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
- Searching the Catalog
- Browsing the Catalog
  - Programs and Certificates Offered
  - Course Descriptions
  - Register
- Information
- Schedule of Classes
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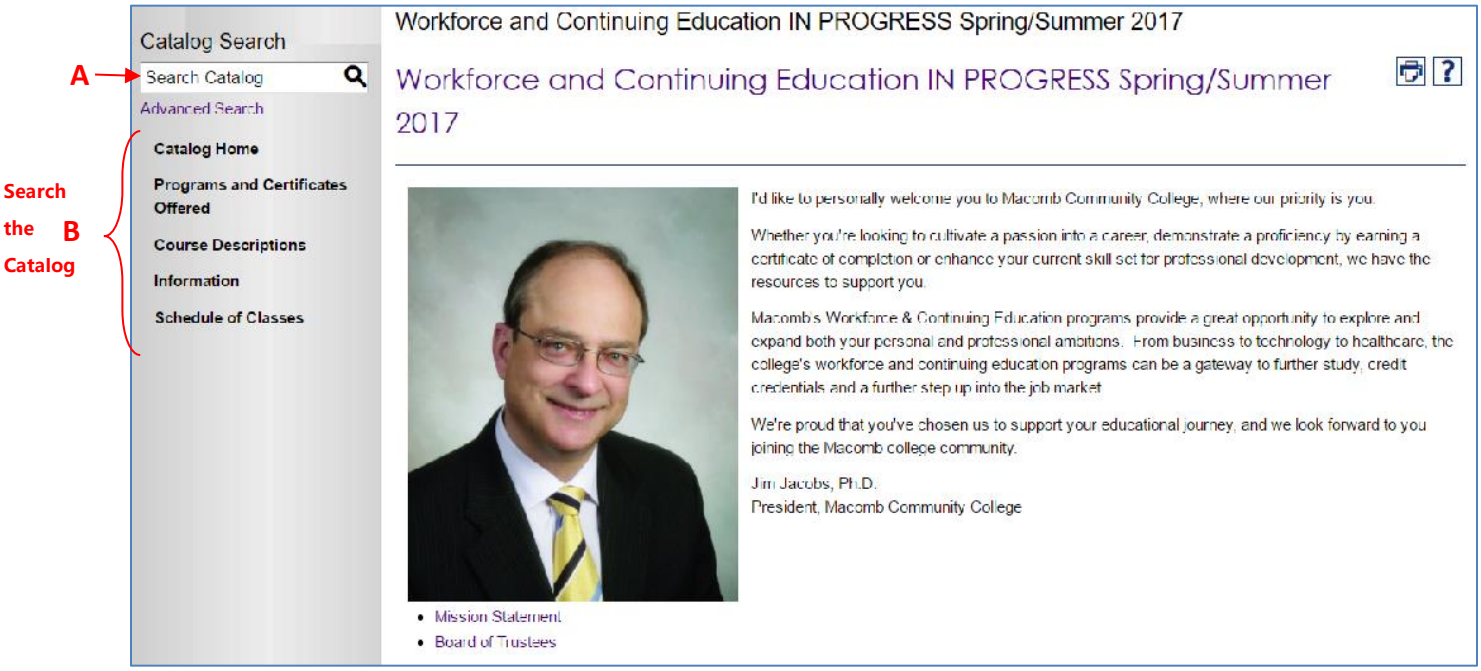
- Printer Friendly Pages
- Catalog Help

Workforce and Continuing Education Catalog Home Page



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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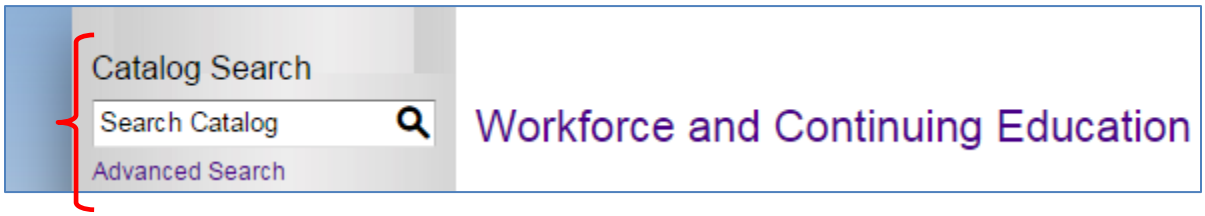
Searching the Catalog

Search by Keyword or Phrase

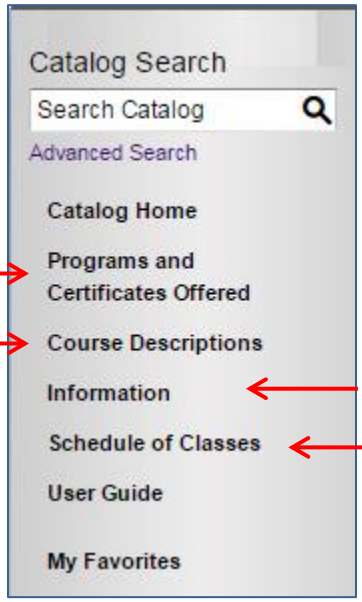


- Comprehensive search capabilities:
  - Allows you to search entire catalog
  - Search by Keyword, Whole Word/Phrase or use the Advanced Search link

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.

Icons in upper right corner of each page:

Add the page to 'My Favorites'

Print-Friendly Page

Help

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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 586 498 4100 or workforcedev@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

- WKSP-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

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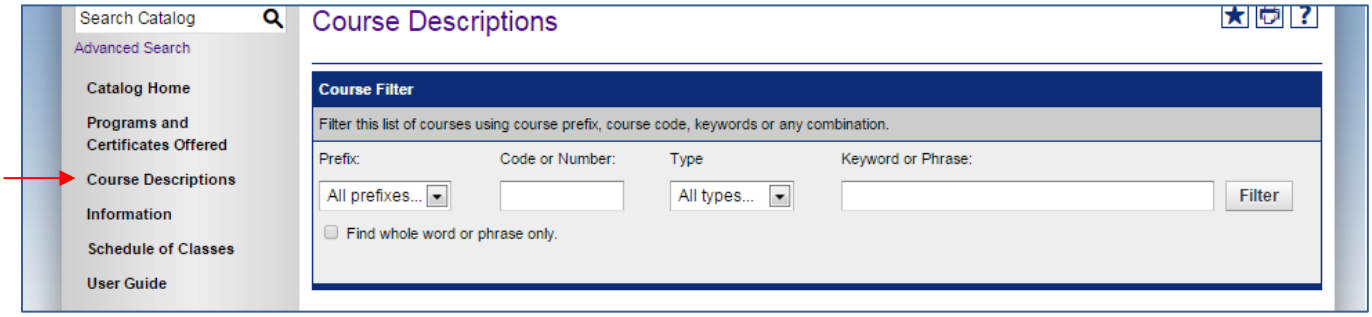
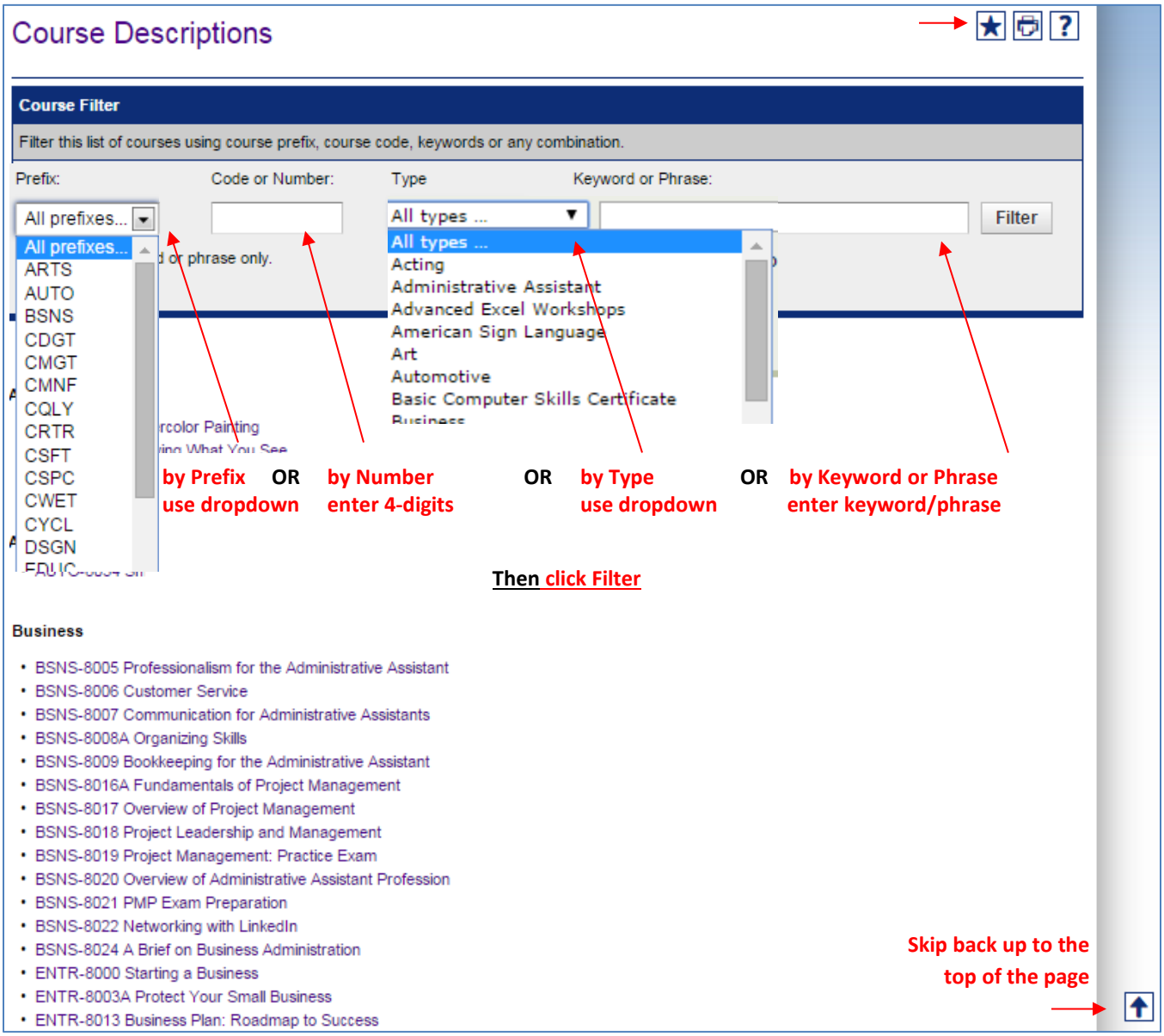
Icons in upper right corner of each page:

- Add the page to 'My Favorites'
- Print-Friendly Page
- Help

Browsing the Catalog

Course Descriptions displays courses by subject.





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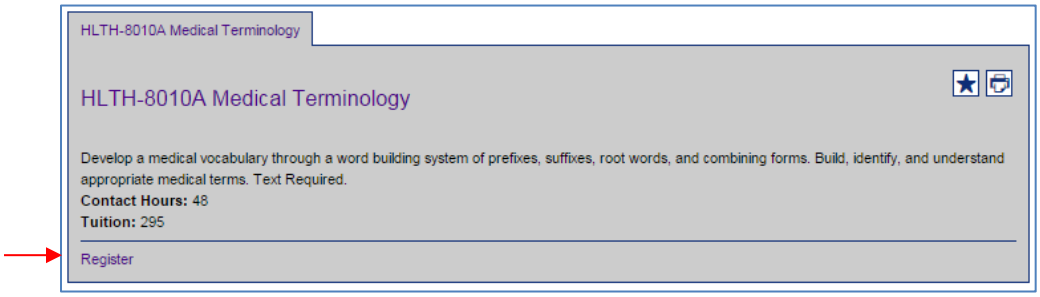
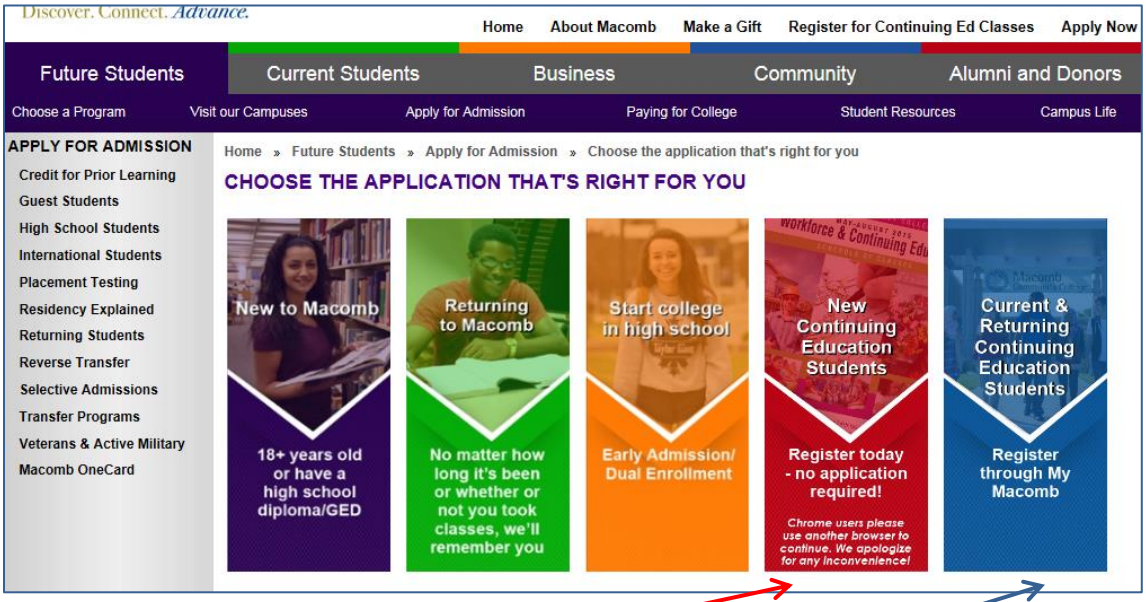
Browsing the Catalog

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



This action will take you to http://www.macomb.edu/future-students/apply-admissions/applications-page.html.



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

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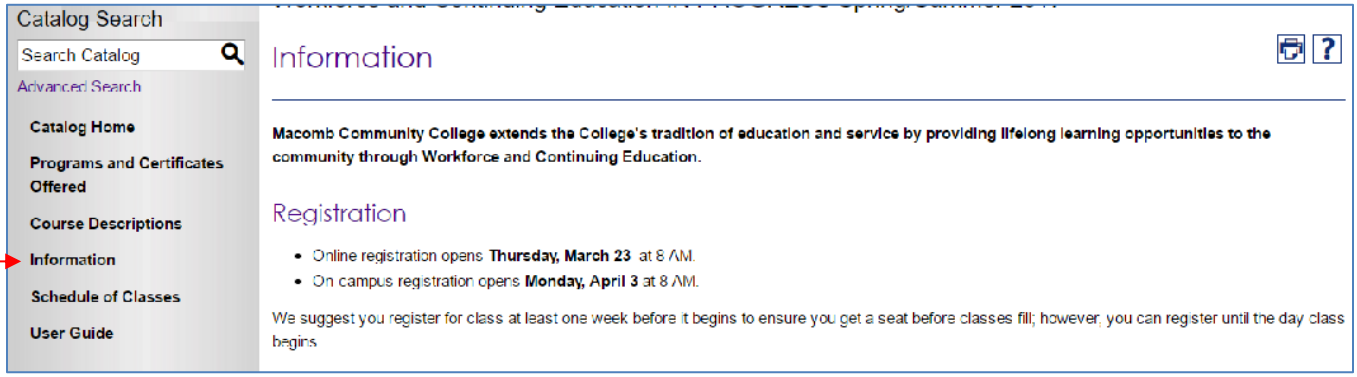
Information

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.



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.

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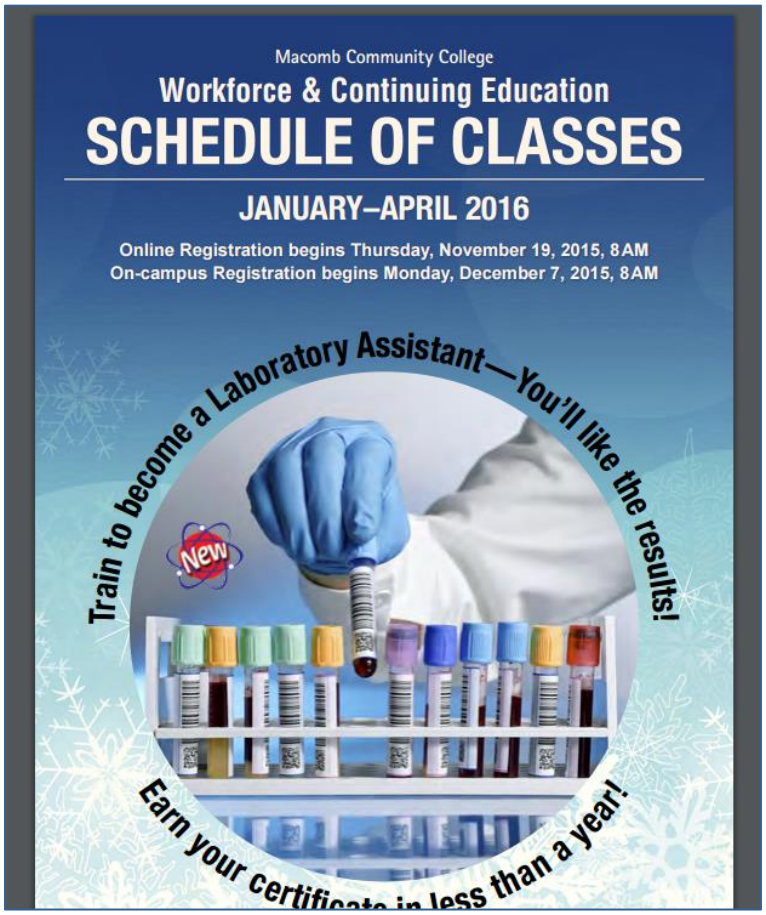

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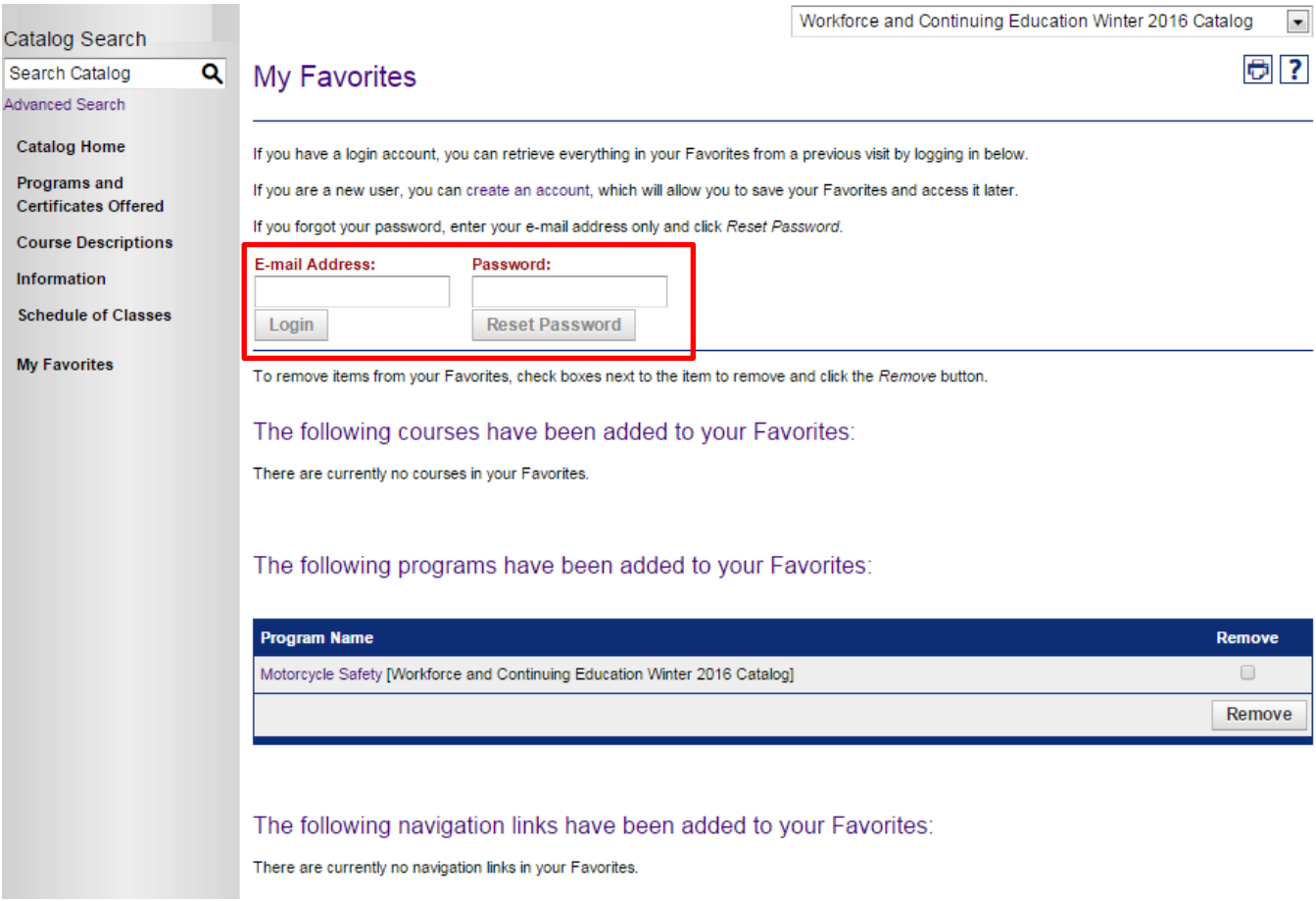
My Favorites

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.



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

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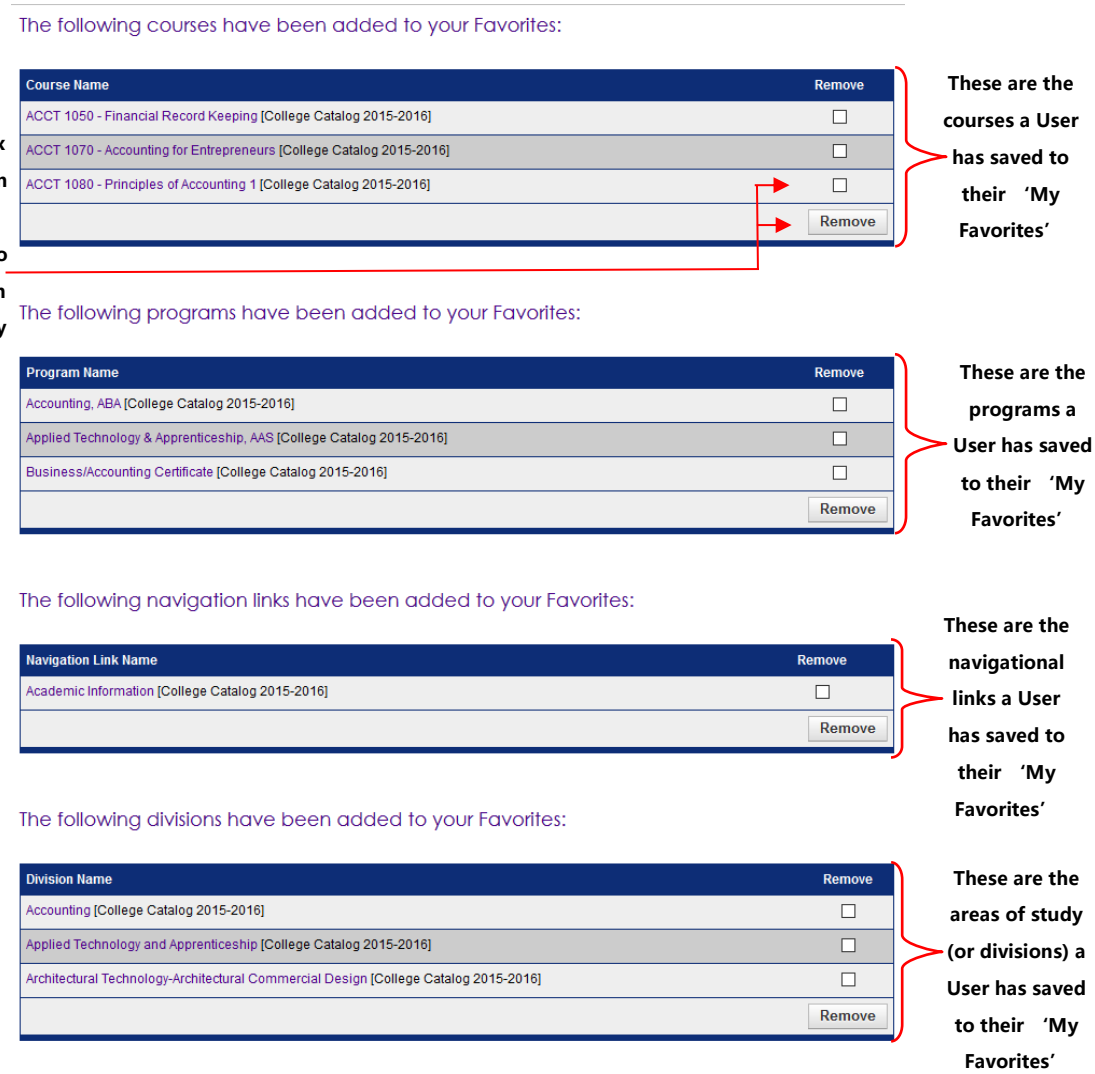
My Favorites (Continued)



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

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

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

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

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

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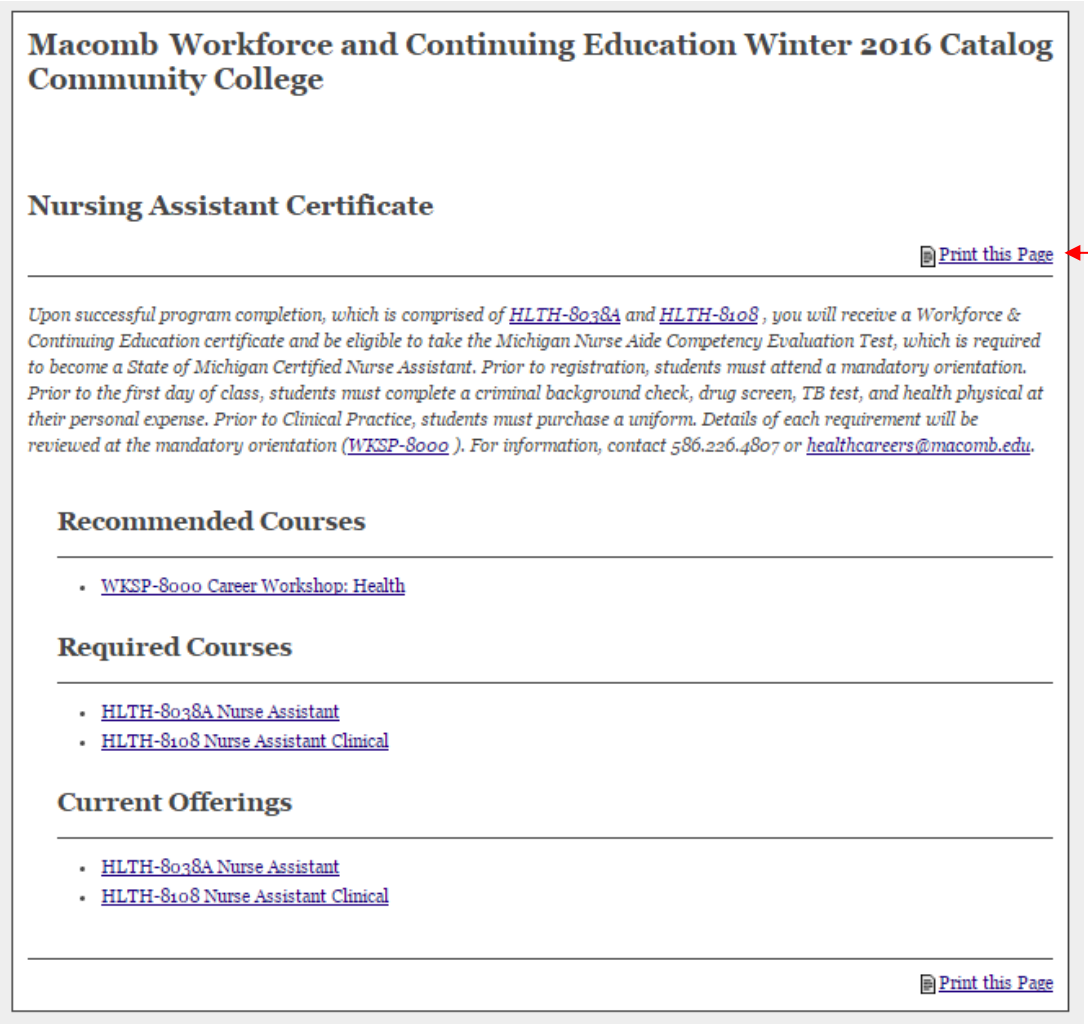
Printer Friendly Pages

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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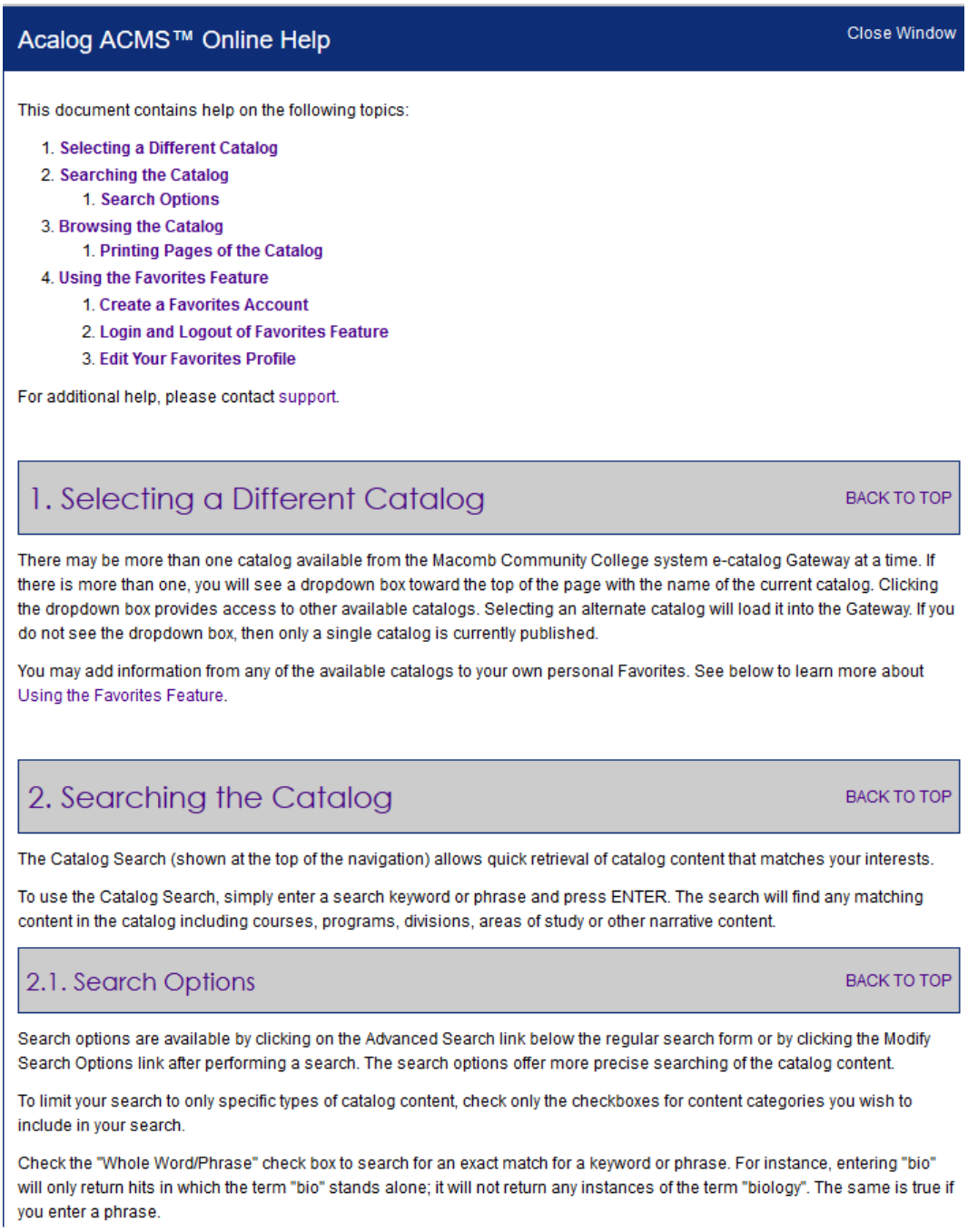
Catalog Help



Acalog ACMS™ Online Help — Close Window

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 — BACK TO TOP

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 — BACK TO TOP

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 — BACK TO TOP

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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