Web Search for

Continuing Education Courses

on the CCL

Version 1.0
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Terms/Definitions

CCL – Combined Course Library
The Continuing Education Master Course List has been integrated with the Combined Course Library (CCL). The advantage to online CCL search engine is that it allows users to search both Curriculum and Continuing Education courses in the same database.

How To Use This Manual
This manual shows the user how to use the various functionality of the Continuing Education search engine found on the NC Community College Website.

Two Main Search Areas
Student Search includes:
- **Combined Course List search.** This allows for a search result of both curriculum and continuing education courses. Curriculum is considered credit courses and continuing education is non-credit.
- **Search by Program Area.** This allows for a search result of up to five (5) Program Areas, or you can return all courses in the continuing education Master Course List.

Faculty and Staff Search includes:
- **Both CCL & Search by Program Area**
- **Search for Continuing Education Courses.** This search option results courses with either an active or obsolete status; can provide change history of the course (starting a July 2010); and, provides the State ID number.

Limitation of Search:
The online search engine will only show the 700 plus continuing education courses available to the colleges to offer at their campus; it does not identify a schedule of offerings. College schedules vary; please contact your local college to find a class near you.

Field Terms:
- **Program Area:** Program field (on Faculty & Staff Search & Program Area Search) is the same term as Topic Code for Non-Curriculum Courses (found on the CCL search).
- **Subject:** Search field (on CCL search) is the same as ‘Course Name starts with’ field (Faculty & Staff Search).

See specific sections that follow for further field definitions.
Chapter 1: ACCESSING THE COMBINED COURSE LIBRARY

There are two ways to access the Combined Course Library

A. Instructional Programs Page

Step 1: Go to www.nccommunitycolleges.edu
Step 2: On the top menu, click on <Faculty and Staff>
Step 3: In the drop-down menu, click on <Instructional Programs>
Step 4: Under Instructional Programs, click on <Combined Course Library>
Step 5: Click on the appropriate search button (see screen shot below)

B. Continuing Education Main Web Page

Step 1: Go to www.nccommunitycolleges.edu
Step 2: On the top menu, click on <Business & Industry>
Step 3: In the drop-down menu, click on <Education & Training Programs>
Step 4: Under Education & Training Programs, click on <Continuing Education>
Step 5: Click on the Master Course List link (see screen shot below)
Chapter 2: STUDENT SEARCH PAGE

Combined Course Library
- SEARCH FOR BOTH CURRICULUM AND CONTINUING EDUCATION COURSES

Continuing Education Courses
- SEARCH FOR CONTINUING EDUCATION COURSES ONLY.

COMBINED COURSE LIBRARY SEARCH
(Available on both Student and Faculty/Staff Search)
OVERVIEW

CCL SEARCH PAGE

(Access field descriptions through the Help Tab)

**Academic Level** field can limit the search to either Continuing Education or Curriculum courses, or leave blank to select courses from all academic levels.

**Keyword** field is used to find courses that have a word or phrase in the course title or description.
- To search whole words, use quotations.
- To search partial words, omit quotations.

**Subject** field is used to limit results to courses from that subject area. (Refers to the three letter prefix of a Course Name)

**Tip**: Continuing Education courses use various Subject areas within a Topic Code (Program Area). Search results using only the Subject field may not produce complete results. Example: NUR (nursing) returns fewer results than using Topic Code L30 Health Occupations.

**Course Number starts with** field can be used in combination with the Subject field. Enter the four-digit (continuing education) or 3-digit (curriculum) number of the course you are looking for. You may enter the full or partial course number. Continuing Education course numbers that start with 2, 3, 4 or 5 and Curriculum courses start with 1 or 2.

**Course Code Number** consists of the course Subject and the Course Number. You can enter full or partial course number. Do not enter a dash or a space between the subject and course number.

**Topic Code for non-curriculum** field refers to Continuing Education courses. The course names (subject and number) are grouped together by Program Area. Select a code from drop-down list.

**Submit**: Once you click the Submit button, the courses that match your selection criteria will be listed on the Course Selection Results page. From the list of courses, click on a Course Name to view details for that course.

TIP: YOU CAN SORT RESULTS BY THE COLUMN HEADING.
OVERVIEW

CONTINUING EDUCATION COURSES BY PROGRAM AREA

(Available on both Student and Faculty/Staff Search)

Search by Program Area allows users to search for Continuing Education courses in one or more program areas. See next page for list of Program Areas.

Instructions for course search:

<table>
<thead>
<tr>
<th>Option #1: Filter for Specific Program Areas</th>
<th>Option #2: Generate the Full List of Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SELECT ONE OR MORE PROGRAM AREAS</td>
<td>1. TO VIEW THE ENTIRE LIST, LEAVE PROGRAM AREAS BLANK.</td>
</tr>
<tr>
<td>2. OPTION TO CHOOSE COURSE DESCRIPTIONS</td>
<td>2. CHOOSE A SORT OPTION AND THEN CLICK SUBMIT.</td>
</tr>
<tr>
<td>3. CHOOSE A SORT OPTION AND THEN CLICK SUBMIT.</td>
<td>(Course Descriptions are not available for the full list of Courses)</td>
</tr>
</tbody>
</table>
## Program Areas & Occupation Fields

### A Basic Skills
- **20** Basic Skills
- **35** Learning Lab

### C Agricultural & Natural Resources
- **30** Agricultural & Natural Resources
- **40** Energy Related Occupations

### D Art & Design Occupations
- **15** Art & Design Occupations

### F Business
- **10** Accounting & Bookkeeping
- **20** Banking, Finance & Credit
- **30** Computer Science Applications
- **40** Insurance
- **50** Sales & Marketing
- **70** Office Skills Training
- **75** Real Estate

### H Construction
- **20** Civil Engineering
- **30** Construction Occupations
- **75** Plumbing & Pipe Fitting

### J Education
- **30** Early Childhood Education
- **38** Languages
- **75** Instructional Methodology

### K Electrical/Electronic
- **35** Electrical/Electronic Occupations

### L Health Science
- **15** Emergency Medical Services
- **30** Health Occupations

### N Management, Supervision & Leadership
- **50** Management, Supervision & Leadership

### P Mechanical & Manufacturing
- **10** Drafting
- **20** Heating, Ventilation, Air Conditioning
- **35** Industrial Occupations
- **40** Biotechnology
- **60** Metal Working Occupations
- **80** Textile Occupations
- **90** Welding

### R Public Service
- **05** Building Codes & Inspections
- **10** Communications
- **20** Criminal Justice – Mandated
- **21** Criminal Justice – Non-Mandated
- **30** Fire & Rescue Services
- **40** Government Regulations
- **41** Emergency Preparedness Technology

### T Service
- **27** Cosmetology
- **75** Service Occupations

### V Transportation
- **20** Aircraft Maintenance & Career Pilot
- **40** Automotive Occupations
- **80** Transportation

### X NCCCS Special Programs
- **20** Human Resources Development Program (HRD)
- **50** Customized Training Program (CTP)
- **87** Small Business Center (SBC)
- **90** Self Support – Occupational
- **95** Self-Support – Community Service
### Program Area Search Results

#### Continuing Education Courses

**02/10/11**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Program Area</th>
<th>Rec Hrs</th>
<th>Max Hrs</th>
<th>Cert</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIP-3103</td>
<td>Fire Alarms and Communications - Level I</td>
<td>R30 Fire &amp; Rescue Services</td>
<td>9</td>
<td>11</td>
<td>Y</td>
</tr>
<tr>
<td>FIP-3104</td>
<td>Fire Behavior - Level I</td>
<td>R30 Fire &amp; Rescue Services</td>
<td>7</td>
<td>8</td>
<td>Y</td>
</tr>
<tr>
<td>FIP-3105</td>
<td>Portable Extinguishers - Level I</td>
<td>R30 Fire &amp; Rescue Services</td>
<td>6</td>
<td>7</td>
<td>Y</td>
</tr>
<tr>
<td>FIP-3106</td>
<td>Personal Protective Equipment - Level I</td>
<td>R30 Fire &amp; Rescue Services</td>
<td>15</td>
<td>18</td>
<td>Y</td>
</tr>
<tr>
<td>FIP-3107</td>
<td>Forcible Entry - Level I</td>
<td>R30 Fire &amp; Rescue Services</td>
<td>12</td>
<td>14</td>
<td>Y</td>
</tr>
<tr>
<td>FIP-3108</td>
<td>Ventilation - Level II</td>
<td>R30 Fire &amp; Rescue Services</td>
<td>12</td>
<td>14</td>
<td>Y</td>
</tr>
</tbody>
</table>

**TIP:**

- A certification (Cert) column is included in the search results indicating if the course satisfies a state or national certification for an occupation.
- Search results are generated in final report format and do not provide a column sort option.
CHAPTER 3: FACULTY AND STAFF SEARCH

- **Combined Course Library Search** - (See pages 4-5 for search options)
  (Available on both Student and Faculty/Staff Search)

- **Continuing Education Courses by Program Area** - (See Pages 8-9 for search options)

- **Student Search for Continuing Education Courses** - (See next page for search options)
OVERVIEW OF STUDENT SEARCH FOR CONTINUING EDUCATION COURSES

Search for Continuing Education Courses allows for five ways to identify courses plus three additional options.

Program Area field refers to continuing education courses that are grouped in the same Program Area.

Course Name starts with field refers to the full Course Name three-letter subject prefix and four-number suffix.
- You can include part or full portion of the Course Name (prefix plus number). Ex: HRD or HRD3 or HRD300.
- Do not use a dash or space in between the prefix and number.

Keyword field is used to find courses that have a word or phrase in the course title or description.
- To search whole words, use quotations.
- To search partial words, omit quotations.

Subject field provides a drop down list of all prefixes and their descriptive titles.

Course Number starts with field can be used in combination with the Subject field. Enter the four-digit (continuing education) or 3-digit (curriculum) number of the course you are looking for. You may enter the full or partial course number. Continuing Education course numbers that start with 2, 3, 4 or 5 and Curriculum courses start with 1 or 2.
SIMPLE SEARCH RESULTS WITHOUT CHOOSING THE THREE OPTIONS

Course Selection Results

Option 1 - Filter by Active and/or Obsolete Status
Allows you to choose courses with status of active, obsolete or both in search results.

Note: Search results will return the same columns as above. If you want to see the status of the course you must hyperlink into the course to see the status.

Option 2 - Include Change History in results
A course’s change history is a chronological list of all the changes (edits/corrections) that System Office staff has made to the course since CCL on the Web went live (July 2010). An example of a change/edit/correction is when System Office staff corrects a misspelled course title, updates course description, or increases the hours.
Option 3 -
Show results in report format

This option shows the search results in a continuous format in which you can cut and paste to print.

<table>
<thead>
<tr>
<th>Course</th>
<th>BTN 3101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Aspetic Mfg Level</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Hours</td>
<td>36</td>
</tr>
<tr>
<td>Maximum</td>
<td>43</td>
</tr>
<tr>
<td>Certification</td>
<td>N</td>
</tr>
<tr>
<td>Program Area</td>
<td>X40 Bioworknet</td>
</tr>
<tr>
<td>Course Description</td>
<td>This course will focus on the basics of Cleanroom operations. Students will learn fundamental and principles associated with parenteral products as it relates to processing. Topics will include basic microbiology, clean room design and construction, environmental monitoring, glassware and equipment preparation, solution processing (compounding), and filtration. Upon completion, students will understand and have hands-on experience with various pre-manufacturing activities. This course was developed by the BioNetwork Initiative. For more information go to <a href="http://www.ncbionetwork.org">www.ncbionetwork.org</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>BTN 3140</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Gram-Negative Bacterial Detection</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Recommended Hours</td>
<td>30</td>
</tr>
<tr>
<td>Maximum Hours</td>
<td>36</td>
</tr>
<tr>
<td>Certification</td>
<td>N</td>
</tr>
<tr>
<td>Program Area</td>
<td>X40 Bioworknet</td>
</tr>
<tr>
<td>Course Description</td>
<td>This course is designed to provide a fundamental understanding of the dangers Gram-Negative Bacterial Endotoxin contamination of parenterally administered laboratory components is provided to allow hands-on experience.</td>
</tr>
</tbody>
</table>
CHAPTER 4: OTHER TIPS

COPY SEARCH RESULTS

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 and the table formatting
- Paste the text only

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.
3. Paste the text into a Word document using the following table as a guide:

<table>
<thead>
<tr>
<th>Paste Options</th>
<th>Steps</th>
</tr>
</thead>
</table>
| a. To paste both, the text and the table formatting: | 1. Open a Word document.  
2. Right-click. Choose Paste. The text and the table formatting are pasted into the Word document. |
| b. To paste only the text -- directly into a Word document: | 1. Open a Word document.  
2. On the Home tab, click the Paste arrow.  
4. Select Paste as Unformatted Text.  
5. Click OK. The text is pasted into the Word document. |
LOGIN TIMED OUT

If you get the message “Your previous session has expired and is no longer valid.” You have two options to return to the directories.

1. Click on the main menu tab to get to the welcome page, or click on the Cont. Ed. Menu to get back to the Continuing Education