Introduction to Online Catalog User Guide

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

Table of Contents

- Catalog Home Page
- Searching the Catalog
- Browsing the Catalog
- Academic Programs
- Degree Planner
- Areas of Study
- Course Descriptions
- My Favorites
- Printer Friendly Pages
- Catalog Help
Key Features [open browser to Macomb Community College Catalog site: http://ecatalog.macomb.edu]

- Three parts:
  - Header: macomb.edu information/links
  - Search: search the catalog
  - Navigation: links display catalog information

- Current & archived catalogs (shown in dropdown menu)

- Every page in the catalog will have at least two icons in the upper-right corner

  - Print-Friendly Feature
  - Help Feature

Return to Table of Contents
Searching the Catalog

Catalog Search:

- Allows you to search entire catalog by keyword

Advanced Catalog Search:

Both Catalog Search & Advanced Search return Search Results in 5 areas:

1. Courses - Prefix/Code Matches
2. Courses - Keyword/Phrase Matches
3. Programs - Keyword/Phrase Matches
4. Hierarchy Items - Keyword/Phrase Matches
5. Other Content - Keyword/Phrase Matches

Return to Table of Contents
Browsing the Catalog

Page Header:
Corresponds to the links within the Left-hand Navigation

Left-hand Navigation:
Select any page to browse more information

Icons in upper right corner of each page:
- Add the page to 'My Favorites'
- Print-Friendly Page
- Help

Some pages feature links at the top of the page that will take you directly to that topic.
The 'Academic Programs' link will navigate to a list of all Programs sorted by:

- Area of Study
- Degree Type
Accounting, ABA (full-time)

Suggested full-time sequence:

Credit Hours Required: 62

Semester 1
- BCOM 2050 - Business Communications 4.00 Credit Hours
- BUSN 1010 - Business Enterprise 3.00 Credit Hours
- ITCS 1010 - Computer & Information Processing Principles 4.00 Credit Hours
- GEN ED - Group II (AAS, ABA) Variable Credit Hours (Recommended Course MATH 1000 or higher)

Semester 2
- MKTG 1010 - Principles of Marketing 3.00 Credit Hours
- ACCT 1080 - Principles of Accounting 1 4.00 Credit Hours (Exploratory Course) (Critical Course minimum grade C is recommended for future success but is not required to receive credit)
- GEN ED - Group I.A (AAS, ABA) Variable Credit Hours
- MGMT 1010 - Principles of Management 3.00 Credit Hours

Semester 3

You are strongly encouraged to work with a counselor, advisor, or faculty/department coordinator.

Click here for Department Contacts & Program information

Click here to access transfer information.

Click here to print Degree Planner.
### Accounting, ABA (full-time)

Click here for Department Contacts & Program information

You are strongly encouraged to work with a counselor, advisor, or faculty/department coordinator

#### Suggested full-time sequence:

#### Credit Hours Required: 62

#### Semester 1

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 2560 - Business Communications</td>
<td>4.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSN 1010 - Business Enterprise</td>
<td>3.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITCS 110 - Computer &amp; Information Processing Principles</td>
<td>4.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEN ED - Group II (AAS, ABA) (Recommended Course MATH 1000 or higher)</td>
<td>Variable Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Semester 2

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 1100 - Principles of Marketing</td>
<td>3.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 1080 - Principles of Accounting 1 (Exploratory Course) (Critical Course minimum grade C is recommended for future success but is not required to receive credit)</td>
<td>4.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEN ED - Group IA (AAS, ABA)</td>
<td>Variable Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGM 1101 - Principles of Management</td>
<td>3.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Semester 3

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1080 - Principles of Accounting 2</td>
<td>4.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 2300 - Federal Income Tax-Individual</td>
<td>4.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 1100 - Principles of Economics I (Required Course GEN ED Group III)</td>
<td>3.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLAV 1180 - Business Law 1</td>
<td>4.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Semester 4

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1150 - Microcomputer Applications in Accounting</td>
<td>3.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 2270 - Managerial Accounting</td>
<td>4.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 2280 - Intermediate Accounting 2</td>
<td>4.00 Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEN ED - Group IV (AAS, ABA)</td>
<td>Variable Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Elective: 3.00 Credit Hours from subjects ACCT, BCOM, BLAV, BUSN, FINC, MGMT, or MKTG (Recommended Course FINC 1110)

**Notes:**
Areas of Study

From the Academic Programs link on the Left-hand Navigation, you will see links directing you to more information about each area of study.
Areas of Study (Continued)

The area of study page will include information including:

- Program options available
- Contact information for each professor
- A description for the area of study
- Program outcomes
- Career opportunities related to this course of study
- Transfer pathways
- Any requirements for pursuing this area of study
- Links back to the programs offered in this area of study

**Program Description:**
The Accounting program prepares students for entry-level positions in the accounting field as well as enhancing the skills of individuals currently employed in accounting and who desire advancement. The program provides specialized knowledge in accounting theory and practice as well as an understanding of business operations in the American economy.

**Program Outcomes:**
Upon completion of this program, the student will be able to:

1. In the Area of Communication:
   - Present accounting views in writing.
   - Present accounting views through oral communication.
   - Listen effectively.

2. In the Area of Group Work and People Skills:
   - Understand group dynamics and work effectively with people to solve accounting problems.
   - Resolve conflict in group work.
   - Organize and delegate tasks in group work.

3. In the Area of Critical Thinking:
   - Solve diverse and structured accounting problems.
   - Read, critique, and judge the value of written accounting work.

4. In the Area of Working Under Pressure:
   - Deal effectively with imposed pressure and deadlines for accounting audits, homework, group work, practice set, and exams.

**Career Opportunities:**
Accounting: Associate of Business Administration; job titles such as Payroll & Time Keeping Clerks, Loan Officer, Tax Preparer,
The ‘Course Descriptions’ link will navigate to a list of all courses sorted by:

- Course Type
- Alphabetically

Course Descriptions

Refine your search of courses by selecting a Prefix (ie. Subj.: ANTH), Code or Number (ie. Course #: 1000), Type (ie. Accounting) or Keyword or Phrase (ie. Financial) are additional search options. MUST click Filter for options.

Click on the course link to open/close the details of the course.

You can add the course to ‘My Favorites’ or print the course.

To view available sections of a course, click on the link ‘Click here for class offerings’

Return to Table of Contents
Available course sections will open within the window.

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Location</th>
<th>Academic Level</th>
<th>Meeting Info</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Winter</td>
<td>Anthropology</td>
<td>Center Campus</td>
<td>Undergraduate</td>
<td>M W 10:00 AM - 11:55 AM</td>
<td></td>
</tr>
<tr>
<td>2017 Fall</td>
<td></td>
<td>South Campus</td>
<td></td>
<td>T TH 10:00 AM - 11:55 AM</td>
<td></td>
</tr>
</tbody>
</table>

Return to Table of Contents
Course Descriptions (Continued)

To view the course descriptions for a list of courses: filter for the courses that you need and then click on the Print-Friendly icon.

Course Descriptions

Course Information

Accounting

- ACCT 1050 - Financial Record Keeping
- ACCT 1070 - Accounting for Entrepreneurs
- ACCT 1080 - Principles of Accounting 1
- ACCT 1090 - Principles of Accounting 2
- ACCT 1150 - Microcomputer Applications in Accounting
- ACCT 2160 - Intermediate Accounting 1
- ACCT 2190 - Intermediate Accounting 2
- ACCT 2270 - Managerial Accounting
- ACCT 2300 - Federal Income Tax-Individual

From the Print-Friendly pop-up window, click on Expand All Courses. A list of course descriptions will appear for easy printing.

Return to Table of Contents
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’.

Return to Table of Contents
The following courses have been added to your Favorites:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1010 - Financial/Record Keeping</td>
<td></td>
</tr>
<tr>
<td>ACCT 1010 - Accounting for Entrepreneurs</td>
<td></td>
</tr>
<tr>
<td>ACCT 1010 - Principles of Accounting 1</td>
<td></td>
</tr>
</tbody>
</table>

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

The following programs have been added to your Favorites:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, AAS [College Catalog 2015-2016]</td>
<td></td>
</tr>
<tr>
<td>Applied Technology &amp; Apprenticeship, AAI</td>
<td></td>
</tr>
<tr>
<td>Business/Accounting Certificate [College Catalog 2015-2016]</td>
<td></td>
</tr>
</tbody>
</table>

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

The following navigational links have been added to your favorites:

<table>
<thead>
<tr>
<th>Navigation Link Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Information [College Catalog 2015-2016]</td>
<td></td>
</tr>
</tbody>
</table>

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

The following divisions have been added to your Favorites:

<table>
<thead>
<tr>
<th>Division Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting [College Catalog 2015-2016]</td>
<td></td>
</tr>
<tr>
<td>Applied Technology and Apprenticeship [College Catalog 2015-2016]</td>
<td></td>
</tr>
<tr>
<td>Architectural Technology-Architectural Commercial Design [College Catalog 2015-2016]</td>
<td></td>
</tr>
</tbody>
</table>

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

Business Management, ABA (full-time)

Suggested full-time sequence

Credit Hours Required: 62

Semester 1

- BUSN 1140 - Business Enterprise 3.00 Credit Hours (Exploratory Course)
- BCOM 2050 - Business Communications 4.00 Credit Hours
- ITUS 1010 - Computer & Information Processing Principles 4.00 Credit Hours
- GEN ED - Group II (AAS, ABA) Variable Credit Hours (Recommended Course MATH 1000 or higher)

Semester 2

- MGMT 1150 - Human Resources Management 3.00 Credit Hours
- MKTG 1010 - Principles of Marketing 3.00 Credit Hours
- MGMT 1040 - Principles of Management 3.00 Credit Hours (Exploratory Course) (Critical Course minimum grade C is recommended for future success but is not required to receive credit)
- GEN ED - Group I A (AAS, ABA) Variable Credit Hours
Catalog Help

Acatalog ACMS™ Online Help

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

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

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

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 or the Workforce & Continuing Education Catalog, email: answer@macomb.edu.

Return to Table of Contents