Three addenda to the Catalog

A new “Transfer of Credits” policy was added to Chapter 1. The catalog here contains the new policy.

In Chapter 5: Total credits required for the AAS in Plumbing is 60 credits (replacing 57). The catalog here contains the correct listing of credits needed for this degree.

The *Tohono O’odham Community College Catalog* 2014-2016 is the official catalog for Tohono O’odham Community College for academic year 2014-2016. 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](http://www.tocc.edu).

TOCC’s address for courier deliveries: Tohono O’odham Community College, Highway 86, Milepost 125.5 North, Sells, Arizona 85634.
## Contents

Vision, Mission, Goals, and So:son (Our Core) ................................................................. 1

The President and Cabinet Welcome Students to TOCC .................................................. 2

Welcome from the Trustees ................................................................................................. 3

Accreditation ....................................................................................................................... 4

Tohono O’odham Himdag .................................................................................................... 4

Chronology – Timeline of Significant Events ..................................................................... 5

Chapter 1 - Getting Started at TOCC ............................................................................... 7

Admissions Policies ............................................................................................................ 8

Student Identification Number and Student ID Cards ....................................................... 10

Privacy of Student Records and FERPA .............................................................................. 11

Tuition, Books, and Fees ..................................................................................................... 18

Tables of tuition and fees ................................................................................................... 19

Chapter 2 - Student Life .................................................................................................... 25

Community Life at TOCC .................................................................................................. 25

Chapter 3 - Financial Aid at TOCC ................................................................................... 33

Applying for Financial Aid at TOCC ................................................................................ 34

Financial Aid – the steps to follow ................................................................................... 34

Major Federal Student Aid Programs ................................................................................ 34

  Federal Grants: The Pell Grant .......................................................................................... 35

  Campus-Based Programs: Federal Supplemental Educational Opportunity Grants and Federal Work-Study .......................................................... 35

  Veterans Benefits .............................................................................................................. 35

Chapter 30 ............................................................................................................................ 35

  Dependents’ Educational Assistance Program (DEA) ..................................................... 36

  Veterans Educational Assistance Program (VEAP) .......................................................... 37

  Reserve Educational Assistance Program (REAP) .......................................................... 37

How is Financial Need Determined? .................................................................................. 37

General Eligibility Requirements ...................................................................................... 37

  Need Analysis ................................................................................................................... 37

  How Much Federal Pell Grant Funding Can a Student Receive? .................................. 38

Application Process for Financial Aid ................................................................................. 38

Gathering Documents for the Free Application for Federal Student Aid (FAFSA) ............. 39
Why college is a good choice ................................................................. 59
Financial benefits you can realize by attending college ........................ 59
Benefits of starting your college career at Tohono O’odham Community College ................................................................. 59
Introducing TOCC Degrees and Certificates ...................................... 60
  Associate degrees ............................................................................. 60
  Associate of Applied Science (AAS) degrees ..................................... 60
  Certificate Programs ........................................................................ 61
  Arizona General Education Curriculum (AGEC) .............................. 61
Building and Construction Technologies (BCT) Programs ...................... 64
  Carpentry degrees and certificates .................................................... 65
    Basic Certificate in Carpentry (BCRT-CAR) .................................... 65
    Advanced Certificate in Carpentry (ACRT-CAR) ............................ 66
    Associate of Applied Science in Carpentry (AAS-CAR) ................. 67
  Electrical Certificates ..................................................................... 68
    Basic Certificate in Electrical (BCRT-ELE) ..................................... 68
    Advanced Certificate in Electrical (ACRT-ELE) ............................ 69
    Associate of Applied Science in Electrical (AAS-ELE) ................. 70
Plumbing ......................................................................................... 71
  Basic Certificate in Plumbing (BCRT-PLM) ...................................... 71
  Advanced Certificate in Plumbing (ACRT-PLM) .............................. 71
  Associate of Applied Science in Plumbing (AAS-PLM) .................. 73
Construction Painting ......................................................................... 74
  Basic Certificate in Construction Painting (BCRT-PNT) .................... 74
  Advanced Certificate in Construction Painting (ACRT-PNT) ........... 75
Visual Arts and Design Program ......................................................... 76
  Associate of Fine Arts (studio emphasis) (AFA) ............................... 77
Business, Casino Gaming, and Office Administrative Professional Offerings ......................................................... 78
  Associate of Business in Business Administration (ABUS-BUSA) ...... 79
  Associate of Applied Science in Business Administration (AAS-BUSA) ............. 80
  Casino Gaming Certificate (CRT-CAG) ........................................... 81
Office and Administrative Professions ............................................... 82
  Certificate in Office and Administrative Professions (CRT-OAP) ....... 82
  Associate of Applied Science in Office and Administrative Professions (AAS-OAP) ................. 83
Early Childhood Program .............................................................................................................................................. 84
Early Childhood Education (ECE) ...................................................................................................................................... 85
  Associate of Arts in Early Childhood Education (AA-ECE) ............................................................................................... 85
  Associate of Applied Science in Early Childhood Education (AAS-ECE) ................................................................. 86
Certificate in Child Development Associate Preparation (CRT-CDAP) ................................................................. 87
Liberal Arts Program .......................................................................................................................................................... 88
Liberal Arts ......................................................................................................................................................................... 89
  Associate of Arts in Liberal Arts-Open Pathways Option (AALA-OPO) ................................................................. 89
  Associate of Arts in Liberal Arts-Literature Option (AALA-LO) ................................................................................... 90
Science Program .............................................................................................................................................................. 91
Science Degrees .................................................................................................................................................................. 92
  Associate of Science-Life Science Option (AS-LS) ........................................................................................................... 92
  Associate of Science-Tohono O’odham Agriculture and Natural Resources option (AS-TOANR) ....... 93
  Associate of Applied Science-Tohono O’odham Agriculture and Natural Resources (AAS-TOANR).94
Social Services Program ...................................................................................................................................................... 95
  Associate of Arts in Social Services (AA-SSE) .................................................................................................................. 96
  Certificate in Social Services (CRT-SSE) ........................................................................................................................ 97
  Certificate in Substance Abuse (CRT-SAB) ...................................................................................................................... 98
AGEC (Arizona General Education Curriculum) Certificates .............................................................................................. 99
  AGEC requirements at TOCC by Associate degree ........................................................................................................ 99
  Three special AGEC Requirements ........................................................................................................................... 100
  TOCC courses that fulfill requirements 1, 2, and 3 ......................................................................................................... 100
  Categories ....................................................................................................................................................................... 101
Tohono O’odham Studies and Studies in Indigenous Borderlands Addenda ......................................................................... 102
Chapter 6 – Course Descriptions ..................................................................................................................................... 112
Arts and Humanities Classes ............................................................................................................................................. 115
  ART (ART) ........................................................................................................................................................................ 115
  Literature (LIT) ............................................................................................................................................................ 116
  Philosophy (PHI) .......................................................................................................................................................... 116
  Spanish (SPA) ............................................................................................................................................................ 117
  Speech (SPE) ............................................................................................................................................................. 117
Business Classes ................................................................................................................................................................. 118
  Accounting (ACC) ...................................................................................................................................................... 118
<table>
<thead>
<tr>
<th>Classes</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business (BUS)</td>
<td>118</td>
</tr>
<tr>
<td>Casino Gaming (CAG)</td>
<td>120</td>
</tr>
<tr>
<td>Computer Information Science (CIS)</td>
<td>121</td>
</tr>
<tr>
<td>Computer Software Applications (CSA)</td>
<td>122</td>
</tr>
<tr>
<td>Management (MGT)</td>
<td>123</td>
</tr>
<tr>
<td>Marketing (MKT)</td>
<td>124</td>
</tr>
<tr>
<td>Office and Administrative Professions (OAP)</td>
<td>125</td>
</tr>
<tr>
<td>Records Information Management (RIM)</td>
<td>126</td>
</tr>
<tr>
<td>Early Childhood Education (ECE)</td>
<td>127</td>
</tr>
<tr>
<td>Education (EDU)</td>
<td>129</td>
</tr>
<tr>
<td>Tohono O’odham Studies Classes</td>
<td>129</td>
</tr>
<tr>
<td>History</td>
<td>129</td>
</tr>
<tr>
<td>Political Science</td>
<td>129</td>
</tr>
<tr>
<td>Tohono O’odham Language (THO)</td>
<td>129</td>
</tr>
<tr>
<td>Tohono O’odham Culture (TOC)</td>
<td>130</td>
</tr>
<tr>
<td>Mathematics Classes</td>
<td>131</td>
</tr>
<tr>
<td>Mathematics (MAT)</td>
<td>131</td>
</tr>
<tr>
<td>Occupational Classes</td>
<td>133</td>
</tr>
<tr>
<td>Building and Construction Technology (BCT)</td>
<td>133</td>
</tr>
<tr>
<td>Science Classes</td>
<td>139</td>
</tr>
<tr>
<td>Agriculture and Natural Resources</td>
<td>139</td>
</tr>
<tr>
<td>Astronomy (AST)</td>
<td>141</td>
</tr>
<tr>
<td>Biology (BIO)</td>
<td>142</td>
</tr>
<tr>
<td>Chemistry (CHM)</td>
<td>145</td>
</tr>
<tr>
<td>Geography (GEO)</td>
<td>145</td>
</tr>
<tr>
<td>Geology (GLG)</td>
<td>145</td>
</tr>
<tr>
<td>Social Science Classes</td>
<td>145</td>
</tr>
<tr>
<td>Economics (ECN)</td>
<td>145</td>
</tr>
<tr>
<td>History (HIS)</td>
<td>146</td>
</tr>
<tr>
<td>Political Science (POS)</td>
<td>148</td>
</tr>
<tr>
<td>Psychology (PSY)</td>
<td>149</td>
</tr>
<tr>
<td>Social Services (SSE)</td>
<td>149</td>
</tr>
<tr>
<td>Sociology (SOC)</td>
<td>151</td>
</tr>
</tbody>
</table>
Reading (REA), Writing (WRT), and Student Success (STU) ................................................................. 152
Reading (REA) .............................................................................................................................................. 152
Writing (WRT) ............................................................................................................................................... 152
Student Success (STU) ................................................................................................................................. 153
Ch 7 – Personnel ............................................................................................................................................ 155
Board of Trustees ......................................................................................................................................... 156
President ....................................................................................................................................................... 156
Cabinet ............................................................................................................................................................ 156
Faculty ........................................................................................................................................................... 157
Adjunct Faculty ............................................................................................................................................. 158
Staff and Administration ............................................................................................................................... 159
Appendices .................................................................................................................................................. 163
TOCC Policy Statements ............................................................................................................................... 164
Americans with Disabilities Act .................................................................................................................... 164
Drug Free Schools and Communities Act ..................................................................................................... 164
Family Educational Rights and Privacy Act (FERPA) .................................................................................. 164
Sexual Harassment ...................................................................................................................................... 164
Affirmative Action and Equal Employment Opportunity ......................................................................... 165
Cultural/Religious Observance and Practices .............................................................................................. 165
Important Notice ....................................................................................................................................... 165
Vision, Mission, Goals, and T-So:son (Our Core)

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 the things 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.
The President and Cabinet Welcome Students to TOCC

Sam ’a’ i masma! Greetings!

We welcome you to Tohono O’odham Kekel Ha-Maṣcamakuñ (Tohono O’odham Community College). Whether you are a full-time student in academic or occupational programs; a part-time student; or taking classes for professional development, we are committed to making sure that you succeed in your studies. This catalog is designed to help you enroll in College, apply for financial aid, select a program of study, register for courses, and enjoy your life at the College. The catalog is also available on the TOCC website, www.tocc.edu

The Mission, Vision, and Goals of the College are fulfilled by your presence at the College. As part of your academic coursework you will study the Tohono O’odham Language and History and be part of the preservation of the O’odham way of life. Please know that we and the rest of the faculty and staff of the College are here to help you succeed. We are all available for you.

We hope that you will explore the many opportunities for learning at TOCC. T’ a’ep ’em-ñei,

James Vander Hooven, President; Karla Volpi, Vice President of Administrative Services and Finance; Jane Latane, Vice President of Institutional Research and Development; Sylvia Hendricks, Vice President of Student Services; and Juana Clare Jose, Vice President of Education Division
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

Accreditation

In February 2005, Tohono O’odham Community College (TOCC) received accreditation from the Higher Learning Commission (HLC), a commission of the North Central Association of Colleges and Schools (NCA). Accreditation acknowledges that TOCC offers quality education programs and provides a system for accountability and continuous improvement. TOCC received re-accreditation for five years from the HLC in May 2011.

Accreditation means that degree programs and credit courses will transfer to other colleges and universities. TOCC is also a member of the Arizona General Education Curriculum network, which allows courses to be transferred to accredited colleges and universities. For more information on in-state transfer and accreditation, see [www.aztransfer.com/home](http://www.aztransfer.com/home)

Tohono O’odham Himdag

The Tohono O’odham Himdag consists of the culture, way of life, and values that are uniquely held and displayed by the Tohono O’odham. Tohono O’odham Community College is committed to encouraging and preserving the Himdag in 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, both 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).
Chronology – Timeline of Significant Events

1998 – The Tohono O’odham Nation’s Legislative Council passed resolutions chartering a community college and appointing trustees

1999 – The Board of Trustees met and set an ambitious agenda: to hire a Native American president within two years and a Tohono O’odham president within five years; and to achieve accreditation within five years. The Board hired TOCC’s first president, Richard Duran, Ed.D., and identified TOCC’s mission, vision, and goals.

2000 – Classes started in January and summer classes were also offered.

2001 – The Tohono O’odham Nation Career Center became part of TOCC. The College’s second president (and first Native American president), Robert G. Martin, Ed.D., was hired.

2001 – A second campus opened in Sells in temporary buildings.

2003 – Initial candidacy for accreditation was confirmed by the Higher Learning Commission of the North Central Association of Colleges and schools (the HLC-NCA).

2004 – TOCC accepted a land offer from Schuk Toak District for a permanent campus. The Tohono O’odham Nation allocated $6 million for the first phase of construction. TOCC was designated a land grant institution.

2005 – TOCC achieved accreditation from the HLC-NCA. The College accepted a land offer from the Pisinemo District for a satellite campus, and the land at Pisinemo was blessed. The College’s first Tohono O’odham president, Olivia Vanegas-Funcheon, M.B.A., was inaugurated.

2006 – The Schuk Toak site was blessed, and a Capital Campaign was launched.

2007 – TOCC had the largest graduation in its short history. The Pisinemo lease was signed.

2008 – The Capital Campaign went public. The Schuk Toak lease was signed.

2009 – Pre-construction activities including water testing, digging of a well, laying of cable, and planning meetings were conducted.

2010 – TOCC prepared for re-accreditation and HLC-NCA made a site visit. Jane Latane, M.Ed., served as Interim President, starting in July.

2011 – TOCC was re-accredited for five years by the HLC-NCA. James Vander Hooven, Ed.D., was inaugurated as college president in December.
2012 – The Main Campus at Schuk Toak opened for fall semester. The campus consisted of a four-room classroom building and residential suites. Construction continued. HLC-NCA conducted a focused visit to TOCC.

2013 – TOCC’s Student Services and Education Divisions were relocated from the Central Campus in Sells to the Main Campus in Schuk Toak District, 10 miles east of Sells. Most classes were taught at the Main Campus beginning in fall semester 2013.

**Main Campus**

A dream in the making for many years came true when Tohono O’odham Community College (TOCC) opened its new Main Campus in Schuk Toak in August 2012. Students moved into residential suites in time for the beginning of fall semester 2012. The campus features an academic building with four classrooms that can be converted into a large multi-purpose room for College events and community gatherings. Four residential suites provide housing for up to 36 students and two resident advisors. A large classroom and office building was completed in 2013 and most of the college’s administrative functions were moved to that new building, currently known as the “Main Building,” in August 2013.
Chapter 1 - Getting Started at TOCC

Monsoon season brings life to the Sonoran Desert. Gewk:dag T:son Ki, houses four classrooms, a study area, and an array of the latest distance learning technology.
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. You are eligible for admission if you:

- Have an earned high school diploma; or
- have a GED Certificate; or
- are a transfer student from an accredited college or university; or
- are a student currently attending another higher education institution, or
- are a current high school student who has received permission from their school and parents or legal guardian.

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) or part-time students (taking fewer than 12 credit hours).

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 - seven kinds of admissions:

- Regular (generally any student working towards a degree, certificate, or completion of other program)
- Dual enrollment (for high school students)
- Special admissions
- International student admissions
- Underage student admissions (for students 16 years of age or younger)
- Out-of-state admissions for Tohono O’odham Nation members
- Out-of-state admissions

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, degree, or other credit or clock-hour courses and/or programs.
Special Admission applies in the following cases:

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

International Admissions

International students wishing to enroll must provide proof of student visa to Student Services staff upon application. International students will be subject to out-of-state tuition, unless they are Tohono O’odham. International students follow all other admissions and registration procedures.

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 of 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.

Out-of-state admissions for Tohono O’odham Nation Members and Others

Tohono O’odham Nation members living outside the State of Arizona will be exempted for Out-of-State Tuition, as approved by the Tohono O’odham Community College Board of Trustees on March 9, 2006. A Nation member from outside Arizona must present a Tribal Enrollment Card issued by the Tohono O’odham Nation Tribal Enrollment Office. Students who are exempted must comply with Board of Trustees policies governing Admissions, Registration, and Tuition and Fees.

Other out-of-state students must meet all other admissions guidelines and will be charged the appropriate out-of-state tuition and fees.
Some degree programs have limited admission and may have supplementary requirements; students 16 and under have additional requirements.

**Immunizations**

Several serious communicable diseases can now be completely prevented by immunizations. In recent years, measles/rubella has been an especially serious problem on college and university campuses. To safeguard your health and the health of other students, and to prevent illness that could interrupt your education, you are urged to seek immunization for these illnesses if you were born after January 1957. Students must submit information on communicable diseases or immunization as required by law.

Measles/rubella inoculations are available at all Pima County Health Department Offices and Indian Health Services for a minimal fee, or from private physicians. For information on inoculations, call the Pima County Immunization Program Office at (520) 740-3755, or Indian Health Services in Sells at (520) 383-7200.

**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 at the Academic Advising Center. 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. 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 only be given 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 by paying a $2.00 fee to the cashier in the TOCC Bookstore and then presenting the receipt to the Student Services Office. 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 record must provide the third party with the following:

- The student’s photo ID
- A statement describing the transaction and granting the third party permission for the student
- 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 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 Academic Advising Center.

**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. 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 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 public 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 upcoming semester or sessions. A copy can be obtained at the Academic Advising Office, by calling (520) 383-8401, or visiting TOCC online at www.tocc.edu

**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 explained 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 9 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

The TOCC policy for transfer of academic credits from approved post-secondary institutions to
TOCC is as follows:

Transfer students are defined as having previously attended another 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 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 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 (For example, 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 your college career. At TOCC, you can earn up to 30 credits toward your degree by passing examinations at the end of AP classes. Credits you earn based on your exam performance may be counted toward your 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 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 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 in the appendix section of this catalog.

Materials you need to bring with you when you enroll for classes:

- Official High School Transcripts, High School Diploma, or GED Certificate
- Official transcripts from any previous colleges attended
- Tribal Certification Form or Tribal I.D. Card if you are a tribal member
- Proof of Arizona Residency
- State issued I.D.
- Signed Social Security Card
- Immunization records - form or print-out
Placement testing requirements

Placement assessments determine your reading, writing, and math academic skill level and assure that you enroll in courses that will help you succeed at TOCC. COMPASS assessments are free. With a few exceptions, all new degree and certificate seeking students and students transferring to TOCC must complete the reading, writing, and mathematic parts of the COMPASS before they can register for classes.

If you have previous assessment scores or college-level coursework from another institution, you should submit them with your Application for Admission. The COMPASS assessment is computer-based and can be completed at TOCC – Main Campus. You must have a completed TOCC Application for Admission on file and show a photo ID before you can take the COMPASS.

You should allow at least three hours to familiarize yourself with the COMPASS system, and then complete all the assessments. Because your placement assessments are an important step toward your success at TOCC, you should arrive rested and free from distractions (e.g., hunger, other appointments, child-care, and so on).

You should definitely consider studying and reviewing the preparation materials available at http://www.act.org/compass/sample as students who prepare for the COMPASS are likely to do much better than those who do not. Appointments for the COMPASS are encouraged but are not necessary. TOCC will provide accommodations such as extended time, large print, writing assistants and interpreters to qualified disabled students who make their request prior to taking the COMPASS.

Meet with an Advisor

Once you have completed your placement assessments, you should meet with the Academic Advisor who will provide you with your copy of the College Catalog, review your program
requirements and make course recommendations specific to your program. Please plan to spend approximately 30 minutes with your advisor for your first advising session. Walk-in appointments may be limited during heavy registration periods.

In the advising meeting you and your Academic Advisor will develop a graduation plan. Your Advisor can help you:

- Review COMPASS Test Scores
- Learn about the different programs TOCC offers
- Choose a program of study – that is, choose one of TOCC’s majors or certificates
- Understand program requirements – see the checklists for majors and certificates in chapter 5 of this catalog.
- Learn about transfer opportunities
- Connect you with support services

Students can schedule themselves for an advising appointment on the bulletin board outside of the advising office in the Student Lounge at the Main Campus, or by contacting Gabriella Cazares-Kelly at gcazares-kelly@tocc.edu Students should also visit with faculty and other staff members about their choice of program of study (certificates and degrees).

**Register for Classes**

Pick up a Registration Checklist and Registration Transaction Form from the front desk and follow the instructions on both documents. For alternative forms of registration, please contact a Student Support Specialist at (520) 383-8401. TOCC does not offer online registration.

Choose your classes. Determine your schedule based on your program requirements, the recommendations given to you by your Academic Advisor and courses that fit your individual needs. Still have questions about which courses to take? Check with a Student Support Specialist, your Academic Advisor, or a faculty member for help!

**Apply for Financial Aid**

TOCC’s Financial Aid office is your key to accessing a range of financial assistance. Visit the office to learn about 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. TOCC does not offer Student Loans.

Most TOCC students will find that they are eligible for Pell Grants, which often cover the entire costs of tuition, fees, and books. The FAFSA form is available online at: [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).
TOCC’s school code number is 03784400. For more information, contact the TOCC Financial Aid Office at 520-383-0054 and see details in chapter 3 of this catalog.

**Tuition, Books, and Fees**
All financial transactions are handled through the TOCC Bookstore, located in the Main Building of Main Campus. The TOCC Finance Office, located at the TOCC Central Campus in Sells, is also available for financial inquiries, in the event the Bookstore is closed.

Tuition at TOCC is $64.50 per credit hour for Arizona residents. Student activity fees are an additional $4.00 per credit hour making the total 68.50/credit hour.

**Arizona resident and non-resident tuition**
To qualify as Arizona residents, students must prove they have lived in Arizona for at least one year. In most cases, completing the “Domicile Affidavit” that is part of the Application for Admission will establish residency. Enrolled Tohono O’odham Nation members are automatically granted the resident rate. See the table below for comparison of resident and non-resident tuition.

**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:

- an original purchase order
- a copy of a purchase order that has already been sent to TOCC’s Finance Office
- a signed letter from an employer

**Payment Due Date**
Tuition must be paid before the first day of classes each semester.

**Accepted Forms of Payment**
TOCC accepts cash, personal checks, credit cards, money orders, traveler’s checks, cashier’s checks, or 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 your payment is by third party payer, it is your responsibility to either bring the purchase order or check to the Finance Office by the payment deadline or make arrangements for the payment to reach the Finance Office prior to the payment deadline. For additional information on how to do this, contact the Finance Office.
Tohono O’odham Community College – 2014-2016 Catalog

You may pay in person at the Bookstore. If you are paying by check, you will be required to show a picture ID. You may mail your payment to the Finance Office at TOCC Finance Office, PO Box 3129, Sells, AZ 85634. Note: Do not mail cash.

Tables of tuition and fees

**Tuition and Student Activity Fees**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In-State Residents Tuition of $64.50/Credit+ $4.00/Credit Student Activity Fee</th>
<th>Non-Resident Tuition: 150.00 + $4.00/Credit Student Activity Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$68.50</td>
<td>$154.00</td>
</tr>
<tr>
<td>2</td>
<td>$137.00</td>
<td>$308.00</td>
</tr>
<tr>
<td>3</td>
<td>$205.50</td>
<td>$462.00</td>
</tr>
<tr>
<td>4</td>
<td>$274.00</td>
<td>$616.00</td>
</tr>
<tr>
<td>5</td>
<td>$342.50</td>
<td>$770.00</td>
</tr>
<tr>
<td>6</td>
<td>$411.00</td>
<td>$924.00</td>
</tr>
<tr>
<td>7</td>
<td>$479.50</td>
<td>$1,078.00</td>
</tr>
<tr>
<td>8</td>
<td>$548.00</td>
<td>$1,232.00</td>
</tr>
<tr>
<td>9</td>
<td>$616.50</td>
<td>$1,386.00</td>
</tr>
<tr>
<td>10</td>
<td>$685.00</td>
<td>$1,540.00</td>
</tr>
<tr>
<td>11</td>
<td>$753.50</td>
<td>$1,694.00</td>
</tr>
<tr>
<td>12</td>
<td>$822.00</td>
<td>$1,848.00</td>
</tr>
<tr>
<td>13</td>
<td>$890.50</td>
<td>$2,002.00</td>
</tr>
<tr>
<td>14</td>
<td>$959.00</td>
<td>$2,156.00</td>
</tr>
<tr>
<td>15</td>
<td>$1,027.50</td>
<td>$2,310.00</td>
</tr>
<tr>
<td>16</td>
<td>$1,096.00</td>
<td>$2,464.00</td>
</tr>
</tbody>
</table>

**Processing fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Processing Fee (a non-refundable fee due every semester, including summer session)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Out-of-State/Out-of-Country Application</td>
<td>$25.00</td>
</tr>
<tr>
<td>Assessment Fee for Non-enrollees</td>
<td>$5.00</td>
</tr>
<tr>
<td>Official Transcripts (per copy)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Graduation Application Fee ($15 per degree or certificate, waived for AGEC certificates if concurrent with degree)</td>
<td>$15.00 (per credential)</td>
</tr>
<tr>
<td>GED Test Fee ($35 per module, there are a total of 4 modules)</td>
<td>$35.00 (per module)</td>
</tr>
<tr>
<td>GED Test Fee (per module, for repeating the module)</td>
<td>$15.00</td>
</tr>
<tr>
<td>First ID Card</td>
<td>$2.00</td>
</tr>
<tr>
<td>Reissue of ID Card</td>
<td>$5.00</td>
</tr>
<tr>
<td>Deferred Tuition Payment Plan Processing Fee (non-refundable)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Course Repeat Fee (for third attempt and beyond)</td>
<td>$39.00</td>
</tr>
</tbody>
</table>
**Miscellaneous credit course fees**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Lecture Fee</td>
<td>Not to exceed $40.00 per course (for recovery of extraordinary course-specific costs)</td>
</tr>
<tr>
<td>Miscellaneous Laboratory Fees</td>
<td>Not to exceed $20.00 per course</td>
</tr>
<tr>
<td>Distance Education Course Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Course-Related Field Trip</td>
<td>Based on actual cost of field trip</td>
</tr>
<tr>
<td>Withdrawal Charge (from 7 or more credits)</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**Student Housing Fees**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite Room Fee (per semester)</td>
<td>$1,200</td>
</tr>
<tr>
<td>Damage Deposit</td>
<td>$150</td>
</tr>
<tr>
<td>Key Deposit</td>
<td>$25</td>
</tr>
</tbody>
</table>

Deposits are refundable if the room is clean and undamaged and the key is returned.

**Other costs and payments**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past-Due Tuition</td>
<td>Amount of Tuition Due</td>
</tr>
<tr>
<td>Past-Due Book Loan</td>
<td>Amount of Loan</td>
</tr>
</tbody>
</table>
| 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 you owe an outstanding debt to TOCC from a previous term, your records and account will be placed on hold. You cannot register for the current term until you pay your debt or make arrangements with the Finance Office. To release your hold, you must pay in cash or by check prior to registration. Payments by check require 15 working days before your 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

<table>
<thead>
<tr>
<th>Reason for Hold</th>
<th>Amount to Clear Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Due Tuition</td>
<td>Amount of Tuition</td>
</tr>
<tr>
<td>Past Due Book Loan</td>
<td>Amount of Loan</td>
</tr>
<tr>
<td>Non-Sufficient Funds Payment Fee (each NSF)</td>
<td>0%</td>
</tr>
<tr>
<td>Lost Library Books or iPad</td>
<td>Amount of replacement cost plus $10 processing fee</td>
</tr>
<tr>
<td>Late Fees</td>
<td>Amount of Late Fees</td>
</tr>
</tbody>
</table>

Tuition Deferment
You are responsible for payment of tuition and fees at the time of registration. However, if you are not able to make payment, TOCC offers a tuition deferment option for those who qualify. If you do, you

- may only defer up to half of your tuition (the other half must be paid when you make your deferment request)
- may only defer payment for up to 30 days
- must pay the $15.00 Deferred Tuition Plan Processing Fee at the time you make your request

If your tuition deferment is not paid by the payment deadline, your account will be placed on hold. The Tuition Deferment Request form is available at the Bookstore. In extreme cases, you may request to establish a payment plan with TOCC. You must sign a payment agreement, must make monthly payments, and must pay off your balance by the end of the term.

Tuition and Fee Refunds
You 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 5 working days after your refund request is processed. Any outstanding debts you owe to the College may be deducted from your refund. The Registration Processing Fee of $10.00 is non-refundable.

Refund Due to Class Cancellation
If the College cancels a class, you will be refunded all applicable tuition and fees. If you receive federal financial assistance, your refund will be paid back directly to the sponsoring program, as required under federal guidelines. See Return of Federal Financial Aid Funds for more details. You can return course materials to the bookstore for a full refund if the books or software are in original condition.
Semester Refund Deadlines

To be eligible for a full refund of tuition, you must drop your class(es) by the drop/full refund deadline that applies to the class(es):

- 16 week session: 13 calendar days after the semester’s start date
- 7 or more week session: 7 calendar days from the first class meeting
- 4 or more week session: 4 calendar days from the first class meeting
- 2 to less than 4 week session: end of day of the first class meeting
- Less than 2 week session: prior to the day of the first class meeting

If you withdraw from your class(es) after the drop/full refund deadline, you may be eligible for a partial refund of tuition, as shown in the Refund Rates table.

Refund Rates

<table>
<thead>
<tr>
<th>Timing of Withdrawal</th>
<th>Percentage of Tuition To Be Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the drop/full refund date</td>
<td>100%</td>
</tr>
<tr>
<td>Between drop/full refund date &amp; withdrawal deadline</td>
<td>67%</td>
</tr>
<tr>
<td>After withdrawal deadline</td>
<td>0%</td>
</tr>
</tbody>
</table>

Special Provisions Refunds

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

1. **Serious Illness or Injury**
   
   Provide a written statement from your physicians verifying that your illness or injury prevents you from attending classes.

2. **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.

3. **Military Transfer**
   
   Provide a copy of your transfer orders. The orders must verify that the transfer was unforeseen prior to the official semester drop dates.
4. 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.

5. Other Situations

In the event of extenuating circumstances not covered above, the College President or designee will review and rule on any special requests.

You must make your Special Provisions Refund Request 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 concluded will not be granted. If your refund request is approved, the amount will be calculated based on the date of your 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.

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 by paying a $2.00 fee to the cashier in the TOCC Bookstore and then presenting the receipt to the Student Services Office. 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 record must provide the third party with the following:
● The student’s photo ID
● A statement describing the transaction and granting the third party permission for the student
● 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 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 Academic Advising Center.

Withholding Student Information

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 public 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.
Chapter 2 - Student Life

Students for Future Health Leaders Summer Camp help build a wato (shade) on Main Campus

Erik Anderson Student Lounge, Main Building
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, enjoy recreational and learning activities, and much more. In addition, 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. This chapter presents the many options for involvement.

Student Services and Resources

TOCC’s Student Services Division is located on the Main Campus in the Main Building. For more about the services TOCC offers, see Chapter 1 “Getting Started at TOCC.”

Advising and Mentoring

Academic Advisors are 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 program 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 TOCC counselor, located in the Main Building on the Main Campus, is available for walk-in sessions or by appointment. For more information, call (520) 383-0033 (Counselor) or (520) 383-0047 (Student Services Office).

Counseling services can help in a variety of ways. The counselor is ready to help students decide on college majors and careers that match their interests, abilities, and personalities. The counselor helps students develop study skills, test-taking techniques, and strategies for college success. The college also offers support with stress management, personal issues and identifying appropriate community agencies for assistance.
The counselor is available to assist students with self-awareness, personal development, and the achievement of academic success. The counseling office assists students in the development of effective time management and study skills.

The Tohono O’odham Himdag serves as the primary foundation to enhance student personal and educational development. Activities for students and community members that focus on Tohono O’odham Himdag or 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, main campus, 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.

**Leadership: 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’okī – The Student Senate**

Ka: g T-Ñi’okī, 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 gain leadership, citizenship, and volunteer experience. Ka: g T-Ñi’okī has several officers, including a president, vice president, treasurer, secretary, and two student representatives, one each from academic programs and occupational programs. In addition, a faculty advisor provides support to the Student Senate. To learn more about the Senate, inquire at
the Vice President of Student Services’ Office in the Main Building on the Main Campus, 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. A counselor will provide intake assistance, eligibility determination with appropriate documentation, student services plans, faculty notification of accommodation, and monitoring of student accommodations.

TOCC Library

The Library provides information resources and services to TOCC students, faculty and staff, and to the Tohono O’odham Nation community. The Library staff members are available to answer reference questions; to assist in using 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 www1.youseemore.com/tocc

O’ohona Ki: TOCC Library

TOCC Libraries provide students with access to onsite collections, the Internet, and online databases. A TOCC college ID is required to borrow Library material, but is not required to use the computers for educational or work-related activities.

Danny Lopez Special Collections – The O’ohona Ki houses a special collection of materials that focus on the Tohono O’odham Nation. This special collection includes rare and out of print books, maps, films, articles, as well as doctoral dissertations available for use on-site.

Visit the library’s website at http://www1.youseemore.com/tocc/

The Library’s collections include books, journals, photographs, maps, vertical files, CD-ROMs, audiotapes, videos, DVDs, posters, gray literature, artwork, software loaded on the computers, indexes, dissertations, electronic subscription databases, Internet access, artwork, and the online Ready Reference collection.

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, must 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 identification card, available for $2.00 in the bookstore at the Main Campus. The holder of the identification 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 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; to borrow Library materials; or to use the subscription databases. Community members may have their Library privileges suspended until the items are returned or replaced.

**Interlibrary Loan**

Tribal colleges and universities 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.

**Library Locations and Hours**

O’ohana Ki: is located in the main building on the Main Campus. The West Campus branch of the Library also serves students, faculty, staff, and community members. During semesters, the main Library hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. The West Campus Library is open Monday through Thursday 7:30 a.m. to noon, and is closed on Friday. Saturday hours vary each semester, so please contact the Library for more information. The Libraries are closed on Sundays, on all TOCC holidays, and have limited hours during Summer Sessions, as well as during spring and fall breaks. Occasionally an emergency necessitates the early closing of the Library, but staff members try to prevent this from happening.

Library staff members can be reached at these contacts:

- (520) 383-0032 (Phone)
- (520) 383-8401 (College receptionist)
- (520) 383-8403 (Fax)
- (520) 383-0017 (West Campus Library)
- www1.youseemore.com/tocc/ (Email the Librarian tab)
- 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. Young adults often benefit from living with other students focused on studies. 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 three 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 lunch meals for sale Mondays through Thursdays when classes are in session.

Accommodations in the residence halls:

• A bed, desk with chair, closet, dresser.
• Full size refrigerator, stove, pots and pans, utensils, pitcher, plates, cups, bowls, washer and dryer.
• Sofas, Flat screen TV with Satellite TV and DVR, WIFI connection
• No meal plans
• No cafeteria
• Dorms come with a full kitchen
• Vending Machines on campus
• Grocery Store is 15 minutes away from dorms

Fees for residential living:

• Suite Room Fee (per semester) $1,100.00
• Damage Deposit $150.00
• Key Deposit $25.00

Deposits are refundable if the room is clean and undamaged and the key is returned. Fees are subject to change, and the most recent amounts can be found on www.tocc.edu

In order to be eligible for living 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
• Submit a Refundable Damage Deposit of $150.00
• Submit a Key Deposit of $25.00
If you have any questions, please contact Annamarie Stevens, Residence Life Director at (520) 380-0068 or astevens@tocc.edu.

Residence Life Policies

Living on campus is a privilege that will help students further their educational goals. The student housing is an alcohol-free, drug-free, and weapon-free environment. No smoking or chewing tobacco is permitted. Students are expected to attend class regularly and conduct themselves in a respectful manner. Policies are detailed in the Residence Hall Policy and Agreement, which resident hall applicants must read and sign.

Application and Information

Living in a residential suite is by application. Interested students need to complete and submit these forms, available on the TOCC website:

- TOCC Residence Life Application
- Residence Hall Policy and Agreement Form
- Roommate Questionnaire

For more information, contact TOCC’s Residence Life Director, Ms. Annamarie Stevens, (520) 383-8401 or astevens@tocc.edu.

Student Rights and Responsibilities

All students at Tohono O’odham Community College are considered responsible adults and are accountable for their own personal behavior regardless of age. TOCC expects students to represent the College in a professional manner at all times. Moreover, pursuing an education requires individual integrity, respectful cooperation, and serious dedication to one’s own growth and training.

Student rights and responsibilities are fully described in the TOCC Student Handbook. The Handbook is available from the Student Services Office at TOCC’s Main Campus.

Drug-Free School and Communities Act Information


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. Tohono O’odham Community College 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 American Indian Higher Education Consortium (AIHEC) student conference, a gathering of student representatives from tribal colleges and universities throughout the country.

The American Indian College Fund awards scholarships to AICF Students of the Year. 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 is recognized again at TOCC’s Commencement. The award is accompanied by a scholarship sponsored by the Castle Rock Foundation.
Chapter 3 - Financial Aid at TOCC

Financial Aid Director Al Rivera and Financial Aid Specialist Novia James enjoying themselves at a baby shower for two TOCC employees.
Applying for Financial Aid at TOCC

The Tohono O’odham Community College Financial Aid Office will make every effort to provide adequate financial assistance to the student who demonstrates legitimate financial need. The Financial Aid Director will make an effort to satisfy the student’s unmet need to the maximum, if possible, from available sources. The student is free to accept or decline any aid that is offered.

Financial aid is awarded for one academic year. A student who wishes to apply for financial aid should contact the Financial Aid Office for information and application forms.

Tohono O’odham Community College is committed to providing as much financial assistance as possible to students who need help to pay for their education. The TOCC Financial Aid Office offers various financial aid programs. The money for this assistance comes from federal resources, the Tohono O’odham Nation, and from private donors. Funds are awarded to students based on financial need, academic achievement, and program of study (major). For more information, please call the Financial Aid Office at (520) 383-0075.

Financial Aid – the steps to follow

1. 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 your Federal PIN number to be able to fill out the FAFSA and sign the form electronically. You may inquire about other sources such as scholarships, Federal Work Study and FSEOG and the process to apply for them.

2. The TOCC Financial Aid Office will assist students in filling out the FAFSA. If you are a “dependent” student your parents or legal guardian will need to sign your FAFSA. The form is also available online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). TOCC’s school code is 03784400.

Major Federal Student Aid Programs

The U.S. Department of Education (ED) offers three major types of 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 from school before the end of the period of enrollment 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 is the Federal Work-Study which provides income (which does not have to be repaid) from part-time employment either on campus or in the community.
Federal Grants: The Pell Grant

Federal Pell Grants are awarded according to rules set by Congress. Every year the Department 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 in the law. If a student is eligible on the basis of these rules, an eligible school will pay the student his or her grant. Based on the student’s EFC and the number of classes the student is enrolled in will determine how much money a student will receive.

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 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 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 GI Bill will pay you:

- all resident tuition & fees for a public school
- the lower of the actual tuition & fees or the national maximum per academic year for a private school

Your actual tuition and fees costs may exceed these amounts if you are attending a private school or are attending a public school as a nonresident student.

Institutions of Higher Learning (Degree Granting Institutions) may elect to participate in the Yellow Ribbon Program to make additional funds available for your education program without an additional charge to your GI Bill entitlement.
Degree-granting institutions of higher learning participating in the Post-9/11 GI Bill Yellow Ribbon Program agree to make additional funds available for your education program without an additional charge to your GI Bill entitlement. These institutions voluntarily enter into a Yellow Ribbon Agreement with VA and choose the amount of tuition and fees that will be contributed. VA matches that amount and issues payments directly to the institution.

Available Benefits and Eligibility

Only Veterans entitled to the maximum benefit rate, as determined by service requirements, or their designated transferees may receive this funding. Active duty Service members and their spouses are not eligible for this program. Child transferees of active duty Service members may be eligible if the Service member is qualified at the 100 percent rate.

To receive benefits under the Yellow Ribbon Program:

- You must be eligible for the maximum benefit rate under the Post-9/11 GI Bill
- You must not be on active duty or a spouse using transferred entitlement
- Your school must agree to participate in the Yellow Ribbon Program
- Your school must have not offered Yellow Ribbon to more than the maximum number of individuals, as stated in their participation agreement
- Your school must certify your enrollment to VA and provide Yellow Ribbon Program information
- You may be eligible if you fit the following circumstances:
  - You served an aggregate period of 36 months in active duty after Sept. 10, 2001
  - You were honorably discharged from active duty for a service-connected disability and you served 30 continuous days after Sept. 10, 2001.
  - You are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on the service eligibility criteria listed above.

**Dependents’ Educational Assistance Program (DEA)**

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

- Veterans who dies 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
- 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 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, 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

How is Financial Need Determined?

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:

1. Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma), have a recognized equivalent of a high school diploma, such as a general educational development or GED certificate.
2. Enrolled as a regular student in an eligible degree for a certificated program
3. Be a U.S. citizen or eligible noncitizen
4. Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
5. Make satisfactory academic progress
6. Sign certifying statements on the FAFSA such as agreeing to use federal student aid funds only for educational expenses.
7. 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. (The school might ask the student to complete other paperwork to determine the student’s need for nonfederal aid).

For further information or assistance, please contact the Financial Aid Office, (520) 383-0075.

**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.

**Application Process for Financial Aid**

The most important step is applying for financial aid is to complete the Free Application for Federal Student Aid, or FAFSA. A student needs to complete the FAFSA each calendar year, which begins on January 1, for the coming school year that begins fall semester in August at TOCC.

**Planning Early with FAFSA4caster**

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

**Getting a Federal Student Aid Personal Identification Number (PIN)**

We recommend that students and parents save time by requesting the personal identification numbers (PINS), called the Federal Student Aid PINS, before the student applies for aid.

**How Does a Student or Parent Use a PIN?**

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

- As the applicant’s electronic signature on the FAFSA or the parent’s electronic signature on the FAFSA (if the parent obtains his or her own PIN)
- 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
- To gain access to online information about federal student aid the student has received
Why Does a Parent Need a PIN?

At least one parent or legal guardian of a dependent student must sign that student’s application. The PIN is the most efficient way to sign the FAFSA. Each person signing a FAFSA needs his or her own PIN; a dependent student’s parent or legal guardian should get a PIN. A parent without a PIN will have to sign a paper FAFSA and the FAFSA signature portion will be mailed to the Department of Education. This process takes at least three weeks for the school to receive the approval from the Department.

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, Form(s) W-2, 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 or Spanish). The worksheet, designed for applicants who prefer to fill something out in writing before applying online, lists the FAFSA questions and provides boxes for students’ (and parents’) answers. The order of questions on the worksheet follows that of FAFSA on the Web, which differs from the paper FAFSA. Therefore, to avoid confusion, we recommend that students not use paper FAFSAs to prepare for FAFSA on the Web. A draft copy of the worksheet is available in the Financial Aid Office.

When to Apply

Students and parents should fill out their tax forms and the FAFSA as early as possible. Those who are unable to complete tax forms early should estimate amounts as accurately as possible and fill out the FAFSA accordingly, correcting the information with actual amounts once the 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 FAFSA may be completed on or after January 1 of each award year and will be accepted until June 30 of the following year. For instance, for award year 2014-2015, FAFSA may be submitted between January 1, 2014 and June 30, 2015.
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-on-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 PIN. The PIN 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 a PIN or Signature Page

At the end of the FAFSA, the student (and the dependent student’s parent or legal guardian) sign electronically using his or her PIN.

Submitting the FAFSA and Getting an Estimated 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 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 through TOCC

It is recommended that the students file their FAFSA at the TOCC Financial Aid Office; by doing this it eliminates mistakes when filling out the FAFSA and it expedites the return of the FAFSA to the Financial Aid Office. The student provides the necessary information such as IRS income tax return information. The school enters the information electronically and then sends it to the Central Processing System. Please contact the Financial Aid Administrator at (520) 383-0075 for assistance.

Paper Application Method

Student may complete a paper FAFSA (available in English and Spanish) and submit it for processing using an envelope. The Central Processing System (CPS) also will accept FAFSAs printed out from PDFs that are available at www.fsa4counselors.ed.gov By 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 (the EFC) and of the federal student aid available to him or her.

Unless the student’s SAR is identified as having problems, the EFC is printed on the upper right corner of the front page. The SAR also includes instructions such as how to make corrections to the data the student supplied on the original FAFSA.

For More Information

Please visit the TOCC Financial Aid Office in Main Building Main Campus during business hours. Students may reach the Financial Aid Office by phone (520) 383-0075 or by fax (520) 383-8403.

Other Sources of Funding for College

Financial aid may also 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 school is the school’s financial aid office.

Campus-Based Work Study

TOCC offers a campus-based institutional work-study program form students who do not qualify for federal student aid but who still demonstrate 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 and attend TOCC. Students must be enrolled full-time to qualify.

Private Scholarships

A student also might 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 Financial Aid Office also provides a listing of scholarships.

Tohono O’odham Nation Scholarship Office

TOCC encourages students to contact the Scholarship Office within the Department of Education of the Tohono O’odham Nation 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’s Education Committee. Students who receive the 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 their Nation’s Scholarship office. This aid must be included in the student’s award package making sure that the student does not go over the Cost of Attendance financial need limit.

**American Indian Education Foundation**

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

**American Indian College Fund**

The American Indian College Fund (AICF) was established in 1989 under the American Indian Higher Education Consortium. The mission of the American Indian College Fund is raise scholarship funds for American Indian Students 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 schools, including capital projects, operations, endowments or program initiatives, and it conducts fundraising and related activities for Board directed initiatives. Students interested in applying for an American Indian College Fund Scholarship may go to their websites at [www.collegefund.org](http://www.collegefund.org) to search for their scholarship listings.

The TOCC Financial Aid Office provides scholarship information for over 100 agencies throughout the country that provide scholarships to both college and university students. Students who are interested in receiving the names of these agencies should go to the Financial Aid Office for assistance.

**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.”
Tohono O’odham Community College – 2014-2016 Catalog

Academic Progress Requirements for Federal Financial Aid Title IV Recipients

Satisfactory Academic Progress Policy

The U.S. Department of Education requires an institution of postsecondary education to have standards of “Satisfactory Academic Progress.” In agreement with this regulation, Tohono O’odham Community College has adopted a policy regarding “Satisfactory Academic Progress” for each student’s program of study. This policy considers the student’s academic performance throughout the course of study, regardless of whether the student has received aid. A student’s previous cumulative grade point average at Tohono O’odham Community College is reviewed regardless whether the student received financial aid at the time. In addition to the requirement of the Department of Education, the college believes the Satisfactory Academic Progress Policy will allow the TOCC Financial Aid Office to provide the best way to give limited funds to eligible students.

Satisfactory Academic Progress and Duration of Eligibility

Federal law requires that financial aid recipients maintain satisfactory academic progress in a program of study that leads to a degree, certification, or transfer program. Satisfactory academic progress uses the following components to measure a student’s progress toward a degree or certificate:

<table>
<thead>
<tr>
<th>Number of credits attempted</th>
<th>Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-14</td>
<td>1.3</td>
</tr>
<tr>
<td>15-24</td>
<td>1.5</td>
</tr>
<tr>
<td>25-48</td>
<td>1.75</td>
</tr>
<tr>
<td>49+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

1. Cumulative grade point average. The student must maintain a cumulative grade point average (GPA) in accordance with this scale.
2. A completion ratio of all courses attempted of 67%
3. Duration of eligibility, which is up to 150% if the program, or reaching the maximum time frame as listed under student status
4. Requirements (the completion ratio allows for pre-college work by the student if it is required of the program of study)
In addition to points 2-4, students applying for federal financial aid (Pell, FSEOG, and College Work-Study) are also required to be making satisfactory progress toward completion of their degree requirement.

The maximum length of time a student is permitted to receive federal student aid cannot exceed 150% of the maximum length of the program. There are two areas that are assessed for the 150% maximum time frame.

- 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.

At the end of each semester, the Director of Financial Aid will review the student’s file to determine credits attempted and completed.

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

Example

<table>
<thead>
<tr>
<th>Credits x 67%</th>
<th>Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 x 67% = 12</td>
<td>12 credits</td>
</tr>
<tr>
<td>15 x 67% = 10</td>
<td>10 credits</td>
</tr>
<tr>
<td>2 x 67% = 8</td>
<td>8 credits</td>
</tr>
<tr>
<td>9 x 67% = 6</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

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
- W – Withdrawal
- WIP – Work in Progress
- I – Incomplete
- P – Pass
- FW – Faculty Withdrawal

Each student receiving financial aid will have his or her academic progress and duration of eligibility reviewed on an annual basis.

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 meet additional guidelines for duration of eligibility. Students desiring a second degree must officially admitted to the new program of study and all course from previous programs that are applicable will be counted as courses completed for new 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 funding for one additional semester if they are graduation at the end of that semester. For a clearer understanding of Title IV Funds, please contact the Financial Aid Office.
Ch 4 - Know the basics: getting in, grades, guidelines, and graduation

TOCC’s carbon negative program at work. Richard Pablo, student and intern, helps level 250 pound slabs fashioned from glass and steel dust, used to create a beautiful patio area outside the Tohono O’odham Nation’s Cultural Center and Museum. The glass has been collected from various informal community dump sites.
Learning the ropes and mastering the basics of the college experience

Tohono O’odham Community College students have a great opportunity to get a quality education at low cost. Instead of graduating with a large debt load, perhaps at least $25,000 or more, TOCC students can graduate with their two year Associate and Associate of Applied Science degrees with no debt, as long as they maintain satisfactory academic progress and take advantage of the financial aid opportunities described in chapter 3 of this catalog.

In order 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 those things. Learn about the grading scheme, the requirement to keep grades up, how grades are calculated, and about developmental level coursework and placement testing by reviewing this chapter.

FAQ (frequently asked questions – with answers)

1. What is a “grade” and why is it important?
   It is a mark that you earn by taking a class. The teacher 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.

2. What is a “transcript” and how can you get a copy?
   A transcript is a record of the grades you get during your time in college. Each semester, teachers 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.

3. 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 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.

4. What is a “credit?”
   A credit is a way of assigning a value to a course you take during a semester. Most courses are either 3 or 4 credits. You will need to take courses that add up to 12 credits in a semester to be considered a full-time student at TOCC.

5. 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.
6. How is GPA calculated?

GPA = The sum of number of credits per class multiplied by points awarded for each divided by the number of credits. Here is an example: You took 4 classes this semester and each class was 3 credits. That is 12 credits total (4 x 3 = 12). You got A grades in two courses, and a B and C in the other two. An A is worth 4 points, so you earned 24 points in those two classes (4 points x 6 credits= 24 points). The B is worth 3 points and you earned 9 points in that class (3 points x 3 credits = 9 points). The C is worth 2 points and you earned 6 points in that class (2 points x 3 credits = 6 points). The sum of points you earned is 39 (24+9+6). 39 points divided by 12 (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 over time. The GPA for all of the classes you take over the time you are in college 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.

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

8. Am I a freshman or sophomore?

You are a freshman if you have earned less than 28 credit hours. You become a sophomore once you earn 28 or more credit hours.

9. 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.

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

If you took classes at another college or university be sure to find out if they will transfer to TOCC. When you submit an official transcript, TOCC will evaluate it to determine which ones will transfer in. Courses for which you earned a C or higher grade and that are college-level (not developmental) may transfer. When they do they will be entered on your TOCC transcript with a grade of “T.”

Once TOCC receives an official transcript from another college or university that you attended, it will be evaluated within 30 days and you will be notified of the results. If you do not hear back, be sure to talk to your advisor and ask for a copy of the results.
TOCC’s grading system (Most colleges award grades; most grading systems are similar).

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

*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 tuition

**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.

Special credits for some Early Childhood and Basic Construction Technology students

Students pursuing Early Childhood Education degrees can benefit by having their Child Development Associate (CDA) credits translated into for credit college courses. The course equivalency matrix used in this process is in the Appendix section to this catalog.
Basic Construction Technology students who have apprenticeship hours and similar backgrounds should contact the BCT program advisor at the West Campus to determine whether they may be awarded college credits for their experience.

**Satisfactory Academic Progress and Why It Is Important to Maintain It**

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

**GPA requirement for Satisfactory Academic Progress at TOCC**

<table>
<thead>
<tr>
<th>Total credits completed</th>
<th>Minimum Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>1.0</td>
</tr>
<tr>
<td>4-9</td>
<td>1.2</td>
</tr>
<tr>
<td>10-14</td>
<td>1.3</td>
</tr>
<tr>
<td>15-24</td>
<td>1.5</td>
</tr>
<tr>
<td>25-48</td>
<td>1.75</td>
</tr>
<tr>
<td>49 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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. (See chapter 3 for a more detailed discussion of the Satisfactory Academic Progress rule as it relates to financial aid.)

**EARS – Early Alert Reporting System**

Every semester your instructor will complete a form around 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 and you will be notified. That notification is being made to assist you and to help ensure that you complete the class 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 an email or snail mail 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. However, if the student earns a 2.0 GPA or higher for the current semester, he or she will be permitted to continue on an academic alert status.

If you are academically disqualified, you have 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 you are reinstated, you will revert to an Academic Alert status for one semester.

Graduation Requirements
1. If you are nearing graduation (within a semester away from earning a certificate or degree) you must submit a graduation application by the due date listed in the academic calendar (form is in the appendix to this catalog). If you do not submit the form by the due date your graduation may be delayed.

2. You must complete all of the courses listed on the degree or certificate checklist you are working toward.

3. You must fulfill the TOCC residency requirement: If you are working on a Certificate or Associate of Applied Science degree, you must earn at least 6 credit hours at TOCC in order to graduate from TOCC. If you are working on an Associate degree you must earn at least 15 credit hours at TOCC. This residency requirement must be met through courses numbered 100 or higher.
4. You must complete your courses within a specified time limit. Classes you took more than 8 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.

5. You must meet the GPA and Grade requirements: You must earn a grade of “C” or higher in all of the General Education classes required for the degree or certificate you are seeking, and in all transferrable coursework. You must have an overall GPA of 2.0 or higher.

**Graduation with honors**

When you graduate, if you have completed 30 credit hours at TOCC, you may graduate with honors if you have a cumulative GPA of 3.5 or higher. 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 your diploma and official transcript.

**Himdag, General Education, Continuous Enrollment**

**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 can stay on that catalog. If you do maintain continuous enrollment you can 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 a minimum of two classes. All of TOCC’s degrees and certificates include this requirement. The required classes are HIS 122 Tohono O’odham History and Culture, and THO 101 Elementary Tohono O’odham I. Those 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 explore the nature of consciousness and being. The communication requirements are aimed at helping students develop clarity and precision in their writing, while at the same time stimulating their creativity.

The overall aim 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 mathematics to succeed in life and in future courses of study in colleges and universities.

Arizona community colleges and public universities share much of their general education requirements with the university system in the state. The Arizona General Education Curriculum (AGEC) specifies general education requirements that students can benefit by taking at TOCC and other community colleges in the state. That is, students who may 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 an AGEC general education certificate or a TOCC Associate degree (TOCC’s Associate degrees include AGEC requirements). The AGEC certificate requires a 2.5 GPA. See chapter 5 for a detailed discussion of AGEC and TOCC’s degrees and certificates.

Arizona University System: Transfer requirements and AGEC

TOCC participates in the Arizona Statewide Articulation and Transfer System. 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, you must have an overall GPA of 2.0 or higher or you will not be guaranteed entry nor will you be guaranteed that all of your 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 course for the certificate 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. You can recognize them
by their numbers. They begin with a zero (WRT 070, REA 081, 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 called COMPASS. The results are used to determine skill levels in reading, writing, and math and to determine whether developmental courses need to be taken. Placement testing is done at nearly every college and university in the United States. The purpose is to help students succeed in college. There is no “failing” score on the COMPASS 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 important because it is used to determine whether you will be placed in a developmental course and at what level. The guidelines below might help you get a higher score on the COMPASS.

**COMPASS 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 exam unless one of the following applies:

1. 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 2 years; or
2. the student has taken WRT 101 Writing I or an equivalent course and has earned a grade of C or better; or
3. the student has graduated with a high school diploma within the last 2 years and 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
4. The student completed assessment testing at another institution and submits those scores to TOCC (we accept ACT, COMPASS, and Accuplacer scores).

Students who do not need to take the reading and writing COMPASS, 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.

**COMPASS 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:

1. 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
2. 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
3. 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 COMPASS math exam, 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 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. TOCC has recently adopted new cut scores. Those scores have been adopted after review of cut scores used by hundreds of colleges across the United States. The scores TOCC uses are listed in the table on the following page. If you believe you could do better on the COMPASS test or tests, you can make arrangements to re-take all or part of it.
**TOCC COMPASS cut scores effective August 2014**

<table>
<thead>
<tr>
<th>COMPASS Test</th>
<th>Recommended Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-ALGEBRA TEST</strong></td>
<td></td>
</tr>
<tr>
<td>0-29</td>
<td>MAT 082 Basic Math and Consult with Counselor</td>
</tr>
<tr>
<td>30-40</td>
<td>MAT 086 Pre-Algebra</td>
</tr>
<tr>
<td>41-99</td>
<td>MAT 092 Elementary Algebra</td>
</tr>
<tr>
<td><strong>ALGEBRA</strong></td>
<td></td>
</tr>
<tr>
<td>30-47</td>
<td>MAT 122 Intermediate Algebra</td>
</tr>
<tr>
<td>48-99</td>
<td>MAT 142 Topics in College Math or MAT 151 College Algebra</td>
</tr>
<tr>
<td><strong>COLLEGE ALGEBRA TEST</strong></td>
<td></td>
</tr>
<tr>
<td>43-99</td>
<td>MAT 187 Precalculus or MAT 172 Finite Math</td>
</tr>
<tr>
<td><strong>TRIGONOMETRY TEST</strong></td>
<td></td>
</tr>
<tr>
<td>46-99</td>
<td>MAT 212 Calculus I</td>
</tr>
<tr>
<td><strong>READING TEST</strong></td>
<td></td>
</tr>
<tr>
<td>0-38</td>
<td>REA 081 Reading Improvement I and Consult with Counselor</td>
</tr>
<tr>
<td>39-60</td>
<td>REA 081 Reading Improvement I</td>
</tr>
<tr>
<td>61-76</td>
<td>REA 091 Reading Improvement II</td>
</tr>
<tr>
<td>77-99</td>
<td>TOCC Reading Requirement Fulfilled</td>
</tr>
<tr>
<td><strong>WRITING TEST</strong></td>
<td></td>
</tr>
<tr>
<td>0-10</td>
<td>WRT 070 and Consult with Counselor</td>
</tr>
<tr>
<td>11-40</td>
<td>WRT 070 Developmental Writing</td>
</tr>
<tr>
<td>41-68</td>
<td>WRT 100 Writing Fundamentals</td>
</tr>
<tr>
<td>69-99</td>
<td>WRT 101 Writing I</td>
</tr>
</tbody>
</table>

**Tips for students taking the COMPASS placement test**

1. Be rested, to have plenty of time, and practice in advance;
2. Try out some practice questions at [ACT COMPASS Sample Questions](#);
3. Take your time – the COMPASS is not a timed test – you have as long as you need
4. You cannot pass or fail the COMPASS. It is an assessment to help place you in courses that match your skill level
5. The Reading test in COMPASS 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.
6. The Writing test in COMPASS asks you to write an essay – you have as much time as you need.
7. The Math test in COMPASS 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.
8. You can use a calculator during the math portion of the exam. The test proctor will provide scratch paper.

9. The testing center in the main building at the main campus is restricted to students when tests are being taken. Friends, family, children and others cannot be in the room.

10. Personal items and cell phones, iPads, computers, MP3 players, and other electronic devices are not allowed in the testing room.

11. Food and/or drinks are not allowed in the testing room.

Summary of pre-program, developmental requirements at TOCC

1. Placement in developmental courses is done according to student scores on placement exams as described earlier in this chapter;

2. 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;

3. 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 AGEC certificates.
Chapter 5 - Earning Degrees and Certificates at TOCC

Tohono O’odham Community College Graduates, Class of 2014

Direct Care Worker Certificate graduates and instructor Barbara Burgess (3rd from left) at West Campus. TOCC offers 13 certificates. The Direct Care Worker Certificate is a Continuing Education Unit offering whereas the other certificates described in this chapter are for college credit.
Why college is a good choice

College can be a mind expander. It can be a window onto the wonders of existence on this earth. It can be an experience that arms you with skills and knowledge that you can use to navigate this life. It can deepen 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 for a degree or certificate, you will be eligible for federal financial aid (see chapter 3).

Financial benefits you can realize by attending college

<table>
<thead>
<tr>
<th>Education level</th>
<th>Earnings ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than a high-school diploma</td>
<td>0.72</td>
</tr>
<tr>
<td>High-school diploma</td>
<td>1</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>1.13</td>
</tr>
<tr>
<td>Associate degree</td>
<td>1.27</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>1.65</td>
</tr>
<tr>
<td>Master's degree</td>
<td>1.96</td>
</tr>
<tr>
<td>Doctoral degree</td>
<td>2.43</td>
</tr>
<tr>
<td>Professional degree</td>
<td>2.92</td>
</tr>
</tbody>
</table>

Source: College Board’s “Education Pays 2013”

Benefits of starting your college career at Tohono O'odham Community College

There are a variety of benefits students gain by attending TOCC. TOCC is a fully accredited two-year college. That means that the credits you earn at TOCC are recognized nationally and that 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 page introduces you to the kind of degrees and certificates that TOCC offers.

TOCC offers Associate and Associate of Applied Science degrees. Both are 2-year degrees but there is an important difference:

**Associate degrees**

Associate degrees are designed especially for students who plan to transfer to 4-year colleges and universities to earn Bachelor degrees after they graduate. TOCC offers seven Associate degrees:

- Associate of Fine Arts in Art, studio emphasis (AFA-ART)
- Associate of Business in Business Administration (ABUS-BUSA)
- Associate of Arts in Early Childhood Education (AA-ECE)
- Associate of Arts in Liberal Arts, Open Pathway Option (AALA-OP)
- Associate of Arts in Liberal Arts, Literature Option (AALA-LO)
- Associate of Science, Life Science Option (AS-LS)
- Associate of Science, Tohono O’odham Agriculture and Natural Resources Option (AS-TOANR)
- Associate of Arts in Social Services (AA-SSE)

**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 Tohono Agriculture and Natural Resources (AAS-TOANR)
- AAS in Carpentry (AAS-CAR)
- AAS in Plumbing (AAS-PLM)
- AAS in Electrical (AAS-ELE)
- AAS in Business Management (AAS-BUSMAN)
- AAS in Office and Administrative Professions (AAS-OAP)
- AAS in Early Childhood Education (AAS-ECE)
- AAS in Social Services (AAS-SSE)
Certificate Programs

Certificate programs prepare students for employment in a variety of occupations. TOCC offers a total of 13 certificates in a variety of areas. Choose from among the following:

- Basic Certificate in Carpentry (BCRT-CAR)
- Advanced Certificate in Carpentry (ACRT-CAR)
- Basic Certificate in Electrical (BCRT-ELE)
- Advanced Certificate in Electrical (ACRT-ELE)
- Certificate in Construction Painting (CRT-PNT)
- Certificate in Facilities Maintenance (CRT-FAC)
- Basic Certificate in Plumbing (BCRT-PLM)
- Advanced Certificate in Plumbing (ACRT-PLM)
- Certificate in Casino Gaming (CRT-CAG)
- Certificate in Substance Abuse (CRT-SAB)
- Certificate in Social Services (CRT-SSE)
- Certificate in Child Development Associate Preparation (CRT-CDAP)
- Certificate in Office and Administrative Professions (CRT-OAP)

Arizona General Education Curriculum (AGEC)

TOCC students can earn AGEC certificates. AGEC stands for Arizona General Education Curriculum. TOCC and other community colleges in Arizona provide this standard general education curriculum in order to assist students who transfer to the University of Arizona system, including Northern Arizona University, Arizona State University and the University of Arizona.

Students who complete an AGEC certificate with a Grade Point Average of 2.5 or higher are guaranteed that all the credits they earn for their AGEC certificates will be accepted at those universities. In addition, if the AGEC certificate 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.

AGEC certificates are not degrees, nor are they designed to lead to employment. TOCC’s Associate degrees include AGEC requirements, meaning they are included in the coursework needed for the Associate degrees. You can earn the AGEC-A for liberal arts, an AGEC-B for business, an AGEC-S for science, or an AGEC-A TOSP for liberal arts with a Tohono O’odham studies emphasis. The specific requirements are described in the last section of this chapter.

A note about the layout of this chapter

In addition to going over the worksheets (checklists) 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.

Note: The degree and certificate worksheets in this chapter can be chosen by any student, including those who started during a different catalog year. If you started in a previous year, compare the worksheets from the catalog that was current when you started to the ones in this catalog and choose the one that will help you graduate the soonest (read the details on this topic in Chapter 4).

Student Success Center – Main Campus – 2014. The center is a gathering place sought out by students for tutoring, studying, visiting, and enjoying snacks. The computer lab is in an adjoining room. Like the rest of the campus, the center is wired. Copying, scanning, and computers are available to students at the center, which is maintained by Title III staff. Tutors are available to work with students in math, reading, writing, and other subjects throughout the week.
Michael Gonzales transports staff, faculty, and students to and from TOCC’s Main, Central, and West Campus locations. Students are shuttled back and forth among the three campus locations and are picked up at the business plaza in downtown Sells from 8:30 in the morning until the last evening classes on the Main Campus are over. The shuttle runs on Fridays as well, giving students the opportunity to use the library and other facilities.
Building and Construction Technologies (BCT) Programs

Building and Construction Trades 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.

In the second row: Marvin R. Enis, Jerome Merino, Mike Moreno Joshua Morris, Dave Silverman, and George Miguel. In the first row: Ralph Bustamante, Taylor Chaidez, Morris Toro
Carpentry degrees and certificates

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 (BCRT-CAR)

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himdag requirement (7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Core requirements (9 credits)</td>
<td>BCT 100 Professionalism in Service for Building and Construction</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCT 111 Basic Safety</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>BCT 112 Basic Construction Mathematics</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCT 113 Hand and Power Tools</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>BCT 114 Blueprint Reading</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCT 115 Basic Rigging and Materials Handling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Carpentry Concentration (16 credits)</td>
<td>BCT 141 Introduction to the Carpentry Profession</td>
<td>4</td>
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</tr>
<tr>
<td></td>
<td>BCT 142 Carpentry I</td>
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<tr>
<td></td>
<td>BCT 143 Carpentry II</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>BCT 144 Carpentry III</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Electives (3 additional credits in BCT courses)</td>
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</tr>
</tbody>
</table>

Total credits required for the Basic Certificate in Carpentry - BCRT-CAR: 35
Advanced Certificate in Carpentry (ACRT-CAR)

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.

The coursework is based on Levels 3 and 4 of the NCCER curriculum in carpentry. Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree.

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Credits</th>
<th>Semester/Grade</th>
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<tbody>
<tr>
<td>Himdag Requirement (7 credits)</td>
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<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
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<td></td>
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<tr>
<td>Core Requirements (9 credits)</td>
<td>BCT 100 Professionalism in Service for Building &amp; Construction</td>
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<tr>
<td></td>
<td>BCT 111 Basic Safety</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCT 112 Intro to Construction Math</td>
<td>1</td>
<td></td>
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<td></td>
<td>BCT 113 Hand and Power Tools</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>BCT 114 Blueprint Reading</td>
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<tr>
<td></td>
<td>BCT 115 Basic Rigging and Materials Handling</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Carpentry Concentration (16 credits)</td>
<td>BCT 141 Introduction to the Carpentry Profession</td>
<td>4</td>
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<tr>
<td></td>
<td>BCT 142 Carpentry I</td>
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<tr>
<td></td>
<td>BCT 143 Carpentry II</td>
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<td></td>
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<tr>
<td></td>
<td>BCT 144 Carpentry III</td>
<td>4</td>
<td></td>
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<tr>
<td>Advanced Carpentry Curriculum (16 credits)</td>
<td>BCT 241 Carpentry IV</td>
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<td></td>
<td>BCT 242 Carpentry V</td>
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<td>BCT 243 Carpentry VI</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCT 244 Carpentry VII</td>
<td>4</td>
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</tr>
</tbody>
</table>

Total credits required for ACRT-CAR: 48
AAS-CAR, Associate of Applied Science in Carpentry: This degree provides additional general education coursework to support students’ advancement to supervisory positions or to pursue further education.

### Section I. General Education requirements – (19 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag requirement (7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>English Composition (6)</td>
<td>WRT 101 Writing I or OAP 151 Business English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II or OAP 251 Bus. Communications</td>
<td>3</td>
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</tr>
<tr>
<td>Mathematics (3)</td>
<td>MAT 122 Intermediate Algebra</td>
<td>3</td>
<td></td>
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<tr>
<td>Computer literacy</td>
<td>CIS 100 Introduction to Computers</td>
<td>3</td>
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### Section II. Building and Construction Technologies Core (6 credits)

<table>
<thead>
<tr>
<th>BCT Core (6 credits)</th>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BCT 100 Professionalism in Service for Bldg. and Construction</td>
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<td></td>
<td>BCT 111 Basic Safety</td>
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<td></td>
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<tr>
<td></td>
<td>BCT 112 Basic Construction Mathematics</td>
<td>1</td>
<td></td>
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<td></td>
<td>BCT 113 Hand and Power Tools</td>
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<td></td>
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<tr>
<td></td>
<td>BCT 114 Blueprint Reading</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>BCT 115 Basic Rigging and Materials Handling</td>
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### Section III. Basic Carpentry Concentration (16 Credits)

<table>
<thead>
<tr>
<th>Basic Carpentry Concentration (16 credits)</th>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BCT 141 Introduction to the Carpentry Profession</td>
<td>4</td>
<td></td>
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<tr>
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<td>BCT 142 Carpentry I</td>
<td>4</td>
<td></td>
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<td></td>
<td>BCT 143 Carpentry II</td>
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<td></td>
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<tr>
<td></td>
<td>BCT 144 Carpentry III</td>
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</table>

### Section IV. Advanced Carpentry Concentration (16 credits)

<table>
<thead>
<tr>
<th>Advanced Carpentry Concentration (16 credits)</th>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BCT 241 Carpentry IV</td>
<td>4</td>
<td></td>
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<td></td>
<td>BCT 242 Carpentry V</td>
<td>4</td>
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<td></td>
<td>BCT 243 Carpentry VI</td>
<td>4</td>
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<tr>
<td></td>
<td>BCT 244 Carpentry VII</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Section V. Basic Concentration Electives (up to 3 credits of approved BCT courses)

Total credits required for the AAS in Carpentry: 60 credits
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 – BCRT-ELE

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 Levels 1 and 2 of 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himdag requirement (7 credits)</td>
<td>HIS 122 Tohono O’odham Culture and History</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Core Requirements (9 credits)</td>
<td>BCT 100 Professionalism in Service for Building &amp; Construction</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>BCT 111 Basic Safety</td>
<td>1</td>
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<td></td>
<td>BCT 112 Intro to Construction Math</td>
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<td></td>
<td>BCT 113 Hand and Power Tools</td>
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<td></td>
<td>BCT 114 Blueprint Reading</td>
<td>1</td>
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<td></td>
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<td>4</td>
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<tr>
<td>Electrical Concentration (16 credits)</td>
<td>BCT 171 Introduction to the Electrical Profession</td>
<td>4</td>
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<tr>
<td></td>
<td>BCT 172 ELECTRICAL I</td>
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<td></td>
<td>BCT 173 ELECTRICAL II</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td>BCT 174 ELECTRICAL III</td>
<td>4</td>
<td></td>
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</tbody>
</table>

Total credits required for the Basic Certificate in Electrical (CRT-ELE): 32 credits
Advanced Certificate in Electrical – ACRT-ELE

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 Levels 3 and 4 of the NCCER curriculum in carpentry. Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree.

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himdag requirement (7 credits)</td>
<td>HIS 122</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Core Requirements (9 credits)</td>
<td>BCT 100 Professionalism in Service for Building &amp; Construction</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCT 111 Basic Safety</td>
<td>1</td>
<td></td>
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<td></td>
<td>BCT 112 Intro to Construction Math</td>
<td>1</td>
<td></td>
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<td></td>
<td>BCT 113 Hand and Power Tools</td>
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<tr>
<td></td>
<td>BCT 114 Blueprint Reading</td>
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<tr>
<td></td>
<td>BCT 115 Basic Rigging and Materials Handling</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Electrical Concentration (16 credits)</td>
<td>BCT 171 Introduction to the Electrical Profession</td>
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<tr>
<td></td>
<td>BCT 172 ELECTRICAL I</td>
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<tr>
<td></td>
<td>BCT 173 ELECTRICAL II</td>
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<td></td>
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<tr>
<td></td>
<td>BCT 174 ELECTRICAL III</td>
<td>4</td>
<td></td>
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<tr>
<td>Advance Electrical Curriculum (16 credits)</td>
<td>BCT 271 Electrical IV</td>
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<td></td>
<td>BCT 272 Electrical V</td>
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<td></td>
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<tr>
<td></td>
<td>BCT 273 Electrical VI</td>
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<tr>
<td></td>
<td>BCT 274 Electrical VII</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for Advanced Certificate in Electrical (ACRT-ELE): 48
Associate of Applied Science in Electrical

This degree provides additional general education coursework to support a student’s advancement to supervisory positions or to pursue further education.

Courses required for the AAS in Electrical (for direct employment, not transfer) are listed on this sheet.

### Section I. General Education requirements – (19 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag requirement (7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>English Composition (6)</td>
<td>WRT 101 Writing I or OAP 151 Business English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II or OAP 251 Bus. Communications</td>
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<td></td>
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<tr>
<td>Mathematics (3)</td>
<td>MAT 122 Intermediate Algebra</td>
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<tr>
<td>Computer literacy</td>
<td>CIS 100 Introduction to Computers</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Building and Construction Technologies Core (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 100 Professionalism in Service for Bldg. and Construction</td>
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<tr>
<td>BCT 111 Basic Safety</td>
<td>1</td>
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<tr>
<td>BCT 112 Basic Construction Mathematics</td>
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<tr>
<td>BCT 113 Hand and Power Tools</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BCT 114 Blueprint Reading</td>
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<td></td>
</tr>
<tr>
<td>BCT 115 Basic Rigging and Materials Handling</td>
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### Section III. Basic Electrical Concentration (16 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 171 Introduction to the Electrical Profession</td>
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<td></td>
</tr>
<tr>
<td>BCT 172 Electrical I</td>
<td>4</td>
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<tr>
<td>BCT 173 Electrical II</td>
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<tr>
<td>BCT 174 Electrical III</td>
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### Section IV. Advanced Electrical Concentration (16 credits)

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 271 Electrical IV</td>
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<td>BCT 272 Electrical V</td>
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<td>BCT 273 Electrical VI</td>
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<tr>
<td>BCT 274 Electrical VII</td>
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</tbody>
</table>

### Section V. Basic Concentration Electives (up to 3 credits of approved BCT courses)

Total credits required for the AAS in Electrical: 60 credits
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
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 Levels 1 and 2 of 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.

Basic Certificate in Plumbing (CRT-PLM)

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himdag requirement (7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Core Requirements (9 credits)</td>
<td>BCT 100 Professionalism in Service for Building &amp; Construction</td>
<td>1</td>
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<tr>
<td></td>
<td>BCT 111 Basic Safety</td>
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<tr>
<td></td>
<td>BCT 112 Intro to Construction Math</td>
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<tr>
<td></td>
<td>BCT 113 Hand and Power Tools</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>BCT 114 Blueprint Reading</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>BCT 115 Basic Rigging and Materials Handling</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Plumbing Concentration (16 credits)</td>
<td>BCT 180 Introduction to the Plumbing Profession</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td>BCT 181 Plumbing I</td>
<td>4</td>
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<tr>
<td></td>
<td>BCT 182 Plumbing II</td>
<td>4</td>
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<tr>
<td></td>
<td>BCT 183 Plumbing III</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for Basic Certificate in Plumbing (CRT-PLM): 32 Credits
Tohono O’odham Community College – 2014-2016 Catalog

Advanced Certificate in Plumbing – ACRT-PLM

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 on Levels 3 and 4 of the NCCER curriculum in plumbing. Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree.

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himdag requirement (7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Core Requirements (9 credits)</td>
<td>BCT 100 Professionalism in Service for Building &amp; Construction</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>BCT 111 Basic Safety</td>
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<td></td>
<td>BCT 112 Intro to Construction Math</td>
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<td></td>
<td>BCT 113 Hand and Power Tools</td>
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<tr>
<td></td>
<td>BCT 114 Blueprint Reading</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCT 115 Basic Rigging and Materials Handling</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Plumbing Concentration (16 credits)</td>
<td>BCT 180 Introduction to the Plumbing Profession</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td>BCT 181 Plumbing I</td>
<td>4</td>
<td></td>
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<td></td>
<td>BCT 182 Plumbing II</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td>BCT 183 Plumbing III</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Advanced Plumbing Curriculum (16 credits)</td>
<td>BCT 236 Plumbing IV</td>
<td>4</td>
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<td></td>
<td>BCT 237 Plumbing IV</td>
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<tr>
<td></td>
<td>BCT 238 Plumbing VI</td>
<td>4</td>
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<tr>
<td></td>
<td>BCT 239 Plumbing VII</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for ACRT-PLM: 48 credits
Tohono O’odham Community College – 2014-2016 Catalog

Associate of Applied Science in Plumbing
This degree provides additional general education coursework to support a student’s advancement to supervisory positions or to pursue further education.

Courses required for the AAS in Plumbing (for direct employment, not transfer) are listed on this sheet.

| Section I. General Education requirements – (19 credits) |
|---|---|---|---|
| Category | Course | Credits | Grade/Semester |
| Tohono O’odham Himdag requirement (7 credits) | HIS 122 Tohono O’odham History and Culture | 3 |
| | THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I | 4 |
| English Composition (6) | WRT 101 Writing I or OAP 151 Business English | 3 |
| | WRT 102 Writing II or OAP 251 Bus. Communications | 3 |
| Mathematics (3) | MAT 122 Intermediate Algebra | 3 |
| Computer literacy | CIS 100 Introduction to Computers | 3 |

| Section II. Building and Construction Technologies Core (6 credits) |
|---|---|---|---|
| BCT Core (6 credits) | Course | Credits | Grade/Semester |
| | BCT 100 Professionalism in Service for Bldg. and Construction | 1 |
| | BCT 111 Basic Safety | 1 |
| | BCT 112 Basic Construction Mathematics | 1 |
| | BCT 113 Hand and Power Tools | 1 |
| | BCT 114 Blueprint Reading | 1 |
| | BCT 115 Basic Rigging and Materials Handling | 1 |

| Section III. Basic Plumbing Concentration (16 Credits) |
|---|---|---|---|
| Basic Plumbing Concentration (16 credits) | Course | Credits | Grade/Semester |
| | BCT 180 Introduction to the Plumbing Profession | 4 |
| | BCT 181 Plumbing I | 4 |
| | BCT 182 Plumbing II | 4 |
| | BCT 183 Plumbing III | 4 |

| Section IV. Advanced Plumbing Concentration (16 credits) |
|---|---|---|---|
| Advanced Concentration (16 credits) | Course | Credits | Grade/Semester |
| | BCT 236 Plumbing IV | 4 |
| | BCT 237 Plumbing V | 4 |
| | BCT 238 Plumbing VI | 4 |
| | BCT 239 Plumbing VII | 4 |

| Section V. Basic Concentration Electives (3 credits) |
|---|---|---|---|
| Up to 3 credits of approved BCT courses | Elective | 3 |

Total credits required for the AAS in Plumbing: 60 credits
Construction Painting (CRT-PNT)*

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.

Basic Certificate in Construction Painting – BCRT-PNT

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 workforce 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. In addition, it requires good work habits and the ability to follow instructions from supervisors to be successful in the workplace.

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himdag requirement (7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
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<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Core Requirements (9 credits)</td>
<td>BCT 100 Professionalism in Service for Building &amp; Construction</td>
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<tr>
<td></td>
<td>BCT 111 Basic Safety</td>
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<td></td>
<td>BCT 112 Intro to Construction Math</td>
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<td>BCT 114 Blueprint Reading</td>
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<tr>
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<td>BCT 115 Basic Rigging and Materials Handling</td>
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<td></td>
</tr>
<tr>
<td>Painting Concentration (16 credits)</td>
<td>BCT 180 Introduction to the Plumbing Profession</td>
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<tr>
<td></td>
<td>BCT 181 Painting I</td>
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<tr>
<td></td>
<td>BCT 182 Painting II</td>
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<tr>
<td></td>
<td>BCT 183 Painting III</td>
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</tbody>
</table>

Total credits required for the Basic Certificate in Painting (BCRT-PNT): 32
Advanced Certificate in Construction Painting – ACRT-PNT

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Credits</th>
<th>Semester/Grade</th>
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</thead>
<tbody>
<tr>
<td>Himdag requirement (7 credits)</td>
<td>HIS 122</td>
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<td></td>
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<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
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<tr>
<td>Core Requirements (9 credits)</td>
<td>BCT 100 Professionalism in Service for Building &amp; Construction</td>
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<td></td>
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<td>BCT 114 Blueprint Reading</td>
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<td></td>
<td>BCT 115 Basic Rigging and Materials Handling</td>
<td>4</td>
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</tr>
<tr>
<td>Painting Concentration (16 credits)</td>
<td>BCT 180 Introduction to the Painting Profession</td>
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<td></td>
<td>BCT 181 Painting I</td>
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<td>BCT 182 Painting II</td>
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<td>BCT 183 Painting III</td>
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<tr>
<td>Advanced Painting Curriculum (16 credits)</td>
<td>BCT 236 Painting IV</td>
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<td>BCT 237 Painting V</td>
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<td>BCT 238 Painting VI</td>
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<tr>
<td></td>
<td>BCT 239 Painting VII</td>
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</tbody>
</table>

Total credits required for ACRT-PNT: 48 credits
TOCC’s Visual Arts and Design Program

TOCC’s Fine Arts program was approved by the Higher Learning Commission in June, 2014, making it the newest of TOCC’s Associate degree offerings. The Associate in Fine Arts Degree (AFA) is similar to that offered in the University of Arizona system. TOCC’s 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. It is also an excellent preparation for students who may wish to develop their abilities in fine arts. The Associate of Fine Arts degree emphasizes both theory and practice, and includes requirements for substantial hands-on creative work.

TOCC’s fine arts program is headquartered at the Central Campus in Sells, Arizona. The classroom has been designed to provide ample natural light and is outfitted with high quality equipment and supplies.


**Associate of Fine Arts (studio emphasis) – (AFA)**

Courses required for the AFA (Associate of Fine Arts) are listed on this sheet. See your academic advisor for more details.

<table>
<thead>
<tr>
<th>Section I – General Education Requirements (36 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGEC-A 36 credits</strong></td>
</tr>
<tr>
<td>Tohono O’odham Himdag (meets Cultural and Global AGEC requirements - credits)</td>
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<tr>
<td></td>
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<tr>
<td>Composition (6 credits)</td>
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<tr>
<td>Math (3 credits)</td>
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<tr>
<td>Arts and Humanities (6 credits)</td>
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<tr>
<td>Social and Behavioral Science</td>
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<tr>
<td>Physical and Biological Sciences – 2 lab-loaded courses (Meets Intensive Writing AGEC requirement – 8 credits)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II - Studio Arts classes (15 credits Foundations, 10 credits Visual Art &amp; Design Core)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations: (15 credits)</td>
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<tr>
<td>Visual Art &amp; Design Core: 10 credits, 3.0 GPA required in Core</td>
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<table>
<thead>
<tr>
<th>Section III – Electives: Take any two of the following classes for a total of six credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 200, ART 204, ART 215, ART 220, ART 225, ART 230, ART 240, or ART 260</td>
</tr>
</tbody>
</table>

Total credits required for the AFA (studio emphasis): 67 credits
Business, Casino Gaming, and Office Administrative Professional Offerings

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 (ABUS-BUSA) is a transfer degree that incorporates the General Education requirements of the Universities in Arizona: The AGEC-B. The Associate of Applied Science in Business (AAS-BUS) 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 fields, including the health industry, marketing, finance, and agriculture.

Casino Gaming Certificate

The newly approved (2014) Casino Gaming Certificate focuses on the business side of the gaming industry. The CAG Certificate would increase your knowledge of the business field in general and the casino gaming business in particular. TOCC’s Casino Gaming Certificate was developed in collaboration with Desert Diamond Casino managers and staff.
Associate of Business in Business Administration (ABUS-BUSA)

ABUS-BUSA checklist. Use this checklist to plan your courses and to track your progress. See your academic advisor for more details.

| Section I. General Education requirements (36 credits) Completion of requirements in this section satisfies AGEC-B transfer requirements |
|---|---|---|
| General Education – AGEC-B Core | Course | Credits | Grade/Semester |
| Tohono O’odham Himdag requirement (Global & Cultural awareness requirement) | HIS 122 Tohono O’odham History and Culture | 3 | |
| | THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I | 4 | |
| English Composition (6) | WRT 101 Writing I | 3 | |
| | WRT 102 Writing II | 3 | |
| Mathematics (3) | MAT 212 Topics in Calculus | 3 | |
| Humanities and Fine Arts (6) | Any ART course 100 or higher | 3 | |
| | PHI 101 Introduction to Philosophy | 3 | |
| Social and Behavioral Science (6-7) | PSY 101 Introduction to Psychology | 3 | |
| | ECN 201 Microeconomic Principles | 3 | |
| Physical and Biological Sciences – (8) 2 lab-loaded courses | | 4 | |

| Section II. Core requirements – (18 credits) |
|---|---|---|
| Core requirements - 18 credits that meet the following specifications: | Course | Credits | Grade/Semester |
| Required C or better in each course. | BUS 100 Introduction to Business | 3 | |
| | ECN 202 Macroeconomic Principles | 3 | |
| | ACC 101 Financial Accounting | 3 | |
| | ACC 102 Managerial Accounting | 3 | |
| | BUS 205 Statistical Methods in Economics & Business | 3 | |
| | BUS 220 Legal Environment of Business | 3 | |

| Section III. Electives - (6 credits) |
|---|---|---|
| Electives | Course | Credits | Grade/Semester |
| Free Electives – 6 credits | | | |

Total credits required for the ABUS-BUSA: 60 credits
**Associate of Applied Science in Business (AAS-BUS)**

### Section I. General Education requirements – (32 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
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<tr>
<td>Tohono O’odham Himdag requirement (7 credits)</td>
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<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
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<tr>
<td>Communications (9)</td>
<td>WRT 101 Writing I</td>
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<td></td>
<td>SPE 110 Public Speaking or WRT 102 Writing II</td>
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<td></td>
<td>CIS 100 Intro to Computers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mathematics (3)</td>
<td>MAT 122 Intermediate Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Art and Humanities</td>
<td>Any Humanities or Art Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Science 6 credits (2 courses with different prefixes)</td>
<td>ECN 201 Microeconomic Principles or ECN 202 Macroeconomic Principles</td>
<td>3</td>
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<tr>
<td>Physical and Biological Science – 1 lab loaded science course</td>
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</table>

### Section II. Core requirements – (21 credits)

<table>
<thead>
<tr>
<th>Core requirements</th>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
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<tbody>
<tr>
<td></td>
<td>BUS 100 Introduction to Business</td>
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<td></td>
<td>BUS 220 Legal Environment of Business</td>
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<td></td>
<td>CSA 110: Spreadsheets: Microsoft Excel</td>
<td>3</td>
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<td></td>
<td>MKT 111 Principles of Marketing</td>
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<td></td>
<td>ACC 101 Financial Accounting</td>
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<td></td>
<td>ACC 102 Managerial Accounting</td>
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<td></td>
<td>MGT 124 Small Business Management</td>
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### Section III. Free Electives (7 credits)

<table>
<thead>
<tr>
<th>Electives</th>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
</table>

Total Credits Required for the AAS-BUS (Associate of Applied Science in Business): 60
## Casino Gaming Certificate (CRT-CAG)

### Section I – General Education (19 Credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
<th>Semester/Grade</th>
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<tbody>
<tr>
<td>Himdag (7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
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<td></td>
<td>THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
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</tr>
<tr>
<td>General Education (12 credits)</td>
<td>CIS 100 Introduction to Computers</td>
<td>3</td>
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<tr>
<td></td>
<td>BUS 100 Introduction to Business</td>
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<td></td>
<td>ACC 101 Financial Accounting</td>
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<td></td>
<td>WRT 101 Writing I</td>
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### Section II – Core Casino Gaming Requirements (15 credits)

<table>
<thead>
<tr>
<th>Core requirements (15 credits)</th>
<th>Course</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CAG 100 Casino Gaming Industry Basics</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>CAG 111 Gaming Finance and Accounting</td>
<td>3</td>
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<td></td>
<td>CAG 122 Gaming Theory and Practice</td>
<td>3</td>
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<td></td>
<td>CAG 133 Customer Service, Management, and Marketing</td>
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<td></td>
<td>CAG 144 The Tribal Casino: Challenges and Opportunities – Capstone Course</td>
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</tbody>
</table>

Total credits required for the Casino Gaming Certificate (CRT-CAG): 34 credits.
Office and Administrative Professions - OAP

CRT – OAP - Certificate in Office and Administrative Professions
Courses required for the Certificate in Office and Administrative Professions for Direct Employment are listed on this sheet. See your academic advisor for more details.

<table>
<thead>
<tr>
<th>Section I – Himdag Requirements – 7 credits</th>
<th>Credits</th>
<th>Semester/Grade</th>
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</thead>
<tbody>
<tr>
<td>HIS 122 Tohono O’odham History and Culture</td>
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<tr>
<td>THO 101 Elementary Tohono O’odham I or THO 106</td>
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</table>

<table>
<thead>
<tr>
<th>Section II – Core courses – 24 credits</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAP 111 Computer Keyboarding and Document Production</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RIM 132 Records Management: Filing System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSA 120 Word Processing: Word</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 152 Internet Browser: Microsoft Explorer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSA 182 Microsoft Windows: Current Version</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OAP 123 Professional Development for Administration Support</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OAP 151 Business English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OAP 171 Office Procedures</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Total credits for Certificate in Office and Administrative Professions (CRT-OAP): 31.
Tohono O’odham Community College – 2014-2016 Catalog

Associate of Applied Science in Office and Administrative Professions (AAS-OAP)

Courses required for the AAS (Associate of Applied Science) in Office and Administrative Professions are listed on this sheet. See your academic advisor for more details.

<table>
<thead>
<tr>
<th>Section I – General Education Requirements – 22 credits</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Class</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>Art 100 Basic Design or Art 105 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Communication</td>
<td>OAP 151 Business English</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OAP 251 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Computer and Information Literacy</td>
<td>CIS 100 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>Analysis &amp; Critical Thinking</td>
<td>MAT 122 Intermediate Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Diversity and Global Awareness</td>
<td>THO 101 Elementary Tohono O’odham I or THO 106 Tohono O’odham Conversation I</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II – Core Courses – 42 credits</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100 Practical Accounting or ACC 101 Financial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 121 Web Publishing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 107 Microcomputer software/hardware topics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 110 Spreadsheets: Microsoft Excel</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 120 Word Processing: Word</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 152 Internet Browsers: Explorer</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSA 170 Database: Access</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 182 Microsoft Windows: Current Version</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OAP 111 Computer Keyboarding and Document Production</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OAP 123 Professional Development for Administration Support</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OAP 171 Office Procedures</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>OAP 199 Service Learning in OAP</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>OAP 199WK Service Learning Field Experience in OAP</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RIM 132 Records Management: Filing System</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RIM 133 Records Management: Development of a Program</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for the Associate of Arts in Office and Administrative Professions (AAS-OAP): 64.
Early Childhood 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), an Associate of Applied Science (AAS), and a Certificate in Child Development Preparation (CRT-CDAP). 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. The Certificate in Child Development Preparation program would help you to prepare for national testing for the Child Development Associate Certificate (CDA), which is now required for employment by the majority of early childhood care companies in the field.
# Early Childhood Education (ECE)

## AA-ECE – Associate of Arts in Early Childhood Education

Courses required for the AA in Early Childhood Education (ECE) are listed on this sheet. See your academic advisor for more details.

### Section I. General Education Requirements (37 credits)

<table>
<thead>
<tr>
<th>General Education – AGEC-A</th>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag (Meets Cultural and Global AGEC requirements)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>WRT 101 Writing I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>MAT 142 or higher</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>Any ART course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any LIT or PHI course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Science (7 credits)</td>
<td>PSY 101 Introduction to Psychology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 110 Introduction to Social Welfare</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical and Biological Sciences – 2 lab-loaded courses (Meets Intensive Writing Requirement for AGEC)</td>
<td>BIO 100N Biology Concepts</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO 105N Environmental Biology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Core requirements - 21 credits

Note: students must earn a C or better in each course in this core requirements section.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110 Language and Communication/Early Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 117 Child Growth and Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 124 Math and Science for Young Children</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 125 Nutrition, Health, and Safety for Young Child</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 226 Child Guidance and Classroom Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 228 Family, Culture, and Community</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 100 Intro to Computers</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Section III. Electives – Sufficient to reach 60 credits total for the AA ECE

Total credits required for the Associate of Arts in Early Childhood Education (AA-ECE): 60
AAS-ECE – Associate of Applied Science in Early Childhood Education

Courses required for the AAS in Early Childhood Education (ECE) are listed on this sheet. See your academic advisor for more details.

### Section I. General Education Requirements (32 credits)

<table>
<thead>
<tr>
<th>General Education</th>
<th>Course</th>
<th>Credits</th>
<th>Course/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag (7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversation Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Composition (6 credits)</td>
<td>WRT 101 Writing I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Math (3 credits)</td>
<td>MAT 122 or higher</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (6 credits)</td>
<td>Any ART course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any LIT or PHI course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Science (6 credits)</td>
<td>PSY 101 Introduction to Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 110 Introduction to Social Welfare</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical and Biological Sciences – One lab-loaded course (8 credits)</td>
<td>BIO 100N Biology Concepts</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Core requirements (15 credits)

<table>
<thead>
<tr>
<th>Core requirements - 15 credits that meet the following specifications:</th>
<th>ECE 117 Child Growth and Development</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required C or better in each course.</td>
<td>ECE 125 Nutrition, Health, and Safety for Young Child</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 226 Child Guidance and Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 228 Family, Culture, and Community</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 100 Intro to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

### Section III. Electives – 13 credits to reach 60 credits total for the AAS ECE

Total credits required for Associate of Applied Science in Early Childhood Education (AAS-ECE): 60 credits
Certificate in Child Development Associate Preparation (CRT-CDAP)

<table>
<thead>
<tr>
<th>Section I – General Education (10 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Himdag</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II – Core Requirements (13 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT-CDAP Core requirements</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Total credits required for the CRT-CDAP: 23
Liberal Arts Program

TOCC offers two Associate of Arts (AA) in Liberal Arts options 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. Both of the AA degree options are designed for transfer and can help students transfer to four-year colleges and universities. Both options incorporate the AGEC-A (the Arizona university system requirements for General Education).

The “open pathways” option provides students with the broadest latitude in course selection. Choose that option if you want to experience a broad range of course offerings before you select a more specific degree objective. The “literature emphasis” option provides students with a thorough grounding in literature and related fields.

Either of the two Liberal Arts AA 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.

From right and counter-clockwise: Elaine Cubbins, Richard Lee, Edison Cassadore, Sophia Hronopoulos, and Annabah Conn, all members of the CISL (Continuous Improvement of Student Learning) Committee, having fun while they work.
**Liberal Arts**

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

| Section I – General Education Requirements (36 credits) – satisfies transfer requirements for the AGEC - A |
|-------------------------------------------------|-------------------------------------------------|-----------------|-----------------|
| **Category** | **Course** | **Credits** | **Grade/Semester** |
| Tohono O’odham Himdag | HIS 122 Tohono O’odham History and Culture | 3 |  |
| | THO 101 Elementary Tohono O’odham | 4 |  |
| Composition | WRT 101 Writing I | 3 |  |
| | WRT 102 Writing II | 3 |  |
| Math | MAT 142 Topics in College Math or higher | 3 |  |
| Humanities and Fine Arts – 6 credits | Any Fine Arts course | 3 |  |
| | Any Humanities course | 3 |  |
| Social and Behavioral Science – 6 credits - two courses with different prefixes | 3 |  |
| Physical and Biological Sciences. 8 credits - two lab-loaded courses. | 4 |  |

<table>
<thead>
<tr>
<th>Section II – Distributed Electives – 24 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distributed Electives: 24 credits including 3 or more credits each from Literature, History, and Speech. Nine (9) credits overall must be from courses numbered 200 and above.</td>
</tr>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>Any LIT (Literature)</td>
</tr>
<tr>
<td>Any HIS (History)</td>
</tr>
<tr>
<td>Any SPE (Speech)</td>
</tr>
</tbody>
</table>

**Total credits required for the AA Liberal Arts, Open Pathway option (AALA-OP): 60 credits**
AA Liberal Arts – Associate of Arts in Liberal Arts – Literature Option (AALA-LO)

Courses required for the AA in Liberal Arts, Literature Option, are listed on this sheet. See your academic advisor for more details.

| Section I – General Education Requirements (36 credits) – satisfies transfer requirements for the AGEC - A |
|---------------------------------------------------------------|---------------------------------------------------------------|
| **Category** | **Course** | **Credits** | **Grade/Semester** |
| Tohono O’odham Himdag (Meets Cultural and Global requirements for AGEC – 6 credits) | HIS 122 Tohono O’odham History and Culture | 3 |
| | THO 101 Elementary Tohono O’odham | 4 |
| Composition (6 credits) | WRT 101 Writing I | 3 |
| | WRT 102 Writing II | 3 |
| Math (3 credits) | MAT 142 Topics in College Math or higher | 3 |
| Humanities and Fine Arts – 6 credits | Any Fine Arts course | 3 |
| | Any Humanities course | 3 |
| Social and Behavioral Science –6 credits - two courses with different prefixes | Choose two courses with different prefixes from among PSY, SOC, SSE, POS, GEO, ECN, HIS or another social science recommended by your advisor. | 3 |
| | | 3 |
| Physical and Biological Sciences. 8 credits - two lab-loaded courses. (Meets Intensive Writing Requirement for AGEC) | | 4 |
| | | 4 |

<table>
<thead>
<tr>
<th>Section II – Liberal Arts Core – 18 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Core: 18 credits</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section III – Electives (sufficient to earn a total of 60 credits for the AA Liberal Arts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take 2 of the following: HIS 148, LIT 174, HIS 142, THO 102</td>
</tr>
</tbody>
</table>

Total credits required for the AA in Liberal Arts (AA-LA), Literature Option: 60 credits
TOCC’s Science Program

TOCC’s strong science program includes an Associate of Science (AS) degree for transfer that provides options in Life Science and Tohono O’odham Agriculture and Natural Resources as well as an Associate of Applied Science (AAS) degree in Tohono O’odham Agriculture and Natural Resources. These programs are supported by a trio of Ph.D. faculty members including Drs. Teresa Newberry, Jesus Adrian Quijada, and Mario Montes-Helu. Both options in the AS 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 AAS degree provides a strong basic preparation for students who desire to have preparation in natural resource management principles, environmental issues, and sustainable land management practices. The AAS degree 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 Tohono O’odham and arid lands. Upon graduation, students will most likely enter the workforce at the technician level.
Science Degrees at TOCC

AS-LS – Associate of Science (Life Science Option)
Courses required for the AS (Associate of Science), Life Science Option, are listed on this sheet. See your academic advisor for more details.

### Section I. General Education requirements –This section satisfies AGEC-S transfer requirements (35 credits) plus TOCC science requirement (4 credits) for a total of 39 General Education credits.

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag (Meets Global and Cultural requirements for AGEC-S – 7 credits)</td>
<td>HIS 122 Tohono O’odham History and Culture (fulfills Soc. Sci. requirement)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Composition (6 credits)</td>
<td>WRT 101 Writing I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Math (3 credits)</td>
<td>MAT 220 Calculus I or higher</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (6 credits)</td>
<td>Any AGEC approved ART course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any Humanities course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences (6 credits – 2 courses with different prefixes)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIS 122 (counted above) counts for 3 credits in Social Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biological Sciences Core (Meets Intensive Writing requirement for AGEC-S)</td>
<td>BIO 181N Unity of Life I*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO 182N Unity of Life II*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TOCC Science Requirement</td>
<td>BIO 105N</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Core requirements, Life Science Option – (10 Credits)

<table>
<thead>
<tr>
<th>Core requirements:</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIO 154N-Global Change Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO 208N Tohono O’odham Ethnobotany</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO 298 Capstone-Service Learning/Field Internship</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>BIO 299 Capstone-Research Project</td>
<td>1</td>
</tr>
</tbody>
</table>

### Section III. Electives – sufficient credits to complete 60 credit minimum for the AS in Life Science (AS-LS). Any course numbered 100 or above with one of the following prefixes: ANR, AST, BIO, CHM, GEO, GLG, PHY, or MAT courses higher than 220

**Special Notes:**
* BIO 100N is a pre-requisite for BIO 181N and BIO 182N when the student does not have one-year of high school Biology; it is recommended for all students as a refresher.
AS-TOANR – Associate of Science (Tohono O’odham Agriculture and Natural Resources option)

Courses required for the AS (Associate of Science), Life Science Option, are listed on this sheet. See your academic advisor for more details.

### Section I. General Education requirements – Meets AGEC-S transfer requirements (38 credits) plus TOCC science requirement (4 credits) for a total of 42 General Education credits.

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag (Meets Cultural and Global requirements for AGEC-S)</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>WRT 101 Writing I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>MAT 220 Calculus I or higher</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (6 credits – one with ART prefix and one other)</td>
<td>Any AGEC approved ART course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences (6 credits – 2 courses with different prefixes)</td>
<td>HIS 122 (counted above) counts for 3 credits in Social Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biological Sciences Core (Meets Intensive Writing requirement for AGEC-S)</td>
<td>BIO 181N Unity of Life I*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO 182N Unity of Life II*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TOCC Science Requirement</td>
<td>BIO 105N</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Core requirements – (12-14 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 128N Plant Ecology of the Sonoran Desert or ANR 130N Plant Science or ANR 210N Range Conservation</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>ANR 186N Water Resources or ANR 221N Soil Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ANR 102N Animal Science or ANR 190 Wildlife Conservation</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>ANR 298 Capstone-Service Learning/Field Internship</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ANR 299 Capstone-Research Project</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Section III. Electives – Take any courses numbered 100 or above to earn a minimum of 60 credits. Take any ANR, AST, BIO, CHM, GEO, GLG, PHY, or any MAT course higher than 220.

Special Notes:
*BIO 100N is a pre-requisite for BIO 18N and BIO 182N when the student does not have one-year of high school Biology; it is recommended for all students as a refresher.
# AAS – TOANR – Associate of Applied Science in Tohono O’odham Agriculture and Natural Resources (AAS-TOANR)

## Section I. General Education requirements – (26 credits)

<table>
<thead>
<tr>
<th>General Education</th>
<th>Course</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>WRT 101 Writing I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Analysis and Critical Thinking</td>
<td>MAT 122 or higher</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO 105N</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>Any AGEC approved ART course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any HIS, LIT, PHI, ANT, or any Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer and Information</td>
<td>CIS 100, CSA 101, CSA 210 or OAP 111</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Literacy Requirement</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section II. Core requirements – (11-13 Credits)

| Core requirements:                  | BIO 128N Plant Ecology of the Sonoran Desert or ANR 130N Plant Science or ANR 210N Range Conservation | 3-4     |                |
|                                    | ANR 186N Water Resources or ANR 221N Soil Science                     | 4       |                |
|                                    | ANR 102N Animal Science (3 credits) or ANR 190 Wildlife Conservation (4 credits; no lab) | 3-4     |                |
|                                    | ANR 298 Capstone-Service Learning/Field Internship                    | 1       |                |

## Section III. Electives – 21-23 credits

Any 100 or above from this list: ANR, AST, BIO, CHM, GEO, GLG, PHY to complete 60 credit minimum

Total of 60 credits required for the degree.
Social Services Program at TOCC

TOCC offers an AA (Associate of Arts) in Social Services, a certificate in Social Services, and a Certificate in Substance Abuse. The AA is a transfer degree and is newly designed for 2014. 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 the University of Arizona system as a junior.

The social service 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 certificates in social services or substance abuse are designed to provide students with an entry level experience in the helping fields. Students who earn the certificate may be able to gain entry level work in the helping fields. They can also earn the certificate on their way to graduating with the AA in Social Services.
## Associate of Arts in Social Services (AA-SSE)

Courses required for the AA in Social Services are listed on this sheet. See your academic advisor for more details.

### Section I - General Education – meets AGEC-A requirement (36 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>WRT 101 Writing I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>WRT 102 Writing II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT 142 or higher</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any ART course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHI 101 Introduction to Philosophy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECN 202 Macroeconomic Principles</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical and Biological Sciences. Two lab-loaded courses. (Meets Intensive Writing requirement for AGEC-A)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Core requirements – (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100 Introduction to Computers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SSE 110 Introduction to Social Welfare</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SSE 202 Casework Methods I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SSE 210 Community Organization and Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SSE 121 Introduction to Substance Abuse</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POS 110 American National Government</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Section III. Electives – (6 elective credits for a total of 60 credits)

Total credits required for the AA in Social Services (AA-SSE): 60 credits
Certificate in Social Services (CRT-SSE)

<table>
<thead>
<tr>
<th>Section I – General Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Tohono O’odham Himdag</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Communication</td>
</tr>
<tr>
<td>Computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II – CRT-SSE Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>SSE 110 Intro to Social Welfare</td>
</tr>
<tr>
<td>SSE 111 Group Work</td>
</tr>
<tr>
<td>SSE 202 Casework Methods I</td>
</tr>
<tr>
<td>Community Organization and Development</td>
</tr>
<tr>
<td>SSE 211 Group Technique Applications</td>
</tr>
<tr>
<td>SSE 212 Casework Methods II</td>
</tr>
</tbody>
</table>

Credits required to complete the Certificate in Social Services (CRT-SSE): 31.
Certificate in Substance Abuse (CRT-SAB)

<table>
<thead>
<tr>
<th>Section I – General Education (19 Credits)</th>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
<th>Semester/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himdag</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 106 Conversational Tohono O’odham I or THO 101 Elementary Tohono O’odham I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer and Information Literacy</td>
<td>CSA 100 Computer Literacy</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>WRT 101 Writing I or OAP 151 Bus English</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II – Core Requirements (24 Credits)</th>
<th>Core requirements</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SSE 110 Introduction to Social Welfare</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 121 Introduction to Substance Abuse</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 123 Substance Abuse Prevention</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 150 Motivational Interviewing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 151 Motivational Interviewing Practicum</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 202 Casework Methods I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 220 Treatment of the Substance Abuser</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSE 222 Political and Legal Aspects of Drug Use</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for the CRT-SAB (Certificate in Substance Abuse) - 35
AGEC (Arizona General Education Curriculum) Certificates
Earning an AGEC certificate 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 to Northern Arizona University.

TOCC students can earn any of four AGEC certificates. AGEC requirements are built into the Associate degrees that TOCC offers, 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 AGEC-A or the AGEC-ATOSP requirements. The Associate in Business Administration incorporates AGEC-B requirements. The Associate of Science in, both the Life Science and Tohono O’odham Agriculture and Natural Resource options, incorporates AGEC-S requirements. The chart below compares the AGEC requirements at TOCC for each of those Associate degrees. See also the Associate Degree worksheets (checklists) in this chapter for specific TOCC requirements.

### AGEC requirements at TOCC by Associate degree

<table>
<thead>
<tr>
<th>AGEC Categories</th>
<th>AGEC-A and AGEC-ATOSP (For AA-LA, AFA, AA-SSE and AA-ATOSP)</th>
<th>AGEC-B (for ABUS-BUSA degree)</th>
<th>AGEC-S (for AS-LS and AS-TOANR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Composition – 6 credits</td>
<td>WRT 101 and WRT 102</td>
<td>WRT 101 and WRT 102</td>
<td>WRT 101 and WRT 102</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>MAT 142 Topics in College Math</td>
<td>MAT 212 Topics in Calculus</td>
<td>MAT 220 Calculus I</td>
</tr>
<tr>
<td>Arts and Humanities – 6 credits</td>
<td>ART course</td>
<td>ART course</td>
<td>ART course</td>
</tr>
<tr>
<td></td>
<td>Humanities course</td>
<td>Humanities course</td>
<td>Humanities course</td>
</tr>
<tr>
<td>Social and Behavioral Science – 6 credits: two courses with different prefixes.</td>
<td>Social Science course</td>
<td>Social Science course</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
</tr>
<tr>
<td></td>
<td>Social or Behavioral Science course</td>
<td>Social or Behavioral Science course</td>
<td>Social or Behavioral Science course</td>
</tr>
<tr>
<td>Physical and Biological Science – 8 credits</td>
<td>Science course with lab</td>
<td>Science course with lab</td>
<td>Science course with lab</td>
</tr>
<tr>
<td></td>
<td>Science course with lab</td>
<td>Science course with lab</td>
<td>Science course with lab</td>
</tr>
<tr>
<td>Options – 6-7 credits (Himdag requirement)</td>
<td>THO 101 and HIS 122</td>
<td>THO 101 and HIS 122</td>
<td>THO 101 (HIS 122 counted as social science)</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Not required</td>
<td>CIS 100 Introduction to Computers</td>
<td>Not required</td>
</tr>
</tbody>
</table>
II. Three special AGEC Requirements: You must take one course each that have meets the requirements for Intensive Writing and Critical Inquiry (I), Cultural Awareness (C) and Global Awareness (G).

1. **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 a course that fulfills this requirement after you complete WRT 101 Writing I.

2. **Cultural (C) Awareness**
   You must take one course emphasizing ethnic/race/gender awareness.

3. **Global (G) Awareness**
   You must take one course addressing contemporary global/international awareness, or historical awareness.

**TOCC courses that fulfill requirements 1, 2, and 3 above (I, C, G).** (Remember: TOCC’s Associate degrees embed (include) these requirements and they are listed on the Associate degree worksheets (checklists) in this chapter.)

<table>
<thead>
<tr>
<th>TOCC Course</th>
<th>Intensive Writing/Critical Inquiry (I)</th>
<th>Cultural (C)</th>
<th>Global (G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Art Appreciation</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>AST 101N and 102N</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BIO 100N Biology Concepts</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 105N Environmental Biology</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 109N Natural History of the Southwest</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 181N General Biology I (Majors)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 182N General Biology II (Majors)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 103 Cultural Geography</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HIS 101 Intro to Western Civilization I</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HIS 141 History of the U.S. I</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIT 174 Intro to Native American Writings</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LIT 274 Native American Literature</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>THO 101 Elementary Tohono O’odham I</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Categories, or disciplinary areas of study: Arts, Humanities, Social Science, Behavioral Science, Physical and Biological Science, Free Electives

Checklists for programs and certificates in this chapter indicate that you must take courses from various areas of study, or categories. Thus, 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 Tohono O’odham Community College that count for each category or area of study.

<table>
<thead>
<tr>
<th>Category or disciplinary area of study</th>
<th>Types of courses that fit under each category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Humanities</td>
<td>ART (Art), LIT (Literature), PHI (Philosophy), SPA (Spanish)</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>ANT (Anthropology), SOC (Sociology), PSY (Psychology), ECN (Economics), SSE (Social Services), HIS (History), POS (Political Science), GEO (Geography)</td>
</tr>
<tr>
<td>Physical and Biological Science</td>
<td>BIO (Biology), ANR (Agriculture and Natural Resources), CHM (Chemistry), AST (Astronomy), GLG (Geology)</td>
</tr>
<tr>
<td>Electives</td>
<td>Any class numbered 100 or above.</td>
</tr>
</tbody>
</table>
Addendum to Chapter 5 - Earning Degrees and Certificates at TOCC

Two programs of study were added to the curriculum at TOCC after the publication of the 2014-2016 catalog. These programs are introduced in this addendum.

Studies in Indigenous Borderlands (SIB)

Studies in Indigenous Borderlands is an interdisciplinary program involving science, social science, and the liberal arts. TOCC offers four program options in SIB. The degrees are introduced starting on the next page.

Tohono O’odham Studies (TOS)

Tohono O’odham Studies is an interdisciplinary program drawing on history, language, political science, philosophy and the arts. The AA Liberal Arts - TOS is a 60+ credit degree that can be earned in two years by full-time students. The degree is designed to transfer to Arizona’s three state universities, preparing students for many different types of majors.

Tohono O’odham Studies graduates from TOCC may wish to pursue one of these degrees:

- B.A. in American Indian Studies at the University of Arizona
- B.S. in American Indian Studies at Arizona State University
- B.A. or B.S. in Applied Indigenous Studies at Northern Arizona University

Students interested in the Tohono O’odham Studies degree are invited to talk with Director of Tohono O’odham Studies, Mr. Ron Geronimo on the TOCC - Main Campus, phone number (520) 383-0043, or email at rgeronimo@tocc.edu.

Details about the TOS degree follow the pages that describe the SIB programs.
Studies in Indigenous Borderlands (SIB)

The new Studies in Indigenous Borderlands programs share core courses but each has a different emphasis and degree plan. The following is a summary of each program and its emphasis and relation to indigenous borderlands regions and issues. The three SIB programs will schedule their capstone course at the same time so that students may share their knowledge and perspectives of indigenous borderlands issues and concerns.

AAS – Environmental Studies in Indigenous Borderlands

This program is designed as a terminal degree but it is also one that could transfer to a university BAS or BAAS degree program with additional AGEC courses. The AAS – ESIB degree has an emphasis on the environmental issues impacting the borderlands regions and the indigenous communities who reside there. The program has an emphasis on hands-on environmental and conservation issues and projects as well as service to the communities.

AA - Liberal Arts – Studies in Indigenous Borderlands

This program is designed as a transfer degree with an emphasis on the humanities. The AA – LA – SIB degree has the regular AGEC transfer core requirement but focuses on the culture, writing, poetry and arts of the borderlands region. The program examines the people of the borderlands region and the impact of borderlands issues and concerns on them and their way of life.

AS – Life Science – with an additional concentration in Studies in Indigenous Borderlands Concentration

AS Life Science program has three options for a concentration and Option III is Studies in Indigenous Borderlands. The AS Life Science –SIB Concentration has a focus on Life Science but in the SIB Concentration the program also explores the application of service learning and research skills to borderlands life science issues and concerns. This is a transfer degree and includes the standard AGEC core.

AS – Life Science Options

Option I
Interdisciplinary Open Pathway Concentration

Option II
Tohono O’odham Agriculture and Natural Resources Concentration

Option III
Studies in Indigenous Borderlands Concentration
# AAS – Environmental Studies in Indigenous Borderlands

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGEC AAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Composition</strong></td>
<td>WRT 101 Writing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Math &amp; Computer Science</strong></td>
<td>MAT 122 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEO 267 Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts – 6 credits</strong></td>
<td>ART 115 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WRT 287 Beginning Creative Writing Workshop in Fiction or WRT 288 Beginning Creative Writing Workshop in Poetry</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social and Behavioral Science – 6 credits</strong></td>
<td>COM 263 Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 122 Tohono O’odham History and Culture I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
<td>BIO 105N Environment Biology</td>
<td>4</td>
</tr>
<tr>
<td><strong>4 credits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Core</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEO 205N Geography of the Borderlands</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>GEO 103 Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 154N Global Change Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO 109N Natural History of the Southwest or ANR 128N Plant Ecology of the Sonoran Desert</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ANR 186N Water Resources</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>GLG 101N Introductory Geology I: Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ANR 225N Environmental Issues and Conservation in the US-Mexico Borderlands</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ANR 190N Wildlife Conservation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SIB 298 Capstone</td>
<td>1</td>
</tr>
<tr>
<td><strong>Himdag Req.</strong></td>
<td>*THO 101 Elementary Tohono O’odham I</td>
<td>4</td>
</tr>
</tbody>
</table>

*Required Tohono O’odham Himdag course

| Total Units | 61 |
## AA - Liberal Arts – Studies in Indigenous Borderlands

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag Requirements</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I</td>
<td></td>
</tr>
<tr>
<td><strong>AGEC A</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>WRT 101 Writing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>MAT 142 Topics in College Math or higher</td>
<td>3</td>
</tr>
<tr>
<td>Humanities and Fine Arts – 6 credits</td>
<td>ART 115 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 274 Native American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science – 6 credits - two courses with different prefixes</td>
<td>COM 263 Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 122 Tohono O’odham History and Culture I</td>
<td>3</td>
</tr>
<tr>
<td>Physical and Biological Sciences. 8 credits - two lab-loaded courses.</td>
<td>BIO 105N Environment Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO 154N Global Change Biology</td>
<td>4</td>
</tr>
<tr>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEO 103, Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEO 205N, Geography of the Borderlands</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>WRT 287, Beginning Creative Writing Workshop in Fiction OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRT 288, Beginning Creative Writing Workshop in Poetry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 290 World Literature and Global Film</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 125 Tohono O’odham History and Culture II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham I OR THO 106 Conversational O’odham I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>THO 102 Elementary Tohono O’odham II OR THO 107 Conversational O’odham II or SPA101Elementary Spanish I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SIB 298 Capstone</td>
<td>1</td>
</tr>
<tr>
<td>Electives 6 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggested Elective</td>
<td>LIT 174 Introduction to Native American Writings</td>
<td>3</td>
</tr>
<tr>
<td>Suggested Elective</td>
<td>SPA 102 Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td>60</td>
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</table>
## AS Life Science

### Section I. General Education requirements – (35 credits) - Completion of requirements in this section satisfies AGEC-S transfer requirements

<table>
<thead>
<tr>
<th>General Education – AGEC-S Core</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tohono O’odham Himdag</td>
<td>HIS 122 Tohono O’odham History and Culture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I</td>
<td>4</td>
</tr>
<tr>
<td>Composition</td>
<td>WRT 101 Writing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>MAT 220 Calculus I or higher</td>
<td>5</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>Any AGEC approved ART* course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 115 for students in the AS-SIB Concentration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any HIS, LIT, PHI, ANT, or any Language</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WRT 287 or WRT 288 required AS-LS-SIB Concentration</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Any ECN, HIS, POS, PSY, SSE, SOC, GEO 103 or COM 263*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 263 required for AS-LS-SIB Concentration</td>
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</tr>
<tr>
<td>Biological Sciences Core</td>
<td>BIO 181N Unity of Life I</td>
<td>4</td>
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<tr>
<td></td>
<td>BIO 182N Unity of Life II</td>
<td>4</td>
</tr>
<tr>
<td>Other Requirements</td>
<td>BIO 105N Environmental Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Special Notes:**

BIO 100 is a pre-requisite for BIO 181 and BIO 182 when the student does not have one-year of high school Biology; it is recommended for all students as a refresher.
### OPTION I: Interdisciplinary Open Pathway Concentration

#### Section II. Core requirements – (10 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 154N-Global Change Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 208N Tohono O’odham Ethnobotany</td>
<td>4</td>
</tr>
<tr>
<td>BIO 298 Capstone-Service Learning/Field Internship</td>
<td>1</td>
</tr>
<tr>
<td>BIO 299 Capstone-Research Project</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Section III. Electives – 15 credits (to complete 60 credit minimum)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course numbered 100 or above and with the following prefixes:</td>
<td></td>
</tr>
<tr>
<td>ANR, AST, BIO, CHM, GEO, GLG, PHY</td>
<td></td>
</tr>
<tr>
<td>Any MAT course higher than 220</td>
<td></td>
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</tbody>
</table>
### OPTION II: Tohono O’odham Agriculture and Natural Resources Concentration

#### Section II. Core requirements – (12-14 Credits)

<table>
<thead>
<tr>
<th>Core requirements:</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIO 128N Plant Ecology of the Sonoran Desert or ANR 130N Plant Science or ANR 210N Range Conservation (2 lec; 3 lab)</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>ANR 186N Water Resources or ANR 221N Soil Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ANR 102N Animal Science (2 lec, 3 lab) or ANR 190N Wildlife Conservation (3 lec; 3 lab)</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>ANR 298 Capstone-Service Learning/Field Internship</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ANR 299 Capstone-Research Project</td>
<td>1</td>
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</tbody>
</table>

#### Section III. Electives – 11-13 credits (to complete 60 credit minimum)

<table>
<thead>
<tr>
<th>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</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
OPTION III: Studies Indigenous Borderlands Concentration

Section II. Core requirements – (21 Credits)

<table>
<thead>
<tr>
<th>Core requirements:</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANR 190N</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ANR 225N</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO 154N</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>GEO 103</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEO 205N</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SIB 298 Capstone-Service Learning/Field Internship</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>BIO 299 Capstone-Research Project</td>
<td>1</td>
</tr>
</tbody>
</table>

Section III. Electives – 4 credits (to complete 60 credit minimum)

<table>
<thead>
<tr>
<th>Electives:</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course numbered 100 or above and with the following prefixes: ANR, AST, BIO, CHM, GEO, GLG, PHY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any MAT course higher than 220</td>
<td></td>
<td></td>
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</tbody>
</table>
Tohono O’odham Community College Catalog – 2014-2015

Program Requirements
General Education Requirements

**AA Liberal Arts - Tohono O'odham Studies**

<table>
<thead>
<tr>
<th>Category AGEC (36 credits)</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himdag Requirement</td>
<td>THO 101 Elementary Tohono O'odham I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HIS 122 Tohono O’odham History &amp; Culture I</td>
<td>3</td>
</tr>
<tr>
<td>Composition</td>
<td>WRT 101 Writing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WRT 102 Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>MAT 142 Topics in College Math or higher</td>
<td>3</td>
</tr>
<tr>
<td>Humanities and Fine Arts – 6 credits</td>
<td>ART 115 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 174 Introduction to Native American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science – 6 credits - two courses with different prefixes</td>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>POS/TOC 206 Tohono O’odham Nation Government</td>
<td>3</td>
</tr>
<tr>
<td>Physical and Biological Sciences. 8 credits - two lab-loaded courses.</td>
<td>ANR 111N Agroecology and Tohono O’odham Crop Production</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO 208N Tohono O'odham Ethnobotany</td>
<td>4</td>
</tr>
</tbody>
</table>

**Required Core (23 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOS 115 Foundations of O’odham Philosophy and Culture</td>
<td>3</td>
</tr>
<tr>
<td>TOS 230 Contemporary O’odham and Native American Issues</td>
<td>3</td>
</tr>
<tr>
<td>HIS 125 Tohono O'odham History and Culture II</td>
<td>3</td>
</tr>
<tr>
<td>TOC 151 Tohono O’odham Writing System</td>
<td>1</td>
</tr>
<tr>
<td>THO 102 Elementary Tohono O'odham II</td>
<td>4</td>
</tr>
<tr>
<td>THO 201 Intermediate Tohono O'odham</td>
<td>4</td>
</tr>
<tr>
<td>THO 202 Advanced Tohono O'odham</td>
<td>4</td>
</tr>
<tr>
<td>TOS 298 Capstone</td>
<td>1</td>
</tr>
</tbody>
</table>

**Optional Electives (3-4 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOS 111 Traditional Arts: Wire Baskets and Wood Crafts</td>
<td>3</td>
</tr>
<tr>
<td>TOS 111a Traditional Arts: Wire Baskets (1.5 credits)</td>
<td></td>
</tr>
<tr>
<td>TOS 111b Traditional Arts: Wood Crafts (1.5 credits)</td>
<td></td>
</tr>
</tbody>
</table>

Each a/b section 8 weeks
| Each a/b section 8 weeks | TOS 112 Traditional Arts: Pottery and Basket Weaving  
TOS 112a Traditional Arts: Pottery (1.5 credits)  
TOS 112b Traditional Arts: Basket Weaving (1.5 credits) | 3 |
|--------------------------|-------------------------------------------------------------------------------------------------|---|
| Each a/b section 8 weeks | TOS 113 Apedag Wellness and Wellbeing: Games and O’odham Lifeways  
TOS 113a Wellness and Wellbeing: Games (1.5 credits)  
TOS 113b Wellness and Wellbeing: O’odham Lifeways (1.5 credits) | 3 |
| Each a/b section 8 weeks | TOS 114 Apedag Wellness and Wellbeing: O’odham Dancing, Songs and Music  
TOS 114a Health & Wellness: O’odham Dancing (1.5 credits)  
TOS 114b Health & Wellness: O’odham Songs and Music (1.5 credits) | 3 |
| | THO 106 Conversational Tohono O’odham I | 4 |
| | THO107 Conversational Tohono O’odham II | 4 |
| Other electives may be approved by Director of TOS | | |
| **Total Units** | **62-63** | |
Chapter 6 – Course Descriptions
About Course Listings

Course (or class) listings 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 generally somewhat more advanced than 100 level classes.

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

Credits: Shows semester Credits for a course. ART 100 Basic Design is 3 credits while BIO 100N is 4 credits. Most classes are 3 credits but some, like MAT 151 College Algebra, are 5 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. The sum of lecture and lab hours is denoted as pds for periods. Classes with more periods will last longer, as you will see on the course schedule.

Prerequisites: Prerequisites are those classes or other preparation needed in order to take a class. Some classes have no prerequisites while some require that you take another class, either at the same time (concurrently), or beforehand. LIT 290: World Literature and Global Film, for example, lists the following prerequisite: WRT 102 or concurrent enrollment, meaning that WRT 102 must be taken before LIT 290 or at the same time. WRT 102 in turn, has WRT 101 as a prerequisite.

Descriptions: The text or narrative that is designed to highlight the main things that the course will cover.
Arts and Humanities Classes

ART (ART)

ART 100: Basic Design
Prerequisites: 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. Also includes skill development in organizing these elements and applying the visual principles of harmony, variety, balance, tension, rhythm, proportion, repetition, and contrast.

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
Prerequisites: 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 115: 3-D Design
Prerequisites: ART 100 or instructor permission
Credits: 3 cr. hrs. (5 pds: 2 lec. 3 lab)
Course Description: This course is an introduction to the sculptural elements and spatial principles as they relate to the visual arts. A series of 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
Prerequisites: ART 100
Credits: 3 cr. hrs. (5 pds: 2 lec. 3 lab)
Course Description: This course is an introduction to the element of color and principles of color theory and composition as they relate to the visual arts. A series of lectures and projects will examine color from a theoretical perspective, exploring the physical, psychological, and cultural aspects of color.
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  
**Prerequisites:** 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.

Philosophy (PHI)

PHI 101: Introduction to Philosophy  
**Prerequisites:** 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  
**Prerequisites:** 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.

Spanish (SPA)  

SPA 101: Elementary Spanish I  
**Prerequisites:** 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  
**Prerequisites:** 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 & 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.
Business Classes

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, the 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 owners’ 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 who are responsible for planning, directing and controlling its operation. Also includes process costing, profit planning, overhead analysis, and capital budgeting decisions.

Business (BUS)

BUS 100: Introduction to Business
**Prerequisites:** 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:** Conducting business on the internet includes digital commerce terminology, location connectivity, business applications, legal issues, security, and web site component. Also includes marketing and operating a successful e-business.
BUS 148: Business Ethics: Morals in the Workplace  
**Prerequisites:** 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, standards in the workplace, social, religious, and cultural values, and legal ramifications of action and inaction, and technology's role in shaping the workplace culture.

BUS 151: Mathematics of Business  
**Prerequisites:** 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 lect.)  
**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  
**Prerequisites:** 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  
**Prerequisites:** 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  
**Prerequisites:** 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:** This course provides an introduction to casino gaming, including a survey of the development of the industry in the United States and in Indian Country. Students learn about the integration of the casino operation with other components of the business including lodging, food, beverage, and entertainment. Challenges to casino operation - including security and cheating – are examined, as are strategies for game protection and insuring responsible gaming. The intricacies of the tribal, state, and federal regulatory regimes are introduced, with special attention to understanding IGRA (Indian Gaming Regulatory Act). The economics of casino gaming is examined from a variety of angles, 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 (3 pds: 3 lec)  
**Course Description:** This is an introduction to casino games that prepares 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 the customer service, management and marketing practices that are the basis 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. (3pds: 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.

Computer Information Science (CIS)

CIS 089: Beginning Computer Skills
Prerequisites: 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
Prerequisites: MAT 092 or concurrent enrollment
Credits: 3 cr. hrs. (3 pds: 3 lec.)
Course Description: Introduction to computer information systems. Includes components of a computer system, problem solving and program development concepts, system development concepts, application of information technology and computer ethics and security. Also includes applied problem solving using a spreadsheet tool such as MS Excel.

CIS 121: Web Publishing
Prerequisite: CIS 100 or consent of instructor.
Credits: 3 cr. hrs. (3 periods: 3 lec.)
Course Description: Introduction to 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, HTML, standards, document design, HTML lists, designing tables and using frames on a web page, and graphics. May include client-side and/or server-side scripting.
Computer Software Applications (CSA)

CSA 100: Computer Literacy
Prerequisites: 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
Prerequisites: 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 the data and time functions, creating multiple views, using, creating, maintaining, sorting, and finding information in a list, creating, using and enhancing a chart. Also 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: None
Credits: 3 cr. hrs. (4 pds: 2 lec. 2 lab)
Course Description: Recommendation: Students need basic computer and keyboarding skills as well as completion of REA 091 or a satisfactory score on the reading assessment test before enrolling in this course. Word processing concepts using Microsoft Word 2007. 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
Prerequisites: 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  
**Prerequisites:** CSA 101  
**Credits:** 4 cr. hrs. (5 pds: 3 lec, 2 labs.)  
**Course Description:** Practical applications and concepts using integrated Microsoft Office 2007 software. Includes concepts, functions and features of Word, Excel, Access, PowerPoint, and integrated case studies.

CSA 170: Database: Access  
**Prerequisites:** 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  
**Prerequisites:** OAP 111 or concurrent enrollment  
**Credits:** 3 cr. hrs. (4 pds: 2 lec. 2 lab)  
**Course Description:** Fundamentals of Windows 98. Includes an introduction to Windows 98, 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 98, adding plug-and-play and multiple monitors, networking with Windows, using Mobile Windows 98, and accessing the internet.

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  
**Prerequisites:** 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**  
**Prerequisites:** 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**  
**Prerequisites:** 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**  
**Prerequisites:** 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**  
**Prerequisites:** 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**  
**Prerequisites:** 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  
**Prerequisites:** 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.

Office and Administrative Professions (OAP)

OAP 111: Computer Keyboarding and Document Production  
**Prerequisites:** None  
**Credits:** 3 cr. hrs. (5 pds: 2 lec, 3 labs)  
**Course Description:** Theory and practice of computer keyboarding. Includes speed and accuracy techniques, language arts skills, correspondence, employment documents, and word processing commands. Class may be offered in student self-paced format.

OAP 114: Advanced Computer Keyboarding Skill-Building  
**Prerequisites:** OAP 111  
**Credits:** 3 cr. hrs. (5 pds: 1 lec, 4 labs)  
**Course Description:** Development of computer keyboarding. Includes skill assessment, skill building development, data input accuracy, and software.

OAP 123: Professional Development for Administrative Support  
**Prerequisites:** None  
**Credits:** 3 cr. hrs. (5 pds: 2 lec. 3 lab)  
**Course Description:** Procedures and skills for securing a job. Includes resume development, interview techniques, application forms, application letter, research requirements, customer service skills, job shadowing, and sexual harassment.
OAP 151: Business English  
**Prerequisites:** None  
**Credits:** 3 cr. hrs. (3 pds: 3 lec)  
**Course Description:** English fundamentals essential for modern business communication. Includes reference skills, parts of speech, basic sentence terms, verbal, sentences, punctuation, writing style, and grammar usage.

OAP 171: Office Procedures  
**Prerequisites:** None  
**Credits:** 4 cr. hrs. (5 pds: 3 lec, 2 labs)  
**Course Description:** Functions and procedures used in a wide range of office activities. Includes business operations, visitors and clients, office functions, document production, communication skills, office duties and tasks, note taking, travel arrangements, meetings and conferences, office equipment, professional attitudes and image, Internet exploration, and job evaluation.

OAP 199WK: Service Learning Field Experience in OAP  
**Co requisite(s):** Concurrent enrollment in OAP 199 Co-op Related Class.  
**Credit:** 1 cr. hr. (1 pd: 1 lec.)  
**Course Description:** A supervised cooperative work program for students in a related occupation area. Teacher-coordinators work with students and their supervisors. Variable credit is available by special arrangement. Information: May be taken two times for a maximum of sixteen Credits.

OAP 251: Business Communications  
**Prerequisites:** OAP 151  
**Credits:** 3 cr. hrs. (3 pds: 3 lec)  
**Course Description:** Principles of effective writing and listening skills. Includes language development, verbal and nonverbal communications, customer relations, and writing and editing correspondence.

**Records Information Management (RIM)**

RIM 132: Records Management: Filing Systems  
**Prerequisites:** 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).
Early Childhood Education (ECE)

ECE 110: Communication and Language Early Literacy for Children  
Prerequisites: 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  
Prerequisites: 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  
Prerequisites: 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  
Prerequisites: 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. It includes regulations, health and safety issues, staff selection, training, supervision and evaluation. It also includes management of facilities, budget, equipment, supplies and arranging a classroom environment.

ECE 124: Math and Science for Children  
Prerequisites: 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
Prerequisites: 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
Prerequisites: 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 100:** Principles of Bilingual Education  
**Prerequisites:** None  
**Credits:** 3 cr. hrs. (3 pds: 3 lec.)  
**Course Description:** Examination of basic principles of bilingual education. Includes philosophy, history, rationale, legislation and models.

Tohono O’odham Studies Classes

History

**HIS 122:** Tohono O’odham History and Culture  
**Prerequisites:** None  
**Credits:** 3 cr. Hrs. (3 pds: 3 lec.)  
**Course Description:** HIS 122 Description: 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 rule in economic and social development of northwestern Mexico and southwestern United States, and contemporary Tohono O’odham issues.

Political Science

**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 AGEC I requirement.  
**Credits:** 3 cr. hrs. (3 pds: 3 lec.)  
**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.

Tohono O’odham Language (THO)

**THO 101:** Elementary Tohono O’odham I  
**Prerequisites:** 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  
**Prerequisites:** 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  
**Prerequisites:** 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  
**Prerequisites:** 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.

Tohono O’odham Culture (TOC)

TOC 150: Tohono O’odham Food Systems  
**Prerequisites:** 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. Also includes an exploration of current methods of cultivation, effects of food subsidy programs on traditional diet, and cultural importance of these food systems in the past and present time.

TOC 151: Tohono O’odham Writing Systems  
**Prerequisites:** 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 AGEC I requirement.  
**Credits:** 3 cr. hrs. (3 pds: 3 lec.)  
**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.
Mathematics Classes

Mathematics (MAT)

MAT 082: Basic Mathematics
Prerequisites: 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 COMPASS 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 COMPASS 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 172: Finite Mathematics
Prerequisites: MAT 151 or equivalent by placement score.
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 105: Applied Technical Mathematics
Prerequisites: MAT 086 or COMPASS 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
Prerequisites: 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 COMPASS 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 COMPASS 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 COMPASS 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 COMPASS 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 COMPASS 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 COMPASS 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 COMPASS 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.

**Occupational Classes**

**Building and Construction Technology (BCT)**

**BCT 100:** Professionalism in Service Building and Construction  
**Prerequisites:** Admission and good standing in an apprenticeship program. **Recommended co-requisites:** BCT 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 111:** Basic Safety  
**Prerequisites:** Admission and good standing in an apprenticeship program.  
**Recommended co-requisites:** BCT 100, 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 112:** Basic Construction Mathematics  
**Prerequisites:** Admission and good standing in an apprenticeship program.  
**Recommended co-requisites:** BCT 100, 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 113:** Hand and Power Tools  
**Prerequisites:** Admission and good standing in an apprenticeship program.  
**Recommended co-requisites:** BCT 100, 111, 113, 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 114:** Blueprint Reading  
**Prerequisites:** Admission and good standing in an apprenticeship program.  
**Recommended co-requisites:** BCT 100, 111, 113, 114, 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 115:** Basic Rigging and Materials Handling  
**Prerequisites:** Admission and good standing in an apprenticeship program.  
**Recommended co-requisites:** BCT 100, 111, 113, 114, 115  
**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 141: Introduction to the Carpentry Profession
Prerequisites: Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 113, 114, 115
Credits: 4 cr. hrs. (4 pds: 4 lec.)
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, and reading plans and elevations.

BCT 142: Carpentry I
Prerequisites: Admission and good standing in an apprenticeship program. BCT 141.
Credits: 4 cr. hrs. (4 pds: 4 lec.)
Course Description: This course introduces floor systems, wall and ceiling framing, roof framing, windows and exterior doors, and basic stair layout.

BCT 143: Carpentry II
Prerequisites: Admission and good standing in an apprenticeship program. BCT 142.
Credits: 4 cr. hrs. (4 pds: 4 lec.)
Course Description: This course continues BCT 142. It includes commercial drawings, roofing applications, thermal and moisture protection, exterior finishing, and cold-formed steel framing.

BCT 144: Carpentry III
Prerequisites: Admission and good standing in an apprenticeship program. BCT 143
Credits: 4 cr. hrs. (4 pds: 4 lec.)
Course Description: This course continues BCT 143. It includes drywall installation, doors and door hardware, suspended ceilings, window, door, floor, and ceiling trim, cabinet fabrication and installation.

BCT 161: Introduction to the Construction Painting Profession
Prerequisites: Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 112, 113, 115 (or co-requisite).
Credits: 4 cr. hrs.
Course Description: This course introduces basic knowledge for those entering the construction painting profession. It includes career options; safety; use of ladders, scaffolds, lifts, and fall protection; surface and substrate materials and conditions; and surface protection.

BCT 162: Construction Painting I
Prerequisites: Admission and good standing in an apprenticeship program. BCT 161
Credits: 4 cr. hrs.
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 163: Construction Painting II
Prerequisites: Admission and good standing in an apprenticeship program. BCT 162
Credits: 4 cr. hrs. (4 pds: 4 lec.)
**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: 164: Construction Painting III**

**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 163

**Credits:** 4 cr. hrs.

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

**BCT 171: Introduction to the Electrical Profession**

**Prerequisites:** Admission and good standing in an apprenticeship program. **Recommended co-requisites:** BCT 100, 111, 112, 113, 114, 115 (or co-requisite).

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

**Course Description:** This course introduces basic knowledge for those entering the electrical profession. It includes career options and introductions to safety, electrical circuits, electrical theory, and the National Electrical Code®.

**BCT 172: Electrical I**

**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 171

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

**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 173: Electrical II**

**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 172

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

**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 174: Electrical III**

**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 173

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

**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 180: Introduction to Plumbing**

**Prerequisites:** Admission and good standing in an apprenticeship program. **Recommended co-requisites:** BCT 100, 111, 112, 113, 114, 115 (or co-requisite).

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

**Course Description:** This course introduces basic knowledge for those entering the plumbing profession. It includes career options and safety, tools, math, and drawings specific to plumbing.
BCT 181: Plumbing I  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 180  
**Credits:** 4 cr. hrs.  
**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 182: Plumbing II  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 181  
**Credits:** 4 cr. hrs. (4 pds: 4 lec.)  
**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 183: Plumbing III  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 182  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**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 and fuel gas systems and servicing of fixtures, valves, and faucets.

BCT 236: Plumbing IV  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 183  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**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.

BCT 237: Plumbing V  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 236  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**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, and compressed air systems.

BCT 238: Plumbing VI  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 237  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**Course Description:** This course continues BCT 237. It includes concepts and practices essential to competitive and successful plumbing businesses, water pressure booster and recirculation systems, indirect and special waste, and hydronic and solar heating systems.
BCT 239: Plumbing VII  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 238  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**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.

BCT 241: Carpentry IV  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 144  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**Course Description:** This course continues BCT 144. It includes properties of concrete, reinforcing concrete, handling and placing concrete, and trenching and excavating.

BCT 242: Carpentry V  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 241  
**Credits:** 4 cr. hrs. (4 pds: 4 lec.)  
**Course Description:** This course continues BCT 241. It includes foundations, slab-on-grade, and horizontal formwork.

BCT 243: Carpentry VI  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 242  
**Credits:** 4 cr. hrs. (4 pds: 4 lec.)  
**Course Description:** This course continues BCT 242. It includes site layout; advanced roof, wall, and stair systems; and introduction to light construction equipment.

BCT 244: Carpentry VII  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 243  
**Credits:** 4 cr. hrs. (4 pds: 4 lec.)  
**Course Description:** This course continues BCT 243. It includes cabinetmaking and introductory skills for the crew leader.

BCT 261: Construction Painting IV  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 164  
**Credits:** 4 cr. hrs. (4 pds: 4 lec.)  
**Course Description:** This course continues BCT 164. It includes failures and remedies caused by improper preparation and application; job supervision, planning, and control; additional high-performance coatings; and color and tinting.

BCT 262: Construction Painting V  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 261  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**Course Description:** This course continues BCT 261. It includes decorative finishes, wall coverings, texturing, drywall hanging, drywall finishes, and spraying with special devices.
BCT 271: Electrical IV  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 174  
**Credits:** 4 cr. hrs. (4 pds: 4 lec.)  
**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 272: Electrical V  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 271  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**Course Description:** This course continues BCT 271. It includes transformers; commercial electrical services; motor calculations; voice, data, and video; and motor controls.

BCT 273: Electrical VI  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 272  
**Credits:** 4 cr. hrs. (4 pds: 4 Lec.)  
**Course Description:** This course continues BCT 272. It includes load calculations for feeders and services, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, and specialty transformers.

BCT 274: Electrical VII  
**Prerequisites:** Admission and good standing in an apprenticeship program. BCT 273  
**Credits:** 4 cr. hrs. (4 pds: 4 lec.)  
**Course Description:** This course continues BCT 273. It includes advanced controls, HVAC controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations and splices, and introductory skills for the crew leader.

**Science Classes**

**Agriculture and Natural Resources**

ANR 102N: Animal Science  
**Prerequisites:** None  
**Credits:** 3 cr. hrs. (5 pds: 2 lec, 3 labs)  
**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 labs)  
**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, which 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:** None  
**Credits:** 4 cr. hrs. (6 pds: 3 lec, 3 labs)  
**Course Description:** Plants and plant communities support much of the diversity of life in the Sonoran Desert and the surrounding regions. 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 Sonoran Desert region. This course incorporates practical field exercises designed to acquaint the student with plant community analysis, classification and description. Lecture and lab are integrated in this class.

**ANR 130N: Plant Science**  
**Prerequisites:** None  
**Credits:** 4 cr. hrs. (6 pds: 3 lec. 3 lab)  
**Course Description:** An introduction to growth, development, reproduction, and structure of vascular plants. Fundamental activities of plants including photosynthesis and respiration. Emphasis on agricultural crops of Southern Arizona. Lecture and lab are integrated in this class.

**ANR 186N: Water Resources**  
**Prerequisites:** MAT 092  
**Credits:** 4 cr. hrs. (6 pds: 3 lec. 3 lab)  
**Course Description:** This course will introduce basic principles of hydrology with an emphasis on the Tohono O’odham relationship with water. Topics will include the scientific method, the hydrologic cycle, precipitation, evaporation, runoff, floods, drought, erosion, desert and riverine landforms, groundwater flow, and types of range well pumps, water quality, and water policy. Lecture and lab are integrated in this class.

**ANR 190: Wildlife Conservation**  
**Prerequisites:** ANR 122 or ANR 122N or BIO 105N or instructor signature.  
**Credits:** 4 cr. hrs. (4 pds: 4 lec)  
**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. Note: This class is not lab-loaded.

**ANR 210N Range Conservation**  
**Prerequisites:** None  
**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 high school chemistry
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 298: Service Learning Capstone
Credit: 1 cr. Hr. (1 pd: 1 lab)
Prerequisites: Declared major in A.S. Science or A.A.S TOANR, completion of most AGEC and degree coursework in the A.S. degree program and permission of instructor.
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: Research Capstone
Credit: 1 cr. Hr. (1 pd: 1 lab)
Prerequisites: Declared major in A.S. Science, completion of most AGEC and degree coursework in the A.S. degree program and permission of instructor.
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.

Astronomy (AST)

AST 101N: Solar System
Prerequisites: None
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, along with comets and asteroids. Includes the history of astronomy and special topics regarding the space program. Also, includes scientific thinking as an application of critical thinking and science in contract to pseudoscience. Lecture and lab are integrated in this class.
AST 102N: Stars. Galaxies, Universe

**Prerequisites:** None

**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, exotic objects such as 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 in this class.

**Biology (BIO)**

BIO 100N: Biology Concepts

**Prerequisites:** None

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

**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. In this course the lecture and lab are taught simultaneously.

BIO 105N: Environmental Biology

**Prerequisites:** None

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

**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. In this course the lecture and lab are taught simultaneously.

BIO 108N: Plants, People, & Culture

**Prerequisites:** None

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

**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

**Prerequisites:** None

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

**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

**Prerequisites:** None
Credits: 4 cr. hrs. (6 pds: 3 lec, 3 labs)
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
Prerequisites: None
Credits: 4 cr. hrs. (6 pds: 3 lec, 3 labs)
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. Impacts of climate change on humans and ecosystems are covered from a holistic and interdisciplinary perspective with an emphasis on understanding the interconnectedness of biotic and physical systems. Students will learn about and compare traditional knowledge with western science understanding of climate processes and effects. This course will explore mitigation and adaptation strategies for climate change impacts and will include an opportunity for students to develop ideas on how Native American Nations can respond to a future of changing climate. Lecture and lab are integrated in this class.

BIO 160N: Intro. To Human Anatomy and Physiology I
Prerequisites: None
Credits: 4 cr. hrs. (6 pds: 3 lec, 3 labs)
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
Prerequisites: Assessment at MAT 092 and REA 091 level and completion of WRT 101. Completion of one year of high school chemistry and biology or CHM 80 or BIO 79 or higher.
Credits: 4 cr. hrs. (6 pds: 3 lec, 3 labs)
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 of cells, 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
Prerequisites: Assessment at MAT 092 and REA 112 level and completion of WRT 101. Completion of one year of high school chemistry and biology or CHM 80 and BIO 100 or higher numbered biology or chemistry course.
Credits: 4 cr. hrs. (6 pds: 3 lec, 3 labs)
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
Prerequisites: None
Credits: 4 cr. hrs. (6 pds: 3 lec, 3 labs)
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(s): AGEC-level science class
Credit Hours: 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. Science or A.A.S TOANR, completion of most AGEC and degree coursework in the A.S. degree program and permission of instructor.
Credit Hours: 1 cr. hr. (3pds: 1 lec., 2 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.

BIO 299: Research Capstone
Credit: 1 cr. Hr. (1 pd: 1 lab)
Prerequisites: Declared major in A.S. Science, completion of most AGEC and degree coursework in the A.S. degree program and permission of instructor.
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.

**Chemistry (CHM)**

CHM 080: Preparation for General Chemistry  
**Prerequisites:** 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.

**Geography (GEO)**

GEO 101N: Physical Geography: Weather Climate  
**Prerequisites:** None  
**Credits:** 4 cr. hrs. (6 pds: 3 lec, 3 labs)  
**Course Description:** Introduction to the physical elements. Includes weather, climate, vegetation, and soils. Also includes their importance to humans, their interrelationships, resulting patterns, and effects. Lecture and lab are integrated in this class.

**Geology (GLG)**

GLG 101N: Introductory Geology I: Physical Geology  
**Prerequisites:** 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 Agriculture and Natural Resource (ANR)

**Social Science Classes**

**Economics (ECN)**

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.

GEO 103: Cultural Geography  
**Prerequisites:** None  
**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 267: Introduction to GIS  
**Prerequisites:** Basic computer skills recommended and instructor permission required.  
**Credits:** 3 cr. hrs. (5 pds: 2 lec. 3 lab)  
**Course Description:** Introduction to Geographic Information Systems (GIS) is designed to teach students ways to capture, store, retrieve, analyze and display geographic data in different formats and outputs. It 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.

History (HIS)  

HIS 101: Introduction to Western Civilization I  
**Prerequisites:** None  
**Credits:** 3 cr. hrs. (3 pds: 3 lec.)  
**Course Description:** HIS 101 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
Prerequisites: None
Credits: 3 cr. hrs. (3 pds: 3 lec.)
Course Description: History of the modern world dating from 1492 to contemporary times. The course analyzes: 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
Prerequisites: None
Credits: 3 cr. Hrs. (3 pds: 3 lec.)
Course Description: HIS 122 Description: 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 rule in economic and social development of northwestern Mexico and southwestern United States, and contemporary Tohono O'odham issues.

HIS 141: History of the United States I
Prerequisites: 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
Prerequisites: None
Credits: 3 cr. hrs. (3 pds: 3 lec.)
Course Description: Survey of the major developments in American history from Era of Reconstruction to the present. Includes the era of Reconstruction, the emergence of modern America, the Early 20th Century, and America as a world power. Also includes the social, intellectual, and political aspects of contemporary American life."

HIS 147: History of Arizona
Prerequisites: 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  
**Prerequisites:** 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 to the "Final Solution", aftermath (1945-), and the Holocaust and relevant events. Also includes history of genocidal policies toward indigenous peoples.

Political Science (POS)

POS 110: American National Government  
**Prerequisites:** 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  
**Prerequisites:** 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 AGEC I requirement.  
**Credits:** 3 cr. hrs. (3 pds: 3 lec.)  
**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  
**Prerequisites:** 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**  
**Prerequisites:** 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**  
**Prerequisites:** 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.

Social Services (SSE)

**SSE 110: Introduction to Social Welfare**  
**Prerequisite:** None  
**Credits:** 3 cr. hrs. (3 pds: 3 lec.)  
**Course Description:** Introduction to the social welfare system. Includes approaches to service delivery, community resources, bureaucratic structures, welfare myths and realities, special populations, and cultural awareness. Also includes local community agencies and resources, welfare policies and case histories.

**SSE 121: Introduction to Substance Abuse**  
**Prerequisites:** 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  
**Prerequisites:** 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  
**Prerequisites:** 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  
**Prerequisites:** 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  
**Prerequisites:** 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  
**Prerequisites:** 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 202: Casework Methods I  
**Prerequisite:** None  
**Credits:** 3 cr. hrs. (3 pds: 3 lec.)  
**Course Description:** Theory and practice of casework within the context of the Southwest. Includes case management, interviewing, case history and review, treatment planning, and development of helping relationships. Also includes major helping theories and strategies and case samples from varied settings, and provides a theoretical foundation and skills base for social work interventions with individuals, small groups and larger systems.

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  
**Prerequisites:** 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.

Reading (REA), Writing (WRT), and Student Success (STU)

Reading (REA)

REA 081: Reading Improvement I
Prerequisites: None
Credits: 4 cr. hrs. (4 pds: 4 lec.)
Course Description: This is a developmental reading course that will lead to the improvement of basic reading strategies. Included in the course of study are development of word analysis, vocabulary building, information literacy and reading strategies necessary to assure successful comprehension at the literal and interpretive levels.

REA 091: Reading Improvement II
Prerequisites: REA 081 or COMPASS equivalent
Credits: 4 cr. hrs. (4 pds: 4 lec.)
Course Description: This is a developmental reading course that will lead to the further development of reading strategies. Included in the course of study are vocabulary comprehension and development, study strategies, metacognition, and information literacy.

REA 112: Critical Reading
Prerequisite: REA091 or placement through reading assessment
Credits: 4 cr. hrs. (4 pds: 4 lec.)
Course Description: Development of college reading strategies. Includes comprehension strategies at the college level, critical reading and thinking, reading rate, and advanced study strategies. Also includes vocabulary development.

Writing (WRT)

WRT 070: Developmental Writing
Prerequisites: None
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: Development of fundamental writing skills. Includes sentence development and structure, writing processes, and written works.
WRT 100: Writing Fundamentals  
Prerequisites: WRT 070 or equivalent by placement score.  
Credits: 3 cr. hrs. (3 pds: 3 lec)  
Course Description: Review of sentence structure, mechanics and usage. Includes review of sentence patterns, designing and writing effective paragraphs, and developing short essays.

WRT 101: Writing I  
Prerequisites: 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  
Prerequisites: 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.

Student Success (STU)

STU 100: College Success Skills  
Prerequisites: 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): Competency at the REA 091 and WRT 100 level  
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  
Prerequisites: 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  
**Prerequisites:** 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.
Ch 7 – Personnel

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 August 2014. They are listed according to their roles: Board of Trustees, Cabinet members, Faculty, Adjunct Faculty, and Staff and Administration. The year (in parenthesis) following each person’s name indicates the date their starting date working for the college. The list will be updated on the electronic copy of this catalog posted on the TOCC website at www.tocc.edu

Gabriella Cazares-Kelly, Student Advisor, celebrates a rare Sonoran Desert snowfall

Gloria Benavides (seated) reviewing the college’s database. Jennifer Hill, provides input.

Dennis Jose maintains all areas of the campus as part of facilities management

Orville “Coach” Aldridge provides counseling to students and does outreach to community members.
Board of Trustees

Anthony M. Chana
Elder Trustee (2007-present)
Retired Counselor, Pima Community College.
B.A. in Education, Arizona State University.
From Ge Aji (Gu Achi) District.

Elizabeth “Libby” Francisco
Secretary of the Board (2002-present)
Chief Operations Officer, Tohono O’odham Gaming Enterprise. B.A. in Political Science, University of Arizona. From San Xavier District.

Jonas R. Robles
Vice Chairman of the Board (2007-present)

Bernard G. Siquieros
Chairman of the Board (2002-present)
Education Curator, Tohono O’odham Nation Cultural Center and Museum. B.A. in Elementary Education, University of Arizona; Graduate Studies in Education Administration, Arizona State University. From Sells District.

Ofelia Zepeda
Trustee (2002-present)

President

James Vander Hooven
President (2011)
Ed.D. in Higher Educational Leadership, University of Maine; M.A. in American Studies, University of Wyoming; B.A. in English, The Ohio State University.
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Cabinet

Sylvia Hendricks
Vice President of Student Services (2007)
M.A. in Organizational Management, University of Phoenix; B.S. in Information Systems, University of Phoenix. Member of the Tohono O’odham Nation.
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Juana Clare Jose
Vice President of Education (2005)
M.A. in Counseling and Student Personnel, Arizona State University; B.A. in Education, Silver Lake College. Member of the Tohono O’odham Nation.
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Jane Latané
Vice President of Institutional Research & Development (2009)
M.Ed. in Educational Leadership, Northern Arizona University; B.A. in Anthropology and Archaeology, Barnard College.
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Vice President of Administrative Services & Finance (2011)
M.B.A., University of Mary; B.S. in Management, West Chester University.
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Faculty

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Electrical Instructor (2011)
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Writing Instructor (2002)
Ph.D. in Comparative Cultural and Literary Studies, University Of Arizona; M.A. in Comparative Cultural and Literary Studies (Pi Lambda Theta honors), University of Arizona; B.A. in English, University of Arizona; Post Baccalaureate Certificate in Publishing, Radcliffe Publishing Program, Harvard University. Member of the San Carlos Apache Tribe.
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College Librarian (2001)
M.A. in Information Resources and Library Science, The University of Arizona; B.A. in Humanities, The Evergreen State College; A.A. in General Education, Shoreline Community College.
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GED/ABE Instructor (2002)
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Carpentry Instructor (2013)
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Mathematics Instructor (2010)
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Reading Instructor (2009)
M.A. in Teaching English as a Second/Foreign Language, University of Birmingham; B.A. in History, University of Adelaide.
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Mathematics Instructor (2012)
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Kimberley Lund
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Estella Melendez
Painting Instructor (2000)
Journeyperson certificate awarded by the Tohono O’odham Nation Career Center through the State of Arizona Apprenticeship Advisory Committee; Arizona Community College Teaching Certificate. Journeyperson painter. Member of the Tohono O’odham Nation.
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Mario Montes-Helu
Agriculture (2014)
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Teresa Lynn Newberry  
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Plumbing Instructor (2008)  
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Isaac Furlonge  
Math  
B.S. in Mathematics, Northern Arizona University.

Kevin Lopez  
Reading  
M.ED in Curriculum and Instruction, American College of Education; B.A. in Elementary Education, Prescott College.  
Member of the Crow Creek Sioux Tribe.

Justin Manuel  
Mathematics  
Master of Engineering in Mining, Geophysical & Geological Engineering and B.S. in Geological Engineering, University of Arizona.  
Member of the Tohono O’odham Nation.

Darlene Martin  
Writing  
M.A. in English, Duquesne University; B.A. in English, University of Colorado.

Jennifer McCormack  
Geography  
M.A. in Middle Eastern Studies, University of Texas; B.A. in Geography, University of Arizona.

Karen McIlroy  
Early Childhood Education  
B.A. in Elementary Education, Queens College.

Laurie Morris  
Economics and History  
M.A. in History, Northern Arizona University; B.A. in Political Science, California State University.

Sharon Parker  
Philosophy  
Ph.D. in Comparative Culture and Literary Studies and M.A. in Art History, University of Arizona.
Staff and Administration

Bruce Payette
Social Services
Ph.D. in Rehabilitation and M.S. in Education, Reading, Indiana University; B.A. in Secondary Social Studies, State University College.

Andrea Ramon
Tohono O’odham Language, Culture, and History
B.A. in Elementary Education, University of Arizona.

Vanessa Stevens
Spanish
Ph.D. in Language and Reading and M.A. in Language, Reading, and Culture, University of Arizona.

Staff and Administration

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Counselor (2005)
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Senior Systems Technician (2003)
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Kristin Eberhardt, Title III Coordinator on left and Annamarie Stevens, Residence Life Director, enjoying a bright morning on Main Campus

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Appendices

TOCC

Policy statements

- Americans with Disabilities Act
- Drug Free Schools and Communities Act
- Family Educational Rights and Privacy Act (FERPA)
- Sexual Harassment
- Affirmative Action and Equal Opportunity
- Cultural and Religious Observances
Tohono O’odham Community College – 2014-2015 Catalog

TOCC Policy Statements

Americans with Disabilities Act

Tohono O’odham Community College complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. Reasonable accommodations, including materials in an alternative format, will be made 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.

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.

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 hearing. Students also 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. For additional information, see the TOCC Catalog.

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.
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.

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 to their instructor(s) a written statement 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.

Important Notice

By registering for classes, you are accepting financial responsibility for all related tuition and fees. If you do not plan to attend any of the classes you registered for, you must drop them by the official drop/full refund deadline listed in the Academic Calendar. If you add classes after making payment, you are accepting responsibility for any additional tuition and fees. A $25.00 late fee will be assessed on all accounts not paid in full by the stated official payment deadline.