



**Tohono O'odham
Kekel Ha-maşcamakuđ**



**Tohono O'odham Community College
College Catalog**

2011-2012

CELEBRATING GENERATIONS
OF TEACHING AND LEARNING

ÑIA, OYA G T-TACCUI AM HAB E-JU:
OUR DREAM FULFILLED



**Tohono O'odham Community College
College Catalog
2011-2012**



Tohono O'odham Kekel Ha-maşcamakuđ

Tohono O'odham Community College

P.O. Box 3129

Sells, AZ 85634

Tel. (520) 383-8401

Fax (520) 383-8403

www.tocc.edu

Notes

The Tohono O’odham Community College Catalog 2011-2012 is the official catalog for Tohono O’odham Community College for academic year 2011-2012. All information—including statements on tuition, fees, course offerings, admission and graduation requirements—is subject to change without notice, obligation, or liability.

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

TOCC’s address for courier deliveries: Tohono O’odham Community College, Highway 86, Milepost 115.5 North, Sells, Arizona 85634.

Tohono O’odham Community College
P.O. Box 3129
Sells, AZ 85634
Tel. (520) 383-8401
Fax (520) 383-8403
www.tocc.edu

Table of Contents

Notes.....	ii
Table of Contents	iii
TOCC Vision	vi
TOCC Mission.....	vi
TOCC Goals.....	vi
The Cabinet Welcomes Students to TOCC.....	vii
Welcome from the Trustees	viii
Accreditation.....	ix
Tohono O’odham Himdag.....	ix
Timeline of the College.....	x
Chapter 1 Getting Started at TOCC.....	1
Everyone Is Welcome	2
Registration Checklist	2
Admission to TOCC	4
Immunizations	6
Placement Assessments.....	6
Orientation.....	7
Advising.....	8
Registration	8
Finance Office and Bookstore	11
Tuition and Fees	11
Tuition and Fees for 2011-2012	12
Payments	14
Refunds	14
Bookstore	15
Student Identification and Records.....	16
Privacy of Student Records–FERPA.....	17
Chapter 2 Student Life	19
Student Services and Resources.....	20
Student Rights and Responsibilities	22
Student Achievement.....	23
TOCC Library	23
Chapter 3 Financial Aid.....	25
Applying for Financial Aid at TOCC.....	26

The Major Federal Student Aid Programs.....	26
Who Can Receive Federal Student Aid?	27
How Is Financial Need Determined?	28
Application Process for Financial Aid	28
Student Aid Report (SAR)	31
Other Sources of Financial Aid	31
Payment Due Date for Pell Grant Recipients.....	32
Chapter 4 Academic Policies.....	33
Advising.....	34
Grading	34
Academic Progress.....	36
Student Classification and Standing.....	39
Graduation Requirements	39
Catalog of Record	40
Time Limit for Coursework.....	40
Chapter 5 Academic Requirements & Programs	41
Academic Requirements.....	42
The Himdag Requirement.....	42
Valuing General Education	43
AGEC: The Arizona General Education Curriculum.....	44
AGEC Requirements.....	45
General Education Requirements for AAS Degrees for Direct Employment.....	48
General Education Requirements for Certificates for Direct Employment.....	51
Pre-Program Requirements	52
Programs of Study.....	55
AGEC — Arizona General Education Curriculum (Certificates for Transfer)	56
AA — Associate of Arts in Liberal Arts (Degree for Transfer)	62
AA-SSE — Associate of Arts in Social Services (Degree for Transfer).....	64
ITC-CDA — Infant and Toddler Development CDA Certificate for Direct Employment	66
CRT-SSE, CRT-SAB — Certificates in Basic Social Services for Direct Employment .	68
CRT-SAB — Basic Social Services Certificate—Substance Abuse Prevention for Direct Employment	69
CRT-SSE — Basic Social Services Certificate for Direct Employment.....	70
ABUS — Associate of Business Administration (Degree for Transfer).....	72
AAS-BUS — Associate of Applied Science in Business with Management Specialty (Degree for Direct Employment)	74

AAS-OAP — Associate of Applied Science in Office and Administrative Professions (Degree for Direct Employment)	76
CRT-OAP — Certificate in Office and Administrative Professions for Direct Employment	78
AS — Associate of Science (Degree for Transfer)	80
AAS-ANR — Tohono O’odham Agriculture & Natural Resources Associate of Applied Science (Degree for Direct Employment)	84
Adult Basic Education (ABE) and General Equivalency Diploma (GED).....	86
Chapter 6 Occupational Programs.....	89
Chapter 7 Course Descriptions	91
How to Read the Course Description.....	92
Transferring Courses.....	93
Chapter 8 Personnel	117
Board of Trustees	118
Interim President.....	118
Cabinet.....	118
Faculty.....	119
Adjunct Faculty	120
Staff and Administration.....	120

TOCC Vision

Tohono O’odham Community College’s vision is to become the Tohono O’odham Nation’s center for higher education, and to enhance the Nation’s participation in the local, state, national, and global communities.

TOCC Mission

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

TOCC Goals

Tohono O’odham Community College’s goals are

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

T-Şo:şon – Our Core

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

T-Apedag – Our Well-Being: We believe that T-Apedag is inclusive of what is healthy and good for us (physically, spiritually, emotionally and mentally), and for the things around us.

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

I-We:mta – Working Together: We believe that I-We:mta is crucial for the success of the college.

The Cabinet Welcomes Students to TOCC

Şam 'a' i masma! Greetings!

We welcome you to Tohono O'odham Kekel Ha-maşcamakuđ (Tohono O'odham Community College). Whether you are a full time student in academic or occupational programs; part time; or taking classes for professional development, we are committed to making sure that you are successful in your studies. This catalog is designed to provide you with information required for admission, how to apply for financial aid, initial testing, and the courses and programs available at the College. The Catalog is also available on the TOCC website, www.tocc.edu

This year celebrates eleven years that TOCC has been offering courses, five years since initial accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA). It is six years since TOCC received federal designation as a Land Grant College. TOCC has just received re-accreditation for five years.

We hope that you will explore the many opportunities for learning at TOCC. The following are some of the many programs available and described in this Catalog:

- Certificate programs for direct employment
- Academic Programs for transfer and for direct employment

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

T 'a'ep 'em-ñei,

Jane Latané	Juana Clare Jose	Robert Ledman	Sylvia Hendricks
Interim President	Vice President of Education	Vice President of Administrative Services & Finance	Vice President of Student Services

Welcome from the Trustees

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

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

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

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

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

Cordially,



Mr. Bernard G. Siquieros

Chairman, TOCC Board of Trustees

Accreditation

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

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

Tohono O'odham Himdag

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

Weaving Curriculum into Himdag

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

Himdag Requirement

TOCC requires all students, as well as all regular employees, to pass the three-credit course **HIS 122** Tohono O'odham History And the full four-credit course Tohono O'odham Language (either **THO 101**). Details appear in Chapter 5.

Timeline of the College

1998	The Tohono O'odham Legislative Council passes resolutions chartering a community college and appointing trustees.
1999	The Board of Trustees meets and sets an ambitious agenda: to hire a Native American president within two years and a Tohono O'odham president within five years; and to achieve accreditation within five years. The Board hires TOCC's first president, Dr. Richard Durán and states TOCC's mission, vision, and goals.
2000	Classes start in January; a summer session is also offered.
2001	The Tohono O'odham Nation Career Center becomes part of TOCC. The College's second president (and first Native American president), Dr. Robert G. Martin, is hired.
2002	A second campus opens in Sells in temporary buildings.
2003	Initial candidacy for accreditation is confirmed by the Higher Learning Commission of the North Central Association of Colleges and Schools (the HLC–NCA).
2004	TOCC accepts a land offer from Schuk Toak District for a permanent campus. The Tohono O'odham Nation allocates \$6 million for the first phase of construction. TOCC is designated a land grant institution.
2005	TOCC achieves accreditation from the HLC–NCA. The College accepts a land offer from Pisinemo District for a satellite campus. The College's first Tohono O'odham president, Ms. Olivia Vanegas-Funcheon, is inaugurated. The land at Schuk Toak is blessed.
2006	The Pisinemo site is blessed, and the Capital Campaign is launched.
2007	TOCC has largest graduation to date. The Pisinemo lease is signed.
2008	The Capital Campaign goes public. The Schuk Toak lease is signed.
2009	Pre-construction activities such as water testing, digging of a well, laying of cable, and planning meetings are conducted.
2010	TOCC prepares for re-accreditation by the HLC-NCA.
2011	TOCC is re-accredited by the HLC-NCA with a focused visit on assessment and strategic planning in two years.



Chapter I
Getting Started
at
TOCC

Everyone Is Welcome

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

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

Full-Time and Part-Time Status

In order to plan long-term goals and strategies for success, all first-time students must see an advisor. Since balancing work schedules, career goals, and family needs affects course loads, TOCC offers various categories of admission. Students may enroll as full-time students (taking at least 12 credit hours) or part-time students (taking fewer than 12 credit hours).

Admissions Requirements

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

Classes for Personal Interest

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

Registration Checklist

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

Registration Checklist

Student Name: _____ Date: _____

Where do I go?	Completed <input type="checkbox"/>	Initial
BOOKSTORE	<input type="checkbox"/> Student has a zero balance on account.	
LIBRARY	<input type="checkbox"/> Student has no outstanding Books and does not owe any library fees.	
STUDENT SERVICES	<input type="checkbox"/> Address updated <input type="checkbox"/> Phone number updated <input type="checkbox"/> Student has declared Program of Study ___ Other _____ <input type="checkbox"/> Application on File <input type="checkbox"/> High School or GED Transcripts on File <input type="checkbox"/> Previous College Transcripts on File <input type="checkbox"/> Tribal Enrollment Verification on File <input type="checkbox"/> Proof of Arizona Residency on File <input type="checkbox"/> Social Security Card on File <input type="checkbox"/> Copy of Immunization Records on File <input type="checkbox"/> Student has TOCC ID	
ASSESSMENT	<input type="checkbox"/> Student has completed the Assessment Testing <input type="checkbox"/> Assessment Scores are on file: Writing____, Math____, Reading____ <input type="checkbox"/> Student has scheduled an Assessment Test for: ____ / ____	
ORIENTATION	<input type="checkbox"/> Student has attended a TOCC Orientation Session within past 3 years <input type="checkbox"/> Student has scheduled to attend Orientation for upcoming semester <input type="checkbox"/> Other _____	
ADVISING	<input type="checkbox"/> Student has received a copy of the College Catalog <input type="checkbox"/> Student has been advised that the Student Handbook is available online <input type="checkbox"/> Student has met with Student Support Specialist to determine schedule <input type="checkbox"/> Other _____	
REGISTRATION	<input type="checkbox"/> If student is 16 years of age or younger, he/she has completed an Under Age Permission Form <input type="checkbox"/> Student has met all prerequisite requirements for courses registering for Student is now registered for: <input type="checkbox"/> 12-18 credits (full time) <input type="checkbox"/> If student is exceeding the maximum load of 18 credits, he/she has submitted an approval from the Vice President of Education <input type="checkbox"/> 7-11 credits (three-quarters time) <input type="checkbox"/> 6 credits (half time) <input type="checkbox"/> 3-5 credits (less than half time) <input type="checkbox"/> If student has requested "Audit Status," he/she has submitted an Audit Form	
FINANCIAL AID	<input type="checkbox"/> Student has visited the Financial Aid Office <input type="checkbox"/> Student has obtained the Free Application for Federal Student Aid (FAFSA) Pin <input type="checkbox"/> Student has completed the Free Application for Federal Student Aid (FAFSA) form	
BOOKSTORE	<input type="checkbox"/> Student has obtained his or her invoice/booklist and paid the bill	
RETURN this completed checklist to the Student Services Administrative Assistant.		
STUDENT SERVICES	<input type="checkbox"/> Student has received a copy of the completed Registration Checklist	

Admission to TOCC

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

Who May Enroll

You are eligible for admission if you are

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

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

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

Admissions Policy

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

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

How to Apply

Applications may be submitted by the following means:

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

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

- TOCC Application for Admission

- Official high school transcript or GED
- Proof of Arizona or other residency (state-issued i.d.)
- Social Security Card
- Immunization Records
- Proof of tribal affiliation (if applicable)
- Certificate or Ability to Benefit Document (if applicable)
- Official transcripts from previous college (if applicable)

Categories of Admission

TOCC has these types of admissions:

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

Regular Admissions

A regular student is one who is a high school graduate or GED recipient, or who has met Ability to Benefit criteria, and who is working toward the completion of a certificate, degree, or other credit or clock-hour courses and/or programs.

Special Admissions

Special Admission applies in the following cases:

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

International Admissions

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

Underage Student Admissions

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

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

Out-of-State Admissions for Tohono O'odham Nation Members and Others

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

Other out-of-state students must meet all other admissions guidelines and will be charged the appropriate out-of-state tuition and fees.

Immunizations

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

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

Placement Assessments

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

Who Is Required To Take Placement Assessments?

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

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

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

The following students do not need to take placement assessments:

- Students who have earned a degree or certificate from an accredited institution
- Students who can document competencies in reading, writing, or mathematics through prior assessment or college-level coursework
- Students enrolled only in non-credit, contract, or special interest courses

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

Walk in or Schedule an Appointment

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

Special Accommodations

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

Orientation

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

Choice of Orientation Format

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

- Complete **STU 100**, a one-credit course offered each semester, *or*
- Attend a pre-registration Orientation Workshop

How to Enroll in Orientation

To schedule an orientation, students must

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

Exceptions to Advising/Orientation Requirements

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

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

Advising

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

Academic Advising

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

Registration

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

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

Schedule of Classes

In addition to the *TOCC College Catalog*, one of the main documents students will need during their college career is the *Schedule of Classes*. This is published before the registration period for the fall and spring semesters and summer sessions. The *Schedule of Classes* contains a list of courses being offered, with the dates, times, and locations of each class section. It also provides

instructions on when and how to register and has important dates and deadlines for upcoming semester or sessions. A copy can be obtained at the Academic Advising Office, by calling (520) 383-8401, or online at www.tocc.edu

Planning for Registration

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

Styles of Classes

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

Declaring a Program of Study

Students should declare a program of study (a major) when applying for admission and should make sure it is listed correctly on their records. Current programs offered by TOCC are explained in Chapter 5. A Student Support Specialist is available to help students choose the right program of study. The program of study can affect financial aid or veteran's benefits. Students may change their program of study at any time.

Maximum Credit Hours

Students can enroll for a maximum of 18 credit hours in either the fall or spring semester, and for a maximum of 9 credit hours during summer sessions. These limits include resident work, registration with another college, and extension, correspondence, or high school courses taken at the same time that one is taking TOCC classes.

Students who wish to exceed the maximum load of credit hours must obtain approval from the TOCC Vice President of Education.

Course Prerequisites

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

Transfer of Credits

Students who have taken classes at another college or university may transfer those credits to TOCC. TOCC may accept course credits with a grade of "C", its equal, or better from colleges and schools accredited by any of the following:

- Middle States Association of Colleges and Secondary Schools
- New England Association of Colleges and Schools, Inc.

- North Central Association of Colleges and Schools
- Northwest Association of Secondary and Higher Schools
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

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

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

Advanced Placement

Students have the opportunity to earn college credit by evaluation of prior learning. They may be able to receive credit by passing specified examinations or by portfolio. Students must be currently enrolled at TOCC in order to receive such credit. Advanced placement credit may include any of the following:

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

Note: 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 on credit by examination for specific courses, contact the Vice President of Education.

Advanced Placement (AP) Credits

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

College-Level Examination Program

TOCC accepts for college credit passing scores for both the general and subject examinations of the College-Level Examination Program (CLEP). Students must pay a registration service fee and an examination fee for each test. Passing scores for subjects credited through the CLEP are

recorded with a “P” grade. No record is made of failing scores. CLEP Examinations are available through the Testing Office at the University of Arizona, (520) 621-7589.

Finance Office and Bookstore

After completing registration and orientation and visiting the Financial Aid Office, please come to TOCC’s Bookstore to pay your tuition and fees. It is located in Building 200 at Main Campus. The Bookstore is open Monday through Friday, 8:00 a.m. to 5:00 p.m., with additional hours during the first two weeks of classes. Call (520) 383-0026 for the Bookstore or (520) 383-8401 for the Finance Office for more information.

Tuition and Fees

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

Tuition and Student Activity Fee for College Credit Courses

Tuition and fees are listed in tables starting on page 12. Anyone who registers for a course will owe tuition; students must officially withdraw from a course by the stated deadline to receive a tuition refund. Tuition for TOCC’s credit courses is \$52.00 per credit hour. A required \$4.00-per-credit-hour Student Activity Fee is added to students’ bills, resulting in charges of \$56.00 per credit hour for in-state residents. The Student Activity Fee allows the college to provide financial support for various student activities and clubs.

Other Fees

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

In-State Residency

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

Note: Enrolled Tohono O’odham members who reside out of state pay in-state tuition.
--

Payment Due Date

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

Textbook Payments

Students may purchase textbooks at the TOCC Bookstore on the Main Campus. The bookstore accepts payment for books in cash, credit cards, or by presentation of a third-party guarantee. Examples of third-party guarantees include:

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

Noncredit College Courses

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

Tuition and Fees for 2011-2012

Credit Hours	Tuition and Student Activity Fee	
	In-State Residents' Tuition + \$4.00/Credit Student Activity Fee	Non-Residents' Tuition + \$4.00/Credit Student Activity Fee
1	\$56	\$154.00
2	\$112	\$308.00
3	\$168	\$462.00
4	\$224	\$616.00
5	\$280	\$770.00
6	\$336	\$924.00
7	\$392	\$1,078.00
8	\$448	\$1,232.00
9	\$504	\$1,386.00
10	\$560	\$1,540.00
11	\$616	\$1,694.00
12	\$672	\$1,848.00
13	\$728	\$2,002.00
14	\$784	\$2,156.00
15	\$840	\$2,310.00
16	\$896	\$2,464.00

Processing Fees

Semester Processing Fee (a non-refundable fee due every semester, including summer session)	\$5.00
Out-of-State/Out-of-Country Application	\$25.00
Assessment Fee for Non-enrollees	\$5.00
Official Transcripts (per copy)	\$5.00
Graduation Application	\$30.00
GED Test Processing Fee (due to TOCC)	\$25.00
GED Test (due to testing location)	\$100.00
GED Test (per section, for repeating the section)	\$15.00
First ID Card	\$2.00
Reissue of ID Card	\$5.00
Deferred Tuition Payment Plan Processing Fee (non-refundable)	\$15.00
Course Repeat Fee (for third attempt and beyond)	\$39.00

Miscellaneous Credit Course Fees

Miscellaneous Lecture Fee	Not to exceed \$40.00 per course (for recovery of extraordinary course-specific costs)
Miscellaneous Laboratory Fees	Not to exceed \$20.00 per course
Distance Education Course Fee	\$5.00
Course-Related Field Trip	Based on actual cost of field trip
Withdrawal Charge (from 7 or more credits)	\$10.00

Other Possible Costs and Payments

Condition	Cost
Past-Due Tuition	Amount of Tuition Due
Past-Due Book Loan	Amount of Loan \$25.00-\$100.00
Fee for Late Tuition or Late Repayment of Book Loan	5% of balance: minimum of \$25.00, maximum of \$100.00 (per occurrence)
Non-sufficient Funds (NSF) Payment Fee	\$25.00 (per occurrence)
Excessive Loss or Breakage	Replacement Cost
Lost Library Item	Replacement Cost Plus \$10.00 Processing Fee
ID Card Replacement	\$5.00

Total Payment

Total payment due to TOCC each semester includes the following items:

- Student Activity Fee
- Tuition
- Processing Fees
- Miscellaneous Fees (as needed)
- Other Possible Costs (as needed)

Note: Tuition and fees are subject to change; the rates published in this catalog are applicable at the time of printing. See the TOCC website for updates.

Tuition and Fee Holds; Other Possible Costs and Payments

Students who owe Tohono O'odham Community College money from a previous term cannot register for the current term until they pay the debt or make arrangements for payment. For an immediate release of the hold on registration, the student must pay Tohono O'odham Community College in cash, check or credit card. Payments by check require fifteen working days before the hold can be released. For more information, call the Finance Office, (520) 383-8401.

Payments

The Bookstore handles all payments for tuition and fees. The Bookstore is located in building 200 at TOCC's Main Campus. The Bookstore is open Monday through Friday, 8:00 a.m. to 5:00 p.m., with additional hours during the first two weeks of classes. Call (520) 383-0026 for the Bookstore or (520) 383-8401 for the Finance Office for more information.

Payment Deadline

Students must pay tuition and fees prior to the first day of classes. Check the *Schedule of Classes* each semester for payment deadlines, or call the Bookstore, (520) 383-0026, or the Finance Office, (520) 383-8401.

Students owe tuition for all classes for which they have registered. Undesired classes must be dropped by the official drop deadline. Also, if students add classes after making payment, they must pay additional tuition and any fees related to those classes. A late fee will be assessed on all accounts not paid in full by the deadline.

Payment Options

Students may pay in person at the TOCC Bookstore or by mailing the payment to the TOCC Finance Office, P.O. Box 3129, Sells, AZ 85634. Tohono O'odham Community College accepts U.S. funds via the following forms of payment:

- Cash
- Credit cards
- Personal checks
- Traveler's checks
- Money orders or cashier's checks
- Third-party payment by purchase order or check

Checks should be made payable to Tohono O'odham Community College, and the student's Student Identification Number should be noted on the check memo line. Students paying by check in person should be prepared to show a picture I.D.

Third-party payers covering tuition for individuals or groups must ensure that the TOCC Finance Office has received payment by stated deadlines. Call the Finance Office at (520) 383-8401 to make arrangements.

Tuition Deferment

Payment of tuition and fees is due at the time of registration. However, TOCC offers an option to have up to half of your tuition deferred for a period not to exceed 30 days. You must pay at least half of your outstanding tuition, plus a \$15.00 processing fee, at the time you make the request for tuition deferral. Please request this option at the Bookstore.

Refunds

TOCC policy states that students must follow the established procedures for refunds of tuition and fees to students.

Refund Schedule

Students who drop classes by the drop deadline may have a percentage of their tuition for the dropped classes refunded. The Student Activity Fee and processing fees will not be refunded.

The table below shows the amount of refund that students can expect in all cases except 1) cancellation of a class by TOCC or 2) military assignment or transfer orders. For those special cases, please see below.

Note: Refunds are made only if the student has officially dropped or withdrawn from a class. Tuition only will be refunded. The Student Activity Fee and processing fees will not be refunded.

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

Special Case: Cancellation of a Class

If TOCC cancels a class, students will be refunded all applicable tuition and fees, or receive credit toward another class within the refund deadline period within the same semester. Thereafter, students will be refunded tuition. The Semester Processing Fee of \$5.00 is non-refundable.

Special Case: Military Assignment—Written Request Required

A full refund of tuition and the Student Activity Fee will be allowed, even after the drop date and withdrawal deadline, for military assignment or transfer. A request for the full refund must be made in writing to the TOCC Director of Admissions and must include a copy of the military assignment or transfer orders.

Refund Deadlines and Details

Check the Academic Calendar in this catalog or in the *Schedule of Classes* to learn the refund deadlines, which generally occur thirteen days after the start of each semester. Please note the following important points about refunds:

- **A student must officially drop or withdraw from a class to receive a refund.** Refunds will not be given just for non-attendance or for ceasing to attend a class.
- Refunds are processed via check.
- Official refund checks will be mailed. Please make sure the College has your current address.
- All outstanding debts owed to TOCC may be deducted from your refund.
- If you receive federal financial assistance, your refund will be paid directly back to the sponsoring program, as required under federal guidelines.

Bookstore

The TOCC Bookstore on the Main Campus stocks textbooks for college courses, as well as school supplies, TOCC memorabilia, local souvenirs, and a small collection of everyday

necessities. Students should check with their instructors and on the course syllabus for the required textbooks and materials needed for classes.

Before textbooks can be taken from the store, payment must be made in full. The Bookstore accepts payment for books in cash or credit card or by presentation of a third-party guarantee. Examples of third-party guarantees are an original purchase order; the copy of a purchase order that has already been sent to TOCC's Finance Office; or a signed letter from an employer. Refunds will only be given for textbooks returned in their original condition.

For more information, visit the Bookstore at TOCC's Main Campus in Building 200, or call (520) 383-0026.

Student Identification and Records

Assigned Student Identification Number

Each student admitted to TOCC is issued an Assigned Student Identification Number. This number appears on the student's identification card and is tied to the student's record at TOCC.

Student Identification Cards

A student Identification Card will be issued when registering for the first time. It provides access to the TOCC Library, the Bookstore, the Advising Centers, and the Computer Labs. I.D. cards are obtained by paying a \$2.00 fee to the cashier in the TOCC Bookstore and then presenting the receipt to the Student Services Office. I.D. cards must be validated each term.

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

Use of Social Security Numbers

All students who are United States citizens, resident aliens, or non-citizens who have been issued a Social Security Number are required to provide the Social Security Number (SSN) on the Application for Admission, on all local, state, or federal student financial aid applications and forms, and on any forms required for TOCC employees.

The SSN is used to match current and future records with any past records in order to ensure that students receive full academic credit for all work. The SSN is also required for reporting tax credit information to the federal government and for financial aid information. Social Security Numbers are not used as Student Identification Numbers.

Third-Party Transactions

Students who wish to have a parent, spouse, friend, or other third party complete any transactions, such as registration, which affect their educational record must provide the third party with the following:

- The student's photo ID
- A statement describing the transaction and granting the third party permission for the student
- The student's signature and the date on the statement

Transcript Request

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

Privacy of Student Records–FERPA

TOCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with this Act. Contact the TOCC Admissions and Records Office at (520) 383-8401 for more information.

TOCC designates categories of student information as directory information. This information includes the student's name, address, telephone number, date of birth, major field of study, classification status (regular, special, full-time, part-time), dates of attendance, degrees, honors, awards received, and most recent previous educational institution attended by the student. Although TOCC maintains a closed (unpublished) student directory, such information may be disclosed by TOCC for any purpose and at its discretion. Under the Family Educational Rights and Privacy Act of 1974, currently enrolled students may instruct TOCC not to disclose public or directory information for any purpose.

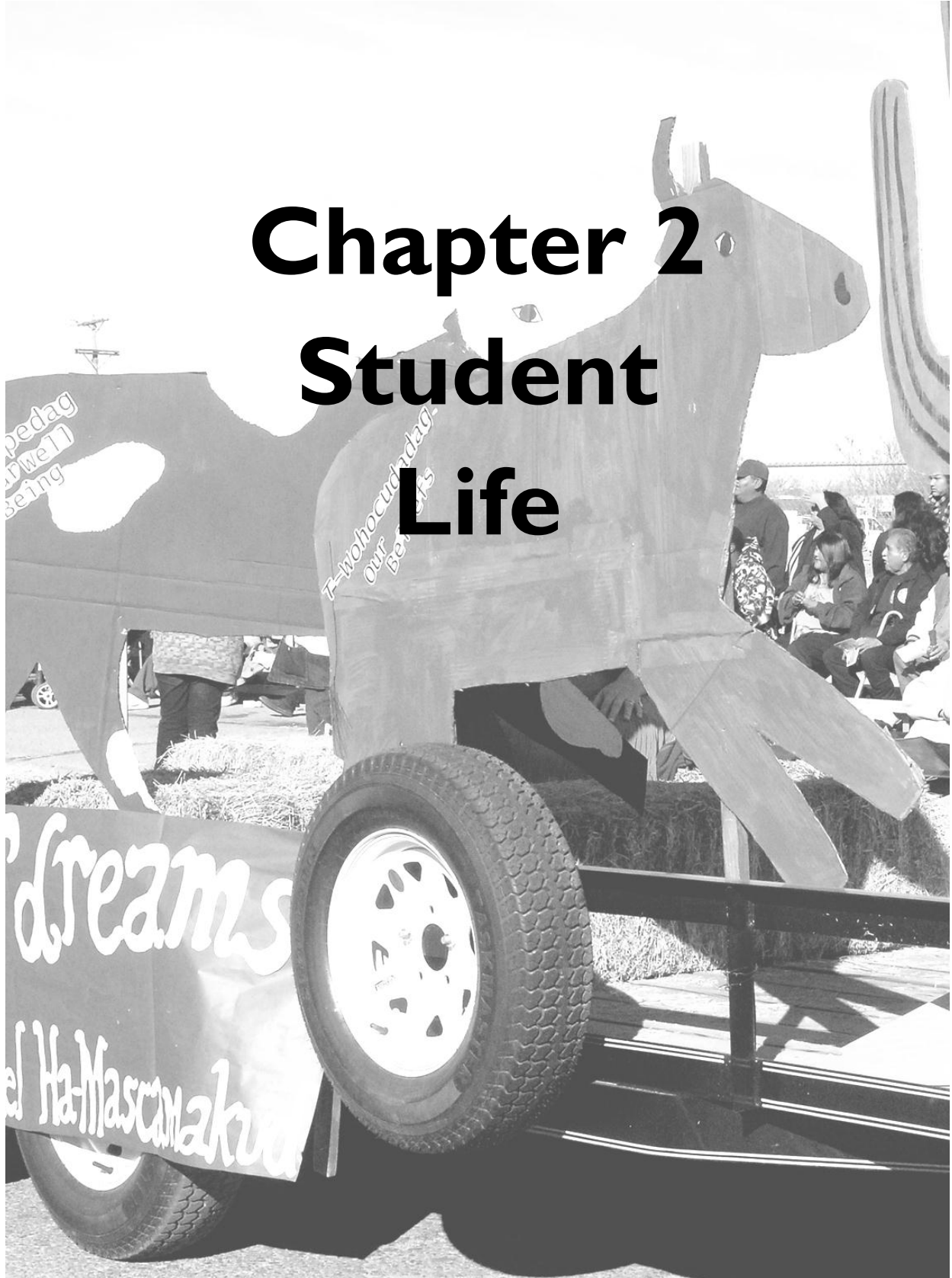
Withholding Student Information

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

Chapter 2

Student

Life



Student Services and Resources

Getting Involved

TOCC offers a rewarding life for its students. There are opportunities to get together to share common interests, celebrate diverse cultures, enjoy recreational and learning activities, and much more. In addition, there are avenues available to develop and demonstrate leadership qualities, to establish contacts within the College and within the Tohono O'odham Nation's community, and to be a voice within and for TOCC. Students are encouraged to take the initiative to become involved in the life of the College. This chapter presents the many options for involvement.

Student Services Office

TOCC's Student Services Division is located at Main Campus in Building 100. For the many services offered to enrolled students at TOCC, please see Chapter 1, Getting Started at TOCC.

Advising and Mentoring

Academic Advisors are available year-round to help students choose courses and make decisions that best meet their educational needs. Both walk-in services and appointments are available. Academic advising is introduced in the enrollment process in Chapter 1, Getting Started at TOCC. Enrolled students should meet with their academic advisors (Student Support Specialists) and faculty mentors at least once a semester to ensure that they are on track with their program of study.

Counseling

A counselor is available to help students with decisions and situations that go beyond academic advising but that may involve educational issues. The TOCC counselor, located in Building 100 on Main Campus, is available for walk-in sessions or by appointment. For more information, call (520) 383-0033, Counselor, or (520) 383-0047, Student Services Office.

Counseling services can help in a variety of ways. The counselor is ready to help students decide on college majors and careers that match their interests, abilities, and personalities. The counselor helps students develop study skills, test-taking techniques, and strategies for college success. The college also offers support with stress management, personal issues and helps students identify appropriate community agencies for assistance.

The counselor is available to assist students with self-awareness, personal development, and the achievement of academic success. The counseling office assists students in the development of effective time management and study skills.

The Tohono O'odham Himdag serves as the primary foundation to enhance student personal and educational development. Activities for students and community members that focus on Tohono O'odham Himdag or Native American culture include traditional storytelling, traditional singing, rattle making, basket weaving, flower making, woodcarving, pottery making, and talking circles. To schedule a counseling appointment, call (520) 383-8401.

Tutoring

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

Career Services

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

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

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

Health and Wellness

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

Leadership: Student Clubs and Organizations

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

***Ka: g T-Ñi'okĩ*—The Student Senate**

Ka: g T-Ñi'okĩ, the Student Senate at TOCC, has the mission to “represent, voice, and implement the ideas, concerns and interests of the student body of Tohono O'odham Community College.” Student Senators serve on various task forces and committees that make recommendations to the TOCC Board of Trustees. Students are encouraged to participate in the Senate to gain leadership, citizenship, and volunteer experience. *Ka: g T-Ñi'okĩ* has several officers, including a president, vice president, treasurer, secretary, and two student representatives from Occupational Programs. In addition, a faculty advisor provides support to the Student Senate. To learn more about the Senate, students may inquire at the Vice President of Student Services Office in Building 100 on the Main Campus or call (520) 383-8401.

Resources for Students with Disabilities

TOCC will make every effort to ensure that qualified individuals with a disability are provided a reasonable accommodation and promote respect for the dignity and equal treatment of individuals with disabilities. Student requests for accommodation due to disability are processed through the Office of the Vice President of Student Services. A counselor will provide intake assistance, eligibility determination with appropriate documentation, student services plans, faculty notification of accommodation, and monitoring of student accommodations.

Student Rights and Responsibilities

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

Student rights and responsibilities are fully described in the *TOCC Student Handbook*. The *Handbook* is available from the Student Services Office at TOCC’s Main Campus, or online at www.tocc.edu

Attendance Policy

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

Service Learning

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

Drug-Free School and Communities Act Information

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

Legal Sanctions

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

Support Resources

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

Student Achievement

AIHEC and AICF

The American Indian Higher Education Consortium (AIHEC) and the American Indian College Fund (AICF) are two organizations that provide opportunities to TOCC students.

TOCC usually selects one student to accompany College administrators to the AIHEC winter meetings in Washington, D.C. Each spring, several TOCC students travel to the American Indian Higher Education Consortium (AIHEC) student conference, a gathering of student representatives from tribal colleges and universities throughout the country.

The American Indian College Fund awards scholarships to AICF Students of the Year. This is a prestigious award recognizing academic achievement and community service. The Student of the Year Award is presented at the AIHEC student conference and recognized again at TOCC's Commencement. The award is accompanied by a scholarship sponsored by the Castle Rock Foundation.

TOCC Library

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

Library Resources and Services

The Library's collections include books, journals, photographs, maps, vertical files, CD-ROMs, audiotapes, videos, DVDs, posters, gray literature, artwork, software loaded on the computers, indexes, electronic subscription databases, and Internet access. The Library's online reference is available at www.youseemore.com/TOCC/readyref.asp

Subscription databases are password protected. Please see the Librarian for more information.

Computers are available for use by students and community members. Special Collections focus on all materials in all media that pertain to the O'odham, including the Tohono O'odham in both the United States and Mexico, the Akimel O'odham (also known as the Pima), and the Hia-ced O'odham. Special Collections materials, as well as videos and DVDs, must be viewed in the Library and are not available for check out.

TOCC students, faculty, staff, and community members may borrow materials from the Library with a current TOCC identification card, which may be obtained for \$2.00 from the Finance Office in Building 200. The holder of the identification card is responsible for all materials checked out on the card, including replacement of any item that is damaged or lost. Replacement charges include the Library's cost to replace the item and a \$10 non-refundable processing fee.

TOCC does not charge for overdue materials, but any overdue item will be considered to be lost until it is returned in good, usable condition. Lost items may result in a student not being able to

obtain grades, transcripts or a diploma; to register for classes; or to use his or her library privileges. Community members may have their library privileges suspended until the items are returned or replaced.

Interlibrary Loan

Tribal colleges and universities that belong to the American Indian Higher Education Consortium (AIHEC) participate in interlibrary loan services to each other. If one of the AIHEC member libraries does not have what a student needs, there are other ways to access the material.

Locations and Hours

The TOCC Library is located at TOCC's Main Campus in Room 401, next to the TOCC Main Campus Computer Lab (Room 402). In addition, there is a West Campus branch of the library to serve students, faculty, and staff at that location. During semesters, the Main Campus Library and Computer Lab hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. West Campus Library is open Monday through Thursday 10:00 a.m. to 4:00 p.m. (except lunch hour). Saturday hours vary each semester, so please contact the Library for more information. The Library and Computer Lab are closed on Sundays, on all TOCC holidays, and has limited hours during summer, as well as during spring and fall breaks.. Occasionally an emergency necessitates the early closing of the Library, but staff make every possible effort to prevent this from happening.

Contact the Library

The Librarian and Library Assistant can be reached at these contacts:

(520) 383-0032

(520) 383-8401 (college receptionist)

Fax (520) 383-8403

www.tocc.edu/library (general information)

www.youseemore.com/TOCC/ (library website and catalog)

www.youseemore.com/TOCC/readyref.asp (library online reference)



Chapter 3

Financial Aid

Applying for Financial Aid at TOCC

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

Applying for Financial Aid

Here are the steps for applying for financial aid:

1. Visit the TOCC Financial Aid Office to meet with the Financial Aid Specialist to fill out a Free Application for Federal Student Aid (FAFSA) form and to obtain your Federal PIN Number to use on the form. Inquire about other sources of financial aid and procedures.
2. Complete the FAFSA and submit. The TOCC Financial Aid Office will assist students in filling out the FAFSA. The form is also available online at www.FAFSA.ed.gov.
3. Apply for other sources of financial aid with the assistance of TOCC’s Financial Aid Office.

The Major Federal Student Aid Programs

The U.S. Department of Education (ED) offers two major types of aid. *Grants* are gift aid and do not have to be repaid unless an overpayment has resulted due to the student withdrawing from school before the planned end of the period of enrollment for which the grant was awarded. It is the school’s responsibility to inform the student whether any funds must be returned to ED. *Federal Work-Study* provides income (which does not have to be repaid) from a part-time job.

The U.S. Department of Veterans Affairs (VA) also provides several types of *educational benefits* for students who qualify.

a. Federal Grants: The Pell Grant

Federal Pell Grants are awarded according to rules set by Congress. If a student is eligible on the basis of these rules, an eligible school will pay the student his or her grant.

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

Campus-based programs are administered by the financial aid office at eligible schools that choose to participate. ED provides funding for the campus-based programs at participating schools based upon the amount the school has applied to receive, the amount available nationally and the amount the school utilized in the previous year.

c. Veterans Benefits

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

Montgomery GI Bill–Active Duty

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

Dependents' Educational Assistance Program (DEA)

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

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

Veterans Educational Assistance Program (VEAP)

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

Reserve Educational Assistance Program (REAP)

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

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

Who Can Receive Federal Student Aid?

General Eligibility Requirements

Eligibility for most federal student aid programs is based on financial need rather than on academic achievement. To have their financial need determined, students must complete and file a Free Application for Federal Student Aid (FAFSA).

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

1. Have a high school diploma or its equivalent, receive a passing score on an independently administered examination approved by the Education Department, or have been homeschooled and either 1) have a secondary school completion credential for home schools as provided for under state law, or 2) if the state does not require the credential described above, have completed secondary school education in a home school setting that qualifies as an exemption from the compulsory attendance requirements under state law
2. Enroll as a regular student in an eligible degree for certificated program
3. Be a U.S. citizen or eligible noncitizen
4. Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)

5. Make satisfactory academic progress
6. Sign certifying statements on the FAFSA such as agreeing to use federal student aid funds only for educational expenses

How Is Financial Need Determined?

A student must demonstrate financial need to be eligible for most federal student aid. At its simplest level, a student's financial need is the difference between the student's cost of attendance at school and the amount the family is expected to contribute to the student's education.

Need Analysis

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

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

The Financial Aid Package

Using all available federal and nonfederal aid, the TOCC Financial Aid Administrator constructs a financial aid package that comes as close as possible to meeting the student's demonstrated financial need; however, because funds for all programs are limited, the amount awarded can be less than the amount for which the student is eligible. The financial aid package often is presented to the student in an award letter, whether hard copy or electronic. The student may accept or decline any of the financial aid offered. While the U.S. Department of Education (ED) does not regulate how a postsecondary school packages aid, it does require that the institution inform all students about all federal, state, local, private and institutional financial assistance for students available at that institution. In addition, the Department of Education requires that participating institutions describe the procedures and forms for application, the student eligibility requirements, the selection criteria, and the criteria for determining the amount of an aid award.

How Much Federal Pell Grant Funding Can a Student Receive?

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

Application Process for Financial Aid

The most important step in applying for financial aid is to complete the Free Application for Federal Student Aid, or FAFSA. A student needs to complete the FAFSA each year.

Planning Early with FAFSA4caster

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

Getting a Federal Student Aid Personal Identification Number (PIN)

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

How does a student or parent use a PIN?

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

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

Why Does a Parent Need a PIN?

At least one parent of a dependent student must sign that student's application. The PIN is the most efficient way to sign the FAFSA. Because each person signing a FAFSA needs his or her own PIN, a dependent student's parent should get a PIN. A parent's PIN can be used to sign FAFSAs for all of the parent's children and/or for the parent's own FAFSA.

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

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

You can find a list of items needed to complete the FAFSA at www.fafsa.ed.gov/before003.htm

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

A useful tool in preparing to complete the online application is the FAFSA on the Web Worksheet (available in English or Spanish). The worksheet, designed for applicants who prefer to fill something out in writing before applying online, lists the FAFSA questions and provides boxes for students' (and parents') answers. The order of questions on the worksheet follows that of FAFSA on the Web, which differs from the paper FAFSA. Therefore, to avoid confusion, we recommend that students not use paper FAFSAs to prepare for FAFSA on the Web. A draft copy of the worksheet is available in the Financial Aid office.

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

When to Apply

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

The FAFSA may be completed on or after January 1 of each award year and will be accepted until June 30 of the following year. For instance, for award year 2012-2013, FAFSA may be submitted between January 1, 2012, and June 30, 2013.

How to Apply: FAFSA on the Web

FAFSA on the Web, available in both English and Spanish, allows students to complete their FAFSAs faster and more easily than any other application method. This Internet application offers detailed online help for each question as well as live, online one-on-one communication with customer service representatives. Due to the ease of applying this way, more than 90 percent of all FAFSA applicants complete the form on the Web—and the numbers are growing all the time. The address for FAFSA on the Web is www.fafsa.ed.gov

Saving the FAFSA with a Password

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

The password is different from the PIN. The PIN allows the student to sign the FAFSA or to access processed FAFSA data, whereas the password is created solely to access the incomplete application at a later time.

Signing the Application with a PIN or Signature Page

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

Submitting the FAFSA and Getting an Estimated EFC

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

Applying through TOCC

Students also may file the FAFSA at the TOCC Financial Aid Office. The student provides the necessary information, the school enters the information electronically and then sends it electronically to the Central Processing System. If you are interested in this option, please contact the Financial Aid Administrator at (520) 383-0075.

Paper Application Method

Students may complete a paper FAFSA (available in English and Spanish) and submit it for processing using an envelope. The Central Processing System (CPS) also will accept FAFSAs printed out from PDFs that are available at www.fsa4counselors.ed.gov

Student Aid Report (SAR)

The Student Aid Report (SAR) is the document that students receive from the U.S. Department of Education in response to their FAFSA. The SAR informs the student of the Expected Family Contribution (the EFC) and of the federal student aid available to him or her.

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

For More Information

Please visit the TOCC Financial Aid Office during business hours located in Building 200 on TOCC's Main Campus. Students may reach the Financial Aid Office by phone (520) 383-0075 or by fax (520) 383-0029.

Other Sources of Financial Aid

Financial aid may also be awarded from nonfederal sources. Many postsecondary schools offer aid. Most require that the student submit an application in addition to the Free Application for Federal Student Aid (FAFSA) to be considered for institutional aid. The best source of information on aid available at a school is the school's financial aid office.

Campus-Based Work Study

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

Private Scholarships

A student also might qualify for a private grant or scholarship for academic achievement awarded by private sources recognizing religious affiliation, ethnic or racial background, community activities, athletic ability, hobbies, or special interests. The federal student aid website, which can be found at www.FederalStudentAid.ed.gov, offers a free scholarship search based on these and other criteria.

Tohono O'odham Nation Scholarship Office

TOCC encourages students to contact the Scholarship Office within the Department of Education of the Tohono O'odham Nation to pursue possible sources of financial aid from the Nation. Call (520) 383-8650 for more information. Students may also seek financial support from their District Council's Education Committee.

American Indian Education Foundation

The American Indian Education Foundation (AIEF) was established to support educational opportunities for American Indian and Alaska Native students. Their vision is strong, self-

sufficient American Indian communities. Scholarships are awarded for each school year and recipients are chosen by a national selection committee. More information on the American Indian Education Foundation can be found on the foundation's website at www.aiefprograms.org, or by calling the AIEF regarding the Fund's scholarship program (800) 881-8694.

American Indian College Fund

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

Satisfactory Academic Progress Policy

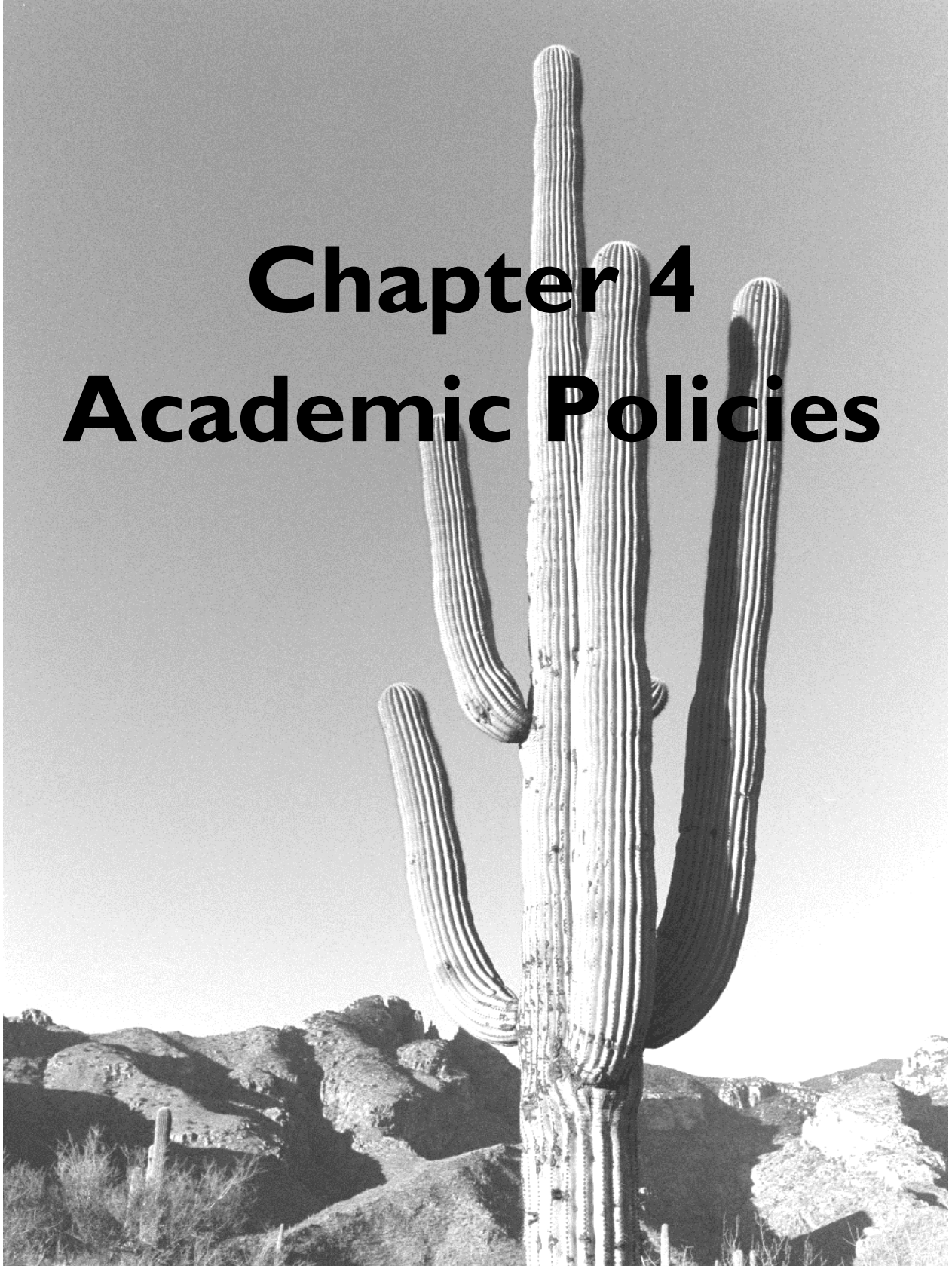
The U.S. Department of Education requires an institution of postsecondary education to have standards of "Satisfactory Academic Progress." In agreement with this regulation, Tohono O'odham Community College has adopted a policy regarding "Satisfactory Academic Progress" for each student's course of study. This policy, presented on pages 36, considers the student's academic performance throughout the course of study, **regardless of whether the student has received aid**. A student's previous cumulative grade point average at Tohono O'odham Community College is reviewed regardless whether the student received financial aid at the time. In addition to the requirement of the Department of Education, the college believes the Satisfactory Academic Progress Policy will allow the TOCC Financial Aid Office to provide the best way to give limited funds to eligible students.

Payment Due Date for Pell Grant Recipients

Under certain circumstances, there are students who have filled out their Free Application for Federal Student Aid (FAFSA) and have registered to attend school but who cannot pay for tuition, textbooks, and fees at the time of registration. In these cases, when a student has an Institutional Student Information Record (ISIR) that has been approved for a Pell Grant on file with the TOCC Financial Aid Office, the Financial Aid Director will provide the student with a "Letter of Acceptance."

Chapter 4

Academic Policies



This chapter covers TOCC's guidelines and policies related to advising, grades, and graduation. Information about General Education and Program Requirements appears in Chapter 5.

Advising

Chapter 1, Getting Started at TOCC, discusses how students begin the advising process. Once students are accepted into TOCC, they must meet with an academic advisor (a Student Services Specialist) to choose a major and develop their educational and career pathway. In doing so, students learn about the courses needed to complete their academic goals. Most academic programs have pre-program requirements that must be completed before many of the major courses can be taken. A Student Services Specialist can assist with identifying what specific pre-program requirements each student needs to complete.

In addition, throughout their study at TOCC, students need to meet with their academic advisor (a Student Support Specialist) and faculty mentors once each semester and whenever they have questions.

Meeting with advisors and mentors on a continuing basis helps students and others to effectively

- Monitor the student's plan
- Check the student's progress towards degree completion
- Consider changes in the student's interests or career plans
- Keep informed of changes to programs and courses at TOCC
- Discuss mid-term grades and progress

To schedule an appointment with an advisor, please call the Academic Advising Center at (520) 383-8401 or 383-0047. You may also walk in to Building 100 at Main Campus.

Grading

Midterm Grade Review

Students will receive midterm progress reports every semester, after which they will meet with their faculty mentors and academic advisors.

Grading Policies

Grades at Tohono O'odham Community College are recorded at the end of each session according to the system listed below. If a course is repeated, the higher of the two grades earned will be used for computation of the student's grade point average. Both courses will remain on the student's transcript.

- A **Superior** – Four (4) grade points per credit hour.
- B **Above Average** – Three (3) grade points per credit hour.
- C **Average** – Two (2) grade points per credit hour.
- D **Below Average** – One (1) grade point per credit hour.
- F **Failure** – Zero (0) grade point per credit hour.

- FW Faculty Withdrawal** – Withdrawal grade submitted by the instructor. This grade may be given by the instructor on or before the official census reporting date to students who have ceased attending class before that date. The grade is also reported at the end of the semester.
- P Pass** – A “C” or better without grade differentiation ordinarily indicated by the college grading system. This grade may be given at the student’s request and the instructor’s option.
- WIP Work in progress** – “WIP” designates courses the student is taking when the transcript is issued. A grade may be given for those not completing Open Entry/Open Exit courses that cross semesters/terms. “WIP” will eventually be replaced with the final grade.
- I Incomplete** – A record of “I” as a grade will be made at the student’s request and at the instructor’s option. If the student does not complete the work and a final grade form is not submitted within one year, the Incomplete will be automatically changed to an “F.”
- A student receiving a grade of “I” will be provided with a standard form specifying the work necessary and a time frame for completion of the course. The instructor who gives the grade of “I” is responsible for grading the student’s required work as identified on the Incomplete Grade form. When the student’s work is complete, the instructor submits a “Change of Grade” form to the Admissions Office.
- W Official Withdrawal** – This grade may be requested by the student only during the first two-thirds of any session. This grade may be given by the instructor on or before the official census reporting date to students who have ceased attending class before that date. Additional information on withdrawing from classes is available.
- Y Special Withdrawal** – This grade may be given by the instructor at his/her discretion at the end of the term when circumstances dictate that none of the other grades are appropriate. The instructor must submit a form indicating a reason for special withdrawal. A “Y” is counted as an actual attempt in determining financial aid eligibility and/or veteran’s benefits. Some colleges and universities may compute the “Y” grade as a failing grade when calculating the TOCC Grade Point Average.
- X Credit by Examination** – An X placed next to the grade indicates the grade was earned through the successful completion of a proficiency test.
- AU Audit** – To audit a course means to enroll in and to attend a class without working for or expecting to receive credit. The symbol for audit, “AU,” appears on the transcript of grades and on the class list by the student’s name. Students auditing a class must register by the end of the official refund period and must receive the written permission of the instructor.

Grade Point Average (GPA)

The grade point average (GPA) is computed by multiplying the number of credit hours for each class by the number of points for the grade given and dividing the sum of the points by the total number of credit hours of A, B, C, D and F grades. The GPA is based only on work completed at

Tohono O’odham Community College. A transcript of all credit courses attempted at the College is kept for each student.

Appeal of Grades

There is an appeal process for grade challenges. Please refer to the *TOCC Student Handbook*, which can be obtained from the offices of the Vice President of Student Services and the Vice President of Education, from campus advising centers, and from the TOCC Library.

Academic Progress

The following criteria will be applied to determine good academic standing at Tohono O’odham Community College. All students will be in good academic standing provided their cumulative grade point average (GPA) meets or exceeds the standards listed below.

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

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

A 2.0 or higher GPA is required to graduate from TOCC. A 2.5 or higher GPA is required to transfer to Arizona universities.

Requirements for Federal Financial Aid Title IV Recipients

The Tohono O’odham Community College Financial Aid Office, utilizing one or more of the student aid programs described in Chapter 3, will make every effort to provide adequate financial assistance to the student who demonstrates legitimate financial need. Priority consideration deadlines are as early as March 15 for some programs. Applications received after May 1 will be considered on a funds-available basis. The Financial Aid Director will make an effort to satisfy the student’s unmet needs to the maximum, if possible, from available sources. The student is free to accept or decline any aid that is offered.

Financial aid is awarded for one academic year. A student must complete a new aid application each year. A student who wishes to apply for financial aid should contact the Financial Aid office for information and application forms.

Financial Aid Recipients: Satisfactory Academic Progress and Duration of Eligibility

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

1. Cumulative grade point average. The student must maintain a cumulative grade point average (GPA) in accordance with the following scale:

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

2. A completion ratio of all courses attempted
3. Duration of eligibility, which is up to 150% of the program, or reaching the maximum time frame as listed under student status
4. Requirements (the completion ratio allows for pre-college work by the student if it is required of the program of study)

In addition to points 2-4, students applying for federal financial aid (Pell, FSEOG, and College Work Study) are also required to be making satisfactory progress toward completion of their degree requirements.

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

- A student must complete the requirements for the degree within 150% of the time it normally takes to complete the degree

Example 63 credits required for degree x 150% = 95 credit hours a student may attempt while working on the degree.

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

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

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

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

F – Failing

W – Withdrawal

I – Incomplete

P – Passing

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

Students on Financial Aid Probation will have their academic progress and duration of eligibility reviewed each semester.

Financial Aid Recipients: Duration of Eligibility for Multiple Degrees

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

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

Students reaching their duration of eligibility may appeal to the Financial Aid Committee in writing. They may request to receive Title IV funding for one additional semester if they are graduating at the end of that semester. For a clearer understanding of Title IV Funds, please contact the Financial Aid Office.

Academic Alert

The Academic Alert system

- informs students of their academic status
- reviews students' progress in meeting the Reading Requirements (see page 52)
- will allow students one semester to raise their GPA to the minimum GPA for good academic standing
- advises students of available college resources that may assist them in improving their academic performance

Students will be placed on Academic Alert for any one of the following reasons:

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

Academic Disqualification

A student on Academic Alert will be academically disqualified if, after the Academic Alert semester, the student has not raised his or her cumulative GPA to the required minimum identified above. However, if the student earns a 2.0 GPA or higher for the current semester, he or she will be permitted to continue on Academic Alert.

A student who has been academically disqualified must follow an established college appeal procedures for reinstatement. A student who feels that unusual circumstances contributed to the unsatisfactory academic progress may follow the established college appeal procedures to request immediate reinstatement.

Academic Reinstatement

A student may appeal academic disqualification in accordance with established College appeals procedures. See the *TOCC Student Handbook* for details. After reinstatement, the student will be placed on Academic Alert for one semester.

Student Classification and Standing

Tohono O’odham Community College students will be classified using the following criteria:

Full-Time Student	Students enrolled for 12 or more credit hours for the fall or spring semester or 6 or more credit hours for a summer session will be classified as full-time students.
-------------------	--

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

Part-Time Student	Students enrolled for 1 to 11 credit hours during fall or spring semester or 5 or fewer credit hours for a summer session will be classified as part-time students.
-------------------	---

Freshman	Students who have earned fewer than 28 credit hours will be considered freshmen.
----------	--

Sophomore	Students who have earned 28 or more credit hours will be considered sophomores.
-----------	---

Graduation Requirements

To graduate from TOCC, a student must do the following:

- Complete the General Education requirements appropriate for the degree or certificate program for which the student is enrolled
- Complete the specific course requirements appropriate for the degree or certificate program for which the student is enrolled
- Complete a minimum number of credit hours for a degree or certificate, as follows:
 - At least 60 credit hours of course work at the 100 level or higher for an associate degree. At least 15 semester credit hours of the total required to qualify for an associate degree must be earned at TOCC.
 - Between 6 and 59 college credit hours for a direct employment program. At least 6 hours of the total credits required must be earned at TOCC.
- Complete the Reading Requirement as specified by his/her program
- Complete all program requirements for a degree or certificate
- Complete a graduation application by the dates specified in the academic calendar for the current academic year. Failure to complete the application by the date will result in a delay in processing until the following semester.

Graduation with Honors

Students who are graduating with a degree and have completed 30 credit hours at TOCC may be granted an honors designation if they meet one of these grade point averages:

Graduation with High Honors 3.800 to 4.000 GPA

Graduation with Honors 3.500 to 3.799 GPA

These designations will be shown on diplomas and listed on the student's official transcripts.

If continuous enrollment is not maintained, the student must meet the requirements for graduation of the catalog in effect at the time of re-enrollment, or of any subsequent catalog for continuous enrollment. Students re-enrolled during the summer term must follow the catalog for the fall semester that follows.

Catalog of Record

Students maintaining continuous enrollment at any public Arizona community college or university may choose to graduate according to the requirements of the catalog in effect at the time of their initial enrollment, or according to the requirements of any catalog in effect during subsequent terms of continuous enrollment. The catalog that each student chooses to follow is that student's "catalog of record."

Continuous Enrollment

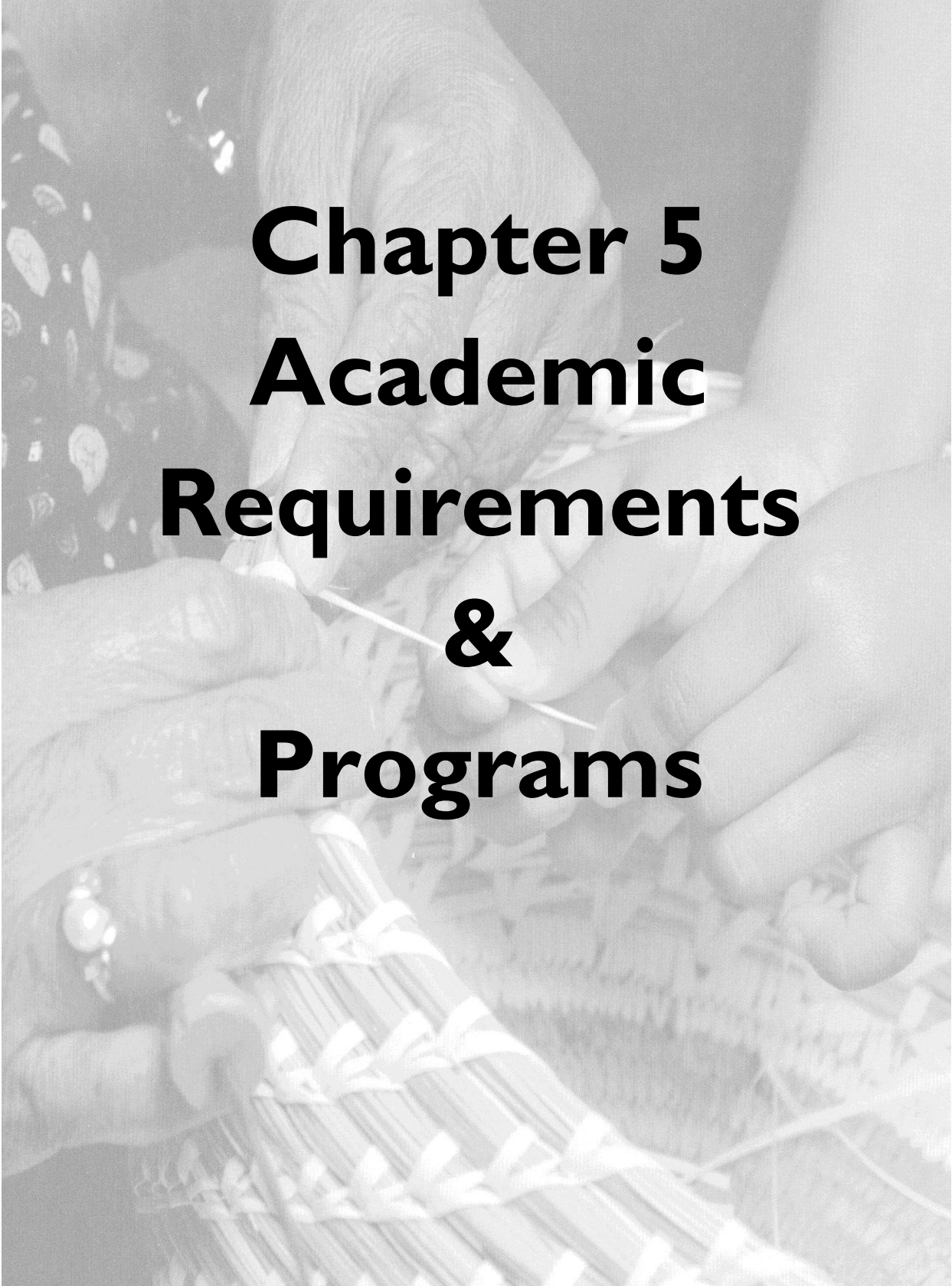
A semester in which a student earns course credit will be counted toward continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward continuous enrollment.

Students who are not enrolled at TOCC or any other accredited college or university in Arizona during three consecutive regular (fall or spring) semesters forfeit their continuous enrollment status. However, enrollment in the intervening summer terms is *not* necessary to qualify as maintaining continuous enrollment status. For instance, a student can be enrolled in the fall of 2011, spring 2012, and fall of 2012 for continuous enrollment purposes.

Students who fail to maintain continuous enrollment are then required to meet graduation requirements of the catalog in effect at the time of re-enrollment.

Time Limit for Coursework

TOCC has an eight-year time limit on any coursework requested to be counted towards a declared program of study. For areas of study that change rapidly, TOCC reserves the right to review, accept or reject, or require upgraded courses.



Chapter 5
Academic
Requirements
&
Programs

Academic Requirements

Tribal colleges seek to provide education and training in direct response to local needs the same as other community colleges. We at Tohono O'odham Community College strive to balance the goal of preserving and furthering the Tohono O'odham language and culture with the goal of providing the 21st century skills necessary to succeed in higher education and in the job market. The College's commitment to strengthening families and communities can be found in TOCC's teacher training, childcare, and social service programs. Ultimately, the College seeks to contribute to the revitalization of the Tohono O'odham language, the richness of the Tohono O'odham Himdag, and the sustainability of the local Sonoran Desert environment. The College's Agriculture and Natural Resources program is one example of progress toward making our mission statement a reality.

The College's mission includes helping all TOCC students, regardless of background, to understand and appreciate Tohono O'odham culture. For this reason, all students are required to complete the Tohono O'odham Himdag Requirement by taking a Tohono O'odham history and culture course and a Tohono O'odham language course.

Students are welcome to enroll in individual classes at TOCC but there are important advantages to declaring a program of study. Students who declare a program of study may benefit from financial aid, scholarships, or grants and be able to participate in internships and other opportunities unavailable to students who have not declared a program of study. Please see Chapters 1 and 4 for additional information and make an appointment to meet with a Student Services Specialist to assist you with advising, choosing a major, and planning out your academic and career pathways.

Most of TOCC's programs require that students take General Education courses. General Education provides a core set of skills necessary to succeed in school and life: critical thinking, effective writing, social analysis, historical perspective, scientific inquiry, and mathematical abilities. These skills are taught using both academic course content and practical applications.

The Himdag Requirement

TOCC encourages the growth of students' cultural knowledge by seeking to transmit learning in ways that respect the Tohono O'odham Himdag. To ensure that learning about the Himdag is shared as broadly as possible, TOCC requires formal study of the Tohono O'odham culture. A grade of "C" or better is required to fulfill the Himdag requirement.

TOCC has a Tohono O'odham Himdag requirement for graduation in all programs of study. All students are required to complete two courses in Tohono O'odham culture:

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

Students at TOCC take **HIS 122** to fulfill the Tohono O'odham Himdag requirement, and they can apply the class to one or more of the General Education Requirements (*AGEC/Hum* or *AGEC/Soc-Beh*). **THO 101** may also apply to General Education requirements. Students should meet with TOCC advisors and faculty to decide how to best complete their Arizona General Education Curriculum (AGEC) requirements alongside the Himdag requirement.

Tohono O’odham Language and Second Language Requirements

At universities, some bachelor’s degree programs have a Second Language requirement. Even if Tohono O’odham is your *first* language, Arizona universities will accept your proficiency as meeting this requirement. Taking Tohono O’odham Language 101 and 102 will fulfill the Second Language requirement for Science majors. However, other transfer students will need to take a proficiency test in order to prove fluency and meet their specific requirements. For more information on Second Language requirements at Arizona universities, go to the statewide Arizona transfer website, www.aztransfer.com/home

Valuing General Education

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

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

Statewide Agreement on General Education

Arizona community colleges and public universities participate in the Arizona General Education Curriculum, one of the strongest transfer and articulation systems in the United States. Students enrolling in General Education coursework benefit from reciprocal transferability between Arizona community colleges and the Arizona public universities. TOCC students seeking to attend the University of Arizona, Arizona State University or Northern Arizona University are guaranteed admission to a bachelor’s program upon completion of an AGEC certificate or an associate degree for transfer with a GPA of 2.5 or higher.

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

Valuing General Education commits students and faculty to the pursuit of wholeness in learning—to seeing the relationship of our special interests to the larger academic and cultural contexts, which we share. The search for an integrated understanding requires a general desire to learn, an energetic interest in the world, and a willingness to put ourselves in the place of those whose beliefs and outlooks are different from our own.

A General Education program, pursued by curious and empathetic faculty and students, provides a structure in which the accumulation of knowledge and the practice of disciplined, independent thinking can grow into comprehensive understanding and reasoned value.

For more information, visit the Arizona Statewide Transfer System website, www.aztransfer.com

Prerequisite for General Education: Ability to Benefit Academically

In order to receive transferable credit toward a program of study, a student must demonstrate an ability to benefit not only personally, but also academically. For this reason, students seeking General Education credit for a class must meet both Pre-Program Requirements and course prerequisites.

Grades and Standards in General Education

Once a student enrolls in a transferable class, the student must earn a grade of “C” or higher in order for the class to count toward his or her General Education requirements. In order to graduate, a TOCC student must maintain a grade of a “C” or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing any certificate for transfer or degree, a TOCC student must have an overall GPA of 2.5 or higher.

AGEC: The Arizona General Education Curriculum

The Arizona General Education Curriculum (AGEC) is a block of 35 or more credits that, when completed, can be transferred to another Arizona public community college or university without the loss of any credits. TOCC transfer degrees, which incorporate the appropriate AGEC requirements, can also transfer to a four-year college. (The AGEC does not include TOCC’s Himdag requirements. However, most students use their Himdag required courses to also fulfill AGEC requirements. This is explained in greater detail below.)

To maximize academic options, TOCC recommends that all students seek to complete an AGEC-A certificate for transfer alongside any direct employment degree or certificate. In specific workforce programs, such as Child Development Associate education or construction, Arizona universities have developed a procedure for accepting AAS degrees for credit upon entrance into a Bachelor’s of Applied Science (BAS) program. Students should contact advisors at their university of choice when attempting to transfer without an AGEC certificate. Some courses may transfer while others will not.

TOCC currently offers AGEC-A, AGEC-B, AGEC-S, and TOSP AGEC-A, corresponding to Liberal Arts, Business, Science, and Tohono O’odham Studies. The Associate degrees in these fields are composed of the requirements for the appropriate transfer certificate plus additional transfer-level coursework.

Categorical & Special Requirements

TOCC also adheres to statewide agreements regulating the AGEC’s “Categorical Requirements” for categories of study such as the Arts, Humanities, and Science, and for “Special Requirements” covering academic skills and perspectives. These Categorical and Special Requirements, as well as the TOCC courses that can meet each requirement, are shown in the table below.

For more information on the Arizona statewide transfer system, visit their website, www.aztransfer.com

AGEC Requirements

This table shows the Arizona General Education Requirements that apply to the AGECE certificates for transfer, as well as to the AA, ABUS, and AS degrees for transfer.

Arizona General Education Curriculum (AGEC)		
Requirement	Courses That Meet Requirement	Credits
<p>English Composition (AGEC/WRT)</p> <p>The writing requirement must be fulfilled by completion of a one-year lower-division English Composition sequence.</p>	<p>WRT 101 Writing I</p> <p>WRT 102 Writing II</p>	6
<p>Mathematics (AGEC/Math)</p> <p>The math requirement varies by program.</p> <p>AGEC-A: MAT 142 or higher</p> <p>AGEC-B: MAT 212</p> <p>AGEC-S: MAT 220</p>	<p>MAT 142 Topics in College Mathematics</p> <p>MAT 212 Topics in Calculus</p> <p>MAT 220 Calculus I</p>	3-5
<p>Arts & Humanities (AGEC/Art and AGECE/Hum)</p> <p>Students must take at least one course from the Arts list and at least one course from the Humanities.</p> <p>The Arts & Humanities requirement varies by program.</p> <p>AGEC-A: Complete 2 or 3 courses in this category, one from each list.</p> <p>AGEC-B and AGECE-S: Complete 2 courses in this category, one from each list.</p> <p>Most students take HIS 122, which fulfills the <i>Himdag</i> requirement as well as the <i>Intensive Writing</i> requirement, in the <i>Social & Behavioral Sciences</i> category.</p>	<p><i>Arts</i></p> <p>ART 100 Basic Design</p> <p>ART 105 Art Appreciation (G)</p> <p>ART 110 Drawing I</p> <p>LIT 174 Intro to Native American Writings (C)</p> <p>LIT 274 Native American Literature (I,C)</p> <p>LIT 289 Literature and Film (I,C)</p> <p>LIT 290 World Literature and Global Film (I,G)</p> <p><i>Humanities</i></p> <p>HIS 101 Introduction to Western Civilization I (I,C,G)</p> <p>HIS 102 Introduction to Western Civilization I (I,C,G)</p> <p>HIS 122 Tohono O'odham History & Culture (I,C,G)</p> <p>PHI 101 Intro to Philosophy (I,C,G)</p>	6-9

Continued →

Arizona General Education Curriculum (AGEC)		
Requirement	Courses That Meet Requirement	Credits
<p>Social & Behavioral Sciences (AGEC/Soc-Beh) Students must choose courses from more than one discipline.</p> <p>The Social & Behavioral Sciences requirement varies by program.</p> <p>AGEC-A: Complete HIS 122 and 1 or 2 additional courses in this category with a prefix other than HIS. AGEC-B and AGECS: Complete HIS 122 and 1 additional course with a prefix other than HIS in this category.</p> <p><i>Most students take HIS 122, which fulfills the Himdag requirement as well as the Intensive Writing requirement, when taken after or during completion of WRT 102. This course may be used in either the Arts & Humanities or Social & Behavioral Science category.</i></p>	<p>ECN 201 Microeconomic Principles ECN 202 Macroeconomic Principles GEO 103 Cultural Geography HIS 122 Tohono O'odham History & Culture (I,C,G) HIS 141 History of the United States I HIS 142 History of the United States II HIS 148 Hist. of the Indians of North America (I,C,G) POS 210 National and State Constitutions POS 240 Understanding Terrorism (G) PSY 101 Intro to Psychology I SSE 110 Introduction to Social Welfare SSE 140 Domestic Violence: Causes & Cure</p>	6-9
<p>Physical & Biological Sciences (AGEC/Lab-Sci) The Physical & Biological Sciences requirement varies by program.</p> <p>AGEC-A: Take two courses from the list. AGEC-B: Take two courses from the list. AGEC-S: Take the one-year sequence of BIO 181N and BIO182N.</p>	<p>ANR 111N Crop Production for Farm and Garden (C) ANR 128N Plant Ecology of the Sonoran Region (C) ANR 130N Plant Science (C) ANR 186 Water Resources ANR 190 Wildlife Conservation ANR 221 Soil Science AST 101N Solar System (G) AST 102N Stars, Galaxies, Universe (G) BIO 100N Biology Concepts (I) BIO 105N Environmental Biology (I) BIO 109N Natural History of the Southwest (I) BIO 127N Human Nutrition and Biology BIO 154N Global Change Biology (I) BIO 160N Introduction to Human Anatomy and Physiology I BIO 181N General Biology I (Majors) (I) BIO 182N General Biology II (Majors) (I) CHM 130N Fundamental Chemistry GEO 101N Physical Geography: Weather and Climate GLG 101N Introductory Geology I: Physical Geology (G)</p>	8

Continued →

Arizona General Education Curriculum (AGEC)		
Requirement	Courses That Meet Requirement	Credits
<p>Other (AGEC/Other) The Other requirement varies by program.</p> <p>AGEC-B: CIS 100 or CSA 100 and one other course.</p> <p>AGEC-S: Take two courses from the AGEC/Lab-Sci category.</p> <p><i>Most students take THO 101, which fulfills the Himdag requirement as well as the C and G requirements.</i></p>	<p><i>a. Communication Skills</i> SPE 110 Public Speaking (C) SPE 120 Business and Professional Communication</p> <p><i>b. Computer Literacy</i> CIS 100 Intro. to Computers CSA 100 Computer Literacy</p> <p><i>c. International & Multicultural Studies</i> Any additional AGEC courses with a designation of "C," "G," or both.</p> <p><i>d. Second Language Proficiency</i> THO 101 Elementary Tohono O'odham I (G) THO 102 Elementary Tohono O'odham II (G)</p> <p><i>e. AGEC-S Science Core</i> Any course in the AGEC/Lab-Sci list.</p>	4-12
Special Requirements (I, C, G)		
<p>I=Intensive Writing and Critical Inquiry (AGEC/I) Students must demonstrate logical thinking through clear and organized writing by passing at least one intensive writing course beyond WRT 102. An Intensive Writing course must require the student to gather, interpret, analyze, and evaluate evidence.</p>	<p>Courses in many disciplines fulfill this requirement. Courses designated by (I) above or by AGEC/I in their course description may be applied.</p> <p><i>Most students take HIS 122, which meets the Himdag requirement as well as this requirement, if the student passes WRT 102 prior to or while taking HIS 122.</i></p>	
<p>C=Cultural Awareness (AGEC/C) These courses highlight ethnic, race, and/or gender awareness.</p>	<p>Courses in many disciplines fulfill this requirement. Courses designated by a (C) above or by AGEC/C in their course description may be applied.</p> <p><i>Most students take HIS 122, which meets the Himdag requirement as well as this requirement, if the student has previously fulfilled the Reading Competency requirement.</i></p>	
<p>G=Global Diversity (AGEC/G) These courses highlight understanding of cultures or issues from around the world.</p>	<p>Courses in many disciplines fulfill this requirement. Courses designated by a (G) above or by AGEC/G in their course description may be applied.</p> <p><i>Most students take HIS 122, which meets the Himdag requirement as well as this requirement, if the student has previously fulfilled the Reading Competency requirement.</i></p>	

General Education Requirements for AAS Degrees for Direct Employment

This table shows the General Education Requirements that apply to the AAS degrees for direct employment. Although the categories are similar to those of the AGECE, students completing the GenEd requirements for an AAS degree *will not* qualify for an AGECE certificate for transfer.

General Education Requirements for AAS Degrees for Direct Employment		
Requirement	Courses That Meet Requirement	Credits
Art AAS(Art) The AAS Art requirement is usually met by an ART or LIT course from the list. <i>See program checklists for details.</i>	ART 100 Basic Design ART 105 Art Appreciation (G) ART 110 Drawing I LIT 174 Intro to Native American Writings (C) LIT 274 Native American Literature (C) LIT 289 Literature and Film (C) LIT 290 World Literature and Global Film	3
Communication AAS(Communication) The AAS Communication requirement is usually met by taking one of the sets of courses in the list. <i>See program checklists for details.</i>	OAP 151 Business English <i>or</i> WRT 101 Writing I <i>and</i> WRT 102 Writing II	3-6
Computer and Information Literacy AAS(Computer) Completion of certain degree programs automatically fulfills this requirement. Otherwise, choose one course from the list. <i>See program checklists for details.</i>	CIS 100 Introduction to Computers CSA 100 Computer Literacy CSA 120 Word Processing OAP 111 Computer Keyboarding and Document Production	0-3

Continued →

Analysis & Critical Thinking
AAS(Critical Thinking)
 At least one credit of the AAS Critical Thinking requirement must be fulfilled with a math course numbered above 100. The other credits may be fulfilled by one lab science course from the list or by **REA 112**.
 See program checklists for details.

Math

MAT 105 Applied Technical Mathematics
MAT 108 Practical Geometry and Trigonometry
MAT 122 Intermediate Algebra
MAT 142 Topics in College Mathematics
MAT 151 College Algebra
MAT 172 Finite Mathematics
MAT 173 Mathematics for Business I
MAT 174 Mathematics for Business II
MAT 182 Trigonometry
MAT 187 Pre-Calculus
MAT 212 Topics in Calculus
MAT 220 Calculus I

Lab Science

ANR 111N Crop Production for Farm and Garden
ANR 128N Plant Ecology of the Sonoran Region
ANR 130N Plant Science
ANR 221 Soil Science
AST 101N Solar System (G)
AST 102N Stars, Galaxies, Universe (G)
BIO 100N Biology Concepts
BIO 105N Environmental Biology
BIO 109N Natural History of the Southwest
BIO 127N Human Nutrition and Biology
BIO 154N Global Change Biology
BIO 160N Introduction to Human Anatomy and Physiology I
BIO 181N General Biology I (Majors)
BIO 182N General Biology II (Majors)
CHM 130N Fundamental Chemistry
GEO 101N Physical Geography: Weather and Climate
GLG 101N Introductory Geology I: Physical Geology (G)

Reading

REA 112 Critical Reading

6

Continued →

<p>Humanities & Social Sciences AAS(Humanities) <i>Most students fulfill this requirement with HIS 122, which also fulfills the Himdag Requirement. See program checklists for details.</i></p>	<p>ANR 190 Wildlife Conservation ECN 200 Basic Economic Principles ECN 201 Microeconomic Principles ECN 202 Microeconomic Principles HIS 101 Introduction to Western Civilization I (C,G) HIS 102 Introduction to Western Civilization II (C,G) HIS 122 Tohono O'odham History & Culture (C,G) HIS 141 History of the United States I HIS 142 History of the United States II HIS 148 Hist. of the Indians of North America (C,G) LIT 174 Intro to Native American Writings (C) LIT 274 Native American Literature (C) LIT 289 Literature and Film (C) LIT 290 World Literature and Global Film PHI 101 Intro to Philosophy (G) POS 210 National and State Constitutions POS 240 Understanding Terrorism (G) PSY 101 Intro to Psychology I SSE 110 Introduction to Social Welfare SSE 140 Domestic Violence: Causes & Cure</p>	<p>3</p>
<p>Cultural Diversity and Global Awareness AAS(C) and AAS(G) <i>Most students fulfill this requirement with HIS 122, which also fulfills the Himdag Requirement. See program checklists for details.</i></p>	<p>Courses designated by a (C) or (G) or both above or by AAS(C) or AAS(G) in their course descriptions may be used to fulfill this requirement.</p>	

General Education Requirements for Certificates for Direct Employment

This table shows the General Education Requirements that apply to the certificates for direct employment.

General Education Requirements for Certificates for Direct Employment		
Requirement	Courses That Meet Requirement	Credits
Communication <i>See program checklists for details.</i>	OAP 151 Business English WRT 101 Writing I and WRT 102 Writing II	3-6
Computer & Information Literacy <i>See program checklists for details.</i>	CIS 100 Introduction to Computers CSA 100 Computer Literacy CSA 120 Word Processing OAP 111 Computer Keyboarding and Document Production	0-3
Analysis & Critical Thinking <i>See program checklists for details.</i>	MAT 105 Applied Technical Mathematics MAT 108 Practical Geometry and Trigonometry MAT 122 Intermediate Algebra MAT 142 Topics in College Mathematics MAT 151 College Algebra MAT 172 Finite Mathematics MAT 173 Mathematics for Business I MAT 174 Mathematics for Business II MAT 182 Trigonometry MAT 187 Pre-Calculus	3

Pre-Program Requirements

Students may qualify for college-level classes (those numbered 101 and higher) through placement tests or completion of college preparation courses. Although pre-program, developmental courses (those numbered 100 and lower) do not fulfill General Education or program requirements, they are necessary to prepare students to successfully complete their General Education and program courses.

Pre-program courses must be completed with a “C” grade or higher. Most pre-program courses must be completed before students enroll in college-level courses.

Reading Requirements

To enroll in more than one General Education course in any given semester, a student must meet *one* of the following reading requirements:

- Place higher than **REA 091** on the placement
- Complete **REA 091** with a “C” grade or higher
- Be concurrently enrolled in **REA 091**
- Be concurrently enrolled in **REA 091** during the first semester of GenEd courses

Students must complete **REA 112** prior to

- Registering for General Education classes after the first year
- Enrolling for more than 12 credits
- Enrolling in courses that fulfill any Categorical or Special Requirements (I, C, G)

REA 112 must be completed with a “C” grade or higher within the first year of a student’s enrollment in more than one General Education course. Students who do not pass REA 112 within the first year of taking multiple General Education courses will be placed on Academic Alert. (See Chapter 4: Academic Policies.)

Students will take one or more of the following courses to fulfill the Reading Requirements.

REA 081 Reading Improvement I

Improvement of basic reading strategies. Includes development of word analysis, vocabulary, information literacy, and reading strategies necessary to assure successful comprehension at the literal and interpretive levels.

REA 091 Reading Improvement II

Development of reading strategies. Includes vocabulary comprehension, study strategies, metacognition, information literacy, and community of readers.

REA 112 Critical Reading

Development of college reading strategies. Includes comprehension strategies at the college level, critical reading and thinking, reading rate, and advanced study strategies. Also includes vocabulary development.

Writing Requirement

Most programs require completion of **WRT101**, and many also require completion of **WRT 102**. (See program checklists for specific writing requirements for each program.) Based on their placement results, student may first need to complete **WRT 100** or **WRT 070**.

Each writing course must be completed with a grade of “C” or higher in order to enroll in the next level.

Students may take one or both of the following courses to prepare for the Writing Requirement.

WRT 070 Developmental Writing

Development of fundamental writing skills. Includes sentence development and structure, writing processes, and written works.

WRT 100 Writing Fundamentals

Review of sentence structure, mechanics and usage. Includes review of sentence patterns, designing and writing effective paragraphs, and developing short essays.

Mathematics Requirement

Most programs require **MAT 122** or a higher-level math course. (See program checklists for specific mathematics requirements for each program.) Based on their placement results, students may first need to complete **MAT 082**, **MAT 086**, or **MAT 092**, or all three to enroll in **MAT 122**.

Each math course must be completed with a grade of “C” or higher in order to enroll in the next level.

Students may take one, two or all three of the following courses to prepare for the Mathematics Requirement.

MAT 082 Basic Mathematics

Fundamentals and applications of arithmetic, including operations on whole numbers, fractions, decimal numbers, ratio and proportion, percent, and measurement.

MAT 086 Pre-algebra

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

MAT 092 Elementary Algebra

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

Pre-Program Requirements for Science Majors

Before enrolling in **BIO 181N**, students must have completed one year each of high school level biology and chemistry or must take **BIO 100** and **CHM 080** or higher-numbered biology or chemistry courses. Students who need additional preparation in biology may complete **BIO 079**, as well.

Science majors may take one or more of the following courses to prepare to meet their lab science requirements.

BIO 079 Preparation for Biology

Introduction to the basic principles and contents of biology, including the methods of scientific inquiry, cell structure, chemistry, cellular metabolism, cellular reproduction, genetics, molecular biology, taxonomy, and ecology.

BIO 100 Environmental Biology

Basic principles and concepts of biology. Includes methods of scientific inquiry, cell structure, chemistry, metabolism, reproduction, genetics, molecular biology, evolution, ecology, and current issues in biology. In this course the lecture and lab are taught simultaneously.

CHM 80 Preparation for General Chemistry

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

Other Pre-Program Coursework

All students are strongly encouraged to enroll in computer literacy (**CSA, CIS, OAP**) and study skills (**STU**) coursework as part of their preparation for college-level work.

Programs of Study

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

AGEC — Arizona General Education Curriculum (Certificates for Transfer)

AA — Associate of Arts in Liberal Arts (Degree for Transfer)

AA-SSE — Associate of Arts in Social Services (Degree for Transfer)

ITC-CDA — Infant and Toddler Development CDA Certificate for Direct Employment

CRT-SAB — Basic Social Services Certificate—Substance Abuse Prevention for Direct Employment

CRT-SSE — Basic Social Services Certificate for Direct Employment

ABUS — Associate of Business Administration (Degree for Transfer)

AAS-BUS — Associate of Applied Science in Business with Management Specialty (Degree for Direct Employment)

AAS-OAP — Associate of Applied Science in Office and Administrative Professions (Degree for Direct Employment)

CRT-OAP — Certificate in Office and Administrative Professions for Direct Employment

AS — Associate of Science (Degree for Transfer)

AAS-ANR — Tohono O’odham Agriculture & Natural Resources Associate of Applied Science (Degree for Direct Employment)

AGEC — Arizona General Education Curriculum (Certificates for Transfer)

Program Description

The AGEC-A (Liberal Arts), AGEC-B (Business), and AGEC-S (Science) are lower-division general education certificates for transfer regulated throughout the state. The Tohono O’odham Studies AGEC-A (TOSP AGEC-A) certificate for transfer enables students and the broader community to learn about the Tohono O’odham Himdag. Completion of one of these four Arizona General Education Curriculum (AGEC) Certificates for Transfer will facilitate admission to any of the three Arizona public universities (University of Arizona, Arizona State University, or Northern Arizona University).

Grade Point Average Requirements

In order to graduate, a TOCC student must maintain a grade of a “C” or higher in all transferable coursework and have an overall GPA of 2.0 or higher. To transfer to a university after completing the AGEC Certificate of Transfer, a TOCC student must have an overall GPA of 2.5 or higher.

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing an AGEC Certificate for Transfer should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester. In addition, students who are seeking to enter a specific undergraduate department or major after completing the AGEC should contact their university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for each specific AGEC Certificate for Transfer, each course must be transferable to one of the three Arizona universities. Each checklist identifies courses currently offered at TOCC that are transferable and applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklists below are the most efficient way to earn each of the AGEC Certificates for Transfer at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Arizona General Education Curriculum Certificate for Transfer–Arts (AGEC-A)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
English Composition	WRT 101 Writing I and WRT 102 Writing II	6	
Mathematics	MAT 142 Topics in College Mathematics or higher	3	
Arts & Humanities	At least one course from the AGEC-Arts list. At least one course from the AGEC-Humanities list. <i>One additional course from either list, if completing 9 in this category.</i>	6-9	
Social and Behavioral Sciences	HIS 122 Tohono O'odham History and Culture One course from the AGEC-Soc/Beh list with a non- HIS prefix. <i>One additional course from this list, if completing 9 in this category.</i>	6-9	
Physical and Biological Sciences	Two courses from the AGEC-Lab/Sci list.	8	
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGEC guidelines*, fulfill these requirements		
Total credits		36	

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

Program Checklist

Arizona General Education Curriculum Certificate for Transfer–Business (AGEC-B)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
English Composition	WRT 101 Writing I and WRT 102 Writing II	6	
Mathematics	MAT 212 Topics in Calculus	3	
Arts & Humanities	At least one course from the AGEC-Arts list. At least one course from the AGEC-Humanities list.	6	
Social and Behavioral Sciences	HIS 122 Tohono O'odham History and Culture One course from the AGEC-Soc/Beh list with a non- HIS prefix.	6	
Physical and Biological Sciences	Two courses from the AGEC-Lab/Sci list.	8	
Computer Information Systems	CIS 100 Introduction to Computers	3	
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGEC guidelines*, fulfill these requirements		
Total credits		36	

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

Program Checklist

Arizona General Education Curriculum Certificate for Transfer–Science (AGEC-S)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
English Composition	WRT 101 Writing I and WRT 102 Writing II	6	
Mathematics	MAT 220 Calculus I	5	
Arts & Humanities	At least one course from the AGEC-Arts list. At least one course from the AGEC-Humanities list.	6	
Social and Behavioral Sciences	HIS 122 Tohono O'odham History and Culture One course from the AGEC-Soc/Beh list with a non- HIS prefix.	6	
Physical and Biological Sciences	BIO 181N Unity of Life I (Majors) BIO 182N Unity of Life II (Majors)	8	
AGEC-S Science Core	Two courses from the AGEC-Lab/Sci list.	8	
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGEC guidelines*, fulfill these requirements		
Total credits		43	

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

Program Checklist

Arizona General Education Curriculum Certificate for Transfer– Tohono O’odham Studies (TOSP AGE C-A)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O’odham History and Culture THO 101 Elementary Tohono O’odham I <i>These courses also meet other requirements, as shown below.</i>		
English Composition	WRT 101 Writing I and WRT 102 Writing II	6	
Mathematics	MAT 142 Topics in College Mathematics or higher	3	
Arts & Humanities	ART 100 Basic Design LIT 274 Native American Literature	6	
Social and Behavioral Sciences	HIS 122 Tohono O’odham History and Culture GEO 103 Cultural Geography	6	
Physical and Biological Sciences	ANR 111N Agroecology and Tohono O’odham Crop Production BIO 109N Natural History of the Southwest	8	
Other Requirements	THO 101 Elementary Tohono O’odham I SPE 110 Public Speaking	7	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGE C guidelines*, fulfill these requirements		
Total credits		36	

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

AA — Associate of Arts in Liberal Arts (Degree for Transfer)

Program Description

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

Grade Point Average Requirements

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

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing an AA should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester. In addition, students who are seeking to enter a specific undergraduate department or major after completing the AA should contact their university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AA, each course must be transferable to one of the three Arizona universities. The checklist identifies courses currently offered at TOCC that are transferable and applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the AA Degree for Transfer at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Associate of Arts in Liberal Arts (AA)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
General Education (AGEC-A)			
English Composition	WRT 101 Writing I and WRT 102 Writing II	6	
Mathematics	MAT 142 Topics in College Mathematics or higher	3	
Arts & Humanities	At least one course from the Arts list At least one course from the Humanities list	6	
Social and Behavioral Sciences	HIS 122 and two non- HIS prefix courses	9	
Physical and Biological Sciences	Two courses from the AGEC-Lab/Sci list	8	
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGEC guidelines*, fulfill these requirements		
Earning these credits fulfills <i>both</i> the AGEC-A Certificate for Transfer <i>and</i> the AA Gen Ed requirement.		36	
AA Electives			
Additional Transferable Courses Take these and additional AGEC courses (starting on p. 45) to complete 60 transferable credits.		24	
Total credits		60	

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

AA-SSE — Associate of Arts in Social Services (Degree for Transfer)

Program Description

The Associate of Arts in Social Services degree prepares students to pursue studies in social work, rehabilitation, family services, psychology, counseling, and other human services fields. If completed according to transfer guide recommendations for a specific bachelor's program, the Associate of Arts in Social Services (AA-SSE) can help a student attain admission as a junior at one of Arizona's public universities.

Grade Point Average Requirements

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

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing an AA-SSE should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester. In addition, students who are seeking to enter a specific undergraduate department or major after completing the AA-SSE should contact their university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the AA-SSE, each course must be transferable to one of the three Arizona universities. The checklist identifies courses currently offered at TOCC that are transferable and applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the AA-SSE Degree for Transfer at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Associate of Arts in Social Services (AA-SSE)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
General Education (AGEC-A)			
English Composition	WRT 101 Writing I and WRT 102 Writing II	6	
Mathematics	MAT 142 Topics in College Mathematics or higher	3	
Arts & Humanities	At least one course from the Arts list HIS 122 Tohono O'odham History and Culture One other non- HIS prefix course	9	
Social and Behavioral Sciences	PHI 101 Intro to Philosophy One other non- PHI prefix course	6	
Physical and Biological Sciences	Two courses from the AGEC-Lab/Sci list	8	
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGEC guidelines*, fulfill these requirements		
Earning these credits fulfills both the AGEC-A Certificate for Transfer and the AA-SSE Gen Ed requirement.		36	
AA-SSE Core			
Additional Transferable Courses Take these and additional AGEC courses (starting on p. 45) to complete 60 transferable credits.	CIS 100 Intro. to Computers SPE 120 Public Speaking ECN 202 Macroeconomic Principles PSY 101 Intro to Psychology I SSE 110 Introduction to Social Welfare SSE 111 Group Work SSE 146 Child Abuse Intervention and Protection SSE 202 Casework Methods I SSE 210 Community Organization and Development SSE 211 Group Technique Applications SSE 212 Casework Methods II	34	
Total credits		60	

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

ITC-CDA — Infant and Toddler Development CDA Certificate for Direct Employment

Program Description

The Infant and Toddler Development Child Development Associate certificate program offers students the opportunity to gain the knowledge and skills needed to provide high-quality childcare services to infants and toddlers being served by Tohono O’odham community members. The courses in the program are aligned with tribal, state and national standards for working with the youngest members of society. The Infant and Toddler Development Child Development Associate (ITC-CDA) certificate program also includes current scientific research on brain and overall infant/toddler development, as well as providing students with strategies to meet all of the standards at the highest levels.

The ITC-CDA is not a transfer degree. Some ITC-CDA course credits may be applied toward an Associate of Applied Science in Child Development Associate or toward other degrees. Students seeking to transfer to a university or four-year college should complete one of the AGEC certificates for transfer or a transfer degree.

Grade Point Average Requirements

In order to graduate, a TOCC student must maintain a grade of a “C” or higher in all transferable coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing a ITC-CDA should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester. In addition, students who are seeking to enter a specific associate degree or undergraduate department or major after completing the ITC-CDA should contact their university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

The checklist identifies courses currently offered at TOCC that are applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the ITC-CDA Certificate for Direct Employment at TOCC. Other course combinations may be possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Infant and Toddler Development–Child Development Associate Certificate (ITC-CDA)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I	7	
ITC-CDA Core			
ITC-CDA Core Take these courses and others to be determined to reach 28 credits.	ITC 100 Stages of Human Development ITC 110 Observing Infants and Toddlers ITC 120 Enhancing IT Language & Communication Dev. ITC 130 Family Involvement and Enhancing IT Social/Emotional Development ITC 140 Enhancing IT Cognitive Development	28	
Total credits		35	

CRT-SSE, CRT-SAB — Certificates in Basic Social Services for Direct Employment

TOCC offers two certificates in basic social services. Each certificate program is designed specifically with the Tohono O’odham Nation student employee in mind, but the skills obtained while earning one or both of these certificates will help students learn to apply their knowledge throughout the social service industry.

Grade Point Average Requirements

In order to graduate, a TOCC student must maintain a grade of a “C” or higher in all transferable coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing one of the Basic Social Services Certificate for Direct Employment should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester. In addition, students who are seeking to enter a specific associate degree or undergraduate department or major after completing the Basic Social Services Certificate for Direct Employment should contact their university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

Each checklist identifies courses currently offered at TOCC that are applicable for each program sub-area. Students should use the appropriate checklist for the Basic Social Services Certificate for Direct Employment that they are pursuing to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklists below are the most efficient way to earn either the CRT-SSE or CRT-SAB Certificate for Direct Employment at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

CRT-SAB — Basic Social Services Certificate—Substance Abuse Prevention for Direct Employment

The Basic Social Services Certificate—Substance Abuse Treatment (CRT-SAB) provides a core understanding of drug and alcohol use, abuse, treatment, and prevention, as well as the political and legal aspects of substance abuse in society.

The CRT-SSESAB does not provide state certification or licensing for drug abuse counseling and is not a transfer degree. Students seeking to transfer to a university or four-year college should complete one of the AGEC certificates or a transfer degree such as the Associate of Arts in Social Sciences.

Program Checklist

Basic Social Services—Substance Abuse Prevention Certificate (CRT-SAB)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I	7	
General Education (CRT)			
Communication	WRT 101 Writing I or OAP 151 Business English	3	
Computer & Information Literacy	CSA 100 Computer Literacy	1	
CRT-SAB Core			
CRT-SAB Core Take these courses.	SSE 110 Introduction to Social Welfare SSE 121 Intro to Substance Abuse SSE 123 Substance Abuse Prevention SSE 150 Motivational Interviewing (MI) SSE 151 MI Practicum SSE 202 Casework Methods I SSE 220 Treatment of the Substance Abuser SSE 222 Political and Legal Aspects of Drug Use	24	
Total credits		35	

CRT-SSE — Basic Social Services Certificate for Direct Employment

The Basic Social Services Certificate (CRT-SSE) helps students gain skills and knowledge in dealing with social welfare, service agencies, and community groups, as well as the needs of individual clients. The certificate can enhance students' employment and promotion opportunities in industry, business, and human services or pave the way for further studies in social services.

The CRT-SSE does not provide state certification or licensing and is not a transfer degree. Students seeking to transfer to a university or four-year college should complete one of the AGEC certificates or a transfer degree such as the Associate of Arts in Social Sciences.

Program Checklist

Basic Social Services Certificate (CRT-SSE)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I	7	
General Education (CRT)			
Communication	WRT 101 Writing I	3	
Computer & Information Literacy	CSA 100 Computer Literacy	1	
CRT-SSE Core			
CRT-SSE Core Take these courses.	SSE 110 Intro to Social Welfare SSE 111 Group Work SSE 202 Casework Methods I SSE 210 Community Organization & Development SSE 211 Group Technique Applications SSE 212 Caseworks Methods II	18	
Total credits		29	

ABUS — Associate of Business Administration (Degree for Transfer)

Program Description

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

Grade Point Average Requirements

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

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing an ABUS should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester. In addition, students who are seeking to enter a specific undergraduate department or major after completing the ABUS should contact their university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for the ABUS, each course must be transferable to one of the three Arizona universities. The checklist identifies courses currently offered at TOCC that are transferable and applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the ABUS Degree for Transfer at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Associate of Business Administration (ABUS)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
General Education (AGEC-B)			
English Composition	WRT 101 Writing I and WRT 102 Writing II	6	
Mathematics	MAT 212 Topics in Calculus	3	
Arts & Humanities	At least one course from the Arts list HIS 122 Tohono O'odham History and Culture	6	
Social and Behavioral Sciences	ECN 201 Microeconomic Principles Two other courses from the AGEC/Soc-Beh list. At least one must be a non- ECN prefix	9	
Physical and Biological Sciences	Two courses from the AGEC-Lab/Sci list	8	
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGEC guidelines*, fulfill these requirements		
Earning these credits fulfills both the AGEC-B Certificate for Transfer and the ABUS Gen Ed requirement.		36	
ABUS Core and Electives			
ABUS Core Take these courses. <i>(If ECN 202 is used for AGEC/Soc-Beh above, take an additional elective below.)</i>	ACC 101 Financial Accounting ACC 102 Managerial Accounting BUS 205 Statistical Methods in Economics and Business BUS 220 Legal Environment of Business ECN 202 Macroeconomic Principles MAT 151 College Algebra MAT 172 Finite Mathematics	22	
ABUS Electives Take additional courses with these prefixes: ACC, BUS, CIS, MGT, MKT		9	
Total credits		67	

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

AAS-BUS — Associate of Applied Science in Business with Management Specialty (Degree for Direct Employment)

Program Description

The Associate of Applied Science in Business provides the skills and knowledge for entry-level work in the field of business. TOCC offers the Associate of Applied Science Degree in Business (AAS-BUS) with a Management Specialty.

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

Grade Point Average Requirements

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

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing an AAS-BUS should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester.

How to Use the Program Checklist

The checklist identifies courses currently offered at TOCC that are applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the AAS-BUS Degree for Direct Employment at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Associate of Applied Science in Business with Management Specialty (AAS-BUS)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
General Education for AAS			
Art	One course from the AAS/Art list.	3	
Communication	OAP 151 Business English <i>and</i> OAP 251 Business Communications <i>or</i> WRT 101 Writing I <i>and</i> WRT 102 Writing II	6	
Computer and Information Literacy	CIS 100 Intro. to Computers	3	
Analysis & Critical Thinking	MAT 122 Intermediate Algebra <i>or higher</i>	3	
Humanities & Social Sciences	HIS 122 and one course from the AAS/Humanities list	6	
Cultural Diversity and Global Awareness	HIS 122 fulfills these requirements		
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Earning these credits fulfills AAS Gen Ed requirement.		25	
AAS-BUS Core and Options			
AAS-BUS Core Take these courses.	ACC 101 Financial Accounting ACC 102 Managerial Accounting BUS 100 Introduction to Business BUS 151 Mathematics of Business BUS 220 Legal Environment of Business ECN 200 Basic Economic Principles <i>(If not used for AAS/Humanities above.)</i> ECN 201 Microeconomic Principles <i>(If not used for AAS/Humanities above.)</i> MGT 110 Human Relations in Bus. and Ind. MGT 122 Supervision MGT 124 Small Business Management MGT 270 Computer Applications for Mgrs. MGT 276 Human Resources MGT 280 Business Org. and Management MKT 111 Principles of Marketing	39	
AAS-BUS Options These courses are optional, but recommended.	SPE 110 Public Speaking (C) SPE 120 Business and Professional Communication	0-9	
Total credits		64-73	

AAS-OAP — Associate of Applied Science in Office and Administrative Professions (Degree for Direct Employment)

Program Description

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

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

Grade Point Average Requirements

In order to graduate, a TOCC student must maintain a grade of a “C” or higher in all coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing an AAS-OAP should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester.

How to Use the Program Checklist

The checklist identifies courses currently offered at TOCC that are applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the AAS-OAP Degree for Direct Employment at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Associate of Applied Science in Office and Administrative Professions (AAS-OAP)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
General Education for AAS			
Art	One course from the AAS/Art list.	3	
Communication	OAP 151 Business English <i>and</i> OAP 251 Business Communications	6	
Computer & Information Literacy	CIS 100 Intro. to Computers <i>or</i> CSA 100 Computer Literacy	3	
Analysis & Critical Thinking	MAT 122 Intermediate Algebra <i>or higher</i>	3	
Humanities & Social Sciences	HIS 122 Tohono O'odham History and Culture	3	
Cultural Diversity and Global Awareness	HIS 122 fulfills these requirements		
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Earning these credits fulfills AAS Gen Ed requirement.		22	
AAS-OAP Core			
AAS-OAP Core Take these courses.	ACC 101 Financial Accounting CSA 107 Microcomputer Software/Hardware Topics CSA 110 Spreadsheets: Microsoft Excel CSA 120 Word Processing: Word CSA 152 Internet Browser: Microsoft Explorer CSA 170 Database: Access CSA 182 Microsoft Windows: Current Version Module OAP 111 Computer Keyboarding and Document Production OAP 123 Professional Development for Administrative Support OAP 171 Office Procedures OAP 199 Service Learning in OAP OAP 199WK Service Learning Field Experience in OAP OAP 224 Machine Transcription RIM 132 Records Management: Filing System RIM 133 Records Management: Development of a Program	46	
Total credits		68	

CRT-OAP — Certificate in Office and Administrative Professions for Direct Employment

Program Description

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

Grade Point Average Requirements

In order to graduate, a TOCC student must maintain a grade of a “C” or higher in all coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing a CRT-OAP should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester.

How to Use the Program Checklist

The checklist identifies courses currently offered at TOCC that are applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the CRT-OAP Certificate for Direct Employment at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Office and Administrative Professions Certificate (CRT-OAP)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I	7	
CRT-OAP Core			
CRT-OAP Core Take these courses.	<i>One of these two courses:</i> OAP 111 Computer Keyboarding and Document Production <i>or</i> OAP 114 Advanced Computer Keyboarding: Skill-Building <i>One of these two courses:</i> RIM 132 Records Management: Filing System <i>or</i> RIM 133 Records Management: Development of a Program CSA 120 Word Processing: Word CSA 152 Internet Browser: Microsoft Explorer CSA 182 Microsoft Windows: Current Version Module OAP 123 Professional Development for Administrative Support OAPI51 Business English OAP 171 Office Procedures	21	
Total credits		28	

AS — Associate of Science (Degree for Transfer)

Program Description

The Associate of Science is a transfer degree for science majors. If completed according to transfer guide recommendations for a specific university's bachelor's degree in science, the Associate of Science (AS) can help a student attain admission to one of Arizona's public universities as a junior.

The AS degree can be pursued as Option I, "Life Science," or as Option II, "Tohono O'odham Agriculture and Natural Resources." To clarify the differences, the program of study is shown in two separate checklists. Students should use the appropriate checklist for the option they will follow.

Grade Point Average Requirements

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

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing an AS should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester. In addition, students who are seeking to enter a specific undergraduate department or major after completing the AS should contact their university of choice for updated advising on department-level transfer requirements.

How to Use the Program Checklist

To successfully fulfill the requirements for each specific option of the AS, each course must be transferable to one of the three Arizona universities. Each checklist identifies courses currently offered at TOCC that are transferable and applicable for each program sub-area. Students should use the appropriate checklist for their option to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the AS Degree for Transfer at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Associate of Science—Life Science Option (AS)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I These courses also meet other requirements, as shown below.		
General Education (AGEC-S)			
English Composition	WRT 101 Writing I <i>and</i> WRT 102 Writing II	6	
Mathematics	MAT 220 Calculus	5	
Arts & Humanities	One course from the Arts list HIS 122 Tohono O'odham History and Culture	6	
Social and Behavioral Sciences	Two courses from the AGEC/Soc-Beh list	6	
Physical and Biological Sciences	BIO 181N General Biology I (Majors) BIO 182N General Biology II (Majors)	8	
Other AGEC-Sci Requirements	BIO 100N [§] Biology Concepts <i>or</i> BIO 105N Environmental Biology One course from the AGEC/Lab-Sci list	8	
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGEC guidelines*, fulfill these requirements		
Earning these credits fulfills <i>both</i> the AGEC-S Certificate for Transfer <i>and</i> the AS Gen Ed requirement.		43	
Life Science Option			
Additional Transferable Courses Take this course and additional transferable courses (starting on p. 45) to complete 63 credits.	BIO 154N Global Change Biology	20	
Total credits		63	

[§]**BIO 100N** is strongly recommended for students taking the Life Science Option.

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

Program Checklist

Associate of Science—Tohono O’odham Agriculture and Natural Resources Option (AS)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O’odham History and Culture THO 101 Elementary Tohono O’odham I These courses also meet other requirements, as shown below.		
General Education (AGEC-S)			
English Composition	WRT 101 Writing I and WRT 102 Writing II	6	
Mathematics	MAT 220 Calculus	5	
Arts & Humanities	One course from the Arts list HIS 122 Tohono O’odham History and Culture	6	
Social and Behavioral Sciences	Two courses from the AGEC/Soc-Beh list	6	
Physical and Biological Sciences	BIO 181N General Biology I (Majors) BIO 182N General Biology II (Majors)	8	
Other AGEC-Sci Requirements	BIO 105N Environmental Biology One course from the AGEC/Lab-Sci list	8	
Other Requirements	THO 101 Elementary Tohono O’odham I	4	
Special Requirements (I, C, G)	HIS 122 and THO 101 , when taken according to AGEC guidelines*, fulfill these requirements		
Earning these credits fulfills <i>both</i> the AGEC-S Certificate for Transfer <i>and</i> the AS Gen Ed requirement.		43	
Tohono O’odham Agriculture and Natural Resources Option			
Additional Transferable Courses Take these and additional transferable courses (starting on p. 45) to complete 63 credits.	<i>Block A (Choose one course)</i> ANR 128N Plant Ecology of the Sonoran Region ANR 130N Plant Science	4	
	<i>Block B (Choose one course)</i> ANR 186 Water Resources ANR 221N Soil Science	3-4	
	<i>Block C</i> ANR 190 Wildlife Conservation	3-4	
		8-10	
Total credits		63	

* **HIS 122** meets Intensive Writing requirement when taken after or during successful completion of **WRT 102**.

AAS-ANR — Tohono O’odham Agriculture & Natural Resources Associate of Applied Science (Degree for Direct Employment)

Program Description

The Tohono O’odham Agriculture and Natural Resources Associate in Applied Science program is especially appropriate for students seeking a broad understanding of natural resource management principles, environmental issues, and sustainable land management. Students who complete the Tohono O’odham Agriculture and Natural Resources Associate in Applied Science (AAS-ANR) may pursue careers in agriculture, ranching, water quality and management, range planning, natural resource management, environmental restoration, environmental science, and many other land-based fields. Students can further specialize in areas of interest through additional coursework and internship opportunities. The program provides students with practical and theoretical coursework, and has an emphasis on Tohono O’odham and arid lands. Upon graduation, students will most likely enter the workforce at the technician level.

The AAS-ANR is a two-year degree that provides students with practical and theoretical coursework. While the degree itself is not transferable to Arizona public universities, many of the courses in the AAS-ANR are transferable general education courses. Students should consult with their advisors and faculty mentors while making study and career plans.

Grade Point Average Requirements

In order to graduate, a TOCC student must maintain a grade of a “C” or higher in all transferable coursework and have an overall GPA of 2.0 or higher.

Pre-Program Requirements

Students must carefully review their Placement Testing Scores and the Pre-Program Requirements on page i to identify what pre-program courses they need to complete. All students are strongly encouraged to meet with an advisor to plan when and how they will complete any pre-program requirements.

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

Advising and Mentoring

Students pursuing an AAS-ANR should meet with a TOCC academic advisor (Student Support Specialist) and with their faculty mentor at least once every semester.

How to Use the Program Checklist

The checklist identifies courses currently offered at TOCC that are applicable for each program sub-area. Students should use the checklist to mark which course(s) and credits they have completed in each sub-area to ensure that they are fulfilling all requirements.

The courses identified in the checklist below are the most efficient way to earn the AAS-ANR Degree for Direct Employment at TOCC. Other course combinations are possible. Students are strongly encouraged to discuss their options with advisors and mentors.

Program Checklist

Associate of Applied Science in Tohono O'odham Agriculture and Natural Resources (AAS-ANR)			
Requirement	Courses That Meet Requirements	Credits	√
Pre-Program Requirements	Meet requirements in Reading, Writing, and Mathematics (see page 52). <i>Pre-program courses do not meet GenEd or Program requirements.</i>		
Himdag Requirement	HIS 122 Tohono O'odham History and Culture THO 101 Elementary Tohono O'odham I <i>These courses also meet other requirements, as shown below.</i>		
General Education for AAS			
Art	One course from the AAS/Art list	3	
Communication	WRT 101 Writing I and WRT 102 Writing II	6	
Computer & Information Literacy	CIS 100 Intro. to Computers	3	
Analysis & Critical Thinking	BIO 154N	4	
Humanities & Social Sciences	HIS 122 Tohono O'odham History and Culture One course from the AAS(Humanities) list	6	
Cultural Diversity and Global Awareness	HIS 122 fulfills these requirements		
Other Requirements	THO 101 Elementary Tohono O'odham I	4	
Earning these credits fulfills AAS Gen Ed requirement.		26	
AAS-ANR Core and Electives			
Core	Take one course from each block <i>Block A</i> ANR 128N Plant Ecology of the Sonoran Region ANR 130N Plant Science <i>Block B</i> ANR 186 Water Resources ANR 221N Soil Science	12-13	
Electives	Take courses with the following prefixes to total 24-25 credits: ANR BIO CHM GEO	24-25	
Total credits		62-64	

Adult Basic Education (ABE) and General Equivalency Diploma (GED)

Program Mission

The ABE/GED Program prepares students for the General Education Development (GED) Test, nationally recognized as an equivalent to a high school diploma. The program assists each student in preparing for the GED by identifying individual academic needs and developing individual programs of study to address these needs. In addition to academic basic skills, the GED program equips students with the knowledge and skills necessary to secure employment or to continue their education. Our purpose is the creation of life-long learners who exemplify the core values of Tohono O'odham Community College.

Admission to ABE/GED

ABE/GED classes in Sells are offered on a semester basis. The classes at other locations are open entry/open exit. Applications are accepted any time during the school year when the College is open. When a student achieves sufficiently high scores on predictor exams (in reading, writing, social studies, science, and math), he or she is encouraged to take the Official GED Test. Many students who attend GED preparation classes and study regularly can be ready to take the GED Test within six months of starting the program. Anyone 18 years of age or older may apply to enter the ABE/GED classes. To enroll, applicants must

1. Submit a completed ABE/GED application to TOCC's Department of Occupational Programs at the West Campus. Applicants who wish to enroll in classes outside Sells may submit their applications directly to the GED instructor serving their District.
2. Submit a copy of their birth certificate, Social Security card, and Tribal Enrollment card or driver's license with the application.
3. Attend a new student orientation. The orientations include an overview of the ABE/GED classes and expectations. Orientations are provided by the instructor and Occupational Education staff at TOCC's West Campus at the beginning of each semester. Students who attend classes at other locations should talk with their instructor about orientation.
4. Complete a qualifying or locator test for placement in ABE or GED. Instructors will provide testing for new students.

Fees for GED/ABE Classes

There are no fees to enroll in ABE/GED classes at this time. The ABE/GED courses are offered as a service to Tohono O'odham Nation members to assist them in earning a GED diploma. Receiving a GED diploma can lead to opportunities for employment and for continued educational and training opportunities. However, students will need to be prepared to

- Provide their own basic school supplies
- Pay for GED testing (See below.)

Program Schedule

ABE/GED classes are offered at these locations:

1. **TOCC's West Campus in Sells**, on Monday through Thursday. Class is 8:30 a.m.- 11:30 a.m. and 1 p.m.- 3 p.m. Students are encouraged to attend all day so that they have time to talk with the instructor and receive individual and small group tutoring in the afternoon.
2. **San Lucy Multi-purpose Building**, Mondays and Tuesdays, 3 p.m. – 7 p.m.
3. **Hickiwan Recreation Center**, Mondays, 10 a.m. – 2 p.m.
4. **San Xavier Education Center**, Mondays, 6 p.m.- 8 p.m. and Tuesdays, 10:30 a.m. – 12:30 p.m.
5. **Santa Rosa Multi-purpose Building**, Wednesdays, 10 a.m. – 2 p.m.
6. **Sif Oidak District Office**, Wednesdays and Thursdays, 10 a.m. – 2 p.m.
7. **Pisinemo Recreation Center**, Thursdays, 10 a.m. – 2 p.m.

The GED Schedule of Classes is subject to change. Check www.tocc.edu for the current schedule.

GED Testing

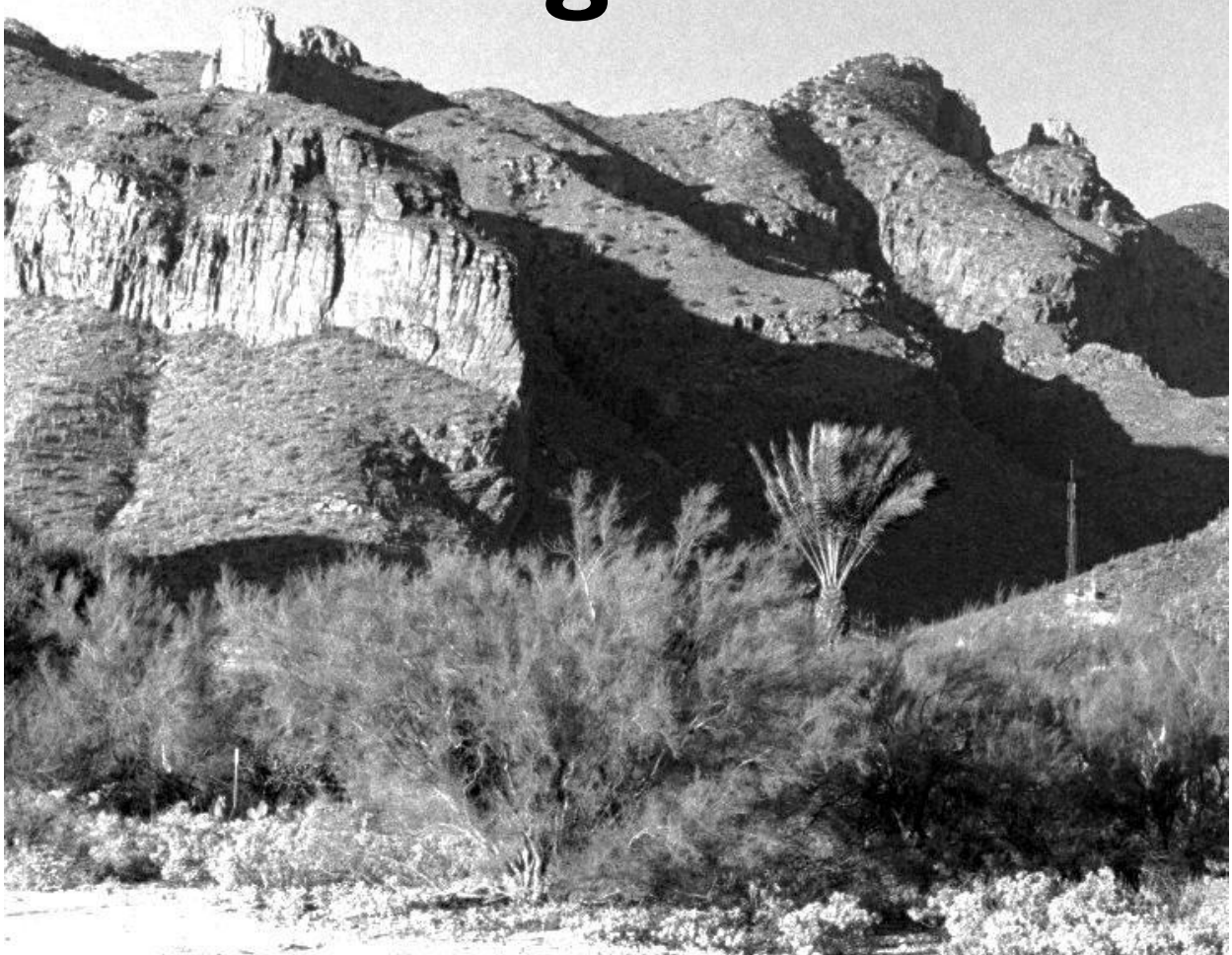
The Official GED Test consists of five sections: reading, writing, science, social studies, and mathematics. The closest GED Testing Centers for TOCC students are located at Pima Community College and Central Arizona College. When students are ready for official GED testing, their instructors will provide them with any information and direction they need to successfully register and complete the testing process. The current cost to take all five sections of the GED Test at Pima Community College is \$100.00. Each of the five sections of the GED Test may be re-taken at \$15.00 per section.

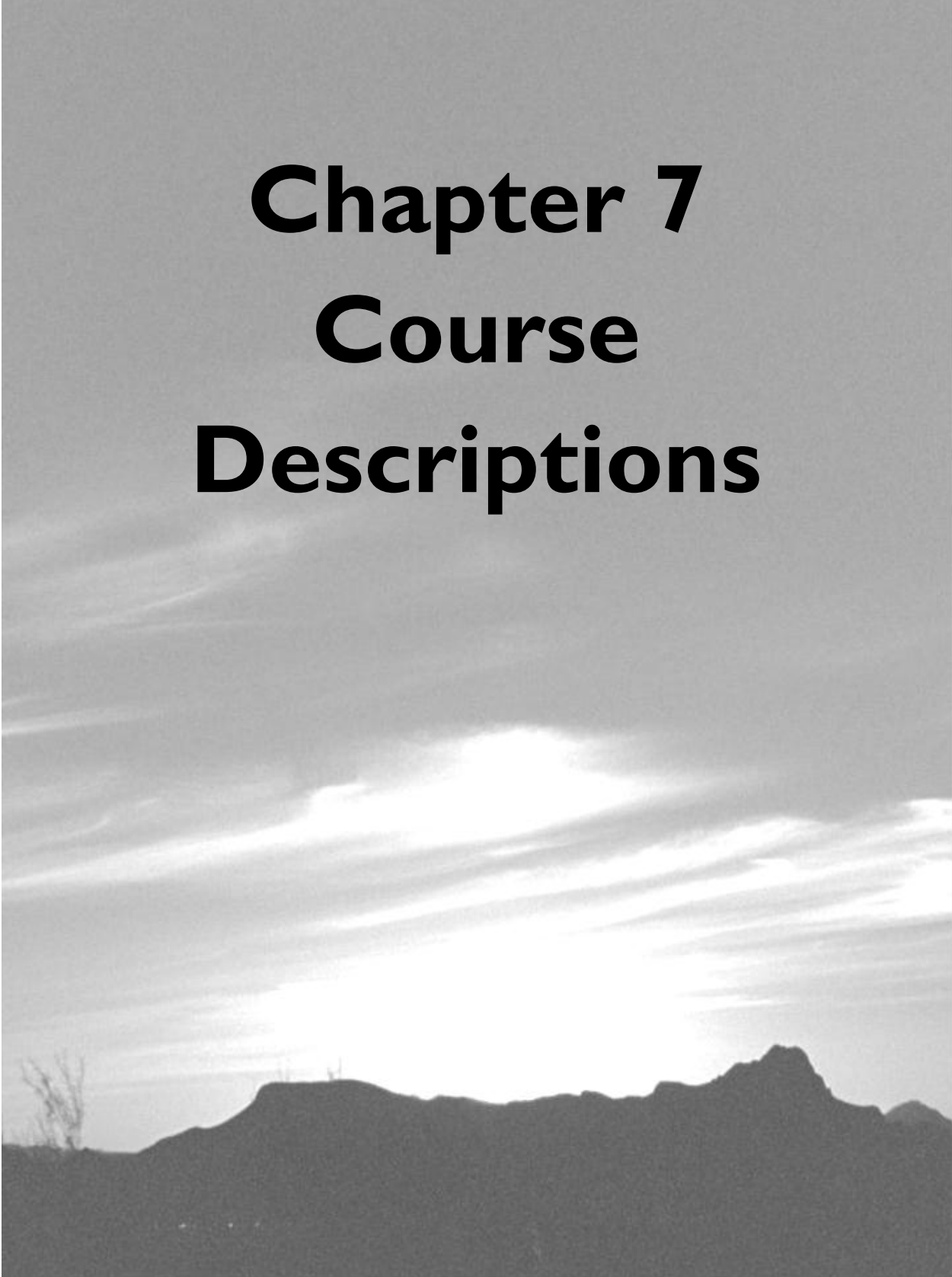
Chapter 6, Occupational Programs, is under revision and will be published later as an addendum to this catalog. For details, see www.tocc.edu

Chapter 6

Occupational

Programs





Chapter 7

Course

Descriptions

How to Read the Course Description

Each course listing includes codes about the course's prerequisites, credits, applicability to General Education and program requirements, followed by a description of course content. For example:

ART 105 Art Appreciation

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Art, AAS(Art), AGECE/G, AAS(G)

Introduces students to the visual arts. Includes the exploration of aesthetic theory, art history, art criticism, and studio production. Also includes art theory, slide and digital exploration of major periods in World Art, studio activities, and visits to local art museums.

Prerequisite(s)

This line lists courses that must be taken before the selected course.

Credits

The "cr. hrs." portion identifies how many credit hours the course entails. The second portion, in parentheses, explains how many periods per week the course meets, and whether they are lecture or lab sessions.

Programs

Codes indicate which programs of study the course can be used to fulfill requirement within.

All = Course fulfills college-wide requirement

None = Course is not required to meet a specific program requirement

Program Codes = Abbreviations for programs indicate that the course can apply toward those programs' requirements

GenEd

AGECE/Art = Class fulfills the Art requirement.

AGECE/Hum = Class fulfills the Humanities requirement.

AGECE/Lab-Sci = Class fulfills the Laboratory Science requirement. (Also indicated by an N in title, which stands for "integrated," meaning the laboratory sessions are integrated in the course.)

AGECE/Math = Class fulfills the Math requirement for the specified area.

AGECE/Other = Class applies to specified AGECE Other list categories (oral communication, computer, second language, or multicultural).

AGECE/Soc-Beh = Class fulfills the Social & Behavioral Science requirement.

AGECE/Wrt = Class fulfills the Writing requirement.

AGECE/ICG = Class may meet AGECE Special category of **I***-Intensive Writing and Critical Inquiry, **C**-Cultural Awareness, or **G**-Global Diversity.

*AGEC/I credit requires previous or concurrent successful completion of **WRT 102**.

AAS(Art) = Class applies to the Art requirement for AAS degrees.

AAS(Communication) = Class applies to the Communication requirement for AAS degrees.

AAS(Computer) = Class applies to the Computer Literacy requirement AAS degrees.

AAS(Critical Thinking) = Class applies to the Critical Thinking requirement AAS degrees.

AAS(Humanities) = Class applies to the Humanities requirement AAS degrees.

AAS(CG) = Class applies to the **C**–Cultural Diversity and/or **G**–Global Awareness elements of the General Education Special requirements AAS degrees.

CRT(Communication) = Class applies to the Communication requirement for certificates.

CRT(Computer) = Class applies to the Computer Literacy requirement for certificates.

CRT(Critical Thinking) = Class applies to the Critical Thinking requirement for certificates.

Transferring Courses

Grades of “C” (2.0) or above are required for all transferable credits. (However, transfer programs require a cumulative GPA of 2.5 to transfer to university.) Courses may transfer as equivalent to specific university classes. For example, **ART 105** at TOCC will transfer to the University of Arizona as **ARE 130**. However, courses do not need to be equivalent to any specific university course in order to transfer. For current information on how a specific course transfers to other colleges or to one of the three Arizona universities, consult the Arizona Statewide Transfer and Articulation System www.aztransfer.com

Accounting — ACC

ACC 100 Practical Accounting Procedures

Prerequisite(s): None

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

Programs: AAS-OAP, CRT-OAP

GenEd: None

Introduces accounting systems for small businesses. Includes the basic accounting cycle, the use of special journals, procedures for controlling cash, and payroll accounting.

ACC 101 Financial Accounting

Prerequisite(s): None

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

Programs: ABUS, AAS-BUS, AAS-OAP

GenEd: None

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

ACC 102 Managerial Accounting

Prerequisite(s): ACC 101 & MAT 092

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

Programs: ABUS, AAS-BUS

GenEd: None

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

Agriculture and Natural Resources — ANR**ANR 111N Agroecology & Tohono O'odham Crop Production**

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking), AGEC/C, AAS(C)

Agroecology emphasizes relationships between crops and their environment. This course combines classroom and field activities to learn about sustainable, traditional, and commercial crop production. Topics include crops, soil, insects, weed management, composting, planting, irrigation, harvesting, and Tohono O'odham farming history. Organic production, which does not make use of synthetic chemicals, is emphasized. Classroom learning is put into practice during the lab portion of the class, which involves hands-on learning (and eating) at TOCC's Student Learning Oidag (field) at TOCC West Campus.

ANR 128N Plant Ecology of the Sonoran Region

Prerequisite(s): None

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

Programs: All

GenEd: None

Plants and plant communities support much of the diversity of plant, animal, and Tohono O'odham life in the Sonoran Desert and the surrounding regions. This course will cover fundamentals of ecology from the perspective of plants, including population, community, and ecosystem ecology. This course will also include identification and classification of plants and plant communities in the Sonoran Desert region. This course incorporates practical field exercises designed to acquaint the student with plant community analysis, classification, and description.

ANR 130N Plant Science

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking), AGEC/C, AAS(C)

An introduction to the growth, development, reproduction, and structure of vascular plants. Course topics include plant water relations and plant metabolic activities such as photosynthesis and respiration. Emphasis on agricultural crops and wild plants of the Tohono O'odham and Sonoran Desert region.

ANR 186 Water Resources

Prerequisite(s): MAT 092 or equivalent by placement score

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

Programs: AAS-ANR, AS

GenEd: AGEC/G, AAS(G)

This course will introduce basic principles of hydrology with an emphasis on aspects that are useful in the practice of desert range management. Topics include the hydrologic cycle, precipitation, evaporation, runoff, floods, drought, erosion, desert and riverine landforms, groundwater flow, types of range well pumps, traditional O'odham water use, water quality, and water law. These subjects will be taught using examples taken largely from within the Tohono O'odham Nation.

ANR 190 Wildlife Conservation

Prerequisite(s): None

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

Programs: All

GenEd: AAS(Humanities), AAS(G)

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

Art — ART**ART 100 Basic Design**

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Art, AAS(Art)

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

ART 105 Art Appreciation

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Art, AAS(Art), AGEC/G, AAS(G)

Introduces students to the visual arts. Includes the exploration of aesthetic theory, art history, art criticism, and studio production. Also includes art theory, slide and digital exploration of major periods in World Art, studio activities, and visits to local art museums.

ART 110 Drawing I

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Art, AAS(Art)

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

Astronomy — AST**AST 101N Solar System**

Prerequisite(s): None

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

Programs: All

GenEd: None

Introduction to the science of the nature and origin of the solar system: the sun and its family of planets, along with comets and asteroids. Includes the history of astronomy and special topics regarding the space program. Also includes scientific thinking as an application of critical and quantitative thinking, and science in contrast to pseudoscience. Also includes in-class measurement and mathematical exercises, outside observation projects, independent studies, and self-initiated trips to local astronomy facilities. Lab projects are integrated into the class.

AST 102N Stars, Galaxies, Universe

Prerequisite(s): AST 101N

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking), AGEC/G, AAS(G)

Introduction to the universe beyond the solar system. Includes the nature of light, how astronomers and telescopes work, and the possibilities of alien life in the universe. Also includes the lifetime of stars, exotic objects such as quasars, pulsars and black holes and the origin, nature and future of the universe. Also includes scientific thinking as an application of critical and quantitative thinking and science in contrast to pseudoscience. Also includes in-class measurement and mathematical exercises, outside observation projects, independent studies, and self-initiated field trips to local astronomy facilities. Lab projects are integrated into the class.

Biology — BIO**BIO 079 Preparation for Biology**

Prerequisite(s): None

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

Programs: None

GenEd: None

Introduction to the basic principles and contents of biology. Includes the methods of scientific inquiry, cell structure, chemistry, cellular metabolism, cellular reproduction, genetics, molecular biology, taxonomy, and ecology.

BIO 100N Biology Concepts

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking), AGEC/I*

Basic principles and concepts of biology. Includes methods of scientific inquiry, cell structure, chemistry, metabolism, reproduction, genetics, molecular biology, evolution, ecology, and current issues in biology. In this course the lecture and lab are taught simultaneously.

BIO 105N Environmental Biology

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking), AGEC/I*

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Includes ecosystem structure and function, population dynamics, and human impacts on air, water, land, and biodiversity. In this course, the lecture and lab are taught simultaneously.

BIO 109N Natural History of the Southwest

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking), AGEC/I*

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

BIO 127N Human Nutrition and Biology

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking)

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

BIO 154N Global Change Biology

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking), AGEC/I*

Global change biology is a new field of biology which explores the consequences of global environmental change on humans and ecosystems. This course focuses on climate change as a key driver of environmental change. Climate change is addressed by exploring causes of past and current climate change while providing a strong contextual setting for Native American students based on their own culture and traditional ecological knowledge. Impacts of climate change on humans and ecosystems are covered from a holistic and interdisciplinary perspective with an emphasis on understanding the interconnectedness of biotic and physical systems. Students will learn about and compare traditional knowledge with western science understanding of climate processes and effects. This course will explore mitigation and adaptation strategies for climate change impacts and will include an opportunity for students to develop ideas on how Native American Nations can respond to a future of changing climate.

BIO 160N Introduction to Human Anatomy and Physiology I

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Lab-Sci, AAS(Critical Thinking)

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

BIO 181N Unity of Life I: Life of the Cell (Majors)

Prerequisite(s): One year each of high school biology and chemistry

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

Programs: All

GenEd: AGECE/Lab-Sci, AAS(Critical Thinking)

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

BIO 182N Unity of Life II: Multicellular Organisms (Majors)

Prerequisite(s): BIO 181N and WRT 101

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

Programs: All

GenEd: AGECE/Lab-Sci, AAS(Critical Thinking)

Additional principles of living things at the levels of organism, population, community, and ecosystem. Includes evolution of life, classification of organisms, survival strategies, interactions between organisms and with the environment, ecosystem structure, and human impacts upon the biosphere. Lab and lecture are integrated.

Business — BUS

BUS 100 Introduction to Business

Prerequisite(s): None

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

Programs: AAS-BUS, ABUS

GenEd: None

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 148 Business Ethics: Morals in the Workplace

Prerequisite(s): None

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

Programs: AAS-BUS, ABUS

GenEd: None

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

BUS 151 Mathematics of Business

Prerequisite(s): MAT 082 or equivalent by placement score

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

Programs: AAS-BUS, ABUS, CRT-OAP

GenEd: None

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 205 Statistical Methods in Economics and Business

Prerequisite(s): MAT 172 or 173

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

Programs: AAS-BUS, ABUS

GenEd: None

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 220 Legal Environment of Business

Prerequisite(s): None

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

Programs: AAS-BUS, ABUS

GenEd: None

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

Chemistry — CHM

CHM 080 Preparation for General Chemistry

Prerequisite(s): MAT 092 or equivalent by placement score

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

Programs: None

GenEd: None

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

CHM 130N Fundamental Chemistry

Prerequisite(s): MAT 092 or equivalent by placement score

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

Programs: All

GenEd: AGEC/Lab-Sci, AAS(Critical Thinking)

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

Computer Information Systems — CIS

CIS 100 Introduction to Computers

Prerequisite(s): None

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

Programs: ABUS, CRT-OAP

GenEd: AGEC/Other(Computer),

AAS(Computer), CRT(Computer)

Introduction to computer information systems.

Includes components of a computer system, problem solving and program development concepts, system development concepts, application of information technology and computer ethics and security. Also includes applied problem solving using a spreadsheet tool such as MS Excel.

CIS 121 Web Publishing

Prerequisite(s): CIS 100 or consent of instructor

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

Programs: CRT-OAP

GenEd: None

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

CIS 129 Programming and Problem Solving I

Prerequisite(s): MAT 122 or concurrent enrollment

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

Programs: CRT-OAP

GenEd: None

Introduction to personal and business 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 structures 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 BASIC programming language, programming environment and hardware, and using computers and other methods to complete assignments.

CIS 137 Introduction to the UNIX Operating System

Prerequisite(s): None

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

Programs: CRT-OAP

GenEd: None

Principles, tools and history of the UNIX and Linux operating systems. Includes utilities, file structure, text editors, tools, documentation, and networking. Also includes bash or sh shell use and script programming.

CIS 225 Linux (UNIX) System and Network Administration

Prerequisite(s): CIS 137

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

Programs: CRT-OAP

GenEd: None

Operations and network administration of the Linux (UNIX) system. Includes background review, basic Linux installation, installing software packages, network file services configuration, Apache web server, and file transfer protocol (FTP).

Computer Software Applications — CSA

CSA 089 Beginning Computer Skills

Prerequisite(s): None

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

Programs: None

GenEd: None

Beginning approach to operating a computer. Includes basic computer skills, computer terminology, Windows use, handling files, and word processing (Word Pad).

CSA 100 Computer Literacy

Prerequisite(s): None

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

Programs: All

GenEd: None

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 101 Computer Fundamentals

Prerequisite(s): None

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

Programs: CRT-OAP

GenEd: None

Overview of computer applications and functions. Includes historical significance of the computer, components of a computer system, spreadsheet, database, and word processing use within a workplace. Also includes advanced office software, office networking, and computer networks for communication and information.

CSA 107 Microcomputer Software/Hardware Topics

Prerequisite(s): CSA 101, CSA 182

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

Programs: AAS-OAP

GenEd: None

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

CSA 110 Spreadsheets: Microsoft Excel

Prerequisite(s): MAT 092 or concurrent enrollment

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

Programs: AAS-OAP

GenEd: None

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

CSA 120 Word Processing

Prerequisite(s): None

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

Programs: AAS-OAP, CRT-OAP

GenEd: None

Word processing concepts using Microsoft Word 2007. Includes creating and editing documents, and using character and paragraph formatting, tables, styles, templates, and macros, merge, multiple-columnar formats, Internet basics, creating and using advanced styles, templates, and forms, working with graphics in documents, working with large documents, determining document layout, and sharing documents.

CSA 152 Internet Browser: Microsoft Explorer

Prerequisite(s): None

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

Programs: AAS-OAP, CRT-OAP

GenEd: None

Fundamentals of Microsoft Internet Explorer. Includes customizing the browser, browsing the Web, printing and saving Web pages, security features, using Internet Explorer with other applications, and advanced features.

CSA 170 Database: Access

Prerequisite(s): OAP 111 or concurrent enrollment

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

Programs: AAS-OAP

GenEd: None

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

CSA 182 Microsoft Windows: Current Version

Prerequisite(s): OAP 111 or concurrent enrollment

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

Programs: AAS-OAP, CRT-OAP

GenEd: None

Overview of the Microsoft Windows operating system. Includes introduction to Windows, active desk top, multi-tasking, Windows help features, Windows Explorer, file management, Windows accessories, exchanging data between programs, print management, control panel, customizing Windows, and networking with Windows.

Culinary Arts — CUL

CUL 140 Principles of Culinary Arts

Prerequisite(s): None

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

Programs: None

GenEd: None

Introduction to the background of culinary work. Includes professionalism, job responsibilities, tools, and equipment, knives and knife skills, stocks, sauces, principles of cooking, food service vocabulary, the menu, food tasting, learning herbs and spices.

Economics — ECN**ECN 200 Basic Economic Principles**

Prerequisite(s): MAT 092

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

Programs: All

GenEd: AGECE/Soc-Beh, AAS(Humanities)

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

ECN 201 Microeconomic Principles

Prerequisite(s): MAT 092

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

Programs: All

GenEd: AGECE/Soc-Beh, AAS(Humanities)

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

ECN 202 Macroeconomic Principles

Prerequisite(s): MAT 092

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

Programs: All

GenEd: AGECE/Soc-Beh, AAS(Humanities)

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

Education — EDU**EDU 200 Introduction to Education**

Prerequisite(s): None

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

Programs: AA-EE, AAS-CDA, AAS-ECE, CRT-ECE

GenEd: None

Provides students with an initial perspective of Education. Topics include: purposes of schooling and schools; 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. Also, philosophical, legal, and financial issues facing today's schools; history of American education; and current trends in education reform. This class requires a 10-hour field work experience.

EDU 201 Diversity in Education

Prerequisite(s): None

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

Programs: AA-EE

GenEd: None

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. This class requires a 10-hour field-work experience.

Geography — GEO

GEO 101N Physical Geography: Weather & Climate

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Lab-Sci, AAS(Critical Thinking)

Introduction to the physical elements. Includes weather, climate, vegetation, and soils. Also includes their importance to humans, their interrelationships, resulting patterns, and effects.

GEO 103 Cultural Geography

Prerequisite(s): None

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

Programs: All

GenEd: All

Examination of the human world from a geographic perspective. Includes an exploration of global issues such as population, food supply, geopolitics, and urbanization. Also includes industrialization as seen in the special combination of cultural, physical, historical, economic, and organizational qualities imprinted on the landscapes of the world.

Geology — GLG

GLG 101N Introductory Geology I: Physical Geology

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Lab-Sci, AAS(Critical Thinking), AGECE/G, AAS (G)

Introduces the physical aspects of the earth's crust, including rocks, minerals and their relationship to one another. Also includes surface and subsurface processes operating on and in the earth.

History — HIS

HIS 101 Introduction to Western Civilization I

Prerequisite(s): None

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

Programs: All

GenEd: All

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

HIS 102 Introduction to Western Civilization II

Prerequisite(s): None

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

Programs: All

GenEd: All

History of the origins and development of the modern world. Includes Wars of Religion, Colonization, the Enlightenment, the Eighteenth century, the Nineteenth century, and the Twentieth century. Special focus on the struggles of indigenous peoples across the globe in the age of imperialism.

HIS 122 Tohono O'odham History and Culture

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Hum or AGECE/Soc-Beh, AAS(Humanities), AGECE/Other(Internation/Multicultural), AGECE/ICG*, AAS(CG)

Survey of Tohono O'odham culture, historical development, and modern issues. Includes development of culture and world view, sources of Tohono O'odham history, role in economic and social development of Northwestern Mexico and Southwestern United States, and contemporary Tohono O'odham issues.

HIS 141 History of the United States I

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Soc-Beh, AAS(Humanities)

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

HIS 142 History of the United States II

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Soc-Beh, AAS(Humanities)

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

HIS 148 History of Indians of North America

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Soc-Beh, AAS(Humanities), AGECE/Other(Internation/Multicultural), AGECE/ICG*, AAS(CG)

History of the cultural development of Native Americans of North America and the interrelations between cultures. Includes Indian origins, adaptations to cultural, political and economic changes, and current status. Also includes emphasis on federal Indian policies and leadership.

Infant and Toddler Development — ITC**ITC 100 Stages of Human Development, Attachment and Bonding**

Prerequisite(s): None

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

Programs: ITC-CDA

GenEd: None

The course includes the study of the typical developmental stages in infants from prenatal to 36 months of age, including the current brain research on the window of opportunity for optimal development. A unit of study will be provided on John Bowlby's attachment theory and the impact of healthy/unhealthy bonding with adults. Students will have opportunities to discuss and practice Tohono O'odham traditional understandings of the stages of human development and family relationships. Students will use the Ages and Stages Questionnaire assessment tool to assess infant/toddler development and plan culturally-relevant routines and activities as relevant to the assessment outcomes.

ITC 110 Observing Infants and Toddlers

Prerequisite(s): None

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

Programs: ITC-CDA

GenEd: None

Students will observe and learn techniques for observing infants and toddlers and implement the Ages and Stages Questionnaire. Strategies for documenting infant and toddler development on a daily basis will also be discussed. Based on their observations, students will discuss and implement culturally relevant methods for providing effective and appropriate routines, activities and transitions for infants and toddlers.

ITC 120 Enhancing Infant/Toddler Language and Communication Development

Prerequisite(s): None

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

Programs: ITC-CDA

GenEd: None

Includes identifying and responding to children's communication cues, current research on language acquisition, and strategies for promoting infants' and toddlers' language development.

ITC 130 Family Involvement and Enhancing Infant/Toddler Social/Emotional Development

Prerequisite(s): None

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

Programs: ITC-CDA

GenEd: None

Includes strategies for sharing the children's development as documented on the Ages and Stages Questionnaires, and providing families with ideas for promoting their children's development at home.

ITC 140 Enhancing Infant/Toddler Cognitive Development

Prerequisite(s): None

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

Programs: ITC-CDA

GenEd: None

Includes using strategies and culturally-relevant activities to promote the development of the brain centers responsible for problem solving and critical thinking.

Literature — LIT

LIT 174 Introduction to Native American Writings

Prerequisite(s): OAP 251 or WRT 101

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

Programs: All

GenEd: AGECE/Art, AGECE/C, AAS(Art), AAS(C)

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(s): WRT 101

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

Programs: All

GenEd: AGECE/Art, AGECE/Other(International/Multicultural), AGECE/IC*, AAS(Art), AAS(C)

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(s): WRT 102 or concurrent enrollment

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

Programs: All

GenEd: AGECE/Art, AGECE/Other(International/Multicultural), AGECE/IC*, AAS(Art), AAS(C)

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

LIT 290 World Literature and Global Film

Prerequisite(s): WRT 102 or concurrent enrollment

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

Programs: All

GenEd: AGECE/Art,

AGECE/Other(International/Multicultural),
AGECE/ICG*, AAS(Art), AAS(CG)

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

Management — MGT

MGT 110 Human Relations in Business and Industry

Prerequisite(s): None

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

Programs: AAS-BUS, ABUS

GenEd: None

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

MGT 122 Supervision

Prerequisite(s): None

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

Programs: AAS-BUS, ABUS

GenEd: None

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

MGT 124 Small Business Management

Prerequisite(s): None

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

Programs: AAS-BUS, ABUS

GenEd: None

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

MGT 270 Computer Applications for Managers

Prerequisite(s): CSA 101 or proficiency with Microsoft Office

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

Programs: AAS-BUS, ABUS

GenEd: None

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

MGT 276 Human Resources

Prerequisite(s): BUS 100

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

Programs: AAS-BUS, ABUS

GenEd: None

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

MGT 278 Labor/Management Relations

Prerequisite(s): None

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

Programs: AAS-BUS, ABUS

GenEd: None

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

MGT 280 Business Organization and Management

Prerequisite(s): BUS 100 and one other MGT course

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

Programs: AAS-BUS, ABUS

GenEd: None

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

Marketing — MKT

MKT 111 Principles of Marketing

Prerequisite(s): None

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

Programs: AAS-BUS, ABUS

GenEd: None

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

Mathematics — MAT

MAT 082 Basic Mathematics

Prerequisite(s): None

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

Programs: None

GenEd: None

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

MAT 086 Prealgebra

Prerequisite(s): MAT 082 or equivalent by placement score

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

Programs: None

GenEd: None

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

MAT 092 Elementary Algebra

Prerequisite(s): MAT 086 or equivalent by placement score

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

Programs: None

GenEd: None

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

MAT 105 Applied Technical Mathematics

Prerequisite(s): MAT 086 or equivalent by placement score

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

Programs: AAS, CRT

GenEd: AAS(Critical Thinking), CRT(Analysis)

Applied geometry and trigonometry operations. Includes review of basic math operations, angle calculations, elements of geometry, trigonometric functions, and practical application. Note: Previously designated as GTM 105.

MAT 108 Practical Geometry and Trigonometry

Prerequisite(s): MAT 086 or equivalent by placement score

Credits: 2 cr. hrs. (2 pds: 2 lec.)

Programs: AAS, CRT

GenEd: AAS(Critical Thinking), CRT(Analysis)

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

MAT 122 Intermediate Algebra

Prerequisite(s): MAT 092 or equivalent by placement score

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

Programs: AAS, CRT-OAP

GenEd: AAS(Critical Thinking), CRT(Analysis)

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

MAT 142 Topics in College Mathematics

Prerequisite(s): MAT 122 or equivalent by placement score

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

Programs: AA-SSE, AAS, CRT

GenEd: AGEC/Math for AGEC-A, AAS(Critical Thinking), CRT(Analysis)

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

MAT 151 College Algebra

Prerequisite(s): MAT 122 or equivalent by placement score

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

Programs: All

GenEd: AGEC/Math for AGEC-A, AAS(Critical Thinking), CRT(Analysis)

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

MAT 172 Finite Mathematics

Prerequisite(s): MAT 151 or equivalent by placement score

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

Programs: ABUS

GenEd: AGEC/Math for AGEC-A, AAS(Critical Thinking), CRT(Analysis)

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

MAT 173 Mathematics for Business I

Prerequisite(s): MAT 151 or equivalent by placement score

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

Programs: ABUS

GenEd: AGEC/Math for AGEC-A, AAS(Critical Thinking), CRT(Analysis)

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

MAT 174 Mathematics for Business II

Prerequisite(s): MAT 173 or equivalent by placement score

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

Programs: ABUS

GenEd: AGECE/Math for AGECE-A, AAS(Critical Thinking)

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

MAT 182 Trigonometry

Prerequisite(s): MAT 151 or equivalent by placement score

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

Programs: All

GenEd: AGECE/Math for AGECE-A, AAS(Critical Thinking), CRT(Analysis)
Introduction to trigonometric functions. Includes graphs, identities, angle measure, vectors, polar coordinates, and conic sections.

MAT 187 Precalculus

Prerequisite(s): MAT 151 or equivalent by placement score

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

Programs: All

GenEd: AGECE/Math for AGECE-A, AAS(Critical Thinking), CRT(Analysis)
Recommended: For highly motivated students who have strong algebraic skills. College-level algebra and trigonometry. Includes equations, algebraic functions, inequalities, systems, conic sections, sequences and series, trigonometric functions, polar form, and partial fractions. Also includes intensive preparation for analytic geometry and calculus.

MAT 212 Topics in Calculus

Prerequisite(s): MAT 151 or equivalent by placement score

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

Programs: All

GenEd: AGECE/Math for AGECE-B, AAS(Critical Thinking)

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

MAT 220 Calculus I

Prerequisite(s): MAT 151 and MAT 182; or MAT 187; or equivalent by placement score

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

Programs: All

GenEd: AGECE/Math for AGECE-S, AAS(Critical Thinking)

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

Office and Administrative Professions — OAP**OAP 111 Computer Keyboarding and Document Production**

Prerequisite(s): None

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

Programs: AAS-OAP, CRT-OAP

GenEd: AAS(Computer), CRT(Computer)

Theory and practice of computer keyboarding. Includes speed and accuracy techniques, language arts skills, correspondence, employment documents, and word processing commands. Class may be offered in student self-paced format.

OAP 114 Advanced Computer Keyboarding: Skill-building

Prerequisite(s): OAP 111

Credits: 3 cr. hrs. (5 pds: 1 lec., 4 lab)

Programs: CRT-OAP

GenEd: None

Development of computer keyboarding. Includes skill assessment, skill building development, data input accuracy and software.

OAP 123 Professional Development for Administrative Support

Prerequisite(s): CSA 152 or 153; OAP 111 or equivalent proficiency on computer keyboard

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

Programs: AAS-OAP, CRT-OAP

GenEd: None

Procedures and skills for securing a job. Includes resume development, interview techniques, application forms, application letter, research requirements, customer service skills, job shadowing, and sexual harassment.

OAP 151 Business English

Prerequisite(s): None

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

Programs: AAS-OAP, CRT-OAP

GenEd: AAS(Communication), CRT(Communication)

English fundamentals essential for modern business communication. Includes reference skills, parts of speech, basic sentence terms, verbals, sentences, punctuation, writing style, and grammar usage.

OAP 171 Office Procedures

Prerequisite(s): None

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

Programs: AAS-OAP, CRT-OAP

GenEd: None

Functions and procedures used in a wide range of office activities. Includes business operations, visitors and clients, office functions, document production, communication skills, office duties and tasks, note taking, travel arrangements, meetings and conferences, office equipment, professional attitudes and image, Internet exploration, and job evaluation.

OAP 199 Service Learning in OAP

Prerequisite(s): OAP 199 WK concurrent

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

Programs: AAS-OAP

GenEd: None

Introduction to Cooperative Education for first-year students (instruction which provides for success in securing and retaining a training job related to subject area). Social and psychological reasons for working, methods of securing employment, preparation of career and job-related objectives and evaluation of student work experience.

OAP 199WK Service Learning Field Experience in OAP

Prerequisite(s): OAP 199 concurrent

Credits: 1-8 cr. hrs. (5-40 pds: 5-40 lab)

Programs: AAS-OAP

GenEd: None

A supervised cooperative work program for students in a related occupation area. Teacher-coordinators work with students and their supervisors. Variable credit is available by special arrangement.

OAP 224 Machine Transcription

Prerequisite(s): OAP 111 and OAP 151;

computer keyboarding speed of 35 wpm and ability to format letters, memos, and reports

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

Programs: AAS-OAP

GenEd: None

Skills and techniques of transcribing dictated materials. Includes transcription equipment, transcription techniques, language arts development, mailable documents, and career opportunity awareness.

OAP 251 Business Communications

Prerequisite(s): OAP 151

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

Programs: AAS-OAP

GenEd: None

Principles of effective writing and listening skills. Includes language development, verbal and nonverbal communications, customer relations, and writing and editing correspondence.

Philosophy — PHI

PHI 101 Introduction to Philosophy

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Hum, AGEC/Other (International/Multicultural), AAS(Humanities), AGEC/ICG*, AAS(G)
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.

Political Science — POS

POS 210 National and State Constitutions

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Hum, AAS(Humanities)
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 240 Understanding Terrorism

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Hum, AAS (Humanities), AAS(G)
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 100A Psychology I

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Soc-Beh, AAS(Humanities)
Survey of psychology. Includes definition of psychology, history of psychology, research methods and critical thinking, major stages in child development, major stages in life span development, intelligence, major personality theories, psychological disorders, therapeutic approaches, and social psychology research.

PSY 100B Psychology II

Prerequisite(s): PSY 100A

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

Programs: All

GenEd: AGEC/Soc-Beh, AAS(Humanities)
Topics in psychology. Includes definition of psychology, history of psychology, biological basis of behavior, sensory process, receiving the world, states of consciousness, conditioning and learning, memory process, motivation and emotions, role of health psychologists in lessening behavioral risks to health, role of stress in our lives, and gender identity and sexuality.

PSY 101 Introduction to Psychology

Prerequisite(s): None

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

Programs: AA-SSE

GenEd: AGEC/Soc-Beh

Survey of general psychology. Includes a definition of psychology, history of psychology, research methods and critical thinking, biological basis of behavior, sensory process, receiving the world, states of consciousness, conditioning and learning, memory process, motivation and emotions, role of health psychologists, role of stress in our lives, major stages in child and life span development, gender identity and sexuality, intelligence, personality theories, psychological disorders, therapeutic approaches, social psychology research, and gender identity and sexuality. Information: Content is a combination of elements of PSY 100A and 100B.

Reading — REA

REA 081 Reading Improvement I

Prerequisite(s): None

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

Programs: None

GenEd: None

Improvement of basic reading strategies. Includes development of word analysis, vocabulary, information literacy, and reading strategies necessary to assure successful comprehension at the literal and interpretive levels.

REA 091 Reading Improvement II

Prerequisite(s): REA 081 or equivalent by placement score

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

Programs: None

GenEd: None

Development of reading strategies. Includes vocabulary comprehension, study strategies, metacognition, information literacy, and community of readers.

REA 112 Critical Reading

Prerequisite(s): REA 091 or equivalent by placement score

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

Programs: AAS

GenEd: AAS(Critical Thinking)

Development of college reading strategies. Includes comprehension strategies at the college level, critical reading and thinking, reading rate, and advanced study strategies. Also includes vocabulary development. May be offered in modules.

Records and Information Management — RIM

RIM 132 Records Management: Filing Systems

Prerequisite(s): None

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

Programs: AAS-OAP, CRT-OAP

GenEd: None

Principles and procedures of filing systems. Includes rules for indexing, coding, and filing, cross references, filing systems, advantages and disadvantages of each filing system, file maintenance and management, and simulations and field trip(s).

RIM 133 Records Management: Development of a Program

Prerequisite(s): RIM 132

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

Programs: AAS-OAP, CRT-OAP

GenEd: None

Principles of file management from creation to final disposition. Includes records information management program development, technology in records information management, related records information management functions, and inactive records information management.

Social Services — SSE

SSE 110 Introduction to Social Welfare

Prerequisite(s): None

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

Programs: AA-SSE, CRT-SSE, CRT-SAB

GenEd: AGECE/Soc-Beh, AAS(Humanities)

Introduction to the social welfare system. Includes approaches to service delivery, community resources, bureaucratic structures, welfare myths and realities, special populations, and cultural awareness. Also includes local community agencies and resources, welfare policies and case histories.

SSE 111 Group Work

Prerequisite(s): None

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

Programs: AA-SSE, CRT-SSE

GenEd: None

Examination of group dynamics. Includes communication patterns, leadership, decision-making, conflict resolution, problem solving, and personal growth within groups. Also includes application of concepts through observation, group exercises, and case studies.

SSE 121 Introduction to Substance Abuse

Prerequisite(s): None

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

Programs: CRT-SAB

GenEd: None

Introduction to the history of drug abuse, including alcohol in the United States. Includes classification of drugs, historical review of drug laws, prohibition, theories of addiction, treatment, strategies, cultural perspectives and treatment interventions. Also includes special populations, education, and available resources to addicts, alcoholics and their families.

SSE 123 Substance Abuse Prevention

Prerequisite(s): None

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

Programs: CRT-SAB

GenEd: None

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 146 Child Abuse Intervention and Protection

Prerequisite(s): None

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

Programs: AA-SSE

GenEd: None

Overview of the scope and nature of child abuse and neglect. Includes the definitions, dynamics, symptoms, risks, and effects of the various forms of child maltreatment and emphasizes prevention and utilization of community resources. Also includes the process of intervention by society, the roles of various professionals in the investigation, adjudication, treatment, and case management of child abuse cases.

SSE 202 Casework Methods I

Prerequisite(s): None

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

Programs: AA-SSE, CRT-SSE, CRT-SAB

GenEd: None

Theory and practice of casework within the context of the Southwest. Includes case management, interviewing, case history and review, treatment planning, and development of helping relationships. Also includes major helping theories and strategies and case samples from varied settings, and provides a theoretical foundation and skills base for social work interventions with individuals, small groups and larger systems.

SSE 210 Community Organization and Development

Prerequisite(s): SSE 110

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

Programs: AA-SSE, CRT-SSE

GenEd: None

Principles and techniques of organizing to effect change. Includes role of the professional organizer, nature of institutions, causes of change or failure to change, and strategies for effective change.

SSE 211 Group Technique Applications

Prerequisite(s): SSE 111

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

Programs: AA-SSE, CRT-SSE

GenEd: None

Application of advanced concepts in group dynamics. Includes skill development through in- class experiential learning and group facilitation. Also includes community-group case studies, ethical standards, and multicultural issues.

SSE 212 Casework Methods II

Prerequisite(s): SSE 202

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

Programs: AA-SSE, CRT-SSE

GenEd: None

Advanced techniques in interviewing, recording, client evaluation, case management, strategies for intervention, and focus on diverse and special populations. Includes application of advanced skills in varied settings and attention to service delivery in a fragmented community resource system.

SSE 220 Treatment of the Substance Abuser

Prerequisite(s): SSE 120

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

Programs: AA-SSE, CRT-SAB

GenEd: None

Principles and techniques of treating the substance abuser. Includes therapeutic communities, day care programs, methadone maintenance, detoxification, and psychotherapy.

SSE 222 Political and Legal Aspects of Drug Use

Prerequisite(s): SSE 120

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

Programs: AA-SSE, CRT-SAB

GenEd: None

Overview of drug abuse and the law. Includes the influence of politics, economics, civil liberties, court decisions, and public opinion. Also includes consideration of international trafficking, gangs, and money laundering.

Sociology — SOC

SOC 127 Marriage and the Family

Prerequisite(s): None

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

Programs: AAS-SSE, CRT-SSE, CRT-SAB

GenEd: None

Introduction to the social functions of marriage and the family. Includes structures of marriages and families, relationships, marriage, and transformation of marriage.

Speech Communication — SPE

SPE 110 Public Speaking

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Other (Communication), AAS(Communication)

Study and training in public speaking with emphasis on audience adaptation. Includes developing skills in the areas of research, logic, analysis, organization, and delivery in a multicultural society.

SPE 120 Business & Professional Communication

Prerequisite(s): None

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

Programs: All

GenEd: AGECE/Other (Communication), AAS(Communication)

Study and training in organizational communication within a multicultural/global environment. Includes informative and persuasive speaking, interviewing, listening, and group problem-solving and decision-making.

Student Success — STU

STU 100 College Success Skills

Prerequisite(s): None

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

Programs: None

GenEd: None

Skills and techniques required for being an efficient student. Includes goal setting and problem solving, time management, organizing study materials/study techniques, college/community resources, learning styles, concentration and memory, note-taking techniques, tips for making note-taking easier, test-taking techniques, and test anxiety.

STU 101 Becoming A Master Student

Prerequisite(s): None

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

Programs: None

GenEd: None

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 103 Becoming a Critical Thinker

Prerequisite(s): None

Credits: 2 cr. hrs. (2 pds: 2 lec.)

Programs: None

GenEd: None

Development and application of thinking strategies. Includes understanding the fundamentals, becoming an individual, evaluating arguments, recognizing errors in thinking, applying critical thinking strategies, and creative thinking.

STU 104 Career and Self-Management Skills

Prerequisite(s): None

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

Programs: None

GenEd: None

Techniques for developing academic, personal, and professional skills of the single parent, homemaker, and re-entry student. Includes college success tools, skills, community resources, personal, academic and financial aid goals, time management, self-esteem, stress management, career exploration, gender awareness, assertiveness training, critical thinking, and job development.

STU 109 Career Exploration

Prerequisite(s): None

Credits: 2 cr. hrs. (2 pds: 2 lec.)

Programs: None

GenEd: None

Development of skills and knowledge necessary to make career choices. Includes values clarification, skill identification, interest and personality identification and recognition, adult developmental issues, career research, developing a plan of action, review of self-assessment inventory, eliminating stereotypes, advanced career research, information interviews, decision making, and developing an educational/career plan.

STU 110 Developing Self-Esteem

Prerequisite(s): None

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

Programs: None

GenEd: None

Exploration and assessment of student's current self-esteem level. Includes definition, early self-esteem theorists, components of self-esteem development, global and area specific self-esteem, personal assessment, influence of significant others, life script, personality preferences, cultural influences, communication skills, irrational beliefs, cognitive behavioral change strategies, risk taking, and goal development.

STU 230 Dynamics of Leadership

Prerequisite(s): None

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

Programs: None

GenEd: None

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

Tohono O'odham Culture — TOC**TOC 150 Tohono O'odham Food Systems**

Prerequisite(s): None

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

Programs: None

GenEd: None

Overview of Tohono O'odham food systems. Includes pre-encounter methods of farming, hunting, and food gathering. Also includes an exploration of current methods of cultivation, effects of food subsidy programs on traditional diet, and cultural importance of these food systems in the past and present time.

TOC 151 Tohono O'odham Writing Systems

Prerequisite(s): None

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

Programs: None

GenEd: None

History of the development of Tohono O'odham writing systems. Includes the three existing systems and sounds and symbols of the language.

Tohono O'odham Language — THO**THO 101 Elementary Tohono O'odham I**

Prerequisite(s): None

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

Programs: All

GenEd: AGEC/Other (language)

Skills development to provide proficiency in basic communication in the Tohono O'odham language. Includes listening, speaking, reading, and writing. Also includes an emphasis on examination of Tohono O'odham cultural traditions.

THO 102 Elementary Tohono O'odham II

Prerequisite(s): THO 101 or instructor consent

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

Programs: All

GenEd: AGEC/Other (language)

Continuation of THO 101. Includes increased proficiency in listening, speaking, reading, and writing. Includes continued study of Tohono O'odham cultural traditions.

THO 106 Conversational Tohono O'odham I

Prerequisite(s): None

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

Programs: None

GenEd: AGEC/Other (language)

Introduction to conversational Tohono O'odham. Includes O'odham culture and history, basic alphabet pronunciation, basic greetings, basic interpersonal transactions, and cultural perspectives.

THO 107 Conversational Tohono O'odham II

Prerequisite(s): THO 106 or instructor consent

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

Programs: None

GenEd: AGEC/Other (language)

Continuation of THO 106. Includes oral and written communication, grammatical structures, additional interpersonal transactions, and additional cultural perspectives.

Tribal Law — TRB

TRB 101 Tribal Law I

Prerequisite(s): None

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

Programs: None

GenEd: None

Legal problems specific to American Indians and tribes. Includes the nature and scope of Indian law, federal Indian law, and policy, the special federal-tribal relationship, Indian tribal governments, Indian tribal sovereignty, and the jurisdictional framework in Indian country.

TRB 102 Tribal Law II

Prerequisite(s): TRB 101

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

Programs: None

GenEd: None

Legal problems special to American Indians and tribes. Includes criminal, civil, tax, and regulatory jurisdiction in Indian country, rights of individual Indians, tribal economic development and Indian water, and fishing, and hunting rights.

Writing — WRT

WRT 070 Developmental Writing

Prerequisite(s): None

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

Programs: None

GenEd: None

Development of fundamental writing skills. Includes sentence development and structure, writing processes, and written works.

WRT 100 Writing Fundamentals

Prerequisite(s): WRT 070 or equivalent by placement score

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

Programs: None

GenEd: CRT(Communication)

Review of sentence structure, mechanics and usage. Includes review of sentence patterns, designing and writing effective paragraphs, and developing short essays.

WRT 101 Writing I

Prerequisite(s): WRT 100 or equivalent by placement score

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

Programs: All

GenEd: AGECE/WRT,
AAS(Communication),
CRT(Communication)

Principles and practices of writing. Includes writing college-level essays, review of basic writing skills, and written works. Also includes narrative/descriptive, expository, and persuasive writing.

WRT 102 Writing II

Prerequisite(s): WRT 101 or equivalent by placement score

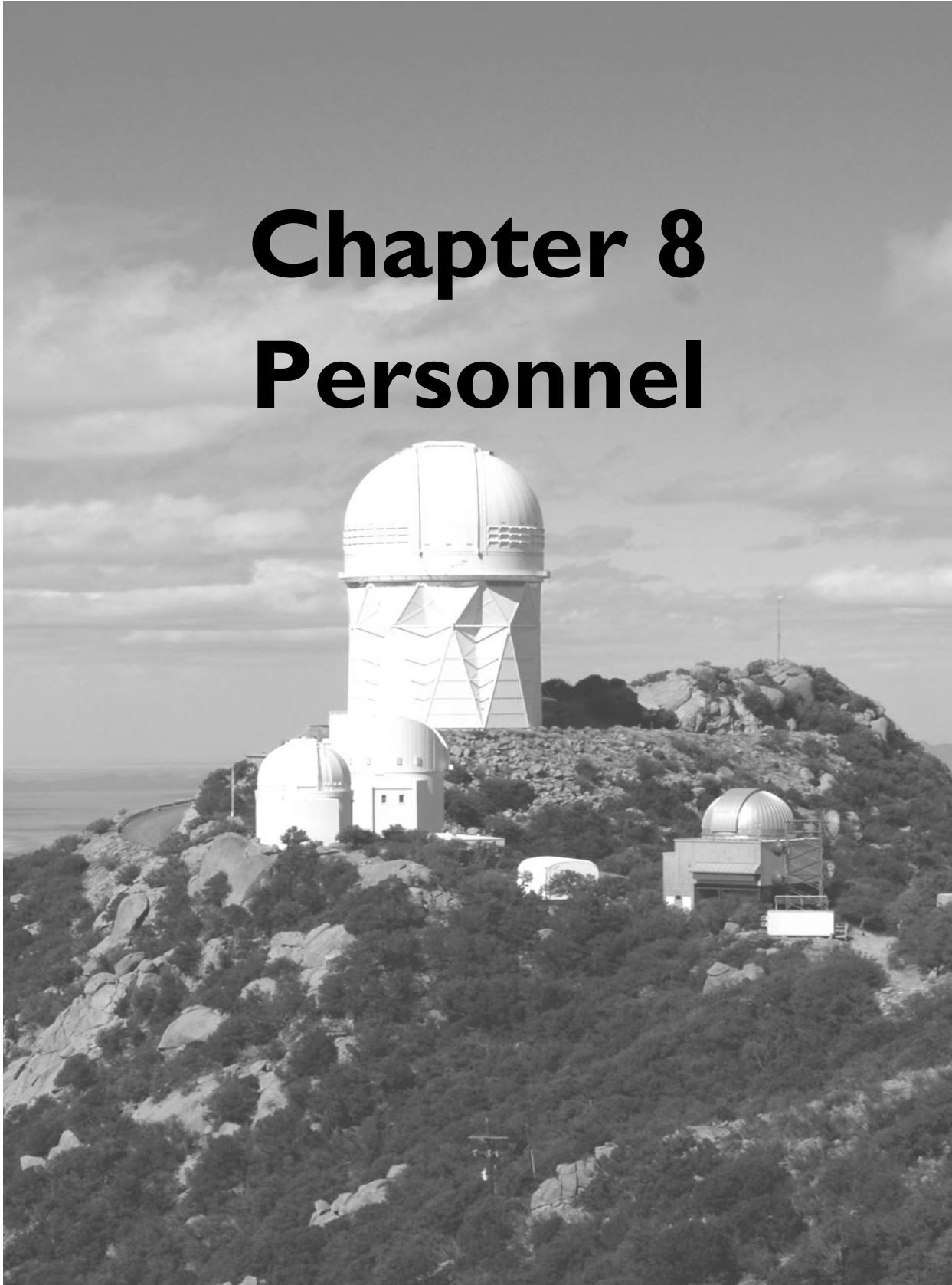
Credits: 3 cr. hrs. (3 pds: 3 lec.)

Programs: All

GenEd: AGECE/WRT,
AAS(Communication)

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 types of literature, developing research skills, and written works. Also includes writing a research paper.

Chapter 8 Personnel



Board of Trustees

Anthony M. Chana

Elder Trustee (2007-present)

Retired Counselor, Pima Community College.
B.A. in Education, Arizona State University.
From Ge Aji (Gu Achi) District.

Elizabeth “Libby” Francisco

Secretary of the Board (2002-present)

Chief Operations Officer, Desert Diamond
Casino. B.A. in Political Science, University of
Arizona. From San Xavier District.

Jonas R. Robles

Vice Chairman of the Board (2007-present)

Counselor, Tohono O’odham Behavioral Health.
Attended Pima Community College and
Northwest Indian College. From Gu Achi District.

Bernard G. Siquieros

Chairman of the Board (2002-present)

Education Curator, Tohono O’odham Nation
Cultural Center and Museum. B.A. in
Elementary Education, University of Arizona;
Graduate Studies in Education Administration,
Arizona State University. From Sells District.

Ofelia Zepeda

Trustee (2002-present)

Regents’ Professor, University of Arizona. B.A.,
M.A., and Ph.D. in Linguistics, University of
Arizona. From Stanfield, Arizona.

Interim President

Jane Latané

(2009)

M.Ed. in Educational Leadership, Northern
Arizona University; B.A. in Anthropology and
Archaeology, Barnard College.
jlatane@tocc.edu

Cabinet

Sylvia Hendricks

Vice President of Student Services (2007)

M.A. in Organizational Management, University
of Phoenix; B.S. in Information Systems,
University of Phoenix. Member of the Tohono
O’odham Nation.
shendricks@tocc.edu

Juana Clare Jose

Vice President of Education (2005)

M.A. in Counseling and Student Personnel,
Arizona State University; B.A. in Education,
Silver Lake College. Member of the Tohono
O’odham Nation.
jjose@tocc.edu

Robert Ledman

*Vice President of Administrative Services &
Finance (2009)*

Ph.D. in Management, Virginia Commonwealth
University; M.B.A., University of Maryland.
rledman@tocc.edu

Faculty

The year indicates the person's date of hire. Faculty may be reached by telephone (520) 383-8401 and fax (520) 383-8403.

John J. Bair

Facilities Maintenance Instructor (2000)
Arizona Community College Teaching Certificate. Certified Instructor of Journeyman and Apprentices; Journeyperson, Plumbing and Pipefitting; professional credentials awarded by Purdue University.
jbair@tocc.edu

Edison Cassadore

Writing Instructor (2002)
Ph.D. in Comparative Cultural and Literary Studies, University Of Arizona; M.A. in Comparative Cultural and Literary Studies (Pi Lambda Theta honors), University of Arizona; B.A. in English, University of Arizona; Post Baccalaureate Certificate in Publishing, Radcliffe Publishing Program, Harvard University. Member of the San Carlos Apache Tribe.
ecassadore@tocc.edu

Elaine Cubbins

College Librarian (2001)
M.A. in Information Resources and Library Science; B.A. in Humanities, The Evergreen State College; A.A. in General Education, Shoreline Community College.
ecubbins@tocc.edu

Judith S. Daniel

GED/ABE Instructor (2002)
M.A. in Education, University of Chicago; B.A. in Anthropology, University of Illinois.
jdaniel@tocc.edu

Donald Funcheon

GED/ABE Instructor (2010)
Certificate in Secondary Education, Arizona State University; B.A. in Sociology, Arizona State University; B.S. in Management, Arizona State University.
dfuncheon@tocc.edu

Ronald Geronimo

Tohono O'odham Language & Culture Instructor (2010)
M.A. in Linguistics, University of Arizona; B.A. in Education, University of Arizona.
Rgeronimo@tocc.edu

Jorge Guarin

Mathematics Instructor (2010)
M.S. in Pure Mathematics, University of Arizona; B.S. in Mathematics, Universidad Javeriana, Bogotá, Columbia.
jguarin@tocc.edu

Lucinda Hughes-Juan

Business Instructor (2002)
M.B.A., B.S. in Business Management, University of Phoenix. Member of the Tohono O'odham Nation.
lhughes-juan@tocc.edu

Sophi Hronopoulos

Reading Instructor (2009)
M.A. in Teaching English as a Second/Foreign Language, University of Birmingham; B.A. in History, University of Adelaide.
shronopoulos@tocc.edu

Estella Melendez

Painting Instructor (2000)
Arizona Community College Teaching Certificate; Journeyperson painter. Journeyperson certificate was awarded by the Tohono O'odham Nation Career Center through the State of Arizona Apprenticeship Advisory Committee.
Member of the Tohono O'odham Nation.
emelendez@tocc.edu

Phillip Miguel

Tohono O'odham Language & Culture Instructor (2010)
M.A. in Humanities, Prescott College; B.A. in Human Potential, Prescott College.
pmiguel@tocc.edu

Teresa Lynn Newberry

Science and Natural Resources Instructor (2005)
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

Gregory Redhouse

Tohono O'odham Studies Instructor (2011)
M.A. in American Indian Studies, University of Arizona; B.A. in Political Science, University of Arizona. Member of the Navajo Nation
gredhouse@tocc.edu

Armando Rubio*Plumbing Instructor (2008)*

B.S. in Business Administration, University of Arizona; Master Plumber.
arubio@tocc.edu

Delores Seraficio*GED Instructor (2011)*

B.S. in Physical Education, Arizona State University.

Catherine Sun*Management Information Systems (MIS) Instructor (2009)*

M.Ed. in Higher Education Guidance and Counseling, University of Montevallo; B.S. in Finance and Computer Science, University of Alabama, Birmingham.
csun@tocc.edu

Robert Wambolt*Carpentry Instructor (2009)*

B.A. in Mathematics, Prescott College; Licensed General Residential Contractor.
rwambolt@tocc.edu

Adjunct Faculty**Karen Blaine***Social Services*

Masters of Social Work, B.S.W., Arizona State University.

Barbara Cowlin*Art*

M.A. in Community College Education, Northern Arizona University.

Philip Johnson*Social Services*

Ph.D. in Rehabilitation, University of Arizona.

Art Lopez*Economics*

B.S. in Sociology, University of Arizona; M.A., University of Phoenix

Karen McIlroy*Child Development – Infant and Toddler*

B.A. in Elementary Education, Queens College Flushing.

Jorge Montoya*Psychology*

M.S. in Marriage, Family and Child Counseling, Pacific Oaks College; B.S. in Human Services, California State University.

Francisco (Pancho) Norris*History and Political Science*

M.A. in History, University of Hawai'i at Manoa.

Mary Paganelli*Culinary Arts*

B.A. in History, Vassar College.

Christine Vega*Child Development – Infant and Toddler*

M.S. in Social Work, Arizona State University; B.S. in Family and Consumer Resources, University of Arizona

Staff and Administration

The year indicates the person's date of hire. Employees may be reached by telephone (520) 383-8401 and fax (520) 383-8403.

Andrea Ortiz Ahmed*Associate Fundraising Development Director (2008)*

B.S. in Business Management, University of Phoenix. Member of the Tohono O'odham Nation.
aahmed@tocc.edu

Orville E. Aldrich*Counselor (2005)*

M.A. in Counseling, University of Phoenix; B.S. in Education-Exercise and Sport Science, University of Arizona; Member of the Omaha Tribe of Nebraska and Iowa.
oaldrich@tocc.edu

Gabriel Antone*Senior Systems Technician (2003)*

B.S. in Computer Networking, Chaparral College. Member of the Tohono O'odham Nation.
gantone@tocc.edu

Frances Benavidez*Outreach Service Coordinator (2010)*

B.A. in Women and Gender Studies, Arizona State University. Member of the Tohono O'odham Nation.
fbenavidez@tocc.edu

Gloria Benavidez*Data Entry Clerk (2009)*

A.A. in Liberal Arts, TOCC. Member of the Tohono O'odham Nation.
gbenavidez@tocc.edu

Gabriella Cazares-Kelly*Student Support Specialist II (2009)*

B.A. in Secondary English Education, University of Arizona. Member of the Tohono O'odham Nation.

gczares-kelly@tocc.edu

Theresa Cypriano*Administrative Assistant to the Vice President of Education (2008)*

Member of the Tohono O'odham Nation.

tcypriano@tocc.edu

Kristin Eberhardt, MEd, MFA*Title III Grant Manager (2010)*

keberhardt@tocc.edu

Delores Felix*Bookstore/Office Assistant (2010)*

Member of the Tohono O'odham Nation.

dmfelix@tocc.edu

Grace Francisco*Facilities Maintenance Technician I (2010)*

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

Francina Francisco-Garcia*Senior Administrative Assistant to the President (2008)*

A.A.S. in Administrative Assistant, Central Arizona College. Member of the Tohono O'odham Nation.

ffrancisco-garcia@tocc.edu

Evelyn Gonzalez*Receptionist (2009)*

Culinary Certificate, Phoenix AZ. Member of the Tohono O'odham Nation.

egonzalez@tocc.edu

Jennifer Hill*Student Services Specialist (2008)*

A.S. in Business Administration, Chaparral College. Member of the Tohono O'odham Nation.

jhill@tocc.edu

Victoria Hobbs*Project Director Mother Daughter College Preparation Program (2008)*

M.Ed. in Educational Leadership, University of Arizona; B.A. in Education, University of Arizona. Member of the Tohono O'odham Nation.

vhobbs@tocc.edu

Novia James*Financial Aid Specialist (2007)*

A.A.S. in Professional Assistant, Navajo Technical College. Member of the Navajo Nation.

njames@tocc.edu

Silas Johnson, Sr.*Agricultural Extension Agent (2006)*

Member of the Tohono O'odham Nation.

sjohnson@tocc.edu

Georgianna Jose*Custodian (2007)*

Member of the Tohono O'odham Nation.

gjose@tocc.edu

Dennis Jose*Custodian- part-time (2011)*

Member of the Tohono O'odham Nation.

djose@tocc.edu

Leslie A. Luna*Director of Admissions & Records (2000)*

B.A. in Psychology, University of Arizona. Member of the Tohono O'odham Nation.

lluna@tocc.edu

Camille Martinez-Yaden*Project Director, Project NATIVE III (2008)*

M.S. in Education, University of Southern California; B.A. in Business Administration and Sociology, University of California at Riverside.

camyaden@u.arizona.edu

George Miguel*Department Chair of Occupational Programs (2003, 2007)*

M.S., B.S. in Construction, Arizona State University. Member of the Tohono O'odham Nation.

gmiguel@tocc.edu

Joann Miguel*Bookstore and Finance Manager (2000)*

Member of the Tohono O'odham Nation.

jmiguel@tocc.edu

Robert Mittan*Curriculum Coordinator (2011)*

M.A. in English as a Second Language, University of Arizona; B.A. in English/French, Kearney State College.

rmittan@tocc.edu

Iris Nez*Bookstore Technician (2007)*

Member of the Tohono O'odham Nation.

inez@tocc.edu

Samuel Orozco

Director, (Office of Grants and Sponsored Projects Administration) (2009)

M.B.A., B.S. in Business Administration, University of Phoenix.
sorozco@tocc.edu

Elizabeth Ortega

Library Assistant (part-time)

Certificate in Clerk Typist/Data Entry, Chaparral Career College. Member of the Tohono O'odham Nation.
eortega@tocc.edu

Stacy D. Owsley

Human Resources Director (2009)

M.S. in Human Resources Management, Troy University; B.S. in Accounting/Management, Park University.
sowsley@tocc.edu

Carmella Pablo

Librarian Assistant (2009)

Member of the Tohono O'odham Nation.
cpablo@tocc.edu

Clifford Pablo

Student Learning Farm Manager (2008)

Experienced farmer. Member of the Tohono O'odham Nation.
clpablo@tocc.edu

Gloria Pancho

Construction Project Director (2008)

Certificate in Social Services-Substance Abuse Prevention and Treatment, Pima Community College. Member of the Tohono O'odham Nation.
gpancho@tocc.edu

Al Rivera

Financial Aid Director (2003)

M.Ed. in Educational Administration, Northern Arizona University; B.A. in Secondary Education and M.Ed in Bilingual Education, University of Arizona; A.A. in Liberal Arts, Pima Community College.
arivera@tocc.edu

Anna Marie Stevens

Career Service Coordinator (2008)

B.A. in Interdisciplinary Studies, University of Arizona. Member of the Tohono O'odham Nation
astevens@tocc.edu

Robert Spencer

Facilities Coordinator (2002)

A.A. in Gasoline/Diesel Technology, Universal Technical Institute. Enrolled in A.A. in business, TOCC.
rspencer@tocc.edu

Jason Two Two

Payroll Technician (2009)

A.A. in Liberal Arts, Pima Community College. Member of the Tohono O'odham Nation.
jtwotwo@tocc.edu

Richard Valenzuela

Accounting Technician (2009)

B.S. in Telecommunication Management, DeVry University.
rvalenzuela@tocc.edu

Teresa Vavages

Administrative Assistant to Student Services Division (2009)

Member of the Tohono O'odham Nation.
tvavages@tocc.edu

Karla Volpi

IT Manager (2011)

M.B.A. in Business, University of Mary; B.S. in Management, West Chester University.
kvolpi@tocc.edu

Germaine Widener

Office Assistant (2009)

Certificate in Software Applications, Chaparral College. Member of the Tohono O'odham Nation.
gwidener@tocc.edu

Vicky L. Wilson

Fundraising/Development Support Specialist (2008)

Member of the Hopi and Tewa Tribes.
vwilson@tocc.edu