fabrication solutions in three-dimensional form, with an emphasis on the safe use of materials.

ART 220: Painting II

Prerequisite: ART 110 Drawing I, ART 150 Color & Composition, or permission of the instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course is an introductory course emphasizes the development of basic painting techniques and skills using acrylic paint, stretched canvas and other supports. Course work is based on working from observation and resource materials through basic color theory as it related to plasticity of form and space. Students explore a variety of painting techniques and concepts to build a foundation for developing expressive and representation skills in painting.

ART 225: Life Drawing III

Prerequisite: ART 210 Drawing II or permission of the instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: An advanced level drawing course that is an exploration of the structure, anatomy, design and expression of the human figure. Students explore a variety of drawing materials, drawing supports and techniques that are traditional and experimental.

ART 230: Sewing I

Prerequisite: ART 100 Basic Design or permission of the instructor for Visual Art & Design students. No pre-requisite for Tohono O'odham community members

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course familiarizes students with the sewing machine while providing instruction in basic sewing skills, sewing kit equipment, needle position, stitch types, the impact of fabric types and qualities. Students practice basic procedures by initially creating small sewn items then advance to larger functional and decorative projects.

ART 240: Sewing II

Prerequisite: ART 230 Sewing I or permission of the instructor for Visual Art & Design students

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: A continuation of basic sewing skills learned in ART 230 Sewing I, using more complicated sewing stitches and seams. Students keep a sample sewing notebook, sew several smaller but more complicated projects, then progress to constructing three medium-level garment and household projects.

ART 255: Printmaking I

Prerequisite: ART 110 Drawing I, ART 150 Color & Composition or permission of instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course introduces students to the artist's printmaking studio through a series of assignments in various basic printmaking techniques. This course emphasizes nontoxic printmaking processes, materials, low tech approach to multiples and the proper use of tools and equipment. Instruction includes lectures, demonstrations and critiques.

ART 260: Printmaking II

Prerequisite: ART 255 Printmaking I or permission of the instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course is a continuation of ART 250 Printmaking I that introduces additional printmaking techniques and further development in previous techniques. The course will emphasize the development of a portfolio of print editions.

ART 270: Visual Communication Design I

Prerequisite: ART 150 Color & Composition, ART 104 Digital Media & Photography I or permission of the instructor.

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course, an intermediate and introductory level elective course that addresses visual and cognitive organizational processes for the practice of visual communication, is presented through lectures and demonstrated through studio exercises. Includes visual perception and organization, visual problem-solving and problem-finding techniques, and visual ideation and evolution.

ART 280: Visual Communication Design II

Prerequisite: ART 270 Visual Communication Design I or permission of the instructor

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course, an essential visual communication and design elective course that further explores the relationship of form and communication in visual communication design is explored through theoretical and applied projects. The impact of typography and imagery and their syntactic relations upon audience and content is stressed using manual and digital media

ART 290: Portfolio

Prerequisite: Successful completion of all foundations, CORE, AGECE-A and elective classes necessary to satisfy requirements for the AFA degree.

Credits: 1 cr. hrs. (3 pds: 1.5 lec, 1.5 lab)

Course Description: This course is the conceptualization, realization and documentation of an AFA portfolio project. It is a necessary capstone experience integrating professional development of the portfolio, promotional materials and resume and CV (curriculum vitae) within the field of visual arts and design.

Astronomy (AST)

AST 101N: Solar System

Prerequisite: Completion of MAT 092 Elementary Algebra, assessment at or completion of WRT 101 or signature of instructor

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Introduction to the science of the nature and origin of the solar system, the sun and its family of planets, and comets and asteroids. Includes the history of astronomy and special topics regarding the space program. Includes scientific thinking as an application of critical thinking and science in contrast to pseudoscience. Lecture and lab are integrated.

AST 102N: Stars, Galaxies, Universe

Prerequisite: Completion of MAT 092 Elementary Algebra, assessment at or completion of WRT 101 or signature of instructor

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Introduction to the universe beyond the solar system. Includes the nature of light, how astronomers and telescopes work, and the possibilities of alien life in the universe. Also includes the lifetime of stars, quasars, pulsars and black holes, and the origin, nature and future of the universe. Also includes scientific thinking as an application of critical and quantitative thinking and science in contrast to pseudoscience. Lecture and lab are integrated.

Biology (BIO)

BIO 100N: Biology Concepts

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Basic principles and concepts of biology. Includes methods of scientific inquiry, cell structure, chemistry, metabolism, reproduction, genetics, molecular biology, evolution, ecology, and current issues in biology. Lecture and lab are taught simultaneously.

BIO 105N: Environmental Biology

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Fundamentals of ecology and their relevance to human impact on natural ecosystems. Includes ecosystem structure and function, population dynamics, and human impacts on air, water, land, and biodiversity. Lecture and lab are taught simultaneously.

BIO 108N: Plants, People, & Culture

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Study of human use of plants integrating historical and cultural perspectives with present-day applications. Includes the importance of plants in the environment and plant function as it relates to human society. Also includes patent medicines, herbal remedies, and origins of agriculture, food and fiber crops, and the production of alcoholic beverages. Lecture and lab are integrated in this class.

BIO 109N: Natural History of the Southwest

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Study of the common plants and animals of the Southwest. Includes their identification, adaptations, behavior, and ecology. Also includes physical geography and geological principles of the region. In this course the lecture and lab are taught simultaneously.

BIO 127N: Human Nutrition and Biology

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Principles of nutrition presented in the context of human biology. Includes chemistry, digestion, absorption, and metabolism of nutrients. Also includes biological and nutritional perspectives on various health issues such as cardiovascular disease, hypertension, cancer, diabetes, and osteoporosis. Lecture and lab are integrated in this class.

BIO 154N: Global Change Biology

Prerequisite: Assessment or completion of WRT 101; Completion of BIO 105N or signature of instructor

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Global change biology is a new field of biology which explores the consequences of global environmental change on humans and ecosystems. This course focuses on climate change as a key driver of environmental change. Climate change is addressed by exploring causes of past and current climate change while providing a strong contextual setting for Native American students based on their own culture and traditional ecological knowledge. Lecture and lab are integrated in this class.

BIO 160N: Intro to Human Anatomy and Physiology I

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Structure and dynamics of the human body. Includes foundations such as chemical, cellular and tissue levels of organization. Also includes major structures and functions of integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Lecture and lab are integrated in this class.

BIO 181N: Unity of Life I: Life of the Cell

Prerequisite: 1 year of high school Biology or BIO 100N; 1 year of high school Chemistry or CHM 80. Assessment at or completion of WRT 101 or signature of instructor.

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: This is an introductory course for biology majors with an emphasis on the unifying molecular and cellular principles of all life on earth. It covers the principles of structure and function of living things at the molecular, cellular and organismic levels of organization, including introduction to the scientific process, scientific measurements and laboratory techniques, chemistry and organization of cells, metabolism, patterns of cell division, patterns of inheritance, nucleic acids, and biotechnology. Lecture and lab are integrated in this class.

BIO 182N: Unity of Life II: Multicellular Organisms

Prerequisite: 1 year of high school Biology or BIO 100N; 1 year of high school Chemistry or CHM 80. Assessment at or completion of WRT 101 or instructor signature.

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: This course is a survey of the principles of structure and function of living things at cellular, organism, and higher levels of organization. Topics include the evolution, classification, diversity and ecology of organisms, structure and function of plants and animals, structure of ecosystems and the biosphere. This course will emphasize holistic perspectives of life emphasizing the unity within the diversity of life, the inter-relatedness of all living organisms and the greater context for biological science. Lecture and lab are integrated in this class.

BIO 184N: Plant Biology

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Study of principles and processes in plant biology with emphasis on vascular plants. Includes survey of plant kingdom. Lab and lecture are integrated in this class.

BIO 208N: Tohono O'odham Ethnobotany

Prerequisite: AGECE-level science class or signature of the instructor

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: This course covers basic principles of botany, plant ecology and the diversity of ways in which plants and the uses of plants have shaped cultural and historical developments of the Tohono O'odham. In this course, students will learn the fundamentals of plant classification and identification including the Tohono O'odham names of plants. Students will learn about the traditional uses of plants and their role in health and nutrition. They will learn about traditional plant harvesting methods as well as traditional and modern practices in plant cultivation. Students will also learn about the critical roles that plants play in the modern world and into a sustainable future.

BIO 298: Service Learning Capstone

Prerequisites: Declared major in A.S. Life Science Open Pathway Option, completion of most AGECE and degree coursework in the A.S. degree program and permission of instructor.

Credits: 1 cr. hr. (3 pds: 1 lec, 2 lab)

Course Description: This capstone course allows the student to gain experience by completing a service learning project related to the student's science concentration. Coordinated and supervised by faculty and/or community or institutional partners, students are placed in a service learning position where the student applies their knowledge and skills in real-world contexts.

BIO 299: Research Capstone

Credit: 1 cr. hr. (1 pd: 1 lab)

Prerequisites: Declared major in A.S. Life Science Open Pathway Option, completion of most AGECE and degree coursework in the A.S. degree program and permission of instructor.

Course Description: This capstone course allows science majors to examine a specific topic related to the student's science concentration. The student will produce a thesis-style research paper or research proposal. Use of printed and electronic professional literature will be required during the research process. Completion of this project will incorporate communication skills, knowledge of the process of science and synthesis of scientific knowledge.

Building and Construction Technologies (BCT)

BCT 100H: Professionalism in Service Building and Construction

Prerequisites:

Recommended co-requisites: BCT 101, 111, 112, 113, 114, 115

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This course introduces procedures in business, customer service, and basic communication skills. It includes roles of individuals and companies in the construction industry, critical thinking and problem solving skills, and techniques for communicating effectively.

BCT 101H: Computer Literacy for Construction

Prerequisite:

Recommended co-requisites: BCT 100, 111, 112, 113, 114, 115

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This course provides an introduction to computer usage in construction: logging in, internet research, emails with attachments, saving file in folders and how to access the National Center for Construction Education and Research's (NCCER) on-line curriculum support and on-line testing.

BCT 111H: Basic Safety

Prerequisite:

Recommended co-requisites: BCT 100, 101, 112, 113, 114, 115

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This course explains safety obligations of workers, supervisors and managers to ensure a safe workplace. It introduces causes and results of accidents, roles of company policies and OSHA regulations, and common job-site hazards and protections.

BCT 112H: Basic Construction Mathematics

Prerequisite:

Recommended co-requisites: BCT 100, 101, 111, 113, 114, 115

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This course reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions, and decimals. It also reviews basic geometry as applied to common shapes and forms.

BCT 113H: Hand and Power Tools

Prerequisite:

Recommended co-requisites: BCT 100, 101, 111, 112, 114, 115

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This course introduces hand and power tools that are widely used in the construction industry. It includes selection, use, safety, and maintenance procedures.

BCT 114H: Blueprint Reading

Prerequisite:

Recommended co-requisites: BCT 100, 101, 111, 112, 113, 115

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This course introduces basic blueprint terms, components, and symbols. It explains the different types of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical).

BCT 115H: Basic Rigging and Materials Handling

Prerequisite:

Recommended co-requisites: BCT 100, 101, 111, 112, 113, 114

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This course introduces basic rigging and materials handling techniques and procedures. It explains how ropes, chains, hoists, loaders, and cranes are used to move material and equipment. The course also identifies hazards associated with materials handling and introduces appropriate equipment for common job-site tasks.

BCT 141H: Introduction to the Carpentry Profession

Prerequisites: BCT 100, 101, 111, 112, 113, 114, 115

Recommended co-requisites:

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course introduces basic knowledge for those entering the carpentry profession. It includes orientation to the trade, building materials, fasteners, and adhesives, hand and power tools, Introduction to construction drawings, specifications, and layout, and floor systems.

BCT 142H: Carpentry I

Prerequisite: BCT 141

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course introduces floor systems, wall and ceiling framing, roof framing, windows and exterior doors, and basic stair layout.

BCT 143H: Carpentry II

Prerequisite: BCT 142

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course introduces the concept of the building envelope, types of stairs and common building code requirements, describes procedures for laying out and framing walls and describes types of roofs and provides instructions for laying out rafters for gable roofs, hip roofs, and valley intersections.

BCT 144H: Carpentry III

Prerequisite: BCT 143

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course describes the installation of metal doors and related hardware in steel-framed, wood-framed; types of gypsum drywall, their uses, and the fastening devices and methods used to install them. Describes the materials, tools, and methods used to finish and patch gypsum. Describes the materials, layout, and installation procedures for many types of suspended ceilings used in commercial construction. Describes the different types of trim used in finish work and focuses on the proper methods for selecting, cutting, and fastening trim to achieve a professional finished appearance. Provides detailed instructions for the selection and installation of base and wall cabinets and countertops.

BCT 161H: Introduction to the Construction Painting Profession

Prerequisites: BCT 100, 101, 111, 112, 113, 114, 115

Recommended co-requisites:

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course introduces trainees to career options in the painting profession. Provides an overview of construction site hazards and safety precautions for those in the painting trade. Covers methods of rigging and care of ladders, scaffolds, swing devices, and other equipment. Covers methods of erecting, using and maintaining ladders, scaffolds, and lifts. Discusses fall protection equipment and safety practices used when working on ladders, scaffolds, and lifts. Explains how to identify types of surfaces used in construction including wood, metal, masonry/concrete, plaster/drywall and synthetic substrates.

BCT 162H: Construction Painting I

Prerequisite: BCT 161

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course introduces common tools, materials, methods, and procedures. It includes basic surface preparation, sealants and fillers, paints and coatings, as well as brushing and rolling paints and coatings.

BCT 163H: Construction Painting II

Prerequisite: BCT 162

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 162. It includes chemical cleaning and stripping, low-pressure water cleaning, painting failures and remedies, job planning and completion, abrasive blasting, and drywall finishing and patching.

BCT: 164H: Construction Painting III

Prerequisite: BCT 163

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 163. It covers stains, clear finishes, wood finishing, high-performance coatings, and spray painting.

BCT 171H: Introduction to the Electrical Profession

Prerequisites: BCT 100, 101, 111, 112, 113, 114, 115

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course provides an overview of the electrical trade and discusses the career paths available to electricians. Covers safety rules and regulations for electricians, including precautions for electrical hazards found on the job. Also covers the OSHA-mandated lockout/tagout procedure. Introduces electrical concepts used in Ohm's law applied to DC series circuits. Covers atomic theory, electromotive force, resistance, and electric power equations. Introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchhoff's voltage and current laws, and circuit analysis.

BCT 172H: Electrical I

Prerequisite: BCT 171

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course introduces concepts and procedures for building and construction electrical training. It includes device boxes, hand bending, raceways and fittings, conductors and cables, basic electrical construction drawings, residential electrical services, and electrical test equipment.

BCT 173H: Electrical II

Prerequisite: BCT 172

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 172. It includes alternating current, motor theory and application, electric lighting, conduit bending, and pull and junction boxes.

BCT 174H: Electrical III

Prerequisite: BCT 173

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 173. It includes conductor installations, cable tray, conductor terminations and splices, grounding and bonding, circuit breakers and fuses, and control systems and fundamental concepts.

BCT 180H: Introduction to Plumbing Profession

Prerequisites: BCT 100, 101, 111, 112, 113, 114, 115

Recommended co-requisites:

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course introduces trainees to career options in the plumbing profession. Provides a history of plumbing and also discusses the current technology, industries, and associations of the plumbing profession. Discusses the causes of accidents and their consequences including delays, increased expenses, injury, and loss of life. Reviews the types and proper use of personal protective equipment (PPE). Explains the use of critical safety information including HazCom, safety signs, signals, lockout/tagout, and emergency response; plumbing tools, plumbing math, plumbing drawings and plastic pipe fittings.

BCT 181H: Plumbing I

Prerequisite: BCT 180

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course introduces common types of piping, and their proper fittings, fixtures, and distribution systems. It includes plastic, copper, cast-iron, carbon steel pipe, and corrugated stainless steel tubing. It also includes fixtures and faucets; drain, waste, and vent (DWV) systems; and water distribution systems.

BCT 182H: Plumbing II

Prerequisite: BCT 181

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 181. It introduces concepts and practices for plumbing. Includes plumbing math calculations, reading commercial drawings, methods and procedures for installing and testing DWV piping, installing roof, floor, and area drains, and servicing various types of valves.

BCT 183H: Plumbing III

Prerequisite: BCT 182

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 182. It introduces concepts and installation procedures for water service, fixtures, and appliances. The course includes installing and testing water supply piping, fixtures, valves, and faucets. It also includes introductions to basic electricity, installing water heaters and fuel gas systems and servicing fixtures, valves, and faucets.

BCT 236H: Plumbing IV

Prerequisite: BCT 183

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 183. It presents concepts that apply to plumbing installations. It includes applied math, sizing water supply piping, potable water treatment, and backflow preventers and type of venting.

BCT 237H: Plumbing V

Prerequisite: BCT 236

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 236. It includes types of venting, sizing DWV and storm systems, sewage pumps and sump pumps, corrosive resistant waste piping, compressed air systems and the troubleshooting and repair of fixtures, valves and faucets in accordance with code and safety guidelines.

BCT 238H: Plumbing VI

Prerequisite: BCT 237

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: Continues BCT 238. . Includes codes; servicing piping systems, fixtures, and appliances; private water supply well systems; private waste disposal systems; swimming pools and hot tubs; and plumbing for mobile homes and travel trailers: Introduces the various types of medical gas and vacuum systems used in health care facilities.

BCT 239H: Plumbing VII

Prerequisite: BCT 238

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: Continues BCT 238. Includes codes; servicing piping systems, fixtures, and appliances; private water supply well systems; private waste disposal systems; swimming pools and hot tubs; and plumbing for mobile homes and travel trailers: Introduces the various types of medical gas and vacuum systems used in health care facilities.

BCT 241H: Carpentry IV

Prerequisite: BCT 144

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 144. It includes properties of concrete, reinforcing concrete, handling and placing concrete, and trenching and excavating. Provides an introduction to working in and around excavations, particularly in preparing building foundations. Describes types and bearing capacities of soils; procedures used in shoring, shielding, and sloping trenches and excavations; trenching safety requirements, including recognition of unsafe conditions; and mitigation of groundwater and rock when excavating foundations. Explains the selection and uses of different types of reinforcing materials. Describes requirements for bending, cutting, splicing, and tying reinforcing steel and the placement of steel in footings and foundations, walls, columns, and beams and girders.

BCT 242H: Carpentry V

Prerequisite: BCT 241

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 241. It includes foundations, slab-on-grade, and horizontal formwork vertical formwork, handling and placing concrete and Tilt-up wall systems.

BCT 243H: Carpentry VI

Prerequisite: BCT 242

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 242. It includes site layout; advanced roof, wall, and stair systems; and introduction to light construction equipment.

BCT 244H: Carpentry VII

Prerequisite: BCT 243

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 242. Provides extensive coverage of the materials and techniques used in finishing wooden staircases. Also covers a variety of stair systems used in commercial construction. Introduces construction equipment, including the aerial lift, skid steer loader, electric power generator, compressor, compactor, and forklift. An overview of general safety, operation, and maintenance procedures is provided. Introduces the equipment, procedures, and safety practices used in cutting steel with oxyfuel equipment, as well as shielded metal arc welding, gas-tungsten arc welding, and gas metal arc welding. Labs include practice in cutting and welding techniques. Covers the planning process that precedes the start of work on a construction site, including environmental considerations, personnel issues, access roads, traffic control, permits, site safety, utilities, and crane-related concerns.

BCT 261H: Construction Painting IV

Prerequisite: BCT 164

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 164. It covers Advanced Failures and remedies, leadership traits associated with the successful supervisor, describes unique properties of commercial or light industrial applications, and presents the theory and definition of color.

BCT 262H: Construction Painting V

Prerequisite: BCT 261

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 261. It covers techniques for glazing, antiquing, stippling, the wallcovering process from start to finish, types of graphics and their uses, methods of transferring graphic, the characteristics of various texturing materials.

BCT 271H: Electrical IV

Prerequisite: BCT 174

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 174. It includes load calculations for branch and feeder circuits, conductor selection and calculations, practical applications of lighting, hazardous location requirements, over current protection, and distribution equipment.

BCT 272H: Electrical V

Prerequisite: BCT 271

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 271. It includes transformers; commercial electrical services; motor calculations; voice, data, and video; and motor controls.

BCT 273H: Electrical VI

Prerequisite: BCT 272

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 272. Includes load calculations for feeders and services, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, and specialty transformers.

BCT 274H: Electrical VII

Prerequisite: BCT 273

Credits: 6 cr. hrs. (6 pds: 5 lec, 1 lab)

Course Description: This course continues BCT 273. Includes advanced controls, HVAC controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations and splices, and special locations.

Business (BUS) and Casino Gaming (CAG)

BUS 100: Introduction to Business

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces key principles of business operations in the private enterprise system. Includes contemporary business and its environment, structure of American business, management principles of the organization, people, and production, marketing management, information systems and accounting and financing the enterprise.

BUS 125: Business on the Internet

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Includes digital commerce terminology, location connectivity, business applications, legal issues, security, marketing, website, and operating a successful e-business.

BUS 148: Business Ethics: Morals in the Workplace

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Students will analyze how ethical principles in decision-making can be applied to business and industry settings. Includes examination of moral issues, ethical frameworks, and personal values, workplace standards, social, religious, and cultural values, legal ramifications of action and inaction, and technology's role in shaping workplace culture.

BUS 151: Mathematics of Business

Prerequisite: MAT 082 or equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces mathematical procedures designed for practical utility in the business environment. Includes payroll, bank records, purchasing, sales, consumer credit, insurance, taxes, interest, inventory, depreciation, stocks and bonds, financial statements, and introductory statistics.

BUS 200: Business Law

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Principles and sources of business law. Includes nature of American law, scope and complexity of tort law, nature and principles of contract law, sale of goods under the Uniform Commercial Code, nature and principles of agency law, and business organizations.

BUS 205: Statistical Methods in Economics and Business

Prerequisite: MAT 172 or 173

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces statistical concepts and methods of business. Includes statistics, data, and statistical thinking, methods for describing sets of data, probability, discrete random variables, continuous random variables, sampling distributions, estimation with confidence intervals, tests of hypothesis, inferences based on two samples, correlation and regression, methods for quality improvement, time series, design of experiments and analysis of variance, nonparametric statistics, and categorical analysis.

BUS 210: International Business

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to international business, focusing on the importance of cultural, economic, legal, political, sociological, and strategic complexities that emerge when business activities transcend international borders. Includes the terminology of international business and the basic “do’s and don’ts” within the various foreign business societies.

BUS 220: Legal Environment of Business

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces the legal, ethical, and international environment of business. Includes an introduction to law, ethics and corporate responsibility, judicial system and litigation, alternative dispute resolution, administrative agencies, crimes and torts, contract law, product liability, international business law, agency law, and legal forms of business enterprises.

Casino Gaming (CAG)

CAG 100: Casino Gaming Industry Basics

Prerequisite: BUS 100 Introduction to Business

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces the casino gaming industry’s development in the United States and Indian Country. Includes integration of casino operations with lodging, food, beverage, and entertainment. Includes challenges to casino operation, security and cheating, and strategies for game protection and insuring responsible gaming. Introduces intricacies of tribal, state, and federal regulatory regimes, including IGRA (Indian Gaming Regulatory Act). The economics of casino gaming is examined including the relationship between casino gaming and the local and regional economy, proven marketing strategies, and elements of consumer behavior.

CAG 111: Casino Gaming Finance and Accounting

Prerequisite: ACC 101 Financial Accounting

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course focuses specifically on accounting and fiscal practices relevant to casino gaming in the context of federal, state, and tribal law. Emphasis areas include casino accounting and auditing, internal controls, internal audits, slot machine accounting and auditing, Title 31 (Bank Secrecy Act) compliance, budgeting, cage operations, and money handling and tracking skills.

CAG 122: Casino Gaming Theory and Practice

Prerequisite: CAG 100: Casino Gaming Industry Basics

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course introduces casino games that prepare students to engage constructively and knowledgeably with staff and customers in the gaming environment. Subjects covered include the basic mechanics of gaming, technology of table games and slots, basics of dealing, consumer behavior, role of analysis in gaming, and security procedures related to major casino games. This course contains modules on casino math that provide a basic understanding of the basis for the profitability of gaming, i.e., the house advantage. The overall emphasis is not on training students to operate games, but rather to educate them about what happens in a casino, why it happens, and about how to deal with situations that fall outside the norms of responsible casino gaming.

CAG 133: Customer Service, Management and Marketing

Prerequisite: BUS 100 Introduction to Business

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course examines customer service, management and marketing practices for delivering high quality casino gaming services. Students learn about selling, promoting and positioning services and to apply marketing concepts within the gaming industry. The course covers customer behavior and expectations, techniques for building customer loyalty, and the relation of those elements to creating a responsible and successful business environment. Students learn the importance of employee development and organizational culture, the basics of supervision, managing staff and players, and counseling and employee relations.

CAG 144: The Tribal Casino: Challenges and Opportunities – Capstone

Prerequisite: Earned Casino Management Certificate within the semester

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This capstone course provides an opportunity for students to use the knowledge and skills they have gained through the casino gaming certificate to real-world scenarios. The course challenges students to synthesize what they have learned and to engage in critical thinking as they work individually and in groups to address typical problems and opportunities that arise in casino gaming operations.

Chemistry (CHM)

CHM 080: Preparation for General Chemistry

Prerequisite: MAT 92

Credits: 3 cr. hrs. (3 pds: 3 lec, 0 labs)

Course Description: Fundamentals of chemistry. Includes nomenclature, atomic structure, bonding, chemical equations, moles, stoichiometry, the periodic table, conversions, problem-solving techniques and study skills. Designed to prepare students for college-level chemistry.

Computer Information Science (CIS)

CIS 089: Beginning Computer Skills

Prerequisite: None

Credits: 1 cr. hr. (1.5 pds: 0.5 lec, 1 lab)

Course Description: Beginning approach to operating a computer. Includes basic computer skills, computer terminology, Windows use, handling files, and word processing.

CIS 100: Introduction to Computers

Prerequisite: MAT 092 or concurrent enrollment

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces computer information systems: components, problem solving and program/system development concepts, application of information technology and computer ethics and security. Includes applied problem solving using a spreadsheet tool.

CIS 121: Web Publishing

Prerequisite: CIS 100 or consent of instructor.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces website design using the Hypertext Markup Language (HTML) to author pages containing titles, images, lists, image maps, tables, frames and Cascading Style Sheets. Includes World Wide Web history and development, web servers and Hypertext Transcription Protocol (HTTP) web browsers, standards, document design, lists, designing tables, using frames, and graphics. May include client-side and/or server-side scripting.

Communication (COM)

COM 263: Intercultural Communication

Prerequisite: None

Credits: 3 cr. hrs. (3pds: 3 lec)

Course Description: This course introduces concepts and principles of intercultural communication, with a focus on regional, national and international settings. Students examine issues such as cultural value patterns, cultural identity, verbal and nonverbal communication styles, intergroup relationships, managing conflict, intercultural adjustment and adaptation, and intercultural group facilitation. The course is designed to develop skills as a “boundary rider” to shift comfortably within and between cultures, and yet maintain an intact cultural identity.

Computer Software Applications (CSA)

CSA 100: Computer Literacy

Prerequisite: None

Credits: 1 cr. hr. (1.5 pds: 0.5 lec, 1 lab)

Course Description: Introduces computer applications and software. Includes historical significance of the computer, components of a computer system, and spreadsheet, database, and word processing use within a workplace. Also includes computer networks for communication and information. May be offered in modules.

CSA 107: Microcomputer Software/Hardware Topics

Prerequisites: CSA 101, CSA 182

Credits: 3 cr. hrs. (4 pds: 2 lec, 2 lab)

Course Description: Overview of microcomputer operating procedures. Includes software, hardware, and communication networks.

CSA 110: Spreadsheets: Microsoft Excel

Prerequisite: MAT 092 or concurrent enrollment

Credits: 3 cr. hrs. (4 pds: 2 lec, 2 lab)

Course Description: Fundamentals of Microsoft Excel. Includes creating, saving, editing and printing spreadsheets, creating and using ranges, using date and time functions, viewing and editing worksheets, using multiple worksheets, protecting data and time functions, creating multiple views, using, creating, maintaining, sorting, and finding information in a list, creating, using and enhancing a chart. Includes creating complex formulas, customizing work area, creating pivot tables, linking files, consolidating data, and recording macros. May be offered in modules.

CSA 120: Word Processing

Prerequisites: Students need basic computer and keyboarding skills and completion of REA 091 or a satisfactory score on the reading placement test before enrolling in this course.

Credits: 3 cr. hrs. (4 pds: 2 lec, 2 lab)

Course Description: Word processing concepts, and includes creating and editing documents, and using character and paragraph formatting, tables, styles, templates, and macros, merge, multiple-columnar formats, Internet basics, creating and using advanced styles, templates, and forms, working with graphics in documents, working with large documents, determining document layout, and sharing documents.

CSA 130: Microsoft PowerPoint

Prerequisite: None

Credits: 3 cr. hrs. (4 pds: 2 lec, 2 lab)

Course Description: Fundamentals of Microsoft PowerPoint. Includes beginning a presentation, templates and Wizards, color schemes, drawing tools, clip art, presentations in outline view, toolbars, organization charts, graphs, advanced text and graphics, templates and the slide master, slide shows, output and presentation options. Also includes animation, video, sound, action buttons, and running a slide show. May be offered in modules.

CSA 141: Integrated Office Suite

Prerequisite: CSA 101

Credits: 4 cr. hrs. (5 pds: 3 lec, 2 lab)

Course Description: Practical applications and concepts using integrated Microsoft Office software. Includes concepts, functions and features of Word, Excel, Access, PowerPoint, and integrated case studies.

CSA 170: Database: Access

Prerequisite: OAP 111 or concurrent

Credits: 3 cr. hrs. (4 pds: 2 lec, 2 lab)

Course Description: Techniques for using Microsoft Access. Includes an overview of Microsoft Access, creating tables, working with tables, creating and using select queries, creating and using forms, creating and using reports, creating a report that contains totals, principles of table design and relationships, table design techniques, designing select queries, customizing form designs, working with data access pages, customizing reports, parameter and action queries, query joins and crosstab queries, using advanced form techniques, creating basic macros to automate forms, using macros to provide user interaction and automate tasks, using advanced report techniques, and Access and the Internet. May be offered in modules.

CSA 182: Microsoft Windows: Current Version

Prerequisite: OAP 111 or concurrent enrollment

Credits: 3 cr. hrs. (4 pds: 2 lec, 2 lab)

Course Description: Fundamentals of Windows. Includes an introduction to Windows, Explorer, the active Desktop, My Computer, files and folders, and installing and running applications, configuring memory for Windows, using keyboard alternatives vs. the mouse. Also includes running Windows applications, using file Manager, Printer Manager, and Windows accessories, customizing Windows, adding plug-and-play and multiple monitors, networking with Windows, using Mobile Windows, and accessing the Internet.

Early Childhood Education (ECE)

ECE 110: Communication and Language Early Literacy for Children

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course is a study of oral and written language acquisition and emergent literacy. It includes assessing typical language development, strategies for promoting children's language development, creating language-rich environments, exploring children's literature, and strategies for involving families and community members.

ECE 111: Special Education for Children

Prerequisite: ECE 117

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course includes the study of the history, philosophy, and current trends in special education. It explores different types of assessments for identifying and diagnosing special needs, characteristics associated with these diagnoses, and available referral

services and resources. It also includes the role of the teachers, parents and family members in effecting appropriate instructional techniques and environmental modifications.

ECE 117: Child Growth and Development

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course is an analysis of the elements which affect growth and development pre-birth to age eight. The content includes an introduction to major developmental theorists, the role of genetics, health and social influences, and domains of development.

ECE 120: Supervision and Administration of Early Childhood

Prerequisite: ECE 117

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course presents an analysis of the elements for planning, implementing, maintaining, and evaluating early childhood education programs. Includes regulations, health and safety issues, staff selection, training, supervision and evaluation. Includes management of facilities, budget, equipment, supplies and arranging a classroom environment.

ECE 124: Math and Science for Children

Prerequisite: ECE 117

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course includes exploring theories behind, and methodologies for, teaching math and science concepts to young children, from birth through age eight. Students will engage in hands-on activities that they can replicate with young students and will create culturally-relevant math and science activities that promote children's cognitive development. The course also provides strategies for observing and documenting children's progress in the content areas of math and science.

ECE 125: Nutrition, Health, and Safety for the Young Child

Prerequisite: ECE 117

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course provides an in-depth study of the health, safety and nutritional needs of children based on current research and recommendations. It includes the study of: healthy exercise and attitudes, traditional nutritious foods, illness prevention, food safety, tribal regulations related to healthy and safe environments, and relevant community resources.

ECE 226: Teaching Techniques and Behavior Management

Prerequisite: ECE 117

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course provides students with age and developmentally appropriate strategies for creating a positive, socially-competent classroom community. The content includes: tools to identify and document behavioral concerns; effective classroom management techniques that reduce behavior problems with typically developing children; positive guidance and behavior management strategies for teaching children self-regulation skills and socially-acceptable interactions; and resources for assisting children with challenging behaviors.

ECE 228: Family, Culture and Community

Prerequisite: ECE 117

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course examines the influences of family, culture and community on the development and learning of young children. It includes developing a personal framework for understanding cultural differences in attitudes about play, child rearing and diversity of teaching methodologies. Students explore cross-cultural communication techniques, ways to assess and utilize family strengths, and strategies for involving families in the school and classroom.

ECE 229: Child Development Associate (CDA) Direct Assessment

Prerequisites: ECE 117, ECE 125, ECE 226 or permission of the instructor

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: This course guides students in preparing for the CDA Credential Direct Assessment. Students will use the guidebook and materials provided in their Direct Assessment Packet to complete the process for submitting a Direct Assessment Application to the Council for Professional Recognition.

ECE 291: Internship for Students with Experience in Early Childhood Education

Prerequisite: ECE 226 (or concurrent enrollment), or permission of instructor

Credits: 4 cr. hrs. (16 pds: 1 lec, 15 lab)

Course Description: Internship to support students, currently working in an educational setting, in increasing their professional knowledge by observing, doing, inquiring, and reflecting on teaching and learning. Includes developing a personal view of teaching, education history and philosophy, current trends in education, legal and ethical issues in education, status of contemporary children, exploring classroom learning theory, establishing a successful classroom environment, teaching and lesson planning, teacher as educational leader, and collaborating with families, businesses, and the community.

Education (EDU)

EDU 160: Introduction to Program Evaluation

Prerequisite: Students must understand basic computational routines related to descriptive statistics and be able to demonstrate their grasp of the course material in written form using both short written reports, essay exams and research papers.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course provides an overview of program evaluation techniques and strategies to evaluate how effective a program is in meeting its program goals. Students will learn to work with program staff and stakeholders to clarify a program's operational goals and the impact of a program policy on specific community concerns. Course activities will focus on providing students with a hands-on-experience in specific research skills and tools required for effective program evaluation. Individual written assignments will build on each other over the course of the semester, culminating in a final paper documenting an evaluation plan for a real-world project.

Economics (ECN)ⁱⁱⁱ

ECN 200: Basic Economic Principles

Prerequisites: MAT 092

Credits: 3 cr. Hrs. (3 pds: 3 lec)

Course Description: Economic theory as applied to individual decision-making units (microeconomics) and as applied to the operation of the economy as a whole (macroeconomics). Includes economic decision-making, economic systems, supply and demand model, price determination, elasticity, household income, business ownership, profit maximization, production functions and costs, and competition and market structures. Also includes goals and problems of the macro economy, foundations of the macro economy, fiscal policy and budgets, money, the role of financial institutions and the Federal Reserve, money creation, and monetary theory and policy.

ECN 201: Microeconomic Principles

Prerequisites: MAT 092

Credits: 3 cr. Hrs. (3 pds: 3 lec)

Course Description: Economic theory as applied to individual decision-making units. Includes economic decision making, economic systems consumer demand, producer supply, price determination, elasticity, cost-benefit analysis, and utility and profit maximization. Also includes production functions and costs, competition and market structures, government in the market economy, labor markets, and income distribution.

ECN 202: Macroeconomic Principles

Prerequisites: MAT 092

Credits: 3 cr. Hrs. (3 pds: 3 lec)

Course Description: Economic theory as applied to the operation of the economy as a whole. Includes economic decision making, economic systems, supply and demand model, goals and problems of the macro economy, foundations of the macro economy, fiscal policy and budgets, money, the role of financial institutions and the Federal Reserve, money creation, monetary theory and policy, the assessment of goals, tools and policies of macroeconomics, and international trade.

Geography (GEO)

GEO 101N: Physical Geography: Weather Climate

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 labs)

Course Description: Introduction to the physical elements. Includes weather, climate, vegetation, and soils, and also their importance to humans, their interrelationships, resulting patterns, and effects. Lecture and lab are integrated in this class.

GEO 103: Cultural Geography

Prerequisite: Assessment at or completion of WRT 101 or signature of instructor.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Examination of the human world from a geographic perspective. Includes an exploration of global issues such as population, food supply, geopolitics, and urbanization.

Also includes industrialization as seen in the special combination of cultural, physical, historical, economic, and organizational qualities imprinted on the landscapes of the world.

GEO 205N: Geography of the Borderlands

Prerequisite: GEO 103 Cultural Geography

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: This course will use a geographical approach to study human-environmental systems in the borderland regions, with special emphasis on the U.S.-Mexico border and comparative Indigenous case studies. We will look at the socio-political and economic systems that are produced by human communities and how different societies use the borderland landscape for a series of political conflicts over space and culture. Some of the theoretical concepts we will analyze are: the settler state, sovereignty, territory, borders, nation, international law and environment.

GEO 267: Introduction to Geographic Information Systems (GIS)

Prerequisite: Basic computer skills recommended and instructor permission required.

Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)

Course Description: This course teaches students ways to capture, store, retrieve, analyze and display geographic data in different formats and outputs. Includes the evolution of GIS technology, system components, database concepts, system integration and its application across a wide range of science, business, government and nonprofit agencies.

Geology (GLG)

GLG 101N: Introductory Geology I: Physical Geology

Prerequisite: None

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 labs)

Course Description: Introduction to the physical aspects of the earth's crust. Includes rocks and minerals and their relationship to one another. Also includes surface and subsurface processes operating on and in the earth.

History (HIS)

HIS 101: Introduction to Western Civilization I

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course investigates key links between civilizations across the globe, dating from approximately 20,000 BC/BCE to the 18th century AD/CE. The course compares religious beliefs, cultural myths, political structures, economic changes, and military invasions in the Americas, Western Europe, the Mediterranean, and the Middle East. HIS 101 is required for Arizona teacher certification.

HIS 102: Introduction to Western Civilization II

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: History of the modern world dating from 1492 to contemporary times: Religious Wars; the Industrial revolution; economies of scale; colonialism and post-colonialism; Enlightenment political theory, including that of the “Noble Savage;” the rise of republics and civil rights; paradigms of science and technology; ideologies of prejudice and genocide; and globalization. Special focus on the struggles of indigenous peoples in the Age of Empire.

HIS 122: Tohono O'odham History and Culture

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course is a survey of Tohono O'odham culture, historical development, and modern issues. Includes development of culture and world view, sources of Tohono O'odham history, and role in economic and social development of northwestern Mexico and southwestern United States, and contemporary Tohono O'odham issues.

HIS 125: Tohono O'odham History and Culture II

Prerequisite: HIS 122 Tohono O'odham History and Culture I

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course is a survey of Tohono O'odham historical, culture, and contemporary issues after 1980. Includes how European contact forever changed the land, lives, and culture of the Tohono O'odham people. Sources of Tohono O'odham history will be analyzed in terms of social, political, and economic development of Northwestern Mexico and Southwestern United States.

HIS 141: History of the United States I

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Survey of the major developments in American history from the Columbian conquests to the Era of Reconstruction. Includes Colonial America, the Formative Years (1776-1815,) the Early National Period (1815-1850,) and the coming of the Civil War and its aftermath. Also includes the social, intellectual, and political aspects of early American life.

HIS 142: History of the United States II

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Survey of major developments in American history from Era of Reconstruction to the present. Includes the era of Reconstruction, emergence of modern America, Early 20th Century, and America as a world power. Includes the social, intellectual, and political aspects of contemporary American life.

HIS 147: History of Arizona

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Survey of the major developments in the history of Arizona. Includes the Pre-Columbian period through the Spanish era, the Mexican Republic, the years as a U.S. territory, and the time since statehood to the present. Also includes the contributions of the various peoples who have formed the unique cultural and ethnic fabric of this area.

HIS 274: The Holocaust

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Survey of the history, causes, and attempts to prevent holocausts. Includes causes and legacies of the Nazi assault on humanity, history of hate in Europe, historical antecedents and preconditions, Third Reich and creation of the racial state, from isolation to the "Final Solution", aftermath (1945-), and the Holocaust and relevant events. Also includes history of genocidal policies toward indigenous peoples.

Integrated Reading & Writing (IRW)

IRW 070: IRW I, Integrated Reading and Writing: Introductory

Prerequisite: Placement Exam

Credits: 4 cr. hrs. (6 pds: 3 lec, 3 lab)

Course Description: Students will learn to locate explicit textual information, draw inferences, describe and evaluate the information across multiple texts of varying lengths, how to use vocabulary effectively, describe and apply insights gained from reading and writing a variety of texts. Students will learn effective editing strategies, generate ideas from texts, and recognize and apply the conventions of Standard English. Students must participate in one-to-one tutoring with the Student Success Center on a biweekly basis to ensure the success of students.

IRW 090: IRW II, Integrated Reading and Writing: Intermediate

Prerequisite: IRW I or Placement Exam

Credits: 4 cr. hrs (6 pds: 3 lec, 3 lab)

Course Description: Prepares students for college-level reading and writing by combining the two skill sets. Students apply a variety of reading strategies to organize, analyze and retain material, and produce written work appropriate to audience, purpose, situation and length of the assignments. Students will build upon their basic skills of grammar and mechanics and develop further their organizational skills for building short essays.

Literature (LIT)

LIT 174: Introduction to Native American Writings

Prerequisite: WRT 101

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Study of Native American texts, including autobiographical writings, short stories, and nonfiction. Includes introduction to historical and cultural contexts, themes and issues addressed by Native American authors, Native American narratives, and reports and presentations. May convene with LIT 274.

LIT 274: Native American Literature

Prerequisite: WRT 101

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: A survey of Native American oral stories, autobiographical writings, fiction, poetry, and nonfiction. Includes historical and cultural contexts, major themes and issues in contemporary Native American literature, literary forms and techniques, and critical essays. May convene with LIT 174.

LIT 289: Literature and Film

Prerequisite: WRT 102 or concurrent enrollment

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Criticism of films' dramatic forms, elements and genres. Includes development of film as an art form, comparative approaches to literature and film, performed drama, critical analysis, and film production personnel.

LIT 290: World Literature and Global Film

Prerequisite: WRT 102 or concurrent enrollment

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course provides a survey of Native American, Aboriginal, Maori, and Canadian First Nations oral stories, autobiographical writings, fiction, poetry, filmic representations, and nonfiction. It also includes a global, comparative approach to historical and cultural contexts, major themes and issues in contemporary world indigenous literature, literary forms and techniques, and critical essays.

Management (MGT)

MGT 110: Human Relations in Business and Industry

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Basic theories and concepts for understanding human relations needs of business employees and managers. Includes organizational behavior, diversity, motivation and performance management, job design, group work, organizational design, organizational power, and conflict and negotiation.

MGT 122: Supervision

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Principles of personnel supervision. Includes group dynamics, organizational work structures, source and nature of worker values, team communication skills, decision making, creativity within worker teams, controversy within worker teams, conflict of interest within worker teams, dealing with diversity, and team development and training for continuous improvement.

MGT 124: Small Business Management

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Analysis of the practical problems of organizing, managing and starting a small business. Includes introduction and overview, selecting employees, forms of ownership, managing the business, business plan, pricing, managing cash flow, creating sales forecast, income statements, breakeven analysis, and sources of funds, international operations, contracts, risk, and international opportunities.

MGT 230: Dynamics of Leadership

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Supervised practical training in leadership. Includes history, philosophy and vision of leadership, aspects of leadership, power of positive vision, goal setting, decision making, life planning, identifying a personal philosophy, team building, delegating, ethics in leadership, servant leadership, initiating change, managing conflict, and designing and completing leadership projects.

MGT 270: Computer Applications for Managers

Prerequisite: CSA 101 or proficiency with Microsoft Office software.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Development of management skills in computer applications for business. Includes state of computing technology, electronic commerce and the economy, international issues, work and the virtual workplace, interaction with the information systems department, project management, presentations, and spreadsheets for managerial decision making.

MGT 276: Human Resources

Prerequisite: BUS 100

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Practical aspects of personnel management and support. Includes roles and concepts, acquiring human resources, administering the personnel program, developing employee potential, maintaining the workforce, and future outlook for personnel management.

MGT 278: Labor/Management Relations

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Examination of basic principles and current status of labor/management relations in the United States. Includes modern society and industrial relations, the American Labor Movement, the collective bargaining process, and government regulation. Also includes union-management patterns, and an overall assessment of the consequences of collective bargaining and the future of labor management relations.

MGT 280: Business Organization and Management

Prerequisites: BUS 100 and any other MGT course.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Overview of the functions performed and issues faced by managers in business. Includes theory, general research findings, and knowledge from a managerial perspective. Also includes diverse philosophies for understanding management as a total system within the constraints imposed by society, government, technology, and ideology.

Marketing (MKT)

MKT 111: Principles of Marketing

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to marketing principles and strategies that are survival tools for not-for-profit and for-profit organizations in today's global and competitive market. Includes the marketing variables product, price, channels of distribution, physical distribution, and promotion. Also includes strategic planning, consumer characteristics and behavior, market environments and market research.

Mathematics (MAT)

MAT 082: Basic Mathematics

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Fundamentals and applications of arithmetic. Includes operations on whole numbers, fractions, decimal numbers, ratio and proportion, percent, and measurement.

MAT 086: Pre-Algebra

Prerequisite: MAT 082 or placement test equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Transition from arithmetic to algebra. Includes signed numbers, order of operations, polynomials, fractions, linear equations, area and perimeter, decimals, percents, and ratio and proportion.

MAT 092: Elementary Algebra

Prerequisite: MAT 086 or placement test equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to basic algebra. Includes the real number system, algebraic expressions, linear equations and inequalities, integer exponents, polynomials, simple rational expressions, and square roots.

MAT 105: Applied Technical Mathematics

Prerequisite: MAT 086 or placement test equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Applied geometry and trigonometry operations. Includes review of basic math operations, angle calculations, elements of geometry, trigonometric functions, and practical application.

MAT 108: Practical Geometry and Trigonometry

Prerequisite: MAT 086 or equivalent by placement score.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Fundamentals of geometry and trigonometry with applications. Includes basic geometric properties, properties of triangles, Pythagorean Theorem and special triangles, polygons, circles, volumes, radian measure, trigonometric functions, and oblique triangles.

MAT 122: Intermediate Algebra

Prerequisite: MAT 092 or placement test equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Basic algebraic functions. Includes the language of sets, lines in the plane, systems of linear equations, rational expressions and equations, radical expressions and equations, quadratics, exponents, and logarithms.

MAT 142: Topics in College Mathematics

Prerequisite: MAT 122 or placement test equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Survey of mathematical topics and applications. Includes application of mathematics to the social services, management science, growth, and probability and statistics.

MAT 151: College Algebra

Prerequisite: MAT 122 or placement test equivalent

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Introduction to college-level algebra. Includes equations, functions, systems of equations, exponential and logarithmic functions, graphing of higher order polynomial and rational functions, sequences and series, and calculator use.

MAT 172: Finite Mathematics

Prerequisite: MAT 151 or placement test equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Mathematics for students majoring in business. Includes set theory, partitions, permutations, combinations, probability, Bernoulli trials, Markov chains and the simplex method of linear programming.

MAT 173: Mathematics for Business I

Prerequisite: MAT 151 or placement test equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to business finite mathematics. Includes basic probability, summation, conditional probability and independence, Bayes' Theorem, compound interest, random variables, random sampling, and computer skills.

MAT 174: Mathematics for Business II

Prerequisite: MAT 173

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Continuation of MAT 173. Includes distributions, normal distributions, basic statistics, integration, common business functions, differentiation, and computer skills.

MAT 182: Trigonometry

Prerequisite: MAT 151 or satisfactory score on the mathematics assessment test.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to trigonometric functions. Includes graphs, identities, angle measure, vectors, polar coordinates, and conic sections.

MAT 187: Pre-Calculus

Prerequisite: MAT 151 or placement test equivalent

Credits: 5 cr. hrs. (5 pds: 5 lec)

Course Description: College-level algebra and trigonometry. Includes equations, algebraic functions, inequalities, systems, conic sections, sequences and series, trigonometric functions, polar form, and partial fractions. Also includes intensive preparation for analytic geometry and calculus.

MAT 212: Topics in Calculus

Prerequisite: MAT 151 or placement test equivalent

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Calculus for students majoring in business. Includes limits, continuity, differentiation and integration of algebraic functions.

MAT 220: Calculus I

Prerequisite: MAT 151 and MAT 182; or MAT 187; or required score on mathematics assessment

Credits: 5 cr. hrs. (5 pds: 5 lec)

Course Description: Introduction to analytical geometry and calculus. Includes limits, continuity, differentiation and integration of algebraic and basic trigonometric functions and applications of differentiation and integration.

MAT 231: Calculus II

Prerequisite: MAT 220

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Continuation of MAT 220. Includes differentiation and integration of logarithmic and exponential functions, techniques and applications of integration and infinite series.

MAT 241: Calculus III

Prerequisite: MAT 231

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Continuation of MAT 231. Includes conic sections, polar coordinates, solid geometry, two and three dimensional vectors, moments, partial derivatives and multiple integration.

Philosophy (PHI)

PHI 101: Introduction to Philosophy

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Survey of the practices of philosophical analysis using contemporary debates to illustrate core issues. Philosophical issues may include: explanation/proof, analysis/critique, ethics/morality, aesthetics/equilibrium, identity/otherness, society/governance, religion/science, epistemology/ontology, thought/language, and consciousness/habit.

PHI 123: History and Philosophy of Science

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Comparison of scientific approaches in prehistoric, classical, preindustrial, industrial/pre-digital, and digital societies. Special focus on differences between epistemological approaches of indigenous peoples with the Western "scientific method." Special Topics may include astronomy, agriculture, medicine, and/or genetics.

Political Science (POS)

POS 110: American National Government

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Basic concepts and substance of American politics. Includes methods of political analysis, cultural environment of American politics, impact of class, gender, and immigration, Constitution, civil liberties, and civil rights, public opinion and fundamental values, political institutions, and institutions of government, economic and social policymaking, and American foreign policy and interdependence.

POS 210: National and State Constitutions

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Principles and procedures of national and state constitutions. Includes major principles of American and Arizona constitutionalism, historical and legal environments of the United States and Arizona constitutions, structures, powers, and responsibilities of United States government, structures of Arizona government, civil liberties and civil rights in the United States, and constitutional change. POS 210 satisfies the requirement for teacher certification.

POS 226: Tohono O'odham Nation Government

Prerequisites: Completion of WRT 101 or permission of instructor. WRT 102 if course is to be used for AGECE I requirement.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Additional Information: Cross-listed as TOC 226

Course Description: This course examines the development of Tohono O'odham government, both pre- and post-1934. It includes the cultural, legal and political basis of Tohono O'odham government, the structures and functions of the Tohono O'odham Nation powers, and its services, fiscal changes, and administrative growth. It also addresses political relations, developments, and transitions related to state and federal governments, and highlights major contributions of Tohono O'odham leaders.

POS 240: Understanding Terrorism

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Analysis of terrorism as an international phenomenon. Includes classifications of terrorism, political ideologies, cultural perspectives and geographical issues, responses by governments to terrorism, terrorism's future impact and current government policies related to terrorism.

Psychology (PSY)

PSY 101: Introduction to Psychology

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Survey of general psychology. Includes a definition of psychology, history of psychology, research methods and critical thinking, biological basis of behavior, sensory process, receiving the world, states of consciousness, conditioning and learning, memory process, motivation and emotions, role of health psychologists, role of stress in our lives, major stages in child and life span development, gender identity and sexuality, intelligence, personality theories, psychological disorders, therapeutic approaches, social psychology research, and gender identity and sexuality.

PSY 132: Psychology and Culture

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Human diversity in behavior and culture using examples from a variety of contexts and nations. Includes cross-cultural approach, understanding culture, self and personality, cross-cultural research methods, enculturation, socialization, and development, cultural influences on organization and the world of work, culture and intergroup relations, culture and social behavior, culture and basic psychological processes, culture and gender, culture and health, diversity of human emotion, culture and language, culture and communication, and cultural diversity.

Records Information Management (RIM)

RIM 132: Records Management: Filing Systems

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Principles and procedures of filing systems. Includes rules for indexing, coding, and filing, cross references, filing systems, advantages and disadvantages of each filing system, file maintenance and management, and simulations and field trip(s). Education and Early Childhood Classes.

Studies in Indigenous Borderlands (SIB)

SIB 298: Service Learning

Prerequisite: Declared major in AS Life Science, AAS TOANR, AAS SIB, or AA Liberal Arts SIB or completion of most AGECEC and degree coursework in the degree program and permission of instructor.

Credits: 1 cr. hr. (1 pd: 1 lab)

Required by all SIB programs/concentrations

Course Description: This capstone course allows the student to gain experience by completing a service learning project related to the student's science concentration. Coordinated and supervised by faculty and/or community or institutional partners, students are placed in a service learning position where the student applies their knowledge and skills in real-world contexts.

SIB 299: Capstone-Research Project

Prerequisite: Declared major in AS Life Science, SIB Concentration or completion of most AGECEC and degree coursework in the degree program and permission of instructor.

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This capstone course allows science majors to examine a specific topic related to the student's science concentration. The student will produce a thesis-style research paper or research proposal. Use of printed and electronic professional literature will be required during the research process. Completion of this project will incorporate communication skills, knowledge of the process of science and synthesis of scientific knowledge.

Social Services (SSE)

SSE 111: Group Work

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Examination of group dynamics. Includes communication patterns, leadership, decision-making, conflict resolution, problem solving, and personal growth within groups. Also includes application of concepts through observation, group exercises, and case studies.

SSE 121: Introduction to Substance Abuse

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to the history of drug abuse, including alcohol in the United States. Includes classification of drugs, historical review of drug laws, prohibition, and theories of addiction, treatment, strategies, cultural perspectives and treatment interventions. Also includes special populations, education, and available resources to addicts, alcoholics and their families.

SSE 123: Substance Abuse Prevention

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Comprehensive review of approaches to prevention. Includes drug control policies and the impact of abused substances on all segments of society. Also includes focus on the resources of multiple societal sectors to reduce the demand for drugs.

SSE 140: Domestic Violence: Causes and Cures

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Survey of historical and contemporary causes of domestic violence. Includes the examination of abused populations: spouse, sibling, adult child-to-parent, children, and victims of dating violence. Also includes diagnosis, prevention, and treatment of domestic violence and identification of and need for treatment programs.

SSE 146: Child Abuse Intervention and Protection

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Overview of the scope and nature of child abuse and neglect. Includes the definitions, dynamics, symptoms, risks, and effects of the various forms of child maltreatment and emphasizes prevention and utilization of community resources. Also includes the process of intervention by society, the roles of various professionals in the investigation, adjudication, treatment, and case management of child abuse cases.

SSE 150: Motivational Interviewing

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course provides a comprehensive review of the concepts of motivational interviewing (MI) as well as numerous opportunities to practice those concepts. Course content includes the elements of MI; the principles of MI; the foundational skills of MI; and the spirit, or guiding philosophy, of MI.

SSE 151: Motivational Interviewing Practicum

Prerequisite: SSE 150

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course is designed to provide students with the opportunity to develop the knowledge, skills, and experience necessary to engage in effective motivational interviewing (MI) with clients. The practicum provides an opportunity for students to practice MI techniques in a setting that facilitates professional growth.

SSE 211: Group Technique Applications

Prerequisite: SSE 111

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Application of advanced concepts in group dynamics. Includes skill development through in- class experiential learning and group facilitation. Also includes community group case studies, ethical standards, and multicultural issues.

SSE 212: Casework Methods II

Prerequisite: SSE 202

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Advanced techniques in interviewing, recording, client evaluation, case management, strategies for intervention, and focus on diverse and special populations. Includes application of advanced skills in varied settings and attention to service delivery in a fragmented community resource system.

SSE 220: Treatment of the Substance Abuser

Prerequisite: SSE 120.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Principles and techniques of treating the substance abuser. Includes therapeutic communities, day care programs, methadone maintenance, detoxification, and psychotherapy.

SSE 222: Political and Legal Aspects of Drug Use

Prerequisite: SSE 120.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Overview of drug abuse and the law. Includes the influence of politics, economics, civil liberties, court decisions, and public opinion. Also includes consideration of international trafficking, gangs, and money laundering.

Sociology (SOC)

SOC 101: Introduction to Sociology

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to the basic concepts of sociology and sociological analysis. Includes identity, folkways, norms, mores, groups, status, role, gender socialization, social structure, culture and ethnicity. Also includes deviance, social control, bureaucracy, social change, social class, collective behavior, social movements, social stratification, inequality, institutions, social organization, and globalization within and across contemporary societies and cultures.

SOC 127: Marriage and the Family

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduction to the social functions of marriage and the family. Includes structures of marriages and families, relationships, marriage, and transformation of marriage.

Spanish (SPA)

SPA 101: Elementary Spanish I

Prerequisite: None

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Introduction to Spanish. Includes basic oral and written forms, grammatical structures, interpersonal transactions, and geographical and cultural awareness.

SPA 102: Elementary Spanish II

Prerequisite: SPA 101 or equivalent

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Continuation of SPA 101. Includes further development of oral and written forms, additional grammatical structures, interpersonal transactions, and geographical and cultural differences. Also includes an emphasis on balancing more complex structures of active communication.

Speech (SPE)

SPE 110: Public Speaking

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Study and training in public speaking with emphasis on audience adaptation. Includes developing skills in the areas of research, logic, analysis, organization, and delivery in a multicultural society.

SPE 120: Business and Professional Communication

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Study and training in organizational communication within a multicultural/global environment. Includes informative and persuasive speaking, interviewing, listening, and group problem-solving and decision making.

Student Success (STU)

STU 100: College Success Skills

Prerequisite: None

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: Skills and techniques required for being an efficient student. Includes goal setting and problem solving, time management, organizing study materials/study techniques, college/community resources, learning styles, concentration and memory, note taking techniques, tips for making note taking easier, test taking techniques, and test anxiety.

STU 101: Becoming a Master Student

Prerequisite (Recommended): IRW 090

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Enhancement of academic and personal skills to maximize learning and success at the college setting. Includes assessing college readiness and learning skills, time management, building memory and concentration skills, reading for college, note taking, test taking, diversity, writing for college, relationships, lifestyle and wellness, and next step.

STU 109: Career Exploration

Prerequisite: None

Credits: 2 cr. hrs. (2 pds: 2 lec)

Course Description: Development of skills and knowledge necessary to make career choices. Includes values clarification, skills identification, interest and personality identification and recognition, adult developmental issues, career research, developing a plan of action, review of self-assessment inventory, eliminating stereotypes, advanced career research, information interviews, decision making, and developing an educational/career plan.

STU 230: Dynamics of Leadership

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Supervised practical training in leadership. Includes history, philosophy and vision of leadership, aspects of leadership, power of positive vision, goal setting, decision making, life planning, identifying a personal philosophy, team building, delegating, ethics in leadership, servant leadership, initiating change, managing conflict, and designing and completing leadership projects.

STU 230: Dynamics of Leadership

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Supervised practical training in leadership. Includes history, philosophy and vision of leadership, aspects of leadership, power of positive vision, goal setting, decision making, life planning, identifying a personal philosophy, team building, delegating, ethics in leadership, servant leadership, initiating change, managing conflict, and designing and completing leadership projects.

Social Work (SWU)

SWU 171: Introduction to Social Work (Replaces SSE 110)

Prerequisite: IRW 090 IRW II Integrated Reading and Writing II or equivalent

Credits: 3 cr. Hrs. (3 pds: 3 lec)

Course Description: Explores current environmental issues and challenges in the US-Mexico border, and provides the foundation for understanding the current social welfare system and the ways that social services have developed in the United States. This historical perspective helps students understand how social work can influence, and be influenced by, social welfare policy. Students will gain an understanding of the various roles social workers have and the settings in which they practice. Includes social work interventions of practice, policy, and research and the knowledge, values ethics, and skills underpinning the practice of social work with diverse populations, with special emphasis on Native American cultures. Special emphasis on the practice of social work in the context of Southwest cultural and ethnic traditions.

SWU 291: Social Service Delivery Systems (Replaces SSE 202)

Prerequisite: Psychology 101 Intro to Psychology or Sociology 101 Intro to Sociology, and SWU 171 Introduction to Social Work

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Covers federal, state, private not-for-profit, and for-profit social service delivery system's purpose, structure, and professional roles. Includes 40 service learning hours. Explains how to meet client needs by identifying and coordinating community resources in accord with accepted social work practices. By familiarizing students with service delivery systems in Arizona and in the Tohono O'odham Nation, students will be able to identify a general framework for the delivery of social services. The case management model of service delivery is also introduced.

SWU 295: Foundations of Social Work Practice: Effective Helping in a Diverse World
(Replaces SSE 210)

Prerequisite: SWU: 171 Introduction to Social Work

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces the theoretical and practical foundations necessary for beginning social work practice in a diverse world. Emphasizes the theoretical foundation and skill base necessary for effective culturally competent communication and interviewing skills with individuals, families, small groups, and in larger systems. Prepares students to begin effective culturally competent communication with diverse constituencies.

Tohono O'odham Language (THO)

THO 101: Elementary Tohono O'odham I

Prerequisite: None

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Skills development to provide proficiency in basic communication in the Tohono O'odham language. Includes listening, speaking, reading, and writing. Also include an emphasis on examination of Tohono O'odham cultural traditions.

THO 102: Elementary Tohono O'odham II

Prerequisite: THO 101 or instructor consent

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Continuation of THO 101. Includes increased proficiency in listening, speaking, reading, and writing. Includes continued study of Tohono O'odham cultural traditions.

THO 106: Conversational Tohono O'odham I

Prerequisite: None

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Introduction to conversational Tohono O'odham. Includes O'odham culture and history, basic alphabet pronunciation, basic greetings, basic interpersonal transactions, and cultural perspectives. May be offered in modules.

THO 107: Conversational Tohono O'odham II

Prerequisite: THO 106 or instructor consent

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Continuation of THO 106. Includes oral and written communication, grammatical structures, additional interpersonal transactions, and additional cultural perspectives.

THO 201: Intermediate Tohono O'odham

Prerequisite: THO 102

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Increased proficiency in listening, reading, writing, and speaking the O'odham language. Derive meaning from written text, create simple sentences in written form and respond verbally to familiar topics and questions. Includes examination of Tohono O'odham cultural traditions and the relationship to the O'odham language.

THO 202: Advanced Tohono O'odham

Prerequisite: THO 201

Credits: 4 cr. hrs. (4 pds: 4 lec)

Course Description: Increased proficiency in listening, reading, writing, and speaking the O'odham language. Derive meaning and demonstrate comprehension from written text, create paragraphs in written form. Respond to questions and converse in the language. Includes examination of Tohono O'odham cultural traditions and the relationship to the O'odham language.

Tohono O'odham Culture (TOC)

TOC 150: Tohono O'odham Food Systems

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Overview of Tohono O'odham food systems. Includes pre-encounter methods of farming, hunting, and food gathering, current cultivation methods, effects of food subsidy programs on traditional diet, and cultural importance of food systems in the past and present.

TOC 151: Tohono O'odham Writing Systems

Prerequisite: None

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: History of the development of Tohono O'odham writing systems. Includes the three existing systems, and sounds and symbols of the language.

TOC 226: Tohono O'odham Nation Government

Prerequisites: Completion of WRT 101 or permission of instructor. WRT 102 if course is to be used for AGECE I requirement.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Additional Information: Cross-listed as POS 226

Course Description: Examines the development of Tohono O'odham government, both pre- and post-1934. Includes cultural, legal and political basis of Tohono O'odham government, structures and functions of Tohono O'odham Nation powers, and its services, fiscal changes and administrative growth. Addresses political relations, developments, and transitions related to state and federal governments and highlights major contributions of Tohono O'odham leaders.

Tohono O'odham Studies (TOS)

TOS 111: Tohono O'odham Traditional Arts

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural art. Students will use natural and contemporary materials to construct finished products.

TOS 111a: Wire Baskets

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural art. Students will use natural and contemporary materials to construct finished products.

TOS 111b: Wood Crafts

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural art. Students will use natural and contemporary materials to construct finished products.

TOS 112: Tohono O'odham Traditional Arts: Pottery & Basketry

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural arts of pottery and basketry. Students will use natural and contemporary materials to construct finished products.

TOS 112a: Pottery

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural arts of pottery and basketry. Students will use natural and contemporary materials to construct finished products.

TOS 112b: Basketry

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural arts of pottery and basketry. Students will use natural and contemporary materials to construct finished products.

TOS 114: Apedag Wellness & Wellbeing: Apedag, Wellness & Wellbeing: O'odham Dances Songs and Music

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: History and practice of Tohono O'odham cultural activities to promote the Wellness and Wellbeing of the O'odham and community.

TOS 114a: O'odham Dancing

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

The history and use of traditional cultural dancing as well as contemporary Spanish/Mexico influenced dancing. (Waila, Pako'ola) Includes gender roles.

TOS 114b: O'odham Songs and Music

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: The history and use of traditional songs as well as contemporary music influenced by Spanish/Mexico music (Piast). Includes gender roles.

TOS 115: Foundations of O'odham Philosophy and Culture

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: TOS 115 is an introductory course on the foundational beliefs of O'odham philosophy and culture. The course will examine elements of the O'odham Himdag including oral traditions, social structure, spirituality, traditions, values and other factors of O'odham society. Students will be encouraged to identify and explore the core values of the college as it relates to their own upbringing and identity.

TOS 120: Traditional Basketry

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course will serve to preserve and perpetuate students' knowledge, creation and use of Tohono O'odham Basketry, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the use and production of baskets. Students will use natural and contemporary materials to construct finished products.

TOS 121: Traditional Pottery

Prerequisite: None

Credits: 3 hrs. (3 pds: 3 lec)

Course Description: This course will serve to preserve and perpetuate students' knowledge, creation and use of Tohono O'odham Pottery, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the use and production of pottery. Students will use natural and contemporary materials to construct finished products.

TOS 230: Contemporary Tohono O'odham and Native American Issues

Prerequisite: WRT 101 or instructor signature. Completion of or concurrent enrollment in HIS 122 or TOC 226/POS 226

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: A study of historical and contemporary Tohono O'odham and Native American issues, their political developments, implementation and effects among the Tohono O'odham and other Native American tribal groups; including the contemporary state of Tribal nations, federal legislation and social movements.

TOS 240: Academic Writings about the Tohono O'odham

Prerequisite: WRT 102

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: An introduction to academic literature on the Tohono O'odham. Includes an examination of these works in their disciplinary context, a comparison of historical and contemporary approaches to research, and relevance to Tohono O'odham society.

TOS 298: Service Learning Capstone

Prerequisite: WRT 101 or instructor signature. Completion of or concurrent enrollment in HIS 122 or TOC 226/POS 226

Credits: 1 cr. hr. (1 pd: 1 lec)

Course Description: This capstone course allows students to gain experience by completing a service-learning project in a community setting. Coordinated and supervised by faculty and/or community or institutional partners, this course places students in a service learning position where the student can apply their knowledge and skills in real-world contexts.

Writing (WRT)

WRT 101: Writing I

Prerequisite: IRW 090 (or WRT 100, or equivalent by placement score).

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Principles and practices of writing. Includes writing college-level essays, review of basic writing skills, and written works. Also includes narrative/descriptive, expository, and persuasive writing. May be offered in modules.

WRT 102: Writing II

Prerequisite: WRT 101 or equivalent to placement test.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Continuation of WRT 101. Includes writing analytical or critical papers, analysis and discussion of various types of literature, developing research skills, and written works. Also includes writing a research paper.

WRT 287: Beginning Creative Writing Workshop in Fiction

Prerequisite: Completion of Writing 102

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This class will teach the craft of fiction writing in terms of mechanics, style, voice, formalism, narrative structures and other related elements, while providing a survey of past and contemporary fiction writers for understanding of literary movements both past and present. In the process, the student will be introduced to the language and ideas necessary to participate

WRT 288: Beginning Creative Writing Workshop in Poetry

Prerequisite: Completion of Writing 102

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This class will teach the craft of poetry writing in terms of mechanics, style, voice, formalism, free verse, narrative structures and other related elements, while providing a survey of past and contemporary poets for understanding of literary movements both past and present.

Chapter 7 – Personnel



Himdag Committee: Ron Geronimo, Director of Tohono O'odham Studies; Juana Jose, Vice President of Education; Sylvia Hendricks, Vice President of Student Services; Pauline Nasewytewa, Building and Construction Trades Program Advisor; George Miguel, Director of Occupational Programs

Running a college, even a fairly small college like Tohono O'odham Community College (TOCC) takes a significant number of staff and faculty with a wide range of skills. This chapter includes a list of the TOCC employees who make it possible to have a college. Their names and titles are current as of July 2016. They are listed according to their roles: Board of Trustees, Cabinet members, Faculty, Staff, and Administration. The year in parenthesis that follows each person's name indicates the date that employee started working for the College. The list will be updated annually in the Catalog that is posted on the TOCC website at www.tocc.edu. Adjunct faculty are listed on the TOCC website and updated each semester.

Board of Trustees

Anthony M. Chana (2007)

Elder Trustee
Retired Counselor, Pima Community College
B.A. in Education, Arizona State University
From Ge Aji (Gu Achi) District

Elizabeth “Libby” Francisco (2002)

Secretary of the Board
Chief Operations Officer
Tohono O'odham Gaming Enterprise
B.A. in Political Science, University of Arizona
From San Xavier District

Jonas R. Robles (2007)

Vice Chairman of the Board
Counselor, Tohono O'odham Behavioral Health
Attended Pima Community College and Northwest
Indian College
From Gu Achi District

Bernard G. Siquieros (2002)

Chairman of the Board
Education Curator
Tohono O'odham Nation Cultural Center & Museum
B.A. in Elementary Education, University of
Arizona; Graduate Studies in Education
Administration, Arizona State University
From Sells District

Ofelia Zepeda, Ph.D. (2002)

Trustee
Regents' Professor, Ph.D., M.A., B.A., in Linguistics
University of Arizona.
From Stanfield, Arizona

President

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TOCC Policy Statements

Affirmative Action and Equal Employment Opportunity

The Board of Trustees of Tohono O'odham Community College has affirmed that the College is an equal educational and employment opportunity institution. Discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964 and 1991; Title IX of the Education Amendments of 1972; Sections 503 (793) and 504 (794) of the Rehabilitation Act of 1973, as amended in 1988; the Americans with Disabilities Act (ADA) of 1990; the Vietnam Veterans Readjustment Acts of 1972 and 1974; the Age Discrimination Act of 1967, as amended in 1978 and 1986; the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA); and other federal and state statutes, executive orders, and regulations. The College has policies relative to nondiscrimination on the basis of sex, sexual orientation, race, religion, color, national origin, age, disability, or on the basis of membership as set forth in USERRA, or any other basis which is prescribed by law. Such policies apply to educational programs, services, activities, and facilities, and include, but are not limited to, student admissions, applications, access to programs/classes/services, financial aid, and employment.

Americans with Disabilities Act

Tohono O'odham Community College complies with the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal, state and tribal laws and regulations that prohibit discrimination on the basis of disability. Reasonable accommodations, including materials in an alternative format, will be made available for individuals with disabilities when a minimum of five working days advance notice is given. Students needing accommodations are encouraged to contact the Vice President of Student Services, at (520) 383-8401. For additional information, see the TOCC *Student Handbook*.

Family Educational Rights and Privacy Act (FERPA)

Tohono O'odham Community College complies with the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR Part 99). This act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with this act. Upon admission to the college, all students must complete the Disclosure of Student Information Form, available from the TOCC Admissions & Records Office.

Sexual Harassment

Tohono O'odham Community College is committed to promoting and maintaining a productive work and educational environment free of discrimination and harassment. In keeping with this commitment, Tohono O'odham Community College will not tolerate verbal or physical conduct by an employee or student that harasses, disrupts, or interferes with another's work performance or education or that creates an intimidating, offensive or hostile work or educational environment. For additional information, see the TOCC *Student Handbook*.

Drug Free Schools and Communities Act

Tohono O'odham Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §1145G). For additional information, see the TOCC *Student Handbook*.

Cultural/Religious Observance and Practices

Tohono O'odham Community College recognizes the importance of the religious and Native American cultural observances and practices of its students, unless these will result in undue hardship to College programs. At least two weeks before the religious or cultural observance, students must submit a written statement to their instructor(s) that contains both the date and location of the observance. Absences for religious and cultural observances and practices do not count in the number of absences allowed by an instructor. For additional information, see the TOCC *Student Handbook*.

Endnotes

ⁱ Correction made replacing “PIN” with “ID” in this and following section on page 26 on 10/11/2016.

ⁱⁱ Correction of Casino Gaming Core Requirement Course numbers on page 60.

ⁱⁱⁱ Inserted descriptions of Economics courses on page 108.