Tohono O'odham
Kekel Ha- Maṣcamakuḍ
College Catalog

1998

2023-2024

Tohono O'odham Community College 2023-2024 Academic Calendar

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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September 2023

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October 2023

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November 2023

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December 2023

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31						

Fall Semester 2023	
2023 Fall Admissions Deadline	Aug 18, 2023
First Day of Instruction	Aug 21, 2023
Registration (To add) Deadline	Aug 25, 2023
Labor Day - **College Closed**	**Sept 4, 2023**
Drop/Full Refund Deadline	Sept 5, 2023
O'odham Tas - **College Closed**	**Sept 29, 2023**
Fall Break - No Classes	Oct 2-6, 2023
St. Francis Day - **College Closed**	**Oct 4, 2023**
45th Day Census	Oct 5, 2023
2024 Spring Registration Begins	Oct 23, 2023
Withdrawal Deadline	Nov 1, 2023
Veteran's Day - **College Closed**	**Nov 10, 2023**
Thanksgiving Holiday - **College Closed**	**Nov 23, 2023**
Native American Heritage Day - **College Closed**	**Nov 24, 2023**
Deadline to submit application for Spring Graduation	Dec 1, 2023
Last Day of Instruction	Dec 8, 2023
Final Grades Due	Dec 15, 2023
Winter Break - **College Closed**	**Dec 25, 2023 - Jan 1, 2024**

January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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July 2024

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28	29	30	31			

Spring Semester 2024	
2024 Spring Admissions Deadline	Jan 12, 2024
Martin Luther King Jr.-**College Closed**	**Jan 15, 2024**
First Day of Instruction	Jan 16, 2024
Registration (To add) Deadline	Jan 19, 2024
Drop/Full Refund Deadline	Jan 29, 2024
President's Day - **College Closed**	**Feb 19, 2024**
45th Day Census	Feb 29, 2024
Spring Break - No Classes	Mar 4 - 8, 2024
2024 Summer & 2024 Fall Registration begins	Mar 18, 2024
Withdrawal Deadline	Mar 27, 2024
Deadline for application for Grad. for Sum. and Fall	May 1, 2024
Last Day of Instruction	May 3, 2024
Final Grades Due	May 10, 2024
Spring 2024 Commencement	May 17, 2024

Summer Semester 2024	
Summer 8 Week Session	
2024 Summer Session Admissions Deadline	May 24, 2024
Memorial Day - **College Closed**	**May 27, 2024**
First Day of Instruction	May 28, 2024
Registration (To add) Deadline	May 31, 2024
Drop/Full Refund Deadline	Jun 5, 2024
Juneteenth Day - **College Closed**	**Jun 19, 2024**
Independence Day - **College Closed**	**Jul 4, 2024**
Withdrawal Deadline	Jul 5, 2024
Last Day of Instruction	Jul 23, 2024
Final Grades Due	Jul 26, 2024

Updated on 06/21/2023

Table of Contents

Introduction

This catalog provides information on the admissions process, financial aid, resources for students, programs, and courses. It is for information purposes only and does not constitute a contract.

The Tohono O'odham Community College Catalog is the official catalog for Tohono O'odham Community College for academic years 2023-2024. All information including statements on tuition, fees, course offerings, admissions and graduation requirements is subject to change without notice, obligation, or liability. The official online catalog can be found at the TOCC website (https://tocc.edu/) under the *Academics* tab.

College Contact Information

Tohono O'odham Community College (TOCC)

PO Box 3129 (USPS)

Highway 86, Milepost 125.5 North (UPS/FedEx)

Sells, Arizona 85634

Tel: (520) 479-2300

Fax: (520) 383-8403

Campus Locations

Tohono O'odham Community College S-cuk Du'ag Maṣcamakuḏ "Main Campus"	Tohono O'odham Community College Wiṣag Koṣ Maṣcamakuḏ "West Campus"	Tohono O'odham Community College S-ki:kig Maṣcama Ki: "Phoenix Site"

Arizona Highway 86, Milepost 125.5 N. Please look out for the TOCC campus signs.

Tohono O'odham Community Col...
View larger map

Mile Marker 111 on Highway 86, just west of Sells, Arizona at the former Tohono O'odham Career Center

31°56'20.4"N 111°55'15.7"W
View larger map

S-Ki:kig Mascama Ki: Location

4520 North Central Avenue, Suite 555
Phoenix, AZ 85012
(480) 590-3447
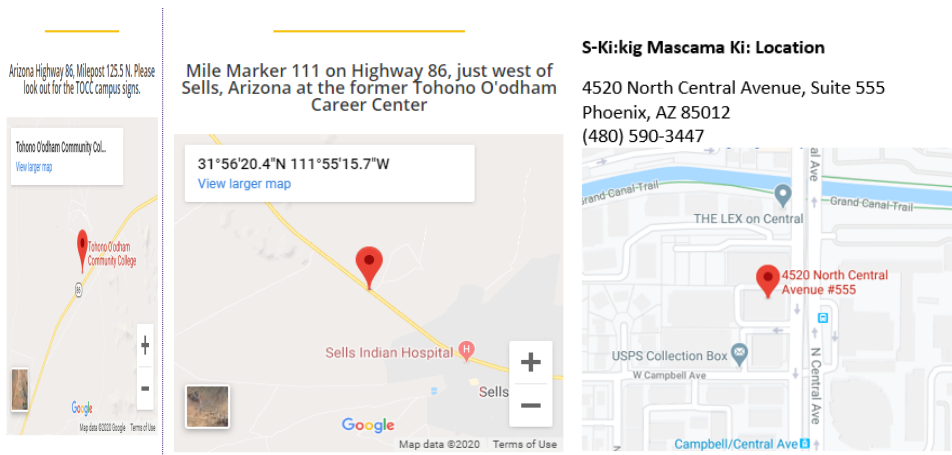
History, Vision, Mission, and Goals

TOCC was chartered in 1998 by the Tohono O'odham Nation. The College was accredited in 2005 by the Higher Learning Commission and has since maintained accreditation. All academic classes were held on the TOCC Komckuḍ E-Wa:'osidk Maṣcamakuḍ (Central Campus) in Sells until 2013 when Education and Student Services moved to the new S-cuk Du'ag Maṣcamakud (Main Campus) in the Schuk Toak District, which now houses the majority of academic classes. The Apprenticeship program, Building and Construction Trades program, GED, Land Grant Office, and several grant programs are located on the Wiṣag Koṣ Maṣcamakuḍ (West Campus) in Sells. The S-ki:kig Maṣcama Ki: - Many houses site is located in Phoenix. In addition, San Carlos Apache College, located in San Carlos, Arizona, is also a site of TOCC and will be part of the College until it achieves its own separate accreditation.

TOCC Vision

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

TOCC Mission

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

TOCC Goals

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

T-Ṣo: ṣoñ –Our Core

T-Wohocudadag (Our Beliefs)

We believe that T-Wohocudadag provides balance, strengthens us and helps us respect ourselves, other people, and cultures.

T-Apedag (Our Well-Being)

We believe that T-Apedag is inclusive of what is healthy and good for us (physically, spiritually, emotionally, and mentally), and for all that is around us.

T-Pi:k Elida (Our Deepest Respect)

We believe that T-Pi:k Elida is a deep sense of respect for the land, your surroundings, the people, things upon the land, and also for your own self and your life.

I-We:mta (Working Together)

We believe that I-We:mta is crucial for the success of the College, and includes sharing, working together, and giving back to the community.

Photo Credit: Evan Thomas

The President and Cabinet Welcome Students to TOCC
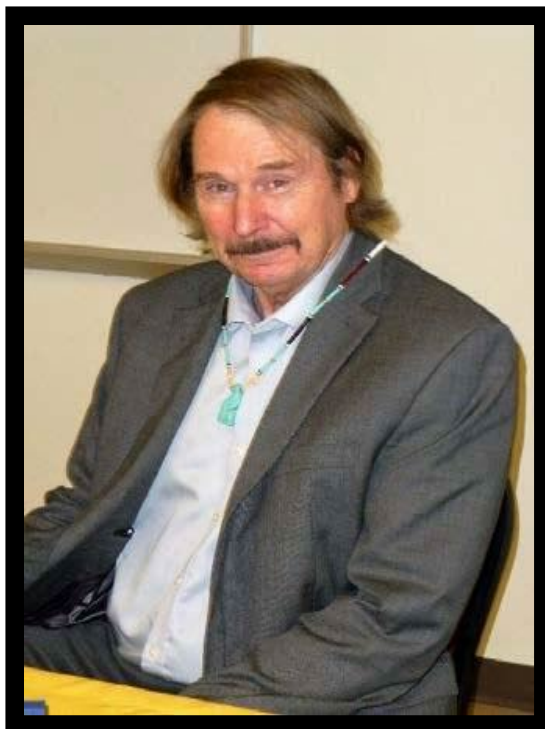
Photo 1 Dr. Paul Robertson, President (Photo by Bernard Siquieros)

Sam 'a' i masma! Greetings!

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

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

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

T 'a'ep 'em-ñei,

Paul M. Robertson, Ph.D.

Paul Robertson, Ph.D.

President

Welcome from the Board of Trustees

We:sicj ac si s-ape has t-elid mamt hab e-ju: k 'ia ha'ap dada k ia o i-ṣonc o ia amjeḍ ba'ic o i-himc g e-maṣcamdag i:ya id 'eda Kekel Ha-Maṣcamakuḍ, Tohono O'odham Community College.   B 'ac t-elid mamt ge'e o bei g s-ke:g ha'icu macig 'i:ya.

We are all honored that you all have chosen to be here to begin or to continue your education at Tohono O'odham Community College (TOCC). We believe that you will gain a wealth of knowledge from being here.

The Board of Trustees welcomes you to TOCC. We strive to make our campus a campus for the whole O'odham community and for all who have chosen to come here. We are committed to promoting a learning community and an environment that helps all students meet their academic dreams and goals.

Whether you are pursuing a degree, taking pre-college classes, participating in courses for personal development or preparing to transfer to a four-year institution, we can help you achieve your goals.

We sincerely hope that while you are here you will take full advantage of all the academic services as well as the social experiences TOCC has to offer. We believe that education is not just in the classroom but in the whole environment of the college and the Tohono O'odham community.   In the spirit of the motto of TOCC, Ñia, 'Oya G T-taccui 'Am Hab E-ju:, we know that your dreams too will be fulfilled here at Tohono O'odham Community College.

Sincerely

Ofelia Zepeda, Ph.D.

Chair, TOCC Board of Trustees

Accreditation

Accreditation

In February 2005, Tohono O'odham Community College (TOCC) was awarded accreditation by the Higher Learning Commission (HLC) of the North Central Association. Accreditation ensures that TOCC courses will transfer to other institutions of higher education and acknowledges that TOCC offers quality education programs and provides a system for accountability and continuous improvement. TOCC received continued accreditation for five years from the HLC in May 2021.

TOCC is also a member of Arizona Transfer (AZTransfer), the Arizona General Education Curriculum network, which coordinates Arizona public university and community college course content to ensure credit transfer among them.   For more information on Arizona public higher education, transfer and accreditation, see www.aztransfer.com/home

San Carlos Apache College

In 2017 San Carlos Apache College (SCAC) was approved by the Higher Learning Commission to be recognized as a Tohono O'odham Community College (TOCC) site. SCAC was then given permission to offer courses at the college in San Carlos, Arizona. Courses were offered to 58 students there in Fall semester 2017 and SCAC enrollment has increased to over 200 students in the 2022-2023 Academic year. TOCC will support the site until SCAC is accredited independently.

Tohono O'odham Himdag

Tohono O'odham Himdag

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

Weaving Curriculum into Himdag

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

Himdag Requirement

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

Chapter 1: Getting Started

Admissions Policies
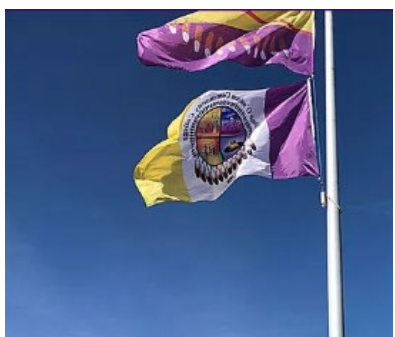
Tohono O'odham Community College (TOCC) is an open-enrollment institution. That means any person, native or non-native, who meets the criteria listed below is eligible for enrollment at the College. While TOCC students are primarily residents of the Tohono O'odham Nation, many come from other tribal nations in Arizona and other states.

Eligibility for admission is established by meeting one of the following criteria. The student:

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

Full-Time and Part-Time Status

Students who enroll for 12 or more credits during the Fall or Spring semesters are full-time students while those taking fewer than 12 are part-time students.

Students who enroll for 6 or more credits during the Summer term are full-time students, while those taking fewer than 6 are part-time students.

A student taking classes for personal interest are non-degree seeking students. Students and community members are welcome to take courses for personal interest.

TOCC Admission Categories

- Regular degree seeking: Any student working towards a degree, certificate, or completion of other program.
- Dual enrollment: High school students who are taking TOCC classes for credit earned at both TOCC and their high school.
- Special admissions.
- Underage student admissions: For students 16 years of age or younger.
- Personal interest.

Regular Admissions

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

Cases for Special Admissions

- A student who is not a high school graduate or a GED recipient and who is enrolling in credit courses and/or programs;
- A student who is enrolled in courses that do not lead to the completion of a certificate and/or degree; or,
- A student who is less than 16 years of age.

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, (3) lack of high school certificate or equivalency or (4) school grades. Additionally, underage students will not be denied admission due to lack of permission from school officials, or lack of concurrent enrollment in a public or private school.

Admission to TOCC does not guarantee admission to a specific degree program or to all courses offered by TOCC. For a copy of TOCC's General Parameters for Underage Admission, please contact the Registrar or visit our website to obtain a copy. The Dean 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.

Application Period

Applications for admission to TOCC are accepted throughout the year. There is no application fee. Application forms are available at the I-We:mta Ki: on S-cuk Du'ag Maṣcamakuḍ (Main Campus) from Student Services and online at https://tocc.edu/admissions/

TOCC Admissions – Documents Required for students

1. Photo ID – provide the following:
   a. If a Native American Student submit one of the following:
   b. Tribal ID Card or
   c. Certificate of Indian Blood (CIB) AND State Issued ID or Driver's License
   d. If a Non-Native American Student (or Non-Enrolled Native Student) submit the following:
   e. Driver's License or State Issued ID
2. Proof of High School completion or equivalent
   a. GED Certificate or High School Diploma
   b. High School OR GED Transcripts with Graduation Date indicated
3. If degree seeking AND have earned credits at another College, submit an Official Transcript from previous colleges attended.
4. Required document details
   a. How and where to submit: Submit documents electronically to admissions@tocc.edu, or fax 520-383-8403, or mail to Tohono O'odham Community College, Office of Admissions and Records, PO Box 3129, Sells, AZ 85634
   b. In order to register for classes document(s) from sections 1 and 2 above must be submitted
   c. Exception: If you are 16 or above and did not attend high school or college, you only need to submit documents in section 1 above
   d. If you attended another college, you must submit your college transcript if you want the courses you took to be evaluated for transfer to TOCC

e. Students who do not submit the Documents required under sections 1 and 2 above, if applicable, will not be issued Official TOCC Transcripts and will not be able to register for future semesters until the documents are submitted.

f. Additional note: If none of the bullets above fits your situation please email admissions@tocc.edu and we will work with you to find a solution

Getting Started at TOCC

Student Orientation

Orientation is designed to help students succeed in college and to provide them with the information about programs and services, transferring to another educational institution, study skills, and deadlines within the academic calendar. Orientation schedules are published each semester on the TOCC website (https://tocc.edu/) and may be obtained from Student Services. Orientations are offered before the start of each semester.

Student Identification Number and Student ID Cards

Each student admitted to TOCC is issued an Assigned Student Identification Number. This number appears on the student's identification card and is tied to the student's record at TOCC. A Student Identification Card will be issued when registering for the first time. It provides access to the TOCC Library, the Bookstore, and the Computer Labs. I.D. cards are obtained in the Library in the I-We:mta Ki: building on S-cuk Du'ag Maṣcamakuḍ (Main Campus). Evening, online, or weekend students who do not regularly come to campus should contact the College at (520) 479-2300 in order to obtain an I.D. card. Student I.D. Cards must be validated each term.

Meet with an Advisor

Meeting with an advisor before the beginning of the first semester is very important to ensure that every course taken will lead toward the desired degree. Students should plan to spend approximately 30 minutes with the advisor for the first advising session. In the advising meeting, a graduation plan will be developed. An advisor can help:

- Discuss the different programs TOCC offers
- Choose a program of study
- Understand program requirements & and compile a degree audit
- Complete transcript evaluations
- Learn about transfer opportunities
- Connect with support services

After that, no later than the end of their first term of enrollment, students should meet with their primary academic advisor to review their prior academic history, review program requirements, and consider recommendations specific to the selected program major. Students can schedule an advising appointment by emailing advising@tocc.edu or they may request an over the phone advising session if they are unable to meet during college hours of operation. Students may also speak with faculty and other staff members about their programs of study. If the Academic Advisor is unavailable for advising, another Student Services, Education staff member, or faculty member will be available. Students who are taking courses for personal enrichment/interest or professional development do not need to meet with an advisor.

New and Current TOCC Students Registration

Online registration is available for new and continuing TOCC students on the TOCC web site. For alternative forms of registration, contact a Student Support Specialist at (520) 479-2300. To Register Online:

1. Go to www.tocc.edu
2. Click on "My TOCC"
3. Enter your MyTOCC Username and Password (If you do not know your username or password, contact IT)
4. Click on "Current Student"
5. Click "Add/Drop Courses" at the bottom of the page
6. In the "Term" drop down box, select the semester you want to register for
7. Click "Search" (All open classes for the selected term will appear)
8. Click on the "Add" box next to the class you want to register for
9. Click on the "Add Courses" box at the bottom of the page
10. Your class schedule will appear

If you have questions, or need assistance, please contact a Student Support Specialist at (520) 479-2300.

Schedule of Classes

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

Declaring a Program of Study

Students should declare a program of study (a major) when applying for admission and should make sure it is listed correctly on their records. **The deadline to declare a program of study is the end of the first semester at TOCC (excluding summer sessions)**. *Students who do not declare a program of study by the deadline may have a hold placed in their account that will require a meeting with an advisor*. 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 only once in a given semester. Students can only declare two programs of study concurrently at any given time during their tenure as a student.

Maximum Credit Hours

Students can enroll for a maximum of 18 credit hours in Fall and Spring semesters and for a maximum of nine credit hours during Summer sessions. Students who wish to register for 18 or more credit hours must complete a form and obtain approval from the TOCC Academic Dean. Forms are available from the Student Services Office

Course Prerequisites

Before enrolling for certain courses, the student may be required to have previous education, knowledge, or skills known as prerequisites. In order to enroll in certain classes at TOCC, students must meet course and program prerequisites; otherwise, they must receive approval for an exemption by the

instructor's signature on the Registration Transaction Form. If it is determined by the instructor that a student does not have the proper prerequisites for the class, the instructor may withdraw the student from the course after notifying the student and directing him or her to the prerequisite courses.

Transfer of Credits

TOCC policy for transfer of academic credits from post-secondary institutions to TOCC is: Transfer students are defined as having previously attended another accredited university or community college and have earned college credit. In order for any classes at another college or university to be approved for credit at TOCC, existing official transcripts must be evaluated to determine if they will meet TOCC transfer requirements. The student must have an official transcript sent to TOCC for evaluation from each college attended where credit is sought; formal transfer credit evaluations will not take place until official transcripts are received. Courses in which the student has an earned a grade of "C" or higher in coursework that is college-level (not developmental) may transfer. All major specific coursework for transfer consideration must have been completed within the last eight years. There is no defined expiration date for non-major coursework and thus all previous coursework can be considered for transfer. However, in disciplines where there have been many substantive changes in the field in recent years (e.g. computer science, communications, etc.), courses older than eight years may be denied transfer at the discretion of the Dean of Academics. In rare instances, transfer decisions may therefore be reversed because of changes to the selected degree requirements. Changes in major will be approved between semesters to allow time for this review. A maximum of 75% of credits from accredited institutions can be accepted toward the certificate or degree; i.e., 25% of the credits that count toward a certificate or degree must be taken at TOCC.

TOCC may accept course credits from colleges and schools accredited by any of the following:
- Middle States Association of Colleges and Secondary Schools
- New England Association of Colleges and Schools, Inc.
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

In order for TOCC to determine whether a student's courses can be approved for credit, the student must request that official transcripts from their previously attended institution(s) be sent directly to the TOCC Registrar. Once TOCC receives the official transcript(s) from previously attended institution(s), the transcript(s) will be evaluated within the first month at TOCC, and the student will be notified of the results. Credit evaluation will be completed by an Academic Advisor. Transfer coursework is identified by Credit Type as TR (Transfer) followed by the grade transferred earned that may be an A, B, or C. The computation of GPA is not included for transfer coursework. In cases where the previous college has quarter credits, the credits will be converted to semester credits using generally accepted academic principles. If a transfer student is not satisfied with the results of the TOCC evaluation of the transfer request, the student may appeal to the Academic Dean; the appeal must be in writing. The Academic Dean will review the appeal and make a final determination. The student will be notified of the result of the appeal, and a copy of the final decision will be placed in the student's file. San Carlos Apache College (SCAC) has authority to evaluate transcripts in accordance with this policy. No SCAC representative or TOCC representative other than TOCC's Dean of Academics has the authority to approve appeals or exclusion of non-major coursework.

Credit by Examination and Prior Learning

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

Opportunities for credit by examination or evaluation include:

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

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

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

Advanced Placement (AP) Credits

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

College-Level Examination Program

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

Financial Aid

TOCC's Financial Aid Office is the key to accessing a range of financial assistance opportunities. Visit the Financial Aid Office in I-We:mta Ki: at the S-cuk Du'ag Maṣcamakuḍ (Main Campus) to learn about the Free Application for Federal Student Aid (FAFSA), Pell Grants, Federal Student Educational Opportunity Grants, Federal Work Study, American Indian College Fund scholarships, and others. The Financial Aid Office has a list of scholarships that are available for you and will also assist you in filling out the scholarship forms. Many students will find that they are eligible for Pell grants that often cover the entire cost of tuition, fees, and books. The FAFSA form, required to be completed to apply for any federal funding or American Indian College Fund scholarships, is available online at **www.FAFSA.ed.gov** and at the Financial Aid Office. **TOCC's school code number for FAFSA applications is 037844**. NOTE: TOCC does not offer Student Loans.

For more information, contact the TOCC Financial Aid Office at (520) 479-2300 and see details in Chapter 3.
TOCC Bookstore

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

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

Refunds will be given only for textbooks returned in their original condition. For more information, visit the Bookstore on campus or call (520) 479-2300.

Tuition, Books, and Fees

Financial transactions are made through the TOCC Bookstore, or TOCC's Finance Office. A description of the process is on the following pages of this catalog.

Tuition at TOCC is $34.25 per credit hour for non-Natives and is free for all Native students. Tuition, fees, and attendance costs are listed in this Catalog for 2022-2024 academic years but may be subject to change.

Textbook Payments

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

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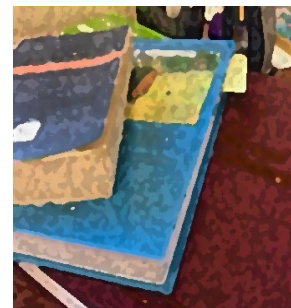
Payment Due Date

Tuition, books, and fees must be paid before the first day of classes each semester, unless one of the third-party guarantees is presented. If you are unable to make your payment in full by the first day of classes, you may request to be put on a payment plan at the bookstore. Payment plans are only for the cost of tuition and fees and books.

Accepted Forms of Payment

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

If payment is by third-party payer, it is the student's responsibility to either bring the purchase order or check to the Bookstore by the payment deadline, or to make arrangements for the payment to reach the Bookstore prior to the payment deadline. For additional information on how to do this, contact the Bookstore. Payment may be made in person at the Bookstore. If paying by check, a picture ID is

required. Payments may be mailed to the Finance Office at TOCC Finance Office, PO Box 3129, Sells, AZ 85634. **Note: Do not mail cash**.

Tables of Tuition and Fees

Note: All tuition, fees, books, housing, and other costs are for the 2023-2024 Academic year only, and subject to change in future years.

*Currently, tuition is free for Native American students from Federally recognized tribes who can provide proof of enrollment. Non-native tuition is 34.25 dollars per credit hour.

**All Fees have been waived for all students in summer session 2023, fall session 2023, and spring session 2024.

Note: GED test fees are paid for GED students by TOCC.

Student Housing Fees

Suite Room Fee (per semester)	$1,200.00
Summer Room Fee (5-week Summer Session)	$275.00
Summer Room Fee (8-week Summer Session)	$550.00
Damage Deposit	$150.00
Key Deposit	$40.00
Background Process Fee	$37.63
Deposits are refundable if the room is clean and undamaged and the key is returned.	

Note: Housing fees are for the 2023-2024 academic year and subject to change in future years.

Other Costs and Payments

Past-Due Tuition	Amount of Tuition Due
Past-Due Book Loan	Amount of Loan
Fee for Late Tuition or Late Repayment of Book Loan	$25.00 - $100.00 5% of balance: minimum of $25.00, maximum of $100.00 (per occurrence)
Non-sufficient Funds (NSF) Payment Fee	$25 (per occurrence)
Excessive Loss or Breakage	Replacement cost
Lost Library Item	Replacement cost Plus $10 processing fee
College Equipment Not Returned	Replacement cost Plus $10 processing fee

Account Holds

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

Reasons for Financial Holds

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

Refund Due to Class Cancellation

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

Semester Refund Deadlines

To be eligible for a full refund of tuition the course must be dropped by the drop/full refund deadline that applies to the course. The "Drop Full/Refund Deadline" is listed on the Academic Calendar, which can be found on TOCC's homepage, www.tocc.edu.

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

Refund Rates

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

Special Provisions Refunds

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

- **Serious Illness or Injury:** Provide a written statement from a physician verifying that the illness or injury prevents the student from attending classes.
- **Death of a Family Member:** Provide a copy of the death certificate. The College defines family members as spouses, children, parents, siblings, grandparents, grandchildren, or in-laws of the student requesting the refund.
- **Military Transfer:** Provide a copy of transfer orders. The orders must verify that the transfer was unforeseen prior to the official semester drop dates.
- **Cultural Requirements:** TOCC recognizes the importance of the Native American cultural and religious practices of its students. The College may grant a special provision for students who participate in activities required by cultural or religious circumstances or practices.
- **Other Situations:** In the event of extenuating circumstances not covered above, the College President or designee will review and rule on any special requests. A Special Provisions Refund Request must be made during the same semester that the withdrawal occurs. Only tuition may be refunded. Fees will not be refunded. Requests for refunds made after the semester has ended will not be granted. If the refund request is approved, the amount will be calculated based on the date of the last withdrawn class, as shown in the Refund Rates table. For additional information and to submit a Special Provisions Refund Request, contact the Admissions Office.

Tuition and Fee Refunds

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

Use of Social Security Numbers

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

Third Party Transactions

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

Privacy of Student Records and Family Educational Rights and Privacy Act (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) 479-2300 for more information.

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

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

Student's Right to Have Information Withheld

Students must submit a signed Disclosure of Student Information Form to the Admissions Office in order to withhold student information. The signed Disclosure of Student Information Form remains in the student's file indefinitely until the student relinquishes the disclosure. Tohono O'odham Community College will not release any private or directory information unless written authorization is given by any student who specifically requests release of public or directory information. TOCC sends out an annual note reminding students that they can fill out a form that will preclude the sharing of directory information. Questions concerning the privacy of student records may be directed to the Admissions and Records Office at (520) 479-2300.

Chapter 2: Student Life

Why College is a Good Choice

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

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

Financial Benefits You Can Realize by Attending College

The following graphs depict the weekly earnings and the unemployment rate of people with different degree acquirement:

Earnings and unemployment rates by educational attainment, 2021

	Median usual weekly earnings ($)	Unemployment rate (%)
Doctoral degree	1,909	1.5
Professional degree	1,924	1.8
Master's degree	1,574	2.6
Bachelor's degree	1,334	3.5
Associate's degree	963	4.6
Some college, no degree	899	5.5
High school diploma	809	6.2
Less than a high school diploma	626	8.3
	All workers: $1,057	Total: 4.7%

Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

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

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

TOCC's mission includes preparing students for careers and community life, just as other colleges do, but it also includes an emphasis on Himdag, the cultural ways of the O'odham.   TOCC is small and so are classes. You can get to know your instructors your fellow students as you study and learn together.

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

Community Life at TOCC

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

Student Services and Resources

TOCC's Student Services Division is located in the I-We:mta Ki: at the S-cuk Du'ag Maṣcamacuḍ (Main Campus). For more about the services TOCC offers, see Chapter 1 "Getting Started at TOCC."

Advising and Mentoring

Academic Advisors are available to help students choose courses and make decisions that best meet their educational needs. Once a student declares their program of study, the student will be assigned to a Faculty Advisor who teaches in the student's major. 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 (preferably before open registration for the following 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 may involve educational issues. The Counselor is available to assist students with self-awareness, personal development, stress management, and identifying appropriate community agencies for assistance, if needed. The Counselor is located in the I-We:mta Ki: at S-cuk Du'ag Maṣcamacuḍ (Main Campus) and is available for walk-in sessions or by appointment. For more information, call (520) 479-2300 ext. 1210 (Counselor) or (520) 479-2300 (Student Support Specialist).

Tohono O'odham Himdag

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

Tutoring

Skilled tutors are available to help students develop their skills in math, writing, and a variety of other subjects. Stop by the Library for more information or call (520) 479-2300.

Health and Wellness

The health and wellness of students in mind, body and spirit are important to their success at TOCC. Services are provided to students through forums, health fairs, screenings, lifestyle management classes, safe sex education programs, and disease prevention awareness programs. The Apedag Ki:, TOCC's Wellness Center, offers a variety of workout equipment and programs to help students stay on a healthy path.

Student Clubs and Organizations

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 and be the voice of the student body, working together to bring forth ideas of concern and interest, that would best serve and promote the Tohono O'odham Community College mission, vision, and core values." Students are encouraged to participate in the Senate to engage in leadership, citizenship, and volunteer experience. Ka: g T-Ñi'okĭ officers include a President, Vice President, Secretary, Treasurer, Public Relations Officer, Residence Life Representative, Representative, S-cuk Du'ag Maṣcamacuḍ (Main Campus) and Wiṣag Koṣ Maṣcamakuḍ (West Campus) Representative. A faculty or staff advisor provides support to the Student Senate. To learn more about the Senate, inquire at the Office of the Dean of Student Services in I-We:mta Ki: or call (520) 479-2300.

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 Counselor. The TOCC Counselor will provide intake assistance, eligibility determination with appropriate documentation, student services plan, faculty notification of accommodation, and monitoring of student accommodations.

TOCC O'ohana Ki: (Library)

The Library provides educational resources and services to TOCC students, faculty, and staff, and to the Tohono O'odham Nation communities. The Library staff members are available to answer reference questions; to assist with the Library computers; to help patrons select electronic and print research resources; to offer reader guidance; and to provide workshops or individual tutoring in library orientation, information literacy skills, and in using print, electronic and multimedia materials and equipment. The online library catalog is at **www1.youseemore.com/tocc/**.

The Library's collections include books, journals, photographs, maps, vertical files, CDs, audiotapes, videos, DVDs, posters, grey literature, artwork, software loaded on the computers, indexes, dissertations, electronic subscription databases, Internet access, artwork, the online Ready Reference collection, and the Danny Lopez baḍ Special Collections. Subscription databases are password protected. Please see the Librarian for more information.

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

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

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

Interlibrary Loan

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

Library Locations and Hours

O'ohana Ki:, the Main Library, is located in the I-We:mta Ki: at the S-cuk Du'ag Maṣcamacuḍ (Main Campus) and supports academic and general education. The Wiṣag Koṣ Maṣcamakuḍ, West Campus, Library (WKL) supports occupational and apprenticeship programs; child development education; agriculture and natural resources; and GED education. The Main Library hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. The WKL is open Monday through Friday from 7:00 a.m. to 4:00 p.m. Contact the Library for more information. Libraries are closed on Saturday and Sunday and all TOCC holidays. Library staff members can be reached at these contacts:

- (520) 479-2300 (Main)
- (520) 479-2300 (College Receptionist)
- (520) 383-8403 (Fax)
- (520) 479-2300 ext. 2410 (WKL)
- *www1.youseemore.com/tocc/*
- *https://tocc.edu/library-tocc-edu/* (General information)

Residence Life

Tohono O'odham Community College is pleased to offer a residential experience for students on the S-cuk Du'ag Maṣcamacuḍ (Main Campus). Each of the residential suites for students has shared living space (including a full kitchen, bathroom, laundry room, and sitting area) and four bedrooms, each of which houses three students. The fourth suite is an apartment for Residence Life staff and a student lounge with computers. Breakfast, lunch, and dinner are provided to dorm students 4 days/week in the I-We:mta Ki: through TOCC's food service on Mondays through Thursdays when classes are in session.

Accommodations in the Residence Halls

Each residential suite includes:

- A bed, desk with chair, closet, dresser;
- Full size refrigerator, stove, pots, pans, utensils, pitcher, plates, cups, bowls, washer, dryer;
- Sofas, flat screen TV with satellite TV and DVR, WIFI connection

Residence Life Application and Information

The Application, Release of Information, Policy Agreement, Roommate Questionnaire, and Agreement forms are available on the TOCC website and must be submitted via email or mail for consideration to live in the residence halls. Living on campus is an experience that will help students further their educational goals. The student housing is an alcohol-free, tobacco-free, drug-free, and weapon-free environment.

Requirements
- Enrolled Full-time (12 credits)
- Sign Residence Hall Policy Agreement Form
- Submit Release of Information Form (Background Check)
- Fill out a Roommate Questionnaire
- Vehicle Registration Form
- Refundable Damage Deposit: $150.00
- Key Deposit: $40.00

Costs and fees
- Dorm Room Fee (per semester)
  - $1,200.00 (Fall or Spring Semester)
  - $275.00 (5-week Summer Session)
  - $550.00 (8-week Summer Session)
- Damage Deposit
  - $150.00
- Key Deposit
  - $40.00
- Background Process fee:
  - $40.00

- Deposits are refundable if the room is clean and undamaged and the key is returned.
- All costs, fees, and deposits should be paid in the Bookstore.

TOCC Food Program

The TOCC Food Program proudly provides delicious and healthy meals along with providing Good Food Safety practices. Breakfast and lunch for students, employees and community members are provided Monday through Thursday during Fall, Spring and Summer Sessions at the S-cuk Du'ag Maṣcamakuḍ (Main Campus) in I-We:mta Ki:. Weekly menus are posted on the electronic bulletin boards and distributed through your emails.

 You must purchase a Ticket at the Front Desk. See below for detailed information on costs and mealtimes.

Breakfast is served from 8:00 am-9:30 am
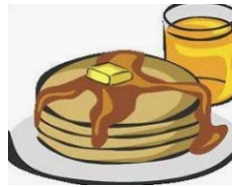
Lunch is served from **11:30 am -1:00 pm**

For days when food is not served, students have the opportunity to cook their own food. TOCC provides the following supports:

- Kitchen Vendors at S-cuk Du'ag Maṣcamakuḍ (Main Campus) Mon-Thurs.
- No Meal Plans / No Cafeteria
- Dorms come with a full kitchen
- Grocery Store is 15 minutes away from dorms. (Weekly grocery store trips provided)
- Cooking Classes/Demo will be provided
- Personal Food Storage

Contact Information

For further information, contact the Residence Life Coordinator at (520) 479-2300 ext. 1419.

Student Rights and Responsibilities

Student rights and responsibilities are fully described in the TOCC *Student Handbook*.

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. **The deadline to declare a program of study is the end of the first semester at TOCC (excluding summer sessions)**. *Students who do not declare a program of study by the deadline may have a hold placed in their account that will require a meeting with an advisor*. 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 only once in a given semester. Students can only declare two programs of study concurrently at any given time during their tenure as a student.

Drug-Free School and Communities Act Information

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

Legal Sanctions

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

Support Resources

TOCC will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, rehabilitation, or re-entry programs that may be available in the community. Contact the Counselor at (520) 479-2300 ext. 1210 or Student Services at (520) 479-2300 for help.

American Indian Higher Education Consortium (AIHEC) and American Indian College Fund (AICF)

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

State Authorization Reciprocity Agreement (SARA)

Tohono O'odham Community College (TOCC) is a member of the Arizona State Authorization Reciprocity Agreement (AZ SARA) Council, which oversees online and virtual courses and programs (also known as distance education), holding such offerings to national standards of quality and best practices in delivery. TOCC's participation in the SARA process benefits students by ensuring the quality of distance education and by providing out-of-state students a forum for addressing concerns related to distance education.

SARA Complaint Policy

TOCC is committed to its students' success by providing holistic, quality higher education services. When a student has an adverse experience and wishes to complain, there are several ways to address

concerns.

- Students are encouraged to try first to resolve complaints informally, speaking directly with the instructor, staff member, or other student who is involved in the situation. If the informal resolution does not work, then the student may file a Grade Appeal or Student Complaint.
- For instructional complaints such as grievances about grades, the Student Handbook describes the "Grading Complaints & Appeal Process." As mentioned in this policy, Grade Appeal Committee decisions are final.
- For non-academic complaints, the Student Handbook lays out the "Non-Grading Student Complaint Process." This policy includes the steps for review and resolution, as well as two levels of appeal, to the President's Office and to the Board of Trustees.
- For in-state or resident students with complaints not related to grading, the highest level or appeal is the College's Board of Trustees.
- If they have gone through TOCC's complaint and appeals processes and are not satisfied, then out-of-state distance-education students may file a complaint through the AZ SARA Council portal.
- The AZ SARA Council will "address concerns related to distance education activities (online learning, sufficiency of support for distance education students, and related activities) from out-of-state students" (NC-SARA, A Resource for Students: Frequently Asked Questions about Filing a SARA Complaint, page 2).
- To file a SARA complaint about TOCC, visit the portal at https://azsara.arizona.edu/complaints.

Declaring a Program of Study

During the admission process, degree-seeking students are required to declare a program of study, commonly known as a major. Ensuring the accurate listing of the chosen program of study on their academic records is of utmost importance. The deadline for declaring a program of study is set at the conclusion of the first semester at TOCC, with the exception of summer sessions. Failure to declare a program of study by the specified deadline may result in the placement of a hold on the student's account, necessitating a meeting with an advisor.

To assist students in making informed decisions about their academic journey, the institution provides access to dedicated advisors who can guide them in choosing the appropriate program of study. It is essential to recognize that the selected program of study can have implications for financial aid or veteran's benefits, making it crucial to make a well-informed choice.

Students are allowed to modify their program of study only once within a given semester. Additionally, they may simultaneously declare up to two programs of study during their tenure as a student, subject to the institution's guidelines and regulations.

Account Holds (Temporarily Waived)

Academic Standing

See separate regulations for Financial Aid in Chapter 3 and Student Handbook.

Good Academic Standing:

In order for a student to be in good academic standing, they must maintain an overall Grade Point Average (GPA) of 2.0 or higher. Cumulative GPA is the GPA for all courses taken at a 100 level or above and does not include developmental courses below 100 level. Maintaining good academic standing

status may allow students to be eligible for scholarships, travel opportunities and participation in other extracurricular activities. Students receiving Federal Financial Aid must also meet the Satisfactory Academic Progress (SAP). Please refer to chapter 3 for more information on SAP.

Academic Alert

A student may be placed in an Academic Alert status if their overall GPA falls below a 2.0. After the end of each Fall, Spring, or Summer semester, TOCC will identify students whose grades cause them to be placed on Academic Alert and will notify them by TOCC email.

If a student receives information stating that they have been placed on Academic Alert, that letter will indicate what College resources can assist them in improving their academic performance, and what specific steps they must take during their next semester to return to good academic standing. The Dean of Academics may require a student to meet with an Academic Adviser, Retention Coordinator, and obtain regular progress reports from the student. The Dean of Academics may also restrict the number of credits a student can take while on academic alert. The goal of the Academic Alert system is to assist students to return to good academic standing and to make progress towards successful degree completion.

Academic Probation

At the end of the first academic alert semester there are four possible actions:

1. If the student's cumulative GPA is above 2.0, the student will be taken off academic alert.
2. If the student's semester GPA is above a 2.0, but their cumulative GPA is still below a 2.0, the student will be allowed to remain on academic alert.
3. If a student's cumulative and semester GPA remains below a 2.0, but the student improved their grade performance, the student will be placed on academic probation.
4. If a student's cumulative GPA is lower by the end of the academic alert semester the student will meet with the Dean of Academics and Dean of Student Services to determine whether the student will be placed on academic disqualification or academic probation. If student does not meet with the Deans, the student will automatically be placed on academic disqualification.

Students who are placed on academic probation will be restricted to six (6) credits for the first semester and if the student makes satisfactory progress, the student will be allowed to take up to twelve (12) credits the following semester. The student must also complete an academic plan established by Dean of Academics. A student on academic probation who does not bring their semester GPA up to a semester 2.0 by the end of the second semester will be considered academic disqualified.

Academic Suspension

Students who fail to meet the prescribed minimum standards during the probationary semester will be subject to academic suspension. Academic suspension entails the student's ineligibility to enroll in any classes for one semester. During the two semesters while the student is not allowed to register for classes the student can continue to work with the College to access resources that will help the student to be academically ready when they are able to return to the college and register for courses.

A student who is placed on academic suspension has the option to follow an established college appeal procedure for reinstatement. See the *TOCC Student Handbook* for details. If the appeal process is successful and the student is reinstated, they will revert to an Academic Alert status for one semester.

Students on academic probation or academic suspension are bound by additional regulations governing Satisfactory Academic Progress (SAP). In the event of academic suspension due to inadequate SAP, students have the option to appeal the decision by obtaining pertinent appeal information from the Office of the Registrar.

Academic Recognition

Academic recognition can be attained through the following distinctions:

- President's Honor List: To earn a place on the President's Honor List, students must attain a semester Grade Point Average (GPA) of 4.00, successfully complete a minimum of 12 credit hours, and receive no grades of "I" (Incomplete) or "IP" (In Progress).

- Dean's Honor List: Students can qualify for the Dean's Honor List by achieving a semester GPA within the range of 3.50 to 3.99, completing at least 12 credit hours, and not receiving any grades of "I" or "IP."

Application for Graduation

The application for graduation is a crucial step for students intending to graduate from the institution. It must be submitted during the semester preceding the intended graduation date. Specifically, the application deadlines are as follows:

- For students graduating in the Spring semester, the application for graduation is due on December 1st of the preceding Fall semester.
- For students graduating in the Summer or Fall semester, the application for graduation is due on May 1st of the preceding Spring semester.

Adhering to these deadlines ensures that the necessary administrative processes are carried out in a timely manner, facilitating a smooth transition towards graduation for eligible students.

Graduation with Honors

The distinction of "Graduation with Honors" is awarded to students who have completed a minimum of 30 credit hours at TOCC and have achieved a commendable cumulative Grade Point Average (GPA) of 3.5 or higher. Specifically, students attaining a GPA within the range of 3.5 to 3.799 will graduate "with honors," while those who earn a GPA of 3.8 to 4.0 will be conferred with the distinguished title of "high honors."

This prestigious honors designation will be prominently displayed on both the students' diplomas and official transcripts, serving as a testament to their exemplary academic performance and dedication throughout their academic journey at the institution.

Participation in the Commencement Ceremony

Participation in the graduation ceremony is exclusively reserved for students who have fulfilled all the stipulated requirements as outlined in their respective program of study. No deviations or exceptions to this policy will be permitted under any circumstances. Consequently, only those students who have successfully met all the necessary academic criteria will be eligible to partake in the commencement ceremony, celebrating their academic achievements and completion of their chosen course of study.

Faculty Drop

The Faculty Drop process entails the possibility of a student being withdrawn from a course due to lack of active participation in the enrolled class. The Faculty Drop process is ongoing until the Drop/Full Refund Deadline. The process consists of faculty entering the W grade in the Learning Management System (LMS) so it is automatically transferred to the Student Information Management System (SIMS). The purpose of the Faculty Drop process is to cancel the student's registration in the respective course so it will not carry unwanted consequences for Financial Aid procedures. Consequently, all records related to the course enrollment are expunged from the student's permanent academic record.

Should a student perceive the faculty-initiated drop as unjustified, an avenue for appeal is available. The student has the right to contest the drop decision and seek redress through a written appeal directed to the Dean of Academics, who will consider the merits of the case and make a determination regarding the validity of the faculty-initiated drop.

Faculty Withdrawal

A Faculty Withdrawal enables faculty to withdraw a student from a course due to lack of active participation in the enrolled class. The Faculty Withdrawal process starts on *the day after* the Drop/Full Refund Deadline and ends at the 45th Day Census date. Faculty Withdrawals occur when both or one of these conditions happen: (a) violation to the Attendance Policy of "Four unexcused absences may result in a withdrawal…" as outlined in the Student Handbook, or (b) a student fails to have active participation in the enrolled course, such as lack of submission of assignments, no attendance, etc. The process consists on faculty entering the W grade in the Learning Management System (LMS) so it is automatically transferred to the Student Information Management System (SIMS). If the withdrawal occurs on the 45th day, faculty will enter FW into the LMS.

Should a student perceive the faculty-initiated drop as unjustified, an avenue for appeal is available. The student has the right to contest the drop decision and seek redress through a written appeal directed to the Dean of Academics, who will consider the merits of the case and make a determination regarding the validity of the faculty-initiated withdrawal.

Withdrawing from a Course

The process of withdrawing from a course enables students to formally discontinue their enrollment in a specific class during the period spanning from the Drop/Full Refund Deadline up until the semester's Withdrawal Deadline. Upon successful withdrawal, a grade of "W" is assigned, irrespective of the student's academic standing at the time of withdrawal. No prior approval is required for the withdrawal; however, students must submit a withdrawal form to initiate the process.

The "W" designation will be recorded on the student's permanent academic record, but it will have no impact on the calculation of the student's grade-point-average (GPA). It serves as an indicator that the student withdrew from the course, and it does not carry any academic weight in terms of GPA assessment, although it may have consequences for Financial Aid Satisfactory Academic Plan requirements. Visit Chapter 3 for more information.

Academic Integrity

Academic integrity refers to honest and ethical conduct in all aspects of academic life. The primary attributes of academic integrity are honesty, trustworthiness, fairness, and responsibility. Integrity entails a firm adherence to a set of values; the values most essential to an academic community are grounded in honesty with respect to all intellectual efforts of oneself and others.

Integrity is expected of every student within the TOCC community in all academic pursues in all venues, including but not limited to: classroom (both in-person and virtual), laboratory, internships, clinical practicum, clinics, paid positions, etc. or medium, including but not limited to: assignments, written work, data gathering, oral presentations, etc. Academic integrity is expected not only in formal coursework settings, but in all relationships and interactions connected to the educational process, including the use of the institution's resources.

All forms of academic deceit, such as plagiarism, cheating, the use of Artificial Intelligence without disclosure, collusion, falsification or fabrication of results or records; permitting work to be submitted by another; or inappropriately recycling work from one class to another constitutes academic misconduct that may result in serious disciplinary consequences. All students and faculty members are responsible for reporting suspected instances of academic misconduct.

Additional Information

- A student may not drop a course in which a final grade of "F" was issued as a result of academic integrity sanctions. If a student drops the course, the Academic Dean will work with the Registrar to have the student reinstated and a grade assigned, if applicable.

- A faculty member may not administratively drop a student from a course involved in the academic integrity process until a final determination has been made with regard to alleged violations and any related sanctions.

- All Academic Integrity violations are recorded in the student's record, regardless of any enrollment actions taken by the student.

Faculty Responsibilities

Faculty members bear significant responsibilities concerning academic integrity within the educational environment. These responsibilities are outlined as follows:

- Clarity in Expectations: Faculty members are obliged to provide clear and unambiguous expectations concerning academic assignments, examinations, and other academic pursuits. This includes explicitly addressing academic integrity principles in the course syllabi.
- Support for Academic Integrity: Faculty members play a vital role in upholding academic integrity by promptly reporting any incidents of academic dishonesty they encounter. Such reporting should be done in accordance with the procedures outlined in this policy.
- Determination of Violations: Faculty members hold the initial authority to determine whether a specific action warrants treatment as a violation of the Academic Integrity policy. Additionally, they have the discretion to impose appropriate sanctions in response to such violations. To facilitate this process, faculty members are required to complete the Academic Integrity Form, recommending

sanctions that align with the severity of the student's transgression. The completed form must be submitted to the Dean of Academics, with all relevant parties signing it.

Upon receipt of the Academic Integrity Form, the Dean of Academics or an appointed representative assumes the responsibility of conducting a thorough review to ascertain the existence of any prior violations of the academic integrity policy associated with the implicated student.

Notwithstanding the authority and flexibility granted to faculty members in addressing academic integrity violations within the parameters of this policy, the Dean of Academics or a designated authority retains the prerogative to make modifications or overturn recommended sanctions if deemed appropriate in specific cases.

To ensure transparency and adherence to due process, faculty members and administrators bear the obligation of effectively communicating all pertinent procedures and final determinations related to academic integrity issues to students through the official TOCC email platform. This established mode of communication serves as the sanctioned means for disseminating official information within the institutional context.

Through the unwavering commitment to their roles and responsibilities, faculty members actively foster an atmosphere of academic integrity and ethical comportment, thereby cultivating an optimal and conducive learning environment for all students.

Examples of Violations

The following actions serve as illustrative examples of behaviors that contravene the Academic Integrity Policy. It is important to note that this enumeration is not exhaustive and may not encompass every possible form of academic dishonesty:

- Cheating: Cheating within the academic context entails the intentional utilization of unauthorized methods, which may include the use of artificial intelligence generators, to gain an unfair advantage in academic exercises, papers, or assignments. Specific instances of cheating include but are not limited to copying another student's work, sharing exam answers without proper authorization, employing prohibited aids during examinations, assuming another student's identity during an exam, altering examination answers after grading to receive undeserved credit, possessing forbidden assistance during exams, and disregarding specified time limits in examinations.
- Fabrication/Fraud: Fabrication/Fraud involves the deliberate and unauthorized creation or invention of data, information, or citations within academic exercises. This category encompasses instances where information is presented without adherence to established ethical guidelines, where methodological details related to data collection are omitted, and attempts to deceive faculty members or administrative personnel regarding academic work or attendance are made.
- Facilitation: Facilitation refers to actions in which individuals actively collaborate, support, conspire, or collude to engage in academic dishonesty. These acts include instances where students work together on individual tasks without proper authorization, knowingly allow others to copy their work and submit it for assessment, disseminate course assessment materials without authorization, and provide assistance to others in committing academic infractions.
- Falsification: Falsification pertains to the manipulation or misrepresentation of materials, equipment, processes, or data, leading to inaccuracies in the results of academic exercises.

- Obtaining an Unfair Advantage: This category examines actions that undermine fair assessment practices and hinder students' academic progress. Such actions encompass stealing, reproducing, or gaining unauthorized access to assessment materials before designated times, depriving others of access to reference materials, and utilizing previously administered examinations without proper authorization.
- Plagiarism: Plagiarism involves the act of using or presenting another individual's original work, ideas, or creative output as one's own without providing proper attribution. This encompasses various forms of plagiarism, including direct copying, improper paraphrasing, and insufficient citation.
- Self-Plagiarism: Self-plagiarism is the act of reusing one's own previous work without adhering to proper citation protocols or obtaining explicit permission from the instructor. Instances of self-plagiarism may involve submitting assignments previously completed for one course to fulfill requirements in another course (or even within the same course) without obtaining specific approval from the instructor.

TOCC remains steadfast in its commitment to upholding academic integrity and fostering an environment of honesty, respect, and responsibility for all members of its academic community. Vigilance in addressing academic misconduct is crucial to maintaining the institution's academic reputation and nurturing a community of scholars who embody the principles of intellectual honesty and ethical conduct.

Initial Discovery, Notification, and Sanctions:

In cases where a faculty member has a well-founded belief, with a higher probability than not, that a student has violated the Academic Integrity policy, the faculty member is required to expeditiously notify the student through TOCC email. This notification should outline the alleged violation and the recommended sanction within a maximum of five (5) business days from the moment evidence supporting the claim is discovered. Faculty members are granted the authority to initiate these actions based on information acquired through their direct involvement in the course or from reliable third-party sources.

The severity of sanctions associated with violations of this policy is intended to be commensurate with the gravity of the offense. Considerations to be taken into account during sanctioning may encompass the academic level of the student, instances of repeated or continuous violations within the class (suggesting an awareness of the policy), any evidence of prior academic integrity training, and the consistency of sanctions with similar incidents within the academic institution. Those found to be in violation of the Academic Integrity policy shall be subject to the prescribed sanctions in this policy and may also be subject to additional sanctions under the purview of the Student Code of Conduct.

The faculty-imposed sanctions may comprise, but are not limited to, issuing a written warning to the student, reducing the grade on the assignment or examination, awarding a grade of zero or "F" for the affected assessment, lowering the overall course grade by one letter grade, assigning a failing grade for the entire course, or, in applicable cases, implementing termination of employment.

Outcomes:

In the event that the student accepts the violation and the recommended sanction without dispute, no further review or appeal process shall be deemed necessary in accordance with this policy. The faculty member is responsible for recording the student's acceptance on the designated Academic Integrity Form, which is then submitted to the Dean of Academics for review and appropriate documentation. The dean is tasked with evaluating the violation and sanction, and subsequently formulates a recommendation to be presented to the faculty, which may be confirmation of the initial sanction or imposing a different one. Such decision shall be documented in the Academic Integrity Form and forwarded to the faculty and the Registrar for proper recording.

If the student wishes to contest the alleged violation and/or the proposed sanction, they must officially respond to the faculty member within three (3) business days from the receipt of the integrity violation notification. A face-to-face meeting between the involved parties must be scheduled and conducted within a maximum of ten (10) business days from the date of the faculty member's initial notification. During the meeting, any party may choose to have a silent observer present, serving as a passive witness without active participation or speaking on behalf of either party. This silent observer may be present during all relevant meetings and hearings.

Initial Meeting:

At the initial meeting, the faculty member is required to provide a comprehensive explanation of the alleged violation, supported by evidence indicating the likelihood of the student violating TOCC's Academic Integrity Policy standards. In turn, the student is granted a reasonable opportunity to offer an effective response to the allegation during this meeting.

Outcomes of Initial Meeting: Faculty & Student

- If, based on the evidence available and the student's response, the faculty member concludes that it is more likely than not that no violation occurred, the incident shall be considered closed without formal reporting.
- If the student admits or acknowledges their involvement in the integrity violation(s), the faculty member may recommend any of the faculty-imposed sanctions in accordance with this policy. The student's acceptance of the sanction is documented on the Academic Integrity Form, which is then submitted to the Dean of Academics for further review.
- In the event that the student disputes the final recommendation provided by the faculty member, the student may request a review and/or meeting with the Dean of Academics. This request must be made within three (3) business days from the date of communication of the final recommendation to the student.

Outcomes of Meeting: Faculty, Student, & Dean of Academics

- If, during the meeting involving the student, faculty member, and the Dean of Academics, the student provides compelling evidence indicating that it is more likely than not that no violation occurred, the incident shall be deemed closed without formal reporting.

- If the student admits or acknowledges the integrity violation(s), the dean may uphold the previously recommended faculty-imposed sanctions or propose additional faculty-imposed sanctions in accordance with this policy. The instructor will submit the Academic Integrity Form to the Dean of Academics for final review.

- The Dean of Academics is tasked with conducting a comprehensive review of all academic integrity violation evidence, taking into consideration materials submitted during previous stages of the academic integrity process and any recommendations made throughout the process. The Dean of Academics holds decision-making authority concerning the validity of the alleged academic violation and the recommended faculty-imposed sanctions. They are also responsible for ensuring proper documentation.
- In situations where prior violations are discovered or the nature of the violation necessitates sanctions beyond those available to the faculty member under this policy, the Dean of Academics reserves the right to refer the case to the ad hoc Academic Integrity Board.

Appeal Process in Academic Integrity Violations:

Students have the right to appeal decisions and/or sanctions rendered by the faculty and the Dean of Academics in cases of alleged academic integrity violations. Appeals typically arise under the following circumstances:

- If the faculty or academic unit significantly deviates from the accepted and specified standards established by the institution, academic unit, or course syllabus.
- If the standards outlined in this policy were not applied fairly or equitably to the student in question.
- If there was a substantial deviation from the procedures mandated by this policy during the investigation or decision-making process.

Time Limit on Appeal:

The initiation of the appeal process occurs when the student communicates their desire for a hearing review to the Dean of Academics in writing. All correspondences related to the appeal process must be conveyed through TOCC email to ensure accurate documentation. The student must commence the appeal process within the following timeframes:

- Appeals of academic integrity violations and/or sanctions received during the fall session must be initiated no later than the 15th business day of the subsequent spring term (for 16-week courses) or session (for courses shorter than 16 weeks).
- Appeals of academic integrity violations and/or sanctions received during the spring or summer sessions must be initiated no later than the 15th business day of the subsequent fall term (for 16-week courses) or session (for courses shorter than 16 weeks).

Failure to submit the required materials or notify the designated administrator within the specified timeline in this policy will result in a waiver of the student's right to an appeal. In such cases, the original decision, action, or outcome from the immediate previous decision will remain final.

The decision rendered by the ad hoc Academic Integrity Hearing Board during the appeal process is considered final and binding.

Ad hoc Academic Integrity Hearing Board ("Hearing Board")

Composition: The model Academic Integrity Hearing Board comprises the following constituent groups, assembled as required:

- A chairperson, preferably an experienced faculty member.

- One faculty member from the area where the academic violation occurred.
- One member of the Senate Executive Committee.
- At least one student representative whom will be provided with the specifics of FERPA.
- Dean of Student Services or designated representative.
- One identified record keeper responsible for recording and maintaining clear and comprehensive records of the proceedings. The record keeper's role is to create an official record, and they do not actively participate in the hearing.

The ad hoc Academic Integrity Hearing Board is responsible for hearing appeals of decisions related to Academic Integrity violations. The board has the authority to uphold, modify, or overturn the decisions made by the academic unit and may impose additional sanctions or recommend institutional-level sanctions.

The Hearing Board's jurisdiction includes cases when:

- A student appeals the final determination made by the Dean of Academic Affairs.
- A student has a history of prior and/or repeated academic integrity violations.
- Two or more faculty members requests the Dean of Academics to refer the case to the Hearing Board.

The ad hoc Academic Integrity Hearing Board has the power to impose various sanctions for violations of the Academic Integrity Policy, which may include but are not limited to:

- Recommending to the Academic Dean that the student be temporarily removed from their major, degree program, or college.
- Recommending to the Academic Dean that the student be permanently removed from their major, degree program, or college.
- Recommending to the Academic Dean that the student be suspended from the institution.
- Recommending to the Academic Dean that the student be expelled from the institution.

Records of all actions taken by the Hearing Board shall be documented using the Academic Integrity Violation Reporting Form and submitted to the Office of the Academic Dean and Registrar via TOCC email. In cases where the Hearing Board finds the student not in violation and overturns a previous finding of violation, a notation will be made in the student's file indicating the outcome and a brief description of the process and results.

Extension of Time: If an extension of time is required at any stage of the appeal process, the requesting party shall present a petition to the Academic Dean, outlining the reasons for the extension. The Academic Dean will inform all involved parties of the decision to grant or deny the extension request to ensure fairness and timely resolution of the matter. If the Hearing Board requires an extension of time, all parties involved will be notified, specifying the additional days granted, with the aim of ensuring fairness and timely resolution.

Disability-related Accommodations: For individuals requiring disability-related accommodations to participate in a meeting or any stage of the academic integrity process, it is essential to ensure that the student's records are up-to-date with Disability Resources. Additionally, students should promptly notify the Academic Dean of any approved accommodations.

Chapter 3: Financial Aid

Financial Aid

Financial aid may come in the form of grants, scholarships, work-study programs or a combination thereof. While the student is ultimately responsible for meeting educational costs, most TOCC students receive some source of student financial aid. It is expected that students who plan on attending TOCC will be responsible for tuition and fees and other college expenses incurred.

Applying for Financial Aid at TOCC

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

The Financial Aid Office provides information for financial aid programs, including TOCC scholarships. Other sources include the federal government, the Tohono O'odham Nation, and private donors accessed through the American Indian College Fund (AICF). Funds are awarded to students based on financial need, academic achievement and program of study. For more information, please stop in, call (520-479-2312), or email the Financial Aid Office at finaid@tocc.edu.

Financial Aid: The Steps to Follow

- Visit the TOCC Financial Aid Office to meet with the Financial Aid Technician to fill out
- a Free Application for Federal Student Aid (FAFSA) form and to obtain an FSA ID user name and password needed to fill out the FAFSA and sign the form electronically. Information about other funding sources such as scholarships, Federal Work Study and the Federal Supplemental Educational Opportunity Grant (FSEOG), and the process to apply for them is available through the Financial Aid Office.
- The TOCC Financial Aid Office will assist students in filling out the FAFSA. If the student is a "dependent" student, parents or a legal guardian will need to sign the FAFSA. The form is also available online at http://www.fafsa.ed.gov/
- The FAFSA must be completed each calendar year, which begins on October 1st for the coming school year that begins with the Fall semester in August at TOCC. It is recommended to apply early.
- **TOCC's school code is 037844.**

General Eligibility Requirements

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

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

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

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

Need Analysis

The process of analyzing a student's financial need, known as a 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.

Planning Early with *FAFSA4caster*

FAFSA4caster is a service of the U.S. Department of Education that helps students to explore financial aid options and eligibility while still in high school, or before they enroll in college.

More about this service is available at https://studentaid.gov/aid-estimator/

Getting a Federal Student Aid ID (FSA ID)

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

How Does a Student or Parent Use an FSA ID?

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

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

Why Does a Parent Need an FSA ID?

At least one parent or legal guardian of a dependent student must sign that student's FAFSA, and using the FSA ID to sign electronically is the most efficient way to sign. Each person signing a FAFSA

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

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

To complete the FAFSA, students (and their parents, if applicable) need their Social Security numbers, driver's licenses (optional), federal income tax returns, W-2 Form(s), current bank statements, and records of any stocks, bonds, or other investments and assets.

When to Apply

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

How to Apply: FAFSA on the Web

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

Saving the FAFSA with a Passkey

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 passkey. 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 passkey or 45 days. The student should keep the passkey in a safe place. The passkey is different from the FSA ID (username & password). The FSA ID allows the student to electronically sign the FAFSA or to access processed FAFSA data, whereas the passkey created solely to access the incomplete application at a later time.

Signing the Application with an ID or Signature Page

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

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

When the student submits his or her information at FAFSA on the Web, a confirmation page appears. The confirmation page verifies that the application was submitted successfully, displays an estimated

Expected Family Contribution (EFC), and indicates whether the student might be eligible for a Federal Pell Grant. The official EFC will appear on the Student Aid Report (SAR).

Applying through TOCC

It is recommended that students file their FAFSA through the TOCC Financial Aid Office, as it expedites the financial aid process. The student provides the necessary information such as IRS income tax information, enters the information electronically, and then sends it to the Central Processing System. Please contact the Financial Aid Office (520) 479-2312 for assistance.

Paper Application Method

Students may complete a paper FAFSA (available in English and Spanish) and submit it for processing using an envelope. If completing a paper FAFSA, it will take more than three weeks for the FAFSA to be processed.

Student Aid Report (SAR)

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

Major Federal Student Aid Programs

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

Federal Grants: The Pell Grant

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

How Much Federal Pell Grant Funding Can a Student Receive?

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

Payment Due Date for Pell Grant Recipients

Under certain circumstances, there are students who have filled out their Free Application for Federal Student Aid (FAFSA) and have registered to attend school but who cannot pay for tuition, textbooks, and fees at the time of registration. In these cases, when a student has an Institutional Student Information Record (ISIR) that has been approved for a Pell Grant on file with the TOCC Financial Aid Office, the Financial Aid Officer will provide the student with a "Book Waiver," for the student to take to the Bookstore to obtain books. With approval by the student all fees, tuition and expenses will be deducted from the student's Pell award once received by the College.

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

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

Veterans Benefits

Tohono O'odham Community Colleges' veterans' services office acts as a liaison with the Department of Veterans Affairs. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs.

Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. The amount of benefit awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours for which a student is enrolled and the length of the enrollment period for each course.

You should apply for educational benefits from the Department of Veterans Affairs well in advance of your enrollment at Tohono O'odham Community College (TOCC). Our Veteran's Affairs Office can provide you with the Veterans Application for Education Benefits.

Veteran's benefits available at TOCC:

Chapter 30 - Montgomery GI Bill®: The Montgomery GI Bill- Active Educational Assistance program provides up to 36 months of education benefits for a variety of programs.

Chapter 32 - VEAP Program: Veterans Educational Assistance Program (VEAP) benefits are available to certain veterans who entered active duty between January 1, 1977 and June 30, 1985.

Chapter 33 - Post 9/11 GI Bill & Transfer of Eligibility to Dependents (TOE): The Post-9/11 Yellow Ribbon Program GI Bill will pay for:

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

Chapter 35 - Survivors and dependents of deceased/100% disabled veterans: Students may qualify for DEA benefits if they are spouses or children of:

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

Chapter 1607 - REAP Reserve Educational Assistance Program

The Reserve Educational Assistance Program (REAP), also known as Chapter 1607, makes certain reservists who served for at least 90 days after September 11, 2001, eligible either for education benefits or for increased benefits. For more information, visit https://www.benefits.va.gov/gibill/reap.asp

It is the student's responsibility to notify the Veteran's Coordinator regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits. Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits may be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standard.

Distance Learning

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of TOCC degrees and/or certificates of completion. TOCC uses Canvas for teacher/student interactions for online or hybrid classes. You will be contacted through official TOCC channels to help with initial login.

Prior Credit Evaluation

Department of Veterans Affairs requires that all persons using any type of veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

Title 38 USC 3679(e) Compliance

The following policies and procedures are of primary concern to veterans, servicepersons, members of guard and selected reserves, and other eligible persons who receive VA educational benefits while enrolled at the college.

In accordance with Title 38 US Code 3679 subsection (e}, this school adopts the following additional provisions for any students using the U.S. Department of Veteran Affairs {VA} Post 9/11 G.I. Bill® (Ch. 33} or Vocational Rehabilitation and Employment (VR&E) (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities} available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent} or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class. Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent} before the VA VR&E case-manager issues it to the school;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Other Sources of Funding for College

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

Tohono O'odham Education Assistance Program & Higher Education Services

TOCC encourages students to contact the Tohono O'odham Education Assistance Program & Higher Education Services Office, located in the Tohono O'odham Nation Department of Education to pursue possible sources of financial aid from the Nation. Call (520) 383-6571 for more information. Students may also seek financial support from their District Council Education Committees.

American Indian College Fund

The American Indian College Fund (AICF) was established in 1989 under the American Indian Higher Education Consortium (AIHEC). The mission of AICF is to raise scholarship funds for American Indian Students to use at qualified tribal colleges and universities and to broaden awareness of those institutions and of the Fund itself. The AICF also raises money and resources for other needs at the colleges, including capital projects, operations, endowments or program initiatives. The AICF conducts

fundraising and related activities for Board-directed initiatives. Students interested in applying for an AICF Scholarship may go ***www.collegefund.org*** to search for scholarship listings, as well as ask the TOCC Financial Aid Office for assistance.

American Indian Education Foundation

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

Gewkdag Scholarship

TOCC provides Native American students who have graduated from High School or who earned a GED within one year prior to enrolling in TOCC with free tuition and fees plus $250 toward their books. Requirements include registering for 12 or more credits and graduating from a school or GED facility on or near the Tohono O'odham Nation. If the Gewkdag Scholarship recipient earns a cumulative GPA of 2.0 with a full-time load (12 or more credits) during their first semester, then their second semester is also free and another $250 in book fees will be provided. The scholarship can remain in effect until a student graduates from TOCC if a student remains in good standing by maintaining an overall GPA of 2.0 and carrying at least 12 credits a semester until graduation.

Additional Scholarship Information

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

Satisfactory Academic Progress (SAP) Requirements for Federal Financial Aid Title IV Recipients

The U.S. Department of Education requires that students maintain satisfactory academic progress in a program of study that leads to a degree in order to be eligible for federal financial aid. Federal Student Aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Work-Study. Other agencies, including tribal and scholarship programs, may require students to maintain Satisfactory Academic Progress (SAP) for their aid programs.

The entire academic record (cumulative Grade Point Average) of all federal student aid recipients will be monitored at the end of each semester to ensure compliance with the "qualitative and quantitative" SAP requirements specified below. Therefore, even the academic record of those who have not received Federal Student Aid in the past will impact future eligibility. Failure to meet the following standards will result in financial aid ineligibility for students who may have otherwise qualified for Federal Student Aid.

Satisfactory academic progress has both a qualitative and quantitative measure to monitor a student's progress toward a degree or certificate:

1) Qualitative Requirement: Students must maintain a cumulative grade point average.

    a. Freshman (1-30 attempted credit hours) = 1.50

b. Sophomore (31+ attempted credit hours) = 2.00

2) Quantitative Requirements:

The students must demonstrate their pace of progression through their program of study. The pace is measured at the end of each term. The students must satisfactorily complete at least 67% of their attempted courses. Here are some examples:

Term	Term Pace	Cumulative Pace
Term 1:		
9 hours completed; 12 hours attempted	75%	9/12=75%
Term 2:		
6 hours completed; 12 hours attempted	50%	15/24=62.5%
Term 3:		
12 hours completed; 12 hours attempted	100%	27/36=75%

"Satisfactory Completion" means earning a passing grade of A, B, C, D, or P. Grades of I, W, FW, or F are not considered passing grades.

If a student withdraws during the first three weeks of the term, those classes are not considered as credit hours attempted. All courses withdrawn from the fourth week of the term to the end will be counted as credit hours attempted. Incomplete grades are considered credit hours attempted.

Developmental Courses

Developmental courses (Courses numbered below 100) will be counted towards the students' overall pace of progression and the cumulative hours attempted.

Repeats

Courses that are failed or withdrawn from, then repeated are considered in the hours attempted. Title IV funding can only pay a student one time for repeating a course that the student has passed with at least a D. In accordance with Title IV (PELL, FSEOG, FWS) regulations, courses for which students earn credit by way of testing out will not be paid by Title IV aid.

Review

Following each semester, the Grade Point Average and number of credits attempted and completed for each Financial Aid recipient will be reviewed. Students will be notified if they do not meet the minimum Qualitative and Quantitative SAP requirements.

Non-Satisfactory Academic Progress

Financial Aid Warning

If a Financial Aid recipient fails to satisfy the Satisfactory Progress Rule in a particular semester, the recipient will be placed on Financial Aid Warning during the succeeding semester of enrollment. In other

words, even if a student's overall record meets the SAP requirements for passing 67% of courses and has a cumulative GPA that meets the SAP, but does not meet those requirements in his/her/their most recent semester, the student will be on financial aid warning. Students are still eligible to receive Financial Aid during the warning period, but they must satisfactorily complete 67% of their total courses with a cumulative Grade Point Average of 1.50 for students with up to 30 semester credit hours completed, and 2.0 for those with 31 or more credit hours completed.

Financial Aid Suspension

1. If a Financial Aid recipient fails to comply with the SAP policy during the warning period, and has a cumulative GPA that falls below the qualitative or quantitative guidelines, the student will be placed on Financial Aid Suspension status for all financial aid, but may appeal per the "Appeal of Financial Aid Suspension" section below.

2. When a Financial Aid recipient totally withdraws from all their courses anytime during the semester, they will automatically be placed on Financial Aid Suspension status for all financial aid.

Appeal of Financial Aid Suspension

A student may appeal Non-Satisfactory Progress by completing the Financial Aid Appeal Form and submitting it with supporting documents to the Financial Aid Office by the 8th week of the semester following a Non-Satisfactory Progress designation.

As part of the appeal a student must provide:

a. Reasons why he/she/they did not achieve minimum academic requirements which should include any type of extenuating circumstances they may have been experiencing at the time. Extenuating circumstances that will be considered include but are not limited to: illness, death in the family, injury, casualty losses due to weather and natural disasters, fire, theft, acts of God, or terrorism.
b. An explanation of what has changed that will allow the student to make Satisfactory Academic Progress at the end of the next term.
c. The appeal request will include an academic plan showing how the student will make SAP by the end of the next term.
d. Students may have up to three appeals – but those must be for different reasons.

The Appeal Committee will review the appeal and determine whether the Financial Aid appeal is accepted. The Appeal Committee's decision is final.

The student will be notified in writing of the decision for approval or reason of denial of his/her appeal no later than five days after receipt of such appeal. If the appeal is approved and the student **can** demonstrate that they can make Satisfactory Academic Progress in one term, they will be placed on **Financial Aid Probation** for one term.

If the appeal is approved and the student **cannot** demonstrate that they can make Satisfactory Academic Progress in one term, they will be required to submit an academic plan. This plan has to show how they are going to get back on track in a reasonable time. The plan will demonstrate the students map to graduation. The academic plan will then replace the SAP standards. At the end of each term, the student's Satisfactory Academic Progress will be measured against their plan. The students will have to follow the plan in order to receive financial aid.

If the student fails or withdraws from any courses on their plan, the student will again be required to meet the minimum SAP requirements in order to be eligible for any type of financial aid, as follows:

- 67% overall completion rate for the semester

- 1.5 GPA for students with up to 30 credits; 2.0 Cumulative GPA for all other students.

If the student's appeal is not approved, the student will not be eligible for financial aid until they meet the minimum SAP requirements and are able to complete their degree within the maximum timeframe policy.

Credit Hour Maximums

The U.S. Department of Education has established a limit on the number of credit hours a student can attempt and still remain eligible for Federal Student Aid. This limit is based on 150% of the credit hours needed to complete the degree which the student is pursuing. That standard will allow for curriculum changes, repeats, and enrichment course work that may be required for the degree.

Examples:

- Credit Hour Maximum for an Associate degree of 60 credit hours: 60 semester hour credits x 150% = 90 semester hour credits.

- Credit Hour Maximum for a 30 semester hour certificate: 30 semester hour credits x 150% = 45 semester hour credits.

The Credit Hour Maximum includes all attempted Tohono O'odham Community College courses plus all transfer credit hours that apply to the degree or certificates.

Academic Progress toward the degree program will be measured at the end of each semester. The student will receive an update on the amount of financial aid left with the satisfactory progress letter at the end of each semester. If at any time it becomes mathematically impossible for a student to complete their program with the number of credits left in their 150% timeframe – the student is no longer making Satisfactory Academic Progress and not eligible for Title IV aid.

Pell Grant Lifetime Eligibility Used (LEU)

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant academic year funding a student can receive is 100% (amount can increase to 150% if attending full time summer courses that pertain to declared degree), the six-year equivalent is 600%. This is in effect as of the academic year 2012-2013. This includes all past Pell Grant awards each student received.

Change of Major

Students wishing to change their major should notify the Registrar's Office in writing, who will then notify the Financial Aid Office so that a determination of eligibility for the new program of study can be made. Determination shall be based on credits attempted and earned that can be transferred into the new major.

Dual Majors

Students can only declare one major. However, if a student declares two majors, each semester, courses will be verified that they are on the students' current degree plan. All Title IV funding will only pay for courses that are on each students' degree plan or required prerequisites. If a student chooses to take classes not on their status sheet, they will be liable for tuition and fees of the course(s) not on their degree plan.

Transfer Credits

Transfer credits earned at another institution that are accepted at Tohono O'odham Community College toward the degree a student is currently pursuing shall be used in computing the total credits attempted and earned. Students with bachelor's degrees are not eligible for a Federal Pell Grant.

Return of Title IV Funds

Return of Title IV Funds occurs when a student withdraws from all classes without completing 60% of the semester. Upon the student's withdrawal, the amount of financial aid that has been "earned" by the student is based on the number of days of attendance. Students who withdraw unofficially will also be subject to the Federal Return of Title IV Funds Policy (R2T4). According to federal guidelines of R2T4, students who receive financial aid and then withdraw from all course work before 60% completion of the semester may have to pay back a portion of the grants received. The amount is determined by using a federal formula and the date the student has totally withdrawn from classes.

If TOCC finds that the student's expected Cost of Attendance incurred up to the time of withdrawal exceeds the amount of funds disbursed, the student does not owe a repayment. However, if the disbursement was greater than the student's Cost of Attendance up to the withdrawal date, the student must repay the excess amount to TOCC. It is the policy of TOCC to reimburse the Federal Student Aid Program and collect repayment from the student. Thus, the student will be in a repayment situation with TOCC rather than the Department of Education. TOCC will collect the funds from students.

The date of withdrawal is based on the date indicated on the drop card (official withdrawal) or the last day of attendance according to student attendance records (unofficial withdrawal).

Post Withdrawal Disbursements

If the student received less federal aid than they earned, a post-withdrawal disbursement will be made to the student's account for direct costs. If further post-withdrawal disbursement is due, notification will be sent to the student if any grant amounts will be directly disbursed. The post withdrawal disbursement of Pell Grant funds must be completed within 45 days of the date the school determined the student withdrew.

All Refund Distributions are returned in this order as prescribed by Law and Regulations:

1. PELL Grant

2. FSEOG

3. Private, or Institutional Aid

4. The Student.

Federal Work Study (FWS) wages are excluded because they have been earned.

Tohono O'odham Community College is responsible for notifying the student of the amount owed, for billing the student, and for collecting the repayment.

A Financial Aid Officer will use the R2T4 PowerFAIDs Software for determining both the student's and institution's refunds.

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.

Students reaching their duration of eligibility may appeal to the Financial Aid Committee (AKA Scholarship Committee) in writing. They may request to receive Title IV additional questions or information about Title IV Funds, please contact the Financial Aid Office.

Chapter 4: Grades and Graduation

Mastering the Basics of the College Experience

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

Frequently Asked Questions (FAQ)

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

A grade is a mark that the student earns by taking a class. According to established criteria in the course syllabus, the instructor calculates the number of points accumulated in class and assigns a grade. The grade goes on the student's transcript and becomes part of a permanent record.

What is a "transcript" and how can a student get a copy?

A transcript is a record of the grades a student earns during their time in college. Each semester, instructors submit grades to the Registrar at TOCC, and they are then put on the student's transcript. A student can get a copy of their transcript from the Student Services division at the I-We:mta Ki: on the S-cuk Du'ag Maṣcamakuḍ (Main Campus).

What is a "semester?"

A semester refers to the cycle of time wherein classes are taught. The semester length at TOCC is 16 weeks. There are two regular semesters in a year: Fall and Spring. Summer sessions are much shorter, running around 5 to 8 weeks in length. Classes taken during Summer sessions earn credits as in a regular semester.

What is a "credit?"

A credit assigns a value to a course taken during a semester. Most courses are either 3 or 4 credits. A student needs to be enrolled in at least 12 credits in a semester to be considered a full-time student at TOCC.

What is a "Grade Point Average" or GPA?

The grade point average or GPA is a combination of credits (also called credit hours) a student earns and the grades received for those credits.

How is GPA calculated?

GPA equals the sum of the number of credits per class, multiplied by the points awarded for each class, divided by the number of credits. These calculations are done each semester and they are summed up for all semesters enrolled at TOCC. The GPA for all of the courses taken while at TOCC is called the Cumulative GPA. Some grades, like T for transfer, are not used in the calculation of your GPA. A detailed explanation of how to calculate GPA can be found in Appendix A.

Full-time or part-time student status?

A student is classified as a full-time student if they are enrolled for 12 or more credit hours in the Fall or Spring semester or for 6 or more credit hours in a Summer session. A student is classified as a part-time student if they are enrolled for 6-11 credit hours in the Fall or Spring semester.

Freshman or sophomore classification?

A student is a freshman if they have earned fewer than 30 credit hours. A student becomes a sophomore once the student earns 30 or more credit hours.

Can courses be repeated for credit?

If a course is repeated, all records of the course, including the grades, will appear on a student's transcript. However, the highest grade earned between the original and the repeated course will be used to compute the cumulative grade point average.

Can credits earned at other colleges and universities be transferred to TOCC?

If courses were taken at another college or university, the student must submit an official transcript to determine if its credits will transfer to TOCC. TOCC will evaluate the transcript to determine which course credits will be accepted for transfer. Courses with a 100 or higher prefix for which a C or higher grade was earned may transfer. If transferred they are entered on the TOCC transcript with a grade of "T."

Photo Credit: Wendi Cline

When can a program be declared in order to be eligible to graduate from it?

Students are encouraged to declare a program during the first or second semester at TOCC because program selection can impact financial aid eligibility. It is also important to declare a program of study early in the academic career to help establish a pathway that will be helpful to clarify academic goals. However, if the student wants to move to a different program, declaration of a program must happen at least one semester before graduation. That is, in order to graduate from a program, a student must declare the program the semester before the intended graduation semester.

How many programs can a student enroll in concurrently?

A student can be enrolled in only two programs concurrently. To be able to move to a different program, the student must close one of the programs before a different one can be added. Consult with an advisor or with the Admissions department for more information.

When should I submit my application for graduation?

Applications for graduations are due **the semester before the intended graduation date.** That is, if a student graduates:

- In Spring – application for graduation is due on December 1st of the fall semester.
- In Summer or Fall – application for graduation is due on May 1st of the spring semester.

Who can participate in the commencement (graduation) ceremony?

Only students who have completed **all requirements** identified in the program of study can participate in the graduation ceremony.

TOCC's Grading System

Grading Scheme

Grades	Value	Grade Calculated in GPA	Considered an Attempt	May be Repeated
A Superior	4	Yes	Yes	No
B Above Average	3	Yes	Yes	Yes
C Average	2	Yes	Yes	Yes
D Below Average	1	Yes	Yes	Yes
F Fail	0	Yes	Yes	Yes
P Pass	Credit	No	Yes	No
AU Audit	No	No	No	Yes
WIP Work in Progress	N/A	N/A	N/A	N/A
I Incomplete	N/A	No	No	N/A
W Withdrawal	No	No	Yes	Yes
Y Special Withdrawal	No	No	No	Yes
TR Transfer	Credit	No	Yes	N/A
X Credit by Examination	Credit	No	Yes	No
R Repeated	Credit	Yes (only highest grade)	Yes	Yes (up to two times without petition)

Non-Grade Designations Definitions

Grade	Definition
P Pass	Equivalent to a "C" or better without grade differentiation ordinarily indicated by the College grading system. A "P" grade may be given only when the grading schema in the course syllabus is designed as a "pass" or "fail" course. Course credit is not included in the calculation of the Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA).
AU Audit	Indicates the student is enrolled in a class in order to attend, but not to earn credit. An "AU" does not indicate proficiency in the subject matter. Course credit is not included in the Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA). Students wishing to audit a class must receive the written permission of the instructor and must complete AU paperwork (available through the Admissions Office) by the end of the official deadline for registration.
WIP Work in Progress	WIP shows on the transcript indicating a student is in a current class, but that grades have not yet been recorded.
I Incomplete	I on the transcript indicates the Instructor has agreed not to award a grade until work assignments agreed upon by both Instructor and student are turned in. Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if **all three** of the following conditions are met: 1. The student must be in compliance with the attendance policy. 2. There must be an unavoidable circumstance that would prohibit the student from completing the course. 3. The student must have completed over 75% of the course requirements with at least a "C" grade. An Incomplete is not a substitute for incomplete work due to frequent absences or poor academic performance. ***Work assigned as part of incomplete grades must be submitted to the instructor by the end of the ninth week of the following semester***. If a grade is not changed by the deadline due to the student not submitting the stipulated work in the Incomplete form, *the Incomplete grade will be automatically changed to an F*. Once assignments are turned in, the instructor submits a change of grade form to the Dean of Academics who approves and then forwards the request to the Registrar who makes the official change in the student's record. Incomplete grades are considered hours attempted for Financial Aid Satisfactory Academic Progress purposes and they may impact eligibility.
W Withdrawal	A withdrawal can be initiated by the student or the faculty under the following circumstances: 1. **Before the Drop/Full Refund Deadline**. If a student does not participate in the course, and does not contact the instructors to alert them of the absences during the beginning of the semester up to the

	Drop/Full Refund Deadline, instructors can initiate a drop from the course. In this case, the record of enrollment in the course will not show in the student transcript and will not be counted as attempted hours. 2. **Withdrawal Deadline**. If a student stops participating in the class in the form of not submitting assignments, not contributing to class discussions, or being absent to the point that violates the syllabus and academic catalog attendance policies, instructors can initiate a withdrawal if the Withdrawal Deadline has not passed. A grade of "W" will show in the student transcript and will be counted as attempted hours for Satisfactory Academic Progress. 3. A student can initiate a withdrawal at any point in the semester up to the Withdrawal Deadline. A grade of "W" will show in the student transcript and will be counted as attempted hours for Satisfactory Academic Progress. Students who are withdrawn by faculty have the right to appeal by submitting a petition in writing to the appropriate faculty *and* Academic Dean. Refer to the Academic Calendar for Withdrawal Deadline.
Y Special Withdrawal	A special withdrawal can happen if the Withdrawal Deadline has passed. A grade of "Y" is not a substitute for excessive absences, lack of communication by the student, or having a failing grade. A "Y" grade is not automatic. A "Y" is awarded in situations where the student presents evidence that there were extenuating circumstances **throughout the semester** that prohibited the student from completing the course. When the student presents evidence that covers only time after the Withdrawal Deadline, the student can request an Incomplete **only if the student is passing the course**. Otherwise, the student will be awarded the earned grade in the course. A written statement *and* evidence must be submitted to the appropriate faculty who will submit it to the Academic Dean. The Academic Dean, in consultation with the appropriate faculty, will determine whether the petition is granted. A grade of "Y" is rarely used when no other grade designation is applicable.
TR Transfer	A TR grade indicates that a course was taken at another college and has been transferred in to TOCC. A "TR" is awarded for transfer credits that have been evaluated and approved by the appropriate authority. It is included in the total earned credit hours, but is not computed in the GPA or CGPA.
X Credit by Examination	X indicates credit earned by the student through a proficiency examination. It is included in the total earned credit hours but is not computed in the GPA or CGPA.

R Repeated	An R in the transcript indicates that the student repeated a course previously taken. The transcript will show that the course was repeated, and the higher grade is used to compute a student's Cumulative Grade Point Average (CGPA). Students can repeat courses twice without petition. Students will need to submit a petition to the Academic Dean to take a course for the third time.

Academic Standing

Good Academic Standing

In order for a student to be in good academic standing, they must maintain an overall GPA of 2.0 or higher. Maintaining good academic standing status may allow students to be eligible for scholarships, travel opportunities and participation in other extracurricular activities. Please see Chapter 2 for more information on Academic Standing. Students receiving Federal Financial Aid must also meet the Satisfactory Academic Progress (SAP) which has different requirements. Please refer to chapter 3 for more information on SAP.

Maximum Credit Hours per Semester

It is important to take an adequate number of credit hours each semester. To help students be successful in their courses, there is a limit in the number of credit hours for which a student can enroll. For the fall and spring semesters, the maximum number of credit hours per semester is 18. For summer semesters, the maximum number of credit hours is 12. Enrollment beyond those limits requires permission from the Academic and Student Services Deans. Consult with an advisor before deciding the number of credit hours be enrolled in during a semester.

Course Prerequisites

Many courses have established prerequisites that a student must complete before enrolling in the specific course. Prerequisites per course are listed in this catalog. Programs of study do not list the prerequisites for each course. It is the student responsibility to find out and meet the specific prerequisites. If the prerequisites have not been satisfied, the student may not be allowed to enroll in a course or can be dropped from the same.

EARS – Early Alert Reporting System

Every semester TOCC instructors complete a form at weeks 1, 2, 3, 4, 8, and 12 indicating whether a student is making satisfactory progress toward completion of the class. If there is an apparent issue or issues that suggest a student is not doing as well as they should be, the student will be notified. That notification is being made to assist the student and to help ensure that they complete the course with a passing grade.

Self-Assessment and EdReady

EdReady is an online learning system that helps students detect gaps in knowledge. EdReady provides the needed resources to achieve expected skills in college-level courses. TOCC provides support for

students to succeed in math and writing courses and has, in accordance with best practices identified in scholarly research, largely eliminated sequential developmental courses and placement testing. All students at TOCC can request an account for EdReady.

There is no "failing" score on the EdReady assessment because it is a developmental tool. The results are simply one indicator of a person's skill levels in basic subject areas of math, reading and writing. Students are encouraged to use EdReady to learn what gaps they need to close to be successful in math, writing, and reading. Then, they can continue to develop their skills through continued use of the software on their own or in collaboration with tutors. Depending on the results of the self-assessment, students may decide to complete the EdReady modules before course enrollment, or at the same time as course enrollment.

Academic Alert

A student may be placed in an Academic Alert status if they are not in Good Academic Standing and their overall GPA falls below a 2.0. After the end of each Fall, Spring, or Summer session, TOCC will identify students whose grades cause them to be placed on Academic Alert and will notify them by email and/or mail. Please refer to Chapter 2 for more information on Academic Standing.

Academic Disqualification

A student on Academic Alert will be academically disqualified if after the academic alert semester, the student has not returned to good academic standing. If the student earns a 2.0 GPA or higher for the current semester, the student will be permitted to continue on academic alert status. Please refer to Chapter 2 for more information on Academic Standing.

Catalog of Record

The official TOCC Catalog that is in effect when a student originally enrolls is the "catalog of record." This catalog determines the specific requirements that must be met to successfully complete a program of study. If a student maintains continuous enrollment (meaning that a student continues to take classes and continues to make satisfactory academic progress without a break of one year or more), the student may use the requirements in the catalog of record or may choose to meet the requirements of any other catalog in effect after the original enrollment year. If the student has a break in enrollment of one year or more, the catalog of record will be the one in effect when the student is reenrolled. If the student reenrolls during a summer term, the catalog of record is the one in effect for the previous Fall semester.

Himdag Requirement

TOCC encourages the growth of students' cultural knowledge by seeking to transmit learning in ways that respect the Tohono O'odham Himdag (cultural ways and practices of the Tohono O'odham). TOCC requires that all students, staff, and faculty complete HIS 122 Tohono O'odham History and Culture, and THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham. All of TOCC's degrees and certificates include this requirement. The required courses may also apply to one or more General Education requirements (see Chapter 5).

Arizona University System: Transfer Requirements and AGEC

TOCC participates in the Arizona Statewide Articulation and Transfer System (AZTransfer). Students are encouraged to visit the transfer system website at *www.aztransfer.com* for information and resources for planning their current and future education. To learn more about AGEC, visit Appendix B.

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

Graduation Requirements

Students are required to *apply for graduation the semester before the graduating term*. Meeting with a faculty advisor ahead of submitting an application for graduation is also a requirement. During the meeting, the student and advisor discuss enrollment needs for the final term of the program. Student and faculty must complete the application for graduation together as it requires both parties' signatures. **Students can participate in the commencement (graduation) ceremony only if ALL courses have been completed.** Following are the graduation requirements:

Photo Credit: Alejandro Higuera

- Completion of Courses: All of the courses listed on the degree or certificate program of study that students are working toward must be completed.
- GPA and Grade requirements: A grade of "C" or higher in all of the General Education classes (AGEC) and in all transferrable coursework is required for the degree or certificate. An overall GPA of 2.0 or higher is required.
- Time limit: Courses must be completed within a specified time limit. Courses taken more than eight years prior to graduation cannot be counted toward graduation. For areas of study that change rapidly, such as Information Technology, TOCC reserves the right to review, accept or reject, or require upgraded coursework.
- Residency requirement: Regardless of the type of degree, at least 25% of credit hours must be earned at TOCC in order to graduate from TOCC. This residency requirement must be met through courses numbered 100 or higher.

During the last year away from earning a certificate or degree, students must conform to the following process:

- Beginning of the first semester of last year:
  - Declare a program of study at the beginning of the semester, if it has not been declared before.
  - Meet with faculty advisor to review degree progress and to plan for timing of last courses.
- End of the first semester of the last year:
  - Meet with faculty advisor to complete the Program of Study. At this point, the faculty advisor prints and signs the Degree Progress Report.
  - Complete the graduation checklist to apply for graduation by the deadline. The checklist can be obtained online or through the office of Student Services.

- Submit all paperwork to the Academic Advisor Coordinator or designee for a final checkup.
- The Academic Advisor Coordinator or designee sends it the Dean of Academics for signature.
- Dean of Academics returns the signed application to the Registrar.

Transcript Request

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

Chapter 5: Degrees and Certificates

Selecting a Degree Program

In this chapter information about degrees and certificates are presented. Many programs have different options that allow a student to have a focus on an area within their chosen field. That information may be helpful in determining the degree selection. Meeting with advisors and talking with instructors are some of the best ways to learn more about a degree and to have degree questions answered.

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

Associate Degrees and General Education Goals

TOCC Associate degrees are designed to transfer to the university for completion of a Bachelor's degree, through providing the first two years (60-65 credits) of a four-year Bachelor's degree. The general education component of each degree is meant to provide students with exposure to a wide variety of topics from art to science. In addition, degrees at TOCC provide education that fosters the development of expertise in four areas identified as General Education Goals (described below).

Four General Education Goals (GEG)

Tohono O'odham Community College Board of Trustees approved four GEG in 2004. They were developed by Faculty Senate, the Himdag Committee, and College administration.. The GEG convey what a graduate from TOCC should learn from the time they begin their educational journey at TOCC to the time they graduate.. Descriptions follow:

Gewkdag

Gewkdag is the strength derived from learning and practicing one's Himdag through T-Ṣo:ṣon (our core values). T- Ṣo:ṣon serves as foundational values that can be applied to academic and life experiences. These values serve to guide, build and empower students to succeed in an ever-changing society.

Interpersonal Skills

It involves the ability to guide, involve others, and work cooperatively to accomplish tasks. It also refers to respecting the unique character and history of the world's peoples, maintaining personal courage and integrity, and having the capacity to understand critically, value and appreciate diverse perspectives, including how living things relate to one another, as well as spiritual, communal, traditional, and ceremonial dimensions.

Critical Thinking

It refers to skills in applying abstract, critical and creative thinking to practical situations. It also refers to the capacity to envision larger relationships, orders, or systems when solving problems. It involves

comparing, contrasting and evaluating statements using logic, intuition, different points of view, identifying assumptions and implications, leading to a synthesis of one's own views.

Communication

It includes effective reading, writing, speaking, listening, and using information technology to express ideas clearly and appropriately for different audiences. It includes artistic expression.

Degree Components

TOCC degrees include general education requirements and core requirements.

General Education requirements refers to broad areas of learning that are incorporated into all degrees. All TOCC Associate and Associate of Applied Science degrees incorporate the Arizona General Education Curriculum (AGEC). "AGEC" courses vary somewhat according to the program of study (the major) area. Thus Business degrees have different math requirements than degrees in Science and Liberal Arts.

The advantage of having the AGEC built into TOCC degrees is that students can be assured that all of those courses will transfer to a university in Arizona. And, if a student completes the AGEC block with a GPA of 2.5 or higher, all the credits will transfer as a block to those universities. More about the AGEC can be found in Appendix B of this catalog.

Core requirements refer to specifically tailored course offerings that support a particular major, or field of study. For example, degrees in business require "Business Law"; a degree in Early Childhood requires "Child Development," and so on. Core courses for each degree are on the degree checklists in this chapter of the catalog.

TOCC Degrees and Certificates

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

Associate Degrees

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

- Associate of Fine Arts in Art, Studio Emphasis
- Associate of Business in Business Administration
- Associate of Arts Computer Information Systems
- Associate of Arts in Early Childhood Education
- Associate of Arts in Elementary Education
- Associate of Arts in Geographic Information Science
- Associate of Arts in Liberal Arts
- Associate of Arts in Life Science

- [Associate of Arts in Pre-Professional Nursing](#)
- [Associate of Science in Life Science](#)
- [Associate of Science in Physical Science](#)
- [Associate of Arts in Social Work](#)
- [Associate of Arts in Tohono O'odham Studies](#)

Associate of Applied Science (AAS) degrees

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

- [AAS in Business Management](#)
- [AAS in Computer Information Systems](#)
- [AAS in Early Childhood Education](#)
- [AAS in Geographic Information Science](#)
- [AAS in Management and Supervision](#)

Certificate Programs

Certificate programs may focus on developing specific skills as a pathway to completing a degree or to prepare students for employment in a variety of occupations. TOCC offers a number of certificates in a variety of areas:
- Certificate in Casino Operations
- Culinary Art Certificate I and II
- Certificate in Digital Media
- Certificate in Early Childhood Education Certificate I
- [Certificate in Early Childhood Education Certificate II](#)
- Certificate in Geographic Information Science
- [Certificate in Management and Supervision](#)
- Certificate in Social Services
- [Certificate in Solar Panel Installer](#)
- [Certificate in Substance Abuse and Addiction Studies](#)

High School Equivalency Diploma

[The College Credit Pathway](#) is one way to earn a high school equivalency diploma through the Arizona Department of Education. The program requires students to complete 25 credit hours and to pass the Arizona Civics exam. Follow the link to learn more about the CCP.

Course Availability

TOCC offers courses in a rotation that is designed to allow students to meet all degree requirements within a two-year span. Each subject area has a specific rotation of courses. Follow the links to see the rotation for each subject or visit [Appendix C: Course Availability (Rotation of Courses)](#).

- [**Mathematics**](#)

- [**Arts**](#)

- [**Humanities**](#)

- [**Social & Behavioral Sciences**](#)

- [**Physical and Biological Sciences**](#)

Tohono O'odham Language Courses Transfer to ASU, NAU and UA

TOCC now offers four semesters of Tohono O'odham language that transfer to Arizona State University (ASU), Northern Arizona University (NAU), and University of Arizona (UA). ASU and UA also offer Tohono O'odham language classes.

In addition, TOCC students who transfer to ASU, NAU or UA and have taken and passed THO 101 and THO 102 with a C or better, can meet a second semester language requirement for any university program. TOCC students who transfer to these universities and have taken and passed THO 201 and THO 202 with a C or better could also meet a fourth semester language requirement for any university program. (THO 106 or THO 107 do not meet the university second or fourth semester language proficiency requirements.)

Free Tuition for the Tohono O'odham Language Course

The Tohono O'odham Community College Board of Trustees approved free tuition for the O'odham Language Course. Beginning in the 2018 Summer and Fall sessions and thereafter, O'odham members from Tohono O'odham Nation can now enroll in the Tohono O'odham Language Course with free tuition. This offer is also extended to the Ak-Chin Indian Community, Gila River, and Salt River members.

Photo Credit: TOCC College Graduates, Class 2019 (Photo taken from TOCC Facebook Page)

Associate Degree Descriptions and Programs of Study

TOCC degrees and certificates are described in the following section. **Each degree consists of two sections: the AGEC section and the specialty (major) section**. A brief overview of each degree and certificate is provided along with a listing (program of study) of the courses required for each. Program learning outcomes (PLO) are also identified. PLO are shown as short lists that describe the various learnings that each degree is designed to lead to. They provide a shorthand that illustrates the primary areas of learning that degrees and certificates will prepare students to achieve.

Associate of Fine Arts in Art, Studio Emphasis

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

Program Learning Outcomes

1. Intentionally manifest ideas in visual form.
2. Synthesize personal artistic style and vision into indigenous, Native ideas and artifacts and into the Himdag.
3. Intentionally manipulate media to specific outcomes.
4. Manifest a personal vision across a range of media.
5. Consciously integrate visual art and design theory and practice into Himdag.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II	3	
Mathematics	MAT 142H College Mathematics or higher	4	
Humanities and Fine Arts	Choose any course from: Art General Education Selection.	3	ARH 101 (C) (G)
	Choose any course from: Humanities General Education Selection	3	ARH 102 (C) (G)
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection.	6	ARH 203 (C) and ARH 204 (C)

Two Lab-loaded Science Course	Choose any course from Science	8	Choose any science courses that end in N (example BIO 100N)
Total General Education Credits		37	

* Recommended courses are courses that are recommended to take as part of the degree because the course is relevant to area of study and/or the course will be a requirement by most Universities when the student transfers. Consult with your Academic/Faculty Adviser for further information.

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Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
ART 100 Basic Design	3	F, S, Su
ART 104 Digital Photography I	3	F, S
ART 110 Drawing	3	F, S
ART 115 3D Design	3	F
ART 150 Color & Composition	3	S
ART 205 Painting I	3	F
ART 210 Drawing II	3	S
ART 255 Printmaking I	3	S
ART 290 Portfolio (Offered based on student's last semester)	1	Depending on student graduation
Total Core Credits	25	
Electives: Choose any two of the following classes ART 200, ART 204, ART 215, ART 220, ART 225, ART 230, ART 240, ART 251, ART 260 or ART 280.	6	Visit Appendix C to see the rotation of courses
Total Credits for Degree	68	

Sample Path Progression

Summer 1 (6 cr hr)	
✓ ART 100 Basic Design ✓ STU 101 Becoming a Master Student (Recommended if student has been out of school for several years)	
Fall (16 cr hr)	**Spring (16 cr hr)**
✓ ARH 101 History of Art I ✓ WRT 101 Writing I ✓ MAT 142H Topics in college Mathematics ✓ ART 110 Drawing I ✓ ART 104 Digital Photography I	✓ ARH 102 History of Art II ✓ WRT 102 Writing II ✓ ART 210 Drawing II ✓ ART 150 Color and Composition ✓ THO101 Elementary Tohono O'odham
Summer (3 cr hr)	
✓ HIS 122 TO History and Culture	
Fall (16 cr hr)	**Spring (14 cr hr)**

✓ ARH 203 History of Global Indigenous Visual cultures ✓ ART 115 3D Design ✓ ART 205 Painting I ✓ BIO 109N Natural History or other lab-loaded Science course ✓ ART 200 level Elective, such as ART 204 Digital Photography II	✓ ART 290 Portfolio ✓ ART 255 Printmaking I ✓ ARH 204 History of Native American visual Culture ✓ BIO 208N Tohono Ethno Botany or other lab-loaded Science course ✓ ART 200 level Elective, such as ART 225 Life Drawing III

Associate of Business in Business Administration

Graduates with a business degree may work in small or large companies, or work virtually from home, using their computer, telephone, and other technology. With a business degree, being an entrepreneur, opening a company, or creating an online business via the Internet are all possible outcomes. TOCC graduates with a business degree can also work for the Tohono O'odham Nation in one of the many departments of the government. This degree can be useful in various fields, including the health industry, marketing, finance, and agriculture.

The Associate of Business in Business Administration is designed for students who want to transfer to one of the public universities in Arizona as it meets the General Education requirements. The Associate of Applied Science in Business Management is a workforce degree intended for those students seeking entry-level employment upon completion.

Program Learning Outcomes

1. Demonstrate the ability to use data to solve common issues that arise in business operations.
2. Demonstrate knowledge of basic organizational and procedural principles of business
3. Demonstrate the ability to apply economic and legal concepts to a business operation.
4. Provide an analysis of the degree of "fit" between a specific business plan and the Tohono O'odham Himdag.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 212 Topics in Calculus or higher	3	

Humanities and Fine Arts	Choose any course from: Art General Education Selection or Humanities General Education Selection	3	
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection	6	PSY 101 Introduction to Psychology (3), ECN 201 Introduction to Microeconomics (3)
Computer Science	CIS 100 Introduction to Computers	3	
Two Lab-loaded Science Course	Choose any course from: Science	8	Choose any science courses that end in N (example BIO 100N)
	Total General Education Credits	36	

* Recommended courses are courses that are recommended to take as part of the degree because the course is relevant to area of study and/or the course will be a requirement by most Universities when the student transfers. Consult with your Academic/Faculty Adviser for further information.

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
ACC 101 Financial Accounting	3	F
ACC 102 Managerial Accounting	3	S
BUS 100 Introduction to Business	3	F, S, Su
BUS 220 Legal Environment of Business	3	S
ECN 202 Macroeconomics Principles	3	S, Su
MKT 111 Principles of Marketing	3	S, Su
Total Core Credits	18	
Electives: Choose any course designated with the following prefixes: BUS, MKT, ACC, MGT.	6	Visit Appendix C to see the rotation of courses
Total Credits for Degree	60	

Sample Path Progression

Summer 1 (3 cr hr)
✓ STU 101 Becoming a Master Student (Recommended if student has been out of school for several years)

Fall (13 cr hr)	Spring (13 cr hr)
✓ WRT 101 ✓ HIS 122 ✓ Any ART, ARH, or TOS (111-121 only) ✓ Lab-loaded Science	✓ WRT 102 ✓ CIS 100 ✓ PSY 101 ✓ Lab-loaded Science

Summer 2 (6 cr hr)

Fall (13 cr hr)	Spring (15 cr hr)
✓ BUS 100 ✓ MKT 111 (spanning above)	

Fall (13 cr hr)	Spring (15 cr hr)
✓ ACC 101 ✓ THO 101 ✓ ECN 201 ✓ Elective	✓ ACC 102 ✓ MAT 212 ✓ ECN 202 ✓ BUS 220 ✓ Elective

Associate of Arts in Computer Information Systems

The Computer Information Systems program covers developing and maintaining information systems that support organizations technical infrastructure. Students will learn about computer hardware and software, creating and supporting databases, building a network, configuring networks, cyber-security fundamentals, and project management which prepares students for entry-level positions as system administrators, network administrators, support technicians, and applications specialists in the computer information services industry. Graduates may enter a Baccalaureate Degree program and/or sit for the Certified Information Systems Security Professional (CISSP), Project Management Professional (PMP), and/or the Certified Cisco Network Associate (CCNA) network certification examinations.

Areas of Focus

Coding (C) - Software development using programming language to accomplish tasks using a computer. Design and build executable programs and applications to solve problems.

Networking (Nt) - A group of two or more computer systems linked together. Local area networks to wide area networks are configured and maintained using skills obtained in network courses.

Security (S) - Understanding and applying layers of protection for computer systems. From firewalls to penetration testing learn how to protect your digital assets.

GIS (G) - Geographic Information Systems (GIS), solving real world problems creating and using digital maps and layered satellite imagery to reveal patterns, trends, and relationships.

Program Learning Outcomes

1. Demonstrate the ability to install, configure, and maintain end-user computer systems and software.
2. Research, interpret, and communicate technical information in written, graphic, diagrammatic, electronic and oral forms.
3. Demonstrate the ability to plan and implement both wired and wireless networks sufficient for small business use.
4. Apply project life-cycle concepts to assist in business operations.
5. Demonstrate the ability to work independently or in a group environment with sensitivity to the business and cultural needs (Himdag).
6. Create a comprehensive security plan to protect data (Synthesis Level)

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II	3	
Mathematics	MAT 212 Topics in Calculus or higher	3	
Humanities and Fine Arts	Choose any course from: Art General Education Selection or Humanities General Education Selection	3	
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection	6	PSY 101 Introduction to Psychology, SOC 101 Introduction to Sociology
Computer Science	CIS 100 Introduction to Computers (offered F, S, Su)	3	
Two Lab-loaded Science Course	Choose any course from: Science	8	Choose any science courses that end in N (example BIO 100N)
Total General Education Credits		36	

* Recommended courses are courses that are recommended to take as part of the degree because the course is relevant to area of study and/or the course will be a requirement by most Universities when the student transfers. Consult with your Academic/Faculty Adviser for further information.

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
CIS 127 Programming and Problem Solving I	3	S
CIS 130 Fundamentals of Computer Networking	3	F, S
CIS 140 Introduction to Risk Management	3	F, S
CIS 210 Introduction to System Administration	3	F
CIS 280 IT Project Management	3	F
CIS 297 Internship/Practicum	3	F, S, Su
Total Core Credits	18	

Electives according to Focus Area (7-8):

CIS 230N networking Fundamentals – Nt., S	4	S
CIS 240N Network Security – Nt., S	4	S
CIS 250N Coding Fundamentals – C	4	F
GEO 267 Introduction to GIS – G	3	F
Total Credits for Degree	61-62	

Sample Path Progression

Summer 1 (3 cr hr)	
✓ STU 101 Becoming a Master Student (Recommended if student has been out of school for several years)	

Fall (13 cr hr)	Spring (14 cr hr)
✓ WRT 101 ✓ HIS 122 ✓ CIS 100 ✓ Lab-loaded Science	✓ WRT 102 ✓ CIS 127 ✓ MAT 142H ✓ Lab-loaded Science

Summer 2 (6 cr hr)	
✓ SOC 101 ✓ PSY 101	

Fall (13 cr hr)	Spring (Nt, S: 14 cr hr; C: 13 cr hr; G: 12 cr hr)
✓ THO 101 ✓ CIS 130 ✓ CIS 140 ✓ CIS 210	✓ CIS 280 ✓ CIS 297 ✓ CIS 230N (Nt, S) ✓ CIS 240N (Nt, S) ✓ CIS 250N (C -4 cr hr) or GIS 103 (G - 3 cr hr) ✓ Any ART, ARH, or TOS (111-121 only)

Associate of Arts in Early Childhood Education

An Associate of Arts degree in Early Childhood Education prepares students to become competent early childhood educators that are interested in working in a paraprofessional role with young children and families. The degree is designed for transferring to a university to complete a 4-year degree program, although graduates can also go directly into an early childhood employment setting. Students gain specialized knowledge and implement best practices in early childhood education. ECE graduates are employed in many settings such as Head Start, day-care centers, in-home support services, and other entry level child-centered positions. Tohono O'odham Community College also offers an Associates of Applied Science in Early Childhood Education that is meant for direct employment.

Program Learning Outcomes

1. Promoting Child Development and Learning: Describe and defend the principles and theories of child development and implement developmentally appropriate activities through mastery of child development for children ages birth to eight years.
2. Building Family and Community Relationships: Demonstrate knowledge of family and community dynamics that support and empower families through respectful and reciprocal relationships within diverse populations, contexts, and Tohono O'odham communities.
3. Observing, Documenting, and Assessing to Support Young Children and Families: Demonstrate proficiency in observation and documentation of children's progress. Includes the use of

observation, documentation, and assessment to establish learning goals and activities for the benefit of children's developmental and educational needs.

4. Using Developmentally Effective Approaches to Connect with Children and Families: Demonstrate knowledge of family and community dynamics that support and empower families through a respectful and reciprocal relationship.

5. Using Content Knowledge to Build Meaningful Curriculum: Plan a culturally and linguistically responsive learning environment for young children that is responsive to each child's physical health, intellectual and emotional well-being, and nutritional and safety needs.

6. Becoming a Professional: Demonstrate professional ethics and defend professional decisions based on the knowledge of early childhood theories and practices and the principles of the National Association for the Education of Young Children Code of Ethical Conduct.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 142H College Mathematics or higher	4	
Humanities and Fine Arts	Choose any course from: Art General Education Selection	3	ART 100
	Choose any course from: Humanities General Education Selection	3	
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection	6	
Two Lab-loaded Science Course	Choose any two courses from: Science	8	BIO 127N
Total General Education Credits		37	
* Recommended courses are courses that are recommended to take as part of the degree because the course is relevant to area of study and/or the course will be a requirement by most Universities when the student transfers. Consult with your Academic/Faculty Adviser for further information.			
Core Courses		**Credits**	**Offered** F: fall; S: spring; Su: Summer

ECE 105 Introduction to Early Childhood Education	3	F, S
ECE 110 Emergent Language and Literacy	3	F
ECE 125 Health, Safety, & Nutrition	3	F
ECE 217 Child Development	3	F, S, Su
ECE 226 Effective Interactions and Guidance	3	S
ECE 228 Family, Culture, and Community	3	S
ECE 291 Internship for Students with Experience in Early Childhood Education	4	F, S
Total Core Credits	22	
Highly recommended for this degree: SWU 171 Introduction to Social Work. Choose any course designated with the following prefixes: ECE, EDU, or SWU.	3	Visit Appendix C to see the rotation of courses
Total Credits for Degree	62	

Sample Path Progression

Summer 1 (3 cr hr)	
✓ STU 101 Becoming a Master Student (Recommended if student has been out of school for several years)	

Fall (13 cr hr)	Spring (14 cr hr)
✓ WRT 101 ✓ ECE 105 ✓ ECE 217 ✓ Lab-loaded Science	✓ WRT 102 ✓ MAT 142H ✓ Lab-loaded Science ✓ ECE 226

Summer 2 (6 cr hr)	
✓ CIS 100 ✓ SOC 101	

Fall (15 cr hr)	Spring (14 cr hr)
✓ HIS 122 ✓ ECE 110 ✓ ECE 125 ✓ PSY 101 ✓ SWU 171	✓ THO 101 ✓ ECE 228 ✓ ECE 291 ✓ ART 100 or Any ART, ARH, or TOS (111-121 only)

Associate of Arts in Elementary Education

This degree prepares students to transfer to a university to complete a 4-year degree in Elementary Education and receive a teaching certificate, but it also prepares para-professionals for grades kindergarten to eighth grade.

Program Learning Outcomes

1. Students will describe the role of a classroom teacher in developing and maintaining a safe, engaging, effective and efficient learning environment and the supportive relationships in that classroom.
2. Students will describe the ever-increasing diversity of contemporary classrooms and articulate a commitment to recognizing and affirming their pupils as unique individuals, whom they respect, value, and inspire.
3. Students will describe a commitment to meeting the educational needs of exceptional learners in the least restrictive environment by creating a learner-centered classroom that incorporates differentiated instruction and a flexible approach to meeting educational objectives.
4. Students will articulate a commitment to indigenizing the curriculum by identifying how they will privilege Tohono O'odham language, culture, and history in their educational practices.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 142H College Mathematics or higher	4	
Humanities and Fine Arts	Choose any course from: Art General Education Selection	3	TOS 111 or ART 100
	Choose any course from: Humanities General Education Selection	3	HIS 141
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection	6	HIS 142 (G), POS 210
Two Lab-loaded Science Course	Choose any course from: Science	8	GEO 101N, BIO 109N, BIO 105N, BIO 208N
Total General Education Credits		37	

* Recommended courses are courses that are recommended to take as part of the degree because the course is relevant to area of study and/or the course will be a requirement by most Universities when the student transfers. Consult with your Academic/Faculty Adviser for further information.

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
EDU 200 Introduction to Education	3	F
EDU 201 Diversity in Education	3	F
EDU 202 Introduction to Special Education and the Exceptional Learner	3	F
EDU 203 Classroom and Classroom Relationship Management, or EDU 217 Child Dev.	3	S or F, S, Su
MAT 146 Mathematics for Elementary Teachers I	3	F
MAT 147 Mathematics for Elementary Teachers II	3	S
Total Core Credits	18	
Electives: Choose any course designed with the following prefixes: EDU or ECE. Highly recommended for this degree: EDU 111, EDU 220, and EDU 240.	5	Visit Appendix C to see the rotation of courses
Total Credits for Degree	60	

Sample Path Progression

Summer 1 (3 cr hr)	
✓ STU 101 Becoming a Master Student (Recommended if student has been out of school for several years)	
Fall (13 cr hr)	**Spring (14 cr hr)**
✓ WRT 101 ✓ HIS 122 ✓ EDU 200 ✓ BIO 100N	✓ WRT 102 ✓ ARH 203 ✓ MAT 142H ✓ THO 101
Summer 2 (6 cr hr)	
✓ HIS 141 ✓ EDU 203	
Fall (13 cr hr)	**Spring (15-16 cr hr)**
✓ MAT 146 ✓ EDU 201	✓ MAT 147 ✓ POS 210

✓ EDU 202 ✓ BIO 105N	✓ EDU 240 ✓ EDU 220 ✓ HIS 142		

Associates of Art Geographic Information Science

The Associate of Art in Geographic Information Science is designed to prepare graduates who are well-trained, critical and independent thinkers, and technically proficient in the basic principles of geographic information science. Students completing this program are prepared to transfer to a wide range of bachelor's degree programs including geography, natural resources, environmental science, geology, agriculture, economics, civil/environmental engineering, GIS, among others. This program offers students flexibility in choosing future majors while exploring human and environmental issues alike with a geographic perspective. Graduates will be grounded with a strong foundation in GIS, field mapping, and spatial thinking, skills that will help them excel at the university and beyond.

Program Learning Outcomes:

Students successfully completing this degree will be able to demonstrate proficiency in the following areas:
1. Field Mapping and basic GNSS Skills
2. Acquiring Data
3. Creating and Critiquing Maps
4. Thinking Critically and Spatially
5. Analyzing Patterns in Spatial Data
6. Using Maps to Understand the World Around Us

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II	3	
Mathematics	MAT 142H College Mathematics or higher	4	
Humanities and Fine Arts	Choose any course from: Art General Education Selection	3	
	Choose any course from: Humanities General Education Selection	3	

Social and Behavioral Sciences	GEO 103: Cultural Geography and choose one course from: Social and Behavioral Science General Education Selection	6	
Two Lab-loaded Science Course	Choose one course from: Science	8	GEO 101N: Physical Geography
	Total General Education Credits	37	

Core Courses	**Credits**	**Offered F: fall; S: spring; Su: Summer**
MAT 225: Basic Statistics	3	S
CIS 100: Introduction to Computers	3	F, S, Su
GEO 170: Introduction to Geospatial Technology	3	F
GEO 217: Introduction to Global Positioning Systems	3	F
GEO 267: Introduction to GIS	3	F
GEO 285: Internship in GIS	1	F, S, Su
Total Core Credits	16	
Electives: Recommended: CIS 127: Programming and Problem Solving or One ANR course 100 or higher, and any GEO course at the 200 level	9	Visit Appendix C to see the rotation of courses
Total Credits for Degree	62	

Associate of Arts in Liberal Arts

TOCC offers the Associate of Arts in Liberal Arts for students who are interested in a broad-based college education that allows them the freedom to choose a variety of subjects during their first two years in college. The AALA degree concentrations are also designed for transfer to four-year colleges and universities with a specialized block of courses. A degree in liberal arts provides a variety of career options such as law, journalism, publishing, and government service among others.

Program Learning Outcomes

1. Demonstrate effective reading, writing, and speaking skills.
2. Demonstrate the ability to use research techniques to address a given topic.
3. Be able to use critical-thinking skills to provide multiple perspectives on a specified issue of general concern.
4. Be able to employ perspectives from the social sciences to assess a social problem.
5. Demonstrate the ability to use concepts and methods of the physical and biological sciences to make informed judgments.
6. Demonstrate ability to use the T-Ṣo:ṣon to analyze a socio-political issue.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II	3	
Mathematics	MAT 142H College Mathematics	4	
Humanities and Fine Arts	Choose any course from Art: General Education Selection	3	
	Choose any course from Humanities: General Education Selection	3	
Social and Behavioral Sciences	Choose two courses from Social and Behavioral Science: General Education Selection	6	
Two Lab-loaded Science Course	Choose one course from: Science	8	
Total General Education Credits		37	
Core Courses		**Credits**	**Offerings vary by course selection**
Total of 24 credits including 3 or more credits from: • Literature (LIT 174, 274) • History • Speech/Communication Nine (9) credits overall must be from courses numbered 200 and above. One course must be designated with a (G), such as HIS 274		24	Visit Appendix C to see the rotation of courses
Total Core Credits		24	
Total Credits for Degree		61	

Associate of Arts in Life Science

The Associate of Arts in Life Science is a degree for students planning to transfer to the university in Community and Public Health, Nursing, or Agriculture Technology degree program. It contains a strong core of life science courses. However, unlike the Associate of Science program, it only requires MAT 142H College Mathematics or MAT 225 Introduction to Statistics. The Associate of Arts degree program also allows students to take a broader range of classes to tailor their programs for transfer to the university in the areas listed above.

Program Learning Outcomes

1. Demonstrate knowledge of scientific concepts and vocabulary.
2. Design and conduct a research project.

3. Display a sense of place, by being able to identify health and environmental issues and propose a culturally-appropriate solution.
4. Apply critical and creative thinking skills to solve problems.

Areas of Focus

Community and Public Health— This area is designed for transfer to a Bachelor's degree in Public Health. Public Health professionals work to protect and improve the health of people and their communities by promoting healthy lifestyles, researching disease and injury prevention, and detecting, preventing, and responding to infectious diseases. Some examples of careers in this area are health and wellness educator, public health administrator, infection control officer, and healthcare consultant.
Environmental —This area is designed for transfer into an environmentally-related four-year program which does not require Calculus such as environmental studies, agricultural technology, or agricultural education.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 151 College Algebra	4	
Humanities and Fine Arts	Choose any course from: Art General Education Selection	3	
	Choose any course from: Humanities General Education Selection	3	
Social and Behavioral Sciences	Choose any course from Social and Behavioral Science General Education Selection	6	PSY 101 Introduction to Psychology.
Two Lab-loaded Science Course	Choose any course from: Science	8	Student should select courses based on area of study.
Total General Education Credits		37	
Core Courses		**Credits**	**Offered** **F: fall; S: spring; Su: Summer**

BIO 298 Service-Learning Practicum	1	F, S
BIO 299 Research Practicum	1	F, S
Electives: Student should select elective courses based on area of interest.	21	Visit Appendix C to see the rotation of courses
Total Credits for Degree	60	

Recommended Life Science Elective courses* based on student interest in Life Sciences
(See Faculty Advisor for more information)

Community and Public Health	**Environmental**
• BIO 127N Human Nutrition & Biology (GE 4 credits) • BIO 160N Intro to Human Anatomy & Physiology I (4 credits) • BIO 181N Unity of Life I (GE 4 credits) • CHM 130N Fundamental Chemistry **or** CHM 151N General Chemistry I (5 credits) • CPH 101 Exploring Careers in Health Profession (2 credits) • CPH 178 Personal Health and Wellness (3 credits) • CPH 200 Community and Public Health (3 credits) • Open elective (MAT 225 Basic Statistics Recommended) (3 credits)	• BIO 105N Environmental Biology (GE 4 credits) • BIO 181N Unity of Life I (GE 4 credits) • BIO 182N Unity of Life II (4 credits) • BIO 208N Tohono O'odham Ethnobotany **or** ANR 130N Plant Science (4 credits) • CHM 130N Fundamental Chemistry **or** CHM 151N General Chemistry I (5 credits) • Open elective (MAT 225 Basic Statistics recommended) (3 credits)

Associate of Arts in Pre-Professional Nursing

The Pre-Professional Nursing degree is designed for students who intend to transfer to a Bachelor of Science in Nursing (BSN) degree program. Students should contact the university that they intend to transfer to for specific requirements for their Nursing degree program. This degree requires MAT 142H College Mathematics, and MAT 225 Introduction to Statistics. **Please note that this program is not yet approved for Financial Aid.**

Program Learning Outcomes

1. Demonstrate knowledge of scientific concepts and vocabulary.
2. Design and conduct a research project.
3. Display a sense of place, by being able to identify health and environmental issues and propose a culturally-appropriate solution.

4. Apply critical and creative thinking skills to solve problems.

Program of Study

General Education Category	Course Requirement	Credits Required	No Electives Required
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 151 College Algebra	4	
Humanities and Fine Arts	THO 102 Elementary Tohono O'odham II	4	
	This requirement is met with HIS 122	0	
Social and Behavioral Sciences	PSY 101 Introduction to Psychology PSY 240 Human Growth and Development	6	
Two Lab-loaded Science Course	BIO 181N Unity of Life I (GE 4 credits) BIO 127N Human Nutrition	8	
Total General Education Credits		35	

Core Courses			Offered F: fall; S: spring; Su: Summer
CHM 151N General Chemistry I (5 credits) or CHM 130N Fundamental Chemistry		5	F, S
CHM 152N General Chemistry II (5 credits) or CHM 140N Fundamental Organic and Biochemistry		5	F, S
MAT 225 Basic Statistics		3	
BIO 201N Anatomy & Physiology I (4 Credits)		4	Visit Appendix C to see the rotation of courses
BIO 202N Anatomy & Physiology II (4 Credits)		4	
BIO 205 Microbiology (this course will be offered in Fall 2024)		4	
BIO 298 Service-Learning Practicum		1	
BIO 299 Research Practicum		1	
Total Credits for Degree		62	

Associate of Science in Life Science

TOCC's Science and Health programs include an Associate of Science in Life Science degree for transfer with the following concentrations: Agriculture, Health Science, and Natural Resources. All options in the AS Life Science are designed for students who plan to transfer to four-year colleges and universities after they graduate from TOCC. The AS Life Science degree can help a student attain admission to one of Arizona's public universities as a junior and prepares students for transfer to fields such as allied health, public health, medicine, veterinary studies, agriculture, natural resources, and science education.

Program Learning Outcomes

1. Demonstrate knowledge of scientific concepts and vocabulary.
2. Design and conduct a research project.
3. Display a sense of place, by being able to identify health and environmental issues and propose a culturally-appropriate solution.
4. Apply critical and creative thinking skills to solve problems.

Areas of Focus

Health Sciences: This area is designed for transfer to four-year programs in health-related fields such as allied health, medicine, or veterinary science. Allied health careers include all non-nurse and non-physician health care fields and some examples include audiologists, speech language pathologists, physical therapists, occupational therapists, diagnostic medical personnel (medical laboratory scientists), nutritionists, and dietitians.

Natural Resources: This area is designed for transfer to four-year programs in natural resources. Natural resources professionals are involved in the protection and management of environmental resources from a local to global level. Some examples of careers in this area include extension agent, forester, GIS Expert, land use planner, natural resource scientist, environmental educator, wildlife habitat specialist, range manager, and conservation biologist.

Environmental Sciences: This area is designed for transfer to four-year programs in environmental science and, in particular, the area of environmental science that is involved in identifying, controlling, or eliminating sources of pollutants or hazards affecting the environment or public health. Some professions include soil conservationist, hydrologist, water quality specialist, environmental toxicologist, and air pollution analyst.

Agriculture Sciences: This area is designed for transfer to four-year programs in the agricultural sciences which includes the study of the technologies of soil cultivation, crop cultivation and harvesting, animal production, and the processing of plant and animal products for human consumption and use. Careers include agronomist, animal scientist, crop production manager, agricultural education, agricultural extension agent, and horticulturist.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 220 Calculus I or higher	5	
Humanities and Fine Arts	Choose any course from: Art General Education Selection or Humanities General Education Selection	3	
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection	3	
Three Lab-loaded Science Course	BIO 105N Environmental Biology BIO 181N Unity of Life I BIO 182N Unity of Life II	12	
Total General Education Credits		36	

* Recommended courses are courses that are recommended to take as part of the degree because the course is relevant to area of study and/or the course will be a requirement by most Universities when the student transfers. Consult with your Academic/Faculty Adviser for further information.

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
BIO 232 Principles of Research in the Natural Sciences	3	S
BIO 298 Service-Learning Practicum	1	F, S
BIO 299 Research Practicum	1	F, S
Electives: Any course with an ANR, AST, BIO (except BIO 100N), CHM, GEO (except GEO 103), GLG, EGR, PHY prefix or MAT above 220, SCI 100, or SCI 290.	19-21	Visit Appendix C to see the rotation of courses
Total Credits for Degree	**60-62**	

Recommended Life Science Elective courses* based on student interest in Life Sciences (See Faculty Advisor for more information)	
Agricultural Sciences • ANR 111N Agroecology and Tohono O'odham Crop Production (4 credits) • ANR 130N Plant Science (4 credits) • ANR 286N Water Resources (4 credits) • ANR 221N Soil Science (4 credits) • BIO 208N Tohono O'odham Ethnobotany (4 credits)	**Natural Resources** • CHM 151N General Chemistry I (5 credits) • CHM 152N General Chemistry II (5 credits) **CHOOSE COURSES FROM THE FOLLOWING LIST FOR A TOTAL OF AT LEAST 9 CREDITS:** • ANR 221N Soil Science (4 credits) • ANR 286N Water Resources (4 credits) • ANR 290N Wildlife Conservation (4 credits) • ANR 128N Plant Ecology of the Sonoran Desert (4 credits) • GEO217 Introduction to Global Positioning (2 credits) • GEO 267 Introduction to Geographic Info Systems (3 credits) • GEO 277 Advanced Geographic Information Systems (3 credits) • BIO 254N Global Change Biology (4 credits)
Environmental Science • CHM 151N General Chemistry I (5 credits) • CHM 152N General Chemistry II (5 credits) • PHY 121N Fundamentals of Physics I (5 credits) • ANR 221N Soil Science (4 credits)	
Health Science • CHM 151N General Chemistry I (5 credits) • CHM 152N General Chemistry II (5 credits) • PHY 121N Fundamentals of Physics I (5 credits) • BIO 160N Intro to Human Anatomy & Physiology **or** BIO 127N Human Nutrition & Biology (4 credits)	

Associate of Science in Physical Science

TOCC's Science programs include an Associate of Science in Physical Science degree for transfer with the following concentrations: Astronomy, Physics, Computer Science and Engineering. All options in the AS Physical Science degree emphasize thorough preparation of students who plan to transfer to four-year colleges and universities after they graduate from TOCC. The AS Physical Science degree can help a student attain admission to one of Arizona's public universities as a junior and prepares students for transfer to fields such as engineering, computer science or physical sciences like astronomy, physics or geology.

Program Learning Outcomes

1. Describe concepts as they apply to physical sciences or computer science.
2. Design and conduct a research project in physical science or computer science.
3. Display a sense of place, by being able to identify engineering, science or technical issues on the Tohono O'odham Nation and propose a culturally-appropriate solution.
5. Apply critical and creative thinking skills to solve problems.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 220 Calculus I	5	
Humanities and Fine Arts	Choose any course from: Art General Education Selection or Humanities General Education Selection	3	
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection	3	
Three Lab-loaded Physical Science Courses	CHM 151N General Chemistry I	5	
	CHM152N Gen Chemistry II	5	
	PHY 121N Fundamentals of Physics I	5	
Total General Education Credits		39	
Core Courses		**Credits**	**Offered F: fall; S: spring; Su: Summer**
PHY 232 Principles of Research in the Natural Sciences		3	S
PHY 298 Service Learning Practicum		1	F, S
PHY 299 Research Practicum		1	F, S
Electives: Choose any of the following courses: AST 101N, AST 102N, CIS 127, EGR 102N, GEO 101N, GLG 101, any MAT Above 220, PHY 210N, PHY 216N, PHY 295, SCI 100, or SCI 290		16	Visit Appendix C to see the rotation of courses
Total Credits for Degree		60	

Associate of Arts in Social Work

Social Work is a professional field that aims to help individuals, groups, and communities alleviate social welfare issues such as mental health issues, poverty, homelessness, drug/alcohol addiction, family and community violence, and psychological and social aspects of physical illness. With an associate degree individuals can enter the field of social services as an entry level paraprofessional. To become a professional social worker, students must continue their education and complete a bachelor's degree in Social Work. TOCC prepares students to transfer to a university to complete their professional education.

Program Learning Outcomes

1. The Social Work Profession:
   a. Students will explain the tenants of generalist social work practice and the social work profession.
   b. Students will identify common careers, roles and responsibilities in social work practice.
   c. Students will demonstrate professional interpersonal skills in order to assist someone seeking social services at the individual and group level.
   d. Students will demonstrate the ability to professionally communicate through scholarly documentation and the use of technology.
2. Social Problems and Social Change:
   a. Students will describe and discuss major human conditions that can result in the need for social services and the delivery of social welfare programs.
   b. Students will explain the role of human rights, social welfare policy and the impact of such policies on individuals and society.
3. Professional Values and Ethics:
   a. Students will demonstrate an understanding of the importance of professional values and ethics and define ethical dilemma situations, and how to appropriately mitigate them.
4. Engage Diversity and Difference in Practice:
   a. Students will demonstrate cultural awareness and describe the sensitivity required to respectfully serve the Tohono O'odham and other diverse populations.
   b. Students will identify cultural considerations in responding to the needs of marginalized populations.
5. Assessment, Planning, and Evaluation.
   a. Students will demonstrate the ability to assess and interpret the needs of client systems at the micro, mezzo, and macro levels in order to address social problems and create positive social change.
   b. Students will demonstrate the ability to develop a plan of action based on a person-in-environment perspective.
   c. Students will demonstrate the ability to evaluate outcomes of client system interventions and describe the role of research and evidence-based practice.

Students interested in working with individuals who have substance abuse and addictions issues should also consider the Certificate in Substance Abuse and Addiction Studies.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 142H College Mathematics	4	

	Choose any course from: Art General Education Selection	3	
Humanities and Fine Arts	Choose any course from Humanities General Education Selection	3	PHI 101 Introduction to Philosophy (G)
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection	6	PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology
Two Lab-loaded Science Course	Choose any course from: Science	8	BIO 160N Intro to Human Anatomy/Physiology
Total General Education Credits		37	

* Recommended courses are courses that are recommended to take as part of the degree because the course is relevant to area of study and/or the course will be a requirement by most Universities when the student transfers. Consult with your Academic/Faculty Adviser for further information.

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
SWU 171 Introduction to Social Work	3	F, S, Su
SWU 291 Social Service Delivery Systems	3	F, S
SWU 295 Foundations of Social Work Practice: Effective Helping in a Diverse World	3	F, S
POS 110 American National Government	3	F
Total Core Credits	12	
Electives: Highly recommended for this degree: ECN 202 Macro Economics **or** MAT 225 Basic Statistics. And choose any course designated with the following prefixes: ECE, PSY, SOC, SSE, SWU, TOC, or TOS.	9	Visit Appendix C to see the rotation of courses
Total Credits for Degree	61	

Associate of Arts in Tohono O'odham Studies

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

Program Learning Outcomes

1. Differentiate between traditional and non-traditional O'odham customs.
2. Describe the relationship of Culture and Identity to Empowerment.
3. Analyze Present, Past and Future issues that affect the O'odham community.
4. Display communicative competency at an intermediate level in written and oral Tohono O'odham.

Program of Study

General Education Category	Course Requirement	Credits Required	Recommended courses for this degree*
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture I	3	
	THO 101 Elementary Tohono O'odham I	4	
	HIS 125 Tohono O'odham History and Culture II	3	
	THO 102 Elementary Tohono O'odham II	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II (I)	3	
Mathematics	MAT 142H College Mathematics or higher	4	
Humanities and Fine Arts	Choose any course from: Art General Education Selection Humanities General Education Selection	3	THO 106, TOS 120, or TOS 121
Social and Behavioral Sciences	Choose any course from: Social and Behavioral Science General Education Selection	3	
Two Lab-loaded Science Course	Choose any course from: Science	8	ANR 111N, BIO 208N
Total General Education Credits		38	

* Recommended courses are courses that are recommended to take as part of the degree because the course is relevant to area of study and/or the course will be a requirement by most Universities when the student transfers. Consult with your Academic/Faculty Adviser for further information.

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
TOS 115 Foundations of O'odham Philosophy and Culture	3	F, S
TOC 150 Tohono O'odham Food Systems	3	Su
TOC 226/POS 226 Tohono O'odham Nation Government	3	Su
TOS 230 Contemporary O'odham and Native American Issues	3	F
TOS 240 Academic Writing about the Tohono O'odham	3	S
THO 201 Intermediate Tohono O'odham	4	F
THO 202 Advanced Tohono O'odham	4	S
Total Core Credits	23	
Total Credits for Degree	61	

Associate of Applied Science Degree Descriptions and Programs of Study

Associates of Applied Science are designed for direct employment after the completion of the program. This type of associate degree is also good for individuals who are looking to expand their current career field and for advancement opportunities. While most all the credits in an applied science degree do transfer to other colleges and universities, unlike the Associates degree (Arts or Science), Associates of Applied Sciences usually focus more on career related courses and courses that help in direct employment. This means that this degree may not meet all the general education requirements if a student wants to transfer to a four-year university for a bachelor's degree. For more information, consult with one of the TOCC advisers to help determine if an Associates of Applied Science or Associates of Arts or Science is better for you and your career and life goals. Associates of Applied Science offered include:

- Associate of Applied Science in Business Management
- Associate of Applied Science in Computer Information Systems
- Associate of Applied Science in Early Childhood Education
- Associate of Applied Science in Management and Supervision

AAS in Business Management

The Associate of Applied Science in Business Management is a workforce degree intended for those students seeking entry-level employment upon completion. Students who are considering continuing their education after their Associates Degree should consider the Associate of Business in Business Administration.

Program Learning Outcomes

1. Demonstrate the ability to use data to solve common issues that arise in business operations.
2. Demonstrate knowledge of basic organizational and procedural principles of business.
3. Demonstrate a basic level of understanding of the economic and legal contexts for business operations.
4. Provide an analysis of the degree of "fit" between a specific business plan and the O'odham Himdag.

Program of Study

General Education Category	Course Requirement	Credits Required
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4
	WRT 101 Writing I	3

English Composition	WRT 102 Writing II or SPE 110 Public Speaking	3
Mathematics	MAT 142H College Mathematics or higher	4
Humanities and Fine Arts	Any course with prefix ART, ARH, or TOS	3
	Any course with prefix LIT, PHI, SPE, or WRT	3
Social and Behavioral Sciences	Any course with prefix ECN, GEO, HIS, PHI, POS, PSY, or SSE	3
Computer Science	CIS 100 Introduction to Computers	3
One Lab-loaded Science Courses	Any course with prefix ANR, AST, BIO, CHM, PHY	4
Total General Education Credits		33

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
ACC 101 Financial Accounting	3	F
ACC 102 Managerial Accounting	3	S
BUS 100 Introduction to Business	3	F, S, Su
BUS 220 Legal Environment of Business	3	S
CSA 110 Spreadsheets: Microsoft Excel	3	F
MGT 124 Small Business Management	3	S
MKT 111 Principles of Marketing	3	F, S, Su
Total Core Credits	21	
Electives: Choose any course designated with the following prefixes: ACC, BUS, CIS, CSA, MGT, MKT, POS, or PSY	6	
Total Credits for Degree	60	

Sample Path Progression

Fall (12 cr hr)	Spring (13 cr hr)

Fall	Spring
✓ WRT 101 ✓ HIS 122 ✓ Any ART, ARH, or TOS ✓ MAT 142H	✓ WRT 102 ✓ CIS 100 ✓ Any LIT, PHI SPE or WRT ✓ Lab-loaded Science

Summer (6 cr hr)
✓ Elective ✓ Elective

Fall (13 cr hr)	Spring (15 cr hr)
✓ ACC 101 ✓ BUS 100 ✓ THO 101 ✓ Any ECN,GEO, HIS,PHI, PSY or SSE	✓ ACC 102 ✓ CSA 110 ✓ BUS 124 ✓ BUS 220 ✓ MKT 111

AAS in Computer Information Systems

The Associate of Applied Science in Computer Information Systems is a workforce degree intended for those students seeking entry-level employment upon completion. Students who are considering continuing their education after their Associates Degree should consider the Associate of Arts in Computer Information Systems.

Program Learning Outcomes

1. Demonstrate the ability to install, configure, and maintain end-user computer systems and software.
2. Research, interpret, and communicate technical information in written, graphic, diagrammatic, electronic and oral forms.
3. Demonstrate the ability to plan and implement both wired and wireless networks sufficient for small business use.
4. Apply project life-cycle concepts to assist in business operations.
5. Demonstrate the ability to work independently or in a group environment with sensitivity to the business and cultural needs (Himdag).
6. Demonstrate the ability to apply Cyber-Security techniques to keep data and systems secure.

Program of Study

General Education Category	Course Requirement	Credits Required
	HIS 122 Tohono O'odham History and Culture	3

Tohono O'odham Himdag	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4
English Composition	WRT 101 Writing I	3
	WRT 102 Writing II or SPE 110 Public Speaking	3
Mathematics	MAT 142H College Mathematics	4
One Lab-loaded Science Courses	BIO 105N Environmental Biology	4
Total General Education Credits		21

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
CIS 100 Introduction to Computers	3	F, S, Su
CIS 127 Programming and Problem Solving I	3	S
CIS 130 Fundamentals of Computer Networking	3	S
CIS 140 Introduction to Risk Management	3	F
CIS 210 Introduction to System Administration	3	S
CIS 280 IT Project Management	3	F
CIS 297 Internship/Practicum (based on student need)	3	Based on student need
Total Core Credits		21
CIS 230N Networking Fundamentals – Nt, S	4	F
CIS 234N Advanced Networking Routing and Switching – Nt	4	S
CIS 240N Network Security – Nt, S	4	S
CIS 250N Coding Fundamentals – C	4	F
GEO 267 Introduction to GIS – G	3	F
Total Credits for Degree		60

AAS in Early Childhood Education

The Associate of Applied Science in Early Childhood Education is meant for individuals who are interested in direct employment after their associate's degree, while some universities offer a Bachelor of Applied Science in Early Childhood Education it is recommended that students who want to transfer complete the [Associate of Arts in Early Childhood Education](#).

Program Learning Outcomes

1. Promoting Child Development and Learning: Describe and defend the principles and theories of child development and implement developmentally appropriate activities through mastery of child development for children ages birth to eight years.

2. Building Family and Community Relationships: Demonstrate knowledge of family and community dynamics that support and empower families through respectful and reciprocal relationships within diverse populations, contexts, and Tohono O'odham communities.

3. Observing, Documenting, and Assessing to Support Young Children and Families: Demonstrate proficiency in observation and documentation of children's progress. Includes the use of observation, documentation, and assessment to establish learning goals and activities for the benefit of children's developmental and educational needs.

4. Using Developmentally Effective Approaches to Connect with Children and Families: Demonstrate knowledge of family and community dynamics that support and empower families through a respectful and reciprocal relationship.

5. Using Content Knowledge to Build Meaningful Curriculum: Plan a culturally and linguistically responsive learning environment for young children that is responsive to each child's physical health, intellectual and emotional well-being, and nutritional and safety needs.

6. Becoming a Professional: Demonstrate professional ethics and defend professional decisions based on the knowledge of early childhood theories and practices and the principles of the National Association for the Education of Young Children Code of Ethical Conduct.

Program of Study

General Education Category	Course Requirement	Credits Required
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4
	WRT 101 Writing I	3

English Composition	WRT 102 Writing II or SPE 110 Public Speaking	3
Mathematics	MAT 142H College Mathematics or higher	4
Computer Science	CIS 100 Introduction to Computers	3
Social and Behavioral Sciences	SWU 171 Introduction to Social Work	3
One Lab-loaded Science Course	ANR 111N Agroecology and Tohono O'odham Crop Production	4
Total General Education Credits		27

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
ECE 105 Introduction to Early Childhood Education	3	F, S
ECE 110 Emergent Language and Literacy	3	F
ECE 125 Health, Safety, & Nutrition	3	F
ECE 217 Child Development	3	F, S, Su
ECE 226 Effective Interactions and Guidance	3	S
ECE 228 Family, Culture, and Community	3	S
ECE 291 Internship for Students with Experience in Early Childhood Education	4	F, S
Total Core Credits	22	
Electives: Choose any course designated with the following prefixes ECE, EDU, or SWU	11	Visit Appendix C to see the rotation of courses
Total Credits for Degree	60	

AAS Geographic Information Science

The Associate of Applied Science program consists of 60 credit hours. This program is designed to serve as a direct employment option, addressing gaps in hiring tribal members for geospatial technology positions.   With tribal hiring requirements, many of these positions only need an associate-level degree. This degree program is designed to be easily linked with the 31-credit hour certificate

program. Seven additional courses (General Education and internship) allow students wishing to continue beyond the certificate, to obtain a degree in their field. The A.A.S. program offers students with a hands-on internship experience and a more advanced level of technical skills in geographic information systems.

Program Learning Outcomes:

1. Acquiring Data
2. Creating and Critiquing Maps
3. Analyzing Patterns in Spatial Data
4. Design and Implementation of a GIS Project
5. Demonstrating an understanding for GIS Applications
6. Demonstrate an Ability to Complete a Real-World Project in a Professional Environment

Program of Study

General Education Category	Course Requirement	Credits Required	
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
	WRT 102 Writing II	3	
Mathematics	MAT 151 College Algebra or higher	4	
Arts and Humanities	Choose any course from: Art or Humanities General Education Selection.	6	
Social and Behavioral Sciences	GEO 103: Cultural Geography and choose one from: Humanities General Education Selection	6	
Two Lab-loaded Science Courses	GEO 101N: Physical Geography and BIO 105N: Environmental Biology	6	
Total General Education Credits		37	
Core Courses		**Credits**	**Offered F: fall; S: spring; Su: Summer**
MAT 225: Basic Statistics		3	S
CIS 100: Introduction to Computers		3	F, S, Su
GEO 170: Introduction to Geospatial Technology		3	F

GEO 217: Introduction to Global Positioning Systems	2	F
GEO 267: Introduction to GIS	3	F
GEO 277: Advanced GIS	3	S
Total Core Credits	17	
Electives: GEO 285: Internship in GIS (2 semesters and 1 summer) or GEO 280: GIS Applications or any other GEO course at the 200 level (see advisor)	6	Visit Appendix C to see the rotation of courses
Total Credits for Degree	60	

AAS in Management and Supervision

The Management and Supervision Associate of Applied Science degree prepares the student for front line supervision and entry level management. Different approaches and techniques to management and supervision will be examined and how they should be applied. This includes leadership, organization, planning and other management practices. **Please note that this program is not yet approved for Financial Aid.**

Program Learning Outcomes

1. Demonstrate appropriate and effective communication skills with coworkers through homework, examination, reflection and classroom interaction.
2. Case studies will be examined, analyzed and discussed to help the students better understand and resolve different situations that could arise in the workplace.
3. Demonstrate supervisory skills and knowledge through interactions with the instructor, classmates, examination and classroom discussions
4. Demonstrate an understanding of basic business organization and behavior through discussion, examination, reflection and classroom interaction.
5. Demonstrate motivational skills in the workplace through discussion, examination and classroom interactions
6. Demonstrate the necessity for ethical behavior as a supervisor.

Program of Study

General Education Category	Course Requirement	Credits Required
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4
	WRT 101 Writing I	3

English Composition	WRT 102 Writing II	3
Mathematics	MAT 142H College Mathematics or higher	4
Arts and Humanities	Choose any course from: Art or Humanities General Education Selection	6
Social and Behavioral Sciences	ECN201 or 202	3
Two Lab-loaded Science Course		8
Total General Education Credits		34

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
MGT110: Human Relations in Business and Industry	3	F
MGT122: Supervision	3	F
MGT230: Dynamics of Leadership	3	F
MGT280: Business Organization and Management	3	S
BUS220: Legal Environment of Business	3	S
BUS148: Business Ethics: Morals in the Workplace	3	F
CAG133: Customer Service, Management, and Marketing	3	F
Total Core Credits	21	
Electives: any BUS, CIS, MGT, ECN, MAT, or CAG Courses	6	Visit Appendix C to see the rotation of courses
Total Credits for Degree	61	

Sample Path Progression

Fall (13 cr hr)	Spring (13 cr hr)

✓ WRT 101	✓ WRT 102
✓ HIS 122	✓ CIS 100
✓ Any ART, ARH, or TOS	✓ Any LIT, PHI, SPE or WRT
✓ MAT 142H	✓ Lab-loaded Science

Summer (6 cr hr)
✓ ECN 201 or 202 ✓ Elective

Fall (16 cr hr)	Spring (13 cr hr)
✓ MGT 110	✓ BUS 220
✓ MGT 122	✓ MGT 230
✓ CAG 133	✓ MGT 280
✓ BUS 148	✓ THO 101
✓ Lab-loaded Science	

Certificate Programs

The Certificate programs at TOCC are meant to provide foundational education in a given field for direct employment. They are a great option for those who want to start in a field or who are looking for advancement in their career. Certificates offered include:

- Certificate in Casino Operations
- Culinary Art Certificate I and II
- Certificate in Digital Media
- Early Childhood Education Certificate I
- Early Childhood Education Certificate II
- Certificate in Geographic Information Science
- Certificate in Management and Supervision
- Certificate in Social Services
- Certificate in Solar Panel Installer
- Certificate in Substance Abuse and Addictions Studies

Certificate in Casino Operations

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

Program Learning Outcomes

1. Students will be able to provide a reasonable rationale showing how O'odham cultural values can inform good casino gaming practices.
2. Students will demonstrate that they have a basic general understanding of the casino gaming industry in the US and among tribal nations.
3. Students will demonstrate basic proficiency in the business skills that are needed to be successful in entry-level casino gaming.

Program of Study

General Education Category	Course Requirement	Credits Required	
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
Computer Science	CIS 100 Introduction to Computers	3	
Business	BUS 100 Introduction to Business	3	
	ACC 101 Financial Accounting	3	
Total General Education Credits		19	
Core Courses		**Credits**	**Offered** F: fall; S: spring; Su: Summer
CAG 100 Casino Gaming Industry Basics		3	S
CAG 112 Indian Gaming Policy and Law		3	S
ACC 102 Managerial Accounting		3	S
CAG 133 Customer Service, Management, and Marketing		3	F
BUS 148 Business Ethics: Morals in the Workplace		3	F
Total Core Credits		15	
Total Credits for Certificate		34	

Sample Path Progression

Fall (10 cr hr)	Spring (9 cr hr)
✓ WRT 101 ✓ THO 101 ✓ CAG 100	✓ HIS 122 ✓ CIS 100 ✓ BUS 100

Fall (9 cr hr)	Spring (6 cr hr)
✓ ACC 101 ✓ CAG 133 ✓ BUS 148	✓ ACC 102 ✓ CAG 112

Culinary Arts Certificate I and Culinary Art Certificate II

The Culinary Arts Certificate Program is designed to provide graduates with the necessary skills and knowledge to become gainfully employed in the Culinary Arts field at the entry level. Graduates of the program will have fundamental culinary knowledge, the national food handler's certification ServSafe, and technical skills necessary to succeed in the field.

Program Learning Outcomes

1. Identify Safety & Sanitation culinary principles.
2. Recognize the appropriate terminology and equipment used in the culinary arts field.
3. Summarize professional cooking knowledge, concepts, and methods.
4. Describe effective communication skills using teamwork in the feed service industry.

Culinary Arts Certificate I Program of Study

General Education Category	Course Requirement	Credits Required
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4
English Composition	WRT 101 Writing I	3
One Lab-loaded Science Courses	BIO 127N Human Nutrition and Biology	4
Total General Education Credits		14

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
CUA 110 Food Safety and Sanitation	3	
CUA 120 Culinary Math	2	
CUA 125 Professional Cooking Basics I	4	
Total Core Credits	9	
Total Credits for Certificate	23	

Culinary Arts Certificate II Program of Study (Prerequisite: Completion of Culinary Art Certificate I)

General Education Category	Course Requirement	Credits Required
English Composition	WRT 102 Writing II	3
Computer Science	CIS 100 Introduction to Computers	3
Total General Education Credits		6

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
CUA 210 ServSafe	3	
CUA 220 Professional Cooking II	4	
CUA 230 Indigenous and Sustainable Foods	3	
CUA 235 Baking & Pastry I	3	
CUA 240 Culinary Arts Nutrition	3	
Total Core Credits	16	
Total Credits for Certificate	23	

Certificate in Digital Media

The Certificate in Digital Media is meant for students who are interested in video production and professional digital photography.

Program Learning Outcomes

1. Learn the practice and application of video technologies.
2. Learn the practice and application of visual communication technologies.
3. Learn the practice and application of digital photography technologies.
5. Understand and apply the universal and unified theoretical formal and aesthetic constructs that advise the practice of digital media.

Program of Study

General Education Category	Course Requirement	Credits Required	
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
Computer Science	CIS 100 Introduction to Computers	3	
Total General Education Credits		13	
Core Courses		**Credits**	**Offered F: fall; S: spring; Su: Summer**
ART 100 Basic Design		3	F, S, Su
ART 104 Digital Photography I		3	F, S
ART 105 Art Appreciation		3	Su
ART 110 Drawing		3	F, S
ART 151 Video I		3	F, S
ART 180 Visual Communication Design I		3	S
Total Core Credits		18	
Electives: Choose from the following courses: ART 204 Digital Photography II, ART 251 Video II, ART 280 Visual Communication II		6	Visit Appendix C to see the rotation of courses
Total Credits for Certificate		37	

Early Childhood Education Certificate I

The Early Childhood Education (ECE) Certificate I is designed for students who are dual enrollment or who are seeking entry level work in the Early Childhood Education field.

Program Learning Outcomes

1. Promoting Child Development and Learning**:** Describe and defend the principles and theories of child development and implement developmentally appropriate activities through mastery of child development for children ages birth to eight years.
2. Building Family and Community Relationships: Demonstrate knowledge of family and community dynamics that support and empower families through respectful and reciprocal relationships within diverse populations, contexts, and Tohono O'odham communities.
3. Observing, Documenting, and Assessing to Support Young Children and Families: Demonstrate proficiency in observation and documentation of children's progress. Includes the use of observation, documentation, and assessment to establish learning goals and activities for the benefit of children's developmental and educational needs.
4. Using Developmentally Effective Approaches to Connect with Children and Families: Demonstrate knowledge of family and community dynamics that support and empower families through a respectful and reciprocal relationship.
5. Using Content Knowledge to Build Meaningful Curriculum: Plan a culturally and linguistically responsive learning environment for young children that is responsive to each child's physical health, intellectual and emotional well-being, and nutritional and safety needs.
6. Becoming a Professional: Demonstrate professional ethics and defend professional decisions based on the knowledge of early childhood theories and practices and the principles of the National Association for the Education of Young Children Code of Ethical Conduct.

Early Childhood Education Certificate I Program of Study

General Education Category	Course Requirement	Credits Required
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3
	THO 101 Elementary Tohono O'odham	4
English Composition	WRT 101 Writing I	3
Social and Behavioral Science	PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3
Total General Education Credits		13

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
ECE 105 Introduction to Early Childhood Education	3	F
ECE 125 Health, Safety, & Nutrition	3	F
ECE 217 Child Development	3	F, S, Su
ECE 226 Effective Interactions and Guidance	3	S
ECE 228 Family, Culture and Community	3	S
Total Core Credits	15	
Total Credits for Certificate	28	

Early Childhood Education Certificate II

The Early Childhood Education (ECE) Certificate II is designed for students who are seeking employment in the childcare setting and meets the requirements for the Child Development Associate (CDA). For more information on the CDA go to https://www.cdacouncil.org/en/.

Early Childhood Education Certificate II Program of Study

General Education Category	Course Requirement	Credits Required	
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham	4	
Total General Education Credits		7	

Core Courses	Credits	Offered F: fall; S: spring; Su: Summer
ECE 105 Introduction to Early Childhood Education	3	F
ECE 110 Emergent Language and Literacy	3	F
ECE 125 Health, Safety, & Nutrition	3	F
ECE 217 Child Development	3	F, S, Su

ECE 226 Effective Interactions and Guidance	3	S
ECE 228 Family, Culture and Community	3	S
ECE 291 Internship for Students with Experience in Early Childhood Education	4	F, S
Total Core Credits	22	
Total Credits for Certificate	29	

Certificate in Geographic Information Science

The GIS certificate program consists of 31 credit hours. This certificate is designed to be flexible in that it can provide students with the essential entry level skills to obtain direct employment with the Tohono O'odham Nation and surrounding agencies while also allowing degree-seeking students and community members to gain valuable, practical skills in an emerging technical sector.

Program Learning Outcomes

1. Learn and apply Field Mapping and GNSS Survey Skills
2. Use instrumentation to acquiring Data
3. Develop Maps
4. Think Critically and Spatially
5. Be prepared for a Career in GIS
6. Analyze Patterns in Data

Program of Study

General Education Category	Course Requirement	Credits Required	
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham	4	
English Composition	WRT 101 Writing I	3	
Mathematics	MAT 142H: College Mathematics or higher	3-4	
Computer Information	CIS 100: Introduction to Computers	3	
Total General Education Credits		17	
Core Courses		**Credits**	**Offered F: fall; S: spring; Su: Summer**
GEO 170: Introduction to Geospatial Technology		3	F

GEO 217: Introduction to Global Positioning Systems	2	F
GEO 267: Introduction to GIS	3	F
GEO 270: Remote Sensing	3	S
GEO 280: GIS Applications	3	S
Total Core Credits	14	
Total Credits for Certificate	31	

Certificate in Management and Supervision

The Management and Supervision Certificate prepares the student for front line supervision and management. Different approaches and techniques to management and supervision will be examined and how they should be applied. This includes leadership, organization, planning and other management practices. **Please note that this program is not yet approved for Financial Aid.**

Program Learning Outcomes

1. Demonstrate appropriate and effective communication skills with coworkers and other stakeholders.
2. Demonstrate effective problem-solving skills when difficult situations arise with coworkers and other stakeholders. Case studies will be examined, analyzed and discussed to help the students better understand different situations that could arise in the workplace.
3. Demonstrate pertinent supervisory skills and knowledge through interactions with others in the workplace.
4. Demonstrate an understanding of basic business organization and behavior.

Program of Study

General Education Category	Course Requirement	Credits Required	
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3	
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
Total General Education Credits		10	
Core Courses		**Credits**	**Offered F: fall; S: spring; Su: Summer**

MGT 110: Human Relations in Business and Industry	3	F
MGT 122: Supervision	3	F
MGT 230: Dynamics of Leadership	3	F
MGT 280: Business Organization and Management	3	S
BUS 148: Business Ethics Morals in the Workplace	3	F
BUS220: Legal Environment of Business	3	S
CAG 133: Customer Service, Management, and Marketing	3	F
Total Core Credits	**21**	
Total Credits for Certificate	**31**	

Sample Path Progression

Fall (6 cr hr)	Spring (10 cr hr)
✓ WRT 101 ✓ HIS 122	✓ THO 101 ✓ MGT 110 ✓ CAG 133

Fall (9 cr hr)	Spring (6 cr hr)
✓ ACC 101 ✓ MGT 122 ✓ MGT 230	✓ MGT 280 ✓ BUS 220

Certificate in Social Services

The Certificate in Social Services is meant to provide entry level skills to start a career in Social Services. The Certificate is also designed to work towards an Associate of Arts in Social Work.

Program Learning Outcomes

1. Social Problems and Social Change: Students will be able to articulate and discuss various human conditions that lead to the need for human services and the delivery of human service programs
2. Professional Interpersonal Skills: Students will demonstrate the ability to use professional interpersonal skills in order to assist someone seeking social services on the individual and group level.
3. Evaluation and Planning. Evaluation: Students will demonstrate the ability to assess the needs of individuals on the micro (client level), mezzo (organization and community level), and macro (policies, cultural, and legal levels) in order to address individual or social problem and create positive social change. Planning: Students will demonstrate the ability to develop a plan of action based on a needs assessment.

4. Cultural Sensitivity: Students will demonstrate cultural awareness and sensitivity needed to respectfully serve the Tohono O'odham Nation and others in a diverse service population.
5. Professional Ethics: Students will demonstrate an understanding of the importance of professional ethics and the ability to identify situations in which there can be ethical dilemmas and how to appropriately mitigate them.

Program of Study

General Education Category	Course Requirement	Credits Required	
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham I	4	
English Composition	WRT 101 Writing I	3	
Humanities	THO 102 Elementary Tohono O'odham II	4	
Social and Behavioral Science	PSY 101 Introduction to Psychology or PSY 214 Abnormal Psychology	3	
Total General Education Credits		17	
Core Courses		**Credits**	**Offered F: fall; S: spring; Su: Summer**
SSE 121 Introduction to Substance Abuse		3	F, S, Su
SSE 211 Group Technique Applications		3	F, S
SWU 171 Introduction to Social Work		3	F, S, Su
SWU 291 Social Service Delivery Systems		3	F, S
SWU 295 Foundations of Social Work Practice: Effective Helping in a Diverse World		3	F, S
Total Core Credits		15	
Total Credits for Certificate		32	

Certificate in Solar Panel Installer

The Certificate in Solar Panel Installer is meant to provide entry level skills to start a career in Solar Panel Installation.

Program Learning Outcomes

Students successfully completing this program will be able to demonstrate proficiency in the following areas:

1. Know and understand Basic Electrical Theory
2. Be able to wire to proper electrical code requirements
3. Know proper safety procedures
4. Properly install solar panels and mounting
5. Know and understand proper panel positioning
6. Be able to tie into a commercial grid
7. Have the skills necessary to enter the workforce as an entry level solar panel installer

Program of Study

General Education Category	Course Requirement	Credits Required	
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3	
	THO 101 Elementary Tohono O'odham I	4	
Total General Education Credits		7	
Core Courses		**Credits**	**Offered F: fall; S: spring; Su: Summer**
BCT 120: Core Curriculum Introductory Craft Skills		6	
SLR 104: Basic Electricity		3	
SLR 110: AC/DC Circuits		4	
SLR 115: National Electrical Code		3	
SLR 220: Electrical Installation		5	
SLR 225: Load Calculation		3	
SLR 105: Intro to Solar Photovoltaics		3	
SLR 110: Intro to Solar Photovoltaics II		3	
SLR 119: Roofing Construction & Safety		2	
Total Core Credits		32	

	Total Credits for Certificate	39	

Certificate in Substance Abuse and Addiction Studies

The Certificate in Substance Abuse and Addiction Studies is meant to provide students with the core academic work to work as a substance abuse professional and Certified Addition Counselor. The Certificate is also designed to work towards an Associate of Arts in Social Work.

Program Learning Outcomes

1. Social Problems and Social Change: Students will be able to articulate and discuss various human conditions that lead to the need for human services and the delivery of human service programs.
2. Professional interpersonal skills: Students will demonstrate the ability to use professional interpersonal skills in order to assist someone seeking social services on the individual and group level.
3. Evaluation and Planning. Evaluation: Students will demonstrate the ability to assess the needs of individuals on the micro (client level), mezzo (organization and community level), and macro (policies, cultural, and legal levels) in order to address individual or social problem and create positive social change. Planning: Students will demonstrate the ability to develop a plan of action based on a needs assessment.
4. Cultural Sensitivity: Students will demonstrate cultural awareness and sensitivity needed to respectfully serve the Tohono O'odham Nation and others in a diverse service population.
5. Professional Ethics: Students will demonstrate an understanding of the importance of professional ethics and the ability to identify situations in which there can be ethical dilemmas and how to appropriately mitigate them.
6. Knowledge of substance abuse and addiction. Students will be able to articulate and discuss the dynamics of substance abuse addiction along with the prevention and treatment of the substance abuser.

Program of Study

General Education Category	Course Requirement	Credits Required
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture	3
	THO 101 Elementary Tohono O'odham	4
English Composition	WRT 101 Writing I	3
Social and Behavioral Science	PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3

Total General Education Credits		13
Core Courses	**Credits**	**Offered** **F: fall; S: spring; Su:** **Summer**
SSE 121 Introduction to Substance Abuse	3	F, S, Su
SSE 123 Substance Abuse Prevention	3	F, S, Su
SSE 211 Group Technique Applications	3	F, S
SSE 220 Treatment of the Substance Abuser	3	F, Su
SWU 171 Introduction to Social Work	3	F, S, Su
PSY 214 Abnormal Psychology	3	F, S, Su
Total Core Credits	18	
Total Credits for Certificate	31	

Arizona High School Equivalency Diploma

TOCC offers two pathways to earn a high school equivalency diploma: The testing pathway and the college credit pathway.

GED Testing Pathway

The Workforce and Community Development Department, housed in Wişag Koş Maşcamakuḏ at West Campus, offers services for people interested in earning their GED. The services offered include test preparation and GED test proctoring. The AZ Civics test is not proctored at TOCC and other arrangements can be made. For more information visit

College Credit Pathway

The College Credit Pathway is another way to earn a high school equivalency diploma through the Arizona Department of Education. The program requires students to complete a minimum of 25 credits and completion of Arizona Civics exam.

Entrance Requirements

1. Age 16 years or older.
2. Submit TOCC admissions application.
3. Score 70 or higher on EdReady math and writing assessment.
4. Speak with a TOCC adviser.

Requirements to Earn a High School Equivalency Diploma

1. Earn 25 college credits in specific areas.

2. Courses must be at the 100-course level or above.
1. Passing grade letter of 'C' or above.
2. Credits must be earned at or validated by an Arizona public state university or community
3. college.
1. Pass the Arizona Civics Test.

25 Required College Credits	
Course Areas	Credits
English Arts	6
Mathematics	6
Science	4
Social Sciences	3
Computer	3
College/Career Exploration	3
Arizona Civics Test	Pass

For more information on the High School College Pathway program contact a TOCC adviser at advising@tocc.edu or the Arizona Department of Education at http://www.azed.gov/adultedservices/. It is the student's responsibility to ensure that all coursework meets the credit requirements of the College Credit Pathway.

Sample Program of Study (consult with an advisor)

Category	Required Courses	Credits
English	WRT 101 Writing I	3
	WRT 102 Writing II	3
Mathematics	MAT 122 Intermediate Algebra	3
	MAT 142H College Mathematics	3
Social Sciences	HIS 122 Tohono O'odham History I	3
Science	Any four (4) credit course designated with a BIO, ANR, SCI, PHY, or CHM prefix.	4
College and Career Success	STU 101 Becoming a Master Student	3
Computer Science	CIS 100 Introduction to Computers	3
	Total Number of Credits	**25**

Chapter 6: Course Descriptions

This chapter provides a description of all the courses that are currently being offered by TOCC. The following is terminology used to describe the courses.

- **Prefix** – short way to identify the area of study or discipline: ART for Art; GEO for Geography, BIO for Biology, and so on.
- **Course numbers** - used to identify specific classes: ART 100 is Basic Design, GEO 103 is Cultural Geography, and so on. Classes numbered 200 or above are more advanced than 100 level classes.
- **Titles**: Name of the course: Basic Design, Understanding Terrorism, Global Change Biology, and so on.
- **Credits**: Shows semester hour credits for a course. HIS 122 Tohono O'odham History and Culture is 3 cr. hrs. (3 credits) while BIO 100N Biology Concepts is 4 cr. hrs. (4 credits). Most classes are 3 credits.
- **Lecture and lab hours**: Lecture hours are counted as lasting 50 minutes, and are shown as, for example, 3 lec (3 lecture) or 5 lec (5 lecture); lab hours are shown as, for example, 3 lab (3 laboratory). Some classes are lecture only; some have a combination of lecture and lab hours. Periods (pds) are the sum of lecture plus lab hours: (6 pds: 3 lec, 3 lab) for example.
- **Prerequisites**: Prerequisites are courses or other preparation required for enrollment in a course. Some courses have no prerequisites while others may have one or more. WRT 102 has WRT 101 as a prerequisite, for example.
- **Descriptions:** The text or narrative that is designed to highlight the main course contents.

Accounting (ACC)

ACC 100: Practical Accounting Procedures
Prerequisites: None
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: Introduction to accounting systems for small businesses. Includes the basic accounting cycle, use of special journals, procedures for controlling cash, and payroll accounting.

ACC 101: Financial Accounting

Prerequisites: None

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

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

ACC 102: Managerial Accounting

Prerequisites: ACC 101 & MAT 089 or higher

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

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

American Indian Studies (AIS)

AIS 101: Introduction to American Indian Studies I
Prerequisite: None
Credits*:* 3 cr. hrs. (3 pds: 3 lec)
Course Description: Examination of the diversity of American Indian tribes. Includes successive colonization waves and conflict between Native Americans and colonizing nations. Also includes the development of Native American cultures, and policies toward Native Americans.

AIS 200: Culture and History of Indigenous Peoples

Prerequisites: WRT 101

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

Course Description: This course introduces students to the foundation of American Indian Studies. Students will examine historical and contemporary issues, including Federal Indian policy and law. This course is a collaborative educational exchange between Tohono O'odham Community College (TOCC) and the American Indian Higher Education Consortium (AIHEC).

AIS 260: Culture and History of American Indian Women

Prerequisites: WRT 101

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

Course Description: This course examines and appraises the historical and contemporary place of American Indian women in Native communities and mainstream society. This is accomplished through written documents, storytelling, and other mediums with a focus on Native women's roles, status, influence, and contributions as Nation builders before contact, during colonization and decolonization. Central to the course are current issues of importance to American Indian women living on and near reservations, in urban and rural areas.

Agriculture and Natural Resources (ANR)

ANR 102N: Animal Science
Prerequisites: MAT 089 or higher, BIO 100N, or 1 year high school biology, or signature of instructor
Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)
Course Description: This class will cover fundamental principles of animal, dairy, equine, and poultry science, with a focus on production, marketing, and distribution. Livestock management practices, culture, and history unique to Indian Country will also be discussed.

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

Prerequisites: None

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

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

ANR 128N: Plant Ecology of the Sonoran Desert

Prerequisites: BIO 105N or signature of instructor

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

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

ANR 130N: Plant Science

Prerequisites: CHM 121N or 1-year high school chemistry recommended

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

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

ANR 210N: Rangeland Conservation

Prerequisites: BIO 105N or signature of instructor

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

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

ANR 221N: Soil Science

Prerequisites: None

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

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

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

Prerequisites: BIO 105N

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

Course Description: This course will explore current environmental issues and challenges in the US-Mexico border region. Due to the importance for the Tohono O'odham community, the course will focus on environmental issues of the Southwest's borderland that have implications in Tohono O'odham communities' environment. This course includes a strong practicum component where students will visit study cases of representative environmental problems. In addition, binational faculty with expertise in these issues will be invited to give presentations at TOCC or webinars.

ANR 286N: Water Resources

Prerequisites: Math 089 or higher

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

Course Description: This course aims to instill a basic understanding of the hydrological cycle and provide an overview of the processes that control water supplies to natural ecosystems and humans, giving students the knowledge they need to participate in informed decisions about water resources. The course will emphasize information and activities that are useful in the practice of agriculture and water conservation, including an introduction to rainwater harvesting principles. Topics will include the scientific method, precipitation, evaporation, runoff, water harvesting, erosion, groundwater aquifers, traditional Tohono O'odham water use and water harvesting practices, water quality and the Southern Arizona Water Resources Settlement Act (SAWRSA). Whenever possible, these topics will be addressed using examples relevant to the Tohono O'odham Nation.

ANR 290N: Wildlife Conservation
Prerequisites: BIO 105N or signature of instructor

Credits: 4 cr. hrs. (6 pds: 3 lec. 3 lab)
Course Description: An introductory course studying 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. Lecture and lab are integrated in this course.

Apache Language

APA 101: Apache Language I
Prerequisites: None
Credits: 4 cr. hrs. (5 pds: 3 lec 2 lab)
Course Description: This course emphasizes speaking, reading, and listening comprehension of the Apache language through a variety of approaches.

APA 102: Apache Language II

Prerequisites: APA 101

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

Course Description: A continuation of Apache Language I, Apache language II emphasizes an increased knowledge of the structure and grammar of the language with improved practice in listening, speaking, reading, writing, and usage of the language. This course utilizes a communicative approach and provides opportunities for students to use increasingly complex vocabulary and grammar.

Apache Studies

APS 150: Introduction to Traditional Apache Healthcare
Prerequisites: None
Credits: 4 cr. hrs. (4 pds: 4 lec., 0 lab.)
Course Description: This course will provide a traditional Apache perspective of the history of the health of the San Carlos Apache community, punctuated by highly-detailed information from the oral and written historical record; and an overview of traditional Apache health, wellness, and medical treatment and prevention concepts and practice.

Art History (ARH)

ARH 101: History of Art I: Prehistory through Gothic
Prerequisites: None
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: The course is a broad and inclusive survey of the art, architecture and material cultures of western civilization from humanities' initial cultural efforts through the Renaissance, incorporating a global perspective. Topics including historically significant art, architecture and material culture, and the relationship between the social function of art and its form and content, are introduced and examined through an interdisciplinary lens.

ARH 102: History of Art II: Renaissance through Modern
Prerequisites: ARH 101 or permission of instructor
Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: ARH 102 History of Art II Renaissance through Modern, is a continuation of ARH101. It is a broad and inclusive survey of the art, architecture and material cultures of western civilization from the Renaissance through modern times, incorporating a global perspective. Topics including historically significant art, architecture and material culture and the relationship between the social function of art and its form and content are introduced and examined through an interdisciplinary lens.

ARH 203: History of Global Indigenous Visual Cultures

Prerequisites: ARH 102 or ART 105 or permission of instructor

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

Course Description: This course provides a survey of the history and material cultures of indigenous peoples world-wide, grouping them by the specific geographies (terrain types) that they inhabit: mountains; forests, tropical and temperate; grasslands, savannas and shrublands; aquatic, rivers, lakes, marshes; tundra and deserts and xeric shrub lands. Attention will be given to the effect of exogenous contact, explorations and occupations, colonialism, and globalization upon indigenous visual cultures. (Prerequisites: ARH 102 History of Art II Renaissance through Modern)

ARH 204: History of Native American Visual Cultures

Prerequisites: ARH 203 or permission of instructor

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

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

ART (ART)

ART 100: Basic Design
Prerequisite: None
Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)
Course Description: Introduces students to the elements and principles of visual design. Includes line, shape, space, value, texture, volume and color. Includes skill development in organizing these elements, and applying the visual principles of harmony, variety, balance, tension, rhythm, proportion, repetition, and contrast.

ART 104: Digital Media and Photography I
Prerequisite: None
Credits: 3 cr. hrs. (5 pds: 2 lec, 3 lab)
Course Description: This course is designed for students with little or no digital imaging experience to provide a fundamental understanding of digital imaging, from both a technical and theoretical point of view. Students learn to operate digital cameras, to utilize them as precise tools for image capture, and to utilize digital media software (Adobe Photoshop) for graphic design media. The course is a combination of lecture, demonstration and hands-on practice.

ART 105: Art Appreciation

Prerequisites: None

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

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

ART 110: Drawing I

Prerequisite: None

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

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

ART 111: Jewelry Making & Beading

Prerequisite: None

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

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

ART 115: 3-D Design

Prerequisite: None

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

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

ART 120: Traditional Basketry

Prerequisite: None

Cross Listed: TOS 120

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

Course Description: This course will serve to preserve and perpetuate students' knowledge, creation, and use of Tohono O'odham Basketry, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the use and production of baskets. Students will use natural and contemporary materials to construct finished products.

ART 121: Traditional Pottery

Prerequisite: None

Cross Listed: TOS 121

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

Course Description: This course will serve to preserve and perpetuate students' knowledge, creation, and use of Tohono O'odham pottery, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the use and production of pottery. Students will use natural and contemporary materials to construct finished products.

ART 150: Color and Composition

Prerequisite: None

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

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

ART 151: Video I

Prerequisite: None

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

Course Description: Video I is an introductory course in video and audio production. Students will learn to use digital video recording equipment, construct film with audio, software editing, for the purpose of both expressive, and commercial purposes. Students will work both individually and collaboratively on projects. Student work will be featured in a film screening at the end of every semester that is open to the public.

ART 180: Visual Communication Design I

Prerequisite: None

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

Course Description: Visual Communication Design I

Basic visual and cognitive organizational processes for the practice of visual communication are presented through lectures and demonstrated through studio exercises. Includes visual perception and organization, visual problem-solving and problem-finding techniques, and visual ideation and evolution.

ART 200: Visual Art & Design Management

Prerequisite: ART 100 Basic Design or permission of the instructor

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

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

ART 204: Digital Media & Photography II

Prerequisite: ART 104 or permission of the instructor

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

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

ART 205: Painting I

Prerequisites: ART 110 or instructor permission

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

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

ART 210: Drawing II

Prerequisite: ART 110 or permission of the instructor

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

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

ART 215: 3D Design II

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

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

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

ART 220: Painting II

Prerequisite: ART 110, or ART 150, or permission of the instructor

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

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

ART 225: Life Drawing III

Prerequisite: ART 210 or permission of the instructor

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

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

ART 230: Sewing I

Prerequisite: None

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

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

ART 240: Sewing II

Prerequisite: ART 230 or permission of the instructor

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

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

ART 251: Video II

Prerequisites: ART 151 or permission of the instructor

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

Course Description: Video II is an intermediate course in video and audio production. Students expand their hands-on knowledge of digital video recording equipment, and audio and software editing for the purpose of both expressive and commercial purposes. In addition, examination and use of film theory and narrative construction will be integrated into the video projects. Students will work both individually and collaboratively on projects taking on various roles in the pre-production, production and post-production phases of filmmaking. Students will complete video projects and learn how to format these for use on various platforms.

ART 255: Printmaking I

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

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

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

ART 260: Printmaking II

Prerequisite: ART 255 or permission of the instructor

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

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

ART 280: Visual Communication Design II

Prerequisite: ART 180 or permission of the instructor

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

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

ART 290: Portfolio

Prerequisite: Completion of general education courses.

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

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

Astronomy (AST)

AST 101N: Solar System

Prerequisite: MAT089 or instructor signature

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

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

AST 102N: Stars, Galaxies, Universe

Prerequisite: MAT089 or signature of instructor

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

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

Building Construction Technologies (BCT)

BCT 120H: Core Curriculum: Introductory Craft Skills

Prerequisite: None

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

Course Description: This course introduces the basics skills and knowledge of the construction industry including effective communication, employability skills, safety, construction math, hand tools, power tools, blueprints, rigging, and material handling.

Biology (BIO)

BIO 100N: Biology Concepts

Prerequisite: None

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

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

BIO 105N: Environmental Biology

Prerequisite: None

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

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

BIO 108N: Plants, People, & Culture

Prerequisite: None

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

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

BIO 109N: Natural History of the Southwest

Prerequisite: None

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

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

BIO 127N: Human Nutrition and Biology

Prerequisite: None

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

Course Description: Principles of nutrition presented in the context of human biology. Includes chemistry, digestion, absorption, and metabolism of nutrients. Also includes biological and nutritional

perspectives on various health issues such as cardiovascular disease, hypertension, cancer, diabetes, and osteoporosis. Lecture and lab are integrated in this class.

BIO 160N: Intro to Human Anatomy and Physiology I

Prerequisite: None

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

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

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

Prerequisite: 1 year of high school Biology or BIO 100N; 1 year of high school Chemistry or CHM 121 or higher. Assessment at or completion of WRT 101 or signature of instructor.

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

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

BIO 182N: Unity of Life II: Multicellular Organisms

Prerequisite: 1 year of high school Biology or BIO 100N; 1 year of high school Chemistry or CHM 121 or higher. Assessment at or completion of WRT 101 or instructor signature.

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

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

BIO 184N: Plant Biology

Prerequisite: None

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

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

BIO 201N: Human Anatomy and Physiology I

Prerequisite: BIO 181N with a grade of C or better

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

Course Description: Study of the structure and function of the body. Topics include levels of organization, homeostasis and disease, anatomical terms, integumentary system, skeletal system and articulations, muscular and nervous systems, autonomic nervous system, and special senses with an emphasis on their importance to human health.

BIO 202N: Human Anatomy and Physiology II

Prerequisite: BIO 201N with a grade of C or better

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

Course Description: This course is a continuation of BIO 201N. Topics include the structure and function of the endocrine cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems and their importance to human health. This course includes homeostatic mechanisms and their effects on organ systems as well as energy balance.

BIO 208N: Tohono O'odham Ethnobotany

Prerequisite: Completion of general education science courses

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

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

BIO 232: Principles of Research in the Natural Sciences

Prerequisite: WRT 101, MAT 151 and 2 science courses

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

Course Description: This course provides students with the basics of conducting scientific research in the natural sciences. It also includes an introduction to Indigenous research methodologies, community-based participatory research, and action-research. Specific topics include the scientific method, ethical protocols in the research process, comparison of Western and Indigenous ways of knowing, use of scientific literature sources, experimental design, critical article review and analysis, presentation of experimental data, and case studies of research in Indigenous communities. It will include an exploration of Indigenous research protocols and paradigms and incorporation of cultural worldviews and values in the research process. Students will engage in a class research project to gain first-hand experience in research**.**

BIO 254N: Global Change Biology

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

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

Course Description: Global change biology is a new field of biology which explores the consequences of global environmental change on humans and ecosystems. This course focuses on climate change as a key driver of environmental change. Climate change is addressed by exploring causes of past and

current climate change while providing a strong contextual setting for Native American students based on their own culture and traditional ecological knowledge.

Lecture and lab are integrated in this class.

BIO 295: Independent Research Course in Science

Prerequisites: MAT 151 and 8 credits of science or consent of instructor.

Credits: 1-4 credits (0 lec; 3-12 lab)

Course Description: Independent research course in which a student explores a topic of interest under the supervision of a faculty member. The course may include lab-based or field-based experiences, data science, literature readings, research methodologies, attending seminars and professional meetings, and engaging in independent research project/study. This course provides students with firsthand research experience to develop their research skills. Course may be repeated for a maximum of six credit hours. Cross-listed with GEO/SCI/CHM/PHY.

BIO 298: Service-Learning Practicum

Prerequisites: Declared major in A. A. or A. S. Life Science and completion of general education requirements.

Credits: 1 cr. hr.

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

BIO 299: Research Practicum

Prerequisites: Declared major in A. A. or A. S. Life Science and completion of general education requirements.

Credit: 1 cr. hr.

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

Business (BUS)

BUS 100: Introduction to Business

Prerequisite: None

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

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

BUS 125: Business on the Internet

Prerequisite: None

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

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

BUS 148: Business Ethics: Morals in the Workplace

Prerequisite: None

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

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

BUS 151: Mathematics of Business

Prerequisite: MAT 089 or higher

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

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

BUS 200: Business Law

Prerequisite: None

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

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

BUS 205: Statistical Methods in Economics and Business

Prerequisite: MAT 142H or higher

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

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

BUS 210: International Business

Prerequisite: None

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

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

BUS 220: Legal Environment of Business

Prerequisite: None

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

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

Casino Operations (CAG)

CAG 100: Casino Gaming Industry Basics
Prerequisite: None

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

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

CAG 111: Casino Gaming Finance and Accounting

Prerequisite: None

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

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

CAG 122: Casino Gaming Theory and Practice

Prerequisite: None

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

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

to educate them about what happens in a casino, why it happens, and about how to deal with situations that fall outside the norms of responsible casino gaming.

CAG 133: Customer Service, Management and Marketing

Prerequisite: None

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

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

CAG 144: The Tribal Casino: Challenges and Opportunities

Prerequisite: Earned Casino Management Certificate within the semester

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

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

Chemistry (CHM)

CHM 121N: Chemistry and Society

Prerequisite: MAT 089 or higher

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

Course Description: This course covers the foundations of chemistry and its relationship to everyday experiences. Skills such as conversions and problem-solving techniques are also covered. Students will be introduced to laboratory techniques and participate in experimental activities that promote the development of basic and advanced science-process skills.

CHM 130N: Fundamental Chemistry

Prerequisite: MAT 151 or higher

Credits: 5 cr. hrs. (7 pds: 4 lec. 3 lab)

Course Description: Inorganic chemistry as a basis for the study of some life processes. Includes the classification, structure and general chemical behavior of inorganic matter.

CHM 140N: Fundamental Organic and Biochemistry

Prerequisite: A grade of C or better in CHM 130N

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

Program of Study: Life Science

Course Description: This course is the continuation of CHM 130N and covers organic chemistry as the basis for life processes. Topics covered include the classification, structure, and general chemical behavior of organic and biochemical systems. This course is adapted to the needs of students in the allied health programs.

CHM 151N: General Chemistry I

Prerequisite: MAT 151 or higher

Credits: 5 cr. hrs. (7 pds: 4 lec, 3 lab)

Course Description: This integrated lecture-lab course is designed to develop a basic understanding of the central principles of chemistry that are useful to explain and predict the properties of chemical substances based on their atomic and molecular structure. Topics covered include atomic structure, chemical bonding, reaction stoichiometry, behavior of gases, and reactions in solutions, and thermochemistry. Additionally, students will be introduced to modern laboratory techniques and participate in experimental activities that promote the development of basic and advanced science-process skills. The course is designed for students who require a strong foundation in general chemistry, such as science and engineering majors, pre-medical and pre-pharmacy students.

CHM 152N: General Chemistry II

Prerequisite: With a grade of C or higher in CHM 151N

Credits: 5 cr. hrs. (7 pds: 4 lec, 3 lab)

Course Description: CHM 152N General Chemistry II

This integrated lecture-lab course is a continuation of CHM 151IN Fundamentals of Chemistry I. This course includes topics such as chemical kinetics, spontaneity of chemical change, chemical equilibrium, precipitation reactions, acid and base equilibria, complex ions, oxidation-reduction reactions, and nuclear reactions.

CHM 295: Independent Research Course in Science

Prerequisites: MAT 151 and 8 credits of science or consent of instructor.

Credits: 1-4 credits (0 lec; 3-12 lab)

Course Description: Independent research course in which a student explores a topic of interest under the supervision of a faculty member. The course may include lab-based or field-based experiences, data science, literature readings, research methodologies, attending seminars and professional meetings, and engaging in independent research project/study. This course provides students with firsthand research experience to develop their research skills. Course may be repeated for a maximum of six credit hours. Cross-listed with BIO/SCI/GEO/PHY.

Computer Information Science (CIS)

CIS 100: Introduction to Computers
Prerequisite: None
Credits: 3 cr. hrs. (3 pds: 3 lec)

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

CIS 127:   Programming and Problem Solving

Prerequisite: MAT 142H or higher, CIS 100

Corequisite: MAT 142H

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

Course Description: Introduction to programming computer systems. Includes terminology, fundamental concepts of information systems, hardware, software, operating systems with emphasis on computer programming and problem solving. Also includes advantages/disadvantages of different language types, source code versus executable code, data structure and data representation, natural and artificial language statements, syntax, semantics, expressions, control structures and procedural abstraction. Also includes concepts of problem-solving techniques, creating test data, program debugging, and program termination, solving simple problems and the use of Visual Basic programming language, programming environment and hardware, and using computers and other methods to complete assignments.

CIS 130: Fundamentals of Computer Networking Technology

Prerequisite: MAT 142H or higher, or concurrent enrollment

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

Course Description: Introduction to the fundamentals of computer networking, history of networking, and network standards and protocols. Introduction to technologies, terminology, and skills used in the world of computer networking. This course will prepare students to take the Cisco Certified Network Associate Certification exam.

CIS 140: Introduction to Risk Management

Prerequisite: MAT 142H or higher, can be taken concurrently. CIS 100.

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

Course Description: This course introduces the essentials of computer and network security and covers all of the fundamental objectives for the Computer Information System Security Professional (CISSP) certification program. Best practices, as well as roles and responsibilities of security practitioners are covered. Defensive measures are also introduced to protect computer systems and networks from attacks. Preparation for the CISSP Certification exam.

CIS 200: Systems Analysis and Design

Prerequisite: MAT 142H or higher with C or Better

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

Course Description Principles of information systems analysis and design using high-level development tools. Covers flow diagrams, PERT charts, and Gantt charts. Requires a case study (small-group) project.

CIS 210: Introduction to System Administration

Prerequisite: CIS 100 and MAT 142H or higher with C or better or concurrent

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

Course Description: This course exposes students to the best practices of system and network administration, independent of specific platforms or technologies. Students will learn six key principles of site design and support practices: simplicity, clarity, generality, automation, the mutation, and basics. This course examines the major areas of responsibility for system administrators within the context of these principles. Students will also be introduced to change management and revision control, server-upgrades, maintenance windows, databases, and service conversions.

CIS 230N: Network Fundamentals

Prerequisite: CIS 100, MAT 142H or higher with C or Better

Credits: 4 cr hrs. (4 pds: 3 lec 1 lab)

Course Description: This course provides an introduction to the fundamentals of computer networking including the history of networking, network standards and protocols, and the Open Systems Integration (OSI) and Transmission Control Protocol/Internet Protocol (TCP/IP) reference models. The course will also provide practical examples of Ethernet Local Area Network (LAN)s and Internet Protocol (IP) routing covering network monitoring and management and common network services. The basics of wireless networks will also be addressed.

CIS 234N: Advanced Network Routing and Switching

Prerequisite: CIS 100, MAT 142H or higher with a C or Better

Credits: 4 cr hrs. (4 pds: 3 lec 1 lab)

Course Description: This course examines advanced network routing and switching and provides practical knowledge on managing network projects, and maintaining network hardware. Topics include Local Area Network (LAN) switching; Virtual LAN (VLAN); LAN design; configuring advanced routing protocols; access lists; and Novell Internetwork Packet Exchange (IPX). Concepts are applied through team projects and tutorials using industry-standard network simulation software and network hardware. This course is preparation for the Cisco Certified Network Associate (CCNA) Exam.

CIS 240N: Network Security

Prerequisite: CIS 100, MAT 142H or higher with a C or Better

Credits: 4 cr hrs. (4 pds: 3 lec 1 lab)

Course Description: This course provides an introduction to the fundamentals of computer networking including the history of networking, network standards and protocols, and the Open Systems Integration (OSI) and Transmission Control Protocol/Internet Protocol (TCP/IP) reference models. The course will also provide practical examples of Ethernet Local Area Network (LAN)s and Internet Protocol (IP) routing covering network monitoring and management and common network services. The basics of wireless networks will also be addressed.

CIS 250N: Coding Fundamentals

Prerequisite: CIS 100, MAT 142H or higher with C or Better

Credits: 4 cr hrs. (4 pds: 3 lec 1 lab)

Course Description: This course provides a thorough and practical guide to creating structured documents and sharing them on a network. HTTP, HTML, XML, and CSS. Media on the web: images, sound, animation, and text encodings. Security and usability, integrating programs and databases with web documents. PHP, Python, Javascript, SQL, Visual Basic, and light app coding will also be introduced.

CIS 280: IT Project Management

Prerequisite: CIS 100, MAT 142H or higher with C or Better

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

Course Description: This course examines the organization, planning, and controlling of projects and provides practical knowledge on managing project scope, scheduling and managing resources. Topics include project life cycle, work breakdown structure and Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. Concepts are applied through team projects and tutorials using industry-standard project management software. (Microsoft Project)

CIS 297: Internship/Practicum

Prerequisite: None

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

Course Description: The student will work with CIS Faculty to customize an internship or practicum that will tie together, and go beyond, what the student has learned in the rest of the courses. The student should have completed most of the required courses and be enrolled in their last semester.

Communication (COM)

COM 263: Intercultural Communication
Prerequisite: None
Credits: 3 cr. hrs. (3 pds: 3 lec)

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

COM 269: Health Communication

Prerequisite: WRT 101

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

Course Description: Health Communication provides a focus on interpersonal, public, team and community health education in health-care settings, community and public health environments, or health organizations. This course will focus on health-related issues in tribal communities and is an opportunity to develop critical thinking, self-awareness and empowerment.

Community and Public Health (CPH)

CPH 101: Exploring Careers in Health Professions

Prerequisite: None
Credits: 2 cr. hrs. (2 pds: 2 lec.)
Course Description: The course will serve as first year colloquium designed for students who are interested in pursuing careers in medicine, pharmacy, public health and other health related areas. This course will focus on student success and help students become familiar with educational pathways leading to a health career. This is a course in critical thinking, self-awareness, and empowerment and seeks to provide insight regarding health-related issues in tribal communities and serves as an opportunity to explore topics in career readiness.

CPH 178: Personal Health and Wellness

Prerequisite: WRT 101 (or corequisite)

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

Course Description: This course will provide basic understanding of the processes of physical, mental/emotional and social health, and processes of community health illustrating the structure and function of healthcare in the U.S. and in Indian Country. This course will emphasize current science and public health theory, as well as cultural, societal and environmental factors that contribute to individual and population health.

CPH 200: Introduction to Community and Public Health

Prerequisite: CPH 178 Personal Health and Wellness and WRT 102

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

Course Description: The course will provide an overview of the foundations of community and public health, including a summary of history, public health organizations, health disparities and social determinants, mental health and substance abuse, health care delivery and environmental health. An emphasis on Native American health care systems, including Indian Health Services, and local health context of Tohono O'odham Nation will be used throughout the course.

Computer Software Applications (CSA)

CSA 100: Computer Literacy
Prerequisite: None
Credits: 1 cr. hr. (1.5 pds: 0.5 lec, 1 lab)
Course Description: Introduces computer applications and software. Includes historical significance of the computer, components of a computer system, and spreadsheet, database, and word processing use within a workplace. Also includes computer networks for communication and information.

CSA 107: Microcomputer Software/Hardware Topics
Prerequisites: CSA 101, CSA 182
Credits: 3 cr. hrs. (4 pds: 2 lec, 2 lab)
Course Description: Overview of microcomputer operating procedures. Includes software, hardware, and communication networks.

CSA 110: Spreadsheets: Microsoft Excel

Prerequisite: MAT 089 or higher, or concurrent enrollment

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

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

CSA 120: Word Processing

Prerequisites: None

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

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

CSA 130: Microsoft PowerPoint

Prerequisite: None

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

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

CSA 141: Integrated Office Suite

Prerequisite: CSA 101

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

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

CSA 170: Database: Access

Prerequisite: None

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

Course Description: Techniques for using Microsoft Access. Includes an overview of Microsoft Access, creating tables, working with tables, creating and using select queries, creating and using forms, creating and using reports, creating a report that contains totals, principles of table design and relationships, table design techniques, designing select queries, customizing form designs, working with data access pages, customizing reports, parameter and action queries, query joins and crosstab queries, using

advanced form techniques, creating basic macros to automate forms, using macros to provide user interaction and automate tasks, using advanced report techniques, and Access and the Internet. May be offered in modules.

CSA 182: Microsoft Windows: Current Version

Prerequisite: None

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

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

Culinary Arts (CUA)

CUA 110: Food Safety & Sanitation

Prerequisite: None

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

Course Description: In this course, students will learn about food borne illnesses, kitchen safety, fire hazards, and in-depth kitchen sanitation procedures based on current professional standards. Upon successful completion of the course, students will also receive their Food Handler's Permit and State Food Handler's certification.

CUA 120: Culinary Math

Prerequisite: None

Credits: 2 cr. hrs**. (2 pds: 2 lec)

Course Description: Students learn and apply basic mathematics in a working situation using recipe conversions, costing standard recipes, following production sheets, using portion control, and limiting the percentage of food waste.

CUA 125: Professional Cooking Basics I

Corequisite: CUA 110 Food Safety & Sanitation

Credits: 4 cr. hr. (6 pds: 2 lec, 4 lab)

Course Description: The Professional Cooking Basics course provides students with the basic knowledge needed to understand the day-to-day operation of a commercial kitchen. The course will involve a strong emphasis on planning and organization of a food service operation which includes recipe breakdown, scheduling, ordering, and menu planning. Students will also learn about the basic cooking styles used in all professional kitchens.

CUA 210: ServSafe

Prerequisites: CUA 110 Food Safety and Sanitation

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

Course Description: ServSafe is a food and beverage safety training and certificate program administered by the National Restaurant Association. The program is accredited by ANSI and the Conference for Food Protection. Sanitation certification is required by most restaurants as a basic credential for their management staff.

CUA 220: Professional Cooking II

Prerequisites: CUA 125 Professional Cooking I and CUA 110 Food Safety and Sanitation

Corequisite: CUA 210 ServSafe

Credits: 4 cr. hr. (6 pds: 2 lec, 4 labs

Course Description: These courses will provide a basic knowledge of food preparation in a variety of settings from fast food to fine dining. Understanding recipe breakdown, food cost, equipment, ordering, receiving, proper food handling and a heavy emphasis on food safety and sanitation. This course will also have an overlay of management skills, nutrition with seminars and lectures from established professional in the food service industry.

CUA 230: Indigenous & Sustainable Foods

Prerequisites: BIO 127N Human Nutrition and Biology

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

Course Description: This course is a Native American outlook on foods and culture and preservation of native sustainable foods, from all native cultures. Foods used in a variety of ways from medicinal purposes to farming and agriculture will be studied. The course has a strong emphasis on Tohono O'odham traditions and cultural beliefs and foods of the tribe.

CUA 235: Baking and Pastry I

Prerequisites: CUA 125 Professional Cooking I and CUA 110 Food Safety and Sanitation

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

Course Description: The Professional Baking I course provides students with the basic skills and knowledge for entry levels in baking in a professional kitchen environment. Instruction focuses on a maximum hands-on experience as well as theory and kitchen safety. Students will be involved in all aspects of baking preparations including breads, sweet breads, assorted pastries, cakes and cake decorating.

CUA 240: Culinary Arts Nutrition

Prerequisites: None

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

Course Description: This course will cover information regarding nutrition in the food service industry. Topic arears will include fats, carbohydrates, protein, vitamins, minerals, additives, and chemical pesticides. Students will use the food pyramid in relation to menu analysis. The digestive system for food intake will be examined through video presentations. Students will examine product labels, using information from the Food and Drug Administration.

Early Childhood Education (ECE)

ECE 105: Introduction to Early Childhood Education

Prerequisite: None

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

Course Description: The course is an entry level course for students pursuing and ECE certificate or degree. The course provides an introduction to the field of Early Childhood Education (ECE) and an overview of the profession. Content includes an introduction to different types of programs for young children, professional roles and opportunities within the field, legal considerations in ECE, and key philosophies and theories of Early Childhood Education.

ECE 110: Emergent Language and Literacy

Prerequisite: None

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

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

ECE 111: Special Education for Children

Prerequisite: None

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

Course Description: This course includes the study of the history, philosophy, and current trends in special education. It explores different types of assessments for identifying and diagnosing special needs, characteristics associated with these diagnoses, and available referral services and resources. It also includes the role of the teachers, parents and family members in effecting appropriate instructional techniques and environmental modifications.

ECE 120: Supervision and Administration of Early Childhood

Prerequisite: None

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

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

ECE 124: Math and Science for Children

Prerequisite: None

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

Course Description: This course includes exploring theories behind, and methodologies for, teaching math and science concepts to young children, from birth through age eight. Students will engage in hands-on activities that they can replicate with young students and will create culturally-relevant math

and science activities that promote children's cognitive development. The course also provides strategies for observing and documenting children's progress in the content areas of math and science.

ECE 125: Health, Safety, and Nutrition

Prerequisite: None

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

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

ECE 217: Child Development (Formerly ECE 117)

Prerequisite: None

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

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

ECE 226: Effective Interactions and Guidance

Prerequisite: None

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

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

ECE 228: Family, Culture and Community

Prerequisite: None

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

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

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

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

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

Course Description: Internship to support students, currently working in an educational setting, in increasing their professional knowledge by observing, doing, inquiring, and reflecting on teaching and

learning. Includes developing a personal view of teaching, education history and philosophy, current trends in education, legal and ethical issues in education, status of contemporary children, exploring classroom learning theory, establishing a successful classroom environment, teaching and lesson planning, teacher as educational leader, and collaborating with families, businesses, and the community.

Economics (ECN)

ECN 200: Basic Economic Principles

Prerequisites: MAT 089

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

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

ECN 201: Microeconomic Principles

Prerequisites: MAT 089 or Higher

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

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

ECN 202: Macroeconomic Principles

Prerequisites: MAT 089 or higher

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

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

Education (EDU)

EDU 111: Literacy Development in the Elementary Classroom

Prerequisites: None

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

Course Description: The course provides an introduction to the concept of literacy and an overview of how literacy skills are developed in educational settings. The course includes the developmental progression of literacy stages through which children pass from pre-literacy to independent literacy skills

and a review of written texts and the development of written passages in support of literacy development.

EDU 200: Introduction to Education

Prerequisite: None

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

Course Description: Provides students with the initial perspective of education. Topics include: purpose of schools and schooling, characteristics of effective schools, diversity and its effects on schools, teachers, and students; social problems affecting schools; comparative education; curriculum issues and controversies; and technology's impact on schools and schooling. This also includes philosophical, legal, and financial issues facing today's schools; history of American education; and current trends in education reform.

EDU 201: Diversity in Education

Prerequisite: None

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

Course Description: Examination of diversity: age, class, gender, race, disabilities, sexual orientation, and culture effect on the K-12 classroom. Exploration of diversity in education; demographic changes and effects on education; diversity and multicultural philosophies and perspectives and approaches for helping students communicate. Also, analysis of prejudice, single-group studies, multicultural education, human relations and capital. Explores children's school achievement in light of learning and teaching styles, and reconstructionist approach to classroom diversity and curriculum planning.

EDU 202: Introduction to Special Education and Exceptional Learner

Prerequisite: None

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

Course Description: Special education foundation topics including current educational practices and related   educational theories: instructional, classroom management and assessment. Cultural considerations within K-12 special education; student transitioning within the school and between school and the community. Also, role and function of the special education teacher, preparing for instruction, lesson plans, assessment, instruction, technology, and compliance.

EDU 203: Classroom and Classroom Relationship Management

Prerequisites: None

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

Course Description: Introduction to basic classroom management and classroom relationship principles. Includes planning of curriculum development, delivery, and assessment, the management of the physical classroom environment and the development of a positive class climate, management of the psycho-social aspects of the classroom community, student motivation, management of instruction, management of student work, management of diverse student groups, management of student behavior, management of assessment, evaluation, and records, the development and management of professional relationships in the school environment. Also includes stress management and collaboration techniques.

EDU 204: Psychology of Education

Prerequisite*:* WRT 101, EDU 200, and EDU 201

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

Course Description: The study of educational psychology involves both theory and practice. Focusing upon applying the principles of psychology and research to the practice of teaching, the ultimate goal is the understanding and improvement of instruction. Prospective teachers and other professionals in training who will interact with students need to understand how students learn and how that learning varies and is affected by each student's context, culture, and development. This course focuses on the effective application of psychological concepts and principles in the learning and instructional processes; the development of teaching methods, knowledge and skills; and perspectives which enhance learning environments.

EDU 205: Reading for Elementary Teachers

Prerequisite: WRT 101, EDU 200, and EDU 201

Corequisite: WRT 102, EDU 210

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

Course Description: A study of methods, materials, classroom procedures and evaluation techniques for facilitating reading in the content areas in elementary school.

EDU 211: Science Literacy in the Elementary Classroom - Physical Sciences Emphasis

Prerequisites: None

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

Course Description: The course is an interdisciplinary, hands-on, inquiry-based general science class designed for Early Childhood and Elementary Education majors. The course includes the nature of science, historical perspectives, patterns and relationships, observation skill development, the structure of life, physical science, matter and energy, the universe, technology and society, and the integration of science across the curriculum in educational settings.

EDU 212: Science Literacy in the Elementary Classroom - Life Sciences Emphasis

Prerequisites: Completion of EDU 211 with a grade of "C" or higher or instructor permission.

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

Course Description: The course is a continuation of EDU 212 and is presented as an interdisciplinary, hands-on, inquiry-based general science class designed for Early Childhood and Elementary Education majors. The course builds upon knowledge of patterns, relationships, and critical thinking processes to further explore life sciences, including the structure of life, organism in their environments, relationships between biotic and abiotic components of an ecosystem, and scientific classification systems. The course also includes human health, human society, the application of science principles and technology in scientific inquiry, and the integration of science across the curriculum in educational settings.

EDU 217: Child Development

Prerequisites: None

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

Course Description: The course introduces the science of human development from conception through adolescence, with an emphasis on elementary school-aged children, and reviews the major theories of child development espoused by theorists influencing the field. The course examines the domains of human development, and provides an analysis of factors that affect human growth and development from conception through adolescence, including the role of genetics as well as health, family, environmental, experiential, and socio-cultural influences. The course also explores the role of parents and other adults in the lives of children. The course further provides an overview of public policy and contemporary issues impacting children, elementary education, and the field of child development.

EDU 220: Children's Literature for Educators

Prerequisite: EDU 204, EDU 210, EDU 205

Corequisite: WRT 102

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

Course Description: This course focuses on the study of literature for children. This course teaches the historical development of children's literature; examines literary elements such as characterization, plot, and style; focuses on a broad spectrum of literary genre in children's literature, such as realistic fiction, picture books, poetry, and informational books; and acquaints students with major authors and illustrators of children's literature, past and present, and diversity. Students will create a personal card file of all books and stories read, in addition to tests, quizzes, and papers on the textbook readings.

EDU 240: Indigenous Education

Prerequisites: Completion of WRT 102 with a grade of "C" or higher, or a minimum ACCUPLACER reading comprehension score over 100, or instructor permission.

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

Course Description: The course moves students beyond their understanding of education within a western or mainstream context by introducing the field of Indigenous Education through the perspectives of Indigenous scholars, researchers, knowledge keepers, practitioners, and community members who offer Indigenous ways of teaching and knowing inherent to Indigenous philosophy. The course further introduces Indigenous Education as a framework for holistic, life-long learning.

The course examines components of Indigenous philosophy (ontology, axiology, and epistemology) within a context of a non-western participatory and experiential knowledge system and explores significant principles and processes in coming to know and in ways of knowing, engaging, and being (as practiced by Indigenous peoples). The course prepares students to analyze and critique the educational institutions for which they work and to explore possible avenues for indigenizing the curriculum, perspectives, practices, and values of those institutions.

EDU 241: Tribal Colleges and Universities

Prerequisites: Completion of WRT 102 with a grade of "C" or higher, or a minimum ACCUPLACER reading comprehension score over 100, or instructor permission.

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

Course Description: The course provides an introduction to the Tribal Colleges and Universities (TCUs) and includes the history, philosophy, mission, governance, organization, finance, and curriculum of the TCUs as well as the challenges facing these unique institutions of higher education. The course also

includes student demographics and characteristics, student support services, faculty characteristics, internal and external support structures, the American Indian Higher Education Consortium, roles and responsibilities of tribal college constituents, and an overview of learning assessment in the tribal college.

Engineering (EGR)

EGR 102N: Introduction to Engineering

Prerequisites: Completion of MAT 187 with a grade of "C" or better, or a co-requisite of MAT 187, or permission of instructor.

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

Course Description: Design, effective team participation and career preparation in engineering. Includes the different engineering fields and careers, basic skills associated with engineering problem solving and communication, the design process, participation in hands-on design projects, and ethics and professional responsibility.

Forestry (FOR)

FOR 101: Introduction to Forestry and Natural Resources Management

Prerequisite: None

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

Course Description: *Introduction to Forestry and Natural Resources Management* provides a broad overview of forest, forestry, and natural resources management. The central theme is multiple-resource management, with a focus on timber and non-timber forest products, water, rangelands, and wildlife. The course has a strong emphasis on the Western United States and on sustainable management approaches that meet human needs, including how traditional ecological knowledge (TEK) can be used to inform and guide the management of natural resources.

Geography (GEO)

GEO 101N: Physical Geography: Weather and Climate

Prerequisite: None

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

Course Description: Introduction to the physical elements. Includes earth-sun relationships, atmospheric processes, global heat balance, global pressure and temperature patterns, annual weather and climate patterns, weather and air pollution, urban influences on weather and climate, and climatic change. Also includes weather and people, wave cyclones of middle latitudes, weather maps and weather prediction, basic ecological principles, and energy.

GEO 103: Cultural Geography

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

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

Course Description: This course examines the human world from a geographic perspective. Students will be introduced to geography as a discipline, and the role of culture in human-environment

interactions. Includes an exploration of global issues such as population, migration, food supply, agriculture, and geopolitics. Geographies of language and religion are also explored. Urbanization and industrialization are examined in the context of cultural, physical, historical, economic, and political processes.

GEO 170: Introduction to Geospatial Technology

Prerequisites: The prerequisite for this course is successful completion of CIS 100 (or equivalent). Completion of GEO 101N or GEO 103 preferred.

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

Course Description: Students are given a basic introduction to and overview of the field of geospatial technology. Basic principles such as cartography, map history, cartographic design, and geodesy are introduced in the context of digital cartography, field mapping, and geographic information systems (GIS). Students learn about career opportunities in the spatial sciences, and are exposed to recent advances in geospatial technology (GIS, remote sensing, UAS, web maps). The history of GIS and geospatial technology are examined and some key applications of geospatial technology such as defense, agriculture, and emergency management, are explored.

GEO 205N: Geography of the Borderlands

Prerequisite: GEO 103 Cultural Geography

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

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

GEO 217: Introduction to Global Positioning

Prerequisite: N/A

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

Course Description: This course trains students to use global positioning technology, combining classroom and in-the-field training to cover basic to intermediate operator skills.

GEO 267: Introduction to Geographic Information Systems (GIS)

Prerequisite: CIS 100 (or equivalent) or instructor permission.

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

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

GEO 270: Remote Sensing

Prerequisites: The prerequisite for this course is successful completion of GEO 267 and CIS 100 (or equivalent), or instructor approval.

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

Course Description: This course introduces students to the fundamental principles of remote sensing, with special attention to emerging platforms and technologies such as unmanned aerial systems (UAS). The focus of the course is to introduce students to the current body of knowledge in remote sensing, and for students to gain introductory skills in working with remotely sensed data. Through hands-on lab exercises, students will learn how to use satellite and aerial imagery to monitor our environment. Common remote sensing platforms, sensors, imagery processing methods, and classification methods will also be explored.

GEO 277: Advanced Geographic Information Systems

Prerequisites: Completion of CIS 100 (Intro to Computers), or basic computer proficiency and completion of GEO 267 (Intro to GIS), or equivalent course with a grade of B or higher, or permission of instructor.

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

Course Description: The course builds on and expands on applications of Geographic Information Systems (GIS) and analyses commonly introduced in GIS 217. The course explores spatial analysis, raster processing, digital terrain modeling, map arithmetic, and data structures will be explored through hands-on projects, providing students with advanced skills and experience with GIS. The course further explores professionalism in the GIS industry and GIS careers. The course prepares students for the unique rigors of GIS technician and interpretive/analytical positions

GEO 280: GIS Applications

Prerequisites: Successful completion of GEO 267 (Intro GIS) or equivalent course, or permission of instructor.

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

Course Description: This is a projects-based course. Students explore how GIS is employed through problem-based learning, real-world examples, and case studies from their own communities. Analysis and purpose specific tools are discussed with hands-on exercises. Guest speakers and field trips are used to build the students' professional network and awareness of GIS use around the Tohono O'odham Nation and the greater region.

GEO 285: GIS Internship

Prerequisites: Successful completion of GEO 217 (Intro to GPS), GEO 267 (Intro GIS) or equivalent courses AND permission of instructor

Credits: 1 cr. Hr. (1 lec, 1 lab)

Course Description: Students will gain real-world experience through an internship position with an agency, company, non-profit, or department within the greater Tohono O'odham Nation community. Students will work under the supervision of GIS preceptors and will collaborate with stakeholders on actual projects around the Tohono O'odham Nation. At the end of the semester, preceptors will evaluate student performance. Can be repeated for credit.

GEO 290: Unmanned Aerial Systems

Prerequisites: None

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

Course Description: Students will be introduced to the emerging field of unmanned aerial systems. Basic aviation terminology and concepts such as chart reading, radio communications, weather, and flight operations will be introduced. UAS careers, mission planning, safety concerns, and UAS flight operations will be also explored. Through hands-on flight training, students will learn how to fly UAS and will experience using the latest platforms, sensors, and industry equipment. Students will learn what it takes to obtain certification as a remote pilot. Through lectures, quizzes, and hands-on flight training, students will be prepared by the end of the course to successfully take the FAA Part 107 Remote Pilot Exam. This course may be repeated for credit as part of recertification or continuing education as mandated by the FAA.

GEO 295: Independent Research in Science

Prerequisites: MAT 151 and 8 credits of science or instructor consent.

Credits: 1-4 cr. hrs. (0 lec, 3-12 lab)

Course Description: Independent research course in which a student explores a topic of interest under the supervision of a faculty member. The course may include lab-based or field-based experiences, data science, literature readings, research methodologies, attending seminars and professional meetings, and engaging in independent research project/study. This course provides students with firsthand research experience to develop their research skills. Course may be repeated for a maximum of six credit hours. Cross-listed with BIO/SCI/CHM/PHY.

Geology (GLG)

GLG 101N: Introductory Geology I: Physical

Prerequisite: None

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

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

History (HIS)

HIS 101: Introduction to Western Civilization I

Prerequisite: None

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

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

HIS 102: Introduction to Western Civilization II

Prerequisite: None

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

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

HIS 122: Tohono O'odham History and Culture

Prerequisite: None

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

Course Description: A survey of the culture and history of the Tohono O'odham from Prehistory up to the 1980's. Includes an examination of the issues and events that have affected the lifestyle of the O'odham, and how Spanish, Mexican and American influence has impacted and shaped O'odham history and culture. Also includes an evaluation of the available sources on the cultural and historical development of the Tohono O'odham.

HIS 125: Tohono O'odham History and Culture II

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

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

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

HIS 130: Apache History I

Prerequisite: None

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

Course Description: This course is a survey of the history of Apache people, with an emphasis on the San Carlos Apache Tribe, from around 1830 to the present. It includes the development of the reservation and the political structure. It emphasizes the impact of historical events on the current social, economic, environmental, physical and cultural well-being of Apache people.

HIS 141: History of the United States I

Prerequisite: None

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

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

HIS 142: History of the United States II

Prerequisite: None

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

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

HIS 147: History of Arizona

Prerequisite: None

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

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

HIS 274: The Holocaust

Prerequisite: None

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

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

Humanities

HUM 260: Intercultural Perspectives

Prerequisites: None

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

Course Descriptions: Literary and artistic works of American Indians and Asian, Black, and Hispanic Americans, both men and women. Includes traditional and modern works and contributions to American civilization.

Literature (LIT)

LIT 174: Introduction to Native American Writings

Prerequisite: WRT 101

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

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

LIT 274: Native American Literature

Prerequisite: WRT 101

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

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

LIT 289: Literature and Film

Prerequisite: WRT 102 or concurrent enrollment

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

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

LIT 290: World Literature and Global Film

Prerequisite: WRT 102 or concurrent enrollment

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

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

Management (MGT)

MGT 110: Human Relations in Business and Industry

Prerequisite: None

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

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

MGT 122: Supervision

Prerequisite: None

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

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

MGT 124: Small Business Management

Prerequisite: None

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

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

MGT 230: Dynamics of Leadership

Prerequisite: None

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

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

MGT 270: Computer Applications for Managers

Prerequisite: CIS 100 or proficiency with Microsoft Office software.

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

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

MGT 276: Human Resources

Prerequisite: BUS 100

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

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

MGT 278: Labor/Management Relations

Prerequisite: None

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

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

MGT 280: Business Organization and Management

Prerequisites: BUS 100 or permission of Instructor.

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

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

Marketing (MKT)

MKT 111: Principles of Marketing

Prerequisite: None

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

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

Mathematics (MAT)

MAT 089: Elementary Algebra

Prerequisite: None

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

Course Description: This course transitions from arithmetic to algebra, which includes signed numbers, order of operations, polynomials, fractions, linear equations, area and perimeter, decimals, percent, and ratio and proportion. It includes an introduction to algebra, including the real number system, algebraic expressions, linear equations and inequalities, integer exponents, simple rational expressions and square roots. The course includes an introduction to measurement and mathematical modelling of relationships among variables.

MAT 122: Intermediate Algebra

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

Course Description: Basic algebraic functions. Includes the language of sets, lines in the plane, systems of linear equations, rational expressions and equations, radical expressions and equations, quadratics, exponents, and logarithms. Note: Course exclusively for College Credit Pathway students.

MAT 142H: College Mathematics

Prerequisite: MAT 089 or placement into MAT 142H

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

Course Description: Basic algebraic functions, including the language of sets, lines in the plane, systems of linear equations, expressions and equations in rational, radical, quadratic, exponential and logarithmic form. This course will also include a survey of real-life topics in the social sciences and management, along with an introduction to probability and statistics.

MAT 146: Mathematics for Elementary Teachers I

Prerequisite: MAT 142H or higher

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

Course Description: Overview of mathematical concepts, principles, and applications specifically for elementary teachers. Includes real number properties and patterns, arithmetic operations and algorithms in subsets of real numbers, alternative number systems, set theory, and algebraic reasoning and problem solving. Also includes the technology to teach mathematics.

MAT 147: Mathematics for Elementary Teachers II

Prerequisite: MAT 146 within the last 3 years with a C or better

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

Course Description: Continuation of MAT 146. Includes measurement, basic geometry, probability, and statistics. Also includes the technology to teach mathematics.

MAT 151: College Algebra

Prerequisite: MAT 142H or MAT 142 (completed prior to Fall 2018) or placement into MAT 151

Credits: 4 cr. hrs. (4 pds: 4 lec. 0 lab)

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

MAT 172: Finite Mathematics

Prerequisite: MAT 151 or placement test equivalent

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

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

MAT 173: Mathematics for Business I

Prerequisite: MAT 151 or placement test equivalent

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

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

MAT 174: Mathematics for Business II

Prerequisite: MAT 173

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

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

MAT 182: Trigonometry

Prerequisite: MAT 151 or placement test equivalent.

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

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

MAT 187: Pre-Calculus

Prerequisite: MAT 151 or placement test equivalent

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

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

MAT 212: Topics in Calculus

Prerequisite: MAT 151 or placement test equivalent

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

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

MAT 220: Calculus I

Prerequisite: MAT 151 and MAT 182; or MAT 187; or placement test equivalent.

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

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

MAT 225: Basic Statistics

Prerequisite MAT 151 College Algebra, or placement test equivalent and WRT 101 Writing I.

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

Course Description: An introduction to basic concepts in descriptive and inferential statistics. This will include data collection methods, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation.

MAT 231: Calculus II

Prerequisite: MAT 220 or placement test equivalent.

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

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

MAT 241: Calculus III

Prerequisite: MAT 231 or placement test equivalent.

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

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

Philosophy (PHI)

PHI 101: Introduction to Philosophy

Prerequisite: None

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

Course Description: Survey of the practices of philosophical analysis using contemporary debates to illustrate core issues. Philosophical issues may include: explanation/proof, analysis/critique, ethics/morality, aesthetics/equilibrium, identity/otherness, society/governance, religion/science, epistemology/ ontology, thought/language, and consciousness/habit.

PHI 123: History and Philosophy of Science

Prerequisite: None

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

Course Description: Comparison of scientific approaches in prehistoric, classical, preindustrial, industrial/pre-digital, and digital societies. Special focus on differences between epistemological approaches of indigenous peoples with the Western "scientific method." Special Topics may include astronomy, agriculture, medicine, and/or genetics.

Physical Education (PED)

PED 101: Beginning Physical Fitness

Prerequisite: None

Credits: 1 cr. hrs. (2pds: 0 lec. 2 lab)

Course Description: This course is designed to teach and engage students in basic fitness activities as a means to achieve overall body fitness. Accomplishment of this goal will be done by learning how to set up and use the free and machine weights, using cardio machines, participating in fitness assessment tests, participating in different types of fitness activities throughout the semester and proper nutrition necessary for active individuals. Stress management skills will be discussed.

PED 102: Intermediate Physical Fitness

Prerequisite: None

Credits: 1 cr. hrs. (2pds: 0 lec. 2 lab)

Course Description: This course is designed to teach and engage students in intermediate fitness activities to increase understanding and application of body fitness. Accomplishment of these goals will be achieved by completing fitness assessment test; designing a personal training plan at the intermediate level and participating in different types of intermediate level fitness activities. Students will learn how to use cardio machines and the set up & use of free and machine weights. The students will learn about the proper nutrition necessary for intermediate level active individuals and how to apply stress management skills.

PED 103: Advanced Physical Fitness

Prerequisite: None

Credits: 1 cr. hrs. (2pds: 0 lec. 2 lab)

Course Description: This course is designed to teach and engage students in advanced fitness activities to increase understanding and application of body fitness. Accomplishment of these goals will be achieved by completing a fitness assessment test; designing an advanced personal training plan, and participating in different types of fitness activities. Students will learn how to use cardio machines and the set up and use of free and machine weights. The students will learn about the proper nutrition necessary for advanced level active individuals and how to apply stress management skills.

Physics (PHY)

PHY 121N: Fundamentals of Physics I

Prerequisite: Grade C or higher in MAT187 or concurrently enrolled in MAT 187

Credits: 5 cr. hrs. (7 pds: 4 lec 3 lab)

Course Description: Introduction to general physics, semester one of a two-semester, non-calculus-based physics sequence. Includes the following topics: the nature of physics, linear motion and kinematics, dynamics, energy and work, linear momentum, rotational motion, heat, states of matter, and fluids.

PHY 210N: Introduction to Mechanics

Prerequisites: Completion of MAT 220 with a grade of "C" or higher or permission of the instructor.

Credits: 5 cr. hrs. (7 pds: 4 lec, 3 lab)

Course Description: Calculus-based introduction to classical mechanics for students pursuing the Associate of Science in Physical Science degree to prepare for university studies in physics, pre-engineering, computer science or astronomy. Topics included are forces, linear motion, work and energy, gravity, statics and dynamics, momentum, rotational motion, and fluid mechanics.

PHY 216N: Introduction to Electricity and Magnetism

Prerequisites: Completion of MAT 231, Calculus II, with a grade of "C" or higher or permission of the instructor.

Credits: 5 cr. hrs. (7 pds: 4 lec, 3 lab)

Course Description: Calculus-based introduction to electricity and magnetism for students pursuing the ASPS degree to prepare for university studies in physics, engineering, computer science or astronomy. Topics included are simple harmonic motion, wave motion, sound, charge, Coulomb's Law, electric field, electric potential, current, voltage, direct and alternating current circuits, Biot-Savart Law, Ampere's Law, magnetic properties of materials and electromagnetic waves.

PHY 232: Principles of Research in Natural Sciences

Prerequisite: WRT 101, MAT 151 and 2 science courses

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

Course Description: This course provides students with the basics of conducting scientific research in the natural sciences. It also includes an introduction to Indigenous research methodologies,

community-based participatory research, and action-research. Specific topics include the scientific method, ethical protocols in the research process, comparison of Western and Indigenous ways of knowing, use of scientific literature sources, experimental design, critical article review and analysis, presentation of experimental data, and case studies of research in Indigenous communities. It will include an exploration of Indigenous research protocols and paradigms and incorporation of cultural worldviews and values in the research process. Students will engage in a class research project to gain first-hand experience in research**.**

PHY 295: Independent Research Course in Science

Prerequisites: MAT 151 and 8 credits of science or consent of instructor.

Credits: 1-4 credits (0 lec; 3-12 lab)

Course Description: Independent research course in which a student explores a topic of interest under the supervision of a faculty member. The course may include lab-based or field-based experiences, data science, literature readings, research methodologies, attending seminars and professional meetings, and engaging in independent research project/study. This course provides students with firsthand research experience to develop their research skills. Course may be repeated for a maximum of six credit hours. Cross-listed with BIO/SCI/CHM/GEO.

PHY 298: Service-Learning Practicum

Prerequisites: Declared major in A.S. Physical Science and completion of general education requirements.

Credits: 1 cr. hr.

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

PHY 299: Research Practicum

Prerequisites: Declared major in A.S. Physical Science and completion of general education requirements.

Credit: 1 cr. hr.

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

Political Science (POS)

POS 110: American National Government

Prerequisite: None

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

Course Description: Basic concepts and substance of American politics. Includes methods of political analysis, cultural environment of American politics, impact of class, gender, and immigration,

Constitution, civil liberties, and civil rights, public opinion and fundamental values, political institutions, and institutions of government, economic and social policymaking, and American foreign policy and interdependence.

POS 210: National and State Constitutions

Prerequisite: None

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

Course Description: Principles and procedures of national and state constitutions. Includes major principles of American and Arizona constitutionalism, historical and legal environments of the United States and Arizona constitutions, structures, powers, and responsibilities of United States government, structures of Arizona government, civil liberties and civil rights in the United States, and constitutional change. POS 210 satisfies the requirement for teacher certification.

POS 226: Tohono O'odham Nation Government

Prerequisites: Completion of WRT 101 or permission of instructor. WRT 102 if course is to be used for AGEC I requirement.

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

Additional Information: Cross-listed as TOC 226

Course Description: This course examines the development of Tohono O'odham government, both pre- and post-1934. It includes the cultural, legal and political basis of Tohono O'odham government, the structures and functions of the Tohono O'odham Nation powers, and its services, fiscal changes, and administrative growth. It also addresses political relations, developments, and transitions related to state and federal governments, and highlights major contributions of Tohono O'odham leaders.

POS 240: Understanding Terrorism

Prerequisite: None

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

Course Description: Analysis of terrorism as an international phenomenon. Includes classifications of terrorism, political ideologies, cultural perspectives and geographical issues, responses by governments to terrorism, terrorism's future impact and current government policies related to terrorism.

Psychology (PSY)

PSY 101: Introduction to Psychology

Prerequisite: None

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

Course Description: Survey of general psychology. Includes a definition of psychology, history of psychology, research methods and critical thinking, biological basis of behavior, sensory process, receiving the world, states of consciousness, conditioning and learning, memory process, motivation and emotions, role of health psychologists, role of stress in our lives, major stages in child and life span development, gender identity and sexuality, intelligence, personality theories, psychological disorders, therapeutic approaches, and social psychology research.

PSY 132: Psychology and Culture

Prerequisite: None

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

Course Description: Human diversity in behavior and culture using examples from a variety of contexts and nations. Includes cross-cultural approach, understanding culture, self and personality, cross-cultural research methods, enculturation, socialization, and development, cultural influences on organization and the world of work, culture and intergroup relations, culture and social behavior, culture and basic psychological processes, culture and gender, culture and health, diversity of human emotion, culture and language, culture and communication, and cultural diversity.

PSY 214: Abnormal Psychology

Prerequisite: None

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

Course Description: This course is an undergraduate level introduction to the concepts of abnormality, mental health and mental illness. It serves as an introduction to the concepts of normality and abnormality in a cultural context. It also covers current diagnostic categorizations of abnormality and treatment of mental illness along with historical perspectives on these diagnoses and treatments. Abnormal psychology examines the causes, diagnosis, assessment, treatment, and possible prevention of mental disorders, including historical and current theoretical perspectives, classification systems, cultural perspectives and ethical issues.

PSY 240: Human Growth and Development

Prerequisite: None

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

Course Description: Human growth and development explores how individuals change physically, cognitively, emotionally, and socially over time. The course covers the major developmental changes and milestones across the lifespan from conception to adulthood. The course will also explore the different research methods developmental psychologist use to explore development, and will include an exploration of the scientific literature as it related to developmental issues. This course will also include an exploration of how different Native American and Indigenous groups perceive developmental concepts such as, defining childhood, becoming an adult, and death.

PSY 289: Research Methods in Social Sciences

Corequisite: MAT 225

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

Course Description: This course examines the qualitative and quantitative methods employed in the scientific study of behavior and mental processes. It is an introduction to the design and analysis of psychological research. Topics include the logic and philosophy of psychological research, conceptualizing research questions, hypothesis testing, data collection, and analysis strategies used by researchers in psychology. This course will include a survey of different methodologies used by Native American and Indigenous Social Scientists and will compare and contrast these methods from traditional western research models.

PSY 299: Research Practicum

Prerequisites: Declared major in A.S. Physical Science and completion of general education requirements.

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

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

Science (SCI)

SCI 101: Pathways to Science

Prerequisite: None

Credits: 2 cr. hrs. (2 pds: 2 lec)

Course Description: This course will introduce students to opportunities and career pathways in science, strengthen students' academic skills and prepare them to be a successful college student. Students will be introduced to the Man in the Maze and how to use it for goal setting, self-awareness, and empowerment. Fundamental mathematical and scientific concepts will be covered to provide foundational knowledge for success in future STEM courses. Students will strengthen academic skills in math and science through culturally embedded problem-based learning involving critical thinking, data analysis, and problem-solving. Students will be introduced to college resources and student success techniques such as learning strategies, time management, stress management, and study skills.

SCI 290: Special Topics in Science
Prerequisite: MAT 151 and eight (8) credits of Science or permission of Instructor
Credits: Between 2-5 Lecture, 1 credit lab
Course Description: This special-topics course increases student knowledge in a specialized area of science, provides an opportunity to engage in scientific inquiry, and includes experience in field, lab, or computing skills and techniques. Methods of course delivery vary based on topic.

SCI 295: Independent Research in Science
Prerequisites: MAT 151 and 8 credits of science or instructor consent.
Credits: 1-4 cr. hrs. (0 lec, 3-12 lab)
Course Description: Independent research course in which a student explores a topic of interest under the supervision of a faculty member. The course may include lab-based or field-based experiences, data science, literature readings, research methodologies, attending seminars and professional meetings, and engaging in independent research project/study. This course provides students with firsthand research experience to develop their research skills. Course may be repeated for a maximum of six credit hours. Cross-listed with BIO/GEO/CHM/PHY.

Social Services (SSE)

SSE 111: Group Work
Prerequisite: None

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

Course Description: Examination of group dynamics. Includes communication patterns, leadership, decision-making, conflict resolution, problem solving, and personal growth within groups. Also includes application of concepts through observation, group exercises, and case studies.

SSE 121: Introduction to Substance Abuse

Prerequisite: None

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

Course Description: Introduction to the history of drug abuse, including alcohol in the United States. Includes classification of drugs, historical review of drug laws, prohibition, and theories of addiction, treatment, strategies, cultural perspectives and treatment interventions. Also includes special populations, education, and available resources to addicts, alcoholics and their families.

SSE 123: Substance Abuse Prevention

Prerequisite: None

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

Course Description: Comprehensive review of approaches to prevention. Includes drug control policies and the impact of abused substances on all segments of society. Also includes focus on the resources of multiple societal sectors to reduce the demand for drugs.

SSE 211: Group Technique Applications

Prerequisite: None

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

Course Description: Students examine the nature and development of group practice within behavioral health settings. Specific attention is given to group dynamics theory, leadership and group facilitation skills, stages of group development, theories and techniques adapted to a variety of treatment and task group contexts, ethical standards for group practice, and cultural/ethnic considerations in behavioral health group intervention.

SSE 212: Casework Methods II

Prerequisite: None

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

Course Description: Advanced techniques in interviewing, recording, client evaluation, case management, strategies for intervention, and focus on diverse and special populations. Includes application of advanced skills in varied settings and attention to service delivery in a fragmented community resource system.

SSE 220: Treatment of the Substance Abuser

Prerequisite: SSE 121

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

Course Description: Principles and techniques of treating the substance abuser. Includes therapeutic communities, day care programs, methadone maintenance, detoxification, and psychotherapy.

SSE 222: Political and Legal Aspects of Drug Use

Prerequisite: SSE 121

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

Course Description: Overview of drug abuse and the law. Includes the influence of politics, economics, civil liberties, court decisions, and public opinion. Also includes consideration of international trafficking, gangs, and money laundering.

Sociology (SOC)

SOC 101: Introduction to Sociology

Prerequisite: None

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

Course Description: Introduction to the basic concepts of sociology and sociological analysis. Includes identity, folkways, norms, mores, groups, status, role, gender socialization, social structure, culture and ethnicity. Also includes deviance, social control, bureaucracy, social change, social class, collective behavior, social movements, social stratification, inequality, institutions, social organization, and globalization within and across contemporary societies and cultures.

SOC 127: Marriage and the Family

Prerequisite: None

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

Course Description: Introduction to the social functions of marriage and the family. Includes structures of marriages and families, relationships, marriage, and transformation of marriage.

Speech (SPE)

SPE 102: Introduction to Speech Communication

Prerequisite: None

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

Course Description: Introduction to the function, basic concepts, and skills of oral communication in interpersonal and public address situations. Includes listening, communication styles, communication barriers, and methods to help eliminate barriers.

SPE 110: Public Speaking

Prerequisite: None

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

Course Description: Study and training in public speaking with emphasis on audience adaptation. Includes developing skills in the areas of research, logic, analysis, organization, and delivery in a multicultural society.

SPE 120: Business and Professional Communication

Prerequisite: None

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

Course Description: Study and training in organizational communication within a multicultural/global environment. Includes informative and persuasive speaking, interviewing, listening, and group problem-solving and decision making.

Student Success (STU)

STU 100: College Success Skills

Prerequisite: None

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

Course Description: Skills and techniques required for being an efficient student. Includes goal setting and problem solving, time management, organizing study materials/study techniques, college/community resources, learning styles, concentration and memory, note taking techniques, tips for making note taking easier, test taking techniques, and test anxiety.

STU 101: Becoming a Master Student

Prerequisite: None

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

Course Description: Enhancement of academic and personal skills to maximize learning and success at the college setting. Includes assessing college readiness and learning skills, time management, building memory and concentration skills, reading for college, note taking, test taking, diversity, writing for college, relationships, lifestyle and wellness, and next step.

STU 109: Career Exploration

Prerequisite: None

Credits: 2 cr. hrs. (2 pds: 2 lec)

Course Description: Development of skills and knowledge necessary to make career choices. Includes values clarification, skills identification, interest and personality identification and recognition, adult developmental issues, career research, developing a plan of action, review of self-assessment inventory, eliminating stereotypes, advanced career research, information interviews, decision making, and developing an educational/career plan.

STU 230: Dynamics of Leadership

Prerequisite: None

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

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

Social Work (SWU)

SWU 171: Introduction to Social Work

Prerequisite: None

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

Course Description: Study of the unique tenants of social work practice and the institution of social welfare. The history and development of social work as a profession, concepts of social justice and human rights. An exploration of the functions and roles of social work and career settings. Students demonstrate increased awareness of personal values, the NASW Code of Ethics, and Himdag values.

SWU 291: Social Service Delivery Systems

Prerequisite: SWU 171, or Corequisite SWU 171, or Permission of the instructor.

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

Course Description: The study of social welfare, the purposes, structures, and systems of human service delivery are examined. Public, private, and tribal entities are explored. Applies human behavior-in-social environment theory and the role of social policy. Includes 40 hours of volunteer/service-learning experience in local tribal and community settings.

SWU 295: Foundations of Social Work Practice: Effective Helping in a Diverse World

Prerequisite: SWU 171, WRT 101, and PSY 101 or SOC 101.

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

Course Description: An examination of theoretical foundations, evidence-based practice and skills for culturally sensitive generalist social work practice with individuals, families, small groups, and larger systems. Professional values, ethics and dilemma decision-making are defined. Functions and roles in client case management with diverse populations. Emphasis on the practice of social work in the context of Southwest cultural and ethnic traditions.

SWU 299: Special Topics in Social Work

Prerequisites: SWU 171 or instructor permission.

Credits: 1-3 credits

Course Description: This course provides students with knowledge, values and skills related to special topics in social work practice. Methods of course delivery vary based on topic. A course fee may be assigned in experiences that require community immersion learning.

Tohono O'odham Language (THO)

THO 101: Elementary Tohono O'odham I

Prerequisite: None

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

Course Description: An introduction to the Tohono O'odham language. The course will explore the structure and grammar of the language with an assessment of language usage in the community. Includes basic listening, speaking, reading, writing, and development of language skills. Also includes an emphasis on examination of Tohono O'odham cultural traditions and values.

THO 102: Elementary Tohono O'odham II

Prerequisite: THO 101 or instructor consent

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

Course Description: An increased knowledge of the structure and grammar of the language with improved practice in listening, speaking, reading, writing, and usage of the language. Includes study of the relationship between the language and Tohono O'odham cultural traditions and values.

THO 106: Conversational Tohono O'odham I

Prerequisite: None

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

Course Description: Introduction to conversational Tohono O'odham. Development of communication skills to achieve basic proficiency in the language. Includes greetings, interpersonal transactions, proper pronunciation of the O'odham sound system and an emphasis on cultural perspectives.

THO 107: Conversational Tohono O'odham II

Prerequisite: THO 106 or instructor consent

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

Course Description: Increased development of communication skills with continued practice of interpersonal transactions. Includes practical use of the language in a community setting and further examination of O'odham cultural perspectives.

THO 201: Intermediate Tohono O'odham

Prerequisite: THO 102

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

Course Description: Increased proficiency in listening, reading, writing, and speaking the O'odham language. Derive meaning from written text, create simple sentences in written form and respond verbally to familiar topics and questions. Includes examination of Tohono O'odham cultural traditions and the relationship to the O'odham language.

THO 202: Advanced Tohono O'odham

Prerequisite: THO 201

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

Course Description: Increased proficiency in listening, reading, writing, and speaking the O'odham language. Derive meaning and demonstrate comprehension from written text, create paragraphs in written form. Respond to questions and converse in the language. Includes examination of Tohono O'odham cultural traditions and the relationship to the O'odham language.

Tohono O'odham Culture (TOC)

TOC 150: Tohono O'odham Food Systems

Prerequisite: None

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

Course Description: Overview of Tohono O'odham food systems. Includes pre-encounter methods of farming, hunting, and food gathering, current cultivation methods, effects of food subsidy programs on traditional diet, and cultural importance of food systems in the past and present.

TOC 151: Tohono O'odham Writing Systems

Prerequisite: None

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

Course Description: History of the development of Tohono O'odham writing systems. Includes the three existing systems, and sounds and symbols of the language.

TOC 226: Tohono O'odham Nation Government

Prerequisites: Completion of WRT 101 or permission of instructor. WRT 102 if course is to be used for AGEC I requirement.

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

Additional Information: Cross-listed as POS 226

Course Description: Examines the development of Tohono O'odham government, both pre- and post-1934. Includes cultural, legal and political basis of Tohono O'odham government, structures and functions of Tohono O'odham Nation powers, and its services, fiscal changes and administrative growth. Addresses political relations, developments, and transitions related to state and federal governments and highlights major contributions of Tohono O'odham leaders.

Tohono O'odham Studies (TOS)

TOS 111: Tohono O'odham Traditional Arts

Prerequisite: None

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

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural art. Students will use natural and contemporary materials to construct finished products.

TOS 111a: Wire Baskets

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural art. Students will use natural and contemporary materials to construct finished products.

TOS 111b: Wood Crafts

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural art. Students will use natural and contemporary materials to construct finished products.

TOS 112: Tohono O'odham Traditional Arts: Pottery & Basketry

Prerequisite: None

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

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural arts of pottery and basketry. Students will use natural and contemporary materials to construct finished products.

TOS 112a: Pottery

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural arts of pottery and basketry. Students will use natural and contemporary materials to construct finished products.

TOS 112b: Basketry

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: Tohono O'odham Traditional Arts courses will serve to preserve and perpetuate students' knowledge and use of Tohono O'odham cultural arts, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the historical use and production of the cultural arts of pottery and basketry. Students will use natural and contemporary materials to construct finished products.

TOS 114: Apedag Wellness & Wellbeing: O'odham Dances, Songs, and Music

Prerequisite: None

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

Course Description: History and practice of Tohono O'odham cultural activities to promote the Wellness and Wellbeing of the O'odham and community.

TOS 114a: O'odham Dancing

Prerequisite: None

Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)

Course Description: The history and use of traditional cultural dancing as well as contemporary Spanish/Mexico influenced dancing. (Waila, Pako'ola) Includes gender roles.

TOS 114b: O'odham Songs and Music
Prerequisite: None
Credits: 1.5 cr. hrs. (1.5 pds: 1.5 lec)
Course Description: The history and use of traditional songs as well as contemporary music influenced by Spanish/Mexico music (Piast). Includes gender roles.

TOS 115: Foundations of O'odham Philosophy and Culture
Prerequisite: None
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: TOS 115 is an introductory course on the foundational beliefs of O'odham philosophy and culture. The course will examine elements of the O'odham Himdag including oral traditions, social structure, spirituality, traditions, values and other factors of O'odham society. Students will be encouraged to identify and explore the core values of the college as it relates to their own upbringing and identity.

TOS 120: Traditional Basketry
Prerequisite: None
Cross Listed: ART 120
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: This course will serve to preserve and perpetuate students' knowledge, creation and use of Tohono O'odham Basketry, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the use and production of baskets. Students will use natural and contemporary materials to construct finished products.

TOS 121: Traditional Pottery
Prerequisite: None
Cross Listed: ART 121
Credits: 3 hrs. (3 pds: 3 lec)
Course Description: This course will serve to preserve and perpetuate students' knowledge, creation and use of Tohono O'odham pottery, both historical and contemporary. Students will learn oral history, songs and stories pertaining to the use and production of pottery. Students will use natural and contemporary materials to construct finished products.

TOS 230: Contemporary Tohono O'odham and Native American Issues
Prerequisite: WRT 101 or instructor signature. Completion of or concurrent enrollment in HIS 122 or TOC 226/POS 226
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: A study of historical and contemporary Tohono O'odham and Native

American issues, their political developments, implementation and effects among the Tohono O'odham and other Native American tribal groups, including the contemporary state of Tribal nations, federal legislation and social movements.

TOS 240: Academic Writings about the Tohono O'odham
Prerequisite: WRT 102
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: An introduction to academic literature on the Tohono O'odham. Includes an examination of these works in their disciplinary context, a comparison of historical and contemporary approaches to research, and relevance to Tohono O'odham society.

TOS 298: Service Learning Capstone
Prerequisite: WRT 101 or instructor signature. Completion of or concurrent enrollment in HIS 122 or TOC 226/POS 226
Credits: 1 cr. hr. (1 pd: 1 lec)
Course Description: This capstone course allows students to gain experience by completing a service-learning project in a community setting. Coordinated and supervised by faculty and/or community or institutional partners, this course places students in a service-learning position where the student can apply their knowledge and skills in real-world contexts.

Topics in Culture and Civilization (TRAD)

TRAD 104: Introduction to Drama
Prerequisite: None
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: This course will serve to introduce the student to theatre as an art form.   A variety of production styles/genres will be explored to increase the awareness and appreciation of the theatre. The class will seek to acquaint the student with the history and literature of theatre as a social force in and a reflection of the human condition and to give an introductory knowledge of all aspects of theatrical production, including the individual artists involved. It will also encourage the student to become a participant in theatre, whether as an audience member or as a member of a theatrical production.

Writing (WRT)

WRT 101: Writing I
Prerequisite: None
Credits: 3 cr. hrs. (3 pds: 3 lec)
Course Description: Principles and practices of writing. Includes writing college-level essays, review of basic writing skills, and written works. Also includes narrative/descriptive, expository, and persuasive writing. May be offered in modules.

WRT 101L: Writing I Lab

Prerequisite: Writing placement score below WRT 101 level

Credits: 1 cr. hrs. (1 pds: 1 lab)

Course Description: This course is designed to engage students in collaborative sessions that develop stronger writing skills. Support for all stages of the writing process related to various classroom assignments will be provided, ranging from brainstorming, organization, and development to drafting, revising, and grammar/mechanics. Guidance in MLA and APA formatting will also be available.

WRT 102: Writing II

Prerequisite: WRT 101 or equivalent to placement test.

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

Course Description: Continuation of WRT 101. Includes writing analytical or critical papers, analysis and discussion of various types of literature, developing research skills, and written works. Also includes writing a research paper.

WRT 287: Beginning Creative Writing Workshop in Fiction

Prerequisite: Completion of Writing 102

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

Course Description: This class will teach the craft of fiction writing in terms of mechanics, style, voice, formalism, narrative structures and other related elements, while providing a survey of past and contemporary fiction writers for understanding of literary movements both past and present. In the process, the student will be introduced to the language and ideas necessary to participate.

WRT 288: Beginning Creative Writing Workshop in Poetry

Prerequisite: Completion of Writing 102

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

Course Description: This class will teach the craft of poetry writing in terms of mechanics, style, voice, formalism, free verse, narrative structures and other related elements, while providing a survey of past and contemporary poets for understanding of literary movements both past and present.

Chapter 7: Personnel

TOCC Staff & Faculty Photo by Pamela Golden

Running a college, even a fairly small college like Tohono O'odham Community College takes a significant number of staff and faculty with a wide range of skills. This chapter includes a list of the TOCC employees who make it possible to have a college. Their names and titles are current as of March 2023. They are listed according to their roles: Board of Trustees, President, Leadership Team, Faculty, Staff, and Administration. The year in parenthesis that follows each person's name indicates the date that employee started working for the College. The list will be updated annually in the Catalog that is posted on the TOCC website at ***www.tocc.edu****.* Adjunct faculty are listed on the TOCC website and updated each semester.

Board of Trustees	
Mary Bliss (2019) Member Retired Social Worker, Tucson Unified School District; MSW in Social Work, Arizona State University From San Xavier District	**Treena Parvello (2023)** Member Director of Government and Public Relations, Tohono O'odham Gaming Enterprise; MBA, B.A. in Public Administration from the University of Arizona From Baboquivari District
Jonas R. Robles (2007) Elder Trustee Retired Counselor, Tohono O'odham Behavioral Health; Attended Pima Community College and Northwest Indian College	**Bernard G. Siquieros (2002)** Vice Chairman Retired Education Curator Tohono O'odham Nation Cultural Center & Museum B.A. in Elementary Education, University of Arizona;

From Gu Achi District	Graduate Studies in Education Administration, Arizona State University
	From Sells District
Ofelia Zepeda, Ph.D. (2002) Chairwoman Professor, Ph.D., M.A., B.A., in Linguistics, University of Arizona. From Stanfield, Arizona	

President

Paul Robertson (2016)
Ph.D. in Cultural Anthropology, Union Institute; M.A. in Cultural Anthropology University of New Mexico; B.A. in Cultural Anthropology, California State University **probertson@tocc.edu**

Leadership Team

Joann Miguel (2000) Dean of Finance Member of the Tohono O'odham Nation **jmiguel@tocc.edu**	**Mario Montes-Helu (2014)** Dean for Sustainability Ph.D. in Agronomy, New Mexico State University; M.S. in Soil and Water Science, Instituto Technologico de Torreon; B.S. in Agronomic Engineering, Universidad Juarez del Estado de Durango **mmonteshelu@tocc.edu**
Yolanda Pacheco, M.A. (2022) Dean of Student Services MA in Business Management, Webster University **ypacheco@tocc.edu** Member of the Mojave, Quechan, Acoma Pueblo Tribes	**Laura E Sujo-Montes (2023)** Academic Dean Ph.D. in Curriculum and Instruction, New Mexico State University; M.A. in Teaching English to Speakers of Other Languages (TESOL); B.S. Agronomy Engineering, Autonomous University of the State of Durango, Mexico. **lsujo-montes@tocc.edu**

Faculty

Frances Benavidez (2021) National Science Foundation - Tribal Enterprise Advancement Center Program Director O'odham Ñi'okĭ Ki: O'odham Language Center Tohono O'odham Community College	**Edison Cassadore (2002)** Literature and Humanities Instructor Ph.D. in Comparative Cultural and Literary Studies, University of Arizona; M.A. in Comparative Cultural and Literary Studies (Pi Lambda Theta honors), University of Arizona; B.A. in English, The University of Arizona; Post- baccalaureate

M.A. in Indigenous Education, Arizona State University; B.A. in Women and Gender Studies, Arizona State University Member of the Tohono O'odham Nation **fbenavidez@tocc.edu**	Certificate in Publishing, Radcliffe Publishing Program, Harvard University Member of the San Carlos Apache Tribe *ecassadore@tocc.edu*
Linda Chappel (2017) Art Instructor M.A. in Art History, University of Arizona; B.S. in Fine Arts, University of Madison Wisconsin **lchappel@tocc.edu**	**Wendi Cline, MLIS, J.D. (2019)** Business Instructor MLIS in Library Information Science, University of Wisconsin at Milwaukee; B.S. in Political Science, Iowa State University; B.S. in Speech Communication, Iowa State University; J.D. in Law, William Mitchell College of Law **wcline@tocc.edu**
Kimberly Danny (2019) Agriculture and Natural Resources Instructor M.S. in Soil, Water & Environmental Science, University of Arizona; B.S. in Environmental Engineering, Northern Arizona University Member of the Navajo Nation **kdanny@tocc.edu**	**Tim Foster (2017)** Information Technology Instructor M.A. in Sociology, Northern Arizona University; B.A in Sociology, Arizona State University **tfoster@tocc.edu**
Mobarak Hossain (2021) Mathematics Instructor Ph.D. in Economics, M.S. in Mathematics, University of Nevada; M.Sc. in Applied Mathematics, B.Sc. in Mathematics, University of Dhaka **mhossain@tocc.edu**	**Hamidou Keita (2020)** Chemistry Instructor Ph.D., in Chemistry, Clemson University; MSc in Polymer Chemistry, Bilkent University, Turkey **hkeita@tocc.edu**
Shaodong Lin (2021) Mathematics Instructor M.S. in Mathematics, University of Nevada Las Vegas; B.F.A. in Art Design, Dalian University of Technology **slin@tocc.edu**	**Teresa Lynn Newberry (2005)** Science Instructor Ph.D. in Ecology, University of New Mexico; M.S. in Natural Resources, University of Michigan; B.S. in Physical Science, San Jose State University **tnewberry@tocc.edu**
Jacelle Ramon-Sauberan (2021) Tohono O'odham Language and Culture Instructor M.A. in American Indian Studies, University of Arizona; B.A. in Journalism, University of Arizona	**Neal Wade (2015)** Business Instructor M.B.A. in Business, University of Phoenix; B.A. in History, University of Arizona

Member of the Tohono O'odham Nation jramon-sauberan@tocc.edu	nwade@tocc.edu
Diona Williams (2019) Early Childhood Education Instructor M.Ed. in Early Childhood Education and Special Education, Grand Canyon University; M.A. in Organizational Management, Ashford University; B.S. in Occupational Education, Wayland Baptist University at San Antonio dwilliams@tocc.edu	

Staff and Administration	
Diana Antone (2019) Financial Aid Assistant A.A. in Liberal Arts, Tohono O'odham Community College; A.A. in Early Childhood Education, Tohono O'odham Community College Member of the Tohono O'odham Nation dantone@tocc.edu	**Celia Andrews (2022)** Administrative Assistant, Finance Certified Federal Corrections Officer Member of the Tohono O'odham Nation candrews@tocc.edu
Aaron Antone (2022) Facilities Maintenance Technician Member of the Tohono O'odham Nation aantone@tocc.edu	**Mary Banks (2020)** GIS Technician, GEO: SMART Project B.A. in Geographic Information System, University of Arizona mbanks@tocc.edu
Avis Becenti (2016) Member of the Tohono O'odham Nation abecenti@tocc.edu	**Gloria Benavidez (2009)** Student Support Specialist A.A. in Liberal Arts, Tohono O'odham Community College Member of the Tohono O'odham Nation gbenavidez@tocc.edu
Chandra Claw (2019) B.S. in Business Administration, University of Arizona Member of the Navajo Nation cclaw@tocc.edu	**Christina Coffman (2022)** Academic Advising Manager MSEd in Instruction and Curriculum, Wayne State College ccoffman@tocc.edu
Myriah Cypriano (2022)	**Kristin Eberhardt (2010)**

Administrative Assistant, Student Services Associate of Science in Life Science, Tohono O'odham Community College Member of the Tohono O'odham Nation **mcypriano@tocc.edu**	Project Director, Title III Grant M.Ed. in Educational Leadership, Northern Arizona University; M.F.A. in Theatre and Dance, University of Arizona **keberhardt@tocc.edu**
Alberta Espinoza (2019) Counselor M.Ed. in Educational Psychology, Northern Arizona University; Associate of General Studies, Pima Community College Member of the Tohono O'odham Nation **aespinoza@tocc.edu**	**Delores Felix (2010)** Bookstore Assistant Member of the Tohono O'odham Nation *dmfelix@tocc.edu*
Grace Francisco (2010) Lead Facilities Maintenance Technician Certificate in Micro-chip placement on Electronic Boards, Burr Brown; Certificate in C.N.A., Veterans Hospital Member of the Tohono O'odham Nation **gfrancisco@tocc.edu**	**Craig Garcia (2021)** Security Guard Member of the Tohono O'odham Nation **cgarcia@tocc.edu**
Gracie Garcia (2019) Lead Cook Member of the Tohono O'odham Nation **ggarcia@tocc.edu**	**Ronald Geronimo (2010)** Co-Director – Tohono O'odham Language Center M.A. in Linguistics and B.A. in Education, University of Arizona Member of the Tohono O'odham Nation **rgeronimo@tocc.edu**
Xavier Gonzales (2020) Security Guard Member of the Tohono O'odham Nation *xgonzales@tocc.edu*	**Annastasia Gonzalez (2019)** Administrative Assistant – Sustainability Member of the Tohono O'odham Nation **agonzalez@tocc.edu**
Drew Harris (2022) Athletic and Wellness Manager B.S. in Family Studies and Human Development, University of Arizona; A.A. in Liberal Arts, Tohono O'odham Community College Member of the Tohono O'odham Nation	**Sylvia Hendricks (2007)** Student Life Director M.A. in Organizational Management and B.S. in Information Systems, University of Phoenix. Member of the Tohono O'odham Nation **shendricks@tocc.edu**

Ben Jose (2014) Research Assistant A.A.S. in Business Administration, Tohono O'odham Community College Member of the Tohono O'odham Nation bjose@tocc.edu	**Georgianna Jose (2007)** Custodian Member of the Tohono O'odham Nation gjose@tocc.edu
Jai Juan (2020) Recruiter B.A. in Business Administration, University of Arizona Member of the Tohono O'odham Nation jajuan@tocc.edu	**Jay Juan (2018)** Chief of Operations Member of the Tohono O'odham Nation jjuan@tocc.edu
Valentine Lee (2015) Lead Security Guard Member of the Tohono O'odham Nation vlee@tocc.edu	**Rafael Lewis (2015)** Facilities Maintenance Technician Certificate, General Automotive Mechanic Member of the Tohono O'odham Nation rlewis@tocc.edu
Ambrose Lopez (2019) Lead Facilities Technician Journeyman Certificate in Carpentry Member of the Tohono O'odham Nation alopez@tocc.edu	**Camillus Lopez (2018)** Senior Cultural Mentor Member of the Tohono O'odham Nation calopez@tocc.edu
LeAnn Lopez (2019) Sustainability Office Coordinator A.A.S. in Accounting, Chaparral Career College; A.A. in Social Work, Tohono O'odham Community College Member of the Tohono O'odham Nation llopez@tocc.edu	**Monte Lopez (2017)** Multimedia Coordinator B.S. in American Indian Studies/ Linguistics, The University of Arizona; Associates of Arts in Liberal Arts, Tohono O'odham Community College Member of the Tohono O'odham Nation *mlopez@tocc.edu*
Leslie A. Luna (2000) Co-Director – Tohono O'odham Language Center B.A. in Psychology, The University of Arizona	**Tyrone Mandre (2022)** Assistant Cook Associates of General Studies and Baker's Helper Certificate from Pima Community College

Member of the Tohono O'odham Nation **lluna@tocc.edu**	Member of the Tohono O'odham Nation **tmandre@tocc.edu**
Anne Miguel (2018) Security Member of the Tohono O'odham Nation **amiguel@tocc.edu**	**Deshon Miguel (2014)** Senior Systems Administrator Member of the Tohono O'odham Nation **dmiguel@tocc.edu**
Joyce Miguel (2020) Farm Manager/ Extension Agent Assistant AAS in Business Management, Tohono O'odham Community College Member of the Tohono O'odham Nation **jomiguel@tocc.edu**	**Pauline Nasewytewa (2011)** Building Construction Technologies Program Advisor Member of the Tohono O'odham Nation **pnasewytewa@tocc.edu**
Shawn Nez (2019) IT Technician, GEO Smart Project B.S. in Information Technology, Navajo Technical University; A.S. in Life Science, Tohono O'odham Community College Member of the Tohono O'odham Nation **snez@tocc.edu**	**Carmella Pablo (2009)** Principal Accountant Member of the Tohono O'odham Nation **cpablo@tocc.edu**
Clifford Pablo (2008) Student Learning Farm Manager/ Agriculture Extension Agent Experienced farmer, traditional and modern Member of the Tohono O'odham Nation *cfpablo@tocc.edu*	**Rocky Marks (2022)** Facilities Maintenance Technician Member of the Tohono O'odham Nation **rmarks@tocc.edu**
Jenny Narcho (2022) Language Specialist, O'odham Language Center Certified Tohono O'odham Language Teacher Member of the Tohono O'odham Nation **jnarcho@tocc.edu**	**Iris Nez (2022)** Bookstore Supervisor ABBA in Business Administration, Tohono O'odham Community College Member of the Tohono O'odham Nation **inez@tocc.edu**
Anselmo Ramon (2019) Chair of Academic Programs in Workforce and Community Development	**Rosemarie Ramon (2022)** Administrative Assistant - Education Member of the Tohono O'odham Nation **rramon@tocc.edu**

M.Ed. in Educational Leadership, Northern Arizona University; B.A. in Education, University of Arizona Member of the Tohono O'odham Nation anramon@tocc.edu	
Joseph C. Renegar (2023) Human Resources Generalist	**Adrianne Rios (2022)** Language Specialist B.Ed. in Elementary Education, University of Arizona Member of the Tohono O'odham Nation arios@tocc.edu
Anthony Saraficio (2017) Shuttle Driver Member of the Tohono O'odham Nation asaraficio@tocc.edu	**Ingrid Segundo (2017)** Sponsored Projects Director Associates in Business Degree, Chaparral Career College Member of the Tohono O'odham Nation isegundo@tocc.edu
Kea Skeate (2019) STEM Technician M.S. in Ecology and Evolutionary Biology, University of Arizona kskeate@tocc.edu	**June Starr (2022)** Technical Support Manager B.A. in Elementary Education, University of Arizona; A.A.S. in Desktop Publishing, Chaparral College; A.A.S. in Computer Information Systems, Pima Community College and A.A. in Liberal Arts, Tohono O'odham Community College Member of the Tohono O'odham Nation/ Quechan Tribe jstarr@tocc.edu
Annamarie Stevens (2019) Transition Coordinator M.Ed. in Educational Leadership, Northern Arizona University; B.A. in Interdisciplinary Studies, The University of Arizona Member of the Tohono O'odham Nation astevens@tocc.edu	**Jeremy Tashquinth (2021)** Lead Facilities Maintenance Technician Member of the Tohono O'odham Nation jtashquinth@tocc.edu
Evan Thomas (2019) Special Assistant to the President	**Rebecca Valentine (2022)** Data Entry Clerk

A.A.S., Computer Aided Design & Drafting from ITT Technical Institute Member of the Tohono O'odham Nation **ethomas@tocc.edu**	A.A. in Microcomputer Networking, Certificate in Social Service and Early Childhood Education, Tohono O'odham Community College Member of the Tohono O'odham Nation **rvalentine@tocc.edu**
Daron Vicenti (2021) Security Guard Member of the Tohono O'odham Nation **dvicenti@tocc.edu**	**Mickie Widener (2020)** Human Resources Generalist Member of the Tohono O'odham Nation **mwidener@tocc.edu**
Ofelia Zepeda (2018) Library Director M.A. Library and Information Science, University of Arizona; B.S. in Education, Northern Arizona University Member of the Tohono O'odham Nation **ozepeda@tocc.edu**	

Chapter 8: TOCC Policy Statements

Affirmative Action and Equal Employment Opportunity

The Board of Trustees of Tohono O'odham Community College has affirmed that the College is an equal educational and employment opportunity institution. Discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964 and 1991; Title IX of the Education Amendments of 1972; Sections 503 (793) and 504 (794) of the Rehabilitation Act of 1973, as amended in 1988; the Americans with Disabilities Act (ADA) of 1990; the Vietnam Veterans Readjustment Acts of 1972 and 1974; the Age Discrimination Act of 1967, as amended in 1978 and 1986; the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA); and other federal and state statutes, executive orders, and regulations. The College has policies relative to nondiscrimination on the basis of sex, sexual orientation, race, religion, color, national origin, age, disability, or on the basis of membership as set forth in USERRA, or any other basis which is prescribed by law. Such policies apply to educational programs, services, activities, and facilities, and include, but are not limited to, student admissions, applications, access to programs/classes/services, financial aid, and employment.

Americans with Disabilities Act

Tohono O'odham Community College complies with the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal, state and tribal laws and regulations that prohibit discrimination on the basis of disability. Reasonable accommodations, including materials in an alternative format, will be made available for individuals with disabilities when a minimum of five working days advance notice is given. Students needing accommodations are encouraged to contact the Dean of Student Services, at (520) 383-8401. For additional information, see the TOCC *Student Handbook*.

Family Educational Rights and Privacy Act (FERPA)

Tohono O'odham Community College complies with the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR Part 99). This act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with this act. Upon admission to the college, all students must complete the Disclosure of Student Information Form, available from the TOCC Admissions & Records Office.

Sexual Harassment

Tohono O'odham Community College is committed to promoting and maintaining a productive work and educational environment free of discrimination and harassment. In keeping with this commitment, Tohono O'odham Community College will not tolerate verbal or physical conduct by an employee or student that harasses, disrupts, or interferes with another's work performance or education or that creates an intimidating, offensive or hostile work or educational environment. For additional information, see the TOCC *Student Handbook*.

Drug Free Schools and Communities Act

Tohono O'odham Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §1145G). For additional information, see the TOCC *Student Handbook*.

Cultural/Religious Observance and Practices

Tohono O'odham Community College recognizes the importance of the religious and Native American cultural observances and practices of its students, unless these will result in undue hardship to College programs. At least two weeks before the religious or cultural observance, students must submit a written statement to their instructor(s) that contains both the date and location of the observance. Absences for religious and cultural observances and practices do not count in the number of absences allowed by an instructor. For additional information, see the TOCC *Student Handbook.*

Bullying Policy

Tohono O'odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated

Appendix A: How to Calculate the GPA

Only A, B, C, D, F grades are included in the calculation of the grade-point-average. Grade points are assigned to each letter grade as follows:

GRADE:	GRADE POINTS:
A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

To calculate the GPA, the unit value for each course in which a student receives one of the above grades is multiplied by the number of grade points for that grade. The sum of these products is then divided by the sum of the units.

For example, to calculate the cumulative GPA for these completed courses:

SEMESTER

CHM 151N (5 units)   Grade: A
SOC 101 (3 units)   Grade: B
WRT 101 (3 units)   Grade: B
MAT 142H (4 units)   Grade: C

Multiply the units represented by each grade by the number of points for that grade:

GRADE:	UNITS:		POINTS:		GRADE POINTS:
A	5	x	4	=	20 grade points
B	6	x	3	=	18 grade points
C	4	x	2	=	8 grade points
Total:	15 units				46 grade points

The cumulative GPA is the sum of the grade points divided by the sum of the units.
In this case: 46/15 = 3.07

Appendix B: Arizona General Education Curriculum (AGEC)

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

All degree programs at TOCC require students to take a group of General Education Curriculum (AGEC) courses in order to complete their degrees. The AGEC specifies general education course requirements that students must take to complete requirements for transfer to Arizona's public universities. Students who wish to attend The University of Arizona, Arizona State University or Northern Arizona University are guaranteed admission to a bachelor's degree program if they complete AGEC general education requirements or a TOCC Associate of Arts or Associate of Fine Arts degree. The AGEC block of courses is the base of the community college education. The AGEC consists of a minimum of 35 credit hours that prepare you to transfer to a four-year institution. At TOCC, the AGEC is met through the following specific subject areas: **Tohono O'odham, Freshman Composition, Mathematics, Arts, Humanities, Social and Behavioral Sciences, and Physical and Biological Sciences**. AGEC has special requirements that focus on writing, critical inquiry, and awareness of ethnic/race/ gender issues and global and international awareness. Students must complete at least one course in each category. Meeting with an advisor to select courses is the best way to meet these requirements. More information about AGEC can be found in the Arizona Transfer website (https://www.aztransfer.com/).

Types of AGEC

There are three types of AGEC:
AGEC-A. This is for students who want to study liberal arts when they transfer to the university. TOCC degrees denominated as Associate of Arts or Associate of Fine Arts are built for transfer into one of the AZ state universities.
AGEC-S. This is for students who want to study programs that require more rigorous math and science when they transfer to the university. TOCC degrees of Associate of Science in Life Science and Associate of Science in Physical Science are built for transfer into one of the AZ state universities.
AGEC-B. This is for students who want to study business when they transfer to the university. The Associate of Business in Business Administration is the only degree with this type of AGEC at TOCC.

Associate Degrees of Applied Science AAS programs also have some Arizona General Education Curriculum (AGEC) requirements, which vary from program to program. These AAS, which are built for direct employment, include fewer (AGEC) units than an Associate of Arts (AA) degree. All of the AAS degrees include the Tohono O'odham Himdag course requirements: THO 101 or THO 106 and HIS 122.

Tohono O'odham Language Transfer to ASU, NAU and UA

TOCC now offers four semesters of Tohono O'odham language that transfer to ASU, NAU and UA. Currently, the University of Arizona is the only public university in Arizona to offer Tohono O'odham language classes. However, Northern Arizona University accepts THO 101, THO 102, THO 201, and THO 202 classes for transfer.

In addition, TOCC students who transfer to ASU, NAU or UA and have taken and passed THO 101 and THO 102 with a C or better, would be able to meet a second semester language requirement for any university program. TOCC students who transfer to these universities and have taken and passed THO 201 and THO 202 with a C or better could also meet a fourth semester language requirement for any university program. (THO 106 or THO 107 do not meet the university second or fourth semester language proficiency requirements.)

Free Tuition for the Tohono O'odham Language Course

The Tohono O'odham Community College Board of Trustees recently approved free tuition for the O'odham Language Course. Beginning in the 2018 Summer and Fall sessions and thereafter, O'odham members from Tohono O'odham Nation can now enroll in the Tohono O'odham Language course with free tuition. This offer is also extended to the Ak-Chin Indian Community, Gila River, and Salt River members.

Appendix C: Course Availability (Rotation of Courses)

Arts

Course	Semester Offered		
	Fall	Spring	Summer
ARH 101 History of Art I: Prehistory through Gothic	X		
ARH 102 History of Art II: Renaissance through Modern		X	
ART 100 Basic Design	X	X	X
ART 104 Digital Media and Photography I	X	X	
ART 105 Art Appreciation			X
ART 110 Drawing I	X	X	
ART 115 3-D Design	X		
ART 120 Basketry (Cross-listed with TOS 120	X		
ART 150 Color & Composition		X	
ART 151 Video I	X	X	
ART 180 Visual Communication Design I		X	
ART 204 Digital Media & Photography II		X	
ART 205 Painting I	X		
ART 210 Drawing II		X	
ART 230 Sewing I		X	
ART 240 Sewing II		X	

ART 255 Printmaking		X	
ART 290 Portfolio	AAFA Offered based on student's last semester		
The courses listed here are not all inclusive. There may be other courses TOCC offers on occasion or courses that may be used in this category that can be transferred in from another college or university.			

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Business, Accounting, Casino Operations, Economics, Management, and Marketing

Course	Semester Offered		
	Fall	Spring	Summer
ACC 101 Financial Accounting	X		
ACC 102 Managerial Accounting		X	
BUS 100 Introduction to Business	X	X	X
BUS 124		X	
BUS 148 Business Ethics: Morals in the Workplace	X		
BUS 220 Legal Environment of Business		X	
CAG 100 Casino Gaming Industry Basics		X	
CAG 112 Indian Gaming Law and Policy	X		
CAG 133 Customer Service, Management and Marketing	X		
ECN 201 Microeconomic Principles	X		

Course	Fall	Spring	Summer
ECN 202 Macroeconomics Principles		X	X
MGT 110 Human Relations in Business and Industry	X		
MGT 122 Supervision	X		
MGT 124 Small Business Management		X	
MGT 230 Dynamics of Leadership		X	X
MGT 280 Business Organization and Management		X	
MKT 111 Principles of Marketing	X	X	X
The courses listed here are not all inclusive. There may be other courses TOCC offers on occasion or courses that may be used in this category that can be transferred in from another college or university.			

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Early Childhood Education

Course	Semester Offered		
	Fall	Spring	Summer
ECE 105 Introduction to Early Childhood Education	X	X	
ECE 110 Emergent Language and Literacy	X		
ECE 217 Child Development	X	X	X
ECE 125 Health, Safety, & Nutrition	X		

Course	Semester Offered		
	Fall	Spring	Summer
ECE 226 Effective Interactions and Guidance		X	
ECE 228 Family, Culture, and Community		X	
ECE 291 Internship for Students with Experience in Early Childhood Education	X	X	

The courses listed here are not all inclusive. There may be other courses TOCC offers on occasion or courses that may be used in this category that can be transferred in from another college or university.

Elementary Education

Course	Semester Offered		
	Fall	Spring	Summer
EDU 111 Literacy Development in the Elementary Classroom	X		X
EDU 200 Introduction to Education	X	X	X
EDU 201 Diversity in Education	X		
EDU 202 Introduction to Special Education and Exceptional Learner		X	
EDU 220 Children's Literature		X	
EDU 203 Classroom and Classroom Relationship Management		X	

Course	Semester Offered		
	Fall	Spring	Summer
EDU 217 Child Development	X	X	X
MAT 146 Mathematics for Elementary Teachers I	X		
MAT 147 Mathematics for Elementary Teachers II		X	
The courses listed here are not all inclusive. There may be other courses TOCC offers on occasion or courses that may be used in this category that can be transferred in from another college or university.			

Mathematics

Course	Semester Offered		
	Fall	Spring	Summer
MAT 089 Elementary Algebra	X	X	X
MAT 142H College Mathematics	X	X	X
MAT 146 Mathematics for Elementary Teachers I	X		
MAT 147 Mathematics for Elementary Teachers II		X	
MAT 151 College Algebra	X	X	X
MAT 187 Pre-Calculus	X	X	X
MAT 212 Topics in Calculus	X	X	
MAT 220 Calculus I	X		
MAT 225 Basic		X	

Statistics			

Humanities

Course	Semester Offered		
	Fall	Spring	Summer
HUM 260 Intercultural Perspectives	X	X	X
LIT 174 Introduction to Native American Writings	X		
LIT 274 Native American Literature		X	
LIT 289 Literature and Film	Delivered Occasionally		
LIT 290 World Literature and Global Film	Delivered Occasionally		
PHI 101 Introduction to Philosophy	X	X	X
THO 101 Elementary Tohono O'odham I	X	X	X
THO 102 Elementary Tohono O'odham II	X	X	X
THO 106 Conversational Tohono O'odham	X		
THO 201 Intermediate Tohono O'odham	X		
THO 202 Advanced Tohono O'odham		X	

Course			
TRAD 104 Introduction to Drama	X	X	Delivered Occasionally
WRT 287 Beginning Creative Writing in Fiction	Delivered occasionally		
WRT 288 Beginning Creative Writing in Poetry	Delivered occasionally		

Social & Behavioral Sciences

Course	Semester Offered		
	Fall	Spring	Summer
ECN 201 Microeconomic Principles	X		X
ECN 202 Macroeconomic Principles		X	X
GEO 103 Cultural Geography		X	X
HIS 101 Introduction to Western Civilization I	X		
HIS 102 Introduction to Western Civilization II		X	
HIS 125 Tohono O'odham History and Culture II		X	
HIS 274 The Holocaust		X	
POS 110 American National Government and Politics	X		
POS 210 National & State Constitution		X	

Course			
POS 226/TOC 226 Tohono O'odham Nation Government			X
PSY 101 Introduction to Psychology	X	X	X
PSY 132 Psychology and Culture	X		
PSY 240 Human Growth and Development		X	
SOC 101 Introduction to Sociology	X	X	
The courses listed here are not all inclusive, there may be other courses TOCC offers on occasion or courses that may be used in this category that can be transferred in from other College(s) or University(s).			

Physical and Biological Sciences

Course	Semester Offered		
	Fall	Spring	Summer
ANR 111N Agroecology & Tohono O'odham Crop Production	Delivered occasionally		
ANR 128N Plant Ecology of the Sonoran Desert	Delivered occasionally		
ANR 130N Plant Science	Delivered occasionally		
ANR 290N Wildlife Conservation	Delivered occasionally		
ANR 210N Rangeland Conservation	Delivered occasionally		
ANR 221N Soil Science		X	

ANR 225N Environmental Issues and Conservation	Delivered occasionally		
ANR 286N Water Resources	X		
AST 101N Solar System	X		
AST 102N Stars, Galaxies, Universe		X	X
BIO 100N Biology Concepts	X	X	X
BIO 105N Environmental Biology	X	X	
BIO 109N Natural History of the Southwest	X		
BIO 127N Human Nutrition and Biology	X	X	X
BIO 160N Introduction to Human Anatomy & Physiology	X	X	
BIO 181N Unity of Life I: Life of the Cell	X		
BIO 182N Unity of Life II: Multicellular		X	
BIO 208N Tohono O'odham Ethnobotany		X	
BIO 254N Global Change Biology	X		
CHM 121N Chemistry and Society	X	X	
CHM 140N Fundamentals Organic & Biochemistry	X		

CHM 151N General Chemistry I	X	X	
CHM 152N General Chemistry II		X	
GEO 101N Physical Geography: Weather and Climate		X	X
PHY 121N Fundamentals of Physics I	X	X	
The courses listed here are not all inclusive, there may be other courses TOCC offers on occasion or courses that may be used in this category that can be transferred in from other College(s) or University(s).			

Addendums

Version	Date	Addendum	Approved by
2023.2	06/20/23	Added SARA wording on p. 34 under Ch. 2	Paul Robertson
2023.3	07/24/23	Added AA in Pre-Professional Nursing, AAS in Management and Supervision, and Certificate in Management and Supervision	Paul Robertson
2023.4	09/11/23	Clarified Academic Standing: Academic Alert, Academic Probation, and Academic Suspension from the Academic point of view	Paul Robertson
2023.5	10/12/23	Residency requirement to read 25% of all coursework regardless of type of degree pursued. Adding Faculty Drop policy and clarifying the Faculty Withdrawal process.	Board of Trustees
2023.6	12/14/23	Transfer of Credits to eliminate transcript reevaluation; Academic Suspension to read one semester instead of two semesters; Program Declaration to eliminate the word "year" in the existing paragraph; and Grading Scheme to change grading scheme and to add non-grade designations definitions.	Board of Trustees
2023.7	01/04/24	Added extended explanation on Veterans' Benefits.	Paul Robertson

This catalog was originally approved by the Board of Trustees on May 11. 2023