Tohono O'odham Community College
College Catalog
2012-2014

Tohono O'odham Kekel Ha-maṣcamakuḍ
Tohono O'odham Community College
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Notes

The *Tohono O'odham Community College Catalog* 2012-2014 is the official catalog for Tohono O'odham Community College for academic years 2012-2013 and 2013-2014. 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***. The catalog was printed in March 2013.

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** Pending approval by the Higher Learning Commission.*

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TOCC Vision

Tohono O'odham Community College's vision is 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

Tohono O'odham Community College's goals are

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-Ṣo:ṣon – 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

Ṣam ’a’ i masma! Greetings!

We welcome you to Tohono O’odham Kekel Ha-maṣcamakuḍ (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

Jane Latané
Vice President of Institutional Research and Development

Robert Ledman
Vice President of Administrative Services and Finance

Sylvia Hendricks
Vice President of Student Services

Juana Clare Jose
Vice President of Education

Welcome from the Trustees

I-we:mta ’o ’ia ha’icug Tohono O’odham Kekel Ha-maṣcamakuḍ-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-maṣcamakuḍ (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 towards a certificate or a degree, we are certain that your experience will be fulfilling and memorable.

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

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

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

Cordially,

Mr. Bernard G. Siquieros

Chairman, TOCC Board of Trustees

TOCC Board of Trustees, photographed in January 2012.
Bernard Siquieros, Libby Francisco, Anthony Chana, Ofelia Zepeda, and Jonas Robles.
See Chapter 8 Personnel for trustees’ individual entries.

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***

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 the full four-credit course Tohono O'odham Language (**THO 101**). Details appear in Chapter 5.

Timeline of the College

1998	The Tohono O'odham Legislative Council passes resolutions chartering a community college and appointing trustees.
1999	The Board of Trustees meets and sets 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 hires TOCC's first president, Richard Durán, Ed.D., and states TOCC's mission, vision, and goals.
2000	Classes start in January; a summer session is also offered.
2001	The Tohono O'odham Nation Career Center becomes part of TOCC. The College's second president (and first Native American president), Robert G. Martin, Ed.D., is hired.
2002	A second campus opens in Sells in temporary buildings.
2003	Initial candidacy for accreditation is confirmed by the Higher Learning Commission of the North Central Association of Colleges and Schools (the HLC–NCA).
2004	TOCC accepts a land offer from Schuk Toak District for a permanent campus. The Tohono O'odham Nation allocates $6 million for the first phase of construction. TOCC is designated a land grant institution.
2005	TOCC achieves accreditation from the HLC–NCA. The College accepts a land offer from Pisinemo District for a satellite campus, and the land at Pisinemo is blessed. The College's first Tohono O'odham president, Olivia Vanegas-Funcheon, M.B.A., is inaugurated.
2006	The Schuk Toak site is blessed, and the Capital Campaign is launched.
2007	TOCC has largest graduation to date. The Pisinemo lease is signed.
2008	The Capital Campaign goes public. The Schuk Toak lease is signed.
2009	Pre-construction activities such as water testing, digging of a well, laying of cable, and planning meetings are conducted.
2010	TOCC prepares for re-accreditation and has a site visit by the HLC-NCA. Jane Latané, M.Ed., serves as Interim President, starting in July.
2011	TOCC is re-accredited for five years by the HLC-NCA. James Vander Hooven, Ed.D., is inaugurated as College President in December.
2012	The Main Campus at Schuk Toak opens for fall semester. The campus consists of a four-room classroom building and residential suites. Construction continues. TOCC receives a focused visit by the HLC-NCA.

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. At press time for the catalog, TOCC is using the Main Campus mostly for reading and writing courses. Other subjects continue to be offered from the College's Central and West Campuses in Sells. Meanwhile, a large classroom and office building under construction on Main Campus is scheduled to open in fall 2013.

TOCC's new Main Campus is located in Schuk Toak District near San Isidro. The campus is just north of Arizona Highway 86 at Milepost 125.5.

Building A contains four classrooms, a small number of faculty and staff offices, and a kitchen.

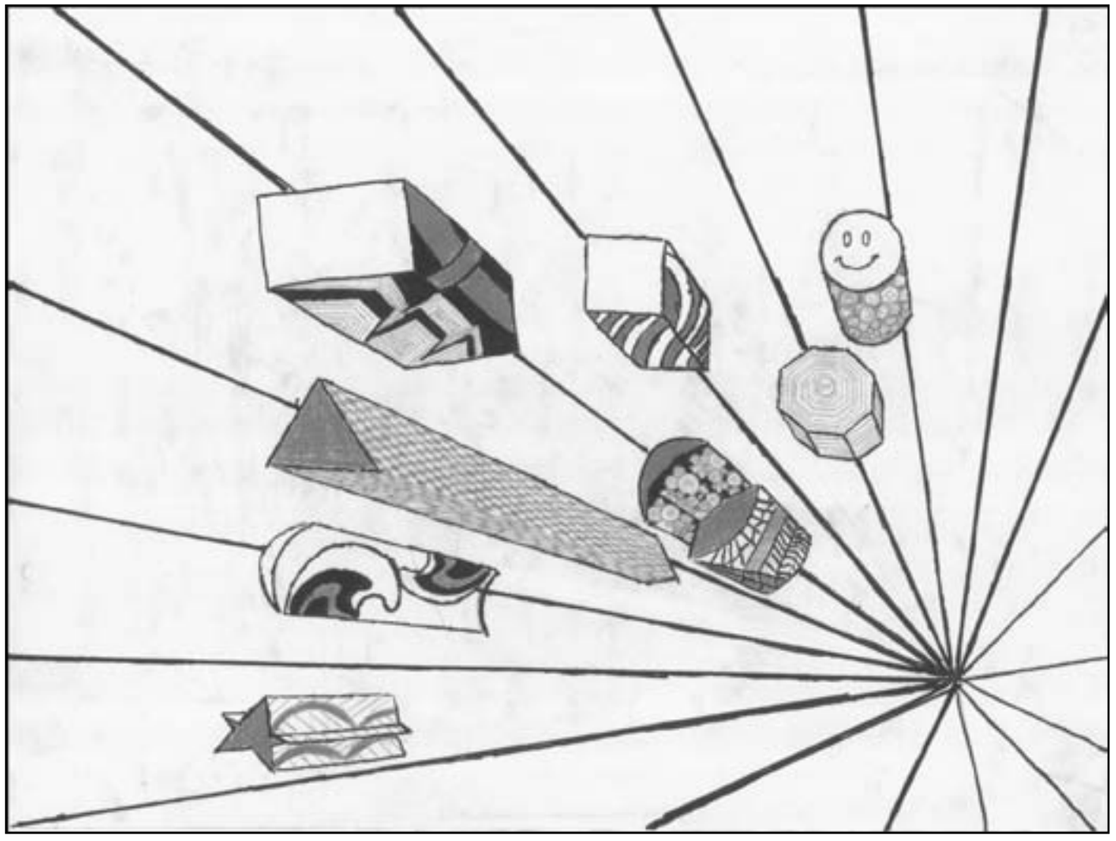
The classrooms are divided by moveable but soundproof walls.

Each of the residential suites for students has four bedrooms and shared living space (including a kitchen, bathroom, laundry room, and sitting area). Each bedroom houses three students. The fourth suite is an apartment for resident advisors.

Shasta Dazen, who is studying business, gave a tour of the inside of a residential suite in early 2013.

A new academic building is being constructed on the Main Campus. Here, Carpentry Apprentices Ralph Bustamante and Blue Snakes work on leveling the frame boxes that will contain the beams holding up the building. At press time for the catalog, the plan is for the new building to open by fall 2013.

Chapter 1
Getting Started at TOCC



Abstract Composition by Shawn Miguel

Everyone Is Welcome

Welcome to Tohono O'odham Community College (TOCC). The College wants to help you get started with your studies as quickly and easily as possible. Please visit the College during business hours to learn more about possibilities here.

TOCC has an "Open Door" admissions policy that encourages people from all walks of life to further their education. TOCC primarily serves the residents of the Tohono O'odham Nation, but anyone pursuing a higher education is also welcome to attend. TOCC welcomes everyone from high school students to adults returning to school for academic or professional development.

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).

Admissions Requirements

TOCC has admissions requirements for different types of programs. This chapter covers admission to academic programs and to occupational programs that award certificates or associate degrees.

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.

Registration Checklist

The next page contains the Registration Checklist worksheet that Student Services gives to prospective students for them to get started. The steps are covered in sections in this chapter.

Registration Checklist

Student Name: _____ ***Date:*** _____

Where do I go?	*Completed √*	*Initial*
BOOKSTORE	___Student has a zero balance on account.	
LIBRARY	___Student has no outstanding books and does not owe any library fees.	
STUDENT SERVICES	___Address updated ___Phone number updated ___Student has declared Program of Study ___ Other _____ ___Application on File ___High School or GED Transcripts on File ___Previous College Transcripts on File ___Tribal Enrollment Verification on File ___Proof of Arizona Residency on File ___Social Security Card on File ___Copy of Immunization Records on File ___Student has TOCC ID	
ASSESSMENT	___Student has completed the Assessment Testing ___Assessment Scores are on file: Writing____, Math____, Reading_____ ___Student has scheduled an Assessment Test for: ____/____	
ORIENTATION	___Student has attended a TOCC Orientation Session within the past 3 years ___Student has scheduled to attend Orientation for upcoming semester ___Other _____	
ADVISING	___Student has received a copy of the *College Catalog* ___Student has been advised that the Student Handbook is available online ___Student has met with an Advisor to determine schedule ___Other _____	
REGISTRATION	___If student is 16 years of age or younger, he/she has completed an Under Age Permission Form ___Student has met all prerequisite requirements for courses registering for Student is now registered for: ___12-18 credits (full time) ___If student is exceeding the maximum load of 18 credits, he/she has submitted an approval from the Vice President of Education ___7-11 credits (three-quarters time) ___6 credits (half time) ___3-5 credits (less than half time) ___If student has requested "Audit Status," he/she has submitted an Audit Form	
FINANCIAL AID	___Student has visited the Financial Aid Office ___Student has obtained the Free Application for Federal Student Aid (FAFSA) PIN ___Student has completed the Free Application for Federal Student Aid (FAFSA) form	
BOOKSTORE	___Student has obtained his or her invoice/booklist and paid the bill	

RETURN THIS COMPLETED CHECKLIST TO THE STUDENT SERVICES ADMINISTRATIVE ASSISTANT.

STUDENT SERVICES	___Student has received a copy of the completed Registration Checklist	

Admission to TOCC

With its open-door policy, Tohono O'odham Community College (TOCC) assists people from all walks of life in their pursuit of higher education. To get started, all you need to do is submit an application.

Who May Enroll

You are eligible for admission if you are

- A high school graduate or GED recipient
- A transfer student from an accredited college or university
- A student currently attending another higher education institution
- A non-high school graduate who is at least 16 years of age and can benefit from instruction
- A current high school student who has received permission from your school and parents or legal guardians

Some programs have limited admission and may have supplementary requirements. Students age 16 and under have additional requirements. Call the Admissions Office at (520) 383-8401 for details.

All students have the opportunity to prepare themselves to meet requirements for entry into any program they choose. All students are encouraged to meet with a Student Support Specialist or Counselor.

Admissions Policy

TOCC Policy 201 states that any applicant who wishes to be considered for admissions must submit the following documents:

- TOCC Admissions Application
- Official high school transcript or GED
- Certificate of Indian Blood or Tribal Enrollment Card (if applicable)

How to Apply

Applications may be submitted by the following means:

- In person at the TOCC Main Campus, behind Baboquivari Middle School in Sells, Arizona
- By fax to: (520) 383-8403
- By mail to: TOCC, Director of Admissions, P.O. Box 3129, Sells, Arizona 85634

Applications are accepted throughout the year, and there is no application fee. Applicants must submit the following:

- TOCC Application for Admission
- Official high school transcript or GED
- Proof of Arizona or other residency (state-issued identification)
- Social Security Card
- Immunization Records

- Proof of tribal affiliation (if applicable)
- Official transcripts from previous college (if applicable)

Categories of Admission

TOCC has these types 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 Admissions

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. Also, 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.

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.

Placement Assessments

Assessment helps students and their academic advisors plan a course of study. The college offers Basic Skills Assessment in reading, writing, and mathematics. Assessment tests are free, and the results help the student and advisor or counselor select appropriate courses. Students must complete a TOCC application packet prior to taking these assessments. With few exceptions, all new students and students transferring into TOCC must take the reading, writing, and mathematics assessment tests.

Who Is Required To Take Placement Assessments?

Prior to registering, the following students must take the College Basic Skills Assessment in reading, writing and mathematics:

- New students (first-time attending college)
- Any student currently enrolled in high school
- Any student under the age of 16
- Any student enrolling in a General Education course for the first time
- Any student enrolling in a Apprentice/Occupational course or program for the first time
- Any student registering for the first time in a reading, writing, or mathematics course

Students are encouraged to take the assessment at least four weeks before the start of the semester in which they would like to enroll.

The following students do not need to take placement assessments:

- Students who have earned a degree or certificate from an accredited institution

- Students who can document competencies in reading, writing, or mathematics through prior assessment or college-level coursework
- Students enrolled only in non-credit, contract, or special interest courses

Previous placement assessment scores or college-level coursework must be presented during advising or counseling prior to registration.

Walk in or Schedule an Appointment

The placement assessment is offered on a walk-in or appointment basis at the TOCC Main Campus. See the TOCC *Schedule of Classes* for testing dates. Please allow at least three hours to complete all three parts of the test (reading, writing, and mathematics). Students must have a TOCC application already on file and must bring a photo I.D. to the assessment site.

Special Accommodations

For students with disabilities, special accommodations such as extended time, large print, writing assistance, and interpreters are available. Please contact a Student Support Specialist at (520) 383-8401 to make arrangements or to request additional information.

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.

Choice of Orientation Format

Prior to registering, any prospective full-time student new to higher education must complete an orientation by either of these methods:

- Complete STU 100: College Success Skills, a one-credit course offered each semester, or
- Attend a pre-registration Orientation Workshop

How to Enroll in Orientation

To schedule an orientation, students must

- Complete an Application for Admission
- Take the placement assessments
- Call the Academic Advising Center at (520) 383-8401

Exceptions to Advising/Orientation Requirements

The following students do not need to participate in Advising and Orientation:

- Students who have earned a degree or certificate at an accredited institution
- Part-time students dually enrolled in another institution of higher education
- Part-time students enrolling in personal development, special interest, business or industry contract or customized courses
- Part-time students who are non-degree seeking

Advising

All TOCC students are responsible for developing their own educational and career goals and for making sure that they are taking the appropriate courses to achieve these goals. To assist in this endeavor, the College offers academic advising and counseling services.

Academic Advising

Before registering for classes and at least once each semester, all new and degree-seeking students must meet with an advisor. All students are urged to use the TOCC *College Catalog* and the most recent *Schedule of Classes* for selecting courses and developing an educational plan. These publications are available at the Academic Advising Center. To schedule an advising appointment, call (520) 383-8401.

Registration

TOCC policy states that students must be accepted for admission before they register. Enrollment for any given term is not considered official until the registration process has been completed.

After completing the Admissions, Assessment, and Advising steps, students may register for classes following the instructions provided in the *Schedule of Classes*. The *Schedule of Classes* is printed each semester.

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*. This is 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 online at ***www.tocc.edu***

Planning for Registration

Before registering, students should consider their educational goals and plan their time in college. The following sections cover topics that students should think about before registering for classes.

Styles of Classes

TOCC offers a variety of ways for students to reach their educational goals. Students can choose from traditional, alternative-style, or accelerated classes. These classes cover many subject areas and fulfill degree and certificate requirements. Classes are provided during the day, evening and weekend. Please see the *Schedule of Classes* for details about classes, times and dates.

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

Students who have taken classes at another college or university may transfer those credits to TOCC. TOCC may accept course credits with a grade of "C", its equal, or better 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.
- North Central Association of Colleges and Schools
- Northwest Association of Secondary and Higher Schools
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

For TOCC to evaluate and determine whether a student's courses can be approved for credit, the student must complete these two steps:

1. Request an official transcript from the institution(s) previously attended to be sent directly to Tohono O'odham Community College, Director of Admissions, Post Office Box 3129, Sells, Arizona 85634. The student will be notified when the transcript has been received.
2. Submit a written request for evaluation of the credits. Students must first be admitted to TOCC in order to request evaluation of transfer credits.

Credit by Examination or Evaluation

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

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.

Finance Office and Bookstore

After completing registration and orientation and visiting the Financial Aid Office, please pay your tuition and fees in the TOCC Bookstore. The Bookstore is open Monday through Friday, 8:00 a.m. to 5:00 p.m., with additional hours during the first two weeks of classes. Call (520) 383-0026 for the Bookstore or (520) 383-8401 for the Finance Office for more information.

Tuition and Fees

TOCC policy states that students must pay the established tuition and fees set by the Board of Trustees.

Tuition and Student Activity Fee for College Credit Courses

Tuition and fees are listed in tables starting on the next page. Anyone who registers for a course will owe tuition; students must officially withdraw from a course by the stated deadline to receive a tuition refund. Tuition for TOCC's credit courses is $62.00 per credit hour. A required $4.00-per-credit-hour Student Activity Fee is added to students' bills, resulting in charges of $66.00 per credit hour for in-state residents. The Student Activity Fee allows the college to provide financial support for various student activities and clubs.

Other Fees

Check the tuition and fees tables for other fees to be added to your payment to TOCC, and see the *Schedule of Classes* for lecture, lab, and field trip fees.

In-State Residency

To qualify as an in-state resident in order to pay in-state tuition, students must be able to prove that they have lived in Arizona for at least one year. For most TOCC students, completing the "Domicile Affidavit" that is part of the Application for Admission will be sufficient. For more information, contact the TOCC Admissions Office at (520) 383-8401.

Enrolled Tohono O'odham members who reside out of state pay in-state tuition.

Payment Due Date

Tuition must be paid before the first day of classes each semester. See the section following the tuition and fees tables for details.

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

Noncredit College Courses

Noncredit classes, workshops, field trips, conferences and other activities may be offered at no cost, or may require tuition. Payment details will be published with the event information.

Current Tuition and Fees

Current tuition and fees are shown in the Tuition and Fees tables in this schedule. Tuition costs for all students include the $4.00 per credit hour Student Activity Fee. Each student must pay the $10.00 non-refundable processing fee each semester. Tuition and fees are subject to change.

Tuition

Credit Hours	*In-State*	*Out-of-State/ Out-of-Country*
1	$66.00	$154.00
2	$132.00	$308.00
3	$198.00	$462.00
4	$264.00	$616.00
5	$330.00	$770.00
6	$396.00	$924.00
7	$462.00	$1,078.00
8	$528.00	$1,232.00
9	$594.00	$1,386.00
10	$660.00	$1,540.00
11	$726.00	$1,694.00
12	$792.00	$1,848.00
13	$858.00	$2,002.00
14	$924.00	$2,156.00
15	$990.00	$2,310.00
16	$1056.00	$2,464.00

Student Housing Fees

Suite Room Fee (per semester)	$1100.00
Damage Deposit	$150.00
Key Deposit	$25.00
Deposits are refundable if the room is clean and undamaged and the key is returned.	

Fees

ID Card Fee	$2.00
ID Card Replacement Fee	$5.00
One-Time Semester Processing Fee	$10.00
Out-of-State Application Fee (waived)	$0.00
Official Transcript Fee (per copy)	$5.00
GED Test Fee (all sections)	$100.00
GED Test Fee (repeat of each section)	$15.00
GED Test Processing Fee (due to TOCC)	$25.00
Withdrawal Fee (7 or more credits)	$10.00
Deferred Tuition Plan Processing Fee (non-refundable)	$15.00
Course Repeat 3rd Time Fee (per credit)	$39.00
Graduation Application Fee ($15 per degree or certificate, waived for AGEC certificates)	$15.00 (per credential)
Miscellaneous Lecture Fee	Not to exceed $40.00 per course
Miscellaneous Laboratory Fee	Not to exceed $20.00 per course
Distance Education Course Fee	$5.00
Course-related Field Trip	Based on actual cost of the trip

Payment Information

The Finance Office and Bookstore handle all payments for tuition, fees, and books.

Residency

Your Domicile Affidavit, which is part of the Application for Admission, will be used to determine your residency for the purpose of calculating tuition and fees. For more information, see the Admissions Office.

In-State and Reservation Residency

To qualify as an In-State and Reservation resident, you must be able to prove that you lived on a reservation and/or in Arizona for at least one year prior to your registration at TOCC.

Out-of-State Enrolled Tohono O'odham Nation Members

If you are a Tohono O'odham Nation member living outside Arizona, you may be exempted from out-of-state tuition by providing proof of tribal enrollment. For more information, see the Tohono O'odham Nation Tribal Enrollment Office.

Payment Deadlines

If you register during open registration—that is, by the last business day before classes begin—then you must pay your tuition and fees in full by the close of business on the last business day before classes begin. If you register during registration change—on or after the first day of classes—then you must pay your tuition and fees in full, including any late fees, by the close of the business day you register.

Accepted Forms of Payment

TOCC accepts the following forms of payment: 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, postdated checks, or partial payments on tuition. 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.

Payment Options

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. Do not mail cash.

TOCC Finance Office

P.O. Box 3129

Sells, AZ 85634

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 obtain a release of 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 below. This is not a complete list of possible holds. Rates are subject to change.

Reason for Hold	Amount to Clear Hold
Past Due Tuition	Amount of Tuition
Past Due Book Loan	Amount of Loan
Non-Sufficient Funds Payment Fee (each NSF)	$25.00
Lost Library Books	Amount of book replacement cost plus $10.00 processing fee
Late fees	Amount of late fees

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. To use the tuition deferment, 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. If you do not make payments as agreed, you may be administratively withdrawn from classes.

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

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

Special Provisions Refunds

If unforeseen circumstances force 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 special provision criteria.

Serious Illness or Injury

Provide a written statement from your physicians verifying that your illness or injury prevents you from attending classes.

Death of a Family Member

Provide a copy of the death certificate. The College defines family members as spouses, children, parents, siblings, grandparents, grandchildren, or in-laws of the student requesting the refund.

Military Transfer

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

Cultural Requirements

TOCC recognizes the importance of the Native American cultural and religious practices of its students. The college may grant a special provision for students who participate in activities required by cultural or religious circumstances or practices.

Other Situations

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

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.

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 and Records

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.

Student Identification Cards

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.

The following sections explain policies related to student identification and records.

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—FERPA

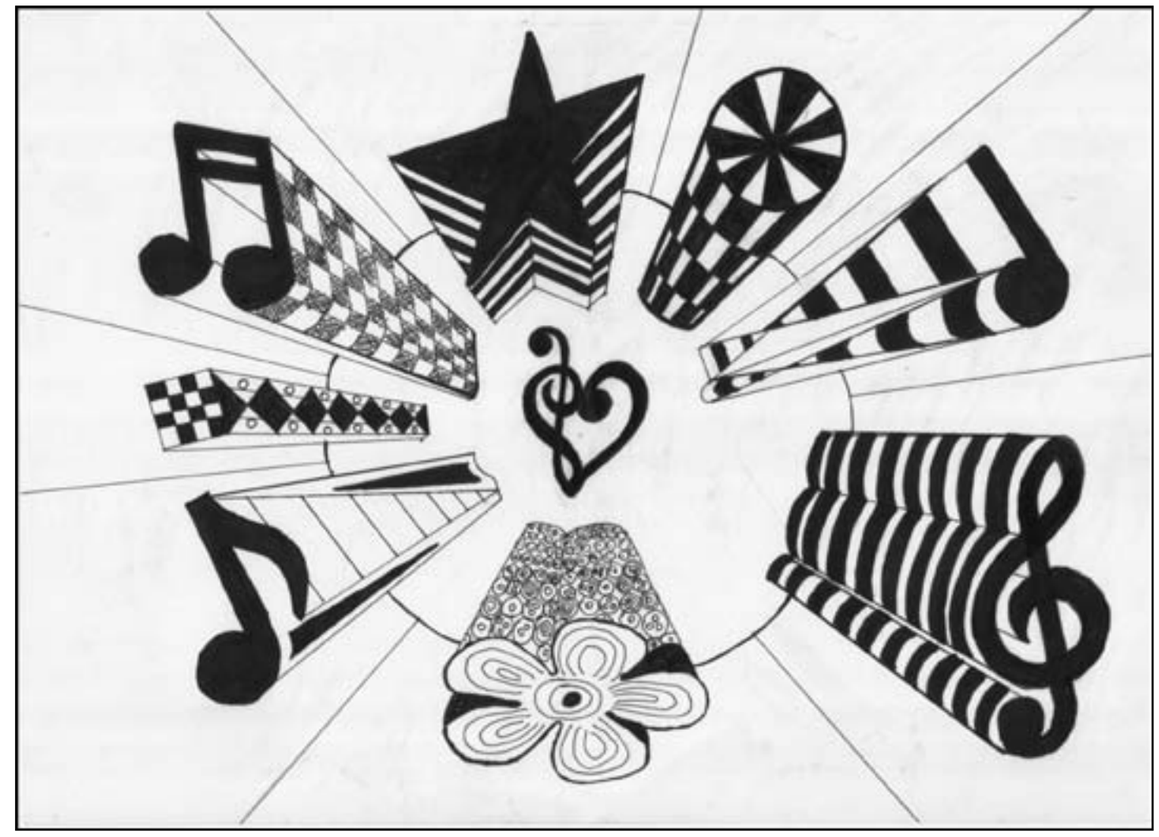
TOCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading 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.

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



Abstract Composition by Francina Francisco

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 Building 100. For the many services offered to enrolled students at TOCC, please 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 Building 100 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. To schedule a counseling appointment, call (520) 383-8401.

Tutoring

Free tutoring is available in a variety of subjects for students who need help in their studies. For more information, contact the Student Success Center at (520) 383-0082.

Career Services

Career coaching is offered year-round by appointment or as a walk-in service. The Career Services Coordinator can guide students through decisions on a college major and careers that match their interests, skills and personality. The Career Services office is located at TOCC's Academic Advising Center in Building 100 on the Main Campus. For an appointment, call (520) 383-0068 or (520) 383-0047.

Career Services offers sources of information to help students discover their personal interests and strengths and explore career choices, including the skills required, salary ranges, and future outlook for jobs. Career Services also provides free assistance with resume writing, interview techniques, and job search strategies.

Job referral information is available to students who are currently enrolled or who have taken a course at TOCC. The Career Services Center maintains a list of part-time and full-time job opportunities available throughout the College, within the Tohono O'odham Nation, and with other employment agencies. Periodically, Career and Opportunity Fairs are offered, during which students can investigate the job market, research higher education institutions, and meet with prospective employers.

Health and Wellness

The overall health and wellness of students in mind, body and spirit is 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'okĭ –The Student Senate

Ka: g T-Ñi'okĭ, 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'okĭ has several officers, including a president, vice president, treasurer, secretary, and two student representatives from Occupational Programs. In addition, a faculty advisor provides support to the Student Senate. To learn more about the Senate, students may inquire at the Vice President of Student Services Office in Building 100 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.

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. As of catalog printing, there is no cafeteria on the campus, so students often cook together and also buy food from vendors who occasionally visit the campus. Fees for residential living are as follows at the time of catalog printing:

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***

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, which can be found on the TOCC website:

- TOCC Residence Life Application
- Residence Life Policy and Agreement
- 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, or online at ***www.tocc.edu***

Attendance Policy

TOCC students are expected to attend all class sessions of the courses in which they are enrolled. For more information about a specific course's attendance requirements, see the course syllabus.

Service Learning

TOCC's occupational and academic programs incorporate service learning, which means that students complete course objectives by providing service in their community. Students in many different classes learn through service.

Drug-Free School and Communities Act Information

Tohono O'odham Community College enforces the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §114g).

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.

Student Achievement

AIHEC and AICF

The American Indian Higher Education Consortium (AIHEC) and the American Indian College Fund (AICF) are two organizations that 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 recognized again at TOCC's Commencement. The award is accompanied by a scholarship sponsored by the Castle Rock Foundation.

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 http://www1.youseemore.com/tocc/.

Library Resources and Services

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, and the online Ready Reference collection. The Library's online reference is available at http://www1.youseemore.com/tocc/readyref.asp

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, obtainable for $2.00 from the Finance Office in Building 200. 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.

Locations and Hours

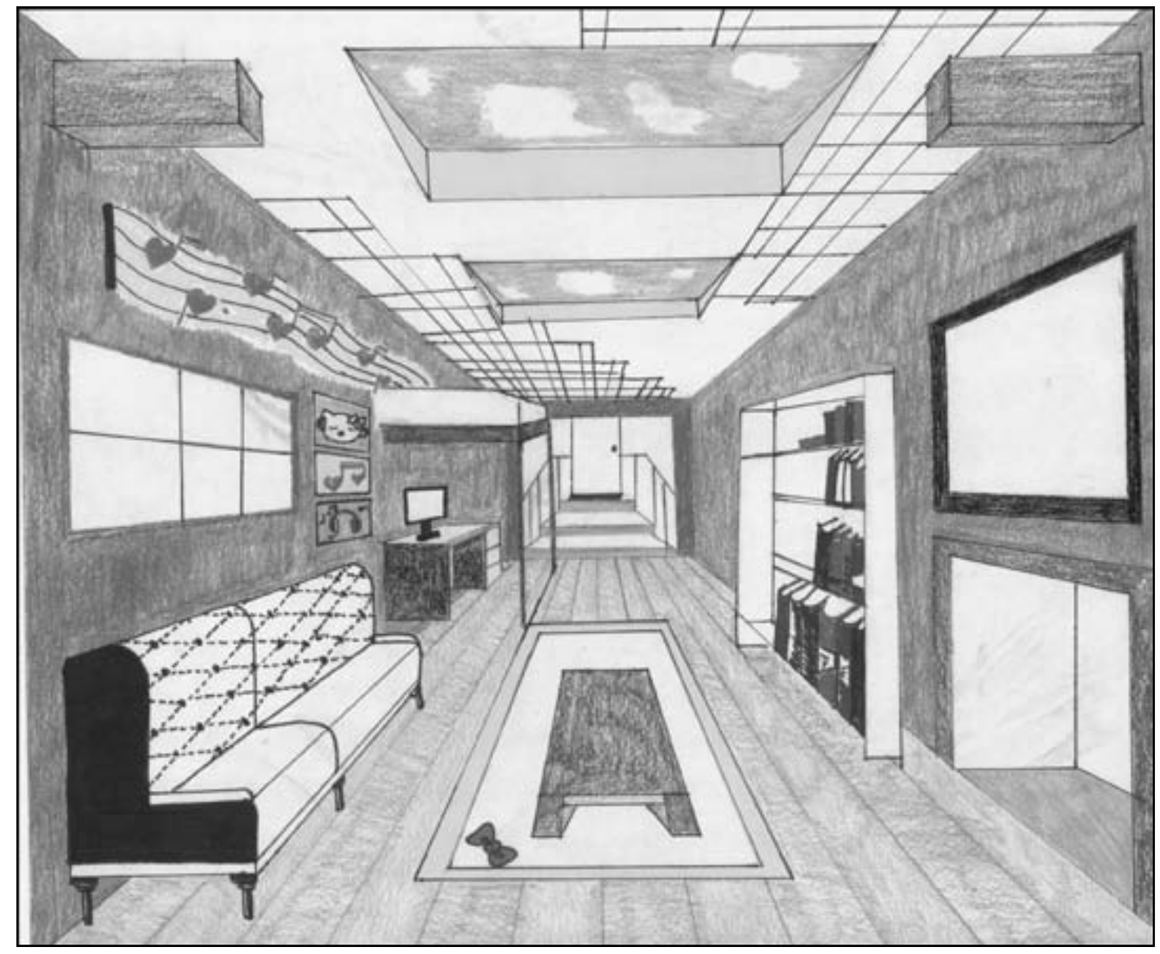
At press time for the catalog, the Central Campus Library is located in Room 401, next to the Central Campus Computer Lab (Room 402). Later in 2013, the Library may relocate to the Main Campus. The West Campus branch of the Library serves students, faculty, staff, and community members at that location. During semesters, the main Library hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. The West Campus Library is open Monday through Thursday 6:00 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.

Contact the Library

Library staff members can be reached at these contacts:

- (520) 383-0032 (Phone)
- (520) 383-8401 (College receptionist)
- (520) 383-8403 (Fax)
- ***www1.youseemore.com/TOCC/*** (Email the Librarian tab)
- ***www.tocc.edu/library*** (General information)
- ***www1.youseemore.com/TOCC/*** (Library website and catalog)
- ***www1.youseemore.com/TOCC/readyref.asp*** (Library online reference)

Chapter 3
Financial Aid



Architectural Interior by Aimee Gonzales

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 needs 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.

Applying for Financial Aid at TOCC

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 student 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.

Applying for Financial Aid

Here are the steps for applying for financial aid:

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***

The 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 Educational 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.

a. 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.

b. 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. ED provides funding for the campus-based programs at participating schools based upon the amount the school has applied to receive, the amount available nationally, and the amount the school utilized in the previous year. All students who apply for either the Federal Supplemental Educational Grant or the Federal Work Study must fill out a FAFSA.

c. Veterans Benefits

Brief descriptions follow of major benefits programs administered by the VA. For more information about VA education programs, visit the Financial Aid Office, call (888) 224-2551 or visit ***www.gibill.va.gov***

Montgomery GI Bill–Active Duty

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

Dependents' Educational Assistance Program (DEA)

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

- Veterans who died 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)

VEAP benefits are available to certain veterans who entered active duty between January 1, 1977, and June 30, 1985.

Reserve Educational Assistance Program (REAP)

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

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

Who Can Receive Federal Student Aid?

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).

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 the recognized equivalent of a high school diploma, such as a general educational development or GED certificate: A certificate demonstrating that the student has passed a state authorized examination (for example in Arizona (AIMS) High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma.

   An academic transcript of a student who enrolls before completing high school, a transcript indicating the student has excelled in high school must satisfy the school's written policy for administering such students and must be starting a program that leads at least to an associate degree or its equivalent. Or has completed homeschooling at the secondary level as defined by state law.
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.

How Is Financial Need Determined?

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.

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 the 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 in 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, beginning January 1, for the coming school year, beginnging in August.

Planning Early with FAFSA4caster

FAFSA4caster is a service of the U.S. Department of Education that helps students 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 FAFSAAs 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.

The worksheet is not an application and cannot be submitted to the Central Processing System. A student without access to the Internet should use an official paper FAFSA.

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 2013-2014, FAFSA may be submitted between January 1, 2013, and June 30, 2014.

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. Due to the ease of applying this way, more than 90 percent of all FAFSA applicants complete the form on the Web—and the numbers are growing all the time. 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

Students 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 Building 100 on the Central 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 scholarhip application in addition to the Free Application for Federal Student Aid (FAFSA) which assists in determining the students Expected Family Contribution. 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 for 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.

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 the 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***, 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 to 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 website at ***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."

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, presented on page 44page 44, 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:

Number of Credits Attempted	*Required GPA*
1-14	1.3
15-24	1.50
25-48	1.75
49+	2.00

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% of 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 requirements.

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 requirements 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.

Examples: 18 credits x 67% = 12 credits; 15 credits x 67% = 10 credits; 12 credits x 67% = 8 credits; 9 credits x 67% = 6 credits

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

F – Failure	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.

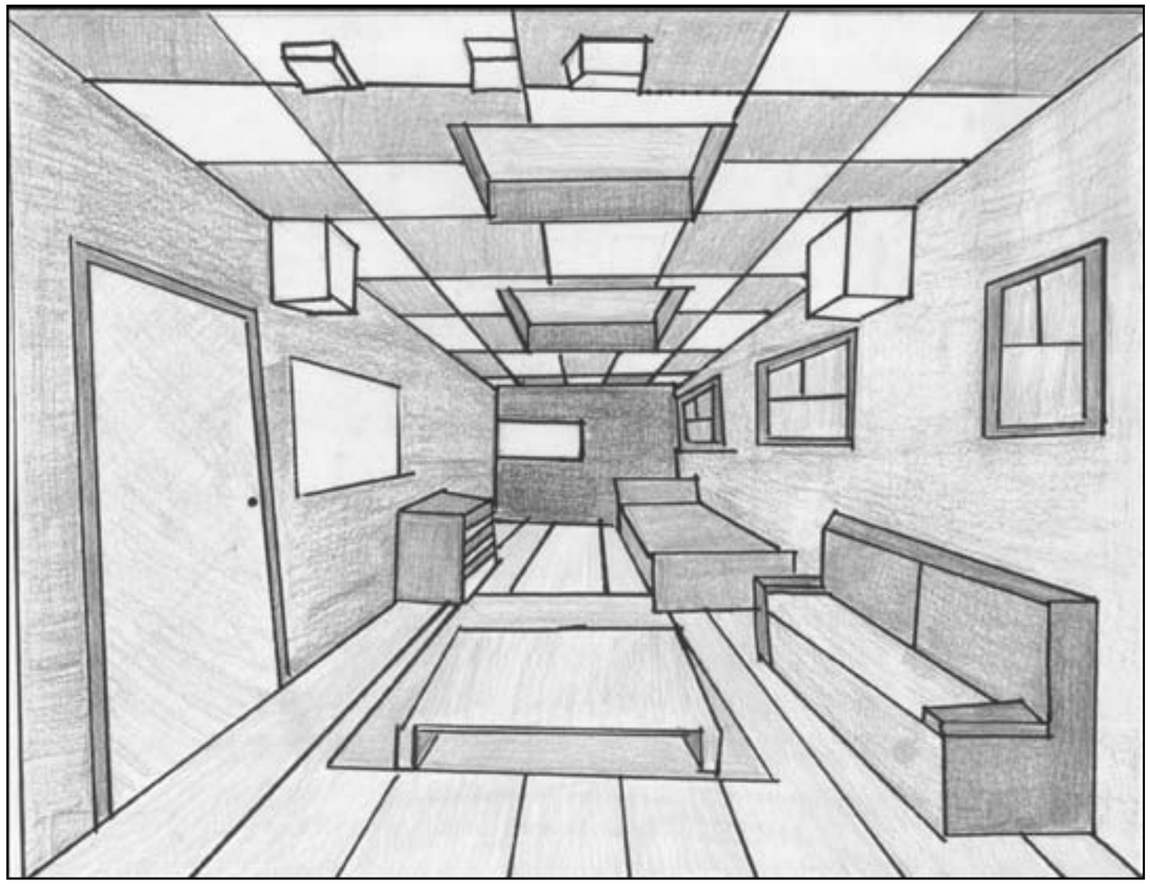
Duration of Eligibility for Multiple Degrees

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

Chapter 4
Academic Policies



Architectural Interior by Bradi Juan

Grading System

Official grades at TOCC are indicated on grade rosters and transcripts according to the following coding system.

Grade Code	Name	Description
		Letter Grade Codes
This is the standard grade system used for students in the majority of courses.		
A	Superior	Value When Calculating GPA: Four (4) grade points per credit hour. Appears on Transcript: Yes Affects Attempted Hours: Yes
B	Above Average	Value When Calculating GPA: Three (3) grade points per credit hour. Appears on Transcript: Yes Affects Attempted Hours: Yes
C	Average	Value When Calculating GPA: Two (2) grade points per credit hour. Appears on Transcript: Yes Affects Attempted Hours: Yes
D	Below Average	Value When Calculating GPA: One (1) grade point per credit hour. Appears on Transcript: Yes Affects Attempted Hours: Yes
F	Failure	Value When Calculating GPA: Zero (0) grade point per credit hour. Appears on Transcript: Yes Affects Attempted Hours: Yes
		Pass/Fail Grade Codes
This grade system is used for all students in some specific courses.		
P	Pass	A "C" or better without grade differentiation ordinarily indicated by the letter grading system. Value When Calculating GPA: Not used. Appears on Transcript: Yes Affects Attempted Hours: Yes
F	Failure	A "D" or lower without grade differentiation. Value When Calculating GPA: Not used. Appears on Transcript: Yes Affects Attempted Hours: Yes

Grade Code	Name	Description
		Other Grade Codes
AU	Audit	The grade code "AU" is used to identify courses that a student is auditing, which means to enroll in and to attend a class without working for or expecting to receive college credit. 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 refund period. Value When Calculating GPA: Not used. Appears on Transcript: Yes Affects Attempted Hours: Yes
WIP	Work in Progress	The grade code "WIP" code is used to identify courses that a student is taking when the transcript is issued. The "WIP" will eventually be replaced by the final grade. Value When Calculating GPA: Not used. Appears on Transcript: Yes Affects Attempted Hours: Yes
I	Incomplete	The grade code "I" indicates that specific coursework must be completed before the final grade can be submitted. The "I" is issued only when the student formally requests it and the instructor agrees. When the "I" is issued, the student receives an Incomplete Grade Form specifying the work required and time frame to complete the course. The instructor who assigns the "I" is responsible for grading the student's required work identified on the form. When the student's work is complete, the instructor submits a Change of Grade Form to update the "I" to the final grade. If the student does not complete the work and a Change of Grade Form is not submitted within one year, the "I" will be automatically changed to an "F." Value When Calculating GPA: Not used. ("F" grade will be calculated in GPA.) Appears on Transcript: Yes Affects Attempted Hours: Yes
FW	Faculty Withdrawal	The grade code "FW" indicates a withdrawal initiated by the instructor. The "FW" may be submitted by the instructor on or before the official census reporting date for students who have ceased attending class before that date. Transfer students may find that some colleges and universities may compute the "FW" grade code as a failing grade when calculating a student's TOCC Grade Point Average. Value When Calculating GPA: Not used. Appears on Transcript: Yes Affects Attempted Hours: Yes
W	Official Withdrawal	The grade code "W" indicates a withdrawal initiated by the student after the official change of schedule period and before the official withdrawal date for the course (during the first two-thirds of the course session). Transfer students may find that some colleges and universities may compute the "W" grade code as a failing grade when calculating a student's TOCC Grade Point Average. Value When Calculating GPA: Not used. Appears on Transcript: Yes Affects Attempted Hours: Yes

Grade Code	Name	Description
Y	Special Withdrawal	The grade code "Y" may be submitted by the instructor at his/her discretion at the end of the term when circumstances dictate that none of the other grade codes is appropriate. The instructor must submit a Special Withdrawal Form indicating the reason for special withdrawal. Transfer students may find that some colleges and universities may compute the "Y" grade code as a failing grade when calculating a student's TOCC Grade Point Average. Value When Calculating GPA: Not used. Appears on Transcript: Yes Affects Attempted Hours: Yes
T	Transfer	The grade code "T" is placed next to the grade on a transcript to indicate that the grade was earned elsewhere and the course has been accepted for transfer credit at TOCC. Value When Calculating GPA: Not used. Appears on Transcript: Yes Affects Attempted Hours: No
X	Credit by Examination	The grade code "X" is placed next to the grade on a transcript to indicate that the grade was earned through the successful completion of a proficiency exam. Value When Calculating GPA: : Not used. Appears on Transcript: : Yes Affects Attempted Hours: : No

Transfer Credits and Grades

If have taken classes at another college or university, you may be able to transfer those credits to TOCC. You must submit an official transcript of your course work and request that it be evaluated by TOCC for applicability to your program of study.

Repeated Course Grades

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.

Grade Point Average (GPA)

A grade point average (GPA) is a mathematical calculation based on credit hours attempted and grades earned during a specific period of time. The term (or semester) GPA is calculated for a specific semester; the cumulative (or overall) GPA includes all coursework completed at TOCC.

To calculate either your term or cumulative GPA:

1. Multiply the number of credit hours for each course by the number of points for the grade you earned (A=4, B=3, C=2, D=1, F=0). These are called quality points.
2. Sum the quality points for the period you are calculating (the semester or overall).
3. Sum the credit hours attempted for the period you are calculating.
4. Divide the total quality points by the total credit hours attempted.

Both the term and cumulative GPAs appear on your transcript.

Grade Appeal

The *TOCC Student Handbook* details the grade appeal process.

Satisfactory Academic Progress

TOCC uses the following criteria to determine Satisfactory Academic Progress.

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

Minimum Cumulative GPA

Based on the total number of credits you have completed, you will be in good academic standing provided your cumulative GPA meets or exceeds the standards listed.

Credit hours used for calculating your GPA include those credits earned at TOCC with a grade code of A, B, C, D, or F.

Satisfactory Academic Progress also affects your eligibility for financial aid and other benefits. Please see Chapter 3, Financial Aid, page 36, for additional information.

A 2.0 or higher cumulative GPA is required to graduate from TOCC. A 2.0 or higher cumulative GPA for the AGEC requirements is required to transfer the AGEC to Arizona universities. A 2.5 or higher cumulative GPA for an associate degree is required to transfer to Arizona universities.

Academic Progress Monitoring

TOCC is committed to all students' successful achievement of their academic and career goals. To help them achieve their goals, the college monitors students' progress using the following systems.

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

Following each semester, TOCC will identify students to be placed on Academic Alert. Students will be placed on Academic Alert for any one of the following reasons.

- The student's cumulative grade point average does not meet the minimum standards for good academic standing.
- The student is enrolled in a program of study but has yet to fulfill the Reading Requirements.
- The student has appealed and been reinstated after having been placed on Academic Disqualification.

If you are placed on Academic Alert, you will be notified

- why you are not in good academic standing
- what college resources can assist you in improving you academic performance
- 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 Academic Alert.

If you are academically disqualified, you must follow an established college appeal procedure for reinstatement. See the *TOCC Student Handbook* for details.

Academic Reinstatement

Following Academic Reinstatement, a student will be placed on Academic Alert for one semester.

Student Classification

Tohono O'odham Community College students are classified using the following criteria.

Full-Time Student	Students enrolled for 12 or more credit hours for the fall or spring semester or 6 or more credit hours for a summer session are classified as full-time students.
Part-Time Student	Students enrolled for 1 to 11 credit hours during fall or spring semester or 1 to 5 credit hours for a summer session are classified as part-time students.
Freshman	Students who have earned fewer than 28 credit hours are classified as freshmen.
Sophomore	Students who have earned 28 or more credit hours are classified as sophomores.

For financial aid or veteran's benefits, summer session students must enroll for a total of 6 hours in one or any combination of established summer sessions to be considered full-time students.

Graduation Requirements

To graduate from TOCC, you must:

- Complete the General Education requirements for your program of study
- Complete the program requirements for your program of study
- Complete the Reading Requirement as specified for your program of study
- Complete the specific course requirements for your program of study
- Complete the minimum number of credit hours required for your degree level:
  - Associate Degree: At least 60 credit hours of course work at the 100 level or higher. (At least 15 credit hours of this total must be earned at TOCC.)
  - Associate of Applied Science Degree or Certificate: Between 6 and 59 credit hours. (At least 6 credit hours of this total must be earned at TOCC.)

- Complete and submit a graduation application by the date specified in the academic calendar. Failure to complete the application by the date will result in a delay in processing until the following semester.

Graduation with Honors

You may graduate from TOCC with one of the following honors designations if you have completed 30 credit hours at TOCC and have a qualifying grade point average:

The honors designation will appear on your diploma and official transcript.

Graduation with High Honors	3.800 to 4.000 GPA
Graduation with Honors	3.500 to 3.799 GPA

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 at any public Arizona community college or university, you may choose to graduate:

- According to the requirements of your original catalog of record
- According to the requirements of any catalog in effect during subsequent terms of your continuous enrollment

If you do not maintain continuous enrollment at TOCC or another public Arizona community college or university, your catalog of record will be the one in effect when you re-enroll, or any subsequent catalog during your continuous enrollment.

If you re-enroll during a summer term, your catalog of record is the one in effect for the following (fall) semester.

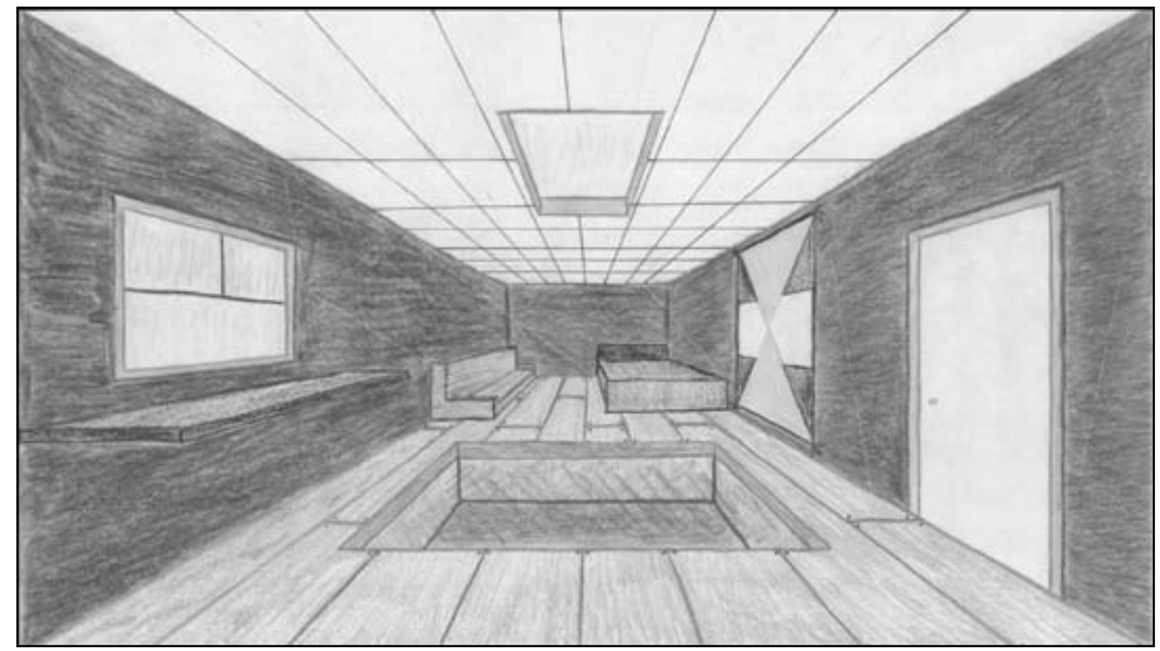
Continuous Enrollment

To maintain continuous enrollment, you must earn course credit during three consecutive regular semesters (fall or spring). Enrollment in summer terms is not necessary to maintain continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which you withdraw do not count toward your continuous enrollment.

Time Limit for Coursework

Coursework that you ask to be counted toward graduation from your program of study must be completed within eight years prior to your graduation. For areas of study that change rapidly, TOCC reserves the right to review, accept or reject, or require upgraded coursework.

Chapter 5 Academic Requirements



Architectural Interior by Nacho Flores

Tohono O'odham Community College strives to balance the goal of preserving and furthering the Tohono O'odham language and culture with the goal of providing the 21st Century skills necessary to succeed in higher education and in the job market. The College seeks to contribute to the revitalization of the Tohono O'odham language, the richness of the Tohono O'odham Himdag, and the sustainability of the local Sonoran Desert environment. TOCC's commitment to strengthening families and communities is a foundation of its early childhood education, childcare, and social service programs. The programs of study in Tohono O'odham Agriculture and Natural Resources also illustrate progress toward making our mission statement a reality.

Students are welcome to enroll in individual classes at TOCC, but there are important advantages to declaring a program of study. Students who declare a program of study may benefit from financial aid, scholarships, or grants and be able to participate in internships and other opportunities unavailable to students who have not declared a program of study. In addition, students enrolled in one of the college's programs of study share in the advantages of completing a common core of academic requirements.

This chapter details these academic requirements and shows how they apply to each of the programs of study available for TOCC students to pursue. If you have not yet identified a program of study, an Academic Advisor or Student Services Specialist will help you do so.

The Himdag Requirement

TOCC encourages the growth of students' cultural knowledge by seeking to transmit learning in ways that respect the Tohono O'odham Himdag. To ensure that learning about the Himdag is shared as broadly as possible, TOCC requires formal study of the Tohono O'odham culture and language.

The Tohono O'odham Himdag requirement applies to all students, as well as to the faculty and staff of the college. To graduate from any program of study, all students must successfully complete the following courses with a grade of "C" or better.

1. **HIS 122** Tohono O'odham History and Culture and
2. **THO 101** Elementary Tohono O'odham I

The Himdag Requirement and General Education

All TOCC students complete **HIS 122** and **THO 101** to fulfill the Tohono O'odham Himdag requirement. These courses may also apply to one or more General Education requirements. Although these courses can be used to meet multiple requirements, their primary function is to satisfy the Himdag Requirement.

Tohono O'odham Language and Second Language Requirements

Some bachelor's degree programs have a Second Language requirement. Students intending to transfer should check whether their intended transfer institution will accept their Tohono O'odham coursework or proficiency to meet these requirements. For more information on Second Language requirements at Arizona universities, go to the statewide Arizona transfer website, ***www.aztransfer.com/home***

Pre-Program Requirements

If you are seeking to apply a class to either a general education or program of study requirement, you must meet both pre-program requirements and course prerequisites.

In general, students establish their readiness for college-level classes (those numbered 100 and higher) through placement assessments or by previously completing college preparation courses. Although pre-program preparation courses (those numbered 100 and lower) do not fulfill general education or program requirements, they are necessary to prepare students to successfully complete their general education and program courses.

The following sections explain the specific pre-program requirements in several key areas.

Pre-program courses must be completed with a "C" grade or higher to move to the next level.

General Education Requirements

General Education provides a core set of knowledge, skills, and learning experiences necessary to succeed in school and life: critical thinking, effective writing, social analysis, historical perspective, scientific inquiry, and mathematical abilities. Because these shared backgrounds

Pre-Program Requirements

Area	Requirements	Courses		Description
Reading	You must be at REA 112 level or above to • enroll in more than 12 credits in a given semester • enroll in more than one General Education or Major course in a given semester • register for General Education classes after your first year • enroll in courses that fulfill any AGEC Categorical or Special Requirement (I, C, G)	College Level PREP Levels	**REA 112 (4)** **REA 091 (4)** **REA 081 (4)**	Based on placement assessment and/or successful PREP course completion Required for students who place below REA 112 Recommended for students who have been out of school more than two years
Writing	You must be at WRT 101 level or above to • enroll in more than 12 credits in a given semester • enroll in more than one General Education or Major course in a given semester • register for General Education classes after your first year You must complete or be enrolled in WRT 102 to • complete a course to fulfill the AGEC Intensive Writing and Critical Inquiry Requirement	College Level PREP Levels	**WRT 101 (3)** **OAP 151 (3)** **WRT 100 (3)** **WRT 070 (3)**	Based on placement assessment and/or successful PREP course completion Required for students who place below Recommended for students who have been out of school more than two years
Math	You must be at MAT 092 level or above to • enroll in more than 12 credits in a given semester • enroll in more than one General Education or Major course in a given semester • register for General Education classes after your first year	College Level PREP Levels	**MAT 122 (3)** **MAT 092 (3)** **MAT 086 (3)** **MAT 082 (3)**	Based on placement assessment and/or successful PREP course completion Required for students who place below MAT 122 Recommended for students who have been out of school more than two years
Student Development	You must complete STU 101 during your first semester if you place at the following levels in any two: • Reading assessment at or below REA 091 • Writing assessment at or below WRT 100 • Math assessment at or below MAT 092	PREP Level	**STU 101 (3)**	Based on placement assessment in REA, WRT, MAT Required for students who place below college level in at least two foundation areas (REA, WRT, and MAT) Recommended for students who have been out of school more than two years
Accounting	Before enrolling in ACC 101, you must either: • have completed a high school level accounting course • have previous accounting experience	College Level PREP Level	**ACC 101 (3)** **ACC 100 (3)**	Based on previous coursework Required for students in business majors with no previous accounting experience
Science	Before enrolling in BIO 181N or BIO 182N, you must either: • have completed one year each of high school level biology and chemistry • complete BIO 100 and CHM 080 or higher numbered biology or chemistry courses	College Level PREP Level	**BIO 181N (4)** **BIO 182N (4)** **BIO 079 (3)** **CHM 080 (3)**	Based on previous coursework Required for students in science majors with less than one year each of high school biology and chemistry coursework Recommended for students in any major with less than one year each of high school biology and chemistry coursework

and abilities are critical to all students, every program of study includes General Education Requirements. However, the type and number of these requirements vary by program. You should review the general education requirements for your program with your advisor.

Valuing General Education

General Education helps students to better understand themselves and their place in the world; their Tohono O'odham history and culture; the diverse cultures and histories of humanity; the principles and impact of mathematics, science and technology; and the principles of effective communication and artistic expression. Through general education coursework, students come to realize the interrelationships between their program of study and other areas of human endeavor.

General Education is designed to develop the following thinking skills: comparing, interpreting, summarizing, suggesting and testing hypotheses, imagining and creating, criticizing and evaluating, designing projects and investigations, gathering and organizing data, reasoning, problem solving, and decision-making.

Statewide Agreement on General Education

Arizona community colleges and public universities participate in the Arizona General Education Curriculum (AGEC), one of the strongest transfer and articulation systems in the United States. Students enrolling in General Education coursework approved for AGEC benefit from reciprocal transferability between Arizona community colleges and the Arizona public universities. TOCC students seeking to attend the University of Arizona, Arizona State University or Northern Arizona University are guaranteed admission to a bachelor's program if they complete an AGEC-certified general education program or an associate degree that includes such a general education component with a GPA of 2.5 or higher.

As part of the statewide system, TOCC supports the following statement on General Education:

> Valuing General Education commits students and faculty to the pursuit of wholeness in learning—to seeing the relationship of our special interests to the larger academic and cultural contexts, which we share. The search for an integrated understanding requires a general desire to learn, an energetic interest in the world, and a willingness to put ourselves in the place of those whose beliefs and outlooks are different from our own.
>
> A General Education program, pursued by curious and empathetic faculty and students, provides a structure in which the accumulation of knowledge and the practice of disciplined, independent thinking can grow into comprehensive understanding and reasoned value.

The Arizona Statewide Articulation and Transfer System

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

Grades and Standards in General Education

To apply a course to your General Education requirements, you must earn a grade of "C" or higher. To graduate from TOCC, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing any degree or certificate for transfer, you must have an overall GPA of 2.5 or higher.

The Arizona General Education Curriculum: AGEC

The Arizona General Education Curriculum (AGEC) is a block of 35 or more credits that, when completed, can be transferred to another Arizona public community college or university without

the loss of any credits. Transfer degrees—Associate of Arts, Associate of Business, and Associate of Science—each incorporate the appropriate AGEC requirements and can also transfer to a four-year college.

TOCC currently offers these four versions of the Arizona General Education Curriculum:

AGEC-A	Arts, for students intending to transfer and major in a liberal arts field
AGEC-B	Business, for students intending to transfer and major in a business field
AGEC-S	Science, for students intended to transfer and major in a science field
AGEC-A TOSP	Liberal Arts, with a focus on Tohono O'odham Studies, for students intending to transfer and major in a liberal arts field

Once you complete all the requirements for one of these AGEC programs, your transcript will indicate which AGEC you have completed.

General Education Degrees and Certificates

Associate degrees and certificates for direct employment include specific general education requirements; but these do not necessarily meet AGEC requirements. In specific workforce programs, such as early childhood education and construction fields, some Arizona universities have recently developed procedures allowing students with AAS degrees to transfer directly into a Bachelor's of Applied Science (BAS) program. However, there is no guarantee of transferability for these degrees.

To maximize your academic options, TOCC recommends that you complete an AGEC alongside any direct employment degree or certificate.

General Education Tables

The tables in this chapter explain the general education requirements for each level of degree that TOCC offers. Specific courses that meet each requirement category are listed in each program of study checklist in Chapter 6.

Arizona General Education Curriculum-Arts (AGEC-A)

Category	Requirement	Minimum Credits
English Composition	*Take two courses.*	**6**

The Freshman Composition requirement must be fulfilled by completion of a one-year lower division English Composition sequence. Courses exclusively for satisfaction of preparatory composition cannot be counted toward fulfillment of this requirement.

Mathematics for AGEC-A	*Take MAT 142 or higher.*	**3**

Acceptable courses include College Mathematics with Applications, College Algebra, Pre-Calculus, or any quantitative course having College Mathematics with Applications, College Algebra, or Pre-Calculus as a prerequisite.

Arts and Humanities	*Take one course from each subcategory and from more than one prefix.*	**6**

Courses that can be used to fulfill this requirement may include art, dance, humanities, literature, music, philosophy, religion, theatre arts, or western civilization. Students are encouraged to choose course work from more than one discipline.

Arts	*Take at least one course from this group.*
Humanities	*Take at least one course from this group.*

Social and Behavioral Sciences	*Take courses from more than one prefix.*	**6**

Courses in this requirement may include anthropology, economics, ethnic/race/gender studies, history, political science, psychology, cultural geography, linguistics, or sociology. Students are encouraged to choose course work from more than one discipline.

Physical and Biological Sciences	*Take two courses.*	**8**

Requires two courses, both with laboratory requirements. Courses in this requirement may include astronomy, biology, botany, environmental science, chemistry, geology, physics, physical geography, or zoology.

Options	*The Himdag requirements are counted in this category.*	**7**

Includes additional courses approved for subject area or special requirements which enhance the AGEC and expand the preparation of students prior to transfer.

International and Multicultural Studies	*Take HIS 122 to meet Himdag requirement.*
Second Language Proficiency	Take THO 101 to meet Himdag requirement.

Intensive Writing and Critical Inquiry	*Take one course designated I during or after completing WRT 102.*	**1 course**

At least one course after the completion of one semester of the English Composition requirement shall involve the development of competence in written discourse and involve the gathering, interpretation, and evaluation of evidence.

Cultural Awareness	*Take one course designated C after meeting the Reading Competency.*	**1 course**

One course emphasizing ethnic/race/gender awareness is required.

Global Awareness	*Take one course designated G after meeting the Reading Competency.*	**1 course**

One course emphasizing contemporary global/international awareness or historical awareness is required.

Minimum credits necessary to complete the AGEC-A	**36**

Arizona General Education Curriculum-Arts (AGEC-A TOSP)

Category	Requirement	Minimum Credits
English Composition	*Take two courses.*	**6**

The Freshman Composition requirement must be fulfilled by completion of a one-year lower division English Composition sequence. Courses exclusively for satisfaction of preparatory composition cannot be counted toward fulfillment of this requirement.

Mathematics for AGEC-A	*Take MAT 142 or higher.*	**3**

Acceptable courses include College Mathematics with Applications, College Algebra, Pre-Calculus, or any quantitative course having College Mathematics with Applications, College Algebra, or Pre-Calculus as a prerequisite.

Arts and Humanities	*Take one course from each subcategory and from more than one prefix.*	**6**

Courses that can be used to fulfill this requirement may include art, dance, humanities, literature, music, philosophy, religion, theatre arts, or western civilization. Students are encouraged to choose course work from more than one discipline.

Arts	*Take at least one course from this group.*
Humanities	*Take at least one course from this group.*

Social and Behavioral Sciences	*Take courses from more than one prefix.*	**6**

Courses in this requirement may include anthropology, economics, ethnic/race/gender studies, history, political science, psychology, cultural geography, linguistics, or sociology. Students are encouraged to choose course work from more than one discipline.

Physical and Biological Sciences	*Take two courses.*	**8**

Requires two courses, both with laboratory requirements. Courses in this requirement may include astronomy, biology, botany, environmental science, chemistry, geology, physics, physical geography, or zoology.

Options	*The Himdag requirements are counted in this category.*	**7**

Includes additional courses approved for subject area or special requirements which enhance the AGEC and expand the preparation of students prior to transfer.

International and Multicultural Studies	*Take HIS 122 to meet Himdag requirement.*
Second Language Proficiency	Take THO 101 to meet Himdag requirement.

Intensive Writing and Critical Inquiry	*Take one course designated I during or after completing WRT 102.*	**1 course**

At least one course after the completion of one semester of the English Composition requirement shall involve the development of competence in written discourse and involve the gathering, interpretation, and evaluation of evidence.

Cultural Awareness	*Take one course designated C after meeting the Reading Competency.*	**1 course**

One course emphasizing ethnic/race/gender awareness is required.

Global Awareness	*Take one course designated G after meeting the Reading Competency.*	**1 course**

One course emphasizing contemporary global/international awareness or historical awareness is required.

Minimum credits necessary to complete the AGEC-A	**36**

Arizona General Education Curriculum-Arts (AGEC-B)

Category	Requirement	Minimum Credits
English Composition	*Take two courses.*	**6**

The Freshman Composition requirement must be fulfilled by completion of a one-year lower division English Composition sequence. Courses exclusively for satisfaction of preparatory composition cannot be counted toward fulfillment of this requirement.

Mathematics for AGEC-B	*Take MAT 212 or higher.*	**3**

Brief Calculus or a higher level mathematics course is required

Arts and Humanities	*Take one course from each subcategory and from more than one prefix.*	**6**

Courses that can be used to fulfill this requirement may include art, dance, humanities, literature, music, philosophy, religion, theatre arts, or western civilization. Students are encouraged to choose course work from more than one discipline.

Arts	*Take at least one course from this group.*
Humanities	*Take at least one course from this group.*

Social and Behavioral Sciences	*Take courses from more than one prefix.*	**6**

Courses in this requirement may include anthropology, economics, ethnic/race/gender studies, history, political science, psychology, cultural geography, linguistics, or sociology. Students are encouraged to choose course work from more than one discipline.

Physical and Biological Sciences	*Take two courses.*	**8**

Requires two courses, both with laboratory requirements. Courses in this requirement may include astronomy, biology, botany, environmental science, chemistry, geology, physics, physical geography, or zoology.

Computer Information Systems	*Take one course.*	**3**

Requires one Introductory Computer Information Systems course.

Options	*The Himdag requirements are counted in this category.*	**7**

Includes additional courses approved for subject area or special requirements which enhance the AGEC and expand the preparation of students prior to transfer.

International and Multicultural Studies	*Take HIS 122 to meet Himdag requirement.*
Second Language Proficiency	Take THO 101 to meet Himdag requirement.

Intensive Writing and Critical Inquiry	*Take one course designated I during or after completing WRT 102.*	**1 course**

At least one course after the completion of one semester of the English Composition requirement shall involve the development of competence in written discourse and involve the gathering, interpretation, and evaluation of evidence.

Cultural Awareness	*Take one course designated C after meeting the Reading Competency.*	**1 course**

One course emphasizing ethnic/race/gender awareness is required.

Global Awareness	*Take one course designated G after meeting the Reading Competency.*	**1 course**

One course emphasizing contemporary global/international awareness or historical awareness is required.

Minimum credits necessary to complete the AGEC-A	**39**

Arizona General Education Curriculum-Arts (AGEC-S)

Category	Requirement	Minimum Credits
English Composition	*Take two courses.*	**6**

The Freshman Composition requirement must be fulfilled by completion of a one-year lower division English Composition sequence. Courses exclusively for satisfaction of preparatory composition cannot be counted toward fulfillment of this requirement.

Mathematics for AGEC-S	*Take MAT 220 or higher.*	**3**

Acceptable courses include the first course in the calculus sequence or any mathematics course for which that course is a prerequisite

Arts and Humanities	*Take one course from each subcategory and from more than one prefix.*	**6**

Courses that can be used to fulfill this requirement may include art, dance, humanities, literature, music, philosophy, religion, theatre arts, or western civilization. Students are encouraged to choose course work from more than one discipline.

Arts	*Take at least one course from this group.*
Humanities	*Take at least one course from this group.*

Social and Behavioral Sciences	*Take courses from more than one prefix.*	**6**

Courses in this requirement may include anthropology, economics, ethnic/race/gender studies, history, political science, psychology, cultural geography, linguistics, or sociology. Students are encouraged to choose course work from more than one discipline.

Physical and Biological Sciences for AGEC-S	*Take two courses with the same prefix.*	**8**

For AGEC-S, this category requires 8 credits of university chemistry, or 8 credits of university physics, or 8 credits of university biology. Students should select the science appropriate the major. Additional required math or science coursework is shown below.

Mathematics or Science for AGEC-S	*Take two courses.*	**6-8**

Courses in this area should be selected according to major. Courses in this requirement include mathematics courses above Calculus I and/or science courses from astronomy, biology, botany, environmental science, chemistry, geology, physics, physical geography, or zoology.

Options	*The Himdag requirements are counted in this category.*	**7**

Includes additional courses approved for subject area or special requirements which enhance the AGEC and expand the preparation of students prior to transfer.

International and Multicultural Studies	*Take HIS 122 to meet Himdag requirement.*
Second Language Proficiency	Take THO 101 to meet Himdag requirement.

Intensive Writing and Critical Inquiry	*Take one course designated I during or after completing WRT 102.*	**1 course**

At least one course after the completion of one semester of the English Composition requirement shall involve the development of competence in written discourse and involve the gathering, interpretation, and evaluation of evidence.

Cultural Awareness	*Take one course designated C after meeting the Reading Competency.*	**1 course**

One course emphasizing ethnic/race/gender awareness is required.

Global Awareness	*Take one course designated G after meeting the Reading Competency.*	**1 course**

One course emphasizing contemporary global/international awareness or historical awareness is required.

Minimum credits necessary to complete the AGEC-A	**42-44**

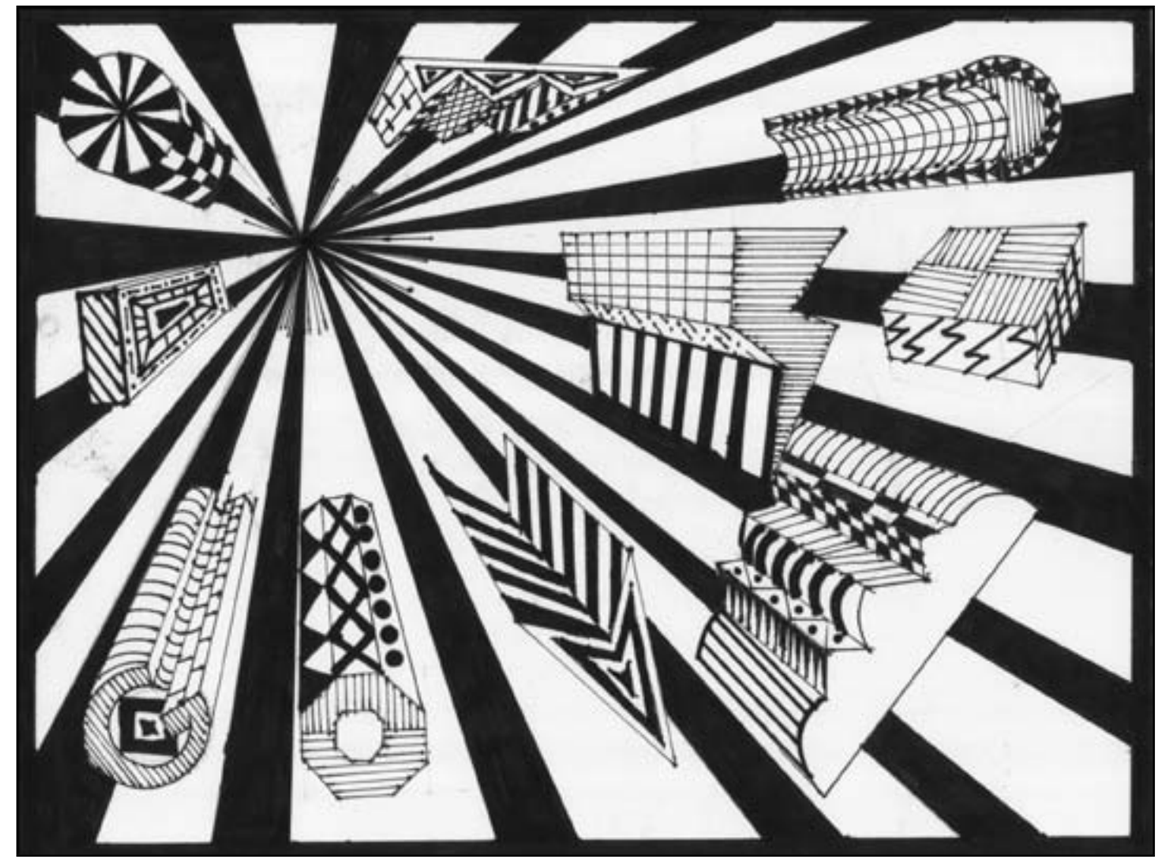
General Education for Associate of Applied Science

Category	Requirement	Minimum Credits
Communication	*Complete two courses with the same prefix.*	**6**
Courses include OAP 151 and 251 and WRT 101 and 102.		
Analysis and Critical Thinking	*At least one credit must be fulfilled with a course from the Math subcategory. The other credits may be fulfilled by a course from either of the other subcategories.*	**6**
Subcategories include Math, Science, and Critical Thinking.		
Humanities and Social and Behavioral Sciences	*Complete two courses. One of the courses must have either the Cultural Diversity (C) or Global Awareness (G) designation..*	**6**
Subcategories include Arts, Humanities, and Social and Behavioral Sciences.		
Computer and Information Literacy	*Complete the course required for the major.*	**0-3**
This requirement varies by major.		
Cultural Diversity & Global Awareness	*Take one course designated C or G.*	**1 course**
This requirement may be met by a course that fulfills another requirement.		
Minimum credits necessary to complete the General Education for AAS		**18-21**

General Education for Certificates

Category	Requirement	Minimum Credits
Communication	*Complete the course required for the major.*	**3**
This requirement varies by major.		
Computer and Information Literacy	*Complete the course required for the major.*	**0-3**
This requirement varies by major.		
Minimum credits necessary to complete the General Education for Certificates		**3-6**

Chapter 6
Programs of Study



Abstract Composition by Dennis Jose

TOCC currently offers the following Programs of Study. Each program is described in detail in the following pages. Students are strongly encouraged to use the appropriate Program Checklist to track their progress through their program of study.

Area	*Program Name*	*Program Code*
Building and Construction Technology*	**Basic Certificate in Carpentry**	**BCRT-CAR**
	Advanced Certificate in Carpentry	**ACRT-CAR**
	Associate of Applied Science in Carpentry	**AAS-CAR**
	Basic Certificate in Electrical	**BCRT-ELE**
	Advanced Certificate in Electrical	**ACRT-ELE**
	Associate of Applied Science in Electrical	**AAS-ELE**
	Certificate in Facilities Maintenance	**CRT-FAC**
	Basic Certificate in Plumbing	**BCRT-PLM**
	Advanced Certificate in Plumbing	**ACRT-PLM**
	Associate of Applied Science in Plumbing	**AAS-PLM**
	Certificate in Construction Painting	**CRT-PNT**
Business	**Arizona General Education Curriculum-Business**	**AGEC-B**
	Associate of Applied Science in Business, Management	**AAS-BUS MAN**
	Associate of Business in Business Administration	**ABUS-BUSA**
	Certificate in Office and Administrative Professions	**CRT-OAP**
	Associate of Applied Science in Office and Administrative Professions	**AAS-OAP**
Education*	**Certificate in Child Development Associate Preparation**	**CRT-CDAP**
	Associate of Applied Science in Early Childhood Education	**AAS-ECE**
	Associate of Arts in Early Childhood Education	**AA-ECE**
Liberal Arts	**Arizona General Education Curriculum-Arts**	**AGEC-A**
	Arizona General Education Curriculum-Arts, Tohono O'odham Studies	**AGEC-A TOSP**
	Associate of Arts in Liberal Arts	**AA**
Sciences	**Arizona General Education Curriculum-Science**	**AGEC-S**
	Associate of Applied Science in Tohono O'odham Agriculture and Natural Resources	**AAS-TOANR**
	Associate of Science, Life Science	**AS LS**
	Associate of Science, Tohono O'odham Agriculture and Natural Resources	**AS TOANR**
Social Services	**Certificate in Substance Abuse**	**CRT-SAB**
	Certificate in Social Services	**CRT-SSE**
	Associate of Applied Science in Social Services	**AAS-SSE**
	Associate of Arts in Social Services	**AA-SSE**

** Pending approval by the Higher Learning Commission.*

Building and Construction Technologies*

This area includes the following degree programs:

Basic Certificate in Carpentry	**BCRT-CAR**
Advanced Certificate in Carpentry	**ACRT-CAR**
Associate of Applied Science in Carpentry	**AAS-CAR**
Basic Certificate in Electrical	**BCRT-ELE**
Advanced Certificate in Electrical	**ACRT-ELE**
Associate of Applied Science in Electrical	**AAS-ELE**
Certificate in Facilities Maintenance	**CRT-FAC**
Basic Certificate in Plumbing	**BCRT-PLM**
Advanced Certificate in Plumbing	**ACRT-PLM**
Associate of Applied Science in Plumbing	**AAS-PLM**
Certificate in Construction Painting	**CRT-PNT**

The Building and Construction Technologies department provides Related Technical Instruction in the following fields of building and construction technology: carpentry, facilities maintenance, electrical, plumbing, construction painting and others as they develop. This coursework is designed to support students' On the Job Learning as part of an apprenticeship in one of these fields. While completing one or more certificates or a degree, a student will work toward attaining Journeyperson status in the trade through Tohono O'odham Community College Development LLC's Apprenticeship Program. Journeyperson status is nationally recognized through the U.S. Department of Labor.

The department offers multiple pathways for students to follow. Students may pursue work in a trade directly after completing one of the certificates and attaining the required journeyworker status. They may also complete an Associate of Applied Science (AAS) in order to prepare for a higher degree in construction management. These choices allow students flexibility in future education and work opportunities.

Enrollment in all BCT degree programs requires enrollment and good standing in the Apprenticeship Program sponsored by TOCC Development LLC.

The following degrees are available:

- A Basic Certificate provides knowledge and skills for entry-level helper positions in one of the trades. This certificate recognizes a student's completion of the first two levels of Related Technical Instruction, and a specified number of hours of On the Job Learning.

* *Pending approval by the Higher Learning Commission.*

- An Advanced Certificate provides knowledge and skills for intermediate-level positions in selected trades. This certificate recognizes a student's completion of additional levels of Related Technical Instruction, and the completion of additional hours of On the Job Learning.
- An Associate of Applied Science Degree recognizes a student's completion of all levels of Related Technical Instruction, their hours of On the Job Learning, and all general education requirements as established by TOCC.

None of the programs of study in BCT transfer to four-year colleges, but a number of the required courses may count towards the Arizona General Education Curriculum or an associate degree for transfer. Once completed, these courses can transfer to a four-year college.

The degree and apprenticeship programs in Building and Construction Technologies include these components:

- Related Technical Instruction – Students learn both theory and application of knowledge to trades. This instruction also meets the minimum hours required by the Standards of Apprenticeship.
- On the Job Learning (O.J.L.) – Apprentices work side by side on a job site with a journeyworker who shares their expertise and knowledge. The apprentice is paid a percentage of journeyworker wages.
- Human Development – Through coursework and experience, students develop the qualities of self-esteem, self-respect, and self-confidence.

This combination of components is designed to involve students with hands-on experience and learning throughout their program. All of the degree programs require high levels of motivation, self esteem, dedication to learning, ability to follow instructions, and excellent study habits.

** Pending approval by the Higher Learning Commission.*

Carpentry (BCRT-CAR, ACRT-CAR, AAS-CAR)*

The carpentry apprenticeship requires 8,000 hours of On the Job Learning (approximately 4 years of full-time work) and at least 144 hours per year of Related Technical Instruction. 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 Finish
- Site Layout
- Inside Finish
- Acoustics & Drywall

Basic Certificate in Carpentry

This degree 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 and is designed to parallel the student's first 4000 hours (approximately 2 years) of On the Job Learning.

Students who complete the Basic Certificate can progress to the Advanced Certificate and then to the Associate of Applied Science degree.

Advanced Certificate in Carpentry

This degree provides advanced skill levels found in the entry-level technician/journeyworker 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 and is designed to parallel the student's second 4000 hours (approximately 2 more years) of On the Job Learning.

Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree.

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.

** Pending approval by the Higher Learning Commission.*

Basic Certificate in Carpentry (BCRT-CAR)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I C G
THO 101	Elementary Tohono O'odham I	4	G

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

Basic Carpentry Concentration *Take these courses.* **16**

BCT 141	Introduction to the Carpentry Profession	4
BCT 142	Carpentry I	4
BCT 143	Carpentry II	4
BCT 144	Carpentry III	4

Basic Concentration Electives *Take up to 3 additional credits in approved BCT courses.* **0-3**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

Advanced Certificate in Carpentry (ACRT-CAR)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I C G
THO 101	Elementary Tohono O'odham I	4	G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication *Take one course.* **3**

OAP 151	Business English	3
OAP 251	Business Communications	3

Computer Literacy *Take one course.* **3**

CIS 100	Introduction to Computers	3

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

Basic Carpentry Concentration *Take these courses.* **16**

BCT 141	Introduction to the Carpentry Profession	4
BCT 142	Carpentry I	4
BCT 143	Carpentry II	4
BCT 144	Carpentry III	4

Basic Concentration Electives *Take up to 3 additional credits in approved BCT courses.* **0-3**

ACRT-CAR continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

ACRT-CAR continued

Advanced Carpentry Concentration — *Take these courses.* **16**

BCT 241	Carpentry IV	4
BCT 242	Carpentry V	4

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

Associate of Applied Science in Carpentry (AAS-CAR)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I C G
THO 101	Elementary Tohono O'odham I	4	G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take these courses.* **6**

OAP 151	Business English	3
OAP 251	Business Communications	3

Analysis and Critical Thinking — *Take one course, MAT 122 or higher.* **3**

MAT 122	Intermediate Algebra	3

Humanities and Social And Behavioral Sciences — *HIS 122 completes this requirement.* **0**

Computer and Information Literacy — *Take one course.* **3**

CIS 100	Introduction to Computers	3

Cultural Diversity & Global Awareness — *THO 101 completes this requirement.* **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core — *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

AAS-CAR continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

AAS-CAR continued

Basic Carpentry Concentration	*Take these courses.*	**16**

BCT 141	Introduction to the Carpentry Profession	4
BCT 142	Carpentry I	4
BCT 143	Carpentry II	4
BCT 144	Carpentry III	4

Basic Concentration Electives	*Take up to 3 additional credits in approved BCT courses.*	**0-3**
Advanced Carpentry Concentration	*Take these courses.*	**16**

BCT 241	Carpentry IV	4
BCT 242	Carpentry V	4
BCT 243	Carpentry VI	4
BCT 244	Carpentry VII	4

Advanced Concentration Electives	*Take up to 3 additional credits in approved BCT courses.*	**0-3**
AAS-CAR	Minimum credits necessary to complete this program of study:	60

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

Electrical (BCRT-ELE, ACRT-ELE, AAS-ELE)*

The electrical apprenticeship requires 8,000 hours of On the Job Learning (approximately 4 years of full-time work) and at least 144 hours per year of Related Technical Instruction. 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:

- Introduction to Electricity
- Identifying Tools and Materials
- Romex and Cable Rough In
- DC and AC Circuits
- Low Voltage Wiring such as Doorbells, Intercoms and Thermostats
- Underground, Intermediate and Finish Wiring

Basic Certificate in Electrical

This degree 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 and is designed to parallel the student's first 4000 hours (approximately 2 years) of On the Job Learning.

Students who complete the Basic Certificate can progress to the Advanced Certificate and then to the Associate of Applied Science degree.

Advanced Certificate in Electrical

This degree provides advanced skill levels found in the entry-level technician/journeyworker 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 and is designed to parallel the student's second 4000 hours (approximately 2 more years) of On the Job Learning.

Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree.

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.

* *Pending approval by the Higher Learning Commission.*

Basic Certificate in Electrical (BCRT-ELE)*

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core — *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

Basic Electrical Concentration — *Take these courses.* **16**

BCT 171	Introduction to the Electrical Profession	4
BCT 172	Electrical I	4
BCT 173	Electrical II	4
BCT 174	Electrical III	4

Basic Concentration Electives — *Take up to 3 additional credits in approved BCT courses.* **0-3**

Advanced Electrical Concentration — *Take these courses.* **16**

BCT 271	Electrical IV	4
BCT 272	Electrical V	4
BCT 273	Electrical VI	4
BCT 274	Electrical VII	4

BCRT-ELE Minimum credits necessary to complete this program of study: **29**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

Advanced Certificate in Electrical (ACRT-ELE)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take one course.* **3**

OAP 151	Business English	3
OAP 251	Business Communications	3

Computer Literacy — *Take one course.* **3**

CIS 100	Introduction to Computers	3

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core — *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

Basic Electrical Concentration — *Take these courses.* **16**

BCT 171	Introduction to the Electrical Profession	4
BCT 172	Electrical I	4
BCT 173	Electrical II	4
BCT 174	Electrical III	4

Basic Concentration Electives — *Take up to 3 additional credits in approved BCT courses.* **0-3**

ACRT-ELE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

ACRT-ELE continued

Advanced Electrical Concentration	*Take these courses.*	**16**

BCT 271	Electrical IV	4
BCT 272	Electrical V	4
BCT 273	Electrical VI	4
BCT 274	Electrical VII	4

Advanced Concentration Electives	*Take up to 3 additional credits in approved BCT courses.*	**0-3**

ACRT-ELE	Minimum credits necessary to complete this program of study:	51

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

Associate of Applied Science in Electrical (AAS-ELE)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take these courses.* **6**

OAP 151	Business English	3
OAP 251	Business Communications	3

Analysis and Critical Thinking — *Take one course, MAT 122 or higher.* **3**

MAT 122	Intermediate Algebra	3

Humanities and Social And Behavioral Sciences — *HIS 122 completes this requirement.* **0**

Computer and Information Literacy — *Take one course.* **3**

CIS 100	Introduction to Computers	3

Cultural Diversity & Global Awareness — *THO 101 completes this requirement.* **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core — *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

AAS-ELE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

AAS-ELE continued

Basic Electrical Concentration	*Take these courses.*	**16**

BCT 171	Introduction to the Electrical Profession	4
BCT 172	Electrical I	4
BCT 173	Electrical II	4
BCT 174	Electrical III	4

Basic Concentration Electives	*Take up to 3 additional credits in approved BCT courses.*	**0-3**
Advanced Electrical Concentration	*Take these courses.*	**16**

BCT 271	Electrical IV	4
BCT 272	Electrical V	4
BCT 273	Electrical VI	4
BCT 274	Electrical VII	4

Electives	*Take up to 6 additional credits in approved BCT courses.*	**0-6**
Advanced Concentration Electives	*Take up to 3 additional credits in approved BCT courses.*	**0-3**
AAS-ELE	Minimum credits necessary to complete this program of study:	60

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

Facilities Maintenance (CRT-FAC)*

The facilities maintenance apprenticeship requires 4,000 hours of On the Job Learning (approximately 2 years of full-time work) and at least 144 hours per year of Related Technical Instruction. Students learn and apply knowledge in maintenance and repairs.

The core topics of the facilities maintenance program include introduction to the facilities maintenance profession, care and use of tools and machinery, job safety, science and mathematics related to the trades, and basic blueprint reading. In addition, other topics include:

- Orientation to Carpentry, Plumbing, Electrical, and Painting Trades
- Plumbing Drains and Sewer Lines
- Heating and Cooling Systems
- Windows, Doors, and Exterior Maintenance

Certificate in Facilities Maintenance

This degree provides basic skills and foundations that permit an applicant to enter the work force in facilities maintenance. The coursework is based on specific curriculum from Level 1 of the National Center for Construction Education and Research (NCCER) curriculum in carpentry, plumbing, electrical, and construction painting trades and is designed to parallel the student's first 4000 hours (approximately 2 years) of On the Job Learning.

** Pending approval by the Higher Learning Commission.*

Certificate in Facilities Maintenance (CRT-FAC)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core — *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

Facilities Maintenance Concentration — *Take these courses.* **16**

BCT 141	Introduction to the Carpentry Profession	4
BCT 161	Introduction to the Const Painting Profession	4
BCT 171	Introduction to the Electrical Profession	4
BCT 180	Introduction to the Plumbing Profession	4

Basic Concentration Electives — *Take up to 3 additional credits in approved BCT courses.* **0-3**

CRT-FAC — Minimum credits necessary to complete this program of study: **29**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

Plumbing (BCRT-PLM, ACRT-PLM, AAS-PLM)*

The plumbing apprenticeship requires 8,000 hours of On the Job Learning (approximately 4 years of full-time work) and at least 144 hours per year of Related Technical Instruction. 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. In addition, other topics include:

- Drain Systems
- Waste and Vent Systems
- Domestic Water Supply
- Gas Installations--LPG and Natural
- Plumbing Fixtures

Basic Certificate in Plumbing

This degree 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 and is designed to parallel the student's first 4000 hours (approximately 2 years) of On the Job Learning.

Students who complete the Basic Certificate can progress to the Advanced Certificate and then to the Associate of Applied Science degree.

Advanced Certificate in Plumbing

This degree provides advanced skill levels found in the entry-level technician/journeyworker 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 and is designed to parallel the student's second 4000 hours (approximately 2 more years) of On the Job Learning.

Students who complete the Advanced Certificate can progress to the Associate of Applied Science degree.

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.

* *Pending approval by the Higher Learning Commission.*

Basic Certificate in Plumbing (BCRT-PLM)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I C G
THO 101	Elementary Tohono O'odham I	4	G

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core — *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

Basic Plumbing Concentration — *Take these courses.* **16**

BCT 180	Introduction to the Plumbing Profession	4
BCT 181	Plumbing I	4
BCT 182	Plumbing II	4
BCT 183	Plumbing III	4

Basic Concentration Electives — *Take up to 3 additional credits in approved BCT courses.* **0-3**

BCRT-PLM — Minimum credits necessary to complete this program of study: **29**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

Advanced Certificate in Plumbing (ACRT-PLM)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I C G
THO 101	Elementary Tohono O'odham I	4	G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take one course.* **3**

OAP 151	Business English	3
OAP 251	Business Communications	3

Computer Literacy — *Take one course.* **3**

CIS 100	Introduction to Computers	3

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core — *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

Basic Plumbing Concentration — *Take these courses.* **16**

BCT 180	Introduction to the Plumbing Profession	4
BCT 181	Plumbing I	4
BCT 182	Plumbing II	4
BCT 183	Plumbing III	4

Advanced Plumbing Concentration — *Take these courses.* **16**

BCT 236	Plumbing IV	4
BCT 237	Plumbing V	4
BCT 238	Plumbing VI	4
BCT 239	Plumbing VII	4

ACRT-PLM continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

ACRT-PLM continued

Advanced Concentration Electives	*Take up to 3 additional credits in approved BCT courses.*	**0-3**
ACRT-PLM	Minimum credits necessary to complete this program of study:	51

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

Associate of Applied Science in Plumbing (AAS-PLM)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I C G
THO 101	Elementary Tohono O'odham I	4	G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take these courses.* **6**

OAP 151	Business English	3
OAP 251	Business Communications	3

Analysis and Critical Thinking — *Take one course, MAT 122 or higher.* **3**

MAT 122	Intermediate Algebra	3

Humanities and Social And Behavioral Sciences — *HIS 122 completes this requirement.* **0**

Computer and Information Literacy — *Take one course.* **3**

CIS 100	Introduction to Computers	3

Cultural Diversity & Global Awareness — *THO 101 completes this requirement.* **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core — *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

AAS-PLM continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

AAS-PLM continued

Basic Plumbing Concentration	*Take these courses.*	**16**

BCT 180	Introduction to the Plumbing Profession	4
BCT 181	Plumbing I	4
BCT 182	Plumbing II	4
BCT 183	Plumbing III	4

Advanced Plumbing Concentration	*Take these courses.*	**16**

BCT 236	Plumbing IV	4
BCT 237	Plumbing V	4
BCT 238	Plumbing VI	4
BCT 239	Plumbing VII	4

Electives	*Take up to 6 additional credits in approved BCT courses.*	**0-6**
Advanced Concentration Electives	*Take up to 3 additional credits in approved BCT courses.*	**0-3**
AAS-PLM	Minimum credits necessary to complete this program of study:	60

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

Construction Painting (CRT-PNT)*

The construction painting apprenticeship requires 6,000 hours of On the Job Learning (approximately 3 years of full-time work) and at least 144 hours per year of Related Technical Instruction. Students learn and apply knowledge in various phases of painting work:

- Interior and Exterior Wall Preparation
- Interior and Exterior Finish Applications
- 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. In addition, other topics include:

- Water-based Paints
- Oil-based Paints
- Cleaners and Finishes
- Brush Applications
- Spray Applications
- Roller Applications
- Texture Coating
- Acoustics and Drywall

Certificate in Construction Painting

This degree provides advanced skill levels found in the entry-level technician/journeyworker levels of the painting trade. Applicants with this level of skill can expect to enter the work force at an intermediate pay scale with rapid advancement, based on demonstrated skills required in painting. This level of employment requires good basic reading, writing, math and painting skills. 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 1, 2, and 3 of the NCCER curriculum in painting and is designed to parallel the student's 6000 hours (approximately 3 years) of On the Job Learning.

* *Pending approval by the Higher Learning Commission.*

Certificate in Construction Painting (CRT-PNT)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

Building and Construction Technologies Core *Take these courses.* **6**

BCT 100	Professionalism in Service for Bldg & Const	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

Construction Painting Concentration *Take these courses.* **24**

BCT 161	Introduction to the Const Painting Profession	4
BCT 162	Construction Painting I	4
BCT 163	Construction Painting II	4
BCT 164	Construction Painting III	4
BCT 261	Construction Painting IV	4
BCT 262	Construction Painting V	4

Basic Concentration Electives *Take up to 3 additional credits in approved BCT courses.* **0-3**

CRT-PNT Minimum credits necessary to complete this program of study: **37**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

Business

This area includes the following degree programs:

Arizona General Education Curriculum-Business	**AGEC-B**
Associate of Applied Science in Business, Management	**AAS-BUS MAN**
Associate of Business in Business Administration	**ABUS-BUSA**
Certificate in Office and Administrative Professions	**CRT-OAP**
Associate of Applied Science in Office and Administrative Professions	**AAS-OAP**

Students may pursue work in their chosen field directly after completing a Certificate or an Associate of Applied Science. They may also prepare for transfer to another instutition by completing an Arizona General Education Curriculum-Business or an Associate of Business. These choices allow students flexibility in future education and work opportunities.

Arizona General Education Curriculum-Business (AGEC-B)

Program Description

The Arizona General Education Curriculum-Business (AGEC-B) is a lower-division general education curriculum for transfer regulated throughout the state. Completion of this program of study will facilitate admission to any of the three Arizona public universities (University of Arizona, Arizona State University, or Northern Arizona University).

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the AGEC-B, you must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AGEC-B program of study should meet with their academic advisor at least once every semester. In addition, if you are seeking to enter a specific undergraduate department or major after completing the AGEC-B, you should contact your university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AGEC-B, each course must be transferable to each of the three Arizona universities. The following checklist identifies courses currently offered at TOCC that are transferable and applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Arizona General Education Curriculum-Business (AGEC-B)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition — *Take these courses.* **6**

WRT 101	Writing I	3			
WRT 102	Writing II	3			

Mathematics for AGEC-B — *Take one course, MAT 212 or higher.* **3**

MAT 212	Topics in Calculus	3			
MAT 220	Calculus I	5			
MAT 231	Calculus II	4			
MAT 241	Calculus III	4			

Arts and Humanities — *Take one course from each subcategory and from different prefixes.* **6**

Arts *Take at least one course from this subcategory.*	**ART 100**	Basic Design	3			
	ART 105	Art Appreciation	3			G
	ART 110	Drawing	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
Humanities *Take at least one course from this subcategory.*	**HIS 101**	Introduction to Western Civilization I	3	I	C	G
	HIS 102	Introduction to Western Civilization II	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HIS 142	History of the United States II	3		C	G
	HIS 274	The Holocaust	3			G
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
	PHI 101	Introduction to Philosophy	3	I	C	G
	PHI 123	History and Philosophy of Science	3			G

AGEC-B continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AGEC-B continued

Social and Behavioral Sciences *Take two courses from different prefixes.* **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

Physical and Biological Sciences *Take two courses.* **8**

ANR 111N	Agroecology	4		C	
ANR 130N	Plant Science - Lab Integrated	4		C	
ANR 186	Water Resources	4			
ANR 190	Wildlife Conservation	4			
AST 101N	Solar System	4			G
AST 102N	Stars, Galaxies, Universe	4			G
BIO 100N	Biology Concepts	4	I		
BIO 105N	Environmental Biology	4	I		
BIO 109N	Natural History of the Southwest	4	I		
BIO 127N	Human Nutrition and Biology	4	I		
BIO 154N	Global Change Biology	4	I		
BIO 160N	Intro.Human Anatomy & Physiology I	4			
BIO 181N	General Biology I (Majors)	4	I		
BIO 182N	General Biology II (Majors)	4	I		
BIO 184N	Plant Biology	4			
GEO 101N	Physical Geography: Weather and Climate	4			
GLG 101N	Introductory Geology I: Physical Geology	4			G
PHY 121N	Introductory Physics I	5			

Computer Information Systems *Take one course.* **3**

CIS 100	Introduction to Computers	3			

AGEC-B continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AGEC-B continued

Options *Take two courses. (The Himdag requirements are counted in this category.)* **7**

International and Multicultural Studies *Take HIS 122 to meet the Himdag requirement.*	**HIS 122**	Tohono O'odham History and Culture	3	I	C	G
Second Language Proficiency *Take THO 101 to meet the Himdag requirement.*	**THO 101**	Elementary Tohono O'odham I	4			G

Intensive Writing and Critical Inquiry *Take one course designated I during or after completing WRT 102.* **1 course**

Cultural Awareness *Take one course designated C after meeting the Reading Competency.* **1 course**

Global Awareness *Take one course designated G after meeting the Reading Competency.* **1 course**

AGEC-B Minimum credits necessary to complete this program of study: **39**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Applied Science in Business, Management (AAS-BUS MAN)

Program Description

The Associate of Applied Science in Business, Management provides the skills and knowledge for entry-level work in the field of business. TOCC currently offers the Associate of Applied Science Degree in Business with a management specialty.

The AAS-BUS is not a transfer degree. Students seeking to transfer should complete the AGEC-B or the ABUS. A minimum GPA of 2.5 is required for transfer to a university after the AGEC-B, which students should keep in mind while taking AAS-BUS courses that also satisfy the AGEC-B.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AAS-BUS program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Associate of Applied Science in Business, Management (AAS-BUS MAN)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* — **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take two courses with the same prefix.* — **6**

OAP 151	Business English	3
OAP 251	Business Communications	3
WRT 101	Writing I	3
WRT 102	Writing II	3

Analysis and Critical Thinking — *Take two courses. (At least one credit must be fulfilled with a course from the Math subcategory. The other credits may be fulfilled by a course from either of the other subcategories.)* — **6**

Math
Take one course.

MAT 105	Applied Technical Mathematics	3
MAT 108	Practical Geometry & Trigonometry	2
MAT 122	Intermediate Algebra	3
MAT 142	Topics in College Mathematics	3
MAT 151	College Algebra	4
MAT 172	Finite Mathematics	3
MAT 173	Mathematics for Business I	3
MAT 174	Mathematics for Business II	3
MAT 182	Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Topics in Calculus	3
MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4

AAS-BUS MAN continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-BUS MAN continued

Science ***Take one course from this subcategory or from Critical Thinking.***	**ANR 111N**	Agroecology	4		C	
	ANR 128	Plant Ecology of the Sonoran Region	4		C	
	ANR 130N	Plant Science - Lab Integrated	4		C	
	ANR 221	Soil Science	4			
	AST 101N	Solar System	4			G
	AST 102N	Stars, Galaxies, Universe	4			G
	BIO 100N	Biology Concepts	4	I		
	BIO 105N	Environmental Biology	4	I		
	BIO 109N	Natural History of the Southwest	4	I		
	BIO 127N	Human Nutrition and Biology	4	I		
	BIO 154N	Global Change Biology	4	I		
	BIO 160N	Intro.Human Anatomy & Physiology I	4			
	BIO 181N	General Biology I (Majors)	4	I		
	BIO 182N	General Biology II (Majors)	4	I		
	GEO 101N	Physical Geography: Weather and Climate	4			
	GLG 101N	Introductory Geology I: Physical Geology	4			G
	PHY 121N	Introductory Physics I	5			
Critical Thinking ***Take one course from this subcategory or from Science.***	**REA 112**	Critical Reading	4			

Humanities and Social and Behavioral Sciences

Take two courses. One course must have either the C or G designation and they must be chosen from two different subcategories. **6**

Arts	**ART 100**	Basic Design	3			
	ART 105	Art Appreciation	3			G
	ART 110	Drawing	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
Humanities	**HIS 101**	Introduction to Western Civilization I	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HUM 260	Intercultural Perspectives	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
	PHI 101	Introduction to Philosophy	3	I	C	G

AAS-BUS MAN continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-BUS MAN continued

Social and Behavioral Sciences	**ANR 190**	Wildlife Conservation	4			
	ECN 200	Basic Economic Principles	3			
	ECN 201	Microeconomic Principles	3			
	ECN 202	Macroeconomic Principles	3			
	GEO 103	Cultural Geography	3			G
	GEO 267	Introduction to GIS	3			
	HIS 101	Introduction to Western Civilization I	3	I	C	G
	HIS 102	Introduction to Western Civilization II	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HIS 142	History of the United States II	3		C	G
	HIS 274	The Holocaust	3			G
	LIT 274	Native American Literature	3	I	C	
	PHI 101	Introduction to Philosophy	3	I	C	G
	POS 210	National and State Constitutions	3			
	POS 226	Tohono O'odham Nation Government	3			
	POS 240	Understanding Terrorism	3			G
	PSY 101	Introduction to Psychology	4			
	PSY 132	Psychology and Culture	3			G
	SOC 127	Marriage and the Family	3			
	SSE 110	Introduction to Social Welfare	3			
	SSE 140	Domestic Violence: Causes and Cure	3			
	TOC 226	Tohono O'odham Nation Government	3			

Computer and Information Literacy

Take one course. **3**

CIS 100	Introduction to Computers	3

Cultural Diversity & Global Awareness

Take one course designated either C or G. **1 course**

AAS-BUS MAN continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-BUS MAN continued

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AAS-BUS Core — *Take these courses.* **39**

ACC 101	Financial Accounting	3
ACC 102	Managerial Accounting	3
BUS 100	Introduction to Business	3
BUS 151	Mathematics of Business	3
BUS 200	Business Law	3
BUS 220	Legal Environment of Business	3
MGT 110	Human Relations in Business and Industry	3
MGT 122	Supervision	3
MGT 124	Small Business Management	3
MGT 270	Computer Applications for Managers	3
MGT 276	Human Resources	3
MGT 278	Labor/Management Relations	3
MGT 280	Business Organization and Management	3
MKT 111	Marketing	3

Economics
Take one course.

ECN 200	*Basic Economic Principles*	*3*
ECN 201	*Microeconomic Principles*	*3*

AAS-BUS Electives — *Take additional courses, if necessary, from ACC, BUS, CIS, CSA, ECN, FIN, HIS, MAT, MGT, MKT, OAP, POS to complete minimum credits required.* **varies**

AAS-BUS MAN Minimum credits necessary to complete this program of study: **60**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Business in Business Administration (ABUS-BUSA)

Program Description

The Associate of Business in Business Administration (ABUS-BUSA) is a transfer degree for business majors. If completed according to transfer guide recommendations for a specific business program, the Associate of Business degree can help a student attain admission as a junior at Arizona's public universities (University of Arizona, Arizona State University, or Northern Arizona University).

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the ABUS-BUSA, you must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an ABUS-BUSA program of study should meet with their academic advisor at least once every semester. In addition, if you are seeking to enter a specific undergraduate department or major after completing the ABUS-BUSA, you should contact your university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the ABUS-BUSA, each course must be transferable to each of the three Arizona universities. The following checklist identifies courses currently offered at TOCC that are transferable and applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Business in Business Administration (ABUS-BUSA)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition *Take these courses.* **6**

WRT 101	Writing I	3		
WRT 102	Writing II	3		

Mathematics for AGEC-B *Take one course, MAT 212 or higher.* **3**

MAT 212	Topics in Calculus	3		
MAT 220	Calculus I	5		
MAT 231	Calculus II	4		
MAT 241	Calculus III	4		

Arts and Humanities *Take one course from each subcategory and from different prefixes.* **6**

Arts
Take at least one course from this subcategory.

ART 100	Basic Design	3			
ART 105	Art Appreciation	3			G
ART 110	Drawing	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G

Humanities
Take at least one course from this subcategory.

HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 274	The Holocaust	3			G
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G

ABUS-BUSA continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

ABUS-BUSA continued

Social and Behavioral Sciences *Take two courses from different prefixes.* **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

Physical and Biological Sciences *Take two courses.* **8**

ANR 111N	Agroecology	4		C	
ANR 130N	Plant Science - Lab Integrated	4		C	
ANR 186	Water Resources	4			
ANR 190	Wildlife Conservation	4			
AST 101N	Solar System	4			G
AST 102N	Stars, Galaxies, Universe	4			G
BIO 100N	Biology Concepts	4	I		
BIO 105N	Environmental Biology	4	I		
BIO 109N	Natural History of the Southwest	4	I		
BIO 127N	Human Nutrition and Biology	4	I		
BIO 154N	Global Change Biology	4	I		
BIO 160N	Intro.Human Anatomy & Physiology I	4			
BIO 181N	General Biology I (Majors)	4	I		
BIO 182N	General Biology II (Majors)	4	I		
BIO 184N	Plant Biology	4			
GEO 101N	Physical Geography: Weather and Climate	4			
GLG 101N	Introductory Geology I: Physical Geology	4			G
PHY 121N	Introductory Physics I	5			

Computer Information Systems *Take one course.* **3**

CIS 100	Introduction to Computers	3			

ABUS-BUSA continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

ABUS-BUSA continued

Options	*Take two courses. (The Himdag requirements are counted in this category.)*			**7**
International and Multicultural Studies ***Take HIS 122 to meet the Himdag requirement.***	**HIS 122**	Tohono O'odham History and Culture	3	I C G
Second Language Proficiency ***Take THO 101 to meet the Himdag requirement.***	**THO 101**	Elementary Tohono O'odham I	4	G
Intensive Writing and Critical Inquiry	*Take one course designated I during or after completing WRT 102.*			**1 course**
Cultural Awareness	*Take one course designated C after meeting the Reading Competency.*			**1 course**
Global Awareness	*Take one course designated G after meeting the Reading Competency.*			**1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

ABUS Core	*Take these courses.*			**22**
	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	
	ECN 201	*Microeconomic Principles*	*3*	
	ECN 202	*Macroeconomic Principles*	*3*	
	MAT 151	College Algebra	4	
	MAT 172	Finite Mathematics	3	
ABUS Electives	*Take additional transferable courses, if necessary, from ACC, BUS, CIS, FIN, MGT, MKT to meet minimum credits required.*			**varies**
ABUS-BUSA	Minimum credits necessary to complete this program of study:			61

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Certificate in Office and Administrative Professions (CRT-OAP)

Program Description

The Certificate in Office and Administrative Professions provides skills needed to perform a variety of tasks within an office operation. Students pursuing a Certificate in Office and Administrative Professions (CRT-OAP) may want to meet with potential employers for advice on skills preferred in specific local offices and agencies.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an CRT-OAP program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Certificate in Office and Administrative Professions (CRT-OAP)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I C G
THO 101	Elementary Tohono O'odham I	4	G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take this course.* **3**

OAP 151	Business English	3

Computer and Information Literacy — *Take this course.* **3**

CIS 100	Introduction to Computers	3

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

CRT-OAP Core — *Take these courses.* **21**

CIS 121	Web Publishing	3
CSA 120	Word Procsing: Word	3
CSA 152	Internet Browser: Microsoft Explorer	2
CSA 182	Microsoft Windows	3
OAP 123	Professional Development for Administrative Support	3
OAP 171	Office Procedures	4

Keyboarding — ***Take one course.***

OAP 111	Computer Keyboarding and Document Production	3
OAP 114	Computer Keyboarding: Skillbuilding	3

Records Management — ***Take one course.***

RIM 132	Records Management: Filing Systems	3
RIM 133	Records Management: Development of a Program	3

CRT-OAP Minimum credits necessary to complete this program of study: **31**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

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

Program Description

The Associate of Applied Science in Office and Administrative Professions degree prepares students for direct employment in the office and administrative professions. Specifically, the degree provides training in Microsoft Office programs and other skills necessary for entry-level administrative support staff. Students completing the AAS-OAP may want to meet with potential employers for advice on skills preferred in specific local offices and agencies.

The AAS-OAP is not a transfer degree. Students seeking to transfer should complete one of the AGEC programs of study or the ABUS degree. A minimum GPA of 2.5 is required for transfer to a university after the AGEC, which students should keep in mind while taking AAS-OAP courses that also satisfy the AGEC.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AAS-OAP program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

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

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag

Take these courses. **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication

Take two courses with the same prefix. **6**

OAP 151	Business English	3
OAP 251	Business Communications	3
WRT 101	Writing I	3
WRT 102	Writing II	3

Analysis and Critical Thinking

Take two courses. (At least one credit must be fulfilled with a course from the Math subcategory. The other credits may be fulfilled by a course from either of the other subcategories.) **6**

Math

Take one course.

MAT 105	Applied Technical Mathematics	3
MAT 108	Practical Geometry & Trigonometry	2
MAT 122	Intermediate Algebra	3
MAT 142	Topics in College Mathematics	3
MAT 151	College Algebra	4
MAT 172	Finite Mathematics	3
MAT 173	Mathematics for Business I	3
MAT 174	Mathematics for Business II	3
MAT 182	Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Topics in Calculus	3
MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4

AAS-OAP continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-OAP continued

Science

Take one course from this subcategory or from Critical Thinking.

ANR 111N	Agroecology	4		C	
ANR 128	Plant Ecology of the Sonoran Region	4		C	
ANR 130N	Plant Science - Lab Integrated	4		C	
ANR 221	Soil Science	4			
AST 101N	Solar System	4			G
AST 102N	Stars, Galaxies, Universe	4			G
BIO 100N	Biology Concepts	4	I		
BIO 105N	Environmental Biology	4	I		
BIO 109N	Natural History of the Southwest	4	I		
BIO 127N	Human Nutrition and Biology	4	I		
BIO 154N	Global Change Biology	4	I		
BIO 160N	Intro.Human Anatomy & Physiology I	4			
BIO 181N	General Biology I (Majors)	4	I		
BIO 182N	General Biology II (Majors)	4	I		
GEO 101N	Physical Geography: Weather and Climate	4			
GLG 101N	Introductory Geology I: Physical Geology	4			G
PHY 121N	Introductory Physics I	5			

Critical Thinking

Take one course from this subcategory or from Science.

REA 112	Critical Reading	4			

Humanities and Social and Behavioral Sciences

Take two courses. One course must have either the C or G designation and they must be chosen from two different subcategories. **6**

Arts

ART 100	Basic Design	3			
ART 105	Art Appreciation	3			G
ART 110	Drawing	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G

Humanities

HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 122	Tohono O'odham History and Culture	3	I	C	G
HIS 141	History of the United States I	3		C	G
HUM 260	Intercultural Perspectives	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G
PHI 101	Introduction to Philosophy	3	I	C	G

AAS-OAP continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-OAP continued

Social and Behavioral Sciences	**ANR 190**	Wildlife Conservation	4			
	ECN 200	Basic Economic Principles	3			
	ECN 201	Microeconomic Principles	3			
	ECN 202	Macroeconomic Principles	3			
	GEO 103	Cultural Geography	3			G
	GEO 267	Introduction to GIS	3			
	HIS 101	Introduction to Western Civilization I	3	I	C	G
	HIS 102	Introduction to Western Civilization II	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HIS 142	History of the United States II	3		C	G
	HIS 274	The Holocaust	3			G
	LIT 274	Native American Literature	3	I	C	
	PHI 101	Introduction to Philosophy	3	I	C	G
	POS 210	National and State Constitutions	3			
	POS 226	Tohono O'odham Nation Government	3			
	POS 240	Understanding Terrorism	3			G
	PSY 101	Introduction to Psychology	4			
	PSY 132	Psychology and Culture	3			G
	SOC 127	Marriage and the Family	3			
	SSE 110	Introduction to Social Welfare	3			
	SSE 140	Domestic Violence: Causes and Cure	3			
	TOC 226	Tohono O'odham Nation Government	3			

Cultural Diversity & Global Awareness — *Take one course designated either C or G.* — **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AAS-OAP Core — *Take these courses.* — **47**

CIS 121	Web Publishing	3
CSA 107	Microcomputer Software/Hardware Topics	3
CSA 110	Spreadsheets: Microsoft Excel	3
CSA 120	Word Procsing: Word	3
CSA 130	Microsoft PowerPoint	3
CSA 141	Integrated Office Suite	4
CSA 152	Internet Browser: Microsoft Explorer	2
CSA 170	Microsoft Access	3
CSA 182	Microsoft Windows	3
OAP 111	Computer Keyboarding and Document Production	3
OAP 114	Computer Keyboarding: Skillbuilding	3
OAP 123	Professional Development for Administrative Support	3
OAP 171	Office Procedures	4
OAP 199	Co-op Related Class in OAP	1
OAP 199WK	Service Learning Field Experience in OAP	2
RIM 132	Records Management: Filing Systems	3
RIM 133	Records Management: Development of a Program	3

Accounting
Take one course.

ACC 100	Practical Accounting Procedures	3
ACC 101	Financial Accounting	3

AAS-OAP Minimum credits necessary to complete this program of study: **69**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Education*

This area includes the following degree programs:

Certificate in Child Development Associate Preparation	**CRT-CDAP**
Associate of Applied Science in Early Childhood Education	**AAS-ECE**
Associate of Arts in Early Childhood Education	**AA-ECE**

Students may pursue work in their chosen field directly after completing a Certificate and then achieving the national certification as a Child Development Associate or by completing an Associate of Applied Science in Early Childhood Education. They may also prepare for transfer to another instutition by completing an Associate of Arts. These choices allow students flexibility in future education and work opportunities.

** Pending approval by the Higher Learning Commission.*

Certificate in Child Development Associate Preparation (CRT-CDAP)*

Program Description

The Certificate in Child Development Associate Preparation prepares students to complete the national certification process to become a Child Development Associate. Students pursuing a Certificate in Child Development Associate Preparation (CRT-CDAP) can seek employment with preschool children in childcare centers, preschools, Head Start and pre-kindergarten programs.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing a CRT-CDAP program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

** Pending approval by the Higher Learning Commission.*

Certificate in Child Development Associate Preparation (CRT-CDAP)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I C G
THO 101	Elementary Tohono O'odham I	4	G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take one course.* **3**

WRT 100	Writing Fundamentals	3
WRT 101	Writing I	3

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

CRT-CDAP Core — *Take these courses.* **13**

ECE 117	Child Growth and Development	3
ECE 125	Nutrition, Health, and Safety for the Young Child	3
ECE 226	Teaching Techniques and Behavior Management	4
ECE 229	Child Development Associate (CDA) Direct Assessment Preparation	4

CRT-CDAP Minimum credits necessary to complete this program of study: **23**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

Associate of Applied Science in Early Childhood Education (AAS-ECE)*

Program Description

The Associate of Applied Science in Early Childhood Education provides the skills and knowledge for employment with preschool children in childcare centers, preschools, Head Start and pre-kindergarten programs.

The AAS-ECE is not a transfer degree. Students seeking to transfer should complete the AGEC-A program of study or the AA-ECE. A minimum GPA of 2.5 is required for transfer to a university after the AGEC-A, which students should keep in mind while taking AAS-ECE courses that also satisfy the AGEC-A.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AAS-ECE program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

* *Pending approval by the Higher Learning Commission.*

Associate of Applied Science in Early Childhood Education (AAS-ECE)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* — **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take these courses.* — **6**

WRT 101	Writing I	3
WRT 102	Writing II	3

Analysis and Critical Thinking — *Take two courses. (At least one credit must be fulfilled with a course from the Math subcategory. The other credits may be fulfilled by a course from either of the other subcategories.)* — **6**

Math
Take one course.

MAT 105	Applied Technical Mathematics	3
MAT 108	Practical Geometry & Trigonometry	2
MAT 122	Intermediate Algebra	3
MAT 142	Topics in College Mathematics	3
MAT 151	College Algebra	4
MAT 172	Finite Mathematics	3
MAT 173	Mathematics for Business I	3
MAT 174	Mathematics for Business II	3
MAT 182	Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Topics in Calculus	3
MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4

AAS-ECE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

AAS-ECE continued

Science ***Take one course from this subcategory or from Critical Thinking.***	**ANR 111N**	Agroecology	4		C	
	ANR 128	Plant Ecology of the Sonoran Region	4		C	
	ANR 130N	Plant Science - Lab Integrated	4		C	
	ANR 221	Soil Science	4			
	AST 101N	Solar System	4			G
	AST 102N	Stars, Galaxies, Universe	4			G
	BIO 100N	Biology Concepts	4	I		
	BIO 105N	Environmental Biology	4	I		
	BIO 109N	Natural History of the Southwest	4	I		
	BIO 127N	Human Nutrition and Biology	4	I		
	BIO 154N	Global Change Biology	4	I		
	BIO 160N	Intro.Human Anatomy & Physiology I	4			
	BIO 181N	General Biology I (Majors)	4	I		
	BIO 182N	General Biology II (Majors)	4	I		
	GEO 101N	Physical Geography: Weather and Climate	4			
	GLG 101N	Introductory Geology I: Physical Geology	4			G
	PHY 121N	Introductory Physics I	5			
Critical Thinking ***Take one course from this subcategory or from Science.***	**REA 112**	Critical Reading	4			

Humanities and Social and Behavioral Sciences — *Take two courses. One course must have either the C or G designation and they must be chosen from two different subcategories.* **6**

Arts	**ART 100**	Basic Design	3			
	ART 105	Art Appreciation	3			G
	ART 110	Drawing	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
Humanities	**HIS 101**	Introduction to Western Civilization I	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HUM 260	Intercultural Perspectives	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
	PHI 101	Introduction to Philosophy	3	I	C	G

AAS-ECE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

AAS-ECE continued

Social and Behavioral Sciences	**ANR 190**	Wildlife Conservation	4			
	ECN 200	Basic Economic Principles	3			
	ECN 201	Microeconomic Principles	3			
	ECN 202	Macroeconomic Principles	3			
	GEO 103	Cultural Geography	3			G
	GEO 267	Introduction to GIS	3			
	HIS 101	Introduction to Western Civilization I	3	I	C	G
	HIS 102	Introduction to Western Civilization II	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HIS 142	History of the United States II	3		C	G
	HIS 274	The Holocaust	3			G
	LIT 274	Native American Literature	3	I	C	
	PHI 101	Introduction to Philosophy	3	I	C	G
	POS 210	National and State Constitutions	3			
	POS 226	Tohono O'odham Nation Government	3			
	POS 240	Understanding Terrorism	3			G
	PSY 101	Introduction to Psychology	4			
	PSY 132	Psychology and Culture	3			G
	SOC 127	Marriage and the Family	3			
	SSE 110	Introduction to Social Welfare	3			
	SSE 140	Domestic Violence: Causes and Cure	3			
	TOC 226	Tohono O'odham Nation Government	3			

Computer and Information Literacy — *Take one course.* **3**

CIS 100	Introduction to Computers	3

Cultural Diversity & Global Awareness — *Take one course designated either C or G.* **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AAS-ECE Core — *Take these courses.* **17**

ECE 117	Child Growth and Development	3
ECE 125	Nutrition, Health, and Safety for the Young Child	3
ECE 226	Teaching Techniques and Behavior Management	4
ECE 228	Family, Culture and Community	3
ECE 291	Internship for Students with Experience in Early Childhood Ed	4

AAS-ECE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

AAS-ECE continued

AAS-ECE Electives	*Take courses from this list to complete 60 credits.*			**21-24**
	BIO 100N	*Biology Concepts*	*4*	I
	BIO 105N	*Environmental Biology*	*4*	I
	ECE 110	Communication and Language: Early Literacy for Children	3	
	ECE 111	Special Education for Children	3	
	ECE 120	Supervision and Adminstration of Early Childhood Programs	3	
	ECE 124	Math and Science for Children	3	
	EDU 100	Principles of Bilingual Education	3	
	PHI 101	*Introduction to Philosophy*	*3*	I C G
	PSY 101	*Introduction to Psychology*	*4*	
	SOC 127	*Marriage and the Family*	*3*	
	SPE 110	Public Speaking	3	C
	SSE 110	*Introduction to Social Welfare*	*3*	
AAS-ECE	Minimum credits necessary to complete this program of study:			63

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

Associate of Arts in Early Childhood Education (AA-ECE)*

Program Description

The Associate of Arts in Early Childhood Education provides the skills and knowledge that professionals need to teach and work with children ages birth to age eight. Student who complete this program of study can transfer to a 4-year institution to pursue a bachelor's degree in Early Childhood Education or a related field.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AA-ECE program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

** Pending approval by the Higher Learning Commission.*

Associate of Arts in Early Childhood Education (AA-ECE)*

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition *Take these courses.* **6**

WRT 101	Writing I	3		
WRT 102	Writing II	3		

Mathematics for AGEC-A *Take one course, MAT 142 or higher.* **3**

MAT 142	Topics in College Mathematics	3		
MAT 151	College Algebra	4		
MAT 172	Finite Mathematics	3		
MAT 173	Mathematics for Business I	3		
MAT 174	Mathematics for Business II	3		
MAT 182	Trigonometry	3		
MAT 187	Precalculus	5		
MAT 212	Topics in Calculus	3		
MAT 220	Calculus I	5		
MAT 231	Calculus II	4		
MAT 241	Calculus III	4		

Arts and Humanities *Take one course from each subcategory and from different prefixes.* **6**

Arts
Take at least one course from this subcategory.

ART 100	Basic Design	3			
ART 105	Art Appreciation	3			G
ART 110	Drawing	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G

AA-ECE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

AA-ECE continued

Humanities
Take at least one course from this subcategory.

HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 274	The Holocaust	3			G
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G

Social and Behavioral Sciences *Take two courses from different prefixes.* **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

AA-ECE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

** Pending approval by the Higher Learning Commission.*

AA-ECE continued

Physical and Biological Sciences

Take two courses. **8**

ANR 111N	Agroecology	4		C
ANR 130N	Plant Science - Lab Integrated	4		C
ANR 186	Water Resources	4		
ANR 190	Wildlife Conservation	4		
AST 101N	Solar System	4		G
AST 102N	Stars, Galaxies, Universe	4		G
BIO 100N	Biology Concepts	4	I	
BIO 105N	Environmental Biology	4	I	
BIO 109N	Natural History of the Southwest	4	I	
BIO 127N	Human Nutrition and Biology	4	I	
BIO 154N	Global Change Biology	4	I	
BIO 160N	Intro.Human Anatomy & Physiology I	4		
BIO 181N	General Biology I (Majors)	4	I	
BIO 182N	General Biology II (Majors)	4	I	
BIO 184N	Plant Biology	4		
GEO 101N	Physical Geography: Weather and Climate	4		
GLG 101N	Introductory Geology I: Physical Geology	4		G
PHY 121N	Introductory Physics I	5		

Options

Take two courses. (The Himdag requirements are counted in this category.) **7**

International and Multicultural Studies

Take HIS 122 to meet the Himdag requirement.

HIS 122	Tohono O'odham History and Culture	3	I	C	G

Second Language Proficiency

Take THO 101 to meet the Himdag requirement.

THO 101	Elementary Tohono O'odham I	4		G

Intensive Writing and Critical Inquiry

Take one course designated I during or after completing WRT 102. **1 course**

Cultural Awareness

Take one course designated C after meeting the Reading Competency. **1 course**

Global Awareness

Take one course designated G after meeting the Reading Competency. **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AA-ECE Core

Take these courses. **22**

ECE 110	Communication and Language: Early Literacy for Children	3
ECE 117	Child Growth and Development	3
ECE 124	Math and Science for Children	3
ECE 125	Nutrition, Health, and Safety for the Young Child	3
ECE 226	Teaching Techniques and Behavior Management	4
ECE 228	Family, Culture and Community	3
ECE 291	Internship for Students with Experience in Early Childhood Ed	4

AA-ECE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

AA-ECE continued

AA-ECE Electives

Take additional transferable courses to complete 60 transferable credits. **6-8**

BIO 100N	*Biology Concepts*	*4*	I	
BIO 105N	*Environmental Biology*	*4*	I	
CIS 100	Introduction to Computers	3		
ECE 111	Special Education for Children	3		
ECE 120	Supervision and Adminstration of Early Childhood Programs	3		
EDU 100	Principles of Bilingual Education	3		
PSY 101	*Introduction to Psychology*	*4*		
SOC 127	*Marriage and the Family*	*3*		
SPE 110	Public Speaking	3		C
SSE 110	*Introduction to Social Welfare*	*3*		

AA-ECE Minimum credits necessary to complete this program of study: 64

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

* *Pending approval by the Higher Learning Commission.*

Liberal Arts

This area includes the following degree programs:

Arizona General Education Curriculum-Arts	**AGEC-A**
Arizona General Education Curriculum-Arts, Tohono O'odham Studies	**AGEC-A TOSP**
Associate of Arts in Liberal Arts	**AA**

Students may prepare for transfer to another instutition by completing either the Arizona General Education Curriculum-Arts or the Associate of Arts.

Arizona General Education Curriculum-Arts (AGEC-A)

Program Description

The Arizona General Education Curriculum-Arts (AGEC-A) is a lower-division general education curriculum for transfer regulated throughout the state. Completion of this program of study will facilitate admission to any of the three Arizona public universities (University of Arizona, Arizona State University, or Northern Arizona University).

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the AGEC-A, you must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AGEC-A program of study should meet with their academic advisor at least once every semester. In addition, if you are seeking to enter a specific undergraduate department or major after completing the AGEC-A, you should contact your university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AGEC-A, each course must be transferable to each of the three Arizona universities. The following checklist identifies courses currently offered at TOCC that are transferable and applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Arizona General Education Curriculum-Arts (AGEC-A)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition *Take these courses.* **6**

WRT 101	Writing I	3
WRT 102	Writing II	3

Mathematics for AGEC-A *Take one course, MAT 142 or higher.* **3**

MAT 142	Topics in College Mathematics	3
MAT 151	College Algebra	4
MAT 172	Finite Mathematics	3
MAT 173	Mathematics for Business I	3
MAT 174	Mathematics for Business II	3
MAT 182	Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Topics in Calculus	3
MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4

Arts and Humanities *Take one course from each subcategory and from different prefixes.* **6**

Arts
Take at least one course from this subcategory.

ART 100	Basic Design	3			
ART 105	Art Appreciation	3			G
ART 110	Drawing	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G

AGEC-A continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AGEC-A continued

Humanities
Take at least one course from this subcategory.

HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 274	The Holocaust	3			G
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G

Social and Behavioral Sciences *Take two courses from different prefixes.* **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

AGEC-A continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AGEC-A continued

Physical and Biological Sciences	*Take two courses.*					**8**
	ANR 111N	Agroecology	4		C	
	ANR 130N	Plant Science - Lab Integrated	4		C	
	ANR 186	Water Resources	4			
	ANR 190	Wildlife Conservation	4			
	AST 101N	Solar System	4			G
	AST 102N	Stars, Galaxies, Universe	4			G
	BIO 100N	Biology Concepts	4	I		
	BIO 105N	Environmental Biology	4	I		
	BIO 109N	Natural History of the Southwest	4	I		
	BIO 127N	Human Nutrition and Biology	4	I		
	BIO 154N	Global Change Biology	4	I		
	BIO 160N	Intro.Human Anatomy & Physiology I	4			
	BIO 181N	General Biology I (Majors)	4	I		
	BIO 182N	General Biology II (Majors)	4	I		
	BIO 184N	Plant Biology	4			
	GEO 101N	Physical Geography: Weather and Climate	4			
	GLG 101N	Introductory Geology I: Physical Geology	4			G
	PHY 121N	Introductory Physics I	5			
Options	*Take two courses. (The Himdag requirements are counted in this category.)*					**7**
International and Multicultural Studies *Take HIS 122 to meet the Himdag requirement.*	**HIS 122**	Tohono O'odham History and Culture	3	I	C	G
Second Language Proficiency *Take THO 101 to meet the Himdag requirement.*	**THO 101**	Elementary Tohono O'odham I	4			G
Intensive Writing and Critical Inquiry	*Take one course designated I during or after completing WRT 102.*					**1 course**
Cultural Awareness	*Take one course designated C after meeting the Reading Competency.*					**1 course**
Global Awareness	*Take one course designated G after meeting the Reading Competency.*					**1 course**
AGEC-A	Minimum credits necessary to complete this program of study:					36

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Arizona General Education Curriculum-Arts (AGEC-A TOSP)

Program Description

The Arizona General Education Curriculum-Arts (AGEC-A) is a lower-division general education curriculum for transfer regulated throughout the state. The Tohono O'odham Studies AGEC-A (AGEC-A TOSP) certificate for transfer enables students and the broader community to learn about the Tohono O'odham Himdag. Completion of this program of study will facilitate admission to any of the three Arizona public universities (University of Arizona, Arizona State University, or Northern Arizona University).

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the AGEC-A, you must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AGEC-A program of study should meet with their academic advisor at least once every semester. In addition, if you are seeking to enter a specific undergraduate department or major after completing the AGEC-A, you should contact your university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AGEC-A, each course must be transferable to each of the three Arizona universities. The following checklist identifies courses currently offered at TOCC that are transferable and applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Arizona General Education Curriculum-Arts, Tohono O'odham Studies (AGEC-A TOSP)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition *Take these courses.* **6**

WRT 101	Writing I	3		
WRT 102	Writing II	3		

Mathematics for AGEC-A *Take one course, MAT 142 or higher.* **3**

MAT 142	Topics in College Mathematics	3		
MAT 151	College Algebra	4		
MAT 172	Finite Mathematics	3		
MAT 173	Mathematics for Business I	3		
MAT 174	Mathematics for Business II	3		
MAT 182	Trigonometry	3		
MAT 187	Precalculus	5		
MAT 212	Topics in Calculus	3		
MAT 220	Calculus I	5		
MAT 231	Calculus II	4		
MAT 241	Calculus III	4		

Arts and Humanities *Take one course from each subcategory and from different prefixes.* **6**

Arts
Take at least one course from this subcategory.

ART 100	Basic Design	3			
ART 105	Art Appreciation	3			G
ART 110	Drawing	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G

AGEC-A TOSP continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AGEC-A TOSP continued

Humanities
Take at least one course from this subcategory.

HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 274	The Holocaust	3			G
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G

Social and Behavioral Sciences *Take two courses from different prefixes.* **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

AGEC-A TOSP continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AGEC-A TOSP continued

Physical and Biological Sciences	*Take two courses.*					**8**
	ANR 111N	Agroecology	4		C	
	ANR 130N	Plant Science - Lab Integrated	4		C	
	ANR 186	Water Resources	4			
	ANR 190	Wildlife Conservation	4			
	AST 101N	Solar System	4			G
	AST 102N	Stars, Galaxies, Universe	4			G
	BIO 100N	Biology Concepts	4	I		
	BIO 105N	Environmental Biology	4	I		
	BIO 109N	Natural History of the Southwest	4	I		
	BIO 127N	Human Nutrition and Biology	4	I		
	BIO 154N	Global Change Biology	4	I		
	BIO 160N	Intro.Human Anatomy & Physiology I	4			
	BIO 181N	General Biology I (Majors)	4	I		
	BIO 182N	General Biology II (Majors)	4	I		
	BIO 184N	Plant Biology	4			
	GEO 101N	Physical Geography: Weather and Climate	4			
	GLG 101N	Introductory Geology I: Physical Geology	4			G
	PHY 121N	Introductory Physics I	5			
Options	*Take two courses. (The Himdag requirements are counted in this category.)*					**7**
International and Multicultural Studies *Take HIS 122 to meet the Himdag requirement.*	**HIS 122**	Tohono O'odham History and Culture	3	I	C	G
Second Language Proficiency *Take THO 101 to meet the Himdag requirement.*	**THO 101**	Elementary Tohono O'odham I	4			G
Intensive Writing and Critical Inquiry	*Take one course designated I during or after completing WRT 102.*					**1 course**
Cultural Awareness	*Take one course designated C after meeting the Reading Competency.*					**1 course**
Global Awareness	*Take one course designated G after meeting the Reading Competency.*					**1 course**
AGEC-A TOSP	Minimum credits necessary to complete this program of study:					36

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Arts in Liberal Arts (AA)

Program Description

The Associate of Arts is a transfer degree for liberal arts, humanities, and most social science majors. If completed according to transfer guide recommendations for a specific bachelor's program, the Associate of Arts in Liberal Arts (AA) degree can help a student attain admission as a junior at one of Arizona's public universities (University of Arizona, Arizona State University, or Northern Arizona University).

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the AA, you must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AA program of study should meet with their academic advisor at least once every semester. In addition, if you are seeking to enter a specific undergraduate department or major after completing the AA, you should contact your university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AA, each course must be transferable to each of the three Arizona universities. The following checklist identifies courses currently offered at TOCC that are transferable and applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Associate of Arts in Liberal Arts (AA)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition *Take these courses.* **6**

WRT 101	Writing I	3
WRT 102	Writing II	3

Mathematics for AGEC-A *Take one course, MAT 142 or higher.* **3**

MAT 142	Topics in College Mathematics	3
MAT 151	College Algebra	4
MAT 172	Finite Mathematics	3
MAT 173	Mathematics for Business I	3
MAT 174	Mathematics for Business II	3
MAT 182	Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Topics in Calculus	3
MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4

Arts and Humanities *Take one course from each subcategory and from different prefixes.* **6**

Arts
Take at least one course from this subcategory.

ART 100	Basic Design	3			
ART 105	Art Appreciation	3			G
ART 110	Drawing	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G

AA continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AA continued

Humanities
Take at least one course from this subcategory.

HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 274	The Holocaust	3			G
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G

Social and Behavioral Sciences *Take two courses from different prefixes.* **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

AA continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AA continued

Physical and Biological Sciences *Take two courses.* **8**

ANR 111N	Agroecology	4		C	
ANR 130N	Plant Science - Lab Integrated	4		C	
ANR 186	Water Resources	4			
ANR 190	Wildlife Conservation	4			
AST 101N	Solar System	4			G
AST 102N	Stars, Galaxies, Universe	4			G
BIO 100N	Biology Concepts	4	I		
BIO 105N	Environmental Biology	4	I		
BIO 109N	Natural History of the Southwest	4	I		
BIO 127N	Human Nutrition and Biology	4	I		
BIO 154N	Global Change Biology	4	I		
BIO 160N	Intro.Human Anatomy & Physiology I	4			
BIO 181N	General Biology I (Majors)	4	I		
BIO 182N	General Biology II (Majors)	4	I		
BIO 184N	Plant Biology	4			
GEO 101N	Physical Geography: Weather and Climate	4			
GLG 101N	Introductory Geology I: Physical Geology	4			G
PHY 121N	Introductory Physics I	5			

Options *Take two courses. (The Himdag requirements are counted in this category.)* **7**

International and Multicultural Studies *Take HIS 122 to meet the Himdag requirement.*	**HIS 122**	Tohono O'odham History and Culture	3	I C	G
Second Language Proficiency *Take THO 101 to meet the Himdag requirement.*	**THO 101**	Elementary Tohono O'odham I	4		G

Intensive Writing and Critical Inquiry *Take one course designated I during or after completing WRT 102.* **1 course**

Cultural Awareness *Take one course designated C after meeting the Reading Competency.* **1 course**

Global Awareness *Take one course designated G after meeting the Reading Competency.* **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AA Electives *Take additional transferable courses to complete 60 transferable credits.* **24**

AA Minimum credits necessary to complete this program of study: 60

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Sciences

This area includes the following degree programs:

Arizona General Education Curriculum-Science	**AGEC-S**
Associate of Applied Science in Tohono O'odham Agriculture and Natural Resources	**AAS-TOANR**
Associate of Science, Life Science	**AS LS**
Associate of Science, Tohono O'odham Agriculture and Natural Resources	**AS TOANR**

Students may pursue work in their chosen field directly after completing an Associate of Applied Science. They may also prepare for transfer to another instutition by completing the Arizona General Education Curriculum-Science or an Associate of Science. These choices allow students flexibility in future education and work opportunities.

Arizona General Education Curriculum-Science (AGEC-S)

Program Description

The Arizona General Education Curriculum-Science (AGEC-S) is a lower-division general education curriculum for transfer regulated throughout the state. Completion of this program of study will facilitate admission to any of the three Arizona public universities (University of Arizona, Arizona State University, or Northern Arizona University).

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the AGEC-S, you must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AGEC-S program of study should meet with their academic advisor at least once every semester. In addition, if you are seeking to enter a specific undergraduate department or major after completing the AGEC-S, you should contact your university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AGEC-S, each course must be transferable to each of the three Arizona universities. The following checklist identifies courses currently offered at TOCC that are transferable and applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Arizona General Education Curriculum-Science (AGEC-S)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition — *Take these courses.* **6**

WRT 101	Writing I	3			
WRT 102	Writing II	3			

Mathematics for AGEC-S — *Take one course, MAT 220 or higher.* **5**

MAT 220	Calculus I	5			
MAT 231	Calculus II	4			
MAT 241	Calculus III	4			

Arts and Humanities — *Take one course from each subcategory and from different prefixes.* **6**

Arts *Take at least one course from this subcategory.*	**ART 100**	Basic Design	3			
	ART 105	Art Appreciation	3			G
	ART 110	Drawing	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
Humanities *Take at least one course from this subcategory.*	**HIS 101**	Introduction to Western Civilization I	3	I	C	G
	HIS 102	Introduction to Western Civilization II	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HIS 142	History of the United States II	3		C	G
	HIS 274	The Holocaust	3			G
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
	PHI 101	Introduction to Philosophy	3	I	C	G
	PHI 123	History and Philosophy of Science	3			G

AGEC-S continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AGEC-S continued

Social and Behavioral Sciences

Take two courses from different prefixes. **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

Physical and Biological Sciences for AGEC-S

Take two courses from the same prefix. **8**

BIO 181N	General Biology I (Majors)	4	I
BIO 182N	General Biology II (Majors)	4	I

Mathematics or Science for AGEC-S

Take two courses. **6-8**

ANR 111N	Agroecology	4		C	
ANR 130N	Plant Science - Lab Integrated	4		C	
AST 101N	Solar System	4			G
AST 102N	Stars, Galaxies, Universe	4			G
BIO 100N	Biology Concepts	4	I		
BIO 105N	Environmental Biology	4	I		
BIO 109N	Natural History of the Southwest	4	I		
BIO 127N	Human Nutrition and Biology	4	I		
BIO 154N	Global Change Biology	4	I		
BIO 160N	Intro.Human Anatomy & Physiology I	4			
BIO 184N	Plant Biology	4			
GEO 101N	Physical Geography: Weather and Climate	4			
GLG 101N	Introductory Geology I: Physical Geology	4			G
MAT 231	Calculus II	4			
MAT 241	Calculus III	4			
PHY 121N	Introductory Physics I	5			

AGEC-S continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AGEC-S continued

Options

Take two courses. (The Himdag requirements are counted in this category.) **7**

International and Multicultural Studies

Take HIS 122 to meet the Himdag requirement.

HIS 122	Tohono O'odham History and Culture	3	I	C	G

Second Language Proficiency

Take THO 101 to meet the Himdag requirement.

THO 101	Elementary Tohono O'odham I	4			G

Intensive Writing and Critical Inquiry

Take one course designated I during or after completing WRT 102. **1 course**

Cultural Awareness

Take one course designated C after meeting the Reading Competency. **1 course**

Global Awareness

Take one course designated G after meeting the Reading Competency. **1 course**

AGEC-S Minimum credits necessary to complete this program of study: **44**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Applied Science in Tohono O'odham Agriculture & Natural Resources (AAS-TOANR)

Program Description

The Associate of Applied Science in Tohono O'odham Agriculture and Natural Resources program is especially appropriate for students seeking a broad understanding of natural resource management principles, environmental issues, and sustainable land management. Students who complete the Associate of Applied Science in Tohono O'odham Agriculture and Natural Resources (AAS-TOANR) may pursue 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 has an emphasis on Tohono O'odham and arid lands. Upon graduation, students will most likely enter the workforce at the technician level.

The AAS-TOANR is a two-year degree that provides students with practical and theoretical coursework. While the degree itself is not transferable to Arizona public universities, many of the courses in the AAS-TOANR are transferable general education courses. Students should consult with their advisor while making study and career plans.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AAS-TOANR program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Associate of Applied Science in Tohono O'odham Agriculture and Natural Resources (AAS-TOANR)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take two courses with the same prefix.* **6**

OAP 151	Business English	3
OAP 251	Business Communications	3
WRT 101	Writing I	3
WRT 102	Writing II	3

Analysis and Critical Thinking — *Take two courses. (At least one credit must be fulfilled with a course from the Math subcategory. The other credits may be fulfilled by a course from either of the other subcategories.)* **6**

Math
Take one course.

MAT 105	Applied Technical Mathematics	3
MAT 108	Practical Geometry & Trigonometry	2
MAT 122	Intermediate Algebra	3
MAT 142	Topics in College Mathematics	3
MAT 151	College Algebra	4
MAT 172	Finite Mathematics	3
MAT 173	Mathematics for Business I	3
MAT 174	Mathematics for Business II	3
MAT 182	Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Topics in Calculus	3
MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4

AAS-TOANR continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-TOANR continued

Science ***Take one course from this subcategory or from Critical Thinking.***	**ANR 111N**	Agroecology	4		C	
	ANR 128	Plant Ecology of the Sonoran Region	4		C	
	ANR 130N	Plant Science - Lab Integrated	4		C	
	ANR 221	Soil Science	4			
	AST 101N	Solar System	4			G
	AST 102N	Stars, Galaxies, Universe	4			G
	BIO 100N	Biology Concepts	4	I		
	BIO 105N	Environmental Biology	4	I		
	BIO 109N	Natural History of the Southwest	4	I		
	BIO 127N	Human Nutrition and Biology	4	I		
	BIO 154N	Global Change Biology	4	I		
	BIO 160N	Intro.Human Anatomy & Physiology I	4			
	BIO 181N	General Biology I (Majors)	4	I		
	BIO 182N	General Biology II (Majors)	4	I		
	GEO 101N	Physical Geography: Weather and Climate	4			
	GLG 101N	Introductory Geology I: Physical Geology	4			G
	PHY 121N	Introductory Physics I	5			
Critical Thinking ***Take one course from this subcategory or from Science.***	**REA 112**	Critical Reading	4			

Humanities and Social and Behavioral Sciences

Take two courses. One course must have either the C or G designation and they must be chosen from two different subcategories. **6**

Arts	**ART 100**	Basic Design	3			
	ART 105	Art Appreciation	3			G
	ART 110	Drawing	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
Humanities	**HIS 101**	Introduction to Western Civilization I	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HUM 260	Intercultural Perspectives	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
	PHI 101	Introduction to Philosophy	3	I	C	G

AAS-TOANR continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-TOANR continued

Social and Behavioral Sciences	**ANR 190**	Wildlife Conservation	4			
	ECN 200	Basic Economic Principles	3			
	ECN 201	Microeconomic Principles	3			
	ECN 202	Macroeconomic Principles	3			
	GEO 103	Cultural Geography	3			G
	GEO 267	Introduction to GIS	3			
	HIS 101	Introduction to Western Civilization I	3	I	C	G
	HIS 102	Introduction to Western Civilization II	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HIS 142	History of the United States II	3		C	G
	HIS 274	The Holocaust	3			G
	LIT 274	Native American Literature	3	I	C	
	PHI 101	Introduction to Philosophy	3	I	C	G
	POS 210	National and State Constitutions	3			
	POS 226	Tohono O'odham Nation Government	3			
	POS 240	Understanding Terrorism	3			G
	PSY 101	Introduction to Psychology	4			
	PSY 132	Psychology and Culture	3			G
	SOC 127	Marriage and the Family	3			
	SSE 110	Introduction to Social Welfare	3			
	SSE 140	Domestic Violence: Causes and Cure	3			
	TOC 226	Tohono O'odham Nation Government	3			

Computer and Information Literacy

Take one course. **3**

CIS 100	Introduction to Computers	3	

Cultural Diversity & Global Awareness

Take one course designated either C or G. **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AAS-TOANR Core

Take these three courses and one course each from Blocks A-C. **11**

	ANR 122	Tohono O'odham Natural Resources & Conservation	3		
	BIO 105N	*Environmental Biology*	*4*	I	
	MAT 122	*Intermediate Algebra*	*3*		
Block A ***Take one course.***	***ANR 128***	*Plant Ecology of the Sonoran Region*	*4*		C
	ANR 130N	*Plant Science - Lab Integrated*	*4*		C
	ANR 210N	Range Conservation	3		
Block B ***Take one course.***	**ANR 186**	Water Resources	4		
	ANR 221	*Soil Science*	*4*		
Block C ***Take one course.***	**ANR 102**	Animal Science	3		
	ANR 190	*Wildlife Conservation*	*4*		

AAS-TOANR Capstone

Take one course. **1**

ANR 298	Capstone - Service Learning/ Field Internship	1	

AAS-TOANR Electives

Take courses from ANR, BIO, CHM, GEO. **24**

AAS-TOANR Minimum credits necessary to complete this program of study: 61

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Science (AS LS or AS TOANR)

Program Description

The Associate of Science is a transfer degree for science majors. If completed according to transfer guide recommendations for a specific university's bachelor's degree in science, the Associate of Science (AS) can help a student attain admission to one of Arizona's public universities as a junior.

The AS program of study can be pursued as Option I, "Life Science," or as Option II, "Tohono O'odham Agriculture and Natural Resources." To clarify the differences, the program of study is shown in two separate checklists. Students should use the appropriate checklist for the option they will follow.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the AS, you must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AS program of study should meet with their academic advisor at least once every semester. In addition, if you are seeking to enter a specific undergraduate department or major after completing the S, you should contact your university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AS, each course must be transferable to each of the three Arizona universities. The following checklist identifies courses currently offered at TOCC that are transferable and applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Associate of Science, Life Science (AS LS)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag	*These courses meet other requirements and are counted below.*					**see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition	*Take these courses.*						**6**
	WRT 101	Writing I	3				
	WRT 102	Writing II	3				
Mathematics for AGEC-S	*Take one course, MAT 220 or higher.*						**5**
	MAT 220	Calculus I	5				
	MAT 231	Calculus II	4				
	MAT 241	Calculus III	4				
Arts and Humanities	*Take one course from each subcategory and from different prefixes.*						**6**
Arts *Take at least one course from this subcategory.*	**ART 100**	Basic Design	3				
	ART 105	Art Appreciation	3			G	
	ART 110	Drawing	3				
	LIT 174	Introduction to Native American Writings	3		C		
	LIT 274	Native American Literature	3	I	C		
	LIT 289	Literature and Film	3	I	C		
	LIT 290	World Literature & Global Film	3	I		G	
Humanities *Take at least one course from this subcategory.*	**HIS 101**	Introduction to Western Civilization I	3	I	C	G	
	HIS 102	Introduction to Western Civilization II	3	I	C	G	
	HIS 141	History of the United States I	3		C	G	
	HIS 142	History of the United States II	3		C	G	
	HIS 274	The Holocaust	3			G	
	LIT 174	Introduction to Native American Writings	3		C		
	LIT 274	Native American Literature	3	I	C		
	LIT 289	Literature and Film	3	I	C		
	LIT 290	World Literature & Global Film	3	I		G	
	PHI 101	Introduction to Philosophy	3	I	C	G	
	PHI 123	History and Philosophy of Science	3			G	

AS LS continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AS LS continued

Social and Behavioral Sciences

Take two courses from different prefixes. **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

Physical and Biological Sciences for AGEC-S

Take two courses from the same prefix. **8**

BIO 181N	General Biology I (Majors)	4	I
BIO 182N	General Biology II (Majors)	4	I

Mathematics or Science for AGEC-S

Take two courses. **6-8**

ANR 111N	Agroecology	4		C	
ANR 130N	Plant Science - Lab Integrated	4		C	
AST 101N	Solar System	4			G
AST 102N	Stars, Galaxies, Universe	4			G
BIO 100N	Biology Concepts	4	I		
BIO 105N	Environmental Biology	4	I		
BIO 109N	Natural History of the Southwest	4	I		
BIO 127N	Human Nutrition and Biology	4	I		
BIO 154N	Global Change Biology	4	I		
BIO 160N	Intro.Human Anatomy & Physiology I	4			
BIO 184N	Plant Biology	4			
GEO 101N	Physical Geography: Weather and Climate	4			
GLG 101N	Introductory Geology I: Physical Geology	4			G
MAT 231	Calculus II	4			
MAT 241	Calculus III	4			
PHY 121N	Introductory Physics I	5			

AS LS continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AS LS continued

Options

Take two courses. (The Himdag requirements are counted in this category.) **7**

International and Multicultural Studies
Take HIS 122 to meet the Himdag requirement.

HIS 122	Tohono O'odham History and Culture	3	I	C	G

Second Language Proficiency
Take THO 101 to meet the Himdag requirement.

THO 101	Elementary Tohono O'odham I	4			G

Intensive Writing and Critical Inquiry

Take one course designated I during or after completing WRT 102. **1 course**

Cultural Awareness

Take one course designated C after meeting the Reading Competency. **1 course**

Global Awareness

Take one course designated G after meeting the Reading Competency. **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AS LS Core

Take these courses. **8**

BIO 100N	*Biology Concepts*	*4*	I
BIO 105N	*Environmental Biology*	*4*	I
BIO 154N	*Global Change Biology*	*4*	I
BIO 181N	*General Biology I (Majors)*	*4*	I
BIO 182N	*General Biology II (Majors)*	*4*	I
BIO 208N	Tohono O'odham Ethnobotany	4	

AS LS Capstone

Take these courses. **2**

BIO 298	Capstone - Service Learning/ Field Internship	1
BIO 299	Capstone - Research Project	1

AS LS Electives

Take additional transferable courses from ANR, AST, BIO, CHM, GEO, GLG, MAT (above 220), or PHY to complete 60 transferable credits. **14**

AS LS Minimum credits necessary to complete this program of study: 62

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Science, Tohono O'odham Agriculture and Natural Resources (AS TOANR)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition *Take these courses.* **6**

WRT 101	Writing I	3		
WRT 102	Writing II	3		

Mathematics for AGEC-S *Take one course, MAT 220 or higher.* **5**

MAT 220	Calculus I	5		
MAT 231	Calculus II	4		
MAT 241	Calculus III	4		

Arts and Humanities *Take one course from each subcategory and from different prefixes.* **6**

Arts
Take at least one course from this subcategory.

ART 100	Basic Design	3			
ART 105	Art Appreciation	3			G
ART 110	Drawing	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G

Humanities
Take at least one course from this subcategory.

HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 274	The Holocaust	3			G
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G

AS TOANR continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Social and Behavioral Sciences *Take two courses from different prefixes.* **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

Physical and Biological Sciences for AGEC-S *Take two courses from the same prefix.* **8**

BIO 181N	General Biology I (Majors)	4	I		
BIO 182N	General Biology II (Majors)	4	I		

Mathematics or Science for AGEC-S *Take two courses.* **6-8**

ANR 111N	Agroecology	4		C	
ANR 130N	Plant Science - Lab Integrated	4		C	
AST 101N	Solar System	4			G
AST 102N	Stars, Galaxies, Universe	4			G
BIO 100N	Biology Concepts	4	I		
BIO 105N	Environmental Biology	4	I		
BIO 109N	Natural History of the Southwest	4	I		
BIO 127N	Human Nutrition and Biology	4	I		
BIO 154N	Global Change Biology	4	I		
BIO 160N	Intro.Human Anatomy & Physiology I	4			
BIO 184N	Plant Biology	4			
GEO 101N	Physical Geography: Weather and Climate	4			
GLG 101N	Introductory Geology I: Physical Geology	4			G
MAT 231	Calculus II	4			
MAT 241	Calculus III	4			
PHY 121N	Introductory Physics I	5			

AS TOANR continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AS TOANR continued

Options	*Take two courses. (The Himdag requirements are counted in this category.)*			**7**
International and Multicultural Studies ***Take HIS 122 to meet the Himdag requirement.***	**HIS 122**	Tohono O'odham History and Culture	3	I C G
Second Language Proficiency ***Take THO 101 to meet the Himdag requirement.***	**THO 101**	Elementary Tohono O'odham I	4	G
Intensive Writing and Critical Inquiry	*Take one course designated I during or after completing WRT 102.*			**1 course**
Cultural Awareness	*Take one course designated C after meeting the Reading Competency.*			**1 course**
Global Awareness	*Take one course designated G after meeting the Reading Competency.*			**1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AS TOANR Core	*Take these four courses and one course each from Blocks A-C.*			**11**
	BIO 100N	*Biology Concepts*	*4*	I
	BIO 105N	*Environmental Biology*	*4*	I
	BIO 181N	*General Biology I (Majors)*	*4*	I
	BIO 182N	*General Biology II (Majors)*	*4*	I
Block A ***Take one course.***	**ANR 128**	Plant Ecology of the Sonoran Region	4	C
	ANR 130N	*Plant Science - Lab Integrated*	*4*	C
	ANR 210N	Range Conservation	3	
Block B ***Take one course.***	**ANR 186**	Water Resources	4	
	ANR 221	Soil Science	4	
Block C ***Take one course.***	**ANR 102**	Animal Science	3	
	ANR 190	Wildlife Conservation	4	
AS TOANR Capstone	*Take these courses.*			**2**
	ANR 298	Capstone - Service Learning/ Field Internship	1	
	ANR 299	Capstone - Research Project	1	
AS TOANR Electives	*Take additional transferable courses from ANR, AST, BIO, CHM, GEO, GLG, MAT (above 220), or PHY to complete 60 transferable credits.*			**10**
AS TOANR	Minimum credits necessary to complete this program of study:			63

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Social Services

This area includes the following degree programs:

Certificate in Substance Abuse	**CRT-SAB**
Certificate in Social Services	**CRT-SSE**
Associate of Applied Science in Social Services	**AAS-SSE**
Associate of Arts in Social Services	**AA-SSE**

Students may pursue work in their chosen field directly after completing a Certificate or an Associate of Applied Science. They may also prepare for transfer to another instutition by completing an Associate of Arts. These choices allow students flexibility in future education and work opportunities.

TOCC offers two certificates in social services. Each certificate degree program is designed specifically with the Tohono O'odham Nation student employee in mind, but the skills obtained while earning one or both of these certificates will help students learn to apply their knowledge throughout the social service industry.

Certificate in Substance Abuse (CRT-SAB)

The Certificate in Substance Abuse (CRT-SAB) provides a core understanding of drug and alcohol use, abuse, treatment, and prevention, as well as the political and legal aspects of substance abuse in society.

The CRT-SSESAB does not provide state certification or licensing for drug abuse counseling and is not a transfer degree. Students seeking to transfer to a university or four-year college should complete the AGEC-A or the Associate of Arts in Social Services.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing a CRT-SAB program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Certificate in Substance Abuse (CRT-SAB)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take one course.* **3**

OAP 151	Business English	3
WRT 101	Writing I	3

Computer and Information Literacy — *Take this course.* **1**

CSA 100	Computer Literacy	1

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

CRT-SAB Core — *Take these courses.* **24**

SSE 110	*Introduction to Social Welfare*	*3*
SSE 121	Introduction to Substance Abuse	3
SSE 123	Substance Abuse Prevention	3
SSE 150	Motivational Interviewing	3
SSE 151	Motivational Interviewing Practicum	3
SSE 202	Casework Methods I	3
SSE 220	Treatment of the Substance Abuser	3
SSE 222	Political and Legal Aspects of Drug Use	3

CRT-SAB Minimum credits necessary to complete this program of study: **35**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Certificate in Social Services (CRT-SSE)

The Certificate in Social Services (CRT-SSE) helps students gain skills and knowledge in dealing with social welfare, service agencies, and community groups, as well as the needs of individual clients. The certificate can enhance students' employment and promotion opportunities in industry, business, and human services or pave the way for further studies in social services.

The CRT-SSE does not provide state certification or licensing and is not a transfer degree. Students seeking to transfer to a university or four-year college should complete the AGEC-A or the Associate of Arts in Social Services.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing a CRT-SSE program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Certificate in Social Services (CRT-SSE)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* — **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take this course.* — **3**

WRT 101	Writing I	3

Computer and Information Literacy — *Take this course.* — **1**

CSA 100	Computer Literacy	1

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

CRT-SSE Core — *Take these courses.* — **18**

SSE 110	*Introduction to Social Welfare*	*3*
SSE 111	Group Work	3
SSE 202	Casework Methods I	3
SSE 210	Community Organization and Development	3
SSE 211	Group Technique Applications	3
SSE 212	Casework Methods II	3

CRT-SSE — Minimum credits necessary to complete this program of study: **31**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Applied Science in Social Services (AAS-SSE)

Program Description

The Associate of Applied Science in Social Services degree prepares students for direct employment in the social services field.

The AAS-SSE is not a transfer degree. Students seeking to transfer should complete one of the AGEC programs of study or the AA-SSE degree. A minimum GPA of 2.5 is required for transfer to a university after the AGEC, which students should keep in mind while taking AAS-SSE courses that also satisfy the AGEC.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all degree coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AAS-SSE program of study should meet with their academic advisor at least once every semester.

How to Use the Program Checklist

The following checklist identifies courses currently offered at TOCC that are applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Associate of Applied Science in Social Services (AAS-SSE)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag — *Take these courses.* — **7**

HIS 122	Tohono O'odham History and Culture	3	I	C	G
THO 101	Elementary Tohono O'odham I	4			G

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

Communication — *Take two courses with the same prefix.* — **6**

OAP 151	Business English	3
OAP 251	Business Communications	3
WRT 101	Writing I	3
WRT 102	Writing II	3

Analysis and Critical Thinking — *Take two courses. (At least one credit must be fulfilled with a course from the Math subcategory. The other credits may be fulfilled by a course from either of the other subcategories.)* — **6**

Math
Take one course.

MAT 105	Applied Technical Mathematics	3
MAT 108	Practical Geometry & Trigonometry	2
MAT 122	Intermediate Algebra	3
MAT 142	Topics in College Mathematics	3
MAT 151	College Algebra	4
MAT 172	Finite Mathematics	3
MAT 173	Mathematics for Business I	3
MAT 174	Mathematics for Business II	3
MAT 182	Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Topics in Calculus	3
MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4

AAS-SSE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-SSE continued

Science ***Take one course from this subcategory or from Critical Thinking.***	**ANR 111N**	Agroecology	4		C	
	ANR 128	Plant Ecology of the Sonoran Region	4		C	
	ANR 130N	Plant Science - Lab Integrated	4		C	
	ANR 221	Soil Science	4			
	AST 101N	Solar System	4			G
	AST 102N	Stars, Galaxies, Universe	4			G
	BIO 100N	Biology Concepts	4	I		
	BIO 105N	Environmental Biology	4	I		
	BIO 109N	Natural History of the Southwest	4	I		
	BIO 127N	Human Nutrition and Biology	4	I		
	BIO 154N	Global Change Biology	4	I		
	BIO 160N	Intro.Human Anatomy & Physiology I	4			
	BIO 181N	General Biology I (Majors)	4	I		
	BIO 182N	General Biology II (Majors)	4	I		
	GEO 101N	Physical Geography: Weather and Climate	4			
	GLG 101N	Introductory Geology I: Physical Geology	4			G
	PHY 121N	Introductory Physics I	5			
Critical Thinking ***Take one course from this subcategory or from Science.***	**REA 112**	Critical Reading	4			

Humanities and Social and Behavioral Sciences — *Take two courses. One course must have either the C or G designation and they must be chosen from two different subcategories.* **6**

Arts	**ART 100**	Basic Design	3			
	ART 105	Art Appreciation	3			G
	ART 110	Drawing	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
Humanities	**HIS 101**	Introduction to Western Civilization I	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HUM 260	Intercultural Perspectives	3			
	LIT 174	Introduction to Native American Writings	3		C	
	LIT 274	Native American Literature	3	I	C	
	LIT 289	Literature and Film	3	I	C	
	LIT 290	World Literature & Global Film	3	I		G
	PHI 101	Introduction to Philosophy	3	I	C	G

AAS-SSE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-SSE continued

Social and Behavioral Sciences	**ANR 190**	Wildlife Conservation	4			
	ECN 200	Basic Economic Principles	3			
	ECN 201	Microeconomic Principles	3			
	ECN 202	Macroeconomic Principles	3			
	GEO 103	Cultural Geography	3			G
	GEO 267	Introduction to GIS	3			
	HIS 101	Introduction to Western Civilization I	3	I	C	G
	HIS 102	Introduction to Western Civilization II	3	I	C	G
	HIS 122	Tohono O'odham History and Culture	3	I	C	G
	HIS 141	History of the United States I	3		C	G
	HIS 142	History of the United States II	3		C	G
	HIS 274	The Holocaust	3			G
	LIT 274	Native American Literature	3	I	C	
	PHI 101	Introduction to Philosophy	3	I	C	G
	POS 210	National and State Constitutions	3			
	POS 226	Tohono O'odham Nation Government	3			
	POS 240	Understanding Terrorism	3			G
	PSY 101	Introduction to Psychology	4			
	PSY 132	Psychology and Culture	3			G
	SOC 127	Marriage and the Family	3			
	SSE 110	Introduction to Social Welfare	3			
	SSE 140	Domestic Violence: Causes and Cure	3			
	TOC 226	Tohono O'odham Nation Government	3			

Computer and Information Literacy — *Take one course.* **3**

CIS 100	Introduction to Computers	3

Cultural Diversity & Global Awareness — *Take one course designated either C or G.* **1 course**

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AAS-SSE Core — *Take these courses.* **22**

SSE 110	*Introduction to Social Welfare*	*3*
SSE 111	Group Work	3
SSE 202	Casework Methods I	3
SSE 210	Community Organization and Development	3
SSE 211	Group Technique Applications	3
SSE 212	Casework Methods II	3

AAS-SSE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AAS-SSE continued

AAS-SSE Electives	*Take one course from the Social Services Electives and 13 credits from Other Electives.*		**16**
Social Services Electives ***Take one course.***	**SSE 121**	Introduction to Substance Abuse	3
	SSE 123	Substance Abuse Prevention	3
	SSE 140	*Domestic Violence: Causes and Cure*	*3*
	SSE 146	Child Abuse Intervention and Protection	3
	SSE 150	Motivational Interviewing	3
	SSE 151	Motivational Interviewing Practicum	3
	SSE 202	Casework Methods I	3
	SSE 220	Treatment of the Substance Abuser	3
	SSE 222	Political and Legal Aspects of Drug Use	3
Other Electives ***Take courses to complete an additional 13 credits.***			
AAS-SSE	Minimum credits necessary to complete this program of study:		66

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Associate of Arts in Social Services (AA-SSE)

Program Description

The Associate of Arts in Social Services degree prepares students to pursue studies in social work, rehabilitation, family services, psychology, counseling, and other human services fields. If completed according to transfer guide recommendations for a specific bachelor's program, the Associate of Arts in Social Services (AA-SSE) can help a student attain admission as a junior at one of Arizona's public universities.

Grade Point Average Requirements

In order to graduate, you must maintain a grade of a "C" or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the AGEC-A, you must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

You must carefully review your Placement Testing Scores and the Pre-Program Requirements on page 50 to identify what pre-program courses you need to complete. You are strongly encouraged to meet with an advisor to plan when and how you will complete any pre-program requirements.

Developmental courses (those numbered 100 and lower) do not fulfill AGEC or degree requirements, but are necessary for students who are placed in those classes.

Advising

Students pursuing an AA-SSE program of study should meet with their academic advisor at least once every semester. In addition, if you are seeking to enter a specific undergraduate department or major after completing the AA-SSE, you should contact your university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AA-SSE, each course must be transferable to each of the three Arizona universities. The following checklist identifies courses currently offered at TOCC that are transferable and applicable for each category of the program of study. You should use this checklist to mark which courses and credits you have completed to ensure that you are fulfilling all requirements.

Associate of Arts in Social Services (AA-SSE)

Pre-Program Preparation Coursework

Some courses in this group may be required. However, except as noted, these courses do not count toward General Education or Major Requirements.

Himdag Requirements

This is a TOCC institutional requirement. These courses may also meet other requirements, but they are only counted once.

Himdag *These courses meet other requirements and are counted below.* **see below**

General Education Requirements

These requirements vary depending on the degree and major. If you change your program of study, you may need to meet different or additional General Education Requirements.

English Composition *Take these courses.* **6**

WRT 101	Writing I	3
WRT 102	Writing II	3

Mathematics for AGEC-A *Take one course, MAT 142 or higher.* **3**

MAT 142	Topics in College Mathematics	3
MAT 151	College Algebra	4
MAT 172	Finite Mathematics	3
MAT 173	Mathematics for Business I	3
MAT 174	Mathematics for Business II	3
MAT 182	Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Topics in Calculus	3
MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4

Arts and Humanities *Take one course from each subcategory and from different prefixes.* **6**

Arts
Take at least one course from this subcategory.

ART 100	Basic Design	3			
ART 105	Art Appreciation	3			G
ART 110	Drawing	3			
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G

AA-SSE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AA-SSE continued

Humanities
Take at least one course from this subcategory.

HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 274	The Holocaust	3			G
LIT 174	Introduction to Native American Writings	3		C	
LIT 274	Native American Literature	3	I	C	
LIT 289	Literature and Film	3	I	C	
LIT 290	World Literature & Global Film	3	I		G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G

Social and Behavioral Sciences *Take two courses from different prefixes.* **6**

ECN 200	Basic Economic Principles	3			
ECN 201	Microeconomic Principles	3			
ECN 202	Macroeconomic Principles	3			
GEO 103	Cultural Geography	3			G
GEO 267	Introduction to GIS	3			
HIS 101	Introduction to Western Civilization I	3	I	C	G
HIS 102	Introduction to Western Civilization II	3	I	C	G
HIS 141	History of the United States I	3		C	G
HIS 142	History of the United States II	3		C	G
HIS 147	History of Arizona	3		C	
HIS 274	The Holocaust	3			G
PHI 101	Introduction to Philosophy	3	I	C	G
PHI 123	History and Philosophy of Science	3			G
POS 210	National and State Constitutions	3			
POS 226	Tohono O'odham Nation Government	3			
POS 240	Understanding Terrorism	3			G
PSY 101	Introduction to Psychology	4			
PSY 132	Psychology and Culture	3			G
SOC 127	Marriage and the Family	3			
SSE 110	Introduction to Social Welfare	3			
SSE 140	Domestic Violence: Causes and Cure	3			
TOC 226	Tohono O'odham Nation Government	3			

AA-SSE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AA-SSE continued

Physical and Biological Sciences *Take two courses.* **8**

ANR 111N	Agroecology	4		C
ANR 130N	Plant Science - Lab Integrated	4		C
ANR 186	Water Resources	4		
ANR 190	Wildlife Conservation	4		
AST 101N	Solar System	4		G
AST 102N	Stars, Galaxies, Universe	4		G
BIO 100N	Biology Concepts	4	I	
BIO 105N	Environmental Biology	4	I	
BIO 109N	Natural History of the Southwest	4	I	
BIO 127N	Human Nutrition and Biology	4	I	
BIO 154N	Global Change Biology	4	I	
BIO 160N	Intro.Human Anatomy & Physiology I	4		
BIO 181N	General Biology I (Majors)	4	I	
BIO 182N	General Biology II (Majors)	4	I	
BIO 184N	Plant Biology	4		
GEO 101N	Physical Geography: Weather and Climate	4		
GLG 101N	Introductory Geology I: Physical Geology	4		G
PHY 121N	Introductory Physics I	5		

Options *Take two courses. (The Himdag requirements are counted in this category.)* **7**

International and Multicultural Studies
Take HIS 122 to meet the Himdag requirement.

HIS 122	Tohono O'odham History and Culture	3	I	C	G

Second Language Proficiency
Take THO 101 to meet the Himdag requirement.

THO 101	Elementary Tohono O'odham I	4		G

Intensive Writing and Critical Inquiry *Take one course designated I during or after completing WRT 102.* **1 course**

Cultural Awareness *Take one course designated C after meeting the Reading Competency.* **1 course**

Global Awareness *Take one course designated G after meeting the Reading Competency.* **1 course**

AA-SSE continued on next page

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

AA-SSE continued

Major Requirements

These requirements are specific to the major. Courses identified below in italics may also be used to meet General Education Requirements; however, the course credits will be counted only once.

AA-SSE Core *Take these courses.* **46**

BIO 127N	*Human Nutrition and Biology*	*4*	I		
BIO 154N	*Global Change Biology*	*4*	I		
BIO 160N	*Intro.Human Anatomy & Physiology I*	*4*			
CIS 100	Introduction to Computers	3			
ECN 202	*Macroeconomic Principles*	*3*			
PHI 101	*Introduction to Philosophy*	*3*	I	C	G
PSY 101	*Introduction to Psychology*	*4*			
SPE 120	Business & Professional Communication	3			
SSE 110	*Introduction to Social Welfare*	*3*			
SSE 111	Group Work	3			
SSE 202	Casework Methods I	3			
SSE 210	Community Organization and Development	3			
SSE 211	Group Technique Applications	3			
SSE 212	Casework Methods II	3			

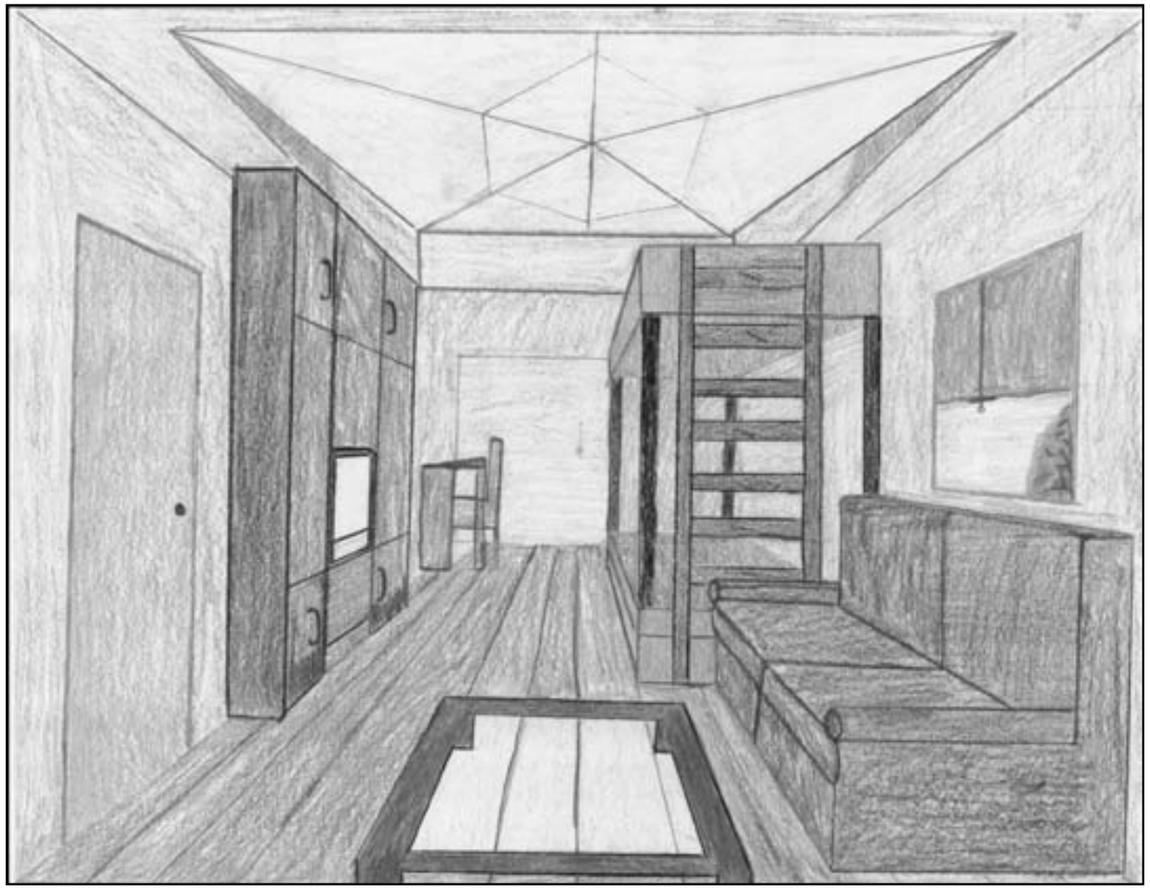
AA-SSE Electives *Take one course.* **3**

SSE 121	Introduction to Substance Abuse	3
SSE 140	*Domestic Violence: Causes and Cure*	*3*
SSE 146	Child Abuse Intervention and Protection	3

AA-SSE Minimum credits necessary to complete this program of study: **61**

I = Intensive Writing and Critical Inquiry *C = Cultural Awareness* *G = Global Awareness*

Chapter 7
Course Descriptions



Architectural Interior by Ernestrain Flores

How to Read the Course Description

Each course listing includes codes about the course's prerequisites, credits, applicability to General Education and program requirements, transfer information, and a description of course content. For example:

ACC 100 Practical Accounting Procedures

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable
Course Description: Introduces accounting systems for small businesses. Includes the basic accounting cycle, the use of special journals, procedures for controlling cash, and payroll accounting.

Prerequisite(s)

This line lists courses that must be taken before the selected course. In the example, no prerequisites are required.

Credit Hours

The "cr. hrs." portion identifies how many credit hours the course entails. The second portion, in parentheses, explains how many periods per week the course meets, and whether they are lecture or lab sessions.

General Education

Codes indicate whether the course can be used to fulfill one or more General Eduation curriculum requirements. For more specific information about which requirements the course can meet, see the program of study checklists.

None	The course does not meet any specific general education requirement.
AGEC	The course meets one or more requirements for AGEC.
AAS	The course meets one or more requirements for AAS General Education.
CRT	The course meets one or more requirements for CRT General Education.
I	The course meets the Intensive Writing and Critical Inquiry requirement for AGEC when taken after or during successful completion of WRT 102.
C	The course meets the Cultural Awareness requirement for AGEC and AAS General Education.
G	The course meets the Global Awareness requirement for AGEC and AAS General Education.

Programs of Study

Codes indicate the programs of study in which the course is listed as either a core requirement or an elective.

Transfer Information

This section indicates, wherever possible, how the course will be evaluated and used when transferred to one of the three universities in Arizona. Courses will have one of these designations:

Non Transferable	The course does not transfer.
Elective	The course is accepted and counted as a general elective.
Dept. Elective	The course is accepted and counted as a departmental elective in the department(s) indicated.
Equivalent	The course is accepted and considered to be equivalent to the institution's course indicated in parentheses.

The transfer information provided is based upon the Arizona Statewide Transfer and Articulation System and is accurate at the time of printing of this catalog. Courses marked "Pending" have not yet been evaluated by the universities. For the most current information on how a specific course transfers to the universities or to other colleges in Arizona, consult ***www.aztransfer.com***

Grades of "C" (2.0) or above are required for all transferable credits.

Additional Information

This section provides any additional notes about the course.

ACCOUNTING—ACC

ACC 100 Practical Accounting Procedures

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable
Course Description: Introduces 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

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: ABUS, AAS-BUS, AAS-OAP
Transfer Information: ASU: Equivalent (ACC 250); NAU: Equivalent (ACC 255); UA: Equivalent (ACCT200)
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

Prerequisite(s): ACC 101 & MAT 092
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Dept. Elective ([ASU West: ACC DEC]) and Elective; NAU: Equivalent (ACC 256); UA: Equivalent (ACCT210)
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.

AGRICULTURE AND NATURAL RESOURCES—ANR

ANR 102 Animal Science

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (5 pds: 2 lec., 3 lab)
General Education: None
Programs of Study: AAS-TOANR, AS TOANR
Transfer Information: Pending
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 & Tohono O'odham Crop Production

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, C
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Dept. Elective (AGB, ABS); NAU: Elective; UA: Dept. Elective (PL S)
Course Description: Agroecology emphasizes relationships between crops and their environment. This course combines classroom and field activities to learn about sustainable, traditional, and commercial crop production. Topics include crops, soil, insects, weed management, composting, planting, irrigation, harvesting, and Tohono O'odham farming history. Organic production, which does not make use of synthetic chemicals, is emphasized. Classroom learning is put into practice during the lab portion of the class, which involves hands-on learning (and eating) at TOCC's Student Learning Oidag (field) at TOCC West Campus.

ANR 122 Tohono O'odham Natural Resources & Conservation

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AAS, C
Programs of Study: AAS-TOANR
Transfer Information: ASU: Dept. Elective (ABS, AGB); NAU: Dept. Elective (FOR); UA: Non Transferable
Additional Notes: For ANR degree seekers, BIO 105N must be taken instead of ANR 122. This course is not a lab science. ANR 122N is the lab-loaded version of this class.

Course Description: This course covers historical and contemporary uses of natural resources found on the Tohono O'odham Nation. Topics include history of Tohono O'odham natural resources use, the hydrologic cycle and water use, soils and soil qualities, agricultural production on the Tohono O'odham Nation, rangeland uses, plants, and livestock, wildlife on the Tohono O'odham Nation, land use policy, and natural resources and economic development. There will be a half-day field trip scheduled into the class, but the class has no formal lab.

ANR 128 Plant Ecology of the Sonoran Region

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec, 3 lab)
General Education: AGEC, AAS, C
Programs of Study: AAS-TOANR, AS
Transfer Information: ASU: Dept. Elective (AGB); NAU: Elective; UA: Elective
Course Description: Plants and plant communities support much of the diversity of plant, animal, and Tohono O'odham life in the Sonoran Desert and the surrounding regions. This course will cover 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.

ANR 130N Plant Science

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, C
Programs of Study: AAS-TOANR, AS
Transfer Information: ASU: Dept. Elective (PLB); NAU: Dept. Elective (BIO); UA: Equivalent (PL S130)
Course Description: An introduction to the growth, development, reproduction, and structure of vascular plants. Course topics include plant water relations and plant metabolic activities such as photosynthesis and respiration. Emphasis on agricultural crops and wild plants of the Tohono O'odham and Sonoran Desert region.

ANR 186 Water Resources

Prerequisite(s): MAT 092 or equivalent by placement score
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: AGEC, AAS, G
Programs of Study: AAS-TOANR, AS
Transfer Information: ASU: Dept. Elective (AGB); NAU: Elective; UA: Dept. Elective (SWES)
Course Description: This course will introduce basic principles of hydrology with an emphasis on aspects that are useful in the practice of desert range management. Topics include the hydrologic cycle, precipitation, evaporation, runoff, floods, drought, erosion, desert and riverine landforms, groundwater flow, types of range well pumps, traditional O'odham water use, water quality, and water law. These subjects will be taught using examples taken largely from within the Tohono O'odham Nation.

ANR 190 Wildlife Conservation

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: AGEC, AAS, G
Programs of Study: AAS-TOANR, AS
Transfer Information: ASU: Dept. Elective (AGB); NAU: Dept. Elective (FOR); UA: Dept. Elective (WFSC)
Course Description: An introduction to the ecology, conservation and management of wildlife populations. Students will learn a variety of tools to apply ecological knowledge balancing the needs of animals with those of people. Topics will cover history, philosophy, inventory, planning, management, and Tohono O'odham wildlife concepts.

ANR 221 Soil Science

Prerequisite(s): CHM 080 or high school chemistry
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: None
Programs of Study: AAS-TOANR, AS
Transfer Information: Pending
Course Description: Introduction to the types of soils commonly found in North America with special emphasis on Sonoran Desert soils.

ANR 298 Capstone - Service Learning/ Field Internship

Prerequisite(s): 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. (3 pds: 2 lec., 1 lab)
General Education: None
Programs of Study: AAS-TOANR, AS-TOANR
Transfer Information: Pending

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

ANR 299 Capstone - Research Project

Prerequisite(s): Declared major in A.S. Science, completion of most AGEC and degree coursework in the A.S. degree program and permission of
Credit Hours: 1 cr. hr. (1 pd.; 1 lec.)
General Education: None
Programs of Study: AS TOANR
Transfer Information: Pending
Course Description: This capstone course provides science majors the opportunity to examine a specific topic related to the concentration the student is pursuing within the field of science. This work will culminate in the production of a thesis-style research paper or research proposal. Utilization of professional literature, both printed and electronic, will be required during the research process. Completion of this project will incorporate communication skills, knowledge of the process of science and synthesis of scientific knowledge.

ART—ART

ART 100 Basic Design

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (5 pds: 2 lec., 3 lab)
General Education: AGEC, AAS
Programs of Study: None
Transfer Information: ASU: Equivalent (ART 112); NAU: Equivalent (ART 150) and Gen Ed. (AHI); UA: Dept. Elective (ART)
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

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, G
Programs of Study: None
Transfer Information: ASU: Dept. Elective (ARA); NAU: Equivalent (ART 100) and Gen Ed. (AHI); UA: Equivalent (ARE 130)
Course Description: Introduces students to the visual arts. Includes the exploration of aesthetic theory, art history, art criticism, and studio production. Also includes art theory, slide and digital exploration of major periods in World Art, studio activities, and visits to local art museums.

ART 110 Drawing I

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (5 pds: 2 lec., 3 lab)
General Education: AGEC, AAS
Programs of Study: None
Transfer Information: ASU: Equivalent (ART 111); NAU: Equivalent (ART 135); UA: Equivalent (ART 101)
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.

ASTRONOMY—AST

AST 101N Solar System

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, G
Programs of Study: AS
Transfer Information: ASU: Equivalent (AST 111 (3) & AST 113 (1)) and Gen Ed. (SQ); NAU: Equivalent (AST 180/181) and Gen Ed. (LS); UA: Dept. ***Elective (ASTR)***
Course Description: Introduction to the science of the nature and origin of the solar system: the sun and its family of plants, 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 and quantitative thinking, and science in contrast to pseudoscience. Also includes in-class measurement and mathematical exercises, outside observation projects, independent studies, and self- initiated trips to local astronomy facilities. Lab projects are integrated into the class.

AST 102N Stars, Galaxies, Universe

Prerequisite(s): AST 101N

Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, G
Programs of Study: AS
Transfer Information: ASU: Equivalent (AST 112 (3) & AAST 114 (1)); NAU: Equivalent (AST 180/181) and Gen Ed. (LS); UA: Dept. Elective (ASTR)
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. Also includes in-class measurement and mathematical exercises, outside observation projects, independent studies, and self-initiated field trips to local astronomy facilities. Lab projects are integrated into the class.

BIOLOGY—BIO

BIO 079 Preparation for Biology

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: Introduction to the basic principles and contents of biology. Includes the methods of scientific inquiry, cell structure, chemistry, cellular metabolism, cellular reproduction, genetics, molecular biology, taxonomy, and ecology.

BIO 100N Biology Concepts

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, I
Programs of Study: AA-ECE, AS, AAS-ECE, AAS-TOANR
Transfer Information: ASU: Equivalent (BIO 100) and Gen Ed. (SQ); NAU: Equivalent (BIO 100/100L) and Gen Ed. (LS); UA: Dept. Elective (ECOL)
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

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, I
Programs of Study: AA-ECE, AS, AAS-ECE, AAS-TOANR
Transfer Information: ASU: Equivalent (BIO 319) and Gen Ed. (G); NAU: Equivalent (ENV 101/101L) and Gen Ed. (LS); UA: Equivalent (ECOL206)
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 and Culture

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec, 3 lab)
General Education: AGEC, AAS
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Dept. Elective (PLB); NAU: Dept. Elective (BIO) and Gen Ed. (LS); UA: Elective
Additional Notes: IN is the integrated version of the course with the lecture and lab taught simultaneously.
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, origins of agriculture, food and fiber crops, and the production of alcoholic beverages.

BIO 109N Natural History of the Southwest

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, I
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Elective; NAU: Dept. Elective (BIO) and Gen Ed. (LS); UA: Equivalent (ECOL130 (3)) Dept. Elective (ECOL (1))
Course Description: Study of the common plants and animals of the Southwest. Includes their identification, adaptations, behavior, and ecology. Also includes physical geography and geological principles of the region. In this course, the lecture and lab are taught simultaneously.

BIO 127N Human Nutrition and Biology

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS

Programs of Study: AA-SSE, AS, AAS-TOANR
Transfer Information: ASU: Equivalent (NTR 100 + Elective Credit (1)); NAU: Dept. Elective (BIO) and Gen Ed. (LS); UA: Dept. Elective (N SC)
Course Description: Principles of nutrition presented in the context of human biology. Includes chemistry, digestion, absorption, and metabolism of nutrients. Also includes biological and nutritional perspectives on various health issues such as cardiovascular disease, hypertension, cancer, diabetes, and osteoporosis. Lecture and lab are integrated in this class.

BIO 154N Global Change Biology

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, I
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Dept. Elective (BIO); NAU: Dept. Elective (BIO); UA: Elective
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.

BIO 160N Introduction to Human Anatomy and Physiology I

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS
Programs of Study: AA-SSE, AS, AAS-TOANR
Transfer Information: ASU: Elective; NAU: Elective and Gen Ed. (LS); UA: Elective
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, , 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 (Majors)

Prerequisite(s): One year each of high school biology and chemistry
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Equivalent (BIO 188) and Gen Ed. (SQ); NAU: Equivalent (BIO 181/181L) and Gen Ed. (LS); UA: Equivalent (MCB 181R (3) + ***MCB 181L (1))***
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 (Majors)

Prerequisite(s): 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.***
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Equivalent (BIO 187) and Gen Ed. (SG); NAU: Equivalent (BIO 182); UA: Equivalent (ECOL182)

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.

BIO 184N Plant Biology

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec, 3 lab)
General Education: AGEC, AAS
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Equivalent (PLB 108) and Gen Ed. (SQ); NAU: Dept. Elective (BIO) and Gen Ed. (LS); UA: Elective
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.

BIO 208N Tohono O'odham Ethnobotany

Prerequisite(s): AGEC-level science class
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AAS
Programs of Study: AS LS, AAS-TOANR
Transfer Information: Pending
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 Capstone - Service Learning/ Field Internship

Prerequisite(s): 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. (3 pds: 2 lec., 1 lab)
General Education: None
Programs of Study: AS LS
Transfer Information: Pending
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 Capstone - Research Project

Prerequisite(s): Declared major in A.S. Science, completion of most AGEC and degree coursework in the A.S. degree program and permission of
Credit Hours: 1 cr. hr. (1 pd.; 1 lec.)
General Education: None
Programs of Study: AS LS
Transfer Information: Pending
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.

BUILDING AND CONSTRUCTION TECHNOLOGIES—BCT

BCT 100 Professionalism in Service for Bldg & Const

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 111, 112, 113, 114, 115
Credit Hours: 1 cr. hrs.
General Education: None
Programs of Study: All CAR, ELE, FAC, PLM, PNT
Transfer Information: Non Transferable

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

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 112, 113, 114, 115
Credit Hours: 1 cr. hrs.
General Education: None
Programs of Study: All CAR, ELE, FAC, PLM, PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 113, 114, 115
Credit Hours: 1 cr. hrs.
General Education: None
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 112, 114, 115
Credit Hours: 1 cr. hrs.
General Education: None
Programs of Study: All CAR, ELE, FAC, PLM, PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 112, 113, 115
Credit Hours: 1 cr. hrs.
General Education: None
Programs of Study: All CAR, ELE, FAC, PLM, PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 112, 113, 114
Credit Hours: 1 cr. hrs.
General Education: None
Programs of Study: All CAR, ELE, FAC, PLM, PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 112, 113, 114, 115 (or
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: CAR, FAC
Transfer Information: Non Transferable

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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 141
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: CAR
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 142
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: CAR
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 143
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: CAR
Transfer Information: Non Transferable
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 Const Painting Profession

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 112, 113, 115 (or corequisite).
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PNT, FAC
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 161
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 162
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 163
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 112, 113, 114, 115 (or
Credit Hours: 4 cr. hrs.
General Education: None

Programs of Study: ELE, FAC
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 171
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: ELE
Transfer Information: Non Transferable
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

Prerequisite(s): Prerequisites: Admission and good standing in an apprenticeship program. BCT 172
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: ELE
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 173
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: ELE
Transfer Information: Non Transferable
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 the Plumbing Profession

Prerequisite(s): Admission and good standing in an apprenticeship program. Recommended corequisites: BCT 100, 111, 112, 113, 114, 115 (or
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: ELE, FAC
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 180
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PLM
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 181
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PLM
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 182
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PLM
Transfer Information: Non Transferable

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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 183
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PLM
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 236
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PLM
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 237
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PLM
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 238
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PLM
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 144
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: CAR
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 241
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: CAR
Transfer Information: Non Transferable
Course Description: This course continues BCT 241. It includes foundations, slab-on-grade, and horizontal formwork.

BCT 243 Carpentry VI

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 242
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: CAR
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 243
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: CAR
Transfer Information: Non Transferable

Course Description: This course continues BCT 243. It includes cabinetmaking and introductory skills for the crew leader.

BCT 261 Construction Painting IV

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 164
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 261
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: PNT
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 174
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: ELE
Transfer Information: Non Transferable
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, overcurrent protection, and distribution equipment.

BCT 272 Electrical V

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 271
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: ELE
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 272
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: ELE
Transfer Information: Non Transferable
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

Prerequisite(s): Admission and good standing in an apprenticeship program. BCT 273
Credit Hours: 4 cr. hrs.
General Education: None
Programs of Study: ELE
Transfer Information: Non Transferable
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.

BUSINESS—BUS

BUS 100 Introduction to Business

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Elective; NAU: Elective; UA: Elective
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(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)

General Education: None
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Elective; NAU: Dept. Elective (CIS); UA: Elective
Course Description: Conducting business on the internet includes digital commerce terminology, location connectivity, business applications, legal issues, security, and web sit component. Also includes marketing and operating a successful e- business.

BUS 148 Business Ethics: Morals in the Workplace

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Elective; NAU: Elective; UA: Dept. Elective (PHIL)
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, personal values, standards in the workplace, social, religious, and cultural values, legal ramifications of action and inaction, and technology's role in shaping the workplace culture.

BUS 151 Mathematics of Business

Prerequisite(s): MAT 082 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS
Transfer Information: ASU: Elective; NAU: Elective; UA: Non Transferable
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(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS
Transfer Information: Pending
Course Description: Principles and sources of business law. Includes nature of American law, scope and complexity of tort law, nature and principles of contract law, sale of goods under the Uniform Commercial Code, nature and principles of agency law, and business organizations.

BUS 205 Statistical Methods in Economics and Business

Prerequisite(s): MAT 172 or 173
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Equivalent (ECN 221, SWU 321, STP 226, JUS 302 [ASU West QBA 221]) and Gen Ed. (CS); NAU: Equivalent (ECO 201); ***UA:*** Equivalent (MAP 276)
Course Description: Introduces statistical concepts and methods of business. Includes statistics, data, and statistical thinking, methods for describing sets of data, probability, discrete random variables, continuous random variables, sampling distributions, estimation with confidence intervals, tests of hypothesis, inferences based on two samples, correlation and regression, methods for quality improvement, time series, design of experiments and analysis of variance, nonparametric statistics, and categorical analysis.

BUS 210 International Business

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Elective and Gen Ed. (G); NAU: Elective and Gen Ed. (SPW); UA: Elective
Course Description: Introduction to international business, focusing on the importance of cultural, economic, legal, political, sociological, and strategic complexities that emerge when business activities transcend international borders. Includes the terminology of international business and the basic "do's and don'ts" within the various foreign business societies.

BUS 220 Legal Environment of Business

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Equivalent (LES 305 [ASU West - LES 306]); NAU: Equivalent (ACC 205); UA: Elective

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.

CHEMISTRY—CHM

CHM 080 Preparation for General Chemistry

Prerequisite(s): MAT 092 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: Fundamentals of Chemistry. Includes nomenclature, atomic structure, bonding, chemical equations, moles, stoichiometry, the periodic table, conversions, problem-solving techniques and study skills. Designed to prepare students for college-level chemistry.

COMPUTER INFORMATION SYSTEMS—CIS

CIS 100 Introduction to Computers

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, CRT, ACRT, BCRT
Programs of Study: AA-ECE, AA-SSE, ABUS, AAS-BUS
Transfer Information: ASU: Elective; NAU: Equivalent (CIS 120) and Gen Ed. (SAS); UA: Equivalent (MIS 111)
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(s): CIS 100 or consent of instructor
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: CRT-OAP, AAS-OAP
Transfer Information: ASU: Dept. Elective (CIS); NAU: Elective; UA: Non Transferable
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 089 Beginning Computer Skills

Prerequisite(s): None
Credit Hours: 1 cr. hr. (1.5 pds: 0.5 lec., 1 lab)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: Beginning approach to operating a computer. Includes basic computer skills, computer terminology, Windows use, handling files, and word processing (Word Pad).

CSA 100 Computer Literacy

Prerequisite(s): None
Credit Hours: 1 cr. hr. (1.5 pds: 0.5 lec., 1 lab)
General Education: CRT
Programs of Study: AAS-BUS
Transfer Information: ASU: Dept. Elective (CIS); NAU: Elective; UA: Non Transferable
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.

CSA 107 Microcomputer Software/ Hardware Topics

Prerequisite(s): CSA 101, CSA 182
Credit Hours: 3 cr. hrs. (4 pds: 2 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable

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

CSA 110 Spreadsheets: Microsoft Excel

Prerequisite(s): MAT 092 or concurrent enrollment
Credit Hours: 3 cr. hrs. (4 pds: 2 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP
Transfer Information: ASU: Dept. Elective (CIS); NAU: Elective; UA: Elective
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 the work area, creating pivot tables, linking files, consolidating data, and recording macros.

CSA 120 Word Processing

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (4 pds: 2 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP, CRT-OAP
Transfer Information: ASU: Elective; NAU: Elective; UA: Elective
Course Description: 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

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (4 pds: 2 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP
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.

CSA 141 Integrated Office Suite

Prerequisite(s): CSA 101
Credit Hours: 4 cr. hrs. (5 pds: 3 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP
Transfer Information: ASU: Dept. Elective (CIS); NAU: Elective; UA: Non Transferable
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 152 Internet Browser: Microsoft Explorer

Prerequisite(s): None
Credit Hours: 2 cr. hrs. (3 pds: 1 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP, CRT-OAP
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable
Course Description: Fundamentals of Microsoft Internet Explorer. Includes customizing the browser, browsing the Web, printing and saving Web pages, security features, using Internet Explorer with other applications, and advanced features.

CSA 170 Database: Access

Prerequisite(s): OAP 111 or concurrent enrollment
Credit Hours: 3 cr. hrs. (4 pds: 2 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP
Transfer Information: ASU: Elective; NAU: Elective; UA: Non Transferable

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.

CSA 182 Microsoft Windows: Current Version

Prerequisite(s): OAP 111 or concurrent enrollment
Credit Hours: 3 cr. hrs. (4 pds: 2 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, CRT-OAP
Transfer Information: ASU: Dept. Elective (CIS); NAU: Elective; UA: Non Transferable
Course Description: Overview of the Microsoft Windows operating system. Includes introduction to Windows, active desk top, multi-tasking, Windows help features, Windows Explorer, file management, Windows accessories, exchanging data between programs, print management, control panel, customizing Windows, and networking with Windows.

EARLY CHILDHOOD EDUCATION—ECE

ECE 110 Communication and Language: Early Literacy for Children

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE
Transfer Information: Pending
Course Description: This course is a study of oral and written language acquisition and emergent literacy. It includes assessing typical language development, strategies for promoting children's language development, creating language-rich environments, exploring children's literature, and strategies for involving families and community members.

ECE 111 Special Education for Children

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE
Transfer Information: Pending
Course Description: History, philosophy, and current trends in special education. Includes identification and characteristics of children with special needs, assessment procedures, referral services, and available resources. Also includes the role of the teachers, parent(s), and family in effecting appropriate instructional techniques and environmental modifications.

ECE 117 Child Growth and Development

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE, CRT-CDAP
Transfer Information: Pending
Course Description: Analysis of concepts and issues in growth and development of children. Includes prenatal factors, the birth process, and determinants of physical, cognitive, social, cultural, emotional, and moral development through adolescence.

ECE 120 Supervision and Administration of Early Childhood Programs

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE
Transfer Information: Pending
Course Description: Analysis of elements for planning, implementing, maintaining, and evaluating early childhood education programs. Includes regulations, health and safety issues, and staff selection, development, and supervision. Also includes management of facilities, budget, equipment, supplies, and arranging environment.

ECE 124 Math and Science for Children

Prerequisite(s): ECE 117
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE
Transfer Information: Pending

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

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

Prerequisite(s): ECE 117
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE, CRT-CDAP
Transfer Information: Pending
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(s): ECE 117
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE, CRT-CDAP
Transfer Information: Pending
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(s): ECE 117
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE
Transfer Information: Pending
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 Preparation

Prerequisite(s): ECE 117, ECE 125, ECE 226 or permission of the instructor
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: CRT-CDAP
Transfer Information: Pending
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 Ed

Prerequisite(s): ECE 226 (or concurrent enrollment), or permission of instructor
Credit Hours: 4 cr. hrs. (16 pds: 1 lec., 15 lab)
General Education: None
Transfer Information: Pending
Course Description: This course is an internship to support students currently working in an educational setting. Course content includes professional journal readings, student self-assessments, journaling, instructor observation and assessment of student interactions with children, and conferencing sessions to promote the student's skills as a teacher and professional in the learning community.

ECONOMICS—ECN

ECN 200 Basic Economic Principles

Prerequisite(s): MAT 092
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (ECN 211) and Gen Ed. (SB); NAU: Equivalent (ECO 284) and Gen Ed. (SPW); UA: Equivalent (ECON200)

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 macroeconomy, foundations of the macroeconomy, 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

Prerequisite(s): MAT 092
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (ECN 212); NAU: Equivalent (ECO 284) and Gen Ed. (SPW); UA: Equivalent (ECON201A)
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

Prerequisite(s): MAT 092
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: ABUS, AA-ECE, AAS-BUS
Transfer Information: ASU: Equivalent (ECN 211); NAU: Equivalent (ECO 285) and Gen Ed. (SPW); UA: Equivalent (ECON201B)
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 macroeconomy, foundations of the macroeconomy, 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.

EDUCATION—EDU

EDU 100 Principles of Bilingual Education

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-ECE, AAS-ECE
Transfer Information: ASU: Elective; NAU: Elective; UA: Elective
Course Description: Examination of basic principles of bilingual education. Includes philosophy, history, rationale, legislation and models.

GEOGRAPHY—GEO

GEO 101N Physical Geography: Weather & Climate

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Equivalent (GPH 212 AND GPH 214 Lab) and Gen Ed. (SQ); NAU: Dept. Elective (GGR) and Gen Ed. (LS); UA: Dept.
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.

GEO 103 Cultural Geography

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, G
Programs of Study: AS, AAS-TOANR
Transfer Information: ASU: Equivalent (GCU 102); NAU: Dept. Elective (GGR) and Gen Ed. (SPW); UA: Dept. Elective (GEOG)
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

Prerequisite(s): Basic computer skills recommended and instructor permission required
Credit Hours: 3 cr. hrs. (5 pds: 2 lec., 3 lab)

General Education: None
Programs of Study: AAS-TOANR
Transfer Information: ASU: Dept. Elective (GPH); NAU: Equivalent (GSP 239 (3) [SAS]); UA: Dept. Elective (GEOG)
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.

GEOLOGY—GLG

GLG 101N Introductory Geology I: Physical Geology

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (6 pds: 3 lec., 3 lab)
General Education: AGEC, AAS, G
Programs of Study: AS
Transfer Information: ASU: Equivalent (GLG101 & GLG103) and Gen Ed. (SQ, G); NAU: Equivalent (GLG 101 (3) & GLG 103 (1)) and Gen Ed. (LS); UA: ***Equivalent (GEOS251)***
Course Description: Introduces the physical aspects of the earth's crust, including rocks, minerals and their relationship to one another. Also includes surface and subsurface processes operating on and in the earth.

HEALTH CAREER PROFESSIONS—HCP

HCP 197 Special Topics: Caregiver/Direct Careworker

Prerequisite(s): None
Credit Hours: 3 cr. hrs.
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: This course presents principles and applications of caregiving in various settings. It includes an introduction to caregiver services, appropriate caregiver characteristics and behaviors, legal and ethical issues, aging effects, medication management, and dementia care. It also includes instruction in circulatory, integumentary, musculoskeletal, urinary, gastrointestinal, and nervous systems, personal care and hygiene.

HISTORY—HIS

HIS 101 Introduction to Western Civilization I

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, I, C, G
Programs of Study: AAS-BUS
Transfer Information: ASU: Dept. Elective (HST); NAU: Equivalent (HIS 240) and Gen Ed. (SPW); UA: Dept. Elective (HIST)
Additional Notes: HIS 101 is required for Arizona teacher certification.
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 102 Introduction to Western Civilization II

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, I, C, G
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (HST 104) and Gen Ed. (HU, SB, G, H); NAU: Equivalent (HIS 241) and Gen Ed. (SPW); UA: Dept. Elective (HIST)
Course Description: History of the origins and development of the modern world. Includes Wars of Religion, Colonization, the Enlightenment, the Eighteenth century, the Nineteenth century, and the Twentieth century. Special focus on the struggles of indigenous peoples across the globe in the age of imperialism.

HIS 122 Tohono O'odham History and Culture

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: HIMDAG, AGEC, AAS, I, C, G
Programs of Study: None
Transfer Information: ASU: Dept. Elective (AIS, HST); NAU: Dept. Elective (HIS/AIS) and Gen Ed. (CU); UA: Dept. Elective (HIST)

Course 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, 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

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, C, G
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (HST 109) and Gen Ed. (SB, HU, H); NAU: Equivalent (HIS 291) and Gen Ed. (SPW); UA: Dept. Elective (HIST)
Course Description: Survey of the major developments in American history from the Columbian conquests to the Era of Reconstruction. Includes Colonial America, the Formative Years (1776-1815,) the Early National Period (1815-1850,) and the coming of the Civil War and its aftermath. Also includes the social, intellectual, and political aspects of early American life.

HIS 142 History of the United States II

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, C, G
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (HST 110) and Gen Ed. (SB, H); NAU: Equivalent (HIS 292) and Gen Ed. (SPW); UA: Dept. Elective (HIST)
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

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, C
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (HST 344) and Gen Ed. (SB, H); NAU: Dept. Elective (HIS) and Gen Ed. (SPW); UA: Dept. Elective (HIST or

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

HIS 274 The Holocaust

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, G
Programs of Study: AAS-BUS
Transfer Information: ASU: Dept. Elective (HST); NAU: Dept. Elective (HIS) and Gen Ed. (CU); UA: Dept. Elective (HIST)
Course Description: Survey of the history, causes, and attempts to prevent holocausts. Includes: Causes and legacies of the Nazi assault on humanity. Includes history of hate in Europe, historical antecedents and preconditions, Third Reich and creation of the racial state, from isolation to the "Final Solution", aftermath (1945-), and the Holocaust and relevant events. Also includes history of genocidal policies toward indigenous peoples.

LITERATURE—LIT

LIT 174 Introduction to Native American Writings

Prerequisite(s): OAP 251 or WRT 101
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, C
Programs of Study: None
Transfer Information: ASU: Dept. Elective (AIS); NAU: Dept. Elective (ENG); UA: Dept. Elective (AIS)
Additional Notes: May convene with LIT 274.
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.

LIT 274 Native American Literature

Prerequisite(s): WRT 101
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, I, C
Programs of Study: None
Transfer Information: ASU: Dept. Elective (AIS); NAU: Dept. Elective (ENG) and Gen Ed. (AHI); UA: Dept. Elective (AIS)

Additional Notes: May convene with LIT 174.
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.

LIT 289 Literature and Film
Prerequisite(s): WRT 102 or concurrent enrollment
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, I, C
Programs of Study: None
Transfer Information: ASU: Equivalent (ENH 230) and Dept. Elective (ENG); NAU: Dept. Elective (ENG) and Gen Ed. (AHI); UA: Dept. Elective (ENGL)
Course Description: Criticism of films' dramatic forms, elements and genres. Includes development of film as an art form, comparative approaches to literature and film, performed drama, critical analysis, and film production personnel.

LIT 290 World Literature and Global Film
Prerequisite(s): WRT 102 or concurrent enrollment
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, I, G
Programs of Study: None
Transfer Information: ASU: Dept. Elective (ENG, AIS); NAU: Dept. Elective (ENG); UA: Equivalent (ENGL102)
Course Description: This course provides a survey of Native American, Aboriginal, Maori, and Canadian First Nations oral stories, autobiographical writings, fiction, poetry, filmic representations, and nonfiction. It also includes a global, comparative approach to historical and cultural contexts, major themes and issues in contemporary world Indigenous literature, literary forms and techniques, and critical essays.

MANAGEMENT—MGT

MGT 110 Human Relations in Business and Industry
Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS, ABUS
Transfer Information: ASU: Dept. Elective (BUA, AGB); NAU: Elective; UA: Elective
Course Description: Basic theories and concepts for understanding human relations needs of business employees and managers. Includes organizational behavior, diversity, motivation and performance management, job design, group work, organizational design, organizational power, and conflict and negotiation.

MGT 122 Supervision
Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS, ABUS
Transfer Information: ASU: Dept. Elective (BUA, AGB); NAU: Elective; UA: Elective
Course Description: Principles of personnel supervision. Includes group dynamics, organizational work structures, source and nature of worker values, team communication skills, decision making, creativity within worker teams, controversy within worker teams, conflict of interest within worker teams, dealing with diversity, and team development and training for continuous improvement.

MGT 124 Small Business Management
Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS, ABUS
Transfer Information: ASU: Dept. Elective (BUA, AGB); NAU: Elective; UA: Elective
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, sources of funds, international operations, contracts, risk, and international opportunities.

MGT 230 Dynamics of Leadership
Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS
Transfer Information: Pending
Additional Notes: Same as STU 230.

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

MGT 270 Computer Applications for Managers
Prerequisite(s): CSA 101 or proficiency with Microsoft Office
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS
Transfer Information: Pending
Course Description: Development of management skills in computer applications for business. Includes state of computing technology, electronic commerce and the economy, international issues, work and the virtual workplace, interaction with the information systems department, project management, presentations, and spreadsheets for managerial decision-making.

MGT 276 Human Resources
Prerequisite(s): BUS 100
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS, ABUS
Transfer Information: ASU: Dept. Elective (BUA, AGB); NAU: Elective; UA: Elective
Course Description: Practical aspects of personnel management and support. Includes roles and concepts, acquiring human resources, administering the personnel program, developing employee potential, maintaining the workforce, and future outlook for personnel management.

MGT 278 Labor/Management Relations
Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS
Transfer Information: Pending
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
Prerequisite(s): BUS 100 and one other MGT course
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS, ABUS
Transfer Information: ASU: Dept. Elective (BUA, AGB); NAU: Elective; UA: Elective
Course Description: Overview of the functions performed and issues faced by managers in business. Includes theory, general research findings, and knowledge from a managerial perspective. Also includes diverse philosophies for understanding management as a total system within the constraints imposed by society, government, technology, and ideology.

MARKETING—MKT

MKT 111 Principles of Marketing
Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-BUS, ABUS
Transfer Information: ASU: Dept. Elective (BUA, AGB); NAU: Elective; UA: Elective
Course Description: Introduction to marketing principles and strategies that are survival tools for not-for-profit and for-profit organizations in today's global and competitive market. Includes the marketing variables product, price, channels of distribution, physical distribution, and promotion. Also includes strategic planning, consumer characteristics and behavior, market environments and market research.

MATHEMATICS—MAT

MAT 050 Approaching Mathematics Positively
Prerequisite(s): None
Credit Hours: 1 cr. hrs. (1 pds: 1 lec.)
General Education: None
Programs of Study: None

Transfer Information: Non Transferable
Additional Notes: Same as STU 050.
Course Description: Designed for students who avoid taking mathematics courses or who have anxiety in mathematics courses. Includes defining mathematics anxiety, underlying causes, and practicing anxiety reduction techniques. Also includes mathematics study and test-taking.

MAT 082 Basic Mathematics
Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: Fundamentals and applications of arithmetic. Includes operations on whole numbers, fractions, decimal numbers, ratio and proportion, percent, and measurement.

MAT 086 Prealgebra
Prerequisite(s): MAT 082 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
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(s): MAT 086 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: Introduction to basic algebra. Includes the real number system, algebraic expressions, linear equations and inequalities, integer exponents, polynomials, simple rational expressions, and square roots.

MAT 105 Applied Technical Mathematics
Prerequisite(s): MAT 086 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AAS
Programs of Study: None
Transfer Information: Pending
Additional Notes: Previously designated as GTM 105.
Course Description: Applied geometry and trigonometry operations. Includes review of basic math operations, angle calculations, elements of geometry, trigonometric functions, and practical application.

MAT 108 Practical Geometry and Trigonometry
Prerequisite(s): MAT 086 or equivalent by placement score
Credit Hours: 2 cr. hrs. (2 pds: 2 lec.)
General Education: AAS
Programs of Study: None
Transfer Information: Pending
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(s): MAT 092 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AAS
Programs of Study: AAS-BUS, AAS-TOANR
Transfer Information: Pending
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(s): MAT 122 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (MAT 142) and Gen Ed. (MA); NAU: Equivalent (MAT 114) and Gen Ed. (FNRQ); UA: Equivalent (MATH105)
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(s): MAT 122 or equivalent by placement score

Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: AGEC, AAS
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Equivalent (MAT 117); NAU: Equivalent (MAT 110) and Gen Ed. (FNRQ); UA: Equivalent (MATH110)
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(s): MAT 151 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: ABUS, AAS-BUS
Transfer Information: ASU: Equivalent (MAT 119) and Gen Ed. (MA); NAU: Equivalent (MAT 119); UA: Dept. Elective (MATH)
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(s): MAT 151 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Elective; NAU: Equivalent (MAT 119); UA: Equivalent (MATH115A)
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(s): MAT 173 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Dept. Elective (MAT); NAU: Equivalent (MAT 131) and Gen Ed. (SAS); UA: Equivalent (MATH115B)
Course Description: Continuation of MAT 173. Includes distributions, normal distributions, basic statistics, integration, common business functions, differentiation, and computer skills.

MAT 182 Trigonometry
Prerequisite(s): MAT 151 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (MAT 170) and Gen Ed. (MA); NAU: Dept. Elective (MAT) and Gen Ed. (SAS); UA: Equivalent (MATH111)
Course Description: Introduction to trigonometric functions. Includes graphs, identities, angle measure, vectors, polar coordinates, and conic sections.

MAT 187 Precalculus
Prerequisite(s): MAT 151 or equivalent by placement score
Credit Hours: 5 cr. hrs. (5 pds: 5 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (MAT 170) and Gen Ed. (MA); NAU: Equivalent (MAT 125) and Gen Ed. (FNRQ); UA: Equivalent (MATH120)
Course Description: Recommended: For highly motivated students who have strong algebraic skills. 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(s): MAT 151 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (MAT 210) and Gen Ed. (MA); NAU: Equivalent (MAT 131) and Gen Ed. (SAS); UA: Equivalent (MATH113)
Course Description: Calculus for students majoring in business. Includes limits, continuity, differentiation and integration of algebraic functions.

MAT 220 Calculus I
Prerequisite(s): MAT 151 and MAT 182; or MAT 187; or equivalent by placement score

Credit Hours: 5 cr. hrs. (5 pds: 5 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Equivalent (MAT 270 + 1 DEC) and Gen Ed. (MA); NAU: Equivalent (MAT 136) and Gen Ed. (SAS); UA: Equivalent (MATH124)
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(s): MAT 220.
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: AGEC, AAS
Programs of Study: AS, AAS-BUS
Transfer Information: ASU: Equivalent (MAT 271)
Gen Ed. (MA); NAU: Equivalent (MAT 137); UA: Equivalent (MATH 129)
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(s): MAT 231.
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: AGEC, AAS
Programs of Study: AS, AAS-BUS
Transfer Information: ASU: Equivalent (MAT 272)
Gen Ed. (MA); NAU: Equivalent (MAT 238); UA: Equivalent (MATH223)
Course Description: Continuation of MAT 231. Includes conic sections, polar coordinates, solid geometry, two and three dimensional vectors, moments, partial derivatives and multiple integration.

OFFICE AND ADMINISTRATIVE PROFESSIONS—OAP

OAP 111 Computer Keyboarding and Document Production

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (5 pds: 2 lec., 3 lab)
General Education: None
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable
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

Prerequisite(s): OAP 111
Credit Hours: 3 cr. hrs. (5 pds: 1 lec., 4 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP, CRT-OAP
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable
Course Description: Development of computer keyboarding. Includes skill assessment, skill building development, data input accuracy and software.

OAP 123 Professional Development for Administrative Support

Prerequisite(s): CSA 152 or 153; OAP 111 or equivalent proficiency on computer keyboard
Credit Hours: 3 cr. hrs. (6 pds: 6 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP, CRT-OAP
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable
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

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AAS, CRT, ACRT, BCRT
Programs of Study: AAS-BUS
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable
Course Description: English fundamentals essential for modern business communication. Includes reference skills, parts of speech, basic sentence terms, verbals, sentences, punctuation, writing style, and grammar usage.

OAP 171 Office Procedures

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (5 pds: 3 lec., 2 lab)
General Education: None
Programs of Study: AAS-BUS, AAS-OAP, CRT-OAP

Transfer Information: Pending
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 199 Service Learning in OAP

Prerequisite(s): OAP 199 WK concurrent
Credit Hours: 1 cr. hr. (1 pd: 1 lec.)
General Education: None
Programs of Study: AAS-OAP
Transfer Information: Pending
Course Description: Introduction to Cooperative Education for first-year students (instruction which provides for success in securing and retaining a training job related to subject area). Social and psychological reasons for working, methods of securing employment, preparation of career and job-related objectives and evaluation of student work experience.

OAP 199WK Service Learning Field Experience in OAP

Prerequisite(s): OAP 199 concurrent
Credit Hours: 1-8 cr. hrs. (5-40 pds: 5-40 lab)
General Education: None
Programs of Study: AAS-OAP
Transfer Information: Pending
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.

OAP 251 Business Communications

Prerequisite(s): OAP 151
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AAS, ACRT
Programs of Study: AAS-BUS
Transfer Information: ASU: Non Transferable; NAU: Elective; UA: Non Transferable
Course Description: Principles of effective writing and listening skills. Includes language development, verbal and nonverbal communications, customer relations, and writing and editing correspondence.

PHILOSOPHY—PHI

PHI 101 Introduction to Philosophy

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, I, C, G
Programs of Study: None
Transfer Information: ASU: Equivalent (PHI 101); NAU: Equivalent (PHI 101) and Gen Ed. (AHI); UA: Equivalent (PHIL111)
Course Description: Survey of the practices of philosophical analysis using contemporary debates to illustrate core issues. Philosophical issues may include: explanation/proof, analysis/critique, ethics/morality, aesthetics/equilibrium, identity/otherness, society/ governance, religion/science, epistemology/ ontology, thought/language, and consciousness/habit.

PHI 123 History and Philosophy of Science

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, G
Programs of Study: None
Transfer Information: ASU: Elective; NAU: Dept. Elective (PHI); UA: Elective
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.

PHYSICS—PHY

PHY 121N Introductory Physics I

Prerequisite(s): High school algebra
Credit Hours: 5 cr. hrs. (7 pds: 4 lec., 3 lab)
General Education: AGEC, AAS
Programs of Study: None
Transfer Information: Pending
Course Description: Introduction to general physics for programs requiring a one-year, non-calculus based physics course. Includes mechanics and heat.

POLITICAL SCIENCE—POS

POS 210 National and State Constitutions

Prerequisite(s): None

Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Dept. Elective (POS, POL); NAU: Equivalent (POS 220); UA: Equivalent (POL 210)
Additional Notes: POS 210 satisfies the requirement for teacher certification.
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 226 Tohono O'odham Nation Government

Prerequisite(s): Completion of WRT 101 or permission of instructor.
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AAS-BUS
Transfer Information: ASU: Dept. Elective (AIS & POS)
Gen Ed. (SB); NAU: Dept. Elective (POS); UA: Elective
Additional Notes: Same as TOC 226.
Course Description: This course examines the development of Tohono O'odham government, both pre- and post-1934. It includes the cultural, legal and political basis of Tohono O'odham government, the structures and functions of the Tohono O'odham Nation powers, and its services, fiscal changes, and administrative growth. It also addresses political relations, developments, and transitions related to state and federal governments and highlights major contributions of Tohono O'odham leaders.

POS 240 Understanding Terrorism

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, G
Programs of Study: AAS-BUS
Transfer Information: ASU: Dept. Elective (POS, POL); NAU: Dept. Elective (POS); UA: Elective
Course Description: Analysis of terrorism as an international phenomenon. Includes classifications of terrorism, political ideologies, cultural perspectives and geographical issues, responses by governments to terrorism, terrorism's future impact and current government policies related to terrorism.

PSYCHOLOGY—PSY

PSY 101 Introduction to Psychology

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: AGEC, AAS
Programs of Study: AA-ECE, AA-SSE, AAS-ECE
Transfer Information: ASU: Dept. Elective (PGS); NAU: Equivalent (PSY 101) and Gen Ed. (SPW); UA: Equivalent (PSYC101)
Additional Notes: Content is a combination of elements of PSY 100A and 100B.
Course Description: Survey of general psychology. Includes a definition of psychology, history of psychology, research methods and critical thinking, biological basis of behavior, sensory process, receiving the world, states of consciousness, conditioning and learning, memory process, motivation and emotions, role of health psychologists, role of stress in our lives, major stages in child and life span development, gender identity and sexuality, intelligence, personality theories, psychological disorders, therapeutic approaches, social psychology research, and gender identity and sexuality.

PSY 132 Psychology and Culture

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, G
Programs of Study: None
Transfer Information: ASU: Dept. Elective (PGS); NAU: Elective and Gen Ed. (SPW); UA: Dept. Elective (PSYC)
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.

READING—REA

REA 081 Reading Improvement I

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: Improvement of basic reading strategies. Includes development of word analysis, vocabulary, information literacy, and reading strategies necessary to assure successful comprehension at the literal and interpretive levels.

REA 091 Reading Improvement II

Prerequisite(s): REA 081 or equivalent by placement score
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: Development of reading strategies. Includes vocabulary comprehension, study strategies, metacognition, information literacy, and community of readers.

REA 112 Critical Reading

Prerequisite(s): REA 091 or equivalent by placement score
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: AAS
Programs of Study: None
Transfer Information: Pending
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. May be offered in modules.

RECORDS AND INFORMATION MANAGEMENT—RIM

RIM 132 Records Management: Filing Systems

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-OAP, CRT-OAP
Transfer Information: Pending
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).

RIM 133 Records Management: Development of a Program

Prerequisite(s): RIM 132
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AAS-OAP, CRT-OAP
Transfer Information: Pending
Course Description: Principles of file management from creation to final disposition. Includes records information management program development, technology in records information management, related records information management functions, and inactive records information management.

SOCIAL SERVICES—SSE

SSE 110 Introduction to Social Welfare

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AA-ECE, AA-SSE, AAS-ECE, CRT-SAB, CRT-SSE
Transfer Information: ASU: Equivalent (SWU 171); NAU: Equivalent (SW 220) and Gen Ed. (SPW); UA: Dept. Elective (SERP)
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 111 Group Work

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-SSE, CRT-SSE
Transfer Information: ASU: Elective; NAU: Dept. Elective (SW); UA: Dept. Elective (SERP)

Course Description: Examination of group dynamics. Includes communication patterns, leadership, decision-making, conflict resolution, problem solving, and personal growth within groups. Also includes application of concepts through observation, group exercises, and case studies.

SSE 121 Introduction to Substance Abuse

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-SSE, CRT-SAB
Transfer Information: ASU: Elective; NAU: Elective; UA: Elective
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, theories of addiction, treatment, strategies, cultural perspectives and treatment interventions. Also includes special populations, education, and available resources to addicts, alcoholics and their families.

SSE 123 Substance Abuse Prevention

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: CRT-SAB
Transfer Information: ASU: Elective; NAU: Elective; UA: Elective
Course Description: Comprehensive review of approaches to prevention. Includes drug control policies and the impact of abused substances on all segments of society. Also includes focus on the resources of multiple societal sectors to reduce the demand for drugs.

SSE 140 Domestic Violence: Causes and Cures

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AA-SSE
Transfer Information: ASU: Elective; NAU: Dept. Elective (SW); UA: Elective
Course Description: Overview of historical and contemporary causes of domestic violence. Includes laws and law enforcement, society, populations victimized, and diagnosis and treatment techniques. Also includes community resources, treatment centers, and support groups, cultural awareness, special populations at risk, and theories explaining the prevalence of domestic violence.

SSE 146 Child Abuse Intervention and Protection

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-SSE
Transfer Information: ASU: Elective; NAU: Dept. Elective (SW); UA: Elective
Course Description: Overview of the scope and nature of child abuse and neglect. Includes the definitions, dynamics, symptoms, risks, and effects of the various forms of child maltreatment and emphasizes prevention and utilization of community resources. Also includes the process of intervention by society, the roles of various professionals in the investigation, adjudication, treatment, and case management of child abuse cases.

SSE 150 Motivational Interviewing

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: CRT-SAB
Transfer Information: Pending
Course Description: This course provides a comprehensive review of the concepts of motivational interviewing (MI) as well as numerous opportunities to practice those concepts. Course content includes the elements of MI; the principles of MI; the foundational skills of MI; and the spirit, or guiding philosophy, of MI.

SSE 151 Motivational Interviewing Practicum

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: CRT-SAB
Transfer Information: Pending

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(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-SSE, CRT-SAB, CRT-SSE
Transfer Information: ASU: Equivalent (SWU 295); NAU: Dept. Elective (SW); UA: Dept. Elective (SERP)
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 210 Community Organization and Development

Prerequisite(s): SSE 110
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-SSE, CRT-SSE
Transfer Information: ASU: Elective; NAU: Dept. Elective (SW); UA: Elective
Course Description: Principles and techniques of organizing to effect change. Includes role of the professional organizer, nature of institutions, causes of change or failure to change, and strategies for effective change.

SSE 211 Group Technique Applications

Prerequisite(s): SSE 111
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-SSE, CRT-SSE
Transfer Information: ASU: Elective; NAU: Dept. Elective (SW); UA: Elective
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(s): SSE 202
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-SSE, CRT-SSE
Transfer Information: ASU: Equivalent (SWU 291); NAU: Elective; UA: Dept. Elective (FSHD)
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(s): SSE 120
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: CRT-SAB
Transfer Information: ASU: Elective; NAU: Dept. Elective (SW); UA: Elective
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(s): SSE 120
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: CRT-SAB
Transfer Information: ASU: Elective; NAU: Dept. Elective (SW); UA: Elective
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 127 Marriage and the Family

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: AA-ECE, AAS-ECE
Transfer Information: ASU: Dept. Elective (SOC); NAU: Equivalent (soc 216); UA: Dept. Elective (SOC)
Course Description: Introduction to the social functions of marriage and the family. Includes structures of marriages and families, relationships, marriage, and transformation of marriage.

SPEECH COMMUNICATION—SPE

SPE 110 Public Speaking

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: C
Programs of Study: AA-ECE, AAS-ECE, AAS-BUS
Transfer Information: ASU: Dept. Elective (COM) and Elective; NAU: Equivalent (SC 111) and Dept. Elective (BA) and Gen Ed. (SPW); UA: Equivalent
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(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: AA-SSE, AAS-BUS
Transfer Information: ASU: Equivalent (COM 259; CMN 259); NAU: Dept. Elective (SC) and Gen Ed. (AHI); UA: Dept. Elective (COMM)
Course Description: Study and training in organizational communication within a multicultural/global environment. Includes informative and persuasive speaking, interviewing, listening, and group problem-solving and decision-making.

STUDENT SUCCESS—STU

STU 100 College Success Skills

Prerequisite(s): None
Credit Hours: 1 cr. hr. (1 pd: 1 lec.)
General Education: None
Programs of Study: None
Transfer Information: Pending
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(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Pending
Course Description: Enhancement of academic and personal skills to maximize learning and success at the college setting. Includes assessing college readiness and learning skills, time management, building memory and concentration skills, reading for college, note taking, test taking, diversity, writing for college, relationships, lifestyle and wellness, and next step.

STU 109 Career Exploration

Prerequisite(s): None
Credit Hours: 2 cr. hrs. (2 pds: 2 lec.)
General Education: None
Programs of Study: None
Transfer Information: Pending
Course Description: Development of skills and knowledge necessary to make career choices. Includes values clarification, skill identification, interest and personality identification and recognition, adult developmental issues, career research, developing a plan of action, review of self-assessment inventory, eliminating stereotypes, advanced career research, information interviews, decision making, and developing an educational/career plan.

STU 230 Dynamics of Leadership

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Pending

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.

TOHONO O'ODHAM CULTURE—TOC

TOC 150 Tohono O'odham Food Systems

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Pending
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

Prerequisite(s): None
Credit Hours: 1 cr. hr. (1 pd: 1 lec.)
General Education: None
Programs of Study: None
Transfer Information: Pending
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

Prerequisite(s): Completion of WRT 101 or permission of instructor.
Credit Hours: 1 cr. hr. (1 pd: 1 lec.)
General Education: AGEC, AAS
Programs of Study: None
Transfer Information: ASU: Dept. Elective (AIS & POS)
Gen Ed. (SB); NAU: Dept. Elective (POS & AIS); UA: Elective
Additional Notes: Same as POS 226.
Course Description: This course examines the development of Tohono O'odham government, both pre- and post-1934. It includes the cultural, legal and political basis of Tohono O'odham government, the structures and functions of the Tohono O'odham Nation powers, and its services, fiscal changes, and administrative growth. It also addresses political relations, developments, and transitions related to state and federal governments and highlights major contributions of Tohono O'odham leaders.

TOHONO O'ODHAM LANGUAGE—THO

THO 101 Elementary Tohono O'odham I

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: HIMDAG, AGEC, AAS, G
Programs of Study: None
Transfer Information: ASU: Elective; NAU: Elective and Gen Ed. (CU); UA: Dept. Elective (LING)
Course Description: Skills development to provide proficiency in basic communication in the Tohono O'odham language. Includes listening, speaking, reading, and writing. Also includes an emphasis on examination of Tohono O'odham cultural traditions.

THO 102 Elementary Tohono O'odham II

Prerequisite(s): THO 101 or instructor consent
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: AAS, G
Programs of Study: None
Transfer Information: ASU: Elective; NAU: Elective and Gen Ed. (CU); UA: Dept. Elective (LING)
Course Description: Continuation of THO 101. Includes increased proficiency in listening, speaking, reading, and writing. Includes continued study of Tohono O'odham cultural traditions.

THO 106 Conversational Tohono O'odham I

Prerequisite(s): None
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: None
Programs of Study: None
Transfer Information: Pending

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.

THO 107 Conversational Tohono O'odham II

Prerequisite(s): THO 106 or instructor consent
Credit Hours: 4 cr. hrs. (4 pds: 4 lec.)
General Education: None
Transfer Information: Pending
Course Description: Continuation of THO 106. Includes oral and written communication, grammatical structures, additional interpersonal transactions, and additional cultural perspectives.

WRITING—WRT

WRT 070 Developmental Writing

Prerequisite(s): None
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: None
Programs of Study: None
Transfer Information: Non Transferable
Course Description: Development of fundamental writing skills. Includes sentence development and structure, writing processes, and written works.

WRT 100 Writing Fundamentals

Prerequisite(s): WRT 070 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: CRT
Programs of Study: None
Transfer Information: ASU: Elective; NAU: Elective; UA: Equivalent (ENGL100)
Course Description: Review of sentence structure, mechanics and usage. Includes review of sentence patterns, designing and writing effective paragraphs, and developing short essays.

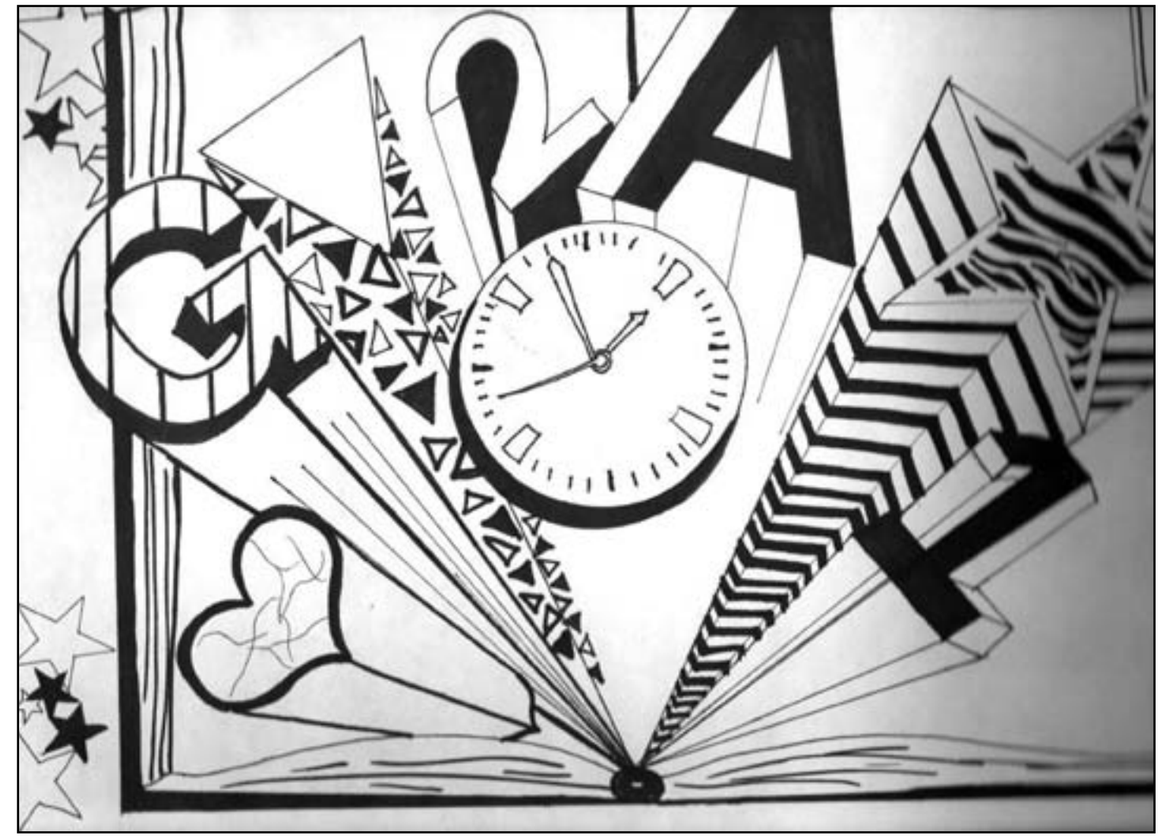
WRT 101 Writing I

Prerequisite(s): WRT 100 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS, CRT
Programs of Study: None
Transfer Information: ASU: Equivalent (ENG 101); NAU: Dept. Elective (ENG) and Gen Ed. (Foundations); UA: Equivalent (ENGL101)
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.

WRT 102 Writing II

Prerequisite(s): WRT 101 or equivalent by placement score
Credit Hours: 3 cr. hrs. (3 pds: 3 lec.)
General Education: AGEC, AAS
Programs of Study: None
Transfer Information: ASU: Elective; NAU: Dept. Elective (ENG) and Gen Ed. (Foundations); UA: Equivalent (ENGL102)
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.

Chapter 8 Personnel



Abstract Composition by Aimee Gonzales

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)
Counselor, Tohono O'odham Behavioral Health. Attended Pima Community College and Northwest Indian College. From Gu Achi District.

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.

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Tohono O'odham Community College 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 deadlines.