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Common Course Library - NEW

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Welcome to the COMMON COURSE LIBRARY (CCL)

January 26, 2006

Introduction

The Common Course Library (CCL) is divided into files based on the course prefixes. This allows easier download of CCL courses separated into individual Microsoft Word (*.doc) / Adobe Acrobat (*.pdf) files.

The following information can be obtained from this page:

- a. Download a Revision Log which identify course changes based upon Curriculum Review Committee (CRC) approvals.
- b. Download a Revision Log of "Editorial Changes" to CCL courses.
- c. Download CCL Prefix files in Microsoft Word (*.doc) / Adobe Acrobat (*.pdf) format.
- d. Download a list of CCL courses that are available as Virtual Learning Community (VLC) internet courses as well.
- e. Download self-extracting zipped files for faster delivery (NOTE: This is currently not available as of Nov 8, 2005. You must download each individual prefix file.)

***If you have questions, please contact Polly Murphy at the System Office:
919-807-7113.***

COMMON COURSE LIBRARY (CCL) REVISION INFORMATION	
AMENDED: November 30, 2005 Revision Log From CRC Meeting (September 2005)	Click here for *pdf format. Click here for *.xls format
REVISED: Courses with General Education Classification (January 9, 2006)	Click here for *pdf format. Click here for *.xls format
Editorial Revision Log (January 5, 2006)	Click here for *pdf format. Click here for *.xls format
Editorial Revision Log (January - December 2005)	Click here for *pdf format. Click here for *.xls format
Editorial Revision Log (January - December 2004)	Click here for *pdf format. Click here for *.xls format
Revision Log From CRC Meeting (September 2005)	Click here for *pdf format. Click here for *.xls format
Courses with General Education Classification Resulting From CRC Meeting (September 2005)	Click here for *pdf format. Click here for *.xls format
Revision Log From CRC Meeting (June 2005)	Click here for *pdf format.

	Click here for *.xls format
Revision Log From CRC Meeting (March 2005)	Click here for *pdf format.
	Click here for *.xls format
Alternate Prerequisites for CCL Courses Resulting From CRC Meeting (March 2005)	Click here for *pdf format.
	Click here for *.xls format

COMMON COURSE LIBRARY (CCL) Prefix Files

The CCL has been formatted into separate prefix files. If you are looking for all the courses associated with a particular prefix, then proceed below.

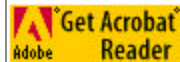
If you need to download and print the most current and complete CCL using zipped files, then click [here](#) which will take you to the bottom of this page. (NOTE: This is currently not available as of Nov 8, 2005. You must download each individual prefix file.)

Save the files below to your hard drive (or network drive) by:

- a. right click on mouse
- b. click on "Save Link As" ("Save Target As")
- c. save the file to an appropriate subdirectory

The documents may be opened/viewed/printed using either Adobe Acrobat Reader or Microsoft Word software.

Many of the links below will take you to information that has been saved in portable document format (*.pdf). In order to view/print these documents, you should use Adobe Acrobat Reader (tm) software. The Adobe Acrobat Reader software is distributed free of charge by Adobe and can be downloaded from their web site by clicking on the image below.



Open the portable document file (*.pdf) using Adobe Acrobat Reader software.

Open the Word file (*.doc) using the Microsoft Word software.

Click on the first letter of the prefix for faster selection.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

" A " Prefixes

ACA	ACADEMIC RELATED	*.pdf	*.doc
ACC	ACCOUNTING	*.pdf	*.doc
ACM	ANIMAL CARE AND MANAGEMENT	*.pdf	*.doc
AER	AEROSPACE AND FLIGHT TRAINING	*.pdf	*.doc
AGR	AGRICULTURE (See new VEN prefix for Viticulture/Enology courses.)	*.pdf	*.doc
AHR	AIR CONDITIONING, HEATING, AND REFRIG	*.pdf	*.doc
AIB	AMERICAN INSTITUTE OF BANKING	*.pdf	*.doc
ANS	ANIMAL SCIENCE	*.pdf	*.doc
ANT	ANTHROPOLOGY	*.pdf	*.doc
APS	AUTOMOTIVE PARTS SALES	*.pdf	*.doc
AQU	AQUACULTURE	*.pdf	*.doc
ARC	ARCHITECTURE	*.pdf	*.doc
ARS	AUTOMOTIVE RESTORATION	*.pdf	*.doc
ART	ART	*.pdf	*.doc
ASL	AMERICAN SIGN LANGUAGE	*.pdf	*.doc
AST	ASTRONOMY	*.pdf	*.doc
ATR	AUTOMATION AND ROBOTICS	*.pdf	*.doc
AUB	AUTOMOTIVE BODY REPAIR	*.pdf	*.doc
AUT	AUTOMOTIVE	*.pdf	*.doc
AVI	AVIATION MAINTENANCE	*.pdf	*.doc
Self-Extracting Zipped File			

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" B " Prefixes

BAF	BANKING AND FINANCE	*.pdf	*.doc
BAR	BARBERING	*.pdf	*.doc
BIO	BIOLOGY	*.pdf	*.doc
BMT	BIOMEDICAL EQUIPMENT	*.pdf	*.doc
BPA	BAKING	*.pdf	*.doc
BPM	BIOPROCESSING MANUFACTURING TECHN	*.pdf	*.doc
BPR	BLUEPRINT READING	*.pdf	*.doc
BPT	BROADCAST PRODUCTION	*.pdf	*.doc
BTB	BOAT BUILDING	*.pdf	*.doc
BTC	BIOTECHNOLOGY	*.pdf	*.doc
BUS	BUSINESS	*.pdf	*.doc
Self-Extracting Zipped File			

[Return To Top Of Page](#)**" C " Prefixes**

CAB	CABINETMAKING	*.pdf	*.doc
CAR	CARPENTRY	*.pdf	*.doc
CAT	COMPUTED TOMOGRAPHY	*.pdf	*.doc
CCT	CYBER CRIME TECHNOLOGY	*.pdf	*.doc
CET	COMPUTER ENGINEERING TECHNOLOGY	*.pdf	*.doc
CHM	CHEMISTRY	*.pdf	*.doc
CIM	CANCER INFORMATION MANAGEMENT	*.pdf	*.doc
CIS	INFORMATION SYSTEMS	*.pdf	*.doc
CIT	CARDIOVASCULAR/VASCULAR INTERVENTIONAL TECHNOLOGY	*.pdf	*.doc

CIV	CIVIL ENGINEERING TECHNOLOGY	*.pdf	*.doc
CJC	CRIMINAL JUSTICE	*.pdf	*.doc
CMT	CONSTRUCTION MANAGEMENT TECHNOLOGY	*.pdf	*.doc
COE	COOPERATIVE EDUCATION	*.pdf	*.doc
COM	COMMUNICATION	*.pdf	*.doc
COS	COSMETOLOGY	*.pdf	*.doc
CPT	CHEMICAL PROCESS TECHNOLOGY	*.pdf	*.doc
CRT	COURT REPORTING	*.pdf	*.doc
CSC	COMPUTER SCIENCE	*.pdf	*.doc
GSP	CENTRAL STERILE PROCESSING (see STP prefix)	*.pdf	*.doc
CST	CONSTRUCTION	*.pdf	*.doc
CSV	CUSTOMER SERVICE	*.pdf	*.doc
CTC	CHEMICAL TECHNOLOGY	*.pdf	*.doc
CTR	CLINICAL TRIALS RESEARCH	*.pdf	*.doc
CTS	COMPUTER INFORMATION TECHNOLOGY	*.pdf	*.doc
CUL	CULINARY	*.pdf	*.doc
CVS	CARDIOVASCULAR SONOGRAPHY	*.pdf	*.doc
CYT	CYTOTECHNOLOGY	*.pdf	*.doc
Self-Extracting Zipped File			

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" D " Prefixes

DAN	DANCE	*.pdf	*.doc
DBA	DATABASE MANAGEMENT TECHNOLOGY	*.pdf	*.doc
DDF	DESIGN DRAFTING	*.pdf	*.doc
DDT	DEVELOPMENTAL DISABILITIES	*.pdf	*.doc

DEA	DIGITAL EFFECTS AND ANIMATION	*.pdf	*.doc
DEN	DENTAL	*.pdf	*.doc
DES	DESIGN: CREATIVE	*.pdf	*.doc
DET	DIETETIC TECHNICIAN	*.pdf	*.doc
DFT	DRAFTING	*.pdf	*.doc
DIA	DIALYSIS	*.pdf	*.doc
DIE	DIESEL MECHANICS (see HET prefix)	*.pdf	*.doc
DLT	DENTAL LABORATORY TECHNOLOGY	*.pdf	*.doc
DME	DIGITAL MEDIA TECHNOLOGY	*.pdf	*.doc
DRA	DRAMA / THEATRE	*.pdf	*.doc
Self-Extracting Zipped File			

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" E " Prefixes

ECM	ELECTRONIC COMMERCE	*.pdf	*.doc
ECO	ECONOMICS	*.pdf	*.doc
EDT	ELECTRONEURODIAGNOSTIC TECHNOLOGY	*.pdf	*.doc
EDU	EDUCATION	*.pdf	*.doc
EFL	ENGLISH AS A FOREIGN LANGUAGE	*.pdf	*.doc
EGR	ENGINEERING	*.pdf	*.doc
EHS	ENVIRONMENTAL HEALTH AND SAFETY	*.pdf	*.doc
ELC	ELECTRICITY	*.pdf	*.doc
ELN	ELECTRONICS	*.pdf	*.doc
ELT	ELECTRIC LINEMAN TECHNOLOGY	*.pdf	*.doc
EMS	EMERGENCY MEDICAL CARE	*.pdf	*.doc
ENG	ENGLISH	*.pdf	*.doc

ENT	ENTERTAINMENT TECHNOLOGIES	*.pdf	*.doc
ENV	ENVIRONMENTAL SCIENCE	*.pdf	*.doc
EPP	ELECTRICAL POWER PRODUCTION	*.pdf	*.doc
EPT	EMERGENCY PREPAREDNESS TECHNOLOGY	*.pdf	*.doc
EQU	EQUINE	*.pdf	*.doc
Self-Extracting Zipped File			

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" F " Prefixes

FBG	FIBERGLASS AND MOLDMAKING	*.pdf	*.doc
FIP	FIRE PROTECTION	*.pdf	*.doc
FLO	FLORAL DESIGN	*.pdf	*.doc
FMW	FACILITY MAINTENANCE	*.pdf	*.doc
FOR	FOREST MANAGEMENT	*.pdf	*.doc
FPR	FOOD PROCESSING	*.pdf	*.doc
FRE	FRENCH	*.pdf	*.doc
FSD	FIRE SPRINKLER DESIGN	*.pdf	*.doc
FSE	FUNERAL SERVICE	*.pdf	*.doc
FST	FOOD SERVICE	*.pdf	*.doc
FUR	FURNITURE	*.pdf	*.doc
FVP	FILM AND VIDEO PRODUCTION	*.pdf	*.doc
FWL	FISH AND WILDLIFE	*.pdf	*.doc
Self-Extracting Zipped File			

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" G " Prefixes

GAM	GAMING MANAGEMENT	*.pdf	*.doc
GCM	GOLF COURSE MANAGEMENT	*.pdf	*.doc
GEL	GEOLOGY	*.pdf	*.doc
GEO	GEOGRAPHY	*.pdf	*.doc
GER	GERMAN	*.pdf	*.doc
GIS	GEOGRAPHIC INFORMATION SYSTEMS	*.pdf	*.doc
GRA	GRAPHIC ARTS	*.pdf	*.doc
GRD	GRAPHIC DESIGN	*.pdf	*.doc
GRO	GERONTOLOGY	*.pdf	*.doc
GSM	GUNSMITHING	*.pdf	*.doc
Self-Extracting Zipped File			

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" H " Prefixes

HCT	HEALTH CARE TECHNOLOGY	*.pdf	*.doc
HEA	HEALTH	*.pdf	*.doc
HEO	HEAVY EQUIPMENT OPERATION	*.pdf	*.doc
HET	HEAVY EQUIPMENT MAINTENANCE	*.pdf	*.doc
HIS	HISTORY	*.pdf	*.doc
HIT	HEALTH INFORMATION TECHNOLOGY	*.pdf	*.doc
HMT	HEALTHCARE MANAGEMENT	*.pdf	*.doc
HOR	HORTICULTURE	*.pdf	*.doc
HPC	HIGH PERFORMANCE COMPUTING	*.pdf	*.doc
HPT	HISTORICAL PRESERVATION	*.pdf	*.doc
HRM	HOTEL AND RESTAURANT MANAGEMENT	*.pdf	*.doc
HSC	HEALTH SCIENCES	*.pdf	*.doc
HSE	HUMAN SERVICES	*.pdf	*.doc

HTO	HISTOTECHNOLOGY	*.pdf	*.doc
HUC	HEALTH UNIT COORDINATOR	*.pdf	*.doc
HUM	HUMANITIES	*.pdf	*.doc
HYD	HYDRAULICS AND PNEUMATICS	*.pdf	*.doc
Self-Extracting Zipped File			

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" I " Prefixes

ICT	CARDIOVASCULOAR TECHNOLOGY (INVASIVE)	*.pdf	*.doc
ICV	INTERVENTIONAL CARDIAC AND VASCULAR TECHNOLOGY	*.pdf	*.doc
ILT	INDUSTRIAL LABORATORY TECHNOLOGY	*.pdf	*.doc
IMS	INTEGRATED MATH/SCIENCE	*.pdf	*.doc
INS	INSURANCE	*.pdf	*.doc
INT	INTERNATIONAL BUSINESS	*.pdf	*.doc
IPP	INTERPRETER PREPARATION PROGRAM	*.pdf	*.doc
ISC	INDUSTRIAL SCIENCE	*.pdf	*.doc
ITA	ITALIAN	*.pdf	*.doc
ITN	INTERNET TECHNOLOGIES	*.pdf	*.doc
Self-Extracting Zipped File			

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" J " Prefixes

JOU	JOURNALISM	*.pdf	*.doc
JPN	JAPANESE	*.pdf	*.doc
Self-Extracting Zipped File			

[Return To Top Of Page](#)**" L " Prefixes**

LAR	LANDSCAPE ARCHITECTURE	*.pdf	*.doc
LAT	LATIN	*.pdf	*.doc
LBT	LABORATORY TECHNOLOGY	*.pdf	*.doc
LEO	LASERS AND OPTICS	*.pdf	*.doc
LEX	LEGAL EDUCATION	*.pdf	*.doc
LIB	LIBRARY RESOURCES	*.pdf	*.doc
LOG	LOGISTICS MANAGEMENT	*.pdf	*.doc
LSG	LANDSCAPE GARDENING	*.pdf	*.doc
	Self-Extracting Zipped File		

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MAC	MACHINING	*.pdf	*.doc
MAS	MASONRY	*.pdf	*.doc
MAT	MATHEMATICS	*.pdf	*.doc
MCM	MOTORCYCLE MECHANICS	*.pdf	*.doc
MEC	MECHANICAL	*.pdf	*.doc
MED	MEDICAL ASSISTING	*.pdf	*.doc
MEG	METAL ENGRAVING	*.pdf	*.doc
MHA	MENTAL HEALTH	*.pdf	*.doc
MIT	MEDIA INTEGRATION	*.pdf	*.doc
MKT	MARKETING AND RETAILING	*.pdf	*.doc
MLG	METALLURGICAL SCIENCE	*.pdf	*.doc
MLT	MEDICAL LABORATORY TECHNOLOGY	*.pdf	*.doc

MNT	MAINTENANCE	*.pdf	*.doc
MPS	MARINE PROPULSION SYSTEMS	*.pdf	*.doc
MRI	MAGNETIC RESONANCE IMAGING	*.pdf	*.doc
MSC	MARINE SCIENCE	*.pdf	*.doc
MSI	MILITARY SCIENCE	*.pdf	*.doc
MSM	MOTORSPORTS MANAGEMENT	*.pdf	*.doc
MTH	THERAPEUTIC MASSAGE	*.pdf	*.doc
MUS	MUSIC	*.pdf	*.doc
Self-Extracting Zipped File			

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" N " Prefixes

NAN	NANOTECHNOLOGY	*.pdf	*.doc
NAS	NURSING ASSISTANT	*.pdf	*.doc
NCT	CARDIOVASCULAR TECHNOLOGY (NON-INVASIVE)	*.pdf	*.doc
NET	NETWORKING TECHNOLOGY	*.pdf	*.doc
NMT	NUCLEAR MEDICINE	*.pdf	*.doc
NOS	NETWORKING OPERATING SYSTEM	*.pdf	*.doc
NUR	NURSING	*.pdf	*.doc
NUT	NUTRITION	*.pdf	*.doc
Self-Extracting Zipped File			

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" O " Prefixes

ODL	OUTDOOR LEADERSHIP	*.pdf	*.doc
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OMT	OPERATIONS MANAGEMENT	*.pdf	*.doc
OPH	OPTICIANRY	*.pdf	*.doc
OSS	OPERATING SYSTEMS	*.pdf	*.doc
OST	OFFICE SYSTEMS TECHNOLOGY	*.pdf	*.doc
OTA	OCCUPATIONAL THERAPY	*.pdf	*.doc
	Self-Extracting Zipped File		

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" P " Prefixes

PAD	PUBLIC ADMINISTRATION	*.pdf	*.doc
PBT	PHLEBOTOMY	*.pdf	*.doc
PCC	PROFESSIONAL CRAFTS: CLAY	*.pdf	*.doc
PCD	PROFESSIONAL CRAFTS: DESIGN	*.pdf	*.doc
PCF	PROFESSIONAL CRAFTS: FIBER	*.pdf	*.doc
PCI	PROCESS CONTROL INSTRUMENTATION	*.pdf	*.doc
PCJ	PROFESSIONAL CRAFTS: JEWELRY	*.pdf	*.doc
PCR	PROFESSIONAL CRAFTS	*.pdf	*.doc
PCS	PROFESSIONAL CRAFTS: SCULPTURE	*.pdf	*.doc
PCW	PROFESSIONAL CRAFTS: WOOD	*.pdf	*.doc
PED	PHYSICAL EDUCATION	*.pdf	*.doc
PFN	PHOTOFINISHING	*.pdf	*.doc
PFT	PIPE FITTING	*.pdf	*.doc
PHI	PHILOSOPHY	*.pdf	*.doc
PHM	PHARMACY	*.pdf	*.doc
PHO	PHOTOGRAPHY	*.pdf	*.doc
PHS	PHYSICAL SCIENCE	*.pdf	*.doc
PHY	PHYSICS	*.pdf	*.doc

PKG	PACKAGING	*.pdf	*.doc
PLA	PLASTICS	*.pdf	*.doc
PLU	PLUMBING	*.pdf	*.doc
PME	POWER MECHANICS	*.pdf	*.doc
POL	POLITICAL SCIENCE	*.pdf	*.doc
POR	PORTUGUESE	*.pdf	*.doc
POS	POSTAL SERVICE	*.pdf	*.doc
PPM	POULTRY PROCESSING MACHINE TECHNOLOGY	*.pdf	*.doc
PPT	PULP AND PAPER TECHNOLOGY	*.pdf	*.doc
PRN	PRINTING	*.pdf	*.doc
PSF	PHYSICAL FITNESS TECHNOLOGY	*.pdf	*.doc
PSG	POLYSOMNOGRAPHY	*.pdf	*.doc
PSY	PSYCHOLOGY	*.pdf	*.doc
PTA	PHYSICAL THERAPIST	*.pdf	*.doc
PTC	PHARMACEUTICAL TECHNOLOGY	*.pdf	*.doc
	Self-Extracting Zipped File		

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" R " Prefixes

RAD	RADIOGRAPHY	*.pdf	*.doc
RCP	RESPIRATORY CARE	*.pdf	*.doc
REA	REAL ESTATE APPRAISAL	*.pdf	*.doc
REC	RECREATION	*.pdf	*.doc
RED	READING	*.pdf	*.doc
REF	REFRIGERATION	*.pdf	*.doc
REH	REHABILITATION	*.pdf	*.doc

REL	RELIGION	*.pdf	*.doc
RLS	REAL ESTATE	*.pdf	*.doc
RSM	RESORT AND SPA MANAGEMENT	*.pdf	*.doc
RTT	RADIATION THERAPY	*.pdf	*.doc
RUS	RUSSIAN	*.pdf	*.doc
RVM	RECREATIONAL VEHICLE MAINTENANCE	*.pdf	*.doc
	Self-Extracting Zipped File		

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" S " Prefixes

SAB	SUBSTANCE ABUSE	*.pdf	*.doc
SCI	SCIENCE	*.pdf	*.doc
SEC	INFORMATION SYSTEMS SECURITY	*.pdf	*.doc
SEL	SELECTED TOPICS	*.pdf	*.doc
SEM	SEMINAR	*.pdf	*.doc
SGD	SIMULATION AND GAME DEVELOPMENT	*.pdf	*.doc
SGR	SCIENTIFIC GRAPHICS	*.pdf	*.doc
SLP	SPEECH-LANGUAGE PATHOLOGY	*.pdf	*.doc
SOC	SOCIOLOGY	*.pdf	*.doc
SON	MEDICAL SONOGRAPHY	*.pdf	*.doc
SPA	SPANISH	*.pdf	*.doc
SPI	SPANISH INTERPRETER	*.pdf	*.doc
SRV	SURVEYING	*.pdf	*.doc
STP	CENTRAL STERILE PROCESSING (CSP Prefix is no longer used)	*.pdf	*.doc
SUR	SURGICAL TECHNOLOGY	*.pdf	*.doc
SWK	SOCIAL WORK	*.pdf	*.doc

Self-Extracting Zipped File

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" T " Prefixes

TAT	TRAVEL AND TOURISM	*.pdf	*.doc
TEL	TELECOMMUNICATIONS INSTALLATION & MAINTENANCE	*.pdf	*.doc
TEM	GOLF EQUIPMENT TECHNICIAN	*.pdf	*.doc
TEX	TEXTILES	*.pdf	*.doc
TNE	TELECOMMUNICATIONS AND NETWORK ENGINEERING TECHNOLOGY	*.pdf	*.doc
TRE	THERAPEUTIC RECREATION	*.pdf	*.doc
TRF	TURFGRASS MANAGEMENT	*.pdf	*.doc
TRP	TRUCK DRIVER TRAINING	*.pdf	*.doc
TXY	TAXIDERMY	*.pdf	*.doc
Self-Extracting Zipped File			

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" U " Prefixes

UNC	UNC INSTITUTIONS (contracts)	*.pdf	*.doc
UPH	UPHOLSTERY	*.pdf	*.doc
Self-Extracting Zipped File Not Available			

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" V " Prefixes

VEN	VITICULTURE/ENOLOGY	*.pdf	*.doc
VET	VETERINARY MEDICINE	*.pdf	*.doc
Self-Extracting Zipped File Not Available			

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" W " Prefixes

WAT	WATER AND WASTEWATER TREATMENT	*.pdf	*.doc
WEB	WEB TECHNOLOGIES	*.pdf	*.doc
WLD	WELDING	*.pdf	*.doc
WOL	WHEELS OF LEARNING	*.pdf	*.doc
WPP	WOOD PRODUCTS	*.pdf	*.doc
WWK	WOODWORKING	*.pdf	*.doc
Self-Extracting Zipped File			

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" X-Y-Z " Prefixes

None	*.pdf	*.doc
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**DOWNLOAD AND PRINT
THE COMPLETE CCL
(THE ZIP FILES ARE NOT CURRENTLY
AVAILABLE AS OF NOV 8, 2005)**

If you would like to download self-extracting zipped files for faster downloads and printing of the complete CCL, it is important that you know how to use the "Windows Explorer" software which is your file manager. If you are not familiar with Windows Explorer, DO NOT attempt to use the self-extracting zipped files without getting some guidance first.

Step 1: Using "Windows Explorer", create a subdirectory on your hard drive (network drive) named "Common-Course-Library". Under the subdirectory "Common-Course-Library", create additional subdirectories named "CCL-Prefix-A", "CCL-Prefix-B", "CCL-Prefix-C", etc.

Step 2: Download the selected zipped files above based on prefixes by

- a. right click on mouse
- b. click on "Save Link As" ("Save Target As")
- c. save the file to the appropriate prefix subdirectory such as "CCL-Prefix-A", "CCL-Prefix-B", "CCL-Prefix-C", etc.

Step 3: Using "Windows Explorer", locate the self-extracting zipped files (*.exe) that have been saved in each of the subdirectories. Double click on the *.exe file. A menu will appear which wants you to identify the subdirectory which is the destination of the files. Locate the appropriate prefix subdirectory and then press "Finish". All the "A" prefixes (ACA, ACC, ACM, etc) will be extracted into the "CCL-Prefix-A" subdirectory. All the "B" prefixes (BAF, BAR, BIO, etc) will be extracted into the "CCL-Prefix-B" subdirectory.

Step 4: Use "Windows Explorer" to print multiple files with a few clicks of the mouse. This can be done by:

- a. highlighting all (or selected) the files in a particular subdirectory such as "CCL-Prefix-A"
- b. click "File" on the top menu bar
- c. click "Print" on the pulldown menu under "File"
- d. repeat for all the prefixes.

***If you have questions, please contact Polly Murphy at the System Office:
919-807-7113.***

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