

# Introduction to Online Catalog User Guide

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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

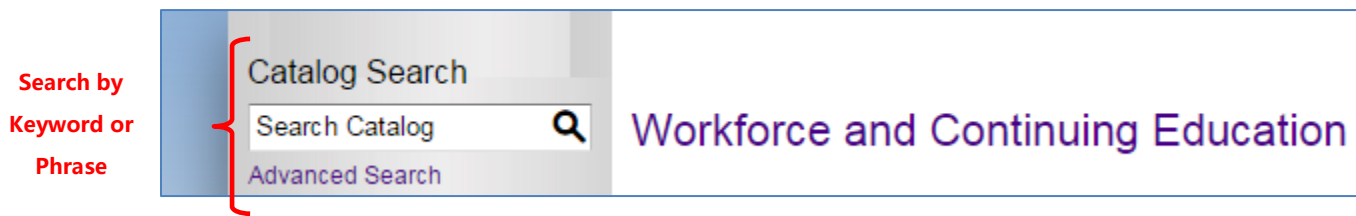
- Mission Statement
- Board of Trustees

### 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



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

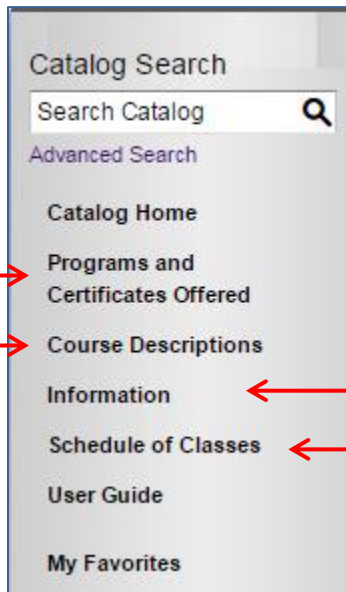
## Browsing the Catalog

### 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.



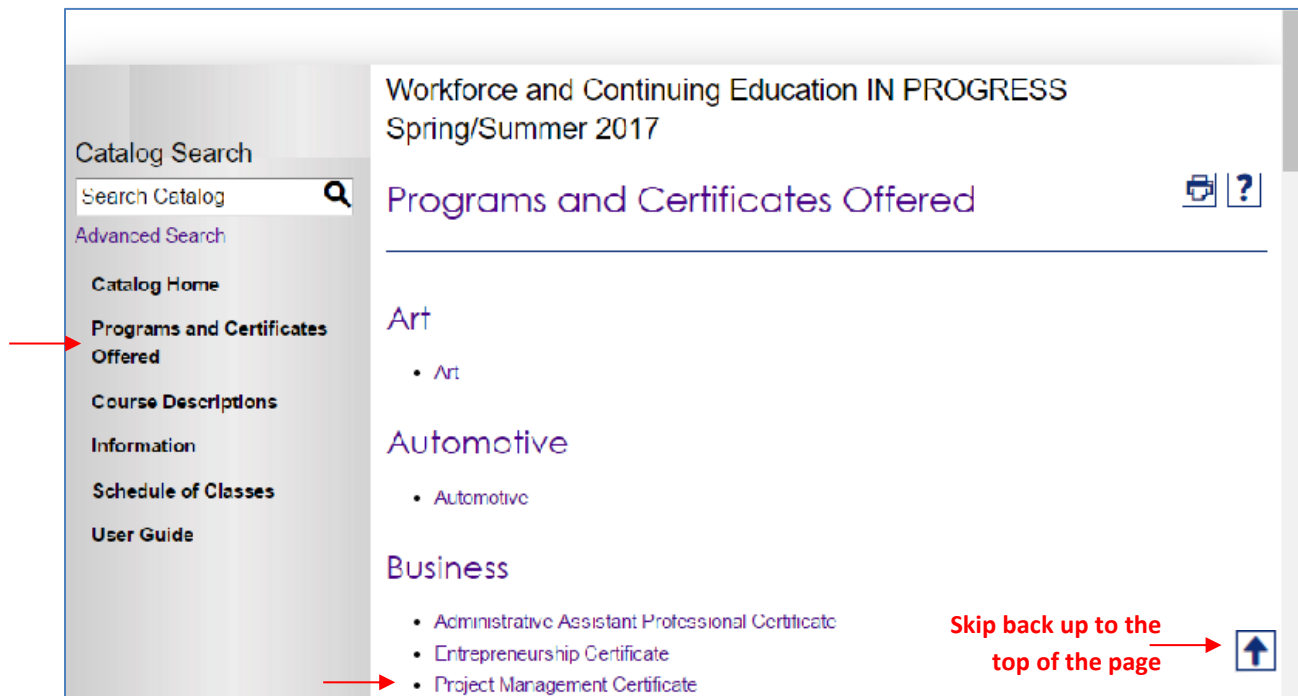
**Information** displays registration information, certificate request contact information, tuition and refund information, locations and maps, and more.

**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 [workforcedev@macomb.edu](mailto: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



→ **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.

The screenshot shows the top of the 'Course Descriptions' page. On the left is a navigation menu with links: Search Catalog, Advanced Search, Catalog Home, Programs and Certificates Offered, Course Descriptions (highlighted with a red arrow), Information, Schedule of Classes, and User Guide. The main content area is titled 'Course Descriptions' and contains a 'Course Filter' section. The filter section has a header 'Filter this list of courses using course prefix, course code, keywords or any combination.' Below this are four input fields: 'Prefix:' with a dropdown menu showing 'All prefixes...', 'Code or Number:' with a text box, 'Type' with a dropdown menu showing 'All types...', and 'Keyword or Phrase:' with a text box. A 'Filter' button is to the right of the 'Keyword or Phrase' field. There is also a checkbox labeled 'Find whole word or phrase only.'.

This screenshot shows the 'Course Filter' section with red arrows pointing to the dropdown menus and text boxes, accompanied by instructions. The 'Prefix' dropdown is open, showing a list of prefixes including ARTS, AUTO, BSNS, CDGT, CMGT, CMNF, CQLY, CRTR, CSFT, CSPC, CWET, CYCL, DSGN, and EDUC. The 'Type' dropdown is also open, showing a list of types including Acting, Administrative Assistant, Advanced Excel Workshops, American Sign Language, Art, Automotive, Basic Computer Skills Certificate, and Business. The 'Keyword or Phrase' text box is empty. The 'Filter' button is visible. Below the filter section, the text 'Then click Filter' is written in red. At the bottom right, a red arrow points to an upward arrow icon with the text 'Skip back up to the top of the page'.

**by Prefix** OR **by Number** OR **by Type** OR **by Keyword or Phrase**  
use dropdown enter 4-digits use dropdown enter keyword/phrase

Then click Filter

**Business**

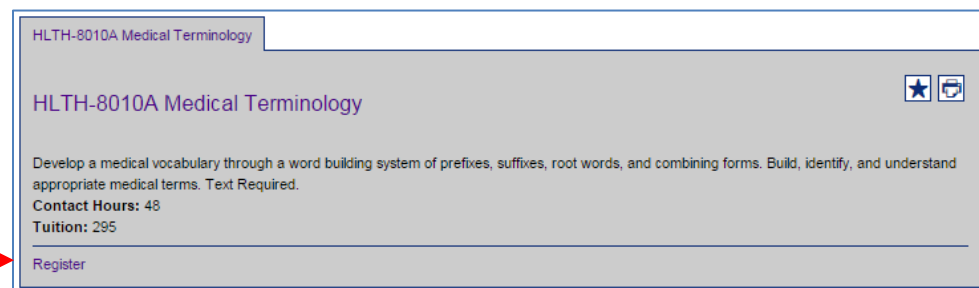
- BSNS-8005 Professionalism for the Administrative Assistant
- BSNS-8006 Customer Service
- BSNS-8007 Communication for Administrative Assistants
- BSNS-8008A Organizing Skills
- BSNS-8009 Bookkeeping for the Administrative Assistant
- BSNS-8016A Fundamentals of Project Management
- BSNS-8017 Overview of Project Management
- BSNS-8018 Project Leadership and Management
- BSNS-8019 Project Management: Practice Exam
- BSNS-8020 Overview of Administrative Assistant Profession
- BSNS-8021 PMP Exam Preparation
- BSNS-8022 Networking with LinkedIn
- BSNS-8024 A Brief on Business Administration
- ENTR-8000 Starting a Business
- ENTR-8003A Protect Your Small Business
- ENTR-8013 Business Plan: Roadmap to Success

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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

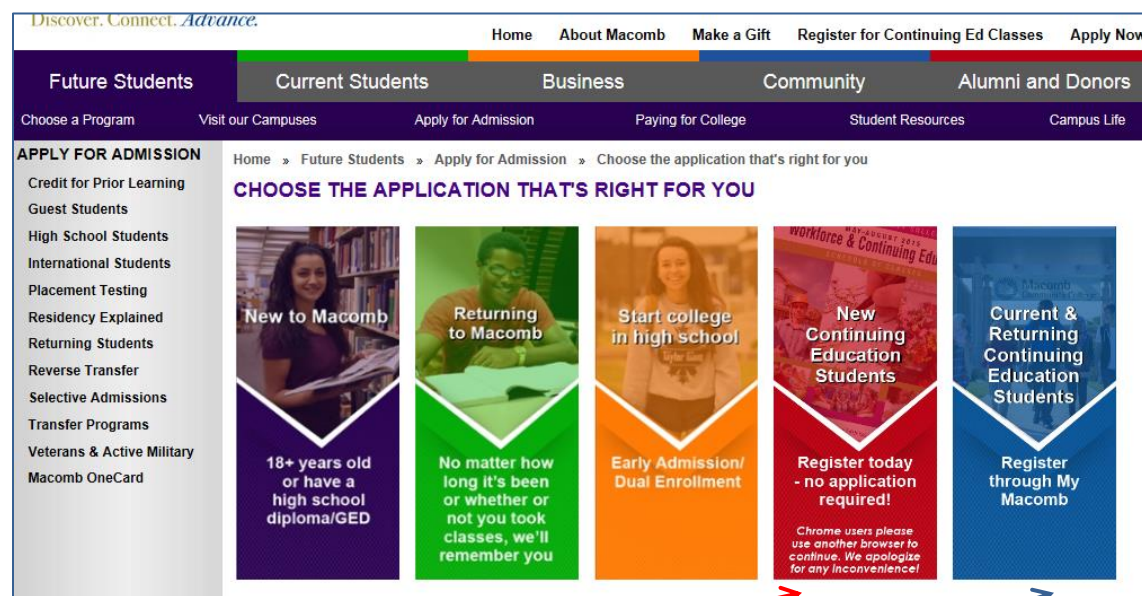
Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required.

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!

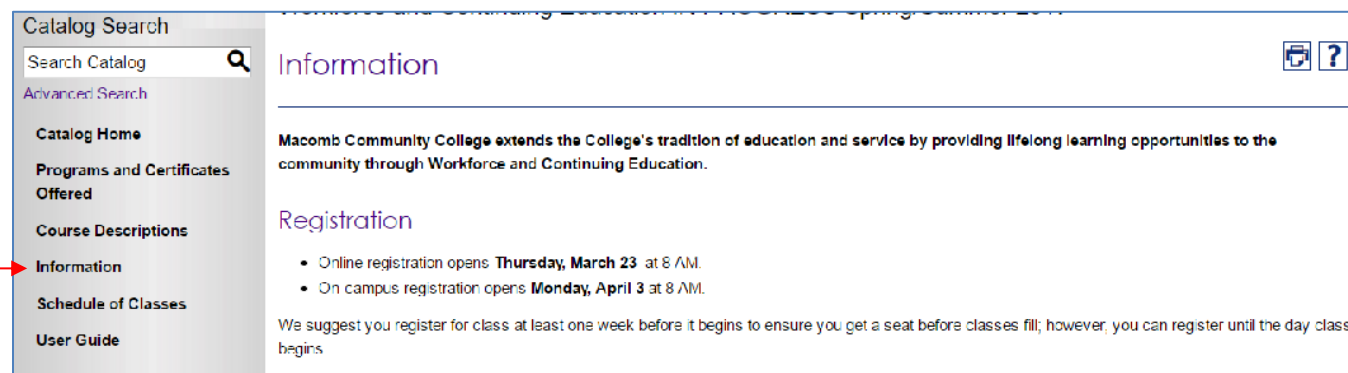
**Current & Returning Continuing Education Students**  
Register through My Macomb

**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.



The screenshot shows the Macomb Community College website. On the left is a sidebar with a 'Catalog Search' section containing a search bar and a magnifying glass icon, and a list of links: 'Advanced Search', 'Catalog Home', 'Programs and Certificates Offered', 'Course Descriptions', 'Information' (highlighted with a red arrow), 'Schedule of Classes', and 'User Guide'. The main content area is titled 'Information' and features a paragraph about the college's commitment to lifelong learning. Below this is a 'Registration' section with two bullet points: 'Online registration opens Thursday, March 23 at 8 AM.' and 'On campus registration opens Monday, April 3 at 8 AM.' A final paragraph suggests registering at least one week before 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.



The screenshot shows the Macomb Community College website with a top navigation bar including 'Macomb Center for the Performing Arts', 'Lorenzo Cultural Center', 'Conference & Event Services', 'University Center', 'My Macomb', and 'Apply Now'. Below this is a secondary navigation bar with 'Future Students', 'Current Students', 'Business', 'Community', and 'Alumni and Donors'. The left sidebar is identical to the previous screenshot, but the 'Schedule of Classes' link is highlighted with a red arrow. The main content area is titled 'Workforce and Continuing Education Winter 2016 Catalog' and features a welcome message from a college representative, a photo of the representative, and a paragraph about the college's commitment to supporting students' educational journeys.

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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!

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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.

Catalog Search

Search Catalog 

Advanced Search

Catalog Home


Programs and Certificates Offered



Course Descriptions

Information

Schedule of Classes

My Favorites

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
<a href="#">Motorcycle Safety [Workforce and Continuing Education Winter 2016 Catalog]</a>	<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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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](mailto: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

[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

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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](mailto:curriculummanager@macomb.edu).

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

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