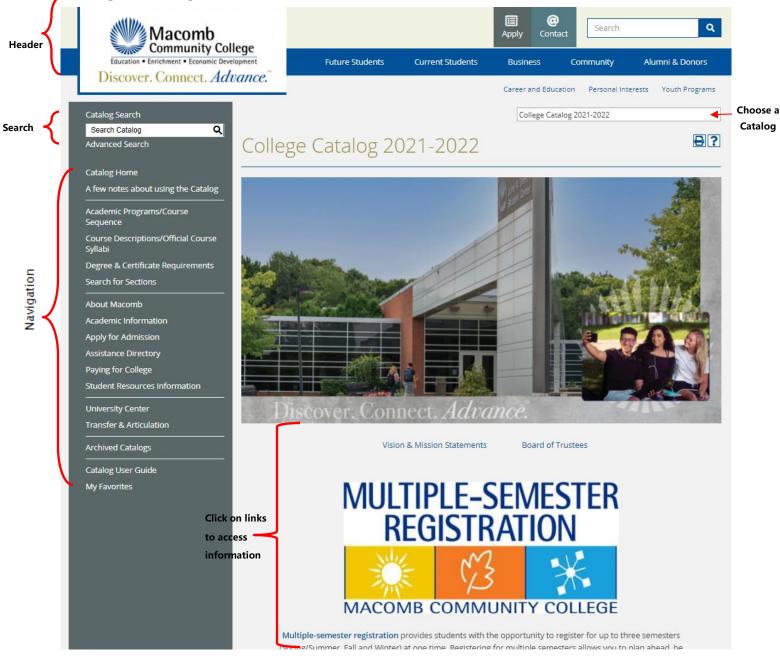
Introduction to Online Catalog User Guide

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
- <u>Academic Programs/Course Sequence</u>
- Degree Planner
- Course Descriptions/Official Course Syllabi
- My Favorites
- Printer Friendly Pages
- Catalog Help

Catalog Home Page



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

Searching the Catalog

Catalog Search:

| | Macomb Community College | | | |
|-------------------------|---|------------------|--------------------------|-----|
| | Education • Enrichment • Economic Development | Future Stu | dents Current Stude | nts |
| | Discover. Connect. Advance. | Choose a Program | Visit our Campuses Apply | for |
| Catalog Search Field | Catalog Search Search Catalog Advanced Search | ege Catalo | og 2020-202 | 21 |

• Allows you to search entire catalog by keyword

Advanced Catalog Search:

| | Education • Enrichment • Economic Development Discover. Connect. Advance. | | | | E Apply | @ Contact | Search | | ٩ |
|--------------------------------|--|------------|--|--|--------------------|--------------|---------------|------------------|--------|
| | | | Future Students | Current Students | Business | Com | nmunity | Alumni & Dor | nors |
| | | | | | Career and | Education | Personal Inte | erests Youth Pro | ograms |
| _ | Catalog Search | | | Co | ollege Catalog 202 | 20-2021 | | | • |
| This screen | Search Catalog Q Advanced Search | Catal | og Search | | | | | | ? |
| appears when you | Catalog Home Academic Programs Course Descriptions | Search Opt | ions rch locations to narrow or e | expand your search. | | | | | |
| click on Advanced Search | Course Offerings Degree & Certificate Requirements | | word or phrase ole word or phrase only. | Search Locations Courses [Show pre | efix list.] | Choose | Search L | ocations to | , |
| | About Macomb Academic Information | Search | ore word or printise only. | Hierarchy Items Other Content | J | narrow o | or expand | l your searc | h |
| | Check the 🗆 F | ind whole | word or phrase only. | box to | | | | | |

search for an exact match for a keyword or phrase

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

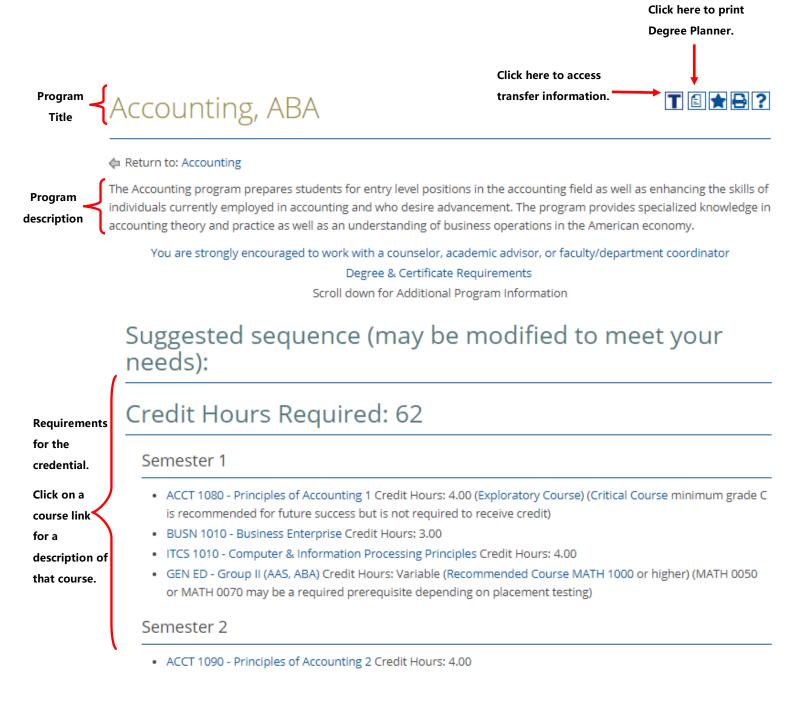
| Comm Education • Enrichment Discover. Com Catalog Search Search Catalog | College Catalog 2021-2022 |
|--|--|
| Advanced Search Catalog Home A few notes about using the Catalog Left-hand Navigation: Course Descriptions/Official | Associate of Arts (AA) Degree Associate of Science (AS) Degree Associate of Applied Science (AAS) Degree Associate of Business Administration (ABA) Degree Official Board of Trustees Policy |
| Select any page to browse more information About Macomb Academic Information Apply for Admission Assistance Directory Paying for College Student Resources Information University Center Transfer & Articulation Archived Catalogs | topic Associate of Arts Degree is intended to provide a basic foundation for a Bachelor of Arts Degree program. Requirements • Minimum cumulative grade point average of 2.0 • Minimum 15 credit hours earned at Macomb -AND EITHER- • Minimum 60 credit hours in courses numbered 1000 or above, which include: • A minimum of 30 credit hours of General Education courses as described in the General Education Requirements table • A minimum of an additional 30 credit hours. These courses may be: • Courses numbered 1000 and above selected at the student's discretion; or • Courses required in a program (major) which lead to an Associate of Arts degree. These programs include Pre-Psychology and Pre-Social Work. |
| Catalog User Guide My Favorites Page Header: Corresponds to the links within the Left-hand Navigation | • Cok- • Courses required in a college or university transfer plan. While these plans are available on Student Planner Self Service, students are strongly encouraged to consult a College counselor or academic advisor for guidance Icons in upper right corner of each page: Add the page to 'My Favorites' Print-Friendly Page Plan |

Academic Programs/Course Sequence

| Search Catalog Q Advanced Search | Academic Programs/Cou | rse Sequence 🔀 🗎 🕐 |
|--|--|---|
| Catalog Home A few notes about using the Catalog | ABCDEFGHIJKLMNOPQRSTUVWXYZ | Select letter to jump to programs starting with the letter selected |
| Academic Programs/Course Sequence | Programs 4 | Area of Study |
| Course Descriptions/Official Course Syllabi | Associate of Business Administration | Degree Type Program: Click on a program link to see |
| Degree & Certificate Requirements | Certificate | courses and requirements for that credentia |
| Search for Sections About Macomb | Accounting - Business/Accounting, Certificate Accounting - Small Business Accounting, Certificate | |
| Academic Information | Applied Technology and App | orenticeship |
| Apply for Admission Assistance Directory | Programs | |
| Paying for College Student Resources Information | Associate of Applied Science Applied Technology & Apprenticeship, AAS | |
| University Center Transfer & Articulation | Architectural Technology | |
| Archived Catalogs | Programs Associate of Applied Science | |
| Catalog User Guide | Architectural Technology, AAS | |
| My Favorites | Certificate | |

The 'Academic Programs/Course Sequence' link will navigate to a list of all Programs sorted by:

- Area of Study
- Degree Type



After suggested sequence the Additional Program Information is listed.

Accounting - Additional Program Information

| | | | | Program | Options | | |
|--------------------------------------|--|--------------------|------|-----------------------------|--|--------------------------|--|
| | Credential | Title | | Credit Hours Required | Notes | | |
| Program options available | Associate of Business Administration | Accounting | | 62 | Designed for transferring into a Bachelor of Busines. Administration program or entry into the field of Account | | |
| with links to | Certificate | Business / Account | ting | 44 | Designed for entry-level positions or | furthering one's career. | |
| each | Skill Specific | Accounting | | 19 | Designed for entry-level positions or | furthering one's career. | |
| Credential. | Certificate | | | | | | |
| | | | | | | | |
| _ | | | | Contact In | formation | | |
| | Contact Title | Name | | Phone | E-mail | Location | |
| Contact | Professor | Fred Jex | | 6.286.2171 | jexf@macomb.edu | Center Campus | |
| information | Professor | Shirley Glass | | 6.445.7154 | glasss@macomb.edu | South Campus | |
| | Professor | William Callaghan | | 6.286.2135 | callaghanw@macomb.edu | Center Campus | |
| L | Professor | Brian Newman | 58 | 6.445.7309 | newmanb@macomb.edu | South Campus | |
| Additional Program Information | Program Description: The Accounting program prepares students for entry level positions in the accounting field as well as enhancing the skill individuals currently employed in accounting and who desire advancement. The program provides specialized knowled 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 unstructured accounting problems. Read, critique, and judge the value of written accounting work. In the Area of Working Under Pressure: Deal effectively with imposed pressure and deadlines for accounting quizzes, homework, group work, practice ser exams. Careeer Opportunities: • Accounting • Accounting | | | | | | |



Print to use the degree planner.

| | - | | | | | |
|---|--|---|--|--|----------------------|------------|
| | | | | | | |
| Student ID: Student Name: | | | Catalog: College Cata Program: Accounting | g, ABA | | |
| Adviser Name: | 1.7.1 | | Minimum Credits Re | squired: | | |
| Accounting | , ABA gram prepares students for | rentry level positio | as in the accounting field : | as well as enhancin | e the skills | nf. |
| individuals currently | employed in accounting a id practice as well as an ur | and who desire adv | incement. The program p | rovides specialized | knowledge | in |
| | strongly encouraged to w | ork with a counselo | r, academic advisor, or fa | | ordinator | |
| | Scre | Degree & Certific oll down for Additio | rate Requirements nal Program Information | | | |
| Suggested se | equence (may b | | | - | | |
| | s Required: 62 | | | | | |
| Semester 1 | | | | | | |
| Course Name | | | Credit Hours: | Term Taken | Grade | Gen Ed |
| BCOM 2050 - Busine BUSN 1010 - Busines | ss Enterprise | | Credit Hours: 4.00 Credit Hours: 3.00 | | | |
| GEN ED - Group II (| er & Information Processi AAS, ABA) (Recommende TH 0050 or MATH 0070 | ed Course MATH | Credit Hours: 4.00 Credit Hours: Variable | | + | |
| prerequisite dependi | ing on placement testing) | | | | | |
| Semester 2 Course Name | | | Credit Hours: | Term Taken | 0 | Gen Ed |
| MKTG 1010 - Princip | ples of Marketing | | Credit Hours: 3.00 | Term Taken | Grade | Gen Eu |
| (Critical Course mini | les of Accounting 1 (Explo imum grade C is recomme juired to receive credit) | ratory Course) inded for future | Credit Hours: 4.00 | | | |
| GEN ED - Group LA MGMT 1010 - Princi | (AAS, ABA) | | Credit Hours: Variable Credit Hours: 3.00 | | | |
| Semester 3 | press or annungement | | community 300 | | 1 | |
| Course Name | | | Credit Hours: | Term Taken | Grade | Gen Ed |
| ACCT 1090 - Princip ACCT 2300 - Federa | l Income Tax-Individual | | Credit Hours: 4.00 Credit Hours: 4.00 | | | |
| ECON 1160 - Princip ED Group III) | les of Economics 1 (Requi | red Course GEN | Credit Hours: 3.00 | | 1 | |
| BLAW 1080 - Busine | ess Law 1 | | Credit Hours: 4.00 | | 1 | |
| Semester 4 | | | | | 10.5 | |
| Course Name ACCT 1150 - Microco | omputer Applications in A | ceounting | Credit Hours: Credit Hours: 3.00 | Term Taken | Grade | Gen Ed |
| ACCT 2270 - Manage ACCT 2180 - Interme | erial Accounting | | Credit Hours: 4.00 Credit Hours: 4.00 | | | |
| GEN ED - Group IV | | ACCT BOOM | Credit Hours: Variable | | | |
| BLAW, BUSN, FINC Course FINC 1010) | , MGMT, or MKTG (Reco | mmended | | | | |
| | Additional Pro | gram Infor | mation | | _ | ~ |
| Credential | Title | Program | n Options | Notes | | |
| Credential | Title | Hours Required | | Notes | | |
| Associate of Business | Accounting | 62 | Designed for tran Administration progra | sferring into a Bach am or entry into the | elor of Bus | iness |
| Administration Certificate | Business / Accountin | ug 44 | Designed for entry-le | - | | _ |
| Skill Specific | Accounting | 18 44 19 | Designed for entry-le | | | |
| Certificate | | | | | | |
| | | Contact I | nformation | | | |
| Contact Title Professor | Name Fred Jex | Phone 586.286.2171 | E-ma jexf@macor | | Locat Center C | ampus |
| Professor Professor | Shirley Glass William Callaghan | 586.445.7154 586.286.2135 | glasss@mace callaghanw@m | | South Ca Center C | |
| Professor | Brian Newman | 586.445.7309 | newmanb@ma | | South Ca | |
| Program Des | - | | | | | |
| individuals currently | ram prepares students for employed in accounting a | and who desire adv | incement. The program p | rovides specialized | | |
| | id practice as well as an ur | nderstanding of bus | iness operations in the Ar | merican economy. | | |
| Program Out Upon completion of | | will be able to: | | | | |
| 1. In the Area of Com | | | | | | |
| | unting views in writing. | | | | | |
| | unting views through oral | communication. | | | | |
| Listen effecti a. In the Area of Gree | vely. up Work and People Skill: | | | | | |
| | group dynamics and work | | ple to solve accounting pr | roblems. | | |
| | lict in group work. | | | | | |
| | l delegate tasks in group w | /ork. | | | | |
| 3. In the Area of Crit | | | | | | |
| | and unstructured account e, and judge the value of v | | vork. | | | |
| | rking Under Pressure: | 0 | | | | |
| | ly with imposed pressure | and deadlines for a | ecounting quizzes, homev | work, group work, p | ractice set, | and exams. |
| Career Oppor Accounting | rtunities: | | | | | |
| _ | | | | | | |
| Transfer Pat | thways: o transfer and complete a | hachelor's domo- | eed to make early desiring | ns concerning on | ademic | ior and a |
| transfer destination. | Statistics show that stude | ents who make these | e decisions early are more | likely to persist to a | graduation | than their |
| undecided counterpa advisor as early as po | arts. Students planning to ossible in their college care | transfer credits ear eers. | ned at Macomb are strong | gly urged to see a co | unselor or | academic |
| Transfer Plan I | Database | | | | | |
| Notes: | | | | | | |
| | | | | | | |

Course Descriptions/Official Course Syllabi

| Advanced Search | Course I | Course Descriptions/Official Course Syllabi | | | | | |
|---|-------------------------|---|-----------------------|------------------------------|----------|--|--|
| Catalog Home A few notes about using the Catalog | IMPORTANT: Course | e Information You Need to |) Know | | | | |
| Academic Programs/Course | Course Filter | | | | | | |
| Sequence | Filter this list of cou | urses using course prefix, o | course code, keywords | or any combination. | | | |
| Course Descriptions/Official Course Syllabi | Prefix: | Code or Number: | Туре | Keyword or Phrase: | | | |
| Degree & Certificate Requirements | All prefixes 💌 | | All types | | Filter | | |
| Search for Sections | Find whole wor | d or phrase only. | | | | | |
| About Macomb | | | | | | | |
| Academic Information | | | | | | | |
| Apply for Admission | | | | Refine your search of cou | irses by | | |
| Assistance Directory | Accounting | | | selecting a Prefix (ie. Subj | - | | |
| Paying for College | • ACCT 1050 - Fina | ancial Record Keeping | | | | | |
| Student Resources Information | • ACCT 1070 - Acc | Code or Number (ie. Cour | | | | | |
| | | | | 1000), Type (ie. Accounti | ng) or | | |
| | | | | Keyword or Phrase (ie. Fin | nancial) | | |

The 'Couse Descriptions/Official Syllabi' link will navigate to a list of all courses sorted by: • Course Type

Course Descriptions/Official Course Syllabi

are additional search options. MUST click Filter for options 🔶

★ 🔒 ?

IMPORTANT: Course Information You Need to Know

Alphabetically

| Course Filter | |
|---|---------------------------------|
| Filter this list of courses using course prefix, course code, keywords or any combination. | |
| Prefix: Code or Number: Type Keyword or Phrase: ANTH Image: Code of the second of the s | |
| Find whole word or phrase only. | |
| | You can add the course to 'My |
| Anthropology ANTH 1000 - Introduction to Anthropology | Favorites' or print the course. |
| ANTH 1100 - Introduction to Cultural Anthropology | |
| ANTH 1100 - Introduction to Cultural Anthropology | |
| Prerequisites: None | - |
| This course is an exploration of the world's many cultures to provide an understanding of the diversity in this ever-shrinking globalized world. The diversity will be illustrated through an examination of social organizations, religion, language, gender roles, the arts, and other elements of culture. In addition, anthropological theories and techniques will be studied to understand cultural evolution, adaptation, and globalization. | |
| Billable Contact Hours: 4 To view available sections of a co | ourse, click on the |
| Search for Sections | |
| OUTCOMES AND OBJECTIVES Outcome 1: Upon completion of this course, students will be able to recognize the variations among societies and their | |

Below Search for Sections is remainder of the Official Course Syllabi information for the section.

Course Descriptions/Official Course Syllabi (Continued)

Search for Courses and Course Sections Advanced Search will open within the window.

| Search for Courses and Course Sections | Search for courses Q |
|--|----------------------|
| Subject Search Advanced Search | |
| Catalog Advanced Search | |
| Select Term | ~ |
| Meeting Start Date | Meeting End Date |
| M/d/yyyy | M/d/yyyyy |
| Courses And Sections | |
| Subject | ~ |
| Course number | Section |
| Subject | ~ |
| Course number | Section |
| Subject | ~ |
| Course number | Section |
| | |

Course Descriptions/Official Course Syllabi (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 Desc | riptions | | * 🗗 ? |
|---|----------------------------|------------------------|--------------------|
| Course Information | | | |
| Course Filter | | | |
| Filter this list of courses | s using course prefix, cou | irse code, keywords or | any combination. |
| Prefix: All prefixes v Find whole word or | Code or Number: | Type All types ∽ | Keyword or Phrase: |

Accounting

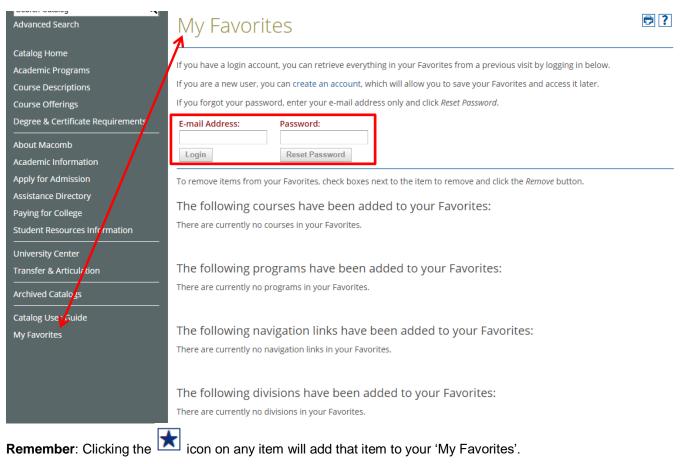
- ACCT 1050 Financial Record Keeping
- ACCT 1070 Accounting for Entrepreneurs
- ACCT 1080 Principles of Accounting 1
- ACCT 1090 Principles of Accounting 2
- ACCT 1150 Microcomputer Applications in Accounting
- ACCT 2180 Intermediate Accounting 1
- ACCT 2190 Intermediate Accounting 2
- ACCT 2270 Managerial 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.

| Macomb Community College | College Catalog 2020-2021 |
|--|--------------------------------------|
| Course Descriptions | Expand All Courses |
| 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 2180 - Intermediate Accounting 1 ACCT 2190 - Intermediate Accounting 2 ACCT 2270 - Managerial Accounting ACCT 2300 - Federal Income Tax-Individual | |
| | Expand All Courses Print this Page |

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.



My Favorites (Continued)

The following courses have been added to your Favorites:

| | Course Name | | Remove | These are |
|----------------|--|---|--------|-----------|
| | ACCT 1050 - Financial Record Keeping [College Catalog 2015-2016] | | | courses a |
| Check the box | ACCT 1070 - Accounting for Entrepreneurs [College Catalog 2015-2016] | | | has save |
| beside an item | ACCT 1080 - Principles of Accounting 1 [College Catalog 2015-2016] | - | | their ' |
| and click | | - | Remove | Favorite |
| 'Remove' to | | | | , |

re the a User ed to ́Му tes'

their 'My Favorites'

delete an item

The following programs have been added to your Favorites: from the 'My

Favorites' page.

These are the Program Name Remove Accounting, ABA [College Catalog 2015-2016] programs a Applied Technology & Apprenticeship, AAS [College Catalog 2015-2016] User has saved Business/Accounting Certificate [College Catalog 2015-2016] to their 'My Remove **Favorites**'

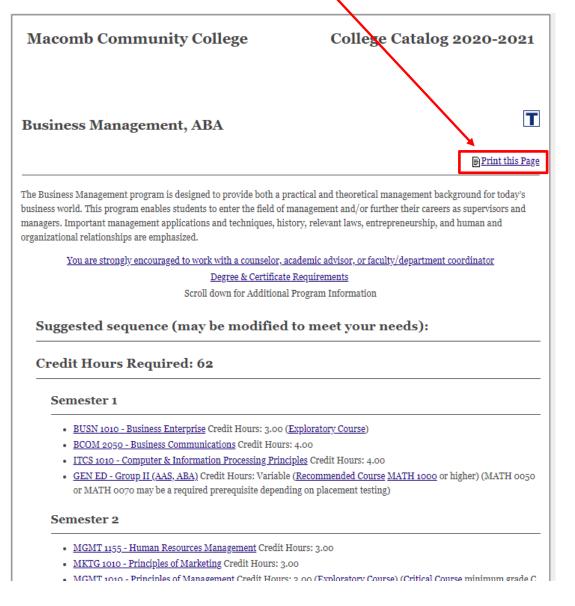
The following navigation links have been added to your Favorites:

| | _ | These are the |
|--|--------|---------------|
| Navigation Link Name | Remove | navigational |
| Academic Information [College Catalog 2015-2016] | | links a User |
| | Remove | has saved to |

The following divisions have been added to your Favorites:

| Division Name | Remove | These are the |
|--|--------|------------------|
| Accounting [College Catalog 2015-2016] | | areas of study |
| Applied Technology and Apprenticeship [College Catalog 2015-2016] | | (or divisions) a |
| Architectural Technology-Architectural Commercial Design [College Catalog 2015-2016] | | User has saved |
| | Remove | 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.



Catalog Help

Acalog 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

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

Close Window

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: <u>answer@macomb.edu</u>.

Return to Table of Contents

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BACK TO TOP