



NC Community Colleges

Hope • Opportunity • Jobs

Web Search for

Continuing Education Courses

on the CCL

Version 1.0

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Contents

TERMS/DEFINITIONS.....	2
CHAPTER 1: ACCESSING THE COMBINED COURSE LIBRARY	3
CHAPTER 2: STUDENT SEARCH PAGE.....	4
Combined Course Library Search	4
Overview Continuing Education Courses by Program Area	6
CHAPTER 3: FACULTY AND STAFF SEARCH.....	3
CHAPTER 4: OTHER TIPS.....	7
Copy Search Results	7
Login Timed Out	8

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).

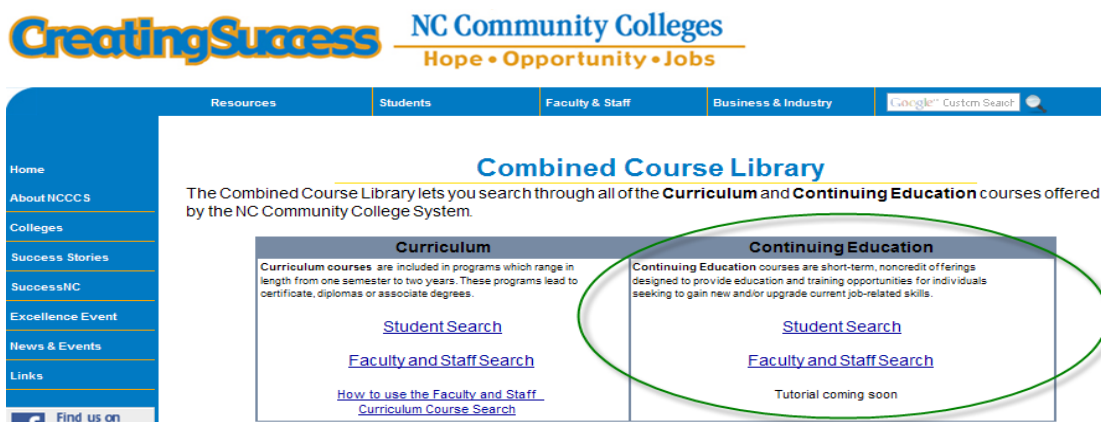
See specific sections that follow for further field definitions.

Chapter 1: ACCESSING THE COMBINED COURSE LIBRARY

There are two ways to access the Combined Course Library

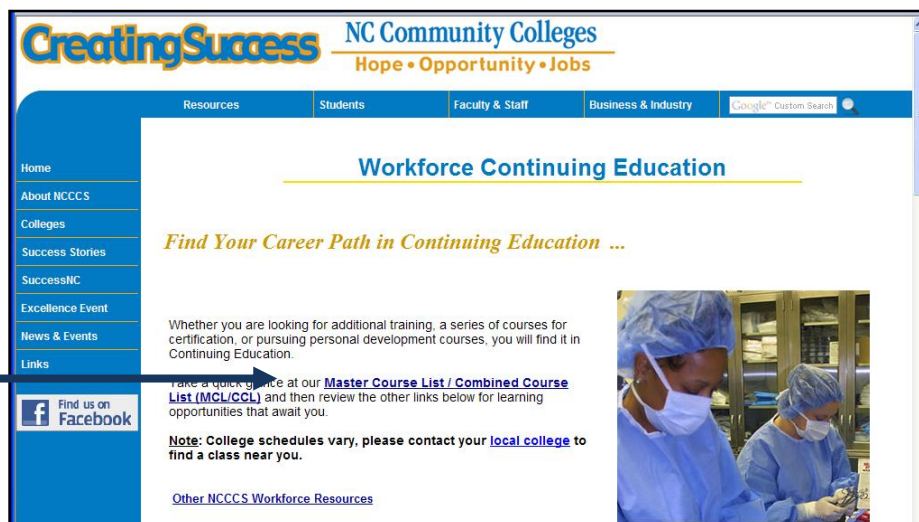
A. Instructional Programs Page

- 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)

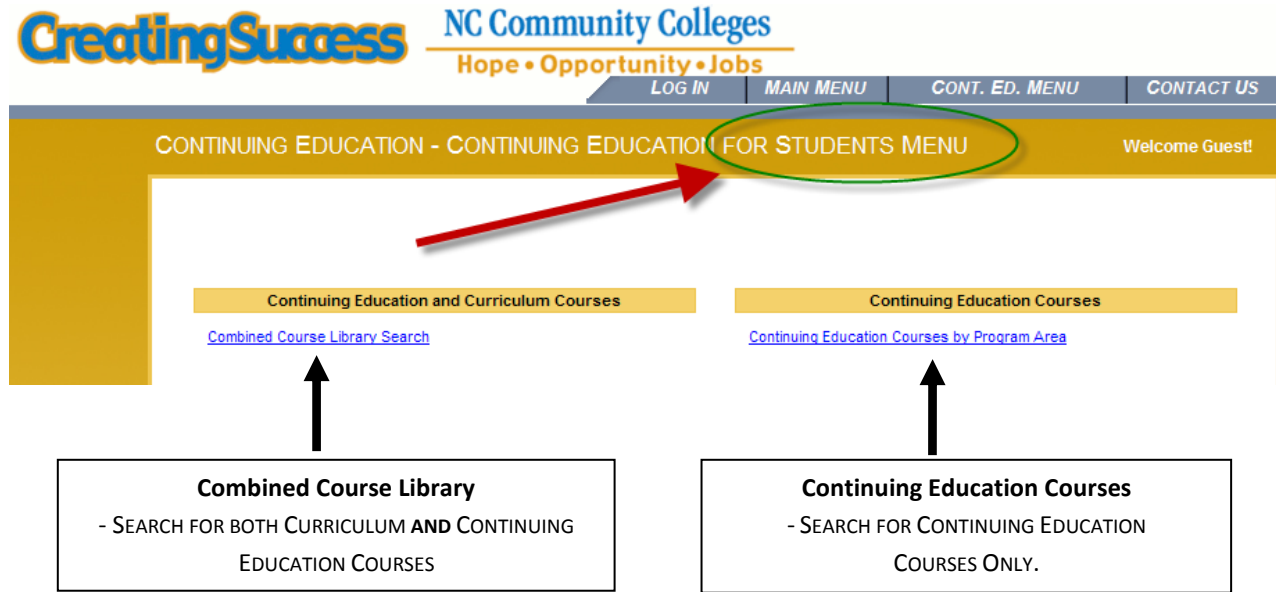


B. Continuing Education Main Web Page

- 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 (Available on both Student and Faculty/Staff Search)

LOG IN MAIN MENU CONT. ED. MENU HELP CONTACT US

CONTINUING EDUCATION Welcome Guest!

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

Topic Code for non-curriculum courses

SUBMIT

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.

CCL Search Results

Course Selection Results

Academic Level	Course Name	Course Title	Course Description
1 Continuing Education	AHR-3030	Air Conditioning Systems	Heating, Ventilation & A/C - This course will teach basic fundamentals of environmental control systems used in industry. Course work will include safety, tools, principles...
2 Continuing Education	AHR-3123	Principles of Refrigeration	Heating, Ventilation & A/C - This course is an introduction to the principles of refrigeration, terminology, safety in the use of tools and equipment, the identification and the...
3 Continuing Education	AHR-3129	New Refrigerant and Equipment	Heating, Ventilation & A/C - This course is designed for maintenance managers, automotive technicians, HVAC technicians, and others who work with air conditioning or...
4 Continuing Education	AHR-3131	HVAC Heating & Air Condition	Heating, Ventilation & A/C - This course is designed to provide the student with the skills necessary to become employed as a heating and air conditioning technician. It is a...
5 Continuing Education	APP-3200	Apprentice: HVAC	Heating, Ventilation & A/C - The course is designed specially to meet the subject requirements and standards established by the Department of Labor: Bureau of Apprenticeship...

OK

To Start a new Search, either click on Cont. Ed. Menu or click OK.

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:

Option #1: Filter for Specific Program Areas	Option #2: Generate the Full List of Courses
<ol style="list-style-type: none"> 1. SELECT ONE OR MORE PROGRAM AREAS 2. OPTION TO CHOOSE COURSE DESCRIPTIONS 3. CHOOSE A SORT OPTION AND THEN CLICK SUBMIT. 	<ol style="list-style-type: none"> 1. TO VIEW THE ENTIRE LIST, LEAVE PROGRAM AREAS BLANK. 2. CHOOSE A SORT OPTION AND THEN CLICK SUBMIT. <p>(Course Descriptions are not available for the full list of Courses)</p>



North Carolina Community College System

Continuing Education – Master Course List

*Program Areas & Occupation Fields
2010*

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

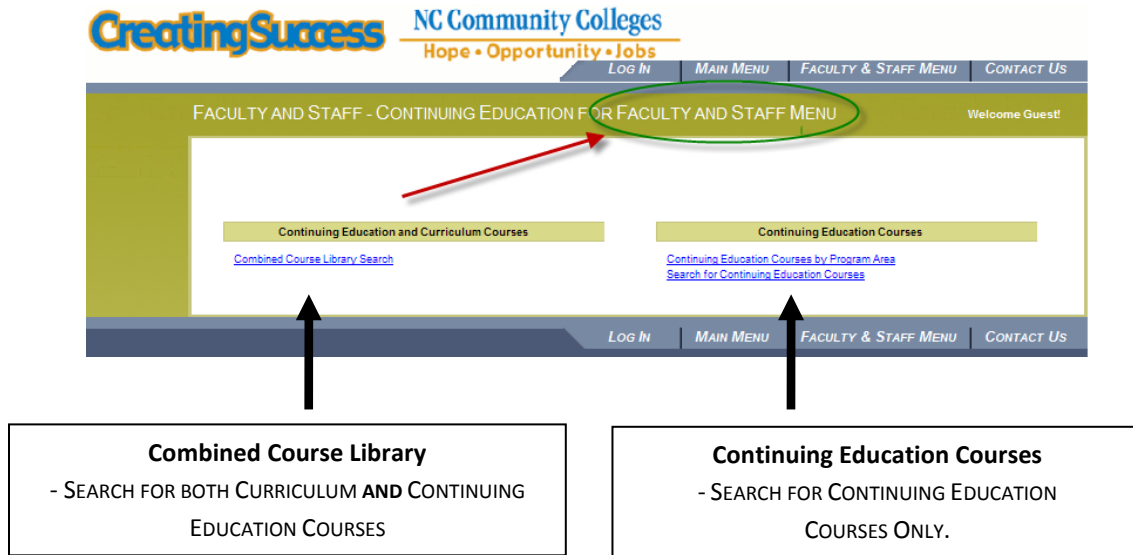
Program Area Search Results

CONTINUING EDUCATION		Welcome Guest!			
LOG IN	MAIN MENU	CONT. ED. MENU	CONTACT US		
Continuing Education Courses					
02/10/11					
R30 Fire & Rescue Services					
Course	Title	Program Area	Rec Hrs	Max Hrs	Cert
FIP-3103	Fire Alarms and Communications - Level I	R30 Fire & Rescue Services	9	11	Y
FIP-3104	Fire Behavior - Level I	R30 Fire & Rescue Services	7	8	Y
FIP-3105	Portable Extinguishers - Level I	R30 Fire & Rescue Services	6	7	Y
FIP-3106	Personal Protective Equipment - Level I	R30 Fire & Rescue Services	15	18	Y
FIP-3107	Forcible Entry - Level I	R30 Fire & Rescue Services	12	14	Y
FIP-3108	Ventilation - Level I	R30 Fire & Rescue Services	12	14	Y

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.

The screenshot shows a web interface for searching continuing education courses. At the top, there are navigation links: LOG IN, MAIN MENU, FACULTY & STAFF MENU, HELP, and CONTACT US. Below this is a header for 'FACULTY AND STAFF' with a 'Welcome Guest!' message. The main content area is titled 'Search for Continuing Education Courses'. It contains several input fields: 'Program Area' (a dropdown menu), 'Course Name starts with' (a text box), 'Keyword' (a text box), 'Subject' (a dropdown menu), and 'Course Number starts with' (a text box). Below these fields is a 'Status' section with three radio buttons: 'Active' (selected), 'Obsolete', and 'Both'. At the bottom of the form are two checkboxes: 'Include Change History in results' and 'Show results in report format'. A 'SUBMIT' button is located at the bottom center. A callout box on the right side of the form lists three options: 1. Include Active or Obsolete courses or both in search results, 2. Include change history in results, and 3. Show results in report format. Red arrows point from the callout to the 'Both' radio button, the 'Include Change History in results' checkbox, and the 'Show results in report format' checkbox.

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

FACULTY AND STAFF

Course Selection Results

Page 1 of 4

	Academic Level -	Program Area -	Course Name -	Course Title -
1	Continuing Education	L30 Health Occupations	CAT-3100	Computed Tomography
2	Continuing Education	L30 Health Occupations	CTR-3100	Clinical Research
3	Continuing Education	L30 Health Occupations	CVS-3000	Ultrasound Physics Review
4	Continuing Education	L30 Health Occupations	DEN-3000	INTRO CLINICAL DENTAL ASST
5	Continuing Education	L30 Health Occupations	DEN-3001	Dental Hygiene Refresher
6	Continuing Education	L30 Health Occupations	DEN-3015	Current Beliefs for the Dent

TIP: YOU CAN SORT RESULTS BY THE COLUMN HEADING.

THREE SEARCH OPTION 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.

Course	CIT-3200
Title	Cardiovascular Technology
Course ID	S21496
Status	Obsolete
Program Area	L30 Health Occupations

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.

Course	FIP-3124
Title	Live Burn: NFPA 1403
Course ID	S15041
Status	Active
Program Area	R30 Fire & Rescue Services
Recommended Hours	112
Maximum Hours	134
Certification	Y
Course Description	This course will meet the requirements to comply with the 2007 edition of NFPA the 10 different subjects that are required for a firefighter to participate in a live
Change History	<p>09/08/2010 Contact Hours changed from "" to "112.00"</p> <p>09/08/2010 Min Credits changed from "" to "0.00"</p> <p>09/08/2010 Description changed from "" to "This course will meet the requirements to comply with th</p>

**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.

Course:	BTN-3101
Title:	Aspetic Mfg Level I
Status:	Active
Recommended Hours:	36
Maximum Hours:	43
Certification:	N
Program Area:	X40 Bionetwork
Course Description:	This course will focus on the basics of Cleanroom operations. Students will learn fundamentals and principles associated with parenteral products as it relates to processing. Topics will include basic microbiology, clean room design and control, environmental monitoring, glassware and equipment preparation, solution preparation (compounding), and filtration. Upon completion, students will understand and have experience with in various pre-manufacturing activities. This course was developed as part of BioNetwork Initiative. For more information go to www.ncbionetwork.org .
Course:	BTN-3140
Title:	Gram-Negative Bacterial Detection
Status:	Active
Recommended Hours:	30
Maximum Hours:	36
Certification:	N
Program Area:	X40 Bionetwork
Course Description:	This course is designed to provide a fundamental understanding of the dangers of Gram-Negative Bacterial Endotoxin contamination of parenterally-administered pharmaceuticals. A laboratory component is provided to allow hands-on experience.

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:

	Paste Options	Steps
a.	To paste both, the text and 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.
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. 3. Choose Paste Special. The Paste Special Dialog box opens. 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

The screenshot shows the top of the NC Community Colleges website. The header includes the logo "Creating Success" and "NC Community Colleges" with the tagline "Hope • Opportunity • Jobs". Below this is a navigation bar with four tabs: "LOG IN", "MAIN MENU", "CONT. ED. MENU", and "CONTACT US". Two red arrows point to the "MAIN MENU" and "CONT. ED. MENU" tabs. The main content area is titled "CONTINUING EDUCATION" and "Welcome Guest!". It features a "Log In" section with the message "Your previous session has expired and is no longer valid." in red. Below the message are input fields for "User ID:" and "Password:", a "Show Hint:" checkbox, and a "SUBMIT" button.