

Searching for Curriculum Courses (Faculty & Staff)

Version 1.0

September 20, 2010

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TERMS/DEFINITIONS

Course, course version, and version of a course are used interchangeably within this Manual.

CHAPTER 1: THE BASIC SEARCH (CURRICULUM COURSES BY SUBJECT)

Overview

The **Curriculum Courses by Subject** search is considered **the basic search** because it is the easiest and quickest search. You simply choose a course prefix/subject and all courses, both active and obsolete, within that prefix displays.

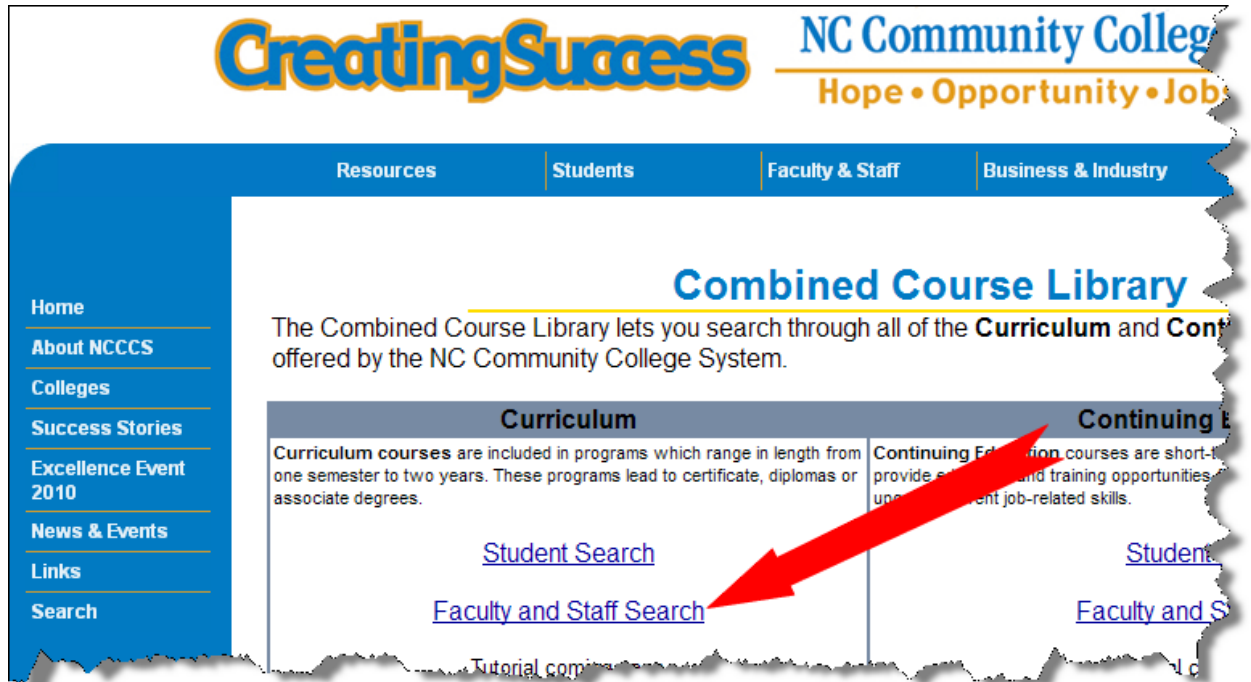
Steps

All referenced screenshots are included beneath the final step of these instructions.

1. Go to the Combined Course Library (CCL) main web page:
<http://www.nccommunitycolleges.edu/ccl.htm> See Screenshot 1-1.
2. Click **Faculty and Staff Search** link under Curriculum. The Curriculum Information for Faculty and Staff Menu page appears. See Screenshots 1-2 and 1-3.
3. Click **Curriculum Courses by Subject** link to start the basic search. The Curriculum Courses by Subject page appears. See Screenshot 1-4. This is the search that is referred to as the Basic Search.
4. Select a subject/prefix from the dropdown list. You can also type the prefix into the field.
5. Hit the **Submit** key to run the search. The Course Information page appears. The selected prefix is printed at the top of the page. All active and obsolete courses for the selected prefix are listed. See Screenshot 1-5.
6. With the courses information displayed, you may opt to do one of the following:
 - View the course information on screen.
 - Print the course information.
 - Copy the course information and paste into a document. Refer to *Chapter 4* of this Manual.
 - Start a new search by clicking the **Faculty & Staff Menu** tab. See Screenshot 1-6.

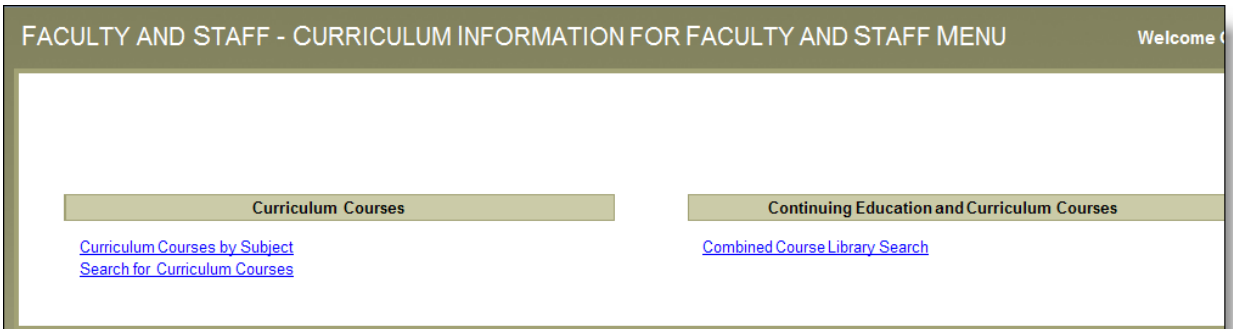
SCREENSHOT 1-1

CCL MAIN WEB PAGE



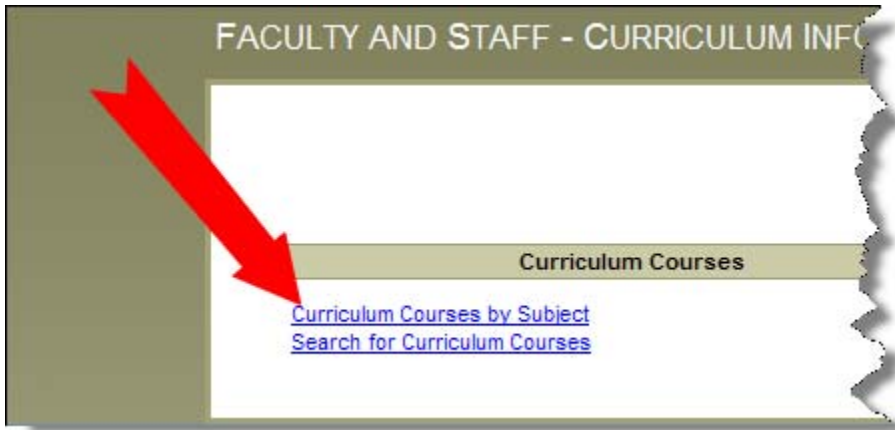
SCREENSHOT 1-2

THE CURRICULUM INFORMATION FOR FACULTY & STAFF MENU PAGE



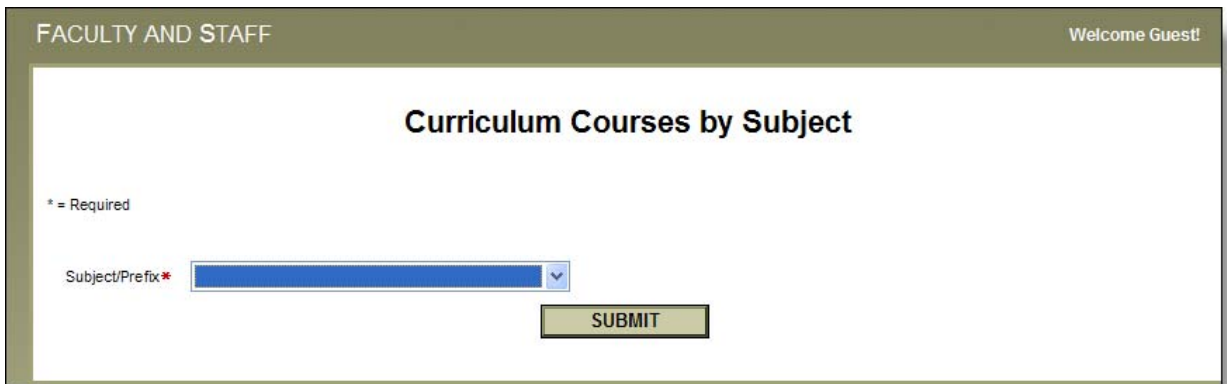
SCREENSHOT 1-3

LINK TO THE BASIC SEARCH



SCREENSHOT 1-4

CURRICULUM COURSES BY SUBJECT PAGE (BASIC SEARCH)



SCREENSHOT 1-5 (1 OF 2)

COURSE INFORMATION FOR A SINGLE PREFIX

MAT Mathematics
Course Information
08/20/10

This course is active within the CCL

MAT-050_1997SU	Basic Math Skills	MAT-050
-----------------------	--------------------------	----------------

CIS Course ID S14130
Effective Term Summer 1997
End Term

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

Minimum State Prerequisites	None
Minimum State Corequisites	None
College Transfer	N/A

This course is active within the CCL

MAT-051_2010SU	Fast Track Basic Math	MAT-051
-----------------------	------------------------------	----------------

CIS Course ID S22667
Effective Term Summer 2010

SCREENSHOT 1-5 (2 OF 2)

This course is active within the CCL

MAT-285_1997SU	Differential Equations	MAT-285
-----------------------	-------------------------------	----------------

CIS Course ID S11987
Effective Term Summer 1997
End Term

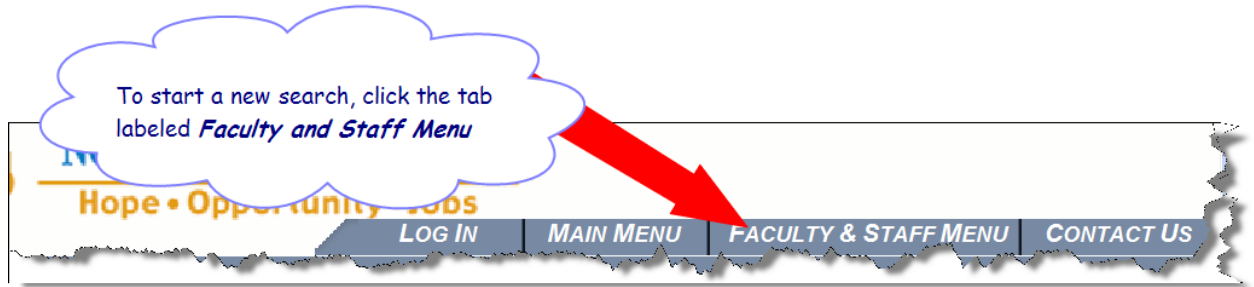
Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena.

Minimum State Prerequisites	Take MAT-272
Minimum State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement
	This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement

OK

SCREENSHOT 1- 6



CHAPTER 2: THE ADVANCED SEARCH (SEARCH FOR CURRICULUM COURSES)

Overview

The **Search for Curriculum Courses** search is considered **the advanced search**. You are provided with multiple search criteria fields which will allow you to control how broad/specific your search results are; and you may choose to omit/include certain course details from the course information report. See Screenshot 2-4.

Fields That Determine Which Courses Will Be Included in Your Search Results

The following search criteria fields allows you to choose how broad or specific your search results will be:

- Subject/prefix
- Course Number Starts With
- Effective Term
- Keyword
- Credit Type
- Status

Fields That Determine Which Course Detail Will be Omitted/Included

The following two fields allow you to include or omit certain course detail from the course information report.

1. **Include Change History in Results:** A course's change history is a chronological list of all of the changes (edits/corrections) that System Office staff has made to the course since CCL on the Web went live. An example of a change/edit/correction is when System Office staff corrects a misspelled course title.
 - UNCHECK the Include Change History in Results box to omit the change history.
 - CHECK the Include Change History in Results box to include the change history for each course.
2. **Show Results in Report Format box** allows you the option to view the course information as a fully detailed report for **one** of the courses that met your selection criteria, or to view the course information as summarized detail for **all** of the courses that met your selection criteria.
 - **UNCHECK the Show Results in Report Format** box to view a list of hyperlinked courses that met your search criteria. After you choose a course from the list, a fully detailed report for that course will display. See Screenshots: 2-5A, 2-5B, 2-5C and 2-5D.

Pros (when box is UNCHECKED): The course information report that displays after choosing a course from the hyperlinked list is the MOST detailed course report available.

Cons (when box is UNCHECKED): Because you can only select one course from the hyperlinked list at a time, you can only view information for one course at a time.

- **CHECK the Show Results in Report Format box** to view a report that contains summarized data on all of the courses that met your search criteria. See Screenshots: 2-6A and 2-6B.

Pros (when box is CHECKED): The Course Information report shows all courses that met your search criteria.

Cons (when box is CHECKED): The Course Information report **omits** the following course details:

- State-Level Registration Restriction
- Approval Authority
- Approval Date
- SO Start Date
- SO End Date
- Can a local title be added?
- Equate

Steps

All referenced screenshots are included beneath the final step of these instructions.

1. Go to the Combined Course Library (CCL) main web page:
<http://www.nccommunitycolleges.edu/ccl.htm> See Screenshot 2-1.
2. Click **Faculty and Staff Search** link under Curriculum. The Curriculum Information for Faculty and Staff Menu page appears. See Screenshots 2-2 and 2-3.
3. Click the **Search for Curriculum Courses** link to start the advanced search. The Search for Curriculum Courses page appears. See Screenshot 2-4. This is the search that is referred to as the Advanced Search.
4. **Required Fields:**
Enter text into at least ONE of the following required fields. The more fields that your enter text into, the more narrow/specific your search results will be. Use the following table as a guide.

Required Fields	Details
Subject/prefix	Leave blank to search all prefixes, or select one prefix from the dropdown.
Effective Term	Leave blank to search all effective terms, or select one effective term from the dropdown.

Required Fields	Details
Keyword	Type a word or a phrase, either with or without quotations. <ul style="list-style-type: none"> To search whole words, use quotations. To search partial words, omit quotations.

5. Optional Fields:

Either leave each field with its default value, or narrow your search by making a selection in one or more fields. Use the following table as a guide:

Optional Fields	Details
Course Number Starts With	<ol style="list-style-type: none"> Enter the entire course number or a part of the course number. The more characters that you enter the more specific your search results. If you enter any characters into this field, you MUST also choose a prefix from the Subject/Prefix dropdown list.
Credit Type	Click either Developmental or Non-developmental to include a single credit type instead of defaulting to both credit types.
Status	Click either Active or Obsolete to include a single status instead of defaulting to both statuses.
Show Results in Report Format box	<p>UNCHECK the box to view the course details on a single course. See Screenshots: 2-5A, 2-5B, 2-5C and 2-5D.</p> <p>A list of courses meeting your search criteria will appear. If there are multiple pages of results, then use the arrow buttons to move through the entire list. Click the link for the course that you want to view. A new window will launch with that course information. The window that contains your list of courses will remain open so that you can easily go back to the list to choose additional courses to view.</p> <p><OR></p> <p>CHECK the box to view a report that contains summarized data on all of the courses that met your search criteria. See Screenshots: 2-6A and 2-6B.</p>
Include Change History in Results	<p>UNCHECK the box to omit the change history.</p> <p><OR></p> <p>CHECK the box to include the change history for each course.</p>

6. Hit the **Submit** key to run the search. Your search results will appear in format determined by whether you checked the Show Results in Report Format box. See Screenshot 2-5B and 2-6B for an example of the two types of search results formats: list and report, respectively.
7. With the courses information displayed, you may opt to do one of the following:
 - View the course information on screen.
 - Print the course information.
 - Copy the course information and paste into a document. Refer to *Chapter 4* of this Manual.
 - Start a new search by clicking the **Faculty & Staff Menu** tab. See Screenshot 2-7.

SCREENSHOT 2-1

CCL MAIN WEB PAGE

Creating Success NC Community College
Hope • Opportunity • Jobs

Resources | Students | Faculty & Staff | Business & Industry

Combined Course Library

The Combined Course Library lets you search through all of the **Curriculum** and **Continuing Education** offered by the NC Community College System.

Curriculum	Continuing Education
Curriculum courses are included in programs which range in length from one semester to two years. These programs lead to certificate, diplomas or associate degrees.	Continuing Education courses are short-term courses that provide continuing education and training opportunities upon completion to enhance job-related skills.
Student Search Faculty and Staff Search	Student Search Faculty and Staff Search

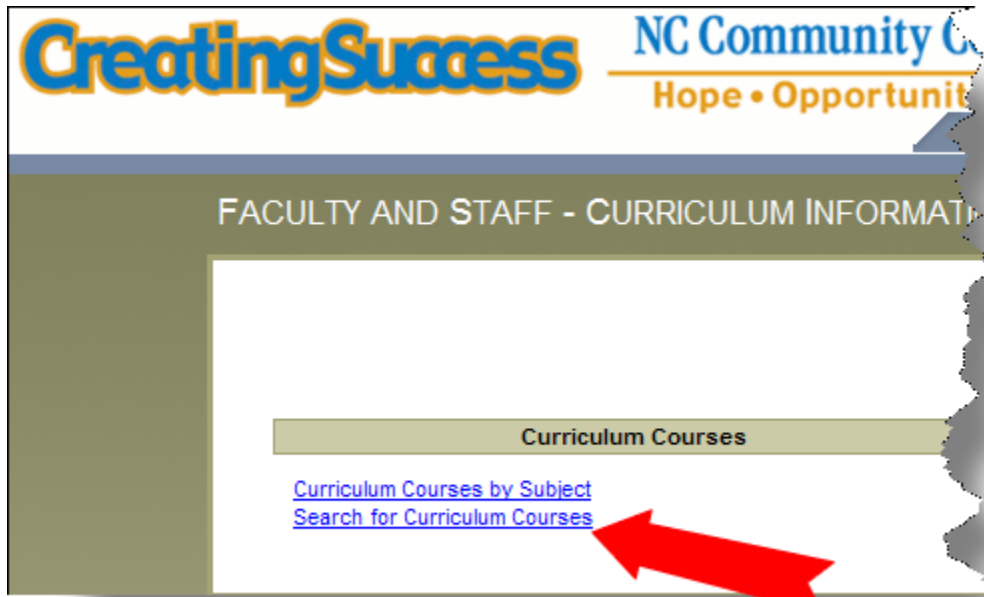
SCREENSHOT 2-2

THE CURRICULUM INFORMATION FOR FACULTY & STAFF MENU PAGE

FACULTY AND STAFF - CURRICULUM INFORMATION FOR FACULTY AND STAFF MENU Welcome

Curriculum Courses	Continuing Education and Curriculum Courses
Curriculum Courses by Subject Search for Curriculum Courses	Combined Course Library Search

SCREENSHOT 2-3



SCREENSHOT 2-4

SEARCH FOR CURRICULUM COURSES PAGE (ADVANCED SEARCH)

FACULTY AND STAFF

Search for Curriculum Courses

Subject/Prefix

Course Number starts with

Effective Term

Keyword

Credit Type

Developmental

Non-developmental

Both

Status

Active

Obsolete

Both

Include Change History in results

Show results in report format

SUBMIT

SCREENSHOT 2-5A

**UNCHECKED SHOW RESULTS IN REPORT FORMAT BOX
(FULLY DETAILED COURSE INFORMATION REPORT)**

FACULTY AND STAFF

Search for Curriculum Courses

Subject/Prefix:

Course Number starts with:

Effective Term:

Keyword:

Credit Type

Developmental

Non-developmental

Both

Status

Active

Obsolete

Both

Include Change History in results

Show results in report format

I am searching for all active Mathematics courses that begin with a "1".

I want to see all fully detailed report on the courses, therefore I did **NOT** check the *Show Results in Report Format* box.

SCREENSHOT 2-5B

FACULTY AND STAFF

Course Selection Results

Page 1 of 2

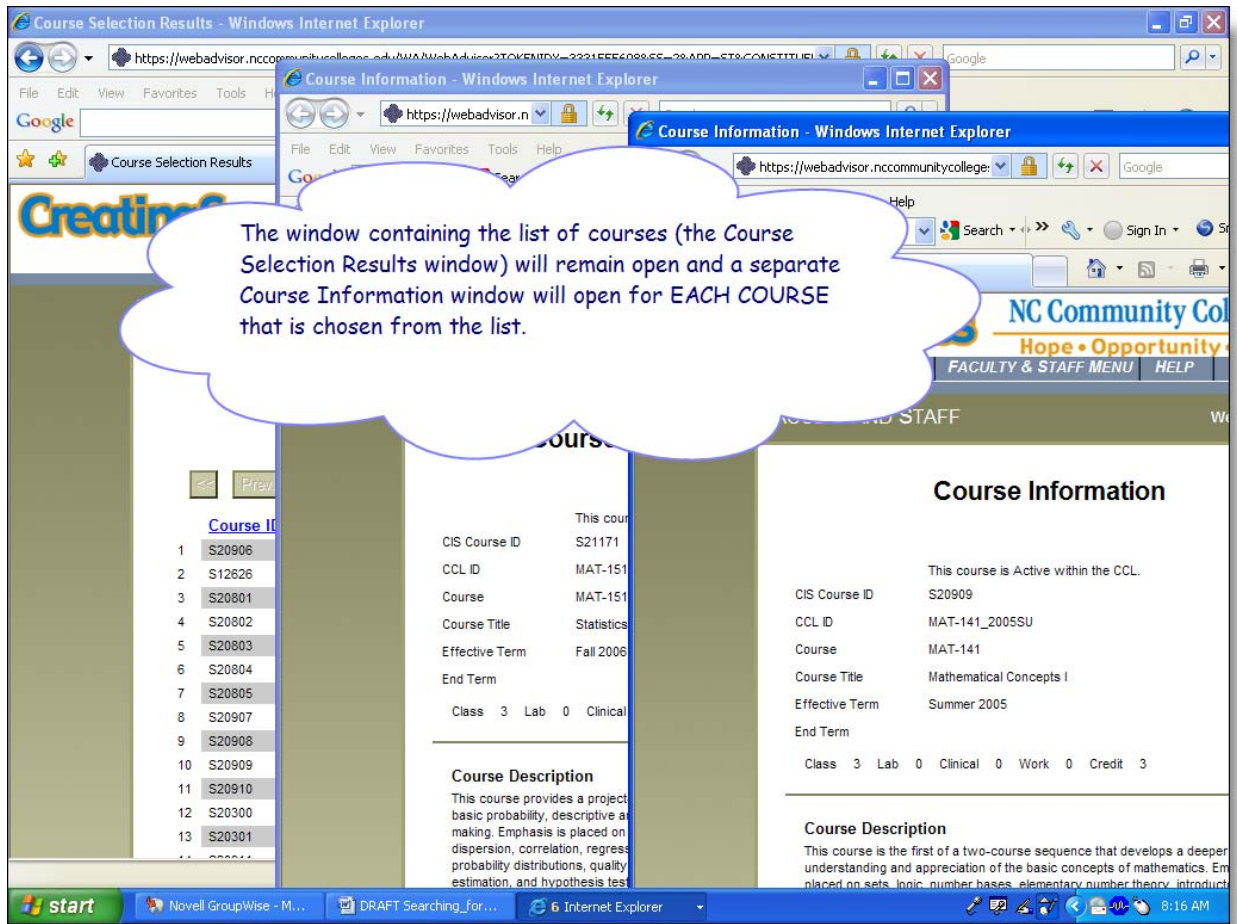
	<u>Course ID</u>	<u>Course Name</u>	<u>Course Title</u>		
1	S20906	MAT-101	Applied Mathematics I		
2	S12626	MAT-102	Applied Mathematics II		
3	S20801	MAT-110	Mathematical M		
4	S20802	MAT-115	Math		
5	S20803	MAT-120	Geol		
6	S20804	MAT-121	Al		
7	S20805	MAT-122	Al		
8	S20907	MAT-140	Survey o		
9	S20908	MAT-140A	Survey of Mathematics		er 2005
10	S20909	MAT-141	Mathematical Concepts I	3.00	Summer 2005
11	S20910	MAT-141A	Mathematical Concepts I Lab	1.00	Summer 2005
12	S20300	MAT-142	Mathematical Concepts II	3.00	Fall 2003
13	S20301	MAT-142A	Mathematical Concepts II Lab	1.00	Fall 2003
14	S20911	MAT-145	Analytical Math	3.00	Summer 2005
15	S20912	MAT-145A	Analytical Math Lab	1.00	Summer 2005
16	S21171	MAT-151	Statistics I	3.00	Fall 2006
17	S21482	MAT-151A	Statistics I Lab	1.00	Fall 2006
18	S20914	MAT-155	Statistical Analysis	3.00	Summer 2005
19	S20915	MAT-155A	Statistical Analysis Lab	1.00	Summer 2005
20	S20916	MAT-161	College Algebra	3.00	Summer 2005

Page 1 of 2

My search results display in a hyperlinked list. To view a course, I must click on the link.

I want to see the course information for two courses: **MAT-141** and **MAT-151**

SCREENSHOT 2-5C



SCREENSHOT 2-5D (1 OF 3)

FULLY DETAILED COURSE INFORMATION ON MAT-141

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LOG IN MAIN MENU FACULTY & STAFF MENU HELP CONTACT US

FACULTY AND STAFF Welcome Guest!

Course Information

This course is Active within the CCL.

CIS Course ID S21171
CCL ID MAT-151_2006FA
Course MAT-151
Course Title Statistics I
Effective Term Fall 2006
End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

Course Description
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data.

Minimum State Prerequisites

SCREENSHOT 2-5D (2 OF 3)

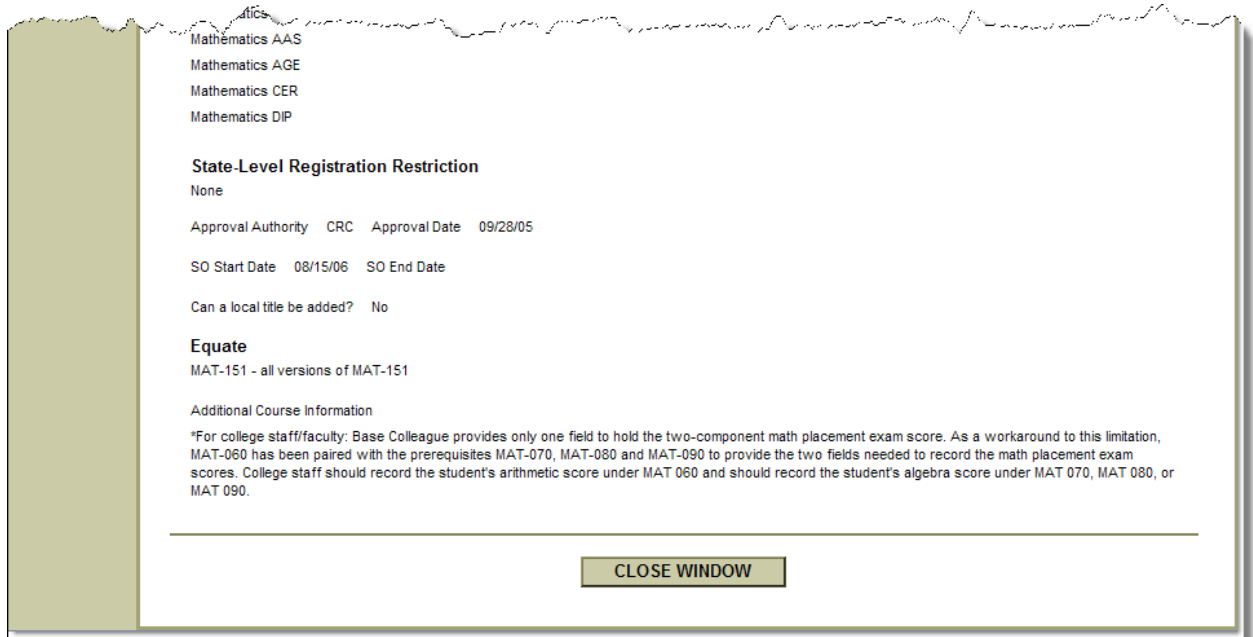
Minimum State Prerequisites
Take One Set:
Set 1: MAT-060* and MAT-080
Set 2: MAT-060* and MAT-090
Set 3: MAT-095
Set 4: MAT-120
Set 5: MAT-121
Set 6: MAT-140
Set 7: MAT-161
Set 8: MAT-171
Set 9: MAT-175

Minimum State Corequisites
None

College Transfer
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).
This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

General Education Classification
Mathematics AA for ICAA, MA Quantitative Option
Mathematics AS for ICAA, MA Quantitative Option
Mathematics AS for CAA, MA Quantitative Option
Mathematics AFA for ICAA, MA Quantitative Option
Mathematics AFA for CAA, MA Quantitative Option
Mathematics AA for CAA, MA Quantitative Option
Mathematics AAS
Mathematics AGE

SCREENSHOT 2-5D (3 OF 3)



SCREENSHOT 2-6A

FACULTY AND STAFF

Search for Curriculum Courses

Subject/Prefix:

Course Number starts with:

Effective Term:

Keyword:

Credit Type

Developmental

Non-developmental

Both

Status

Active

Obsolete

Both

Include Change History in results

Show results in report format

I am searching for all active Mathematics courses that begin with a "1".

I want to see the course information for ALL the courses in a single combined report, therefore I CHECKED the Show Results in Report Format box.

SCREENSHOT 2-6B (1 OF 3)

COURSE RESULTS IN REPORT FORMAT

The screenshot shows a web application interface with a header bar containing 'FACULTY AND STAFF' on the left and 'Welcome Guest!' on the right. The main content area is titled 'Course Information' with a date '09/02/10'. It lists two courses: 'MAT-101_2005SU Applied Mathematics I MAT-101' and 'MAT-102_1997SU Applied Mathematics II MAT-102'. The first course entry includes details such as 'CIS Course ID S20906', 'Effective Term Summer 2005', 'End Term', and 'Class 2 Lab 2 Clinical 0 Work 0 Credit 3'. A descriptive paragraph follows, and then prerequisite and corequisite information is listed. The second course entry is partially visible at the bottom of the page.

FACULTY AND STAFF Welcome Guest!

Course Information
09/02/10

This course is active within the CCL

MAT-101_2005SU Applied Mathematics I MAT-101

CIS Course ID S20906
Effective Term Summer 2005
End Term
Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

Minimum State Prerequisites Take One: MAT-060, MAT-070, MAT-080, MAT-090, or MAT-095

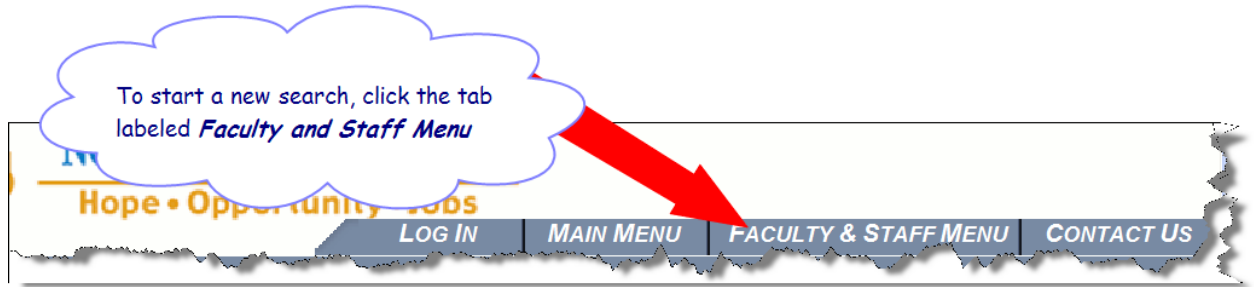
Minimum State Corequisites None
College Transfer N/A

This course is active within the CCL

MAT-102_1997SU Applied Mathematics II MAT-102

CIS Course ID S126

SCREENSHOT 2-7



CHAPTER 3: THE STUDENT SEARCH (COMBINED COURSE LIBRARY SEARCH)

Overview

The **Combined Course Library Search** is targeted towards a student audience. It was designed to be an easy, general search for both curriculum and continuing education courses.

Faculty and staff may benefit from using the Student Search for those times when you need to search for **both** curriculum and continuing education courses simultaneously. But keep in mind that because this search was designed for student users, the following limitations exist:

- The Student Search displays active courses only; obsolete courses are not displayed.
- When there are multiple active versions of a course, the Student Search displays only the most recent version; only one version of a course is displayed.
- The search results are displayed in a list which means that you can view only one course at a time.
- The Student Search does NOT display the course's effective term or CIS course ID (aka the "s" number).

Steps

1. Go to the Combined Course Library (CCL) main web page:
<http://www.nccommunitycolleges.edu/ccl.htm> See Screenshot 3-1.
Note: Though any of the four links on the CCL main web page will eventually take you the Student Search link which is titled *Combined Course Library* link.
2. Click **Faculty and Staff Search** link under Curriculum. The Curriculum Information for Faculty and Staff Menu page appears. See Screenshots 3-2.
3. Click the **Combined Course Library Search** link to start the student search. The Combined Course Library Search page appears. See Screenshot 3-3. This is the search that is referred to as the Student Search.
4. Leave the **Academic Level** field blank to search so that your search results will include both curriculum and continuing courses.

Note: If you want to search for only curriculum courses then it is NOT beneficial to use the Student Search. Instead, use one of the Faculty & Staff searches that are covered in Chapters 1 and 2 of *this Manual*.

5. Add selection criteria to either one or both of the following two fields:

Fields	Details
Keyword	Type a word or a phrase, either with or without quotations. <ul style="list-style-type: none"> • To search whole words, use quotations. • To search partial words, omit quotations.
Subject	Leave blank to search all prefixes, or select one prefix from the dropdown.

6. Hit the **Submit** key to run the search. A list of courses meeting your search criteria will appear. See Screenshot 3-4.
7. Since the Student Search provides the least amount of course information, you might opt to write the course name down and then view the course information using one of the Faculty and Staff searches covered in Chapters 1 and 2 of *this Manual*;

<OR>

If you want to view the Student Search’s course information then use the arrow buttons to move through the entire list. Click the link for the course that you want to view. A new window will launch with that course information. See Screenshots 3-5 and 3-6. The window that contains your list of courses will remain open so that you can easily go back to the list to choose additional courses to view.

8. With the courses information displayed, you may opt to do one of the following:
- View the course information on screen.
 - Print the course information.
 - Copy the course information and paste into a document. Refer to *Chapter 4* of this Manual.
 - Start a new search by clicking the **Faculty & Staff Menu** tab. See Screenshot 3-7.

SCREENSHOT 3-1

CCL MAIN WEB PAGE

The screenshot shows the CCL Main Web Page. At the top left is the logo "ngSuccess" and "NC Community College System". A blue navigation bar contains "Resources" and a search box. A large white callout box with a blue border contains the text: "Each of the (4) links on the CCL Main Web page will take you to a different menu screen. Each of the (4) menu screens contain the **Combined Course Library Search** link (which is the Student Search)." Below the callout, the page content is divided into two columns: "Curriculum" and "Continuing Education". Each column has a "Student Search" link and a "Faculty and Staff Search" link. A red arrow with the text "Click this link" points to the "Faculty and Staff Search" link in the Curriculum column. Below the search links, it says "Tutorial coming soon".

SCREENSHOT 3-2

THE CURRICULUM INFORMATION FOR FACULTY & STAFF MENU PAGE

The screenshot shows the "FACULTY AND STAFF - CURRICULUM INFORMATION FOR FACULTY AND STAFF MENU" page. The page has a dark green header with the title and a "Welcome" message. Below the header, there are two main sections: "Curriculum Courses" and "Continuing Education and Curriculum Courses". Under "Curriculum Courses", there are two links: "Curriculum Courses by Subject" and "Search for Curriculum Courses". Under "Continuing Education and Curriculum Courses", there is one link: "Combined Course Library Search".

SCREENSHOT 3-3

FACULTY AND STAFF

Combined Course Library Search

Not all courses are offered at every college; contact your [local college](#).

Academic Level

Keyword

Subject Course Number starts with

OR Course Code Number starts with

Leave blank

Enter selection criteria into either one or both of these fields.

SCREENSHOT 3-4 (1 OF 2)

FACULTY AND STAFF Welcome Guest!

Course Selection Results

Page 1 of 3

	Academic Level	Course Name	Course Title	Course Description
1	Continuing Education	HEA-3020	Therapeutic Massage	Health Occupations - This course prepares the student to seek employment as a masseuse/masseur in a supervised setting, For example: The YMCA/YWCA or a day SPA...
2	Continuing Education	HSE-3264	Activity Director - Basic	Health Occupations - This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare related setting. Activity...
3	Continuing Education	NUR-3000	Nurse Aide Level I - Transiti	Health Occupations - This transition course is limited to individuals currently certified by the state of North Carolina as Emergency Medical Technicians or Paramedics, or...
4	Continuing Education	NUR-3004	Emt-I/Paramedic Bridge to Nur	Health Occupations - This Nursing Assistant course prepares graduates to perform more complex skills for patients or residents regardless of the setting. A...
5		40	Nurse Aide Level	Health Occupations - This course prepares grad... personal c...

SCREENSHOT 3-4 (2 OF 2)

25	Curriculum	NUR-105	LPN Refresher	This refresher course is designed to provide a review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on...
26	Curriculum	NUR-106	Nonintegrated LPN Refresh	This refresher course is designed to provide a review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on...
27	Curriculum	NUR-107	LPN Refresher	This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed....
28	Curriculum	NUR-110	Nursing I	This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care,...
29	Curriculum	NUR-111	Intro to Health Concepts	This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within...
30	Curriculum	NUR-112	Health-Illness Concepts	This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is...
31	Curriculum	NUR-113	Family Health Concepts	This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is...
32	Curriculum	NUR-114	Holistic Health Concepts	This course is designed to further develop the concepts within the three domains of

SCREENSHOT 3-5

FACULTY AND STAFF

Course	NUR-3004
Title	Emt-I/Paramedic Bridge to Nurse Aide Level II
Program Area	L30 Health Occupations
Recommended Hours	107
Maximum Hours	128
Certification	
Course Description	This Nursing Assistant course prepares graduates to perform more complex skills for patients or residents regardless of skill/competency evaluation is required for documenting student competency. This includes class, laboratory and clinical. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing on the North Carolina Board of Nurse Aide Registry. In all employment settings, the listed Nursing Assistant II will work under the supervision of licensed personnel. PREREQUISITE: Listed in North Carolina as a Nursing Assistant I. This course is limited to graduates certified by the state of North Carolina as Emergency Medical Technicians-I or Paramedics.

Course Information

This is a Con Ed course.

CLOSE WINDOW

SCREENSHOT 3-6

Course Information

Each community college may not offer all courses. Please contact the [college](#) directly to determine course availability.

Course	NAS-102								
Course Title	Nursing Assistant II								
Class	3	Lab	2	Clinical	6	Work	0	Credit	6

Course Description
This course provides training in selected advanced nursing assistive procedures including catheterizations, wound and trach care, irrigations, and ostomy care. Successful completion of this course is required for the Nursing Assistant II with the North Carolina Board of Nursing.

Minimum State Prerequisites*
None

Minimum State Corequisites*
None

** Colleges may have additional prerequisites or corequisites requirement.*

College Transfer
Students are encouraged to contact their selected four-year senior institution to determine course eligibility for transfer.

CLOSE WINDOW

SCREENSHOT 3-7

To start a new search, click the tab labeled *Faculty and Staff Menu*

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CHAPTER 4: COPYING AND PASTING COURSE INFORMATION

You can copy the course information from CCL on the Web and paste it into a Word document. You have the following paste options:

- Paste the text only
- Paste the text and the table formatting

Steps

All referenced screenshots are included beneath the final step of these instructions.

1. Select the course information that you want to copy.
2. **Right-click.** Choose **Copy**. See Screenshot 4-1.
3. Paste the text into a Word document using the following table as a guide:

	Paste Options	Steps
a.	To paste both, the text <u>and</u> the table formatting:	<ol style="list-style-type: none"> 1. Open a Word document. 2. Right-click. Choose Paste. The text and the table formatting are pasted into the Word document. See screenshot 4-2.
b.	To paste only the text -- directly into a Word document:	<ol style="list-style-type: none"> 1. Open a Word document. 2. On the Home tab, click the Paste arrow. See Screenshot 4-3. 3. Choose Paste Special. The Paste Special Dialog box opens. See Screenshot 4-4. 4. Select Paste as Unformatted Text. 5. Click OK. The text is pasted into the Word document. Screenshot 4-5. 6. Reformat the document by removing extra lines, spaces, characters etc.
c.	To paste the text into a Notepad to remove formatting before pasting into a Word document:	<ol style="list-style-type: none"> 1. Open a Notepad document. 2. Right-click. Choose Paste. 3. Right-click again. Choose Select All. 4. Right-click again. Choose Copy. The text is copied from the Notepad document. 5. Open a Word document. 6. Right-click. Choose Paste. The text is pasted into the Word document. See screenshot 4-6. 7. Reformat the document by removing extra lines, spaces, characters etc.

SCREENSHOT 4-1

The screenshot shows a web page titled "Course Information" with a context menu open over the "This course is Active within:" field. The page content includes:

- Course Details:**
 - This course is Active within: S20909
 - CIS Course ID: S20909
 - CCL ID: MAT-141_2005SU
 - Course: MAT-141
 - Course Title: Mathematical Concepts I
 - Effective Term: Summer 2005
 - End Term:
 - Class: 3, Lab: 0, Clinical: 0, Work: 0
- Course Description:**

This course is the first of a two-course sequence... of the bas...
placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metric...
students should be able to communicate orally and in writing these basic mathematical concepts.
- Minimum State Prerequisites:**

Take One Set:
Set 1: MAT-060* and MAT-080
Set 2: MAT-060* and MAT-090
Set 3: MAT-095
Set 4: MAT-120

The context menu is open over the "This course is Active within:" field and contains the following options:

- Cut
- Copy
- Paste
- Select All
- Print...
- Print Preview...
- Search for "This course is Active within..."
- More Search Types
- Page Info
- Convert selected links to Adobe PDF
- Convert selected links to existing PDF
- Convert selection to Adobe PDF
- Convert selection to existing PDF
- Google Sidewiki...

SCREENSHOT 4-2

The screenshot shows a Microsoft Word document titled "Document7 - Microsoft Word". The ribbon includes Home, Insert, Page Layout, References, Mailings, Review, and View. The Font section shows Calibri (Body) font, size 11, with options for bold, italic, underline, and text color. The Paragraph section shows bullet points, numbered lists, and alignment options. The document content includes:

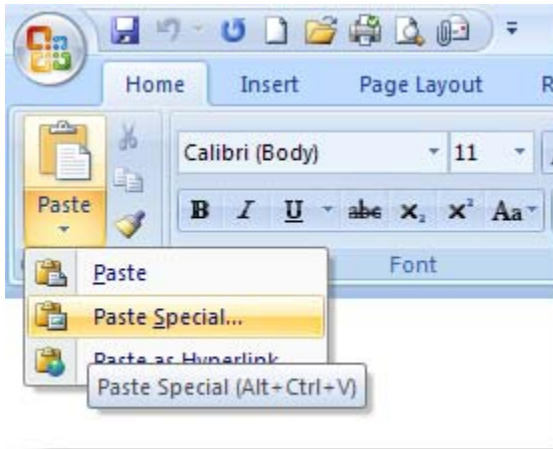
This course is Active within the CCL.

CIS Course ID	S20909								
CCL ID	MAT-141_2005SU								
Course	MAT-141								
Course Title	Mathematical Concepts I								
Effective Term	Summer 2005								
End Term									
Clas s	3	Lab	0	Clinica l	0	Wor k	0	Credi t	3

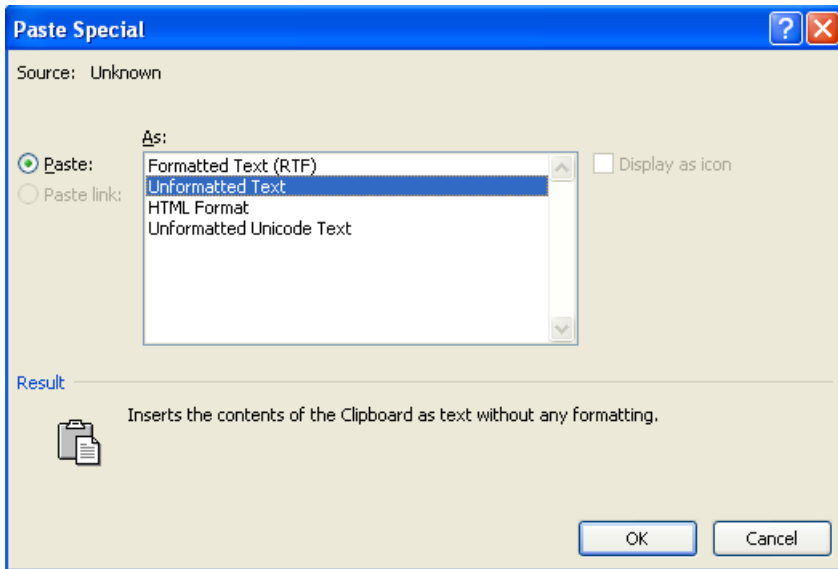
Course Description

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts.

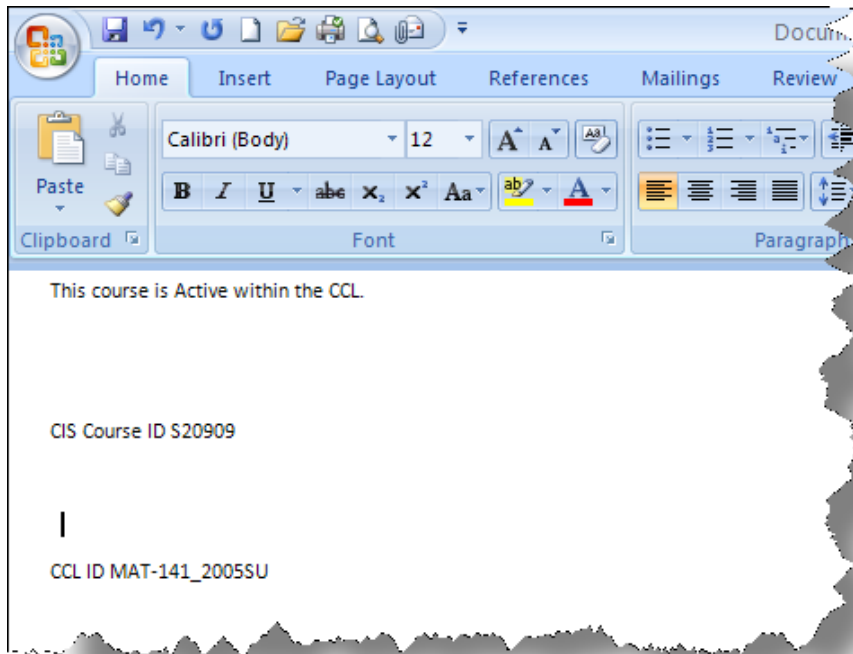
SCREENSHOT 4-3



SCREENSHOT 4-4



SCREENSHOT 4-5



SCREENSHOT 4-6

