

Message from the President



Welcome to Coconino Community College! What a great time to be a part of CCC as we continue to grow and expand. With the completion of two new campuses in Flagstaff and Williams and the renovation of the Fourth Street Campus and Technology Center, we can offer our students state-of-the-art facilities and technology. You don't want to miss out on all these new and exciting opportunities.

Our new facilities will enable us to expand our curricula and add new programs. Our World Wide Web course offerings have more than doubled in order to intensify distance delivery to outlying areas. Also, the highly anticipated Paralegal Program and Early Childhood Development Program start this catalog year. Our successful Fast Track courses continue to incorporate new classes, providing more opportunities for flexible learning. As always, we offer university transfer, occupational and technical degrees and certificates, as well as continuing education.

And what better setting than northern Arizona, home to the largest Ponderosa Pine forest in the world and seven national monuments. Our outreach spans the region: Flagstaff, Page, Williams, Grand Canyon, Sedona and Tuba City. From Lake Powell to the Grand Canyon and the San Francisco Peaks to Sunset Crater, CCC is proud to offer excellent educational opportunities in a setting unlike any other.

Coconino Community College is about providing the learning technology and support our students need to be successful in their academic careers and in their jobs. I invite you to visit an advisor today and begin pursuing your academic career.

Sincerely,

A handwritten signature in black ink that reads "Thomas S. Jordan". The signature is fluid and cursive, with the first name being the most prominent.

Thomas S. Jordan, Ph.D.
President



Telephone Directory

Department	Flagstaff Campus		Page Campus
	Lone Tree	Fourth Street	
	(928) 226-4200 (Lone Tree) (800) 350-7122 (Arizona only) (928) 226-4127 (TTY Lone Tree) (928) 226-4128 (DR TTY) (928) 527-8693 (TTD Fourth St.) Fax (928) 526-2821		(928) 645-3987 (928) 645-0085 (TTY) Fax (928) 645-3501
Admissions and Records	(928) 226-4299	(928) 526-7601	ext. 103
Advising	(928) 226-4219		ext. 109
Air Force ROTC	(928) 523-2060		
Business Office	(928) 226-4441		ext. 100
NAU Bookstore	(800) 426-7674		
Cashier	(928) 226-4237		
Center for Workforce and Enterprise Development		(928) 526-5072	
Clubs and Organizations			
Art Forum	(928) 226-4322		
Phi Theta Kappa (voice mail only)	(928) 226-4259		
Community Education Coordinator		(928) 526-7644	
Community Service Program	(928) 226-4219		
Computer Lab	(928) 226-4328	(928) 526-7670	ext. 106
Continuing Education/Credit Free		(928) 526-7644	ext. 103
Credentials Evaluator	(928) 226-4250		
Dean of Extended Learning at the Flagstaff Campus		(928) 526-7626	
Disability Resource Services	(928) 226-4243		ext. 111
Educational Opportunity Center			ext. 103
Facilities	(928) 226-4271		
Faculty Offices	(928) 226-4320		
Faculty Fax	(928) 226-4118		(928) 645-3501
Financial Aid Services	(928) 226-4219		ext. 103
Human Resources	(928) 226-4280		ext. 102
Institutional Research and Assessment	(928) 226-4212		
Learning Enhancement Services (LES)	(928) 226-4301	(928) 526-7670	ext. 111
Library, Cline (NAU)	(928) 523-2171		
Library, Page Public			(928) 645-4270
Multimedia/Library and Information Resource Services (CCC)	(928) 226-4351		ext. 111
NAU Program Coordinator, Page			(928) 608-0245
Passages Program	(928) 226-4242		ext. 109
Public Relations and Marketing Office	(928) 226-4312		
Registration/Records	(928) 226-4299		ext. 103
Scholarship Information	(928) 226-4219		ext. 109
Security	(928) 226-4304	(928) 526-7611	ext. 103
Pager	(928) 773-2620	(928) 773-6977	
Student Development Services	(928) 226-4323		ext. 109
Student Employment Services	(928) 226-4314		ext. 109
Tech Prep Coordinator		(928) 526-4329	
Transcripts	(928) 226-4250		ext. 103
Transfer Student Ombudsperson (TSO)	(800) 350-7122		
Veterans' Educational Benefits	(928) 226-4219		ext. 109
Vice President for Academic Affairs	(928) 226-4224		
Vocational Student Development Coordinator	(928) 226-4323		ext. 109

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2002–2003 Academic Calendar

FALL 2002 • August 8, 2002–December 14, 2002

August 8–23	Fall pre-session
August 26	Fall (full term) instruction begins
September 2	Labor Day holiday—College closed
September 23	Deadline to drop without record (FTSE)
November 11	Veteran's Day holiday—College closed
November 22	Deadline for student initiated withdrawal of full semester classes Deadline for withdrawal of short courses varies by course and will be indicated by faculty
November 28–29	Thanksgiving holiday—College closed
December 6	Last day of instruction
December 9–14	Final examination period
December 20–31	Winter break—College closed

SPRING 2003 • January 13, 2003–May 10, 2003

January 1, 2003	New Years Day holiday—College closed
January 13	Instruction begins
January 20	Martin Luther King holiday—College closed
February 17	President's Day holiday—College closed
February 26	Deadline to drop without record (FTSE)
March 16–22	Spring break Flagstaff—No classes
March 16–22	Spring break Page—No classes
April 18	Deadline for student initiated withdrawal of full semester classes Deadline for withdrawal of short courses varies by course and will be indicated by faculty
May 2	Last day of instruction
May 5–10	Final examination period
May 9	Commencement
May 12–30	May mini-session
May 26	Memorial Day holiday—College closed

SUMMER 1: 2003 • June 3, 2003–July 3, 2003

June 3	Instruction begins
June 9	Deadline to drop without record (FTSE)
June 19	Deadline for student initiated withdrawal
July 3	Last day of instruction
July 4	July Fourth holiday—College closed

SUMMER 2: 2003 • July 7, 2003–August 6, 2003

July 7	Instruction begins
July 14	Deadline to drop without record (FTSE)
July 23	Deadline for student initiated withdrawal
August 6	Last day of instruction

SUMMER 1A: 2003 • June 3, 2003–August 6, 2003

June 3	Instruction begins
June 26	Deadline to drop without record (FTSE)
July 4	July Fourth holiday—College closed
July 23	Deadline for student initiated withdrawal
August 6	Last day of instruction

Note: Detailed calendars including registration dates and information may be found in each semester Schedule of Classes. The College reserves the right to make changes to the calendar without notice. Mid-semester exams are at the option of individual instructors.

District Governing Board



Val Gleave
Board Chair
Page, Arizona
District 5



Carole Mandino
Board Secretary
Flagstaff, Arizona
District 2



Daniel Baertlein
Williams, Arizona
District 3



Paul Neuman
Flagstaff, Arizona
District 4



Nathaniel "Nat" White
Flagstaff, Arizona
District 1

State Board



Mike Clifton
Coconino County Representative to
the State Board of Directors for
Community Colleges of Arizona



Vision and Mission

Vision

Coconino Community College is northern Arizona's premier learner-centered community for pursuing your dreams of success.

Mission

Coconino Community College provides personalized and accessible opportunities in higher education by offering transfer, career and technical programs, and community interest courses.

Planning Focus

To support and promote workforce development efforts by providing the necessary occupational and technical programs and services.

Values Statement

Coconino Community College commits its human, physical, and financial resources to accomplishing its mission and purposes by promoting teaching and learning excellence in all its endeavors. Toward this end the College:

- ◆ places the learner first;
- ◆ emphasizes life-long learning;
- ◆ offers a variety of educational delivery modes;
- ◆ responds to the needs of the communities it serves;
- ◆ engages in partnerships and collaborations within a multicultural world to provide innovative educational opportunities for its students;
- ◆ promotes the principles of quality improvement and assessment of student learning;
- ◆ supports an environment in which employees experience high levels of job satisfaction; and
- ◆ conducts all its activities in an open, ethical, and responsible manner.

Purposes

Coconino Community College has identified the following purposes to achieve its mission.

- ◆ **Economic Development**
to respond quickly in the advancement of regional economic development goals through curriculum development and skills training.
- ◆ **Technology Integration**
to provide state-of-the-art technological education and training opportunities for the student body and the community.
- ◆ **Transfer Education**
to provide students with the curriculum necessary to transfer to baccalaureate-granting institutions.
- ◆ **Occupational Education**
to provide students with the skills and knowledge necessary to pursue their occupational careers and/or life goals.
- ◆ **General Education**
to provide students in all degree programs with a core of learning opportunities in reading, writing, quantitative and critical thinking, which provide a solid foundation for lifelong learning and success in academic, career, and life goals.
- ◆ **Continuing Education**
to provide students and constituencies who are not directly served by the college's arts and sciences and occupational and professional technologies divisions with learning opportunities.
- ◆ **Developmental Education**
to provide the curriculum necessary to prepare students for college-level course work and the workplace.
- ◆ **Student Services**
to facilitate access to the college and support students' attainments of educational goals.
- ◆ **Cultural and Community Service**
to develop and provide activities and programs that celebrate and preserve cultural diversity and awareness, encourage volunteer service, support community awareness, protect public welfare, and support fine and performing arts.

Assessment at CCC Strategic Goals

Coconino Community College is committed to providing teaching and learning excellence in all its endeavors through a comprehensive assessment program that includes:

Assessment of Student Learning

This form of assessment involves identifying how competently students have attained learning outcomes in both general education and the major. Each curricular area at the College has articulated the learning outcomes expected of students completing each degree or certificate and the level of student performance expected. Students participate through examinations, portfolios, performance assessments, surveys, and related activities. The emphasis in these areas is directly focused on what a student has learned as a result of their educational experience at CCC. Data collected is used to both document and improve student learning.

Assessment of Institutional Effectiveness

While assessment of student learning focuses directly on what students have learned, assessment of institutional effectiveness is concerned with all aspects of the College's operation—student satisfaction with support services, employer opinions, community perceptions, employee satisfaction, facilities, safety, equipment, technology, and the financial condition of the College. All are considered important as they have a direct impact on student learning. Institutional effectiveness is measured through a variety of quality indicators established by the institution. Surveys of students, employers, alumni, and the community, along with focus groups, advisory groups, job placement information, and financial audits, are among the instruments used to gather relevant data. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services.

Students and community members at large are asked to participate in this quality assurance program. In all instances assessment activities stem directly from the institution's mission and purposes. Results are tied to the College's strategic plan and used to improve student learning. Participation in these activities is appreciated and valued by members of the College community as CCC strives to achieve its vision of being "northern Arizona's premier learner-centered community for achieving your dreams of success."

- ◆ **Creating a Learner-Centered College**
to enhance and promote student success by developing and implementing a continuous quality improvement process which (a) demonstrates the extent to which the college will accomplish its mission and purposes through assessment of measurable outcomes; and (b) results in program and institutional improvement through the college's planning processes.
- ◆ **Expanding Learner Access**
to develop and implement a sustainable and effective district-wide instructional delivery system via technology, innovation, and creativity.
- ◆ **Advancing Regional Economic Development**
to collaborate with area businesses, K-12 schools, post-secondary institutions and government agencies in the development of a well-trained workforce.
- ◆ **Managing Enrollment Strategically**
to optimize district enrollment through timely, cost-effective, and responsive planning and operations.
- ◆ **Creating Learning Environments**
to provide physical facilities district wide that are operated efficiently and ensure safety and security for students and staff.
- ◆ **Developing Exceptional Human Resources**
to attract and retain exceptional employees and create a healthy and dynamic work environment.
- ◆ **Strengthening Community Relations**
to build and strengthen relationships with constituencies to make CCC a college of choice.
- ◆ **Advancing External Resources**
to advance the image of the college so that private and public sectors are eager to invest in CCC's future.

Coconino Community College Foundation



Foundation Officers
Susan Casebeer,
President and
Patrick Hurley,
Past President

Foundation Officers

Susan Casebeer
President

Patrick Hurley
Past President

Alice Ferris
Vice President

LaVelle McCoy
Secretary

Blake Rolley
Treasurer

*The mission
of the foundation
is to promote
the purpose and
goals of Coconino
Community College
to enhance the
opportunities for
Coconino County
residents.*

The Coconino County Community College Foundation, Inc. was founded in 1993 under Arizona law as a non-profit corporation. It is fiscally and organizationally separate from the college with its own Board of Directors. Its purpose is to receive private gifts, bequests, and donations; to account for, manage, and help appreciate monies or property submitted to the Foundation; and to help the college with projects and opportunities which may not be funded by public funds.

Funds for the Foundation are distributed to benefit and advance Coconino Community College and for the encouragement and subsidization of the students and faculty of CCC.

The Foundation Board of Directors is composed of selected residents of Coconino County who represent positive leadership and community influence and have expressed an interest and desire to use their influence on behalf of the college through the Foundation.

The Foundation is prepared to support programs and activities of the college which promote the objectives of the institution. Foundation activities and support include, but are not limited to, scholarships and financial aid for students, recognition of outstanding scholarship or leadership, recognition for cost savings suggestions, development of special facilities, awards for special achievement, management and investment of funds, support of the college library, procurement of special equipment, planning for special college activities and programs, and development of area-wide interest in support of the college.

Gifts to the Foundation may be made in several ways and may usually be arranged to simultaneously achieve maximum tax benefits for the donor and provide generous support for education.

Contributions may be made by gifts of cash, real or personal property, securities, provision of a will, gifts of insurance policies, or the establishment of trusts. Gifts may be awarded for specific purposes or given without restrictions.

The Coconino County Community College Foundation, Inc. supports quality education through excellence, achievement and commitment.

Support Services and College Disclosures



College Publications

Academic terms and language can be confusing—and sometimes intimidating—to learners who have not previously attended a college or who are attending CCC for the first time. The following information is provided to help you understand some of the terms and tools used by CCC.

Three documents—the College Catalog, Class Schedule, and Student Handbook—are published annually by the College to provide students with information concerning academic programs and requirements, policies and procedures, class offerings, and support services. These tools are designed to assist you in planning your educational goals, understanding the conditions of your enrollment, and accessing student and educational services. To ensure access to information regarding CCC, each publication is available on the College's Web Site. The documents are also available through the Office of Admissions and Records at each campus. While some of the information may appear repetitive, the publications provide different types of information and are intended to be used in combination.

The **College Catalog** provides a listing of all academic programs, degrees, certificates, and courses offered by CCC. Additionally, the catalog includes policies regarding admission and enrollment, academic procedures and standards, and outlines a student's rights and responsibilities as a member of the learning community. The catalog also provides information on the College's mission, purposes, and values, affiliations and accreditation status, and directories of staff, faculty, and support services. CCC is a multi-campus college district providing educational services in several locations and through distance learning opportunities. The catalog is intended to provide general information to all students attending CCC; specific information on each campus location is included in the student handbooks and class schedules.

The catalog is the document provided by the College to ensure the student understands the requirements that must be met to complete a program of study and a description of the courses included in the College's curriculum. The catalog is published annually and outlines program requirements in effect the academic year a student enrolls.

CCC offers two-year, or "associate" degrees designed to meet a specific purpose such as preparing for an occupation or transferring to a four-year college. Degrees are planned around specific areas of content

and interest, referred to as a student's "major." The catalog provides a listing of the type of degree a student may pursue, as well as the specific course and other requirements the student must meet in order to complete a degree within a major field of interest. All degrees offered at CCC include courses that meet the "general education" requirements and the specific major requirements.

CCC also offers certificates that are designed to prepare students for entry into a specific field of work or to learn new skills related to an occupation. Certificates do not include general education requirements and may be completed within a semester and/or year of full-time attendance. The catalog provides a listing of the courses a student must complete to meet the requirements of the certificate.

The course descriptions provide general information on each course including a brief summary of the course content, any prerequisites (classes or conditions that must be met prior to enrollment in a course), the credit hours awarded for completion of the course, and the number of lecture and lab hours the class meets.

The catalog also includes policies and procedures and other disclosures to inform students of their rights and responsibilities, conditions of enrollment, and rules the College follows in regard to enrollment, records, and transactions such as payment and refunds.

The **Class Schedule** provides a listing of when classes are being offered in each location throughout the district and through distance learning opportunities each semester or session. The schedule is printed and posted on the College's web site prior to the start of each semester or session. The class schedule also includes information concerning the academic calendar and dates or deadlines affecting student choices regarding enrollment, withdrawal, and refunds. More specific information regarding campus business hours and services such as advising, placement testing, and registration is listed for each campus or extension site location.

The **Student Handbook** is a publication designed to describe more specific information about support services and programs offered at each campus. The student handbook includes information regarding each support service provided at a campus, the staff member to contact for the service or program, and detailed information on the benefits and services provided. Additionally, the student handbook includes a more comprehensive list of academic terms and definitions. The policies and procedures outlining student rights and responsibilities are also included in the handbook to ensure students are informed of the rules and regulations affecting their enrollment and participation in the learning community.

Support Services

Advising

Academic advising, available at all campus locations, is provided to assist you in identifying your educational goals and planning your program of study. Through a collaborative partnership, the advisor assists in clarifying your objectives and reasons for attending CCC, identifying the educational programs and/or services that best meet your needs, and outlining educational plans. Academic advisors also assist students in understanding the complex requirements that must be met to complete a degree, certificate, and conditions of transfer to a four-year college and university. Advising is available on a walk-in (first-come-first-served) basis during pre-registration periods and by appointment during each semester and session. The class schedule and student handbook provide more specific information concerning academic advising and hours of operation.

Student Orientation

Student orientations are intended for students enrolling at CCC for the first time and designed to assist in getting started at CCC. The orientations are scheduled at the start of each semester and include presentations on support programs available at each campus and how to access information and services. The orientations also provide an introduction to the learning culture and environment, and the people at the College who can assist you in successfully attaining your educational goals.

Learning Enhancement Services (LES)

Learning Enhancement Services is committed to creating optimum adult learning environments by providing one-on-one and group assistance to students, faculty and staff. Our services are designed to assist you with your educational goals and create a partnership toward your success at CCC.

Learning Assistance

Central to our partnership with you is the concept of learning assistance. LES staff focus on your academic success by fostering student success attributes such as critical thinking, proactive planning and personal accountability for academic work. We have staff available throughout the day to offer assistance and facilitate your access to our services.

Rather than tutoring students in subject matter and emphasizing the mastery of facts and theory, learning assistance guides you in the learning process. Your own personal learning style is addressed, supplemented, and enhanced by using available technology, media, and human resources, harnessing the power of study groups and learning communities, or applying knowledge from

one subject or discipline to another. The goal of learning assistance is to complement instruction presented in the classroom by helping you comprehend the concepts introduced to you by your instructor without presenting new ideas to master.

Learning assistance is available for math, natural sciences, writing, modern languages, communications, computer applications, and many more subjects. Check with Student Support Services at your campus to find out what assistance is available.

Computing Services

CCC recognizes the ever-increasing reliance and incorporation of computer technology in education. Whether you are pursuing an academic career in a technology field, or would like to use technology as a way to further enrich your educational experience, CCC is committed to providing you with fast and easy technology access and friendly, knowledgeable, staff at any of our learning support locations. Consult your student handbook or current class schedule for computing services available at your location.

Information Resources Center (IRC)

The Information Resources Center provides services that are in a traditional library, as well as those unique to Coconino Community College. The Center is committed to providing CCC users access to needed resources. This includes information in electronic formats, as well as in print. One-on-one and small group assistance is available from librarians and instructional assistants. The Center staff also offers in-class instruction, as well as computerized workshops on research and topics relating to specific courses. The goal is to help students and staff members develop skills in finding, evaluating, and using information resources. Please check with LES at your campus to learn more about what information resources services are available there.

Testing Services

CCC relies on placement and proficiency tests, primarily to place students in courses with prerequisites and for students wishing to find an optimal entry course. The College believes your academic success starts with the careful placement in courses based on timely assessment of your current skill and knowledge levels. Check the current semester schedule of classes for testing services available at your campus.

Financial Aid and Scholarships

CCC offers a variety of financial aid and scholarships to full- and part-time students. Financial aid options

CCC does not offer any federal loan programs (Federal Direct, Federal Perkins, Federal Stafford Loans, Parent PLUS).

include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Leveraging Educational Assistance Partnership (LEAP). These are need-based programs and in order to receive funding financial need must be shown. Veteran's benefits are also available for eligible students.

CCC has various scholarships available every year. Applications are usually accepted from January 2 to mid-March for the following academic year. Depending on the sponsor of the organization providing the scholarship, applications are reviewed based on need, academic achievement, and/or community involvement in various areas. CCC is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. Please contact Financial Aid and Veterans Services for more information and applications on financial aid, scholarships and veteran's assistance.

Community Service Program

The Community Service Program has been developed to provide you and other community members the opportunity to become more aware of community service needs and share unique skills with the community while gaining experience to improve career options. The program is primarily a volunteer experience but there is some funding from the Title IV Federal Work Study Program if students qualify for federal assistance. This program is part of the Federal Work Study program administered by Financial Aid Services. Please contact Financial Aid Services for more information.

Career Exploration and Educational Planning

Many learners come to CCC wanting the benefits of additional education and training but are unsure of their interests, skills, and current career opportunities. The Career Exploration and Educational Planning program is designed to assist in clarifying goals and exploring possible programs of study. Through this support service, students have access career and interest inventories, learn more about specific job opportunities, and plan an educational program that fits individual interests and goals. Services include career counseling, self-assessment exercises, and workshops on career and job opportunity topics.

Job and Internship Placement Services

The Job and Internship Placement Services program assists in finding internship opportunities within the community, complementing the program of study and combining practical experience with classroom instruction. The program also assists graduates with job placement and provides job search services including workshops on resume preparation, interview techniques, and job market research tools.

Internships

CCC is committed to providing learning opportunities and leadership experience for interns when it is of mutual benefit to the College and the interns. Interns must meet the minimum qualifications for a position. For more information contact the Human Resources Office.

Educational Opportunity Center (EOC) at Northern Arizona University

The Educational Opportunity Center provides information about colleges, universities, and vocational/technical schools in Arizona and other states in the U.S. Assistance with applying for admissions, financial aid, scholarship applications, and career exploration is available. The EOC Office is located at the CCC Fourth Street Campus.

Coconino County Tech Prep

Connect to Your Future

If you can answer yes to any of these questions, you may ALREADY have a head start on college with Tech Prep credit:

- Are you a Tech Prep student?
- Did you graduate from a high school in Coconino County within the last two years?
- Have you completed a Tech Prep-articulated career and technical program* in high school?

*High School Tech Prep Programs include: Accounting, Drafting, Word Processing, Hospitality, Building Trades, Modern Office Systems, Child Care, Food Production, Nursing...and more.

If you have completed one of these programs in high school you may be eligible for college credit to be applied toward a degree or certificate program at CCC.

Before you sign up for a career and technical course at CCC, contact Student Support Services. You may not need to repeat what you have already learned in high school.

For more information go to the Tech Prep web page: www.coco.cc.az.us/techprep/.

Coconino Community College offers Tech Prep Programs in:

- Accounting
- Building Trades
- Business
- Computer Information Systems
- Drafting/Computer-Aided Drafting
- Early Childhood Education
- Hospitality
- Office Information Systems
- Marketing
- Nursing/Allied Health
- Welding

Passages Program

The Passages Program is a support service for single parents, displaced homemakers and dislocated workers, and re-entry students. The program is designed to guide you through the process of beginning or returning to college and succeeding in a career/technical program of study. Support services for eligible students include:

- Financial assistance for tuition, books, childcare and transportation
- Academic advising
- Crisis intervention and referral to community resources
- Textbook loan
- Learning / Working for Success workshops
- Peer mentoring and support

Disability Resources

CCC is committed to providing college-wide educational support and assistance for students with documented disabilities. Services are individually determined to provide you with the opportunity to fully participate within College-sponsored courses and/or activities. The Disability Resources department works closely with other College departments and community agencies to enhance and support your education choices. All efforts will be made to promote independence and the highest extent of integration into our learning community.

If you have a documented disability and need accommodations to obtain equal access to any CCC classroom instruction and/or activities district-wide, please contact the Disability Resources office. Services include intake assistance, eligibility determination with appropriate documentation, faculty notification of accommodations, and on-going assistance throughout attendance at CCC. If you require accommodations, you must contact the Disability Resources office each semester at least eight weeks before classes start; not doing so may result in receiving delayed and/or limited services.

Reserve Officers Training Corps (ROTC)

Through an arrangement with Northern Arizona University (NAU), CCC students in Flagstaff can take freshmen and sophomore-year classes in ROTC. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. These classes provide Army ROTC Basic Course credit to students who intend to enroll in, or continue their participation in Army ROTC classes at Northern Arizona University or other universities hosting Army ROTC programs. Students can register for these classes at CCC and take the courses at NAU. For further information, contact Air Force ROTC at (928) 523-2060 or CCC's Student Support Services.

Bookstore

Purchase of textbooks and supplies are available through the Northern Arizona University Bookstore and an on-line purchasing system through MBS Direct. CCC is in a transition period regarding the delivery of bookstore services. A permanent bookstore is planned for the Lone Tree campus location. The on-line ordering system provides bookstore services to students attending classes in other campus and extension site locations, and through distant learning opportunities. Additional information regarding bookstore hours, ordering information, and other services is included in the class schedule and student handbook.

Student Activities and Campus Life

Student Activities and Campus Life provides learners with an opportunity to feel connected to CCC and participate in extra-curricular activities sponsored by campus clubs and organizations. Student Forums are scheduled monthly for discussion of relevant issues and student concerns. The program provides current information regarding campus events and activities, and ensures appropriate communication with students concerning all aspects of campus life.

Phi Theta Kappa

Phi Theta Kappa International Honor Society was founded for community colleges in 1918. Since that time it has become the largest and one of the most prestigious honor societies in higher education. The CCC Beta Gamma Chi chapter recognizes and encourages scholarship by providing the opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence.

Distance Learning

CCC offers a variety of on-line courses, giving you more options in your education. Courses are delivered to you via the Internet by the Extended Learning Department here at CCC. The Extended Learning Department also provides other technology such as video conferencing to support institutional partnerships and for learning support services. Success in distance courses depends on the development and nurturing of unique learning and motivational skills that we will help you attain. Please inquire about our distance learning offerings or visit the web site for more information.

Non-Credit Courses/Continuing Education Programs

Non-credit short-term courses and workshops are offered throughout the year. These courses are designed to meet the learning needs of a wide variety of students. For example, we offer computer courses in using word processing applications, spreadsheets, and databases. You are not required to meet the same criteria that are expected of the regular credit-bearing courses to enroll

in these programs. Registration is a simplified process, and college credit is not available. For additional information about these programs call the Community Education Coordinator.

College Security

Coconino Community College is responsible for maintaining a professional and safe environment, conducive to educational pursuits throughout its district. In its commitment to the provision of a secure environment, procedures are established through review of the College Safety and Security Committee regarding dissemination of accurate and timely information concerning individual safety and security in compliance with related federal and state regulations. Security on locations where CCC classes are held is available during regularly scheduled classes and lab hours. A Campus Security Report is also available from CCC and may be accessed at the college web site:

<http://www.coco.cc.az.us/stuinfo/securityrpt>.

Students needing to file restraining orders and/or orders of protection should contact the Security Office at any of the campus locations. For further information on safety tips, emergencies, or reporting assistance, contact the College Receptionist.

Student ID Cards

Photo student ID cards are provided at the Lone Tree, Fourth Street, and Page/Lake Powell campuses during the first semester of attendance. The ID card may be required to access campus services and as proof of identity in accessing educational records and other information. Students are issued a "system generated" identification number at the time of initial registration; social security numbers are NOT used by CCC for student identification purposes.

Parking and Parking Permits

Adequate parking and secure parking lots are established at all CCC campuses and locations. Parking permits are required at the Lone Tree and Fourth Street campuses. The permits regulate access to student parking at these locations only. Emergency phones are installed throughout the Lone Tree campus parking lot. Violations of parking regulations and procedures are subject to fines and disciplinary action.

Lost and Found

Campus Reception is responsible for lost and found items at each campus location. Lost items may also be reported to Campus Security.

Small Business Development Center: SBDC

Has this thought ever crossed your mind, "What a great idea for a new business! I wonder how to get started?" Or, maybe you already run your own business. "Seems like I'm doing OK but I wonder how I can be more profitable. How can I get more customers?"

If you are an entrepreneur or considering self-employment, these and similar questions can be answered by the staff of CCC's Small Business Development Center. The SBDC is a partnership between CCC and the U.S. Small Business Administration (SBA). SBDCs were established by Congress in 1980 and are currently located in over 900 community colleges and universities nationwide.

The CCC SBDC provides direct counseling, pertinent business management training and up-to-date information resources to the Coconino County business community. No-cost, confidential counseling services focus on a variety of business management issues including business planning, financial management and analysis, marketing strategies, international trade, and funding sources. Perhaps the best counseling service the SBDC offers is an objective third-party perspective to help clients identify and solve problems, as well as determine realistic priorities and goals.

In 2000 the SBDC provided professional guidance and advice to nearly 500 clients county wide. Business owners in the outlying communities are not required to travel to Flagstaff for assistance as SBDC staff visits Williams, Page, Sedona and Tuba City on a regular basis.

In cooperation with the CCC Division of Occupational/Professional Education, the SBDC offers an array of business development courses and seminars. Participants are able to earn college credit for some of the courses.

Helping Coconino County Businesses Maximize Their Successes

Topics include:

- ◆ Minding Your Own Business (a business start-up workshop)
- ◆ QuickBooks in Your Business
- ◆ Understanding Financial Statements
- ◆ Customer Service
- ◆ Your Marketing Plan
- ◆ The Anatomy of a Business Plan

The SBDC maintains a comprehensive information resource library of publications, videotapes, audiotapes, CD-ROMs, and software. Most of the non-computer resources are reprinted (within copyright limitations) or loaned to clients at no cost. For clients who are exploring the business opportunities on the World Wide Web, the staff also provides "test drives" on the Information Superhighway.

The SBDC is located at the east end of CCC's Flagstaff campus. Feel free to stop by anytime or call (928) 526-7653 (Flagstaff and Williams) or (800) 350-7122 ext. 7653 (elsewhere in Coconino County).

Workforce Training Programs

The College provides customized courses and workshops devoted to meet the workforce development needs of individual firms or industry clusters. These courses are offered at the College or at the employers' place of business. Courses are delivered using traditional and computer-based instructional methods. CCC has provided on-site training for major employers in Coconino County including Nestle Purina Pet Products, W.L. Gore & Associates, Salt River Project/Navajo Generating Station, New England Business Service, and Navajo Army Depot. In addition, many other public and private sector firms enrolled their employees in specially-designed course offerings at CCC.

The computer-based courses use PLATO as the instructional medium. The PLATO Learning System is computer-managed instructional courseware that provides learners with knowledge that spans a wide range of subject areas. Each course is targeted to specific competencies and skill levels. Subjects and topics include many of the necessary basic skills: communications (reading, writing, and presentations); mathematics; science (biology, chemistry, and physics); and social and behavioral sciences (economics, geography, history, political science).

In addition, PLATO provides instruction in life skills (job and parenting skills), technical skills (blueprint reading, industrial electronics, hydraulic and pneumatic power fundamentals), and health, safety and environmental training. Moreover, PLATO contains courses that are specifically designed to enhance workplace performance: quality fundamentals, writing in the workplace, and data management skills.

The College is also an authorized service center for ACT WorkKeys®. WorkKeys is a comprehensive assessment system that tests skills in problem solving, communication and teamwork. It also identifies the skill levels needed to do specific jobs. In many communities, WorkKeys has enhanced the retention and productivity of incumbent workers, and helped improve the entry-level skills of prospective workers.

The PLATO courses are closely aligned with the WorkKeys competencies. This combination, along with other CCC programs and services, provides local employers and workers with effective, flexible and affordable solutions to their training needs.

For additional information about these workforce-training programs, call the Dean of Extended Learning at the Flagstaff Campus or the Administrative Center at the Page Campus.

College Disclosures

Full text policies and procedures are available at <http://www.coco.cc.az.us/handbook/handbook.htm>.

Ability to Benefit

According to the Higher Education Technical Amendments of 1991 (Pub. L. 102-26, enacted on April 9, 1991), individuals who have not earned a high school diploma, a GED, or are in the process of earning a GED must successfully take an independently approved examination to qualify for Title IV financial aid funds. For information contact Financial Aid Services.

Americans with Disabilities Act (ADA)

Coconino Community College maintains programs, policies and procedures, which are required under the provisions of the Americans with Disabilities Act (ADA) which establishes a clear, comprehensive federal prohibition of discrimination against persons with disabilities. The College ensures compliance with applicable building standards for existing, new and remodeled owned structures, development of standards of compliance for non-owned structures, support for an ongoing process of reasonable accommodation to applicants, employees, students and the general public using or seeking to use College facilities and services. The College prohibits discrimination against a qualified individual with a disability in regard to admissions, registration, access to instruction, hiring, compensation, advancement, training, and other terms or conditions of employment and termination. The College provides reasonable accommodations to qualified applicants or employees with a disability unless it can show that the accommodation would impose an undue hardship on the College.

Carl Perkins Vocational Education Act

Coconino Community College receives grant funding under the federal Carl Perkins Vocational and Technical Education Act of 1998 to improve vocational education programs and to ensure the full participation of individuals who are members of special populations in vocational education programs. Special populations in the Act are defined as individuals with disabilities; economically disadvantaged individuals; individuals preparing for nontraditional training and employment for their gender; single parents; displaced homemakers; and individuals with other barriers to educational achievement, including limited English proficiency. CCC provides assistance to special populations in overcoming barriers that may result in decreased access and success in postsecondary education and does not discriminate against members of special populations.

Drug Free College

Coconino Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 specified by Public Law 101-226. This is demonstrated in the College Drug and Alcohol Free Workplace policy and procedures which ensure that employees and students comply with federal and state regulations regarding a drug and alcohol free workplace and educational environment.

The College regulations prohibit the manufacture, possession, distribution or use of alcohol or a controlled substance by students, employees and campus guests in the workplace and facilities owned or leased by the College.

No employee or student who is under the influence of or has recently used alcohol and/or a controlled substance to the extent of causing major impairment of job or academic performance or disruptive behavior will be allowed to work or attend CCC classes and/or functions. Employees and students will be provided a description of the applicable legal sanctions under local, state and federal law for unlawful possession, distribution or use of alcohol or illicit drugs.

Compliance with the policy is a condition of employment and continued active student status. Employees and students are required to report violations to appropriate college authorities. The College will assist employees and students with appropriate referral and information concerning drug and alcohol education.

Holidays

Coconino Community College observes certain holidays and vacation periods, which are detailed in each semester's class schedule. The College conducts classes at a variety of sites throughout Coconino County including local public school facilities. The College endeavors to follow the holiday schedule and vacation periods of the local school district to ensure access to facilities and reduce schedule conflicts for students. In general, no classes are taught on the following district-wide holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (two days) and Christmas Day. Scheduled vacations may vary with site and local school calendars but generally includes a Winter Break beginning just prior to Christmas Day and a Spring Break in March or April.

Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the College. The student will be required to make up any work missed. Absences for such holidays shall not count

against the number of absences allowed by an instructor. At least one week prior to the holiday, students shall submit to their instructor(s) a written statement which contains the date of the holiday and the reason class attendance is not possible.

Sexual Harassment

Coconino Community College is committed to maintaining a work and educational environment free of discriminatory intimidation and sexual harassment.

All persons associated with CCC including, but not limited to, the District Governing Board, the administration, faculty, staff, students, and members of the public will provide an environment free from sexual harassment and discrimination. Any person who engages in sexual harassment and/or discrimination against others on the basis of race, gender, religion, color, national origin, age, disability or Veteran status while acting as a member of the College community or while on college property will be in violation of college policy. Inquiries regarding the policy or the filing of a complaint should be directed to the Director for Human Resources.

Student Complaints

Complaints and grievance by students and other constituents are addressed through various college policies and procedures and administrative offices. The College is obligated by the North Central Accreditation Office to keep a record of formal complaints. Student grievance procedures are included in the Student Code of Conduct, available from the Vice President for Student Affairs or on the web at www.coco.cc.az.us. The privacy of the parties involved is protected.

<u>Title</u>	<u>Name</u>	<u>Telephone</u>
College President,	Dr. Thomas Jordan	(928) 226-4203
Vice President for Academic Affairs,	Dr. Kathleen Corak	(928) 226-4224
Vice President for Administrative Support,	Jami Bradley	(928) 226-4209
Vice President for Student Affairs,	Terree Duncan	(928) 226-4213
Director for Human Resources,	Craig Schill	(928) 226-4204

Assessment and Institutional Effectiveness

Coconino Community College is committed to its mission to promote student success through comprehensive learning opportunities. Assessment is the ongoing process of analyzing and evaluating CCC's functions and activities. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services.

Assessment and institutional effectiveness activities at CCC emphasize feedback on teaching and learning. The information is used to plan and improve instruction, support services, administrative functions, and cultural and community support.

Students and community members-at-large are asked to participate in assessment activities, which may include, but are not limited to, examination, performance assessments, surveys, focus groups, interviews, and follow-up studies. Participation in these activities is appreciated and valued by members of the College community.

Student Right-to-Know and Campus Security Act

Coconino Community College is in compliance with Public Law 101-542, the Student Right-to-Know and Campus Security Act (as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991). Copies of the Student Right-to-Know document are available on the College's web site at www.coco.cc.az.us.

The Crime Awareness and Campus Security Act of 1990 requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current students and employees, and to any applicant for enrollment or employment, upon request. CCC's Annual Campus Security Report may be accessed at the following web site: <http://www.coco.cc.az.us/stuinfo/securityrpt>.

Student Identification Number

Arizona Revised Statutes allows community colleges to use a student's social security number as their student identification number, but must allow the student to request a system-generated identification number. Beginning spring 2001, Coconino Community College has elected to provide all students with a system-generated identification number. The student must still provide their social security number for tax reporting and financial aid and will be used only for such purposes as allowed under the FERPA regulations.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, Division Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to

whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coconino Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C., 20202-4605

Periodically, the institution is required to submit student data in response to federal and state reporting mandates.

Directory Information

Coconino Community College designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of those items without prior consent, unless notified in writing to the contrary prior to or by the first day of classes each semester.

Student Code of Conduct

Coconino Community College offers its students the opportunity to learn in an environment where individual rights are respected. As in any group situation, respect for individual rights is best achieved when each group member acts in ways that are reasonable and responsible. Conduct is expected to be consistent with the learning environment and is subject to standards set by the College. The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the College community.

Copies of the Student Code of Conduct Policies and Procedures are available on the College's web site at www.coco.cc.az.us.

Voter Registration

In compliance with the National Voter Registration Act (42 U.S.C. 1973gg-2(b)), mail in voter registration forms for Coconino County are available for all CCC students and the public. Voter registration forms are available at all CCC campuses. For more information contact the Coconino County recorder's office at (928) 779-6585.

General Education



General Education Outcomes, Transfer Guidelines and Requirements

General Education Values Statement

The General Education curriculum provides the core of learning in all degree programs and demonstrates the commitment of Coconino Community College to student success. This core of learning includes skills in reading, writing, quantitative and critical thinking which provide a basis for university study or lifelong education. Specific courses emphasize the principles of mathematics, science, or technology. Others focus on greater awareness of self, society, and the history and culture of humankind. General Education presents skills and knowledge for students to succeed in academic, career, and life goals.

Note: The General Education Core Curriculum is not a degree.

Education for Life!

General Education Learning Outcomes

Coconino Community College offers General Education courses that provide students with the highest quality experience. To that end, we measure the effectiveness of our program using the following student learning outcomes as our guide. Students who complete our General Education program, whether as part of degree program or the AGEC, can expect to acquire or improve their skills in the following areas:

Communication Skills

Convey ideas using one or more methods of expression (written, oral, signed).

- Present ideas
- Participate in collaborative groups
- Construct arguments
- Demonstrate listening

Thinking Skills

- Learn methods of inquiry
- Improve quantitative and critical thinking
- Demonstrate use of scientific method
- Develop creative thinking skills
- Demonstrate knowledge of technological application

Diversity and Global Perspective

Understand and appreciate diverse cultures, values, beliefs, and historical perspectives.

- Recognize the diversity of humanity
- Identify the influence of culture and ethnicity
- Link cultural perspectives

Aesthetic Perspective

A better understanding, appreciation, and global application of the arts.

- Analyze and evaluate the arts
- Reflect on aesthetic experiences

Ethical and Civil Values

A better understanding of self and others to clarify individual and societal responsibilities, needs, and values.

- Identify and assess community needs
- Display integrity in one's choices
- Understand social values
- Recognize the individual's responsibility

Thinking about transferring? Make your credits count!

What is AGEC?

- AGEC stands for Arizona General Education Curriculum. AGEC is the best way to make your credits count for most transfer degrees.
- The purpose of AGEC is to provide students attending any Arizona public community college with the opportunity to build a General Education curriculum that is transferable upon completion without a loss of credit to another Arizona public community college or university.
- AGEC is a statewide agreement between Arizona public community colleges, Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (U of A). Coconino Community College began implementing the AGEC starting spring of 1999.
- AGEC is a 35-credit block of lower division General Education curriculum that fulfills the lower-division General Education requirements at any Arizona public community college or university.

Why complete an AGEC?

1. When you complete an AGEC¹, all admission requirements are waived at all Arizona public universities. This means that you are unconditionally admitted to any Arizona public university of your choice after completing an AGEC².
2. AGEC satisfies ALL lower-division liberal studies requirements at all Arizona public universities.
3. For most majors, if you complete an AGEC and specific courses you need for transfer, you can enter any Arizona public university as a junior. Please see an advisor for more information.
4. Save money by completing your lower-division liberal studies requirements at CCC³. On the average, Coconino Community College tuition rates are about one-third of the Arizona public universities' tuition.

5. Classes are generally smaller than university freshman and sophomore liberal studies classes.

6. If you have some high school concurrent enrollment credits, and/or CLEP credits that satisfy our General Education requirements, these credits can be counted toward an AGECE and will transfer to all Arizona public universities.

¹Arizona residents need to have a minimum AGECE GPA of 2.0. Non-residents are required to have a minimum cumulative GPA of 2.5.

²Depending on the major or department you plan to transfer to at the university, you might still need to meet departmental admission requirements.

³You may or may not choose to complete a degree at Coconino Community College.

Why complete a CCC transfer degree?

All CCC transfer degrees result in an AGECE¹. Therefore, you get all the benefits of completing an AGECE and more.

- You may be able to transfer into the university as a junior. *See an advisor for more information.*
- You will have an associate degree, making you more competitive in the job market.

When might AGECE not be necessary?

Some university majors require you to take very specific courses from the beginning of your college education.

See an advisor for these majors and to discuss your academic plan.

What happens if you don't complete an AGECE?

- You will need to meet ALL standard university admission requirements.
- You will need to complete university liberal studies requirements which may or may not be the same as Coconino Community College's General Education requirements.
- Your General Education courses will be evaluated one by one using the *Course Equivalency Guide* (CEG) instead of being transferred as a General Education block, satisfying ALL lower-division General Education requirements.

Tips for students planning to transfer

- See an advisor as soon as possible. The earlier you develop an educational plan with an advisor, the less of a chance you have of losing credits after transferring to an Arizona public university. Don't wait until you almost graduate to see an advisor.
- Explore your career interest to help you decide on a major early.
- Don't take any more than 64 transferable credit hours, because all Arizona public universities accept only a maximum of 64 transferable credit hours².

¹At CCC, you don't need to switch catalogs to get the benefits of an AGECE.

²This does not mean that they will accept ALL transferable courses. Please see an advisor to discuss which courses you should take to ensure that you are taking courses that will be counted toward the university graduation requirements.

Arizona General Education Curriculum-A: AGECE-A

AGECE-A is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of liberal arts majors (e.g., Anthropology, Social Science, Fine Arts, and Humanities).

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Mathematics 3–5

MAT 142 Applications of College Algebra (3) or higher

Arts/Humanities 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences 8–10

Any two courses may be taken from the Physical/Biological Sciences category.

Options* 0–6

General Education Options may be selected from the above categories or from the Options category.

*0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

Arizona General Education Curriculum-B: AGEC-B

AGEC-B is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors (e.g. Business Administration, Computer Information Systems)

Note: Associate in Business degree core courses may not be used to satisfy AGEC-B requirements.

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Mathematics 3–5

MAT 212 Business Calculus (3) or higher

Arts/Humanities 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral category.

Physical/Biological Sciences 8–10

Any two courses may be taken from the Laboratory Sciences category.

Options* 0–6

General Education Options may be selected from the above categories or from the Options category.

*0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

Arizona General Education Curriculum-S: AGEC-S

AGEC-S is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of majors with more stringent mathematics and mathematics-based science requirements (e.g. Biology or Chemistry).

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Mathematics 5

MAT 220 Calculus & Analytic Geometry I (5)

Arts/Humanities 6–9

Courses from two or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral category.

Physical/Biological Sciences 8–10

BIO 181 Unity of Life I: Life of the Cell (4) &
BIO 182 Unity of Life II: Multi-cellular
Organisms(4)
or

CHM 151 General Chemistry I (5) &
CHM 152 General Chemistry II (5)
or

PHY 161 University Physics I (4) &
PHY 262 University Physics II (4)

Options* 0–6

General Education Options may be selected from the above categories or from the Options category.

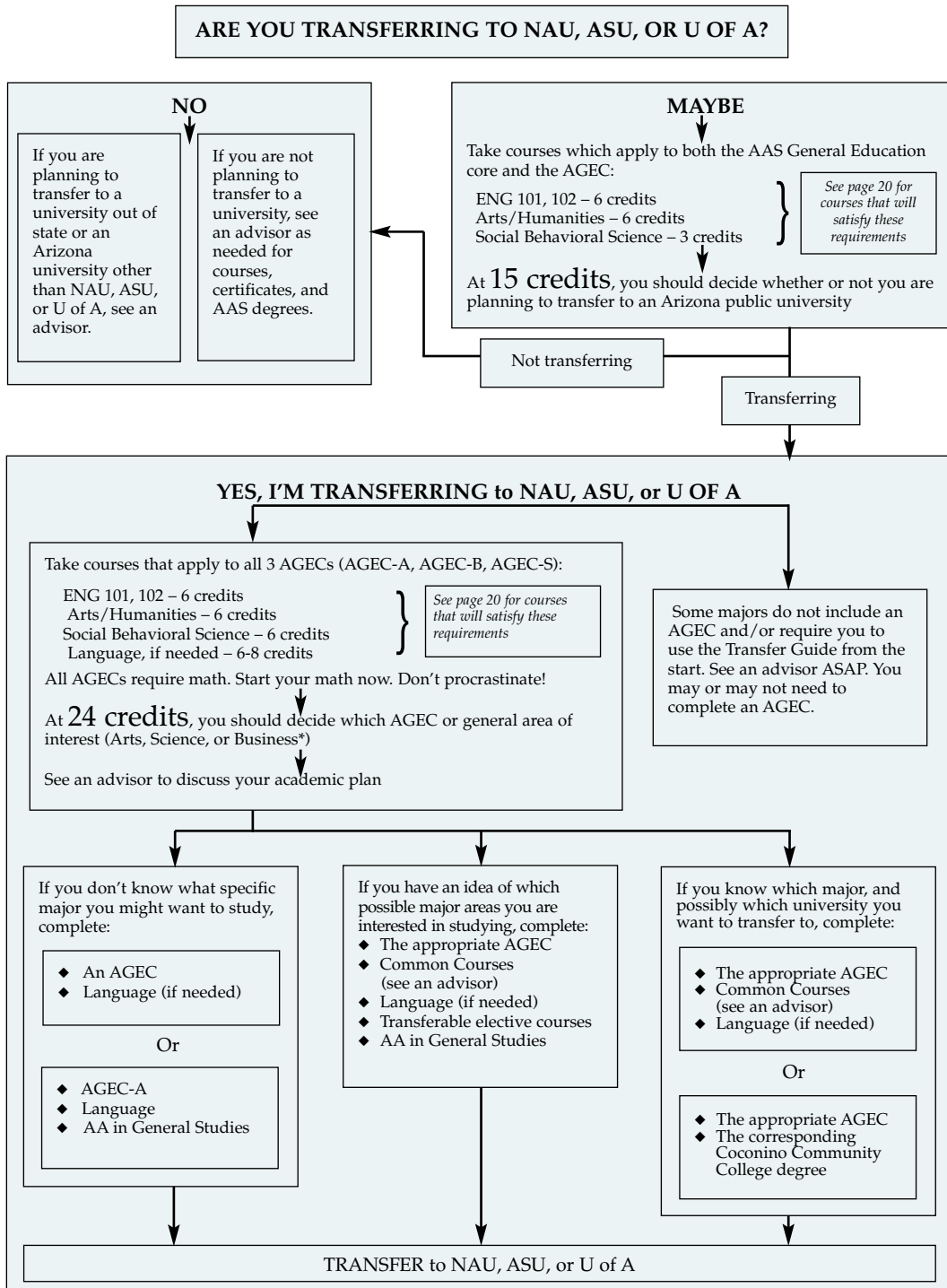
*0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

Decision Points for Transfer Students: Make Your Credits Count!



*AGEC-A is a 35-credit block of lower division general education curriculum that fulfills lower division general education requirements of liberal arts majors (e.g. Anthropology, Social Science, Fine Arts, Humanities).

AGEC-B is a 35-credit block of lower division general education curriculum that fulfills lower division general education requirements of business majors (e.g. Business Administration, Computer Information Systems).

AGEC-S is a 35-credit block of lower division general education curriculum that fulfills lower division general education requirements of majors requiring more mathematics and mathematics based science (e.g. Biology, Chemistry)



General Education Core Curriculum: GECC

English Composition (6)

- ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Note: AAS and AGS Degrees may substitute ENG 135 and/or ENG 136. See specific degree program for requirement listing.

Mathematics (3–5)

- MAT 142 Application of College Algebra (3)
MAT 151 College Algebra (4)
MAT 187 Precalculus (5)
MAT 212 Business Calculus (3)
MAT 220 Calculus & Analytic Geometry I (5)
MAT 230 Calculus & Analytic Geometry II (5)
MAT 241 Calculus & Analytic Geometry III (4)
MAT 262 Differential Equations (3)

Note: AAS and AGS Degrees may substitute MAT 121 or higher or BUS 100. See specific degree program for requirement listing.

Arts and Humanities (6–9)

Courses from two or more disciplines must be selected to meet the requirement.

- ART 100 Art Appreciation (3)
ART 103^E Native American Art of the Southwest (3)
ART 201^C Art History I (3)
ART 202^C Art History II (3)
ART 221^{C,E} Art of the Southwest (3)
ENG 236^E Introduction to the American Short Story (3)
ENG 237^E Women in Literature (3)
ENG 238^E Literature of the Southwest (3)
ENG 272^W Creative Writing: Nonfiction (3)
HUM 235 American Arts & Ideas (3)
HUM 241^W Humanities I (3)
HUM 242^{W,C} Humanities II (3)
MUS 100 Music Appreciation (3)
MUS 145 Jazz History & Literature (3)
PHI 101^C Introduction to Philosophy (3)
PHI 105^E Introduction to Ethics (3)
REL 201^C Comparative Religions (3)
THR 101 Introduction to Theatre (3)

Social and Behavioral Sciences (6–9)

Courses from two or more disciplines must be selected to meet the requirement.

- AJS 101 Introduction to Administration of Justice (3)
AJS 280 Criminology (3)
ANT 102^{E,C} Introduction to Cultural Anthropology (3)
ANT 110 Exploring Archeology (3)
ANT 210^{E,C} Peoples of the World (3)
ANT 230^{E,C} Peoples of the Southwest (3)
BUS 203 Business Law (3)
BUS 214 Legal, Ethical & Regulatory Issues in Business (3)
ECN 204^W Macroeconomic Principles (3)
ECN 205 Microeconomic Principles (3)
GEO 133^C World/Regional Geography (3)
HIS 131^{E,C} United States History to 1877 (3)
HIS 132^{E,C} United States History from 1877 (3)
HIS 136^{E,C} Women in American History (3)

- HIS 201^C Western Civilization to 1660 (3)
HIS 202^C Western Civilization from 1660 (3)
HIS 250^{E,C} Asian Civilization through 1644 (3)
HIS 251^{E,C} Asian Civilization from 1645 (3)
POS 101 Introduction to Politics (3)
POS 110 American National Government (3)
POS 120^C Introduction to World Politics (3)
POS 220^W Arizona & National Constitution (3)
POS 233^C Global Environmental Politics (3)
PSY 101 Introduction to Psychology (3)
PSY 227^W Personality Theory (3)
PSY 236^E Psychology of Women (3)
PSY 240^E Developmental Psychology (3)
PSY 250^{W,E,C} Social Psychology (3)
SOC 101 Introduction to Sociology (3)
SOC 132^E Social Problems (3)
SOC 142^E Race & Ethnic Relations (3)
SOC 210^{W,E} Sociology of Gender (3)

Physical and Biological Sciences (8–10)

- ANT 101 Introduction to Physical Anthropology (4)
BIO 100 Biology Concepts (4)
BIO 105^{W,C} Environmental Biology (4)
BIO 109 Natural History of the Southwest (4)
BIO 181 Unity of Life I: Life of the Cell (4)
BIO 182 Unity of Life II: Multicellular Organisms (4)
BIO 201 Human Anatomy & Physiology I (4)
BIO 202 Human Anatomy & Physiology II (4)
BIO 205 Microbiology (4)
BIO 253 Biotechnology & Social Issues (4)
CHM 130 Fundamental Chemistry (4)
CHM 151 General Chemistry I (5)
CHM 152 General Chemistry II (5)
GEO 131 Introduction to Physical Geography (4)
GLG 101 Physical Geology (4)
GLG 102 Historical Geology (4)
PHY 111 College Physics I (4)
PHY 112 College Physics II (4)
PHY 161 University Physics I (4)
PHY 180 Introduction to Astronomy (4)
PHY 253^{C,E} Archaeoastronomy (4)
PHY 262 University Physics II (4)

General Education Options may be selected from the above lists or from the following: (0–6)

- ASL 101 American Sign Language I (4)
ASL 102 American Sign Language II (4)
ASL 201 American Sign Language III (4)
ASL 202 American Sign Language IV (4)
CIS 120 Introduction to Computer Information Systems (3)
FRE 101 Beginning French I (4)
FRE 102 Beginning French II (4)
GER 101 Beginning German I (4)
GER 102 Beginning German II (4)
MAT 160 Introduction to Statistics (3)
NAV 101 Beginning Navajo I (4)
NAV 102 Beginning Navajo II (4)
SPA 101 Beginning Spanish I (4)
SPA 102 Beginning Spanish II (4)
SPA 201 Intermediate Spanish I (4)
SPA 202 Intermediate Spanish II (4)
SPC 100 Fundamentals of Speech Communication (3)

Note: Check your chosen degree program for specific General Education requirements.

Arizona General Education Curriculum: AGECE

The Arizona General Education Curriculum (AGECE) is a block of 35 semester credit hours of lower-division, General Education course work. There are three forms of AGECE:

1. AGECE-A is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of liberal arts majors (e.g. Fine Arts/Visual Arts, Psychology, Sociology)

2. AGECE-B is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors (e.g. Business Administration, Computer Information Systems)

3. AGECE-S is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of majors with more stringent mathematics and mathematics-based science requirements (e.g. Biology, Chemistry)

AGECE-A, AGECE-B, and AGECE-S can be completed separately or as part of an associates degree at CCC and must include the Special Requirements listed below. The College certifies completion of the AGECE on the official transcript.

A completed AGECE will transfer as a block to meet the lower-division General Education requirements at any of the Arizona public universities or other Arizona community colleges. Transfer students who wish to earn the associate degree must then meet additional CCC degree requirements. To earn the bachelor's degree, students transferring the AGECE must still meet course prerequisites, major requirements, and upper-division requirements at their chosen university.

Special Requirements

Students planning to transfer a completed AGECE must meet the additional Special Requirements listed below. These requirements may be met within the 35 hours of General Education Core Curriculum by choosing one course from each of the following lists.

Note: A minimum of two courses must be taken to fulfill AGECE Special Requirements.

Intensive Writing/Critical Inquiry

This requirement must be completed at Coconino Community College.

BIO 105 Environmental Biology (4)

ECN 204	Macroeconomic Principles (3)
ENG 272	Creative Writing: Nonfiction (3)
HUM 241	Humanities I (3)
HUM 242	Humanities II (3)
POS 220	Arizona & National Constitution (3)
PSY 250	Social Psychology (3)
SOC 210	Sociology of Gender (3)

Note: ENG 102 is a pre- or co-requisite for these courses.

Ethnic/Race/Gender Awareness

ANT 102	Introduction to Cultural Anthropology (3)
ANT 210	Peoples of the World (3)
ANT 230	Peoples of the Southwest (3)
ART 103	Native American Art of the Southwest (3)
ART 221	Art of the Southwest (3)
ENG 236	Introduction to the American Short Story (3)
ENG 237	Women in Literature (3)
ENG 238	Literature of the Southwest (3)
HIS 131	United States History to 1877 (3)
HIS 132	United States History from 1877 (3)
HIS 136	Women in American History (3)
HIS 250	Asian Civilization to 1644 (3)
HIS 251	Asian Civilization from 1645 (3)
PHI 105	Introduction to Ethics (3)
PHY 253	Archaeoastronomy (4)
PSY 236	Psychology of Women (3)
PSY 240	Developmental Psychology (3)
PSY 250	Social Psychology (3)
SOC 132	Social Problems (3)
SOC 142	Race & Ethnic Relations (3)
SOC 210	Sociology of Gender (3)

Contemporary Global/International Awareness or Historical Awareness

ANT 102	Introduction to Cultural Anthropology (3)
ANT 210	Peoples of the World (3)
ANT 230	Peoples of the Southwest (3)
ART 201	Art History I (3)
ART 202	Art History II (3)
ART 221	Art of the Southwest (3)
BIO 105	Environmental Biology (4)
GEO 133	World/Regional Geography (3)
HIS 131	United States History to 1877 (3)
HIS 132	United States History from 1877 (3)
HIS 136	Women in American History (3)
HIS 201	Western Civilization to 1660 (3)
HIS 202	Western Civilization from 1660 (3)
HIS 250	Asian Civilization through 1644 (3)
HIS 251	Asian Civilization from 1645 (3)
HUM 242	Humanities II (3)
PHI 101	Introduction to Philosophy (3)
REL 201	Comparative Religions (3)
PSY 250	Social Psychology (3)
PHY 253	Archaeoastronomy (4)
POS 120	Introduction to World Politics (3)
POS 233	Global Environmental Politics (3)

Summary of Minimum General Education Core Curriculum Requirements

General Education Core Curriculum	Transfer Degrees			Not Intended for Transfer Degrees	
	Associate of Arts	Associate of Business	Associate of Science	Associate of Applied Science	Associate of General Studies
English Composition	6	6	6	6	6
Mathematics	3-5	3-5	5	3	3
Arts and Humanities	6-9	6-9	6-9	6	6
Social and Behavioral Sciences	6-9	6-9	6-9	6	6
Physical and Biological Sciences	8-10	8-10	8-10	4-5	4-5
General Education Options	0-6	0-6	0-6	-	-
Total minimum credit hours	35	35	35	25	25

Course Prefixes

The following prefixes are used in course descriptions at CCC and are listed in alphabetical order.

ACC Accounting	HRM Hotel & Restaurant Management
AJS Administration of Justice	HDE Human Development Education
AES Air Force Studies	HUM Humanities
AHS Allied Health Sciences	IEC Independent Electrical Contractors Apprenticeship
ASL American Sign Language	ITC Industrial Technology Construction
ANT Anthropology	INT Internship
ART Art	LDR Leadership
AUT Automotive	MCH Machine Shop
AVT Aviation	MIT Manufacturing & Industrial Technology
BIO Biology	MAT Mathematics
BUS Business	MSC Military Science
CHM Chemistry	MUS Music
CIS Computer Information Systems	MUP Music Performance
DAN Dance	NAV Navajo
DFT Drafting	NUR Nursing
ECE Early Childhood Education	NTR Nutrition
ECN Economics	OIS Office Information Systems
EDU Education	PAR Paralegal Studies
ELT Electronics	PHI Philosophy
EMS Emergency Medical Services	PHE Physical Education
ENG English	PHY Physics
ENV Environmental Studies	POS Political Science
FSC Fire Science	PSY Psychology
FRE French	RES Real Estate
GIS Geographic Information Systems	REC Recreation
GEO Geography	REL Religious Studies
GLG Geology	SOC Sociology
GER German	SPA Spanish
HIS History	SPC Speech
HON Honors	THR Theater

Degrees and Certificate Programs

Associate of Arts Degree (AA)

The Associate of Arts Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-A, AGECE-B or AGECE-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Business Degree (ABus)

The Associate of Business is designed for students planning to transfer to a college or university and requires a minimum of 62 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGECE-B). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Science Degree (AS)

The Associate of Science Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGECE-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Applied Science Degree (AAS)

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. With the exception of AAS to BAS degrees, these degrees are not intended for transfer to a university, although some courses may be accepted for transfer by universities.

Associate of General Studies Degree (AGS)

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. Students must complete a minimum of 24 credit hours of General Education courses but are otherwise free to explore other areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree that recognizes the mission of the community college that education is a lifelong process.

Certificate Programs

Certificate programs are designed to provide specific knowledge to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses. Certificates require a cumulative CCC grade point average of 2.00 or higher. Some certificate programs and/or credit hours may be applied toward other certificates and/or an Associate of Applied Science degree.

Quick Reference to Degrees and Certificate Programs

The following table summarizes the minimum General Education Core Curriculum required for each type of degree offered at CCC. When considering which type of a program is best for you, please note that if you intend to transfer to a university to complete a bachelor's degree, the Associate of Arts, Associate of Business and Associate of Science are the CCC degrees designed for that purpose. The Associate of Applied Science and Associate of General Studies degrees will require additional General Education courses.

Are you planning to transfer to a university?

The Associate of Arts (AA), Associate of Business (ABus) and Associate of Science (AS) degrees are designed to make the transfer process as painless as possible. Be sure to check the particular degree requirements of the university you plan on attending; they may have special requirements. Your advisor will assist you in planning the best program for you. The following is a list of the AA, ABus and AS degrees currently offered at Coconino Community College:

Associate of Arts Degree (AA)

- Administration of Justice
- Construction Management
- Elementary Education
- Fine Arts/Visual Arts
- General Studies
- Hotel & Restaurant Management
- Pre-Social Work
- Psychology
- Sociology
- Vocational Technology Education

Associate of Business (ABus)

- Business Administration

Associate of Science Degree (AS)

- Environmental Science

Are you seeking to improve your work skills or options with an associate degree and do not plan to transfer into a four-year degree program?

See your advisor to plan the program best suited to your needs and interests. The following Associate of Applied Science (AAS) degrees have been designed for you.

Associate of Applied Science Degree (AAS)

- Administration of Justice
- Alternative Energy Technology

- Architectural Design Technology
- Business Technologies
- Carpentry Apprenticeship
- Computer Software Technology
- Construction Technology
- Early Childhood Education
- Fire Science
- Hospitality Management
- Medical Office Assistant
- Network Engineering
- Office Information Systems
- Paralegal Studies
- Sheet Metal Apprenticeship

Are you seeking to broaden your knowledge but have no university major or vocational goal in mind?

The Associate of General Studies (AGS) degree has been designed for you.

Are you interested in improving your skills but may not want to get a degree?

Many courses in certificate programs can be applied to degrees. See your advisor for further information.

The following is a list of Certificates available through CCC:

Certificate Programs

- Accounting Technician
- Alternative Energy Technician
- Assisted Living
- Carpentry Apprenticeship
- Clerical
- Computer Software Technology
- Construction Technology
- Drafting
 - Architectural CAD Technician
 - Computer-Aided Drafting
- Early Childhood Education
- Electrician Apprenticeship
- Electrical Construction Wiring Training
- Employment Success
- Fire Science
- Hospitality
- Legal Secretary
- Manufacturing
 - High Pressure Pipe & Tube Welding
 - Pipe Welding
 - Structural Welding
- Medical Office Assistant
- Medical Insurance, Coding & Billing
- Medical Transcription
- Network Engineering
- Nursing Assisting
- Phlebotomy
- Pre-Professional Nursing
- Psychiatric Technician
- Sheet Metal Apprenticeship

Transfer Degrees

Degrees Not Intended for Transfer

Certificate Programs



Associate of Arts: AA Degree

The Associate of Arts Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-A, AGECE-B or AGECE-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study.

Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

- Administration of Justice
- Construction Management
- Elementary Education
- Fine Arts/Visual Arts
- General Studies
- Hotel & Restaurant Management
- Pre-Social Work
- Psychology
- Sociology
- Vocational Technology Education

Administration of Justice: AA Degree

The Associate of Arts in Administration of Justice is designed for transfer to the Criminal Justice bachelor's degree at Northern Arizona University (NAU) and Arizona State University (ASU). The program teaches students skills which can be used to enter a wide variety of law enforcement and corrections positions. Students completing this degree will transfer 60-64 credits to NAU or ASU. Students planning to transfer to a university other than NAU or ASU should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities. Minimum credit hours required: 60

AGEC-A Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3-5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6-9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8-10)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (0-6)²

Courses may be selected from the above categories or from the Options category.

Degree Core Requirements: 25-29 credit hours

Required: 15 credit hours

AJS 101 Introduction to Administration of Justice (3)
AJS 110 The Correction Function (3)
AJS 130 The Police Function (3)
AJS 260 Constitutional Law (3)
AJS 280 Criminology (3)

Electives: 10-14 credit hours

10-14 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the CEG.

Recommended

One course at the 100 level or above in Spanish or Navajo (this course may be used to fulfill the AGEC Options requirement) (4)
SOC 142 Race & Ethnic Relations (3)
SOC 210 Sociology of Gender (3)

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Construction Management: AA Degree

The Construction Management degree is designed for transfer to the Construction Management bachelor's degree at Northern Arizona University. Students completing this degree will transfer 64 credits to NAU. This degree results in an AGEC-A, which is transferable to all Arizona public universities. This is a Tech Prep articulated program. For more information about Tech Prep, see page 141.

Minimum credit hours required: 65 credit hours

AGEC-A Requirements: 37 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (5)

MAT 187¹ Pre-Calculus (5)

Arts/Humanities (6)

Courses from two disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

ECN 204¹ Macroeconomics Principles (3)
BUS 214¹ Legal, Ethical & Regulatory Issues in Business (3)

Physical/Biological Sciences (8)

PHY 111¹ College Physics I (4)
PHY 112¹ College Physics II (4)

General Education Options (6)

SPC 100 Fundamentals of Speech Communication (3)
CIS 120 Introduction to Computer Information Systems (3)

Degree Core requirements: 28 credit hours

Required: 28 credit hours

ACC 101¹ Principles of Financial Accounting (3)
DFT 125¹ Architectural Drafting I (3)
DFT 150¹ Auto CAD 2D (3)
GLG 101 Physical Geology (4)
or
CHM 151¹ General Chemistry I (4)
ITC 120 Building the Human Environment (3)
ITC 170 Plane Surveying & Building Layout (3)
ITC 180 Building Construction Methods I (3)
ITC 185 Building Construction Methods II (3)
ITC 210¹ Structural Design & Building Materials (3)

¹ Placement test and/or prerequisite required.



Elementary Education: AA Degree

The Associate of Arts in Elementary Education is designed for students planning to transfer to an Elementary Education bachelor's degree program at all Arizona public universities and requires a minimum of 60 credits. Students planning to transfer to a university other than an Arizona public university should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities.

Requirements (Mathematics, Social/Behavioral Sciences, and Natural Language requirements) differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

Minimum credit hours required: 60

AGEC-A Requirements: 35 Credit Hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6)

Two courses in Art (ART), Music (MUS), or Theatre (THR) from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Two courses from the approved General Education courses in the Social/Behavioral Sciences category. Before selecting these courses see an advisor.

Highly recommended: (two of the following)

GEO 133 World/Regional Geography (3)
HIS 131 U.S. History to 1877 (3)
POS 220¹ Arizona & National Constitution (3)
PSY 101 Introduction to Psychology (3)
SOC 101 Introduction to Sociology (3)

Physical/Biological Sciences (8–10)

Any two courses may be taken from the Physical/Biological Sciences category.

Recommended:

BIO 105¹ Environmental Biology (4)

General Education Options (6)

Two courses from the approved General Education courses in the General Education Options category. A first year of foreign language (101 and 102) is highly recommended.

Degree Core Requirements: 25–30 credit hours

Required: 25 credit hours

CIS 102 Computer Literacy (2)
or
CIS 120 Introduction to Computer Information Systems (3)
EDU 200 Introduction to Education (3)
EDU 222 Introduction to Special Education (3)
EDU 230 Cultural Diversity in Education (3)
MAT 130¹ Math for Elementary Education Teachers I (3)

(Before enrolling in MAT 130 see an advisor.)

MAT 131¹ Math for Elementary Education Teachers II (3)

(Before enrolling in MAT 131 see an advisor.)

Two semesters of any second year (201–202) natural human language other than English, including American Sign Language (8).

(Before enrolling in a natural human language course see an advisor.)

Electives: 0–4 credit hours

0–4 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current CEG.

¹ Placement test and/or prerequisite required.

Fine Arts/Visual Arts: AA Degree

The Associate of Arts degree in Fine Arts/Visual Arts is designed for transfer to the Fine Arts bachelor's degree at all Arizona public universities. The program gives students a strong foundation in visual composition and art history and prepares them to continue their fine arts education in drawing, painting, photography, ceramics, or sculpture. Students completing this degree will transfer 60–64 credits to all Arizona public universities.

Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

Minimum credit hours required: 60

AGEC-A Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–10)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (0–6)²

Courses may be selected from the above categories or from the Options category.

Degree Core Requirements: 25 credit hours

Required: 15 credit hours

ART 110 Drawing I (3)
ART 160¹ Two-Dimensional Design (3)
ART 165 Three-Dimensional Design (3)
ART 201¹ Art History I (3)
ART 202¹ Art History II (3)
ART 290 Visual Arts Practicum(3)

Degree Electives: credit hours

Select three hours from electives suggested below or other art courses.

ART 111¹ Drawing II (3)
ART 120 Ceramics I (3)
ART 150 Photography I (3)
ART 180¹ Sculpture I (3)
ART 190 Painting I (3)
ART 191¹ Painting II (3)
ART 210¹ Life Drawing (3)

Electives: 4 credit hours

Four credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the CEG.

¹ Placement test and/or prerequisite required.

² 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

General Studies: AA Degree

The General Studies degree is designed for students who either have undeclared majors or who are developing a general or liberal studies emphasis. Students completing this degree will transfer 60–64 credits to all Arizona public universities. Students planning to transfer to a university other than an Arizona public university should see an advisor.

There are three pathways in the General Studies degree:

1. General Requirements Pathway

This pathway requires AGEC-A and fourth semester natural human language proficiency, other than English, including American Sign Language.

2. Special Requirements Pathway

This pathway requires students to take AGEC-A and some Common Courses. Common Courses are courses that are accepted as a part of the major at all Arizona public universities. The list of Common Courses is determined statewide. See an advisor or check the college catalog web site (www.coco.cc.az.us) for these Common Courses.

3. Science Pathway.

This pathway is designed for students planning to transfer to an Arizona public university with a major requiring rigorous mathematics or mathematics-based science. Students are required to take AGEC-S and courses that will apply toward the major at the university after transfer. Students considering this pathway should meet with an advisor as early as possible.

Depending on the area of interest, one pathway may be more suitable for a student's educational plan than the other. Students changing pathways may accumulate more credits than necessary for graduation from a university. See an advisor for more information.

Minimum credit hours required: 60

1. General Requirements and 2. Special Requirements Pathways

AGEC-A Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–10)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (0–6)²

Courses may be selected from the above categories or from the Options category.

¹ Placement test and/or prerequisite required.

² 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Degree Core Requirements: 25 credit hours

1. General Requirements Pathway

Required: up to 16 credit hours³

Fourth semester proficiency in any natural human language, other than English, including American Sign Language.

Electives: 9 or more

Nine credits of transferable courses as stated in the Course Equivalency Guide. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the Course Equivalency Guide.

2. Special Requirements Pathway

Depending on your area(s) of interest and/or the university you intend to transfer to, you may need to decide on your transfer plan as early as possible. Please see an advisor to determine your educational plan.

Required

Common Courses in the area(s) of interest/emphasis. See an advisor or check the college catalog web site (www.coco.cc.az.us) for these Common Courses.

Electives

Transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current CEG.

Some university degrees may require 4th semester language proficiency in addition to the Common Courses. See an advisor for more information.

3. Science Pathway

AGEC-S Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102² College Composition II (3)

Mathematics (5)

MAT 220² Calculus & Analytical Geometry I (5)

Arts/Humanities (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–10)

BIO 181¹ Unity of Life I: Life of the Cell (4) &
BIO 182¹ Unity of Life II: Multicellular Organisms (4)
or
CHM 151¹ General Chemistry I (5) &
CHM 152¹ General Chemistry II (5)
or
PHY 161¹ University Physics I (4) &
PHY 262¹ University Physics II (4)

General Education Options (0–6)²

Courses may be selected from the above categories or from the Options category.

Degree core requirements for the Science Pathway: 25 credit hours

Students in the Science Pathway need to complete CCC courses that will apply toward the requirements of the intended university major. Please see an advisor to design an educational plan.

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

³ Students who can complete the 4th semester language proficiency in less than 16 credit hours may choose more elective transferable credits.

Hotel & Restaurant Management: AA Degree

The Associate of Arts in Hotel Restaurant Management is designed for transfer to the Hospitality bachelor's degree at Northern Arizona University (NAU). This program trains graduates for management careers in one of the fastest growing industries in the United States, the hospitality industry. Students completing this degree will transfer 63–64 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities. This is a Tech Prep articulated program. For more information regarding Tech Prep, see page 141.

Minimum credit hours required: 63

AGEC-A Requirements: 36 credit hours

See page 21 for courses that will satisfy the General Education requirements below.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

ECN 204¹ Macroeconomic Principles (3)
One more course not in Economics from the approved General Education courses in the Social/Behavioral sciences category.

Physical/Biological Sciences (8–10)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (7)

ECN 205 Microeconomic Principles (3)
Second semester proficiency (102 level) in any natural human language, other than English, including American Sign Language. (4)

Degree Core Requirements: 27 credit hours

Required: 27 credit hours

ACC 101¹ Principles of Financial Accounting (3)
HRM 100 Introduction to Hospitality (3)
HRM 140 Food Production Concepts (3)
HRM 170 Hospitality Information Technology (3)
HRM 210 Guest Service Management (3)
HRM 220 Property Management (3)
HRM 225¹ Hospitality Accounting (3)
HRM 235 Hospitality Law (3)
HRM 240 Commercial Food Production (3)

¹ Placement test and/or prerequisite required.



Pre-Social Work: AA Degree

The Associate of Arts degree in Pre-Social Work is a Transfer Partnership Degree with Northern Arizona University. The Pre-Social Work degree is designed to allow students to satisfy the admission requirements for the Bachelor's of Social Work (BSW) degree at Northern Arizona University. Completion of the degree does not guarantee admission to the program. Students planning to gain admission to the BSW degree should contact the Department of Sociology and Social Work at Northern Arizona University for specific admission requirements. Please see an advisor for more information regarding this degree.

Minimum credit hours required: 62–64 credit hours

AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 142¹ Applications of College Algebra
or higher (3–5)

Arts/Humanities (6–9)

Courses from two or more disciplines must be selected from the approved AGECE courses in the arts/Humanities category.

Social/Behavioral (6–9)

Courses from two or more disciplines must be selected from the approved AGECE courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–10)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (3–6)²

Courses may be selected from the above categories or from the Options category.

Required:

CIS 120 Introduction to Computer Information
Systems (3)

**Degree Core Requirements:
27–29 credit hours**

ECN 204	Macroeconomic Principles (3)
PHI 105	Introduction to Ethics (3)
POS 110	American National Government (3)
PSY 101	Introduction to Psychology (3)
PSY 230 ¹	Introduction to Statistics (3)
PSY 240	Developmental Psychology (3)
SOC 142	Race & Ethnic Relations (3)
SOC 210 ¹	Sociology of Gender (3)
SOC 220 ¹	Introduction to Social Work (3)

Electives: 0–2 credit hours

0–2 hours of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog Web site (www.coco.cc.az.us) for current CEG.

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Psychology: AA Degree

The Associate of Arts degree in Psychology is designed for transfer. This degree has two pathways:

1. The Arts Pathway

The Psychology Language Pathway is designed for transfer to the Psychology bachelor of arts (BA) degrees at all Arizona public universities. Students completing this degree will transfer 60–64 credits to all Arizona public universities. Students planning to transfer to a university other than Arizona public universities should see an advisor.

Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

2. The Science Pathway

The Psychology Science Pathway is designed for transfer to the Psychology bachelor of science (BS) degrees at all Arizona public universities. Students completing this degree will transfer 60–64 credits to all Arizona public universities.

Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

Please see an advisor for more information regarding these two pathways.

Minimum credit hours required: 60

AGEC-A Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–10)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (0–6)²

Courses may be selected from the above categories or from the Options category.

Degree Core Requirements: 25–29 credit hours

Degree Core Courses: 15–18 credit hours

Required courses:

PSY 101 Introduction to Psychology (3)

PSY 230¹ Introduction to Statistics (3)

Select 9–12 credit hours from the following:

PSY 205 Introduction to Abnormal Psychology (3)

PSY 234¹ Child Development (3)

PSY 236 Psychology of Women (3)

PSY 280 Health Psychology (3)

PSY 227¹ Personality Development (3)

PSY 240 Developmental Psychology (3)

PSY 250¹ Social Psychology (3)

PSY 290¹ Research Methods (4)

¹ Placement test and/or prerequisite required.

² 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Arts Pathway: 8–13 credit hours

a. Natural Human Language 8 credit hours
 At least two semesters of any natural human language, other than English, including American Sign Language¹. Students should note that fourth semester proficiency of any natural human language is required to graduate with a bachelor of arts degree. It is recommended that the requirement be completed at CCC.

Before enrolling in a natural human language course see an advisor.

b. Electives 0–6 credit hours
 0–6 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current CEG.

If you are considering a bachelor of science degree at one of the Arizona universities, it is important that you meet with an advisor as early as possible.

Science Pathway: 11–13 credit hours

Depending on the university you are planning to transfer to, please select one of the following:

a. NAU
 MAT 172¹ or higher 3–5 credit hours

Any two courses meeting the physical and biological sciences requirements

BIO 201¹ and BIO 202¹
 Recommended 8 credit hours

Before enrolling in the above courses see an advisor.

b. ASU Main and ASU West
 Please see an advisor for specific course requirements
 MAT 212¹ or higher 3–5 credit hours

Any natural human language, other than English, including American Sign Language 8 credit hours.

c. U of A
 Please see an advisor for specific course requirements.
 MAT 172¹ or higher 3–5 credit hours

Any natural human language, other than English, including American Sign Language.

Select a combination of 8 credits from the following:
 Language 0–8 credit hours¹
 Lab Science 0–8 credit hours¹

If you are considering a bachelor of science degree at one of the Arizona universities, it is important that you meet with an advisor as early as possible.

¹ Placement test and/or prerequisite required.

Sociology: AA Degree

The Associate of Arts degree in Sociology is designed for transfer to the Sociology bachelor's degree at all Arizona public universities. Students completing this degree will transfer 61–64 credits to all Arizona public universities.

Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

Minimum credit hours required: 61

AGEC-A Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGECE requirements.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–10)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (0–6)²

Courses may be selected from the above categories or from the Options category.

Degree Core Requirements: 26–29

Required: 18 credit hours

SOC 101 Introduction to Sociology (3)
SOC 140 Marriage & the Family (3)
SOC 142 Race & Ethnic Relations (3)
SOC 210 Sociology of Gender (3)
PSY 230¹ Introduction to Statistics (3)

Select one course from the following:

SOC 125 Domestic Violence (3)
SOC 130 Human Sexuality (3)
SOC 132¹ Social Problems (3)
SOC 200 Women & Health (3)

Language: 8 credit hours

Two semesters of any natural human language other than English, including American Sign Language³.

Electives: 0–3 credit hours

0–3 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the current CEG.

¹ Placement test and/or prerequisite required.

² 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

³ If the student has satisfied the language requirement through an approved proficiency exam, s/he can select up to 9 additional credit hours in psychology or 9 credit hours toward a minor area of study in psychology, political science, administration of justice, or education.



Vocational Technology Education: AA Degree

The Vocational Technology Education program is designed for transfer to the Vocational Technology Education bachelor's degree at Northern Arizona University (NAU). Students completing this degree will transfer 60–64 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities. This is a Tech Prep articulated program. For more information regarding Tech Prep, see page 141.

Minimum credit hours required: 60

AGEC-A Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101¹ College Composition I (3)
ENG102¹ College Composition II (3)

Mathematics (5)

MAT187¹ Pre-Calculus (5)

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

POS 220¹ Arizona & National Constitution (3)
One more course not in Political Science from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–9)

Select one chemistry and one physics course from the following:

CHM 130¹ Fundamental Chemistry (4)
CHM 151¹ General Chemistry I (5)
PHY 111¹ College Physics I (4)

or

Complete 8 credits of physics below:

PHY 111¹ College Physics I (4)
PHY 112¹ College Physics II (4)

General Education Options (0–6)²

Courses may be selected from the above categories or from the Options category.

Degree Core Requirements: 25–27 credit hours

Required: 3 credit hours

EDU 200 Introduction to Education (3)

Electives: 22–24 credit hours

Choose any 22–24 elective credit hours of transferable courses as stated in the Course Equivalency Guide (available from an advisor or on the web at www.coco.cc.az.us) that transfer to NAU as DEC(VTE) or equivalent from any of the following areas:

AUT	Automotive
DFT	Drafting
ELT	Electronics
ITC	Industrial Technology Construction
MIT	Manufacturing & Industrial Technology

¹ Placement test and/or prerequisite required.

² 4-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Associate of Business: ABus Degree

The Associate of Business Degree is designed for students planning to transfer to a college or university and requires a minimum of 62 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-B). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree. This is a Tech Prep articulated program. For more information regarding Tech Prep, see page 141.



Associate of Business: ABus Degree

The Associate of Business degree is designed for transfer to the Business bachelor's degree at all Arizona public universities, with the exception of majors in Accounting and Computer Information Systems. Students interested in these programs or are planning to transfer to a university other than the Arizona public universities should see an advisor. Students completing this degree will transfer 62–64 credits to all Arizona public universities.

Minimum credit hours required: 62

AGEC-B Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGECE requirements.

Note: Associate of Business degree core courses may not be used to satisfy AGECE-B requirements.

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 212¹ Business Calculus (3)
or higher

Arts/Humanities (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6–9)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–10)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (0–6)²

Courses may be selected from the above categories or from the Options category.

Degree Core Requirements: 27–28 credit hours

Required: 24 credit hours

ACC 101¹ Principles of Financial Accounting (3)

ACC 102¹ Principles of Managerial Accounting (3)

BUS 214¹ Legal, Ethical & Regulatory Issues in Business (3)

BUS 232¹ Business Statistics & Analysis (3)

CIS 120 Introduction to Computer Information Systems (3)

ECN 204¹ Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

MAT 172¹ Finite Mathematics (3)

Business Electives: 3–4 credit hours

BUS 204¹ Business Communications (3)
or

CIS 220¹ Applications Programming I (4)

¹ Placement test and/or prerequisite required.

² 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Associate of Science: AS Degree

The Associate of Science Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

- Environmental Science

Environmental Science: AS Degree

The Associate of Science in Environmental Science is designed for transfer to the Environmental Sciences bachelor's degree at Northern Arizona University (NAU). Students completing this degree will transfer 60–64 credits. This degree includes an AGECS which is transferable to all Arizona Public Universities.

Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

Minimum credit hours required: 60

AGECS Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGECS requirements.

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (5)

MAT 220¹ Calculus & Analytical Geometry I (5)

Arts/Humanities (6–9)

Courses from two or more disciplines must be selected from the approved AGECS courses in the Arts/Humanities category.

Social/Behavioral (6–9)

Courses from two or more disciplines must be selected from the approved AGECS courses in the Social/Behavioral category.

Laboratory Sciences (10)

CHM 151¹ General Chemistry I (5)

CHM 152¹ General Chemistry II (5)

General Education Options (0–6)²

Courses may be selected from the above categories or from the Options category.

Degree Core Requirements: 25–27

Degree Emphasis Area for Biology: 19 credit hours

BIO 181¹ Unity of Life I: Life of the Cell (4)

BIO 182¹ Unity of Life II: Multicellular Organisms (4)

CIS 120 Introduction to Computer Information Systems (3)

MAT 160¹ Introduction to Statistics (3)

MAT 187¹ Pre-Calculus (5)

Degree Emphasis Area for Chemistry: 21 credit hours

MAT 160¹ Introduction to Statistics (3)

MAT 187¹ Pre-Calculus (5)

MAT 230¹ Calculus & Analytic Geometry II (5)

PHY 161¹ University Physics I (4)

PHY 262¹ University Physics II (4)

Degree Emphasis Area for Environmental Management: 20 credit hours

BIO 181¹ Unity of Life I: Life of the Cell (4)

BIO 182¹ Unity of Life II: Multicellular Organisms (4)

CIS 120 Introduction to Computer Information Systems (3)

MAT 160¹ Introduction to Statistics (3)

PHI 105 Introduction to Ethics (3)

POS 140 Introduction to Public Administration (3)

Degree Emphasis Area for Applied Geology: 20 credit hours

GLG 101 Physical Geology (4)

GLG 102¹ Historical Geology (4)

MAT 160¹ Introduction to Statistics (3)

MAT 187¹ Pre-Calculus (5)

PHY 111¹ College Physics I (4)

or

PHY 161¹ University Physics I (4)

Degree Emphasis Area for Microbiology: 20 credit hours

BIO 181¹ Unity of Life I: Life of the Cell (4)

BIO 182¹ Unity of Life II: Multicellular Organisms (4)

GLG 101 Physical Geology (4)

MAT 160¹ Introduction to Statistics (3)

MAT 187¹ Pre-Calculus (5)

¹ Placement test and/or prerequisite required.

² 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECS.

Elective credits: 4–6 credits

4–6 credits of advisor-approved transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coco.cc.az.us) for the CEG.

While the below courses are suggested, the student may take any course, which fulfills the requirements.

Courses suggested for each emphasis area:

Biology

- BIO 105¹ Environmental Biology
- BIO 109¹ Natural History of the Southwest
- ENV 150¹ Introduction to Environmental Engineering

Chemistry

- CHM 190 Environmental Chemistry (3)
- ENV 150¹ Introduction to Environmental Engineering

Environmental Management

- BIO 105¹ Environmental Biology
- BIO 109¹ Natural History of the Southwest
- ENV 150¹ Introduction to Environmental Engineering
- POS 233 Global Environmental Politics

Applied Geology

- BIO 109¹ Natural History of the Southwest
- ENV 150¹ Introduction to Environmental Engineering

Microbiology

- BIO 109¹ Natural History of the Southwest
- ENV 150¹ Introduction to Environmental Engineering
- BIO 205¹ Microbiology

Note: BIO 205¹ Microbiology at CCC does *not* substitute for BIO 220 at NAU.

¹ Placement test and/or prerequisite required.

Associate of Applied Science: AAS Degree

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. This degree is not intended for transfer to a university, although many courses may be accepted for transfer by universities.

- Administration of Justice
- Alternative Energy Technology
- Architectural Design Technology
- Business Technologies
- Carpentry Apprenticeship
- Computer Software Technology
- Construction Technology
- Early Childhood Education
- Fire Science
- Hospitality Management
- Medical Office Assistant
- Network Engineering
- Office Information Systems
- Paralegal Studies
- Sheet Metal Apprenticeship

Administration of Justice: AAS Degree

The Administration of Justice AAS program is designed to prepare students to enter the workforce in the criminal justice arena. This program teaches students specific knowledge and skills, which will assist in securing employment in a wide variety of law enforcement and corrections/juvenile detention positions.

Note: This occupational program is not intended for transfer to a university. Students thinking about pursuing a bachelor's degree in the criminal justice arena should work on the Associate of Arts degree in Administration of Justice.

Minimum credit hours required: 62

General Education Requirements: 29 credit hours

See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3–5)

MAT 142¹ Applications of College Algebra (3)
or higher

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Recommended

SOC 142 Race & Ethnic Relations (3)
or

SOC 210 Sociology of Gender (3)

Physical/Biological Sciences (8–10)

Any approved General Education courses in the Physical/Biological Sciences category.

Degree Core Requirements: 33 credit hours

Required: 33 credit hours

AJS 101 Introduction to Administration of Justice (3)
AJS 105 Juvenile Detention Studies (3)
AJS 110 The Correction Function (3)
AJS 120 Substantive Criminal Law (3)
AJS 150 Rules of Criminal Procedure (3)
AJS 160 Police Administration (3)
AJS 200 Community Relations (3)
AJS 220 Rules of Evidence (3)
AJS 230 Crime & Deviant Behavior (3)
AJS 240 Juvenile Justice Procedure (3)
AJS 280 Criminology (3)

¹ Placement test and/or prerequisite required.