

Naval Sea Cadet Corps



CORRESPONDENCE COURSE MANUAL

for

"DUMMIES"

BY
Stephen Bunting

Preface

Recent budget constraints within NAVEDTRA have prompted CNET and the Sea Cadet Program to undertake new procedures for obtaining correspondence courses. These procedures will provide our program with continued support from the Navy and allow our cadets to advance in rate within the corps.

CNET will provide NSCC with CD's containing correspondence courses. NHQ will distribute CD's to each unit. The unit must designate a representative or training officer to administer procedures within each unit for the control of the CD's and cadet course completions.

This manual is intended to provide step-by-step instructions for the unit-designated representative/training officer. It is extremely important steps are followed **explicitly** with "**no variation**".

Procedures to obtain a Unit Identification Code (UIC); enroll cadets/adults; grade courses; print completion letters; and change the unit designated representative address, will be covered in detail.

Follow the instructions in this manual, pay attention to detail. If problems arise **use your chain of command**. **DO NOT** get into a "war of words" with CNET. If your chain of command cannot resolve the issue, your Field Representative will contact NHQ. NHQ will contact CNET to resolve the issue.

A special thank you goes to Debra Saunders. Her dedication and support to the Sea Cadet Program has made this manual possible.

NOTICE

You must read the entire manual FIRST before touching your computer! Get the big picture first, then the details will make sense.

Overview of Responsibilities for Course Administration

Unit Commanding Officer

- Assigns Course Administrator/Training Officer. Must be computer competent
- Ensure unit has computer access for cadets
- Ensures adequate discs are available to support cadets
- **Oversees and is responsible for overall unit course administration**

Unit Training Officer/Course Administrator

- Assigned by unit CO; must be Computer Competent
- Maintains course CD's; obtains/distributes additional copies as appropriate
- Manages and maintains the integrity of the course material
- Ensures the cadets are enrolled in the proper course. **Cadets are not authorized access to CNET system**
- Provide training to cadets on how to use the CD
- Ensure cadet completes course in a timely manner
- Distributes the proper number of answer sheets to the cadets
- Ensures each answer sheet is annotated with the cadet's name, SSN, course title and marked lesson 1, 2, 3, etc.
- Collects from the cadet and enters the answers to the lessons on the CNET database. **DO NOT MAIL TO CNET FOR GRADING!!!!**
- Prints completion letters when cadet completes the course
- Annotates the cadet training record of completed courses
- Ensure cadet turns in CD's prior to disenrollment

Cadet

- Contact unit Training Officer/Course Administrator to sign up for courses
- Can ONLY be enrolled in one course at a time
- Must have access to a computer
- Using the CD, complete the course
- Ensure course is completed in a timely manner. IF you do not complete the course you will automatically be disenrolled at the end of 8 months.
- Ensure answer sheets are properly annotated with your name, SSN, course title, and marked lesson 1, 2, 3, etc
- Give completed answer sheets to your unit Training Officer/Course Administrator for grading.

- **DO NOT LOSE CD!!!!**

CD Information

- Contains ALL courses required for advancement in the Sea Cadet Program
- Contains the computer program “Acrobat Reader” with instructions to download to your computer. This is NOT necessary if this program is already installed on the computer.
- Contains answer sheets for downloading
- Can be locally reproduced at the unit’s discretion, but ALL copies should be controlled
- Will be updated and re-distributed by NHQ when needed.
- DO NOT LOSE!!!!

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Contact Information

Debra Saunders, CNET: email debra.saunders@cnet.navy.mil

Stephen Bunting, NHQ: email sbunting@navyleague.org
Phone: (703) 243-6910

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Section I

New Unit Procedures

Upon receiving approval from Headquarters (NHQ) to form a new Sea Cadet unit, the commanding officer shall designate one (1) adult (cadets **not** permitted) as training officer. It is strongly recommended the adult be extremely familiar with computers and the Internet. This of course infers the unit must have access to a computer, email and an Internet browser. The computer must have the capability to read a CD. The person selected will be responsible for managing the unit's course enrollments with CNET, monitoring course status, and for each cadet, entering answers for each lesson and delivering back to each cadet his or her completion letter when finished.

New units will receive a CD as a part of the unit "start-up" kit. New unit's and unit's currently formed but not using this system must follow the steps below.

Step 1: The unit Commanding Officer will designate one (1) adult/training officer.

Step 2: The designated adult/training officer will make contact with Debra Saunders via email at debra.saunders@cnet.navy.mil. Introduce yourself. Inform Ms. Saunders you have been approved to form a new Sea Cadet unit and you are requesting a Unit Identification Code (UIC). Provide her with your name, mailing address and daytime phone number and your social security number. The mailing address and phone number are for unit point of contact information only. No course material will be mailed.

Step 3: Ms. Saunders will return via email to you a "Request a Unit Identification Code (UIC) Form" as confirmation your unit can begin to enroll cadets. The UIC will be located on the form in the box marked UIC. It will be 6 letters i.e., SEAABC. Your temporary password will be same as the UIC.

Step 4: The unit designated representative/training officer enters the following web page <https://www.courses-secure.cnet.navy.mil/seacadet/index.asp>. Also, you may go to the Sea Cadet Resource Page and click on the link "Chief of Naval Operation and Training Online Course Enrollment". The link is found under Training and Advancement. The following screen will appear:

The screenshot shows a login form with a blue border. At the top, it says "UIC:" in large bold letters, with "Unit Identification Code" in smaller text below it. To the right is an empty text input field. Below that, it says "Password:" in large bold letters, with another empty text input field to its right. At the bottom, there are two buttons: "Submit" and "Clear".

Step 5: Enter your UIC in the UIC block (UPPERCASE). In the Password block enter your UIC again (lowercase). Click the “submit” button.

Step 6: The system will automatically prompt you to enter a password of your choice. The screen below will appear. Follow the directions in the box. Enter your password twice as indicated in the box below; 2 times!! Be sure you enter the password the same in each box. **If you enter the password in lower case, from this point on you must enter the password in lower case.** If you attempt to enter the password in upper case “Caps Lock On”, the system **WILL NOT** recognize your password. The system also incorporates a “password reminder question”. This will “save you” if you forget your password. (Details are explained later in the manual) For now, just follow the directions in the box. Choose a “password reminder question” and provide the answer. When finished click the “Submit” button.







Nonresident Training Course Administration

The screenshot shows a form titled "Nonresident Training Course Administration" with a blue border. It contains the following fields and instructions:

- "Please enter your new password:" followed by an empty text input field.
- "Please re-enter your new password:" followed by another empty text input field.
- A horizontal line separates the password fields from the next section.
- Text: "If you would like, you can also edit your password reminder question. If you do not wish to change your password reminder information, do not edit any additional information below."
- Another horizontal line separates this text from the next section.
- "Please pick a password reminder question:" followed by a dropdown menu showing "Year born?" with a downward arrow.
- "Please enter the answer to the question:" followed by a text input field containing the number "1952".
- At the bottom center, there is a "Submit" button.

Step 7: After you have completed Step 6 the below screen will appear.

Nonresident Training Course Administration

-  Sea Cadet Enrollment
-  View Enrollments
-  Current Enrollments
-  Change Password
-  Print A Completion Letter
-  Grade Assignments

Log Out

Step 8. Click on the “Sea Cadet Enrollment” icon. The following screen will appear.

Sea Cadet Course Enrollment

A student may be enrolled in one course at one time. Both the student’s and your SSN must be entered in order to process an enrollment.

SSN of Sea Cadet: <input type="text"/>	First name of Sea Cadet: <input type="text"/>	Last name of Sea Cadet: <input type="text"/>
SSN of Sea Cadet Rep: <input type="text"/>	Course# <input type="text"/>	Course Title <input type="text" value="Please select a course"/>

Submit Sea Cadet Enrollment

Back to Main Menu

Step 9: **Attention to detail is absolutely critical in this block.** Enter the Social Security Number (SSN) of the cadet. Enter the First and Last name of the cadet. **Do Not Use Nick Names.** Enter the SSN of the unit representative/training officer. (Same as you gave Ms. Saunders in Step 2) Click on the down arrow next to “Please select a course”. Select the appropriate course from the drop-down menu. Since you are a new unit “ALL” cadets will be enrolled in course **14325, Military Requirements, Basic (BMR)**. After the BMR is completed other courses may be selected. Prior to clicking the “submit” button triple check your entry. Check for transposed numbers in the SSN. Make sure it is the “SSN” and not a “telephone” number. Make sure your (or training officer’s) SSN is the right box and the SSN of the cadet being enrolled is in the right box. Make sure the SSN of the cadet is the cadets and not the SSN of a family member. Check for the correct spelling of the first and last name. If you are absolutely sure the entry is correct....click on the “Submit Sea Cadet Enrollment”

button. The system will show the below box. It shows the name of the person you are enrolling and the course name and number. If the information is correct, click the "Submit" button. If you notice that the name is mis-spelled or that course shown is NOT the correct course, click on the "Back" button. The system will take you back to the screen in the previous step. Make the appropriate changes and click the "Submit Sea Cadet Enrollment" button. Once again, the screen below will appear. Follow the directions on the screen. If you discover that even after you double and triple checked the entry, and it's still not correct see the "Frequently Asked Question" section for information on how to make corrections after you have logged off.

Ronnie Baker will be enrolled in 14300: Navy Instructional Theory.

Course materials can be found on the Sea Cadet CD.

If this information is correct, please press the Submit button.

Submit

Otherwise, press the Back button and change the information.

Back

Step 10: You are satisfied the information is correct click the "Submit" button and the following screen appears.

Student successfully enrolled in 14300.

[Back to the Sea Cadet Main Menu](#)

Step 11: Repeat Steps 8, 9, and 10 to enroll additional cadets. ***When you are finished be sure to "Log-Out"***.

Thank you for using NETPDTC's Nonresident Training Course Website!

[Start Over](#)

Section II

Existing Unit Procedures

This section is the “meat and potatoes” of the manual. The unit is already established, and the unit is in possession of a UIC and the course CD. Cadets have been entered into the CNET database and are working on the courses. As the unit designated representative/training officer you are required to monitor the progress of each cadet to ensure they are completing the courses in a timely manner.

As new cadets are enrolled into the unit, the unit designated representative/training officer must enroll the cadet in the CNET database. Please follow the steps 7 through 11 in the previous section to enroll new cadets.

Managing Unit Members Currently Enrolled

It is important to note at this time the courses required for progression in the Sea Cadet Program. NHQ in conjunction with CNET have selected the courses listed in the table below. These courses are on the CD. **ALL other courses are not authorized.** This list is subject to update annually.

COURSE NAME	COURSE NUMBER
BMR	14325
SEAMAN	14067
AIRMAN**	14014
FIREMAN	14104
SEABEE, VOL 1**	14234
SEABEE, VOL 2**	14235
PO3/PO2	14504
PO1	14145
CPO	14144
Mathematics	14139
Tools & Uses	14256
Sound Powered Telephone Talkers Manual	14232
Naval Instruction Theory	14300
**May be completed “Only” after completion of the Seaman Course.	

The courses in the table above will be the “drop-down” menu as shown in Step 9 of the previous section. ***A cadet can be enrolled in ONLY one (1) correspondence course at a time.***

CADET ENROLLMENT STATUS

At any given time you may verify the cadets enrollment status with CNET. It is a way to double-check your input into the CNET database. The system will assign a “status” letter to each course. These “status” letters are explained as:

P (Passed): Cadet has completed the course and received a “Passing” grade.

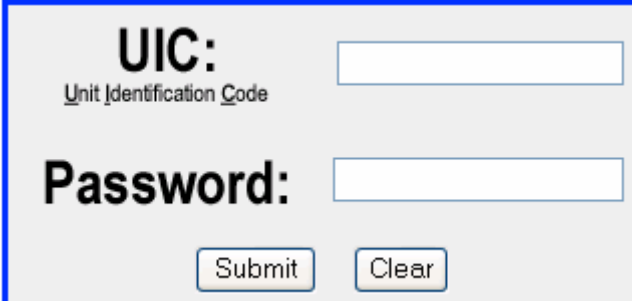
D (Disenrolled): Cadet was enrolled in a course, there was “NO” activity from the cadet for 8 months, and therefore the CNET computer system automatically “disenrolled” the cadet. “NO” activity means the unit POC did not monitor the cadet’s progress and did not submit answers for grading. (For new enrollments, no activity at the end of 8 months will result in the Status “F”).

I (Incomplete): The status letter “I” is assigned to indicate the bubble answer sheet was graded and the cadet “failed” ALL the lessons for the course, or “failed” enough of the lessons to give an overall grade of less than 3.2. (See “Grading Courses” below).

F (Failed): The status letter “F” is assigned when the cadet fails the course for the second time. Example: POC submits answers for the cadet; cadet fails the course and is given the status letter “I”. Cadet is given instructions to re-do the course. POC submits answers for grading. The cadet fails for the second time thereby receiving and “F”. **When this occurs the cadet must wait 6 months before doing the course again.** An “F” will also result for no activity after 8 months.

Following these steps you may check the enrollment status of the each cadet in your unit.

Step 1: Enter the CNET web page at <https://www.courses-secure.cnet.navy.mil/seacadet/index.asp> or use the link on the Sea Cadet Resource Page. The following screen will appear.









The screenshot shows a login form with a blue border. It contains the following elements:

- UIC:** Unit Identification Code, followed by a text input field.
- Password:** followed by a text input field.
- Two buttons: **Submit** and **Clear**.

Step 2: Enter your UIC and password. Click on the “Submit” button. The following screen will appear.

Nonresident Training Course Administration

-  **Sea Cadet Enrollment**
-  **View Enrollments**
-  **Current Enrollments**
-  **Change Password**
-  **Print A Completion Letter**
-  **Grade Assignments**

[Log Out](#)

Step 3: To check the status of cadets “individually” click on the icon for “View Enrollments”. The following screen will appear.

Nonresident Training Course Administration

Command Representative Enrollment Services

View Student Enrollment

Use this page to access student enrollment information

Student SSN

[Submit](#)

[Back To Command Rep Main Menu](#)

Step 4: Enter the Social Security Number of the cadet and click on the "Submit" button. The following screen will appear.

Course	Title	Completed?	Status
14504	Military Requirements for Petty Officers Third and Second Class	12/24/2002	P
14145	Military Requirements for Petty Officer First Class	In Process	-

P : Passed
D : Disenrolled
F : Failed







Back

Step 5: The above indicates the cadet has completed (12/24/2002) and passed (P) the PO3/PO2 course and is currently enrolled in the PO1 course. The status of the PO1 course is "In Process". "In Process" can be explained as (1) the cadet has been enrolled and (2) the unit POC has yet to submit answers for the cadet.

Step 6: To check the status of other cadets click the "back" button at the bottom of the above screen. This will take you back to the screen in Step 4. Continue with the instructions in Step 6. When you have finished be sure to "Log-Out".

To check the status of your unit as a group, click on the icon "Current Enrollments" as seen on the screen below.

Nonresident Training Course Administration

-  Sea Cadet Enrollment
-  View Enrollments
-  Current Enrollments
-  Change Password
-  Print A Completion Letter
-  Grade Assignments

Log Out

Step 1: After clicking on the "Current Enrollments" icon the following screen will appear.

Sea Cadets Enrolled in Courses		
Name	Course Number	Course Name
BUNTING, STEPHEN	14145	Military Requirements for Petty Officer First Class

BACK

Step 2: The above shows the author of this manual is currently enrolled in the Petty Officer First Class course. For unit's, it will show the names of the cadets enrolled under the unit's UIC. IF, a cadet is listed that is no longer a member of your unit, refer to the *Frequently Asked Questions Section*. IF a cadet enrolled in your unit is not listed refer to the same section.

CHANGING UNIT PASSWORD

The unit may change the password at any given time. Maybe the unit designated representative/training officer leaves the unit. If this occurs the outgoing should brief the incoming person and turn over the UIC and password the new person. To change the password, follow these steps.







Step 1: Enter the website <https://www.courses-secure.cnet.navy.mil/seacadet/index.asp> or through the link on the Sea Cadet Resource Page and the screen below will appear.

UIC:
Unit Identification Code

Password:

Step 2: Enter the UIC and password. The screen below appears.

Nonresident Training Course Administration

-  **Sea Cadet Enrollment**
-  **View Enrollments**
-  **Current Enrollments**
-  **Change Password**
-  **Print A Completion Letter**
-  **Grade Assignments**

Log Out

Step 3: Click on the icon “Change Password” and the below screen will appear.

Please use the form below if you wish to change your password.

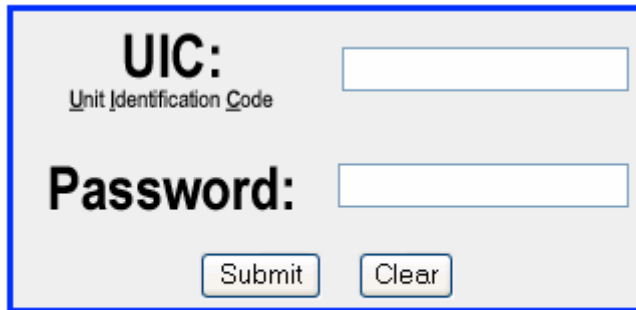
Please enter your new password:	<input type="text"/>
Please re-enter your new password:	<input type="text"/>
<hr/>	
If you would like, you can also edit your password reminder question. If you do not wish to change your password reminder information, do not edit any additional information below.	
<hr/>	
Please pick a password reminder question:	<input type="text" value="Year born?"/> ▼
Please enter the answer to the question:	<input type="text" value="1952"/>
<p style="text-align: center;">Submit</p>	

Step 4: Enter a “New” password. Enter the “New” password a second time. Select a “Password Reminder Question”. Provide an answer to the question. Before clicking the submit button record the “New Password” and place in somewhere for safekeeping. Click the “Submit” button.

Forgot Your Password?

If you as the designated unit representative/training officer “Forgets” the password, follow these steps.

Step 1: At the initial log-in under the UIC box shown below is a link “Forget Your Password?”

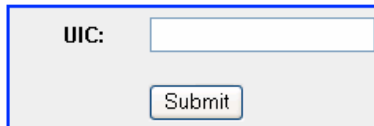


The screenshot shows a login interface with a light gray background. At the top left, the text "UIC:" is displayed in a large, bold font, with "Unit Identification Code" written in a smaller font below it. To the right of this text is a white rectangular input field. Below the UIC field, the text "Password:" is displayed in a large, bold font, followed by another white rectangular input field. At the bottom of the form, there are two buttons: "Submit" on the left and "Clear" on the right. A blue border highlights the entire form area.

[Forgot your password?](#)

Step 2: After entering your UIC click on the “Forgot your password?” link and the below screen will appear.

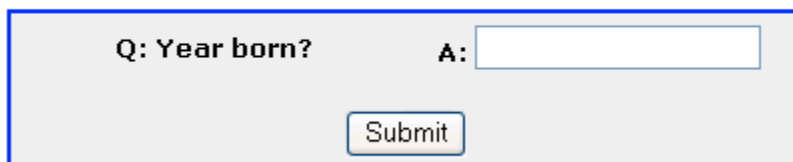
If you have forgotten your password, please enter your UIC, then you will be presented with your password reminder question:



The screenshot shows a light gray box containing the text "UIC:" followed by a white rectangular input field. Below the input field is a "Submit" button. A blue border highlights the entire box.

Step 3: Follow the directions on the screen. Enter your UIC and the below screen will appear.

Please enter the answer to your password reminder question:

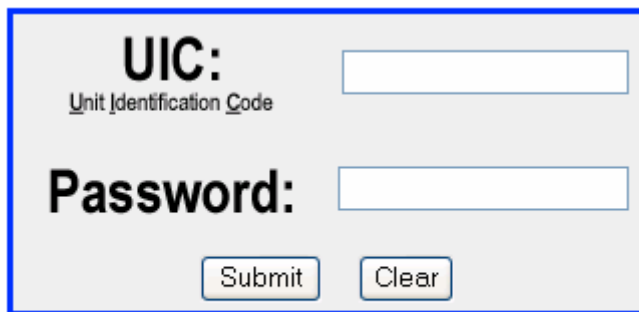


The screenshot shows a light gray box containing the text "Q: Year born?" followed by "A:" and a white rectangular input field. Below the input field is a "Submit" button. A blue border highlights the entire box.

Step 4: This is the question you chose as your “Password Reminder Question”. Enter the answer to the question and the following screen appears.

Here is your password: abc12
To Access the login page, click [here](#).

Step 5: Click on “here” and the following screen will appear.



The image shows a login form with a blue border. It contains two input fields: one for 'UIC:' (Unit Identification Code) and one for 'Password:'. Below the input fields are two buttons: 'Submit' and 'Clear'.

[Forgot your password?](#)

Step 6: Enter your UIC and password and click “Submit”.

GRADING CORRESPONDENCE COURSES

As mentioned before, a CD containing the courses and answer sheets will be provided to each unit. On the CD, open the folder “Answer Sheets”. Print out the appropriate number of answer sheets per course. Or print one and make the appropriate number of copies to match the number of lessons in the course. For example, the BMR contains 15 lessons. As the designated adult/training officer, you must ensure the answer sheet is marked to correspond with the appropriate lesson. Fill in the cadets name, course enrolled and lesson number (1, 2, etc). Answers for lesson (1) should “only” be recorded on the answer sheet designated as “lesson (1)”. This is extremely important because, as the designated adult/training officer, you will be entering the answers into the CNET database for grading. This task is time consuming and requires “attention to detail.” You as the unit POC are transposing the answers from a paper sheet to an answer sheet on the computer, as you will see below.

To enter answers into the CNET database the following steps are to be followed.







Step 1: Enter the website at <https://www.courses-secure.cnet.navy.mil/seacadet/index.asp> or through the link on the Sea Cadet Resource Page. The following screen will appear.

UIC:
Unit Identification Code

Password:

Step 2: Enter your UIC and password and click "Submit". The following screen will appear.

Nonresident Training Course Administration

-  **Sea Cadet Enrollment**
-  **View Enrollments**
-  **Current Enrollments**
-  **Change Password**
-  **Print A Completion Letter**
-  **Grade Assignments**

Step 3: Click on the icon "Grade Assignments". The following screen appears. **NOTE: The cadet must be enrolled in the CNET database before entering answers.**

Enter the SSN of the Sea Cadet you wish to submit answers for:

i.e. 11111111 (no dashes)

Step 4: Follow the directions on the screen and click "Submit". The following screen will appear.

Course Number	Name
14145	Military Requirements for Petty Officer First Class

Click the name of the course you would like to submit answers for.

Step 5: In the example above the cadet is enrolled in the Military Requirements for Petty Officer First Class. This is highlighted to indicate a link. Click on the link. The following screen will appear.

14145 - Military Requirements for Petty Officer First Class	
Assignment	
1	3.9 - Pass
2	3.9 - Pass
3	3.9 - Pass
4	Submit Answer Sheet
5	Submit Answer Sheet
6	Submit Answer Sheet
7	Submit Answer Sheet

Step 6: In the example it indicates the cadet has entered answers for lessons 1, 2, and 3 and passed each lesson with a score of 3.9. The minimum passing score for each lesson is 3.2. Answers for the remaining lessons have not been entered.

Step 7: The cadet has handed you the answer sheet for “lesson 4”. Click on the “Submit Answer Sheet” link for lesson 4. The following screen will appear.

Course No. 14145 | Military Requirements for Petty Officer First Class
Assignment No. 4

- | | | |
|---|---|---|
| 1) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 26) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 51) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 2) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 27) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 52) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 3) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 28) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 53) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 4) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 29) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 54) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 5) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 30) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 55) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 6) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 31) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 56) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 7) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 32) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 57) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 8) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 33) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 58) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 9) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 34) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 59) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 10) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 35) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 60) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 11) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 36) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 61) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 12) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 37) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 62) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 13) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 38) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 63) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 14) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 39) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 64) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |

15) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	40) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	65) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
16) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	41) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	66) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
17) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	42) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	67) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
18) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	43) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
19) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	44) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
20) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	45) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
21) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	46) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
22) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	47) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
23) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	48) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
24) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	49) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
25) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	50) <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	

SUBMIT ANSWERS

RESET

Step 8: At the top of the screen it identifies the course number, the course name and the assignment number, in this case “assignment 4”. Also, there are 67 questions to assignment 4. ALL these items will help you the designated unit representative to ensure you are entering answers for the correct assignment. **Verify these things before proceeding.** By using your mouse, click on the corresponding circle to match the answer from the cadet. Example – If the answer to question number 1 is “3” then click on the third circle. Repeat the process until completing ALL questions. Before clicking the “Submit Answers” button check to make sure you have entered the answers correctly and have not skipped an answer. If you are satisfied, click the “Submit Answers” button. The following screen will appear. **NOTE:** If at any time while entering answers you make a mistake, you may click on the “Reset” button. It will erase your answers and you may begin again at number 1.

Review your answers. If they are correct, click SUBMIT, else click the BACK button to change your answers.

Answers marked with an "X" were left blank at time of submit.

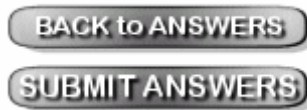
Course: 14145

Assignment: 4

quest1: 1
 quest2: 2
 quest3: X
 quest4: 1
 quest5: 2
 quest6: 3
 quest7: 2
 quest8: X
 quest9: 2
 quest10: 4

Step 9: As directed on the screen, review your answers. If you are satisfied, click the “Submit” button at the bottom of the page. The letter “X” identifies a question that was left blank. For purposes of an example, questions

3 and 8 were left blank. As mentioned before, click on the “Back to Answers” button at the bottom of the screen as show below.



Step 10: The “Back to Answers” button will return you to the screen as shown in Step 7. Fill in the answers for questions 3 and 8. This also, gives you an opportunity to check the answers again. If satisfied, click the “Submit Answer” button at the bottom. The screen in Step 8 will appear. Again, you have another opportunity to check the answers. If you are completely satisfied, click on the “Submit Answers” button as shown above in Step 9.

Step 11: The computer will automatically grade the assignment. As in the screen below the cadet received a passing score.

[Nonresident Training Course Administration](#)

Your answers have been submitted, and you scored a

3.9 out of a possible 4.0

The minimum passing score for assignment is 3.2.

The final score for the course is an average of all assignment. If, after You have submitted all assignments, your final score is below the Minimum passing score of 3.2, you may re-submit failed assignments.

NOTE: Assignments with a passing score may NOT be re-submitted.







NOTE: If the cadet failed the lesson, make a note on the hard copy answer sheet. You cannot submit answers for failed lessons until answers for ALL lessons have been entered. Don't even try!! The system will not let you. After you have entered the answers for ALL assignments, and if the overall score of the course is less than 3.2, inform the cadet of the status concerning the failed lesson or lesson's. Instruct the cadet to redo those lesson(s).

Submitting Answers for Failed Lesson's

After entering answers for ALL lessons and the overall score for the course is less than 3.2, as mentioned above you must inform the cadet of the failed lessons. Okay, the cadet has redone the lessons and has presented you with the answers for the failed lessons. You are now ready to enter the answers for the failed lessons. Follow these steps.

Step 1: Log-on to the web site as done in the previous section “Grading Correspondence Courses”. Enter your UIC and password. The following screen will appear.

Nonresident Training Course Administration

-  Sea Cadet Enrollment
-  View Enrollments
-  Current Enrollments
-  Change Password
-  Print A Completion Letter
-  Grade Assignments

Log Out

Step 2: Click on the icon “Grade Assignments”. The following screen will appear.

Enter the SSN of the Sea Cadet you wish to submit answers for:

i.e. 11111111 (no dashes)

Submit

Step 3: Enter the SSN of the cadet. The following screen will appear.

Course Number	Name
14504	Military Requirements for Petty Officers Third and Second Class

Click the name of the course you would like to submit answers for.

Step 4: As in the example in the above screen, the cadet is enrolled in “Military Requirements for Petty Officers Third and Second Class”. This is highlighted to indicate a link. Click on the link. The following screen will appear.

14504 - Military Requirements for Petty Officers Third and Second Class	
Assignment	
1	3 - Fail Re-Submit Answers
2	3.3 - Pass
3	3.2 - Pass
4	3.3 - Pass
5	2.8 - Fail Re-Submit Answers

Step 5: As shown in the example above, the cadet failed assignments number 1 and 5. This also shows the score received for each lesson to include the failed lesson. As in this example, the cadet received a score of 3.0 for assignment 1 and 2.8 for assignment 5. Under assignment 1 and 5 you will see the words “Re-Submit Answers” highlighted to indicate a link. Click on the link for “assignment 1”. The following screen will appear as seen on the following page.

Course No. 14504 | Military Requirements for Petty Officers Third and Second Class
 Assignment No. 1

- | | | |
|---------------------------|---------------------------|---------------------------|
| 1) <input type="radio"/> | 26) <input type="radio"/> | 51) <input type="radio"/> |
| 2) <input type="radio"/> | 27) <input type="radio"/> | 52) <input type="radio"/> |
| 3) <input type="radio"/> | 28) <input type="radio"/> | 53) <input type="radio"/> |
| 4) <input type="radio"/> | 29) <input type="radio"/> | 54) <input type="radio"/> |
| 5) <input type="radio"/> | 30) <input type="radio"/> | 55) <input type="radio"/> |
| 6) <input type="radio"/> | 31) <input type="radio"/> | 56) <input type="radio"/> |
| 7) <input type="radio"/> | 32) <input type="radio"/> | 57) <input type="radio"/> |
| 8) <input type="radio"/> | 33) <input type="radio"/> | 58) <input type="radio"/> |
| 9) <input type="radio"/> | 34) <input type="radio"/> | 59) <input type="radio"/> |
| 10) <input type="radio"/> | 35) <input type="radio"/> | 60) <input type="radio"/> |
| 11) <input type="radio"/> | 36) <input type="radio"/> | 61) <input type="radio"/> |
| 12) <input type="radio"/> | 37) <input type="radio"/> | 62) <input type="radio"/> |
| 13) <input type="radio"/> | 38) <input type="radio"/> | 63) <input type="radio"/> |
| 14) <input type="radio"/> | 39) <input type="radio"/> | |
| 15) <input type="radio"/> | 40) <input type="radio"/> | |
| 16) <input type="radio"/> | 41) <input type="radio"/> | |
| 17) <input type="radio"/> | 42) <input type="radio"/> | |
| 18) <input type="radio"/> | 43) <input type="radio"/> | |
| 19) <input type="radio"/> | 44) <input type="radio"/> | |
| 20) <input type="radio"/> | 45) <input type="radio"/> | |
| 21) <input type="radio"/> | 46) <input type="radio"/> | |
| 22) <input type="radio"/> | 47) <input type="radio"/> | |
| 23) <input type="radio"/> | 48) <input type="radio"/> | |
| 24) <input type="radio"/> | 49) <input type="radio"/> | |
| 25) <input type="radio"/> | 50) <input type="radio"/> | |

SUBMIT ANSWERS

RESET

Step 6: Enter the answers for assignment 1. Ensure you have entered ALL the answers. If satisfied click on the “Submit Answers” button. As seen in Step 8 of the “Grading Correspondence Section”, the computer will show you if you skipped a question by entering an X next to the corresponding question. Follow Step’s 9 and 10. The computer will grade the assignment and tell you that hopefully the cadet passed the lesson as in Step 11.







Step 7: To Re-Submit answers for assignment 5, repeat steps 1 through 6. Hopefully, after entering the answers to lesson 5, the computer will give you an overall score of 3.2 or higher. IF, the overall score is less than 3.2 a status of “F” will be given. If you click on the icon “View Enrollments”, enter the cadets SSN, a status of “F” will show for the particular course. As mentioned before the cadet must wait 6 months. At the end of 6 months the unit must **re-enroll** the cadet in the course. When ready to enter answers for the course refer to the steps under “Grading Correspondence Courses”.

PRINTING A COMPLETION LETTER

Completion letters for cadets can be printed at any given time as long as the status for the course is “P” (Passed). To print a “Completion Letter” follow these steps.

Step 1: Log-on to the website. Enter your UIC and password. The following screen will appear.

Nonresident Training Course Administration

-  **Sea Cadet Enrollment**
-  **View Enrollments**
-  **Current Enrollments**
-  **Change Password**
-  **Print A Completion Letter**
-  **Grade Assignments**

Log Out

Step 2: Click on the icon “Print A Completion Letter”. The following screen will appear.

Please enter the SSN you would like to print a completion letter for:

i.e. 111111111 (no dashes)

Show Completion Letter

Step 3: Enter the SSN for the cadet and click on the “Show Completion Letter”. You must have “Acrobat Reader” on your computer to operate this function.

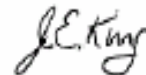
Below is a list of courses you have completed through the Navy Advancement Center's NRTC Administration program. Submit this document through your chain-of-command to have your training and service records updated with successfully completed courses in accordance with NADADMIN 042/00.

Course Number	Course Title	Unit	Reserve Ret. Pts.	Asgts	Study Hours	Date Comp.	Final Score	Status
14504	Military Requirements for Petty Officers Third and	1	8	5	24	12/24/2002	3.8	PASS

The course final score is the average of all assignments. You must achieve a minimum final score of 3.2 to pass. Failed assignments may be resubmitted one time. Passed assignments may not be resubmitted. If you fail a course you will be disenrolled and you must wait six months before reenrolling.

Naval Education and Training Professional Development and Technology Center
Code N331
6490 Saufley Field Rd
Pensacola, FL 32559-5000

Your command may also obtain this information from <https://www.courses.cnet.navy.mil> or by calling toll-free 1-877-264-8583 or DSN 922-1001.



J. E. King
Branch Head
NRTC Administration

Step 4: In the example above the “Completion Letter” is for the PO1 Course. Using your print function on your computer “Print” the letter and post to the cadets’ record. Annotation should also be made to the Record of Cadet Advancement NSC-19a.

This manual has taken you step by step through the procedures from enrolling a cadet to printing a completion letter. Now that you have finished reading this manual you may now “touch your computer”. If you experience problems please use your chain of command and NHQ.

FREQUENTLY ASKED QUESTIONS

Q. How do I change a Social Security Number for A Cadet?

A. First of all, DO NOT ENROLL THE CADET A SECOND TIME WITH ANOTHER SOCIAL SECURITY NUMBER. IF you did, you must email Ms. Saunders at debra.saunders@cnet.navy.mil. Provide her with the cadets' name and the social security number you as the designated unit representative entered. IF, you have NOT entered answers for a lesson for the course the procedure to change the social security number will be corrected in 3 business days or less. IF, you discover the error after the cadet has received a grade for an assignment or the complete course, this action will take an "act of congress" to correct. This has now become a "privacy act" issue. A check with an outside agency to verify the social security number must be done. Once the number has been verified grades associated with the "old" number must be transferred to the "new" number. This procedure can take up to 15 working days to correct.

Q. The name of the cadet is misspelled. How do I make the correction?

A. Email Ms. Saunders at debra.saunders@cnet.navy.mil. Identify yourself as the unit representative/training officer. Provide her with your UIC, the name of the cadet, SSN of the cadet, and the correct spelling.

Q. I am the new unit representative/training officer. The outgoing person did not pass on the unit UIC or password. How do I obtain a new UIC and password?

A. Contact Ms. Saunders via email at debra.saunders@cnet.navy.mil. Introduce yourself as the new unit representative/training officer. Provide her with your name, address, daytime phone number and social security number. She will identify your unit's UIC and reset the CNET database. She will email you a UIC Confirmation Form that includes your unit's UIC. Follow the instructions under New Unit Procedures.

Q. My email service will not receive the UIC Confirmation Letter. How do I obtain a UIC and password?

A. If your email service is "hotmail" or "juno", the standard service does not have enough memory for large documents or documents that include graphics. You can purchase extra memory from the provider. Or, if you choose not to purchase extra memory, simply ask Ms. Saunders to provide you with your UIC in a regular email. Follow the directions under New Unit Procedures.

Q. When I click on the icon “View Current Enrollments” there are cadets listed that are no longer in my unit. How do I get them removed?

A. Cadets listed are associated with your UIC. A search of the Sea Cadet database must be done. The cadet may still be a member of the program and moved to another unit. Contact Sea Cadet Headquarters (NHQ) by sending an email to sbunting@navyleague.org. Provide the cadets name and social security number. IF the cadet has moved and is still a member of the program, NHQ will make contact with the cadets unit to obtain the unit’s designated representative/training officer information. NHQ will email Ms. Saunders and have the cadet switched to the proper unit. IF the cadet is no longer a member of the program he or she CANNOT be removed from your unit. The cadet’s course completions are kept on “record” with the Navy. IF the system indicates a status of “In Process” for a course, and the cadet was enrolled in your unit but is no longer a member of your unit, email Ms. Saunders. Provide her with the name of the cadet and social security number and course number. She will delete the cadet from your UIC. IF you think the cadet has moved to another unit inform NHQ. A check will be done and the appropriate action taken by NHQ.

Q. I wasn’t paying attention and enrolled a cadet in Seaman Course. The cadet is new to the unit and should be enrolled in the BMR. How do I correct this problem?

A. Email Ms. Saunders with the information. The proper action will be taken. When notified by Ms. Saunders the action is complete you may enroll the cadet in the proper course.

Q. According to Cadet Smiths’ training record she has completed the BMR and Seaman course. I am the new Training Officer. I enrolled her in the PO3/PO2 course. When I click on the icon “View Enrollments” the system indicates she is only enrolled in the PO3/PO2 course. Why doesn’t it show she completed the other courses?

A. Check the social security number of the cadet. Be sure it is correct. It is possible someone enrolled her in the BMR and Seaman course under a different social security number. IF this is the case refer to the question above [How to Change a Social Security Number for a Cadet](#). IF this is NOT the case, the cadet most likely completed the courses under the OLD system (did not use CNET to obtain courses). Do not lose the cadet’s training record and continue to update with new completed courses.

Q. I have a cadet that does not have access to a computer to complete courses. How does the cadet complete the course?

A. Town libraries and school libraries have computers. Reserve Centers have computers. Maybe the cadet has a friend with a computer. IF all else fails, the course material can be printed from the CD.

Q. I wasn't paying attention and entered the answers for lesson 1 of the BMR for Cadet Smith under Cadet Jones social security number. Cadet Jones is enrolled in the BMR, but has not given me answers. The system indicated a "failing" grade. How do I correct this problem?

A. Immediately STOP. Organize the answer sheets. Return to the icon "Grade Assignments". Enter the social security number for Cadet Smith and begin entering answers for lesson 1. Once the system grades a lesson you CAN NOT make a change. In this case when Cadet Jones turns in answers for grading, you must begin with entering the answers for LESSON 2 and hope that Cadet Jones scores well enough to receive an overall passing score for the course. IF not, follow the directions for entering answers for failed lessons. **ATTENTION TO DETAIL IS CRITICAL.**

Q. The system indicates Cadet Jones completed at course two months ago, but has not received a Completion Letter. How do I get a Completion Letter?

A. Follow the steps under "Printing a Completion Letter".

APPENDIX



Naval Education and Training Professional Development
And Technology Center (NETPDTC)
Unit Identification Code (UIC)
REQUEST FORM/CONFIRMATION
EMAIL/FAX

In Remembrance of
Jason Lawson

In order to receive your **UIC** by e-mail/FAX you must fill-in information below. Upon receiving this completed form; your six-digit **UIC** will be entered into the system. This e-mail will be returned as your confirmation letter containing your **UIC** enabling you to use the website for ordering course materials. Please follow **“Example”** below in filling-out this form.

UIC		Day Time Phone with Area Code	
Address 1			
Address 2			
Address 3			
City		State	Zip Code

“Example”

UIC		Day Time Phone with Area Code	(850) 452-1001 Ext. 2071	
Address 1	6490 Saufley Field Road		Code: N331	
Address 2	C/O LCDR Debra M. Saunders (<i>If you don't have a rank use INSTR</i>)			
Address 3	Blue Angels Flight Squadron			
City	Pensacola	State	Florida	Zip Code 32559-5000

NETPDTC has created an online NRTC Enrollment Page to allow the Training Officer **ONLY** to enroll Sea Cadets. This web page is designed to make enrollment easier and faster. Type in this address: <https://www.courses-secure.cnet.navy.mil/seacadet/index.asp> to access this site. First time users must type the **UIC** code twice (*once in the UIC field and once in the password field*). After you have gained access, you must change the password to your own personal one. **Note: *The password field is case sensitive, therefore however you type it the first time, is the way you must type it thereafter.***

If you encounter any problems with the online enrollment process, feel free to call me toll-free at 1-877-264-8583 or e-mail me at debra.saunders@cnet.navy.mil. Fax: (850) 452-1370.

**NAVAL SEA CADET CORPS
STANDARD ANSWER SHEET**

RATE _____ NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TITLE _____ NAVEDTRA _____

ASSIGNMENT NO. _____ DATE SUBMITTED _____

SCORE

1	2	3	4		1	2	3	4		1	2	3	4				
T	F				T	F				T	F						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	64	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	69	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

NSCC COURSE LIST

COURSE NAME	COURSE NUMBER
BMR	14325
SEAMAN	14067
AIRMAN**	14014
FIREMAN	14104
SEABEE, VOL 1**	14234
SEABEE, VOL 2**	14235
PO3/PO2	14504
PO1	14145
CPO	14144
Mathematics	14139
Tools & Uses	14256
Sound Powered Telephone Talkers Manual	14232
Naval Instruction Theory	14300
**May be completed "Only" after completion of the Seaman Course.	