

Introduction to Online Catalog User Guide

The E-Catalog is publicly accessible and does not require an account .

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Workforce and Continuing Education Catalog Home Page

A → Search Catalog

B { Catalog Home
Programs and Certificates Offered
Course Descriptions
Information
Schedule of Classes

Workforce and Continuing Education IN PROGRESS Spring/Summer 2017

Workforce and Continuing Education IN PROGRESS Spring/Summer 2017

I'd like to personally welcome you to Macomb Community College, where our priority is you.

Whether you're looking to cultivate a passion into a career, demonstrate a proficiency by earning a certificate of completion or enhance your current skill set for professional development, we have the resources to support you.

Macomb's Workforce & Continuing Education programs provide a great opportunity to explore and expand both your personal and professional ambitions. From business to technology to healthcare, the college's workforce and continuing education programs can be a gateway to further study, credit credentials and a further step up into the job market.

We're proud that you've chosen us to support your educational journey, and we look forward to you joining the Macomb college community.

Jim Jacobs, Ph.D.
President, Macomb Community College

- Mission Statement
- Board of Trustees

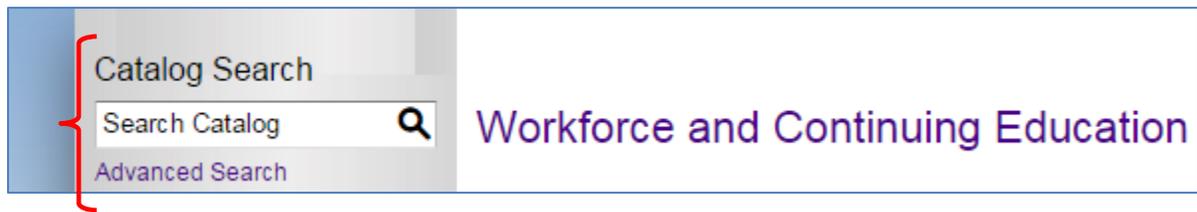
Key Features

- **A.** Header for Macomb's website. Use this to navigate Macomb's website.
- **B.** Navigation Links (**Recommended**). Use these to browse the catalog.
- Search using the Catalog Search Field. Use this for a general search of the catalog.
- Every page on the Gateway will have the same two icons in the upper-right corner:
 - Print-Friendly Page  Use this to print any page you're interested in.
 - Help  Use this to access the catalog's Online Help feature.

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Searching the Catalog

Search by
Keyword or
Phrase



- Comprehensive search capabilities:
 - Allows you to search entire catalog
 - Search by Keyword, Whole Word/Phrase or use the Advanced Search link

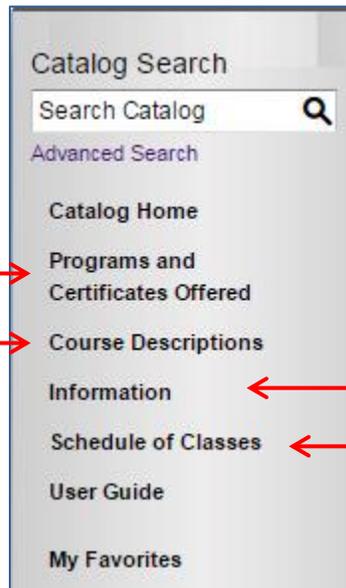
Browsing the Catalog

Programs and Certificates

Offered displays information by subject. Certificate requirements are found by clicking on the certificate name. "Current Offerings" courses are available for registration. Click on a course, click "Register" to begin the registration process. Tuition amount is listed with each course.

Course Descriptions

lists all courses offered through Workforce and Continuing Education. Not all courses are offered every semester. Tuition amount is listed with each course.



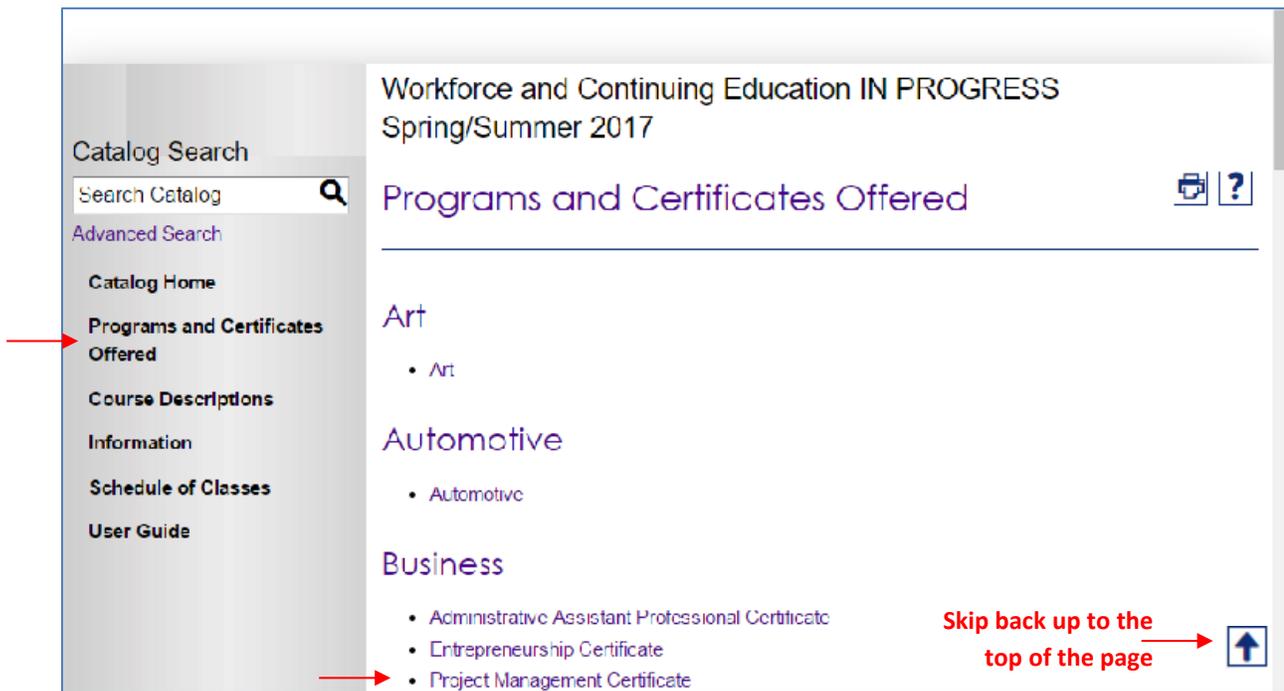
Information displays registration information, certificate request contact information, tuition and refund information, locations and maps, and more.

Schedule of Classes displays a pdf of the printed Schedule of Classes. All courses in the Schedule of Classes are available for registration.

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Browsing the Catalog

Programs and Certificates Offered displays courses by subject.



Certificate requirements can be found by clicking any certificate name.

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→ Icons in upper right corner of each page:

 Add the page to 'My Favorites'

 Print-Friendly Page

 Help

Certificate Name. → Floral Design Certificate



Certificate Description. → *The Floral Design program at Macomb Community College is comprised of 8 core classes: FLOR-8043, FLOR-8000B, FLOR-8001, FLOR-8007, FLOR-8002A, FLOR-8009B, FLOR-9002A, and FLOR-8042, which can be taken individually or as part of the certificate of completion program. These core classes teach students floral design, theory, concepts, and techniques-basic to advanced. Materials are included for all Floral Design classes, and students will be able to take their designs home. Students should register at least 48 hours in advance. Students should bring wire cutters and scissors to each class session. For information, contact the program coordinator at 586.490.4100 or workforcdev@macomb.edu. Note: Wedding Bouquets & Corsages (FLOR-9002A) and Advanced Techniques in Floral Design (FLOR-8042) will be offered Fall, 2017.*



Courses that may be useful in your pursuit of this certificate. → Recommended Courses

- WKSF-8008 Career Workshop: Floral Design

Courses that must be successfully completed to earn your certificate. → Required Courses

- FLOR-8043 Floral Identification and Use
- FLOR-8000B Fundamentals of Floral Design I
- FLOR-8001 Fundamentals of Floral Design II
- FLOR-8007 Intermediate Floral Design
- FLOR-8002A Advanced Floral Design I
- FLOR-8009B Sympathy Design
- FLOR-9002A Wedding Bouquets & Corsages
- FLOR-8042 Advanced Techniques in Floral Design II

Courses that are available now for registration. → Current Offerings

- FLOR-8043 Floral Identification and Use
- FLOR-8000B Fundamentals of Floral Design I
- FLOR-8001 Fundamentals of Floral Design II
- FLOR-8007 Intermediate Floral Design
- FLOR-8009B Sympathy Design
- FLOR-8042 Advanced Techniques in Floral Design II

Skip back up to the top of the page



Courses on the same subject that you may be interested in. → Additional Floral Courses

- FLOR-9002A Wedding Bouquets & Corsages



→ Icons in upper right corner of each page:



Add the page to 'My Favorites'



Print-Friendly Page

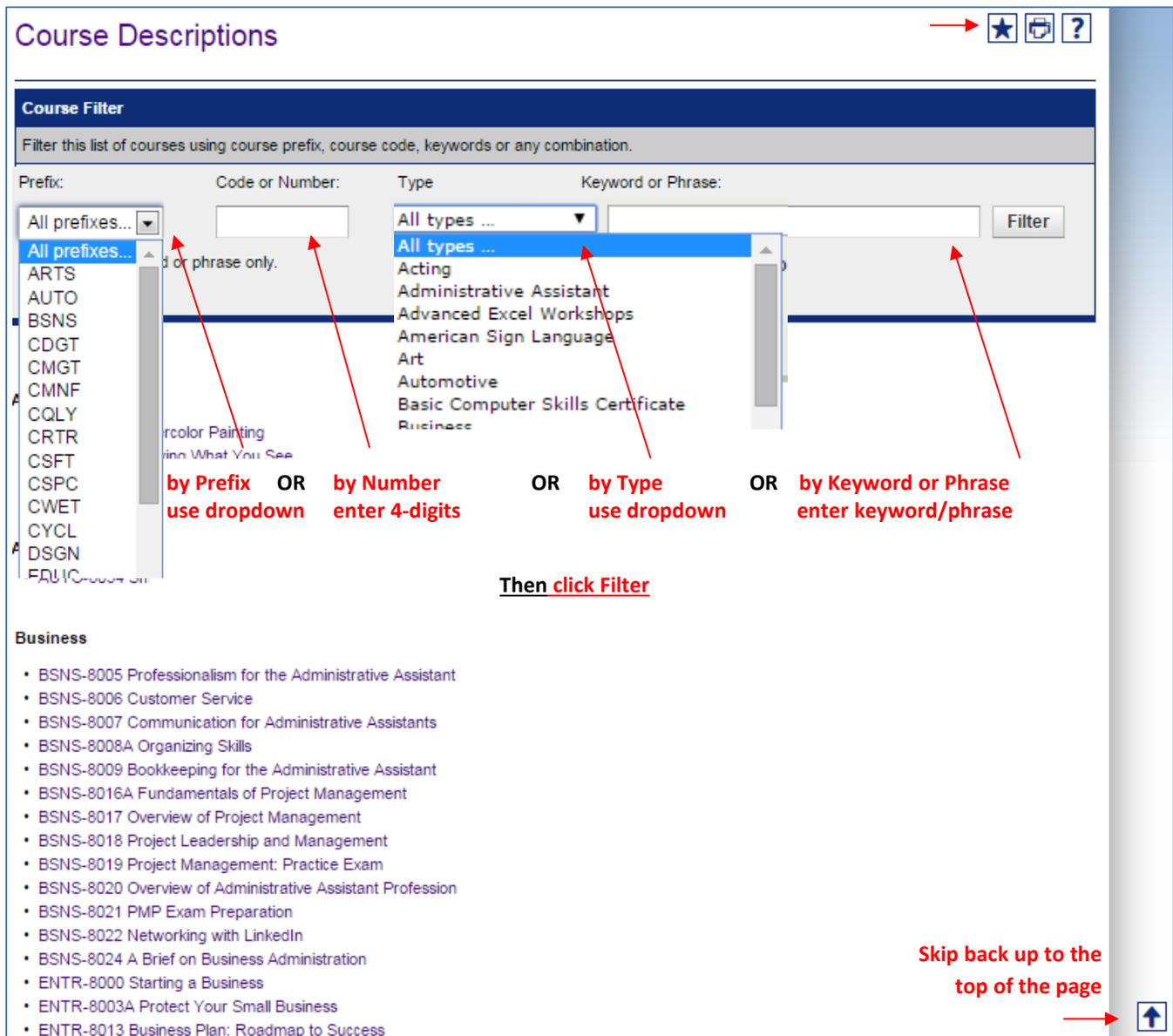
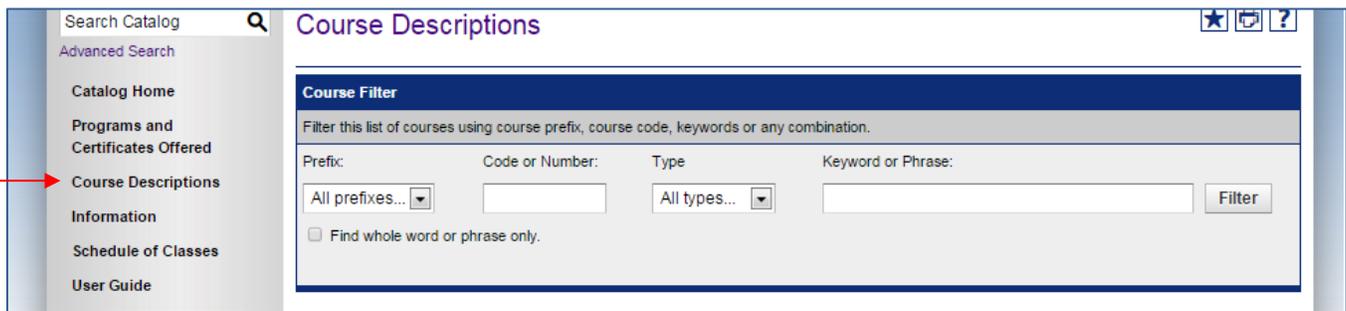


Help

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Browsing the Catalog

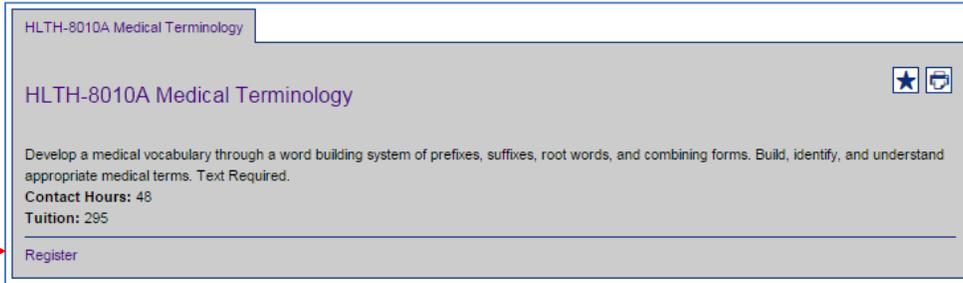
Course Descriptions displays courses by subject.



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Browsing the Catalog

Register by clicking the Register link at the bottom of a course description.



HLTH-8010A Medical Terminology

HLTH-8010A Medical Terminology

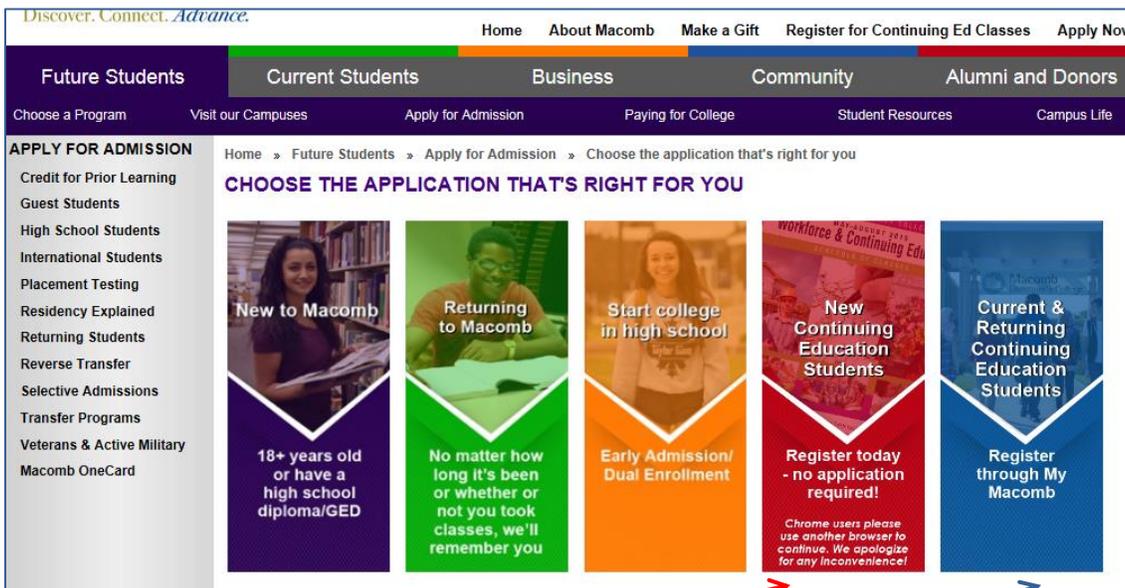
Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required.

Contact Hours: 48
Tuition: 295

[Register](#)

This action will take you to

<http://www.macomb.edu/future-students/apply-admissions/applications-page.html>.



Discover. Connect. Advance.

Home About Macomb Make a Gift Register for Continuing Ed Classes Apply Now

Future Students Current Students Business Community Alumni and Donors

Choose a Program Visit our Campuses Apply for Admission Paying for College Student Resources Campus Life

APPLY FOR ADMISSION

Credit for Prior Learning
Guest Students
High School Students
International Students
Placement Testing
Residency Explained
Returning Students
Reverse Transfer
Selective Admissions
Transfer Programs
Veterans & Active Military
Macomb OneCard

Home » Future Students » Apply for Admission » Choose the application that's right for you

CHOOSE THE APPLICATION THAT'S RIGHT FOR YOU

New to Macomb
18+ years old or have a high school diploma/GED

Returning to Macomb
No matter how long it's been or whether or not you took classes, we'll remember you

Start college in high school
Early Admission/
Dual Enrollment

New Continuing Education Students
Register today - no application required!
Chrome users please use another browser to continue. We apologize for any inconvenience!

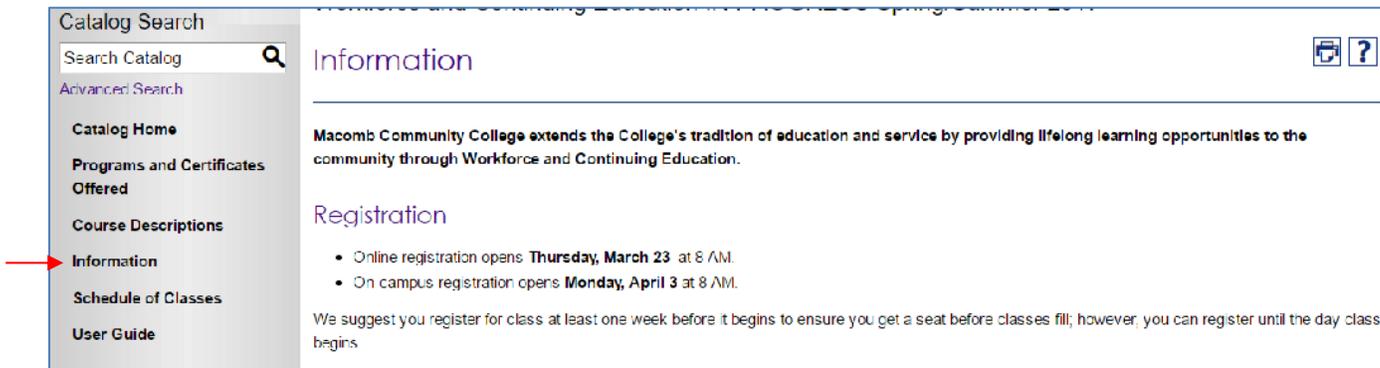
Current & Returning Continuing Education Students
Register through My Macomb

New students click the red box; **Macomb students** click the blue box to log into My Macomb. Follow the prompts.

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Information

Information displays registration dates and hours, tuition and financial aid information, the refund policy, contact information, textbook information, and more. Information also contains links for locations and Supply Lists.



Catalog Search

Search Catalog 

Advanced Search

Catalog Home

Programs and Certificates Offered

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User Guide

Information

Macomb Community College extends the College's tradition of education and service by providing lifelong learning opportunities to the community through Workforce and Continuing Education.

Registration

- Online registration opens **Thursday, March 23** at 8 AM.
- On campus registration opens **Monday, April 3** at 8 AM.

We suggest you register for class at least one week before it begins to ensure you get a seat before classes fill; however, you can register until the day class begins.

Schedule of Classes

Schedule of Classes displays the pdf of the printed Schedule of Classes. You may flip through this page by page. 5-digit registration codes can be found here.



Macomb Center for the Performing Arts | Lorenzo Cultural Center | Conference & Event Services | University Center | My Macomb | Apply Now

Future Students | Current Students | Business | Community | Alumni and Donors

Workforce and Continuing Education Winter 2016 Catalog

Catalog Search

Search Catalog 

Advanced Search

Catalog Home

Programs and Certificates Offered

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My Favorites

Workforce and Continuing Education Winter 2016 Catalog



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Macomb Community College

Workforce & Continuing Education SCHEDULE OF CLASSES

JANUARY–APRIL 2016

Online Registration begins Thursday, November 19, 2015, 8 AM
On-campus Registration begins Monday, December 7, 2015, 8 AM



Train to become a Laboratory Assistant—You'll like the results!

Earn your certificate in less than a year!

New

The advertisement features a central image of a person in a white lab coat and blue gloves using a pipette to transfer liquid into a rack of multi-colored test tubes. The background is a light blue gradient with white snowflake patterns. A red 'New' badge is positioned to the left of the central image.

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My Favorites

The 'My Favorites' feature allows you to retain a list of courses, programs, areas of study and pages that you find interesting or useful and wish to save for future reference. Creating a 'My Favorites' account only requires an email account and a password of your choice. This account is accessible from any computer with a connection to the internet.

Workforce and Continuing Education Winter 2016 Catalog

My Favorites

If you have a login account, you can retrieve everything in your Favorites from a previous visit by logging in below.

If you are a new user, you can [create an account](#), which will allow you to save your Favorites and access it later.

If you forgot your password, enter your e-mail address only and click *Reset Password*.

E-mail Address: **Password:**

To remove items from your Favorites, check boxes next to the item to remove and click the *Remove* button.

The following courses have been added to your Favorites:

There are currently no courses in your Favorites.

The following programs have been added to your Favorites:

Program Name	Remove
Motorcycle Safety [Workforce and Continuing Education Winter 2016 Catalog]	<input type="checkbox"/>
	<input type="button" value="Remove"/>

The following navigation links have been added to your Favorites:

There are currently no navigation links in your Favorites.

Remember: Clicking the  icon on any item will add that item to your 'My Favorites'.

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My Favorites (Continued)

The following courses have been added to your Favorites:

Check the box beside an item and click 'Remove' to delete an item from the 'My Favorites' page.

Course Name	Remove
ACCT 1050 - Financial Record Keeping [College Catalog 2015-2016]	<input type="checkbox"/>
ACCT 1070 - Accounting for Entrepreneurs [College Catalog 2015-2016]	<input type="checkbox"/>
ACCT 1080 - Principles of Accounting 1 [College Catalog 2015-2016]	<input type="checkbox"/>
	<input type="button" value="Remove"/>

These are the courses a User has saved to their 'My Favorites'

The following programs have been added to your Favorites:

Program Name	Remove
Accounting, ABA [College Catalog 2015-2016]	<input type="checkbox"/>
Applied Technology & Apprenticeship, AAS [College Catalog 2015-2016]	<input type="checkbox"/>
Business/Accounting Certificate [College Catalog 2015-2016]	<input type="checkbox"/>
	<input type="button" value="Remove"/>

These are the programs a User has saved to their 'My Favorites'

The following navigation links have been added to your Favorites:

Navigation Link Name	Remove
Academic Information [College Catalog 2015-2016]	<input type="checkbox"/>
	<input type="button" value="Remove"/>

These are the navigational links a User has saved to their 'My Favorites'

The following divisions have been added to your Favorites:

Division Name	Remove
Accounting [College Catalog 2015-2016]	<input type="checkbox"/>
Applied Technology and Apprenticeship [College Catalog 2015-2016]	<input type="checkbox"/>
Architectural Technology-Architectural Commercial Design [College Catalog 2015-2016]	<input type="checkbox"/>
	<input type="button" value="Remove"/>

These are the areas of study (or divisions) a User has saved to their 'My Favorites'

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Printer Friendly Pages

By clicking the Print-Friendly Page  icon in the top right of any page, you are taken to a print-friendly page of that content. You can click 'Print this Page' to print the content contained on that specific page.

Macomb Workforce and Continuing Education Winter 2016 Catalog Community College

Nursing Assistant Certificate

 [Print this Page](#)

Upon successful program completion, which is comprised of [HLTH-8038A](#) and [HLTH-8108](#), you will receive a Workforce & Continuing Education certificate and be eligible to take the Michigan Nurse Aide Competency Evaluation Test, which is required to become a State of Michigan Certified Nurse Assistant. Prior to registration, students must attend a mandatory orientation. Prior to the first day of class, students must complete a criminal background check, drug screen, TB test, and health physical at their personal expense. Prior to Clinical Practice, students must purchase a uniform. Details of each requirement will be reviewed at the mandatory orientation ([WKSP-8000](#)). For information, contact 586.226.4807 or healthcareers@macomb.edu.

Recommended Courses

- [WKSP-8000 Career Workshop: Health](#)

Required Courses

- [HLTH-8038A Nurse Assistant](#)
- [HLTH-8108 Nurse Assistant Clinical](#)

Current Offerings

- [HLTH-8038A Nurse Assistant](#)
- [HLTH-8108 Nurse Assistant Clinical](#)

 [Print this Page](#)

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This document contains help on the following topics:

1. [Selecting a Different Catalog](#)
2. [Searching the Catalog](#)
 1. [Search Options](#)
3. [Browsing the Catalog](#)
 1. [Printing Pages of the Catalog](#)
4. [Using the Favorites Feature](#)
 1. [Create a Favorites Account](#)
 2. [Login and Logout of Favorites Feature](#)
 3. [Edit Your Favorites Profile](#)

For additional help, please contact [support](#).

1. Selecting a Different Catalog

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There may be more than one catalog available from the Macomb Community College system e-catalog Gateway at a time. If there is more than one, you will see a dropdown box toward the top of the page with the name of the current catalog. Clicking the dropdown box provides access to other available catalogs. Selecting an alternate catalog will load it into the Gateway. If you do not see the dropdown box, then only a single catalog is currently published.

You may add information from any of the available catalogs to your own personal Favorites. See below to learn more about [Using the Favorites Feature](#).

2. Searching the Catalog

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The Catalog Search (shown at the top of the navigation) allows quick retrieval of catalog content that matches your interests.

To use the Catalog Search, simply enter a search keyword or phrase and press ENTER. The search will find any matching content in the catalog including courses, programs, divisions, areas of study or other narrative content.

2.1. Search Options

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Search options are available by clicking on the Advanced Search link below the regular search form or by clicking the Modify Search Options link after performing a search. The search options offer more precise searching of the catalog content.

To limit your search to only specific types of catalog content, check only the checkboxes for content categories you wish to include in your search.

Check the "Whole Word/Phrase" check box to search for an exact match for a keyword or phrase. For instance, entering "bio" will only return hits in which the term "bio" stands alone; it will not return any instances of the term "biology". The same is true if you enter a phrase.

By clicking the Help icon in the top right of any page, you are taken to a detailed description of the help topics shown there.

Still have questions? For help with My Favorites email: curriculummanager@macomb.edu.

For help with the College Catalog 2015-2016 or the Workforce & Continuing Education Catalog, email: answer@macomb.edu.

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