You will now have many options. 1st pick the term you want to search (Fall 2015 for example):

**VERY IMPORTANT - Next, pick “Noncredit” as the Course Career:**
If you have a class ticket number (from the printed schedules), you may enter it in the box next to Course number:

You may check by department or Subject from the drop down menu. Noncredit subjects include:

- Developmental Skills
- English as a Second Language
- Lifelong Learning Seminars
- Office Business Technology
- Parent Ed – Child Observation

If you select “Office Business Technology” from the drop down menu you will see this message:

*This means there are more than 50 classes scheduled, click OK, then you’ll have a list:*

This list includes all classes for the semester under Office Business Technology (same for all noncredit subjects). If no subject is selected, all noncredit classes will appear for the semester. Scroll down to whichever class you want to see.  DONE.