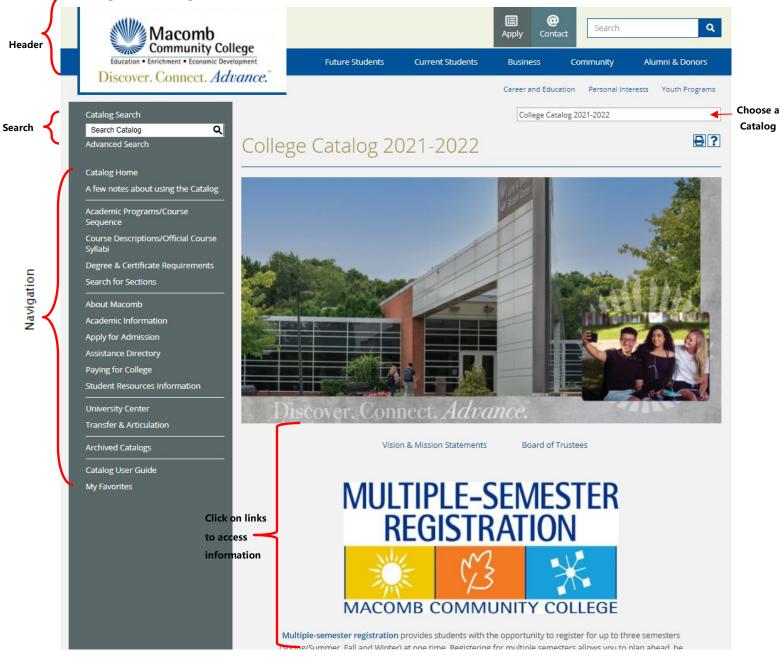
Introduction to Online Catalog User Guide

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

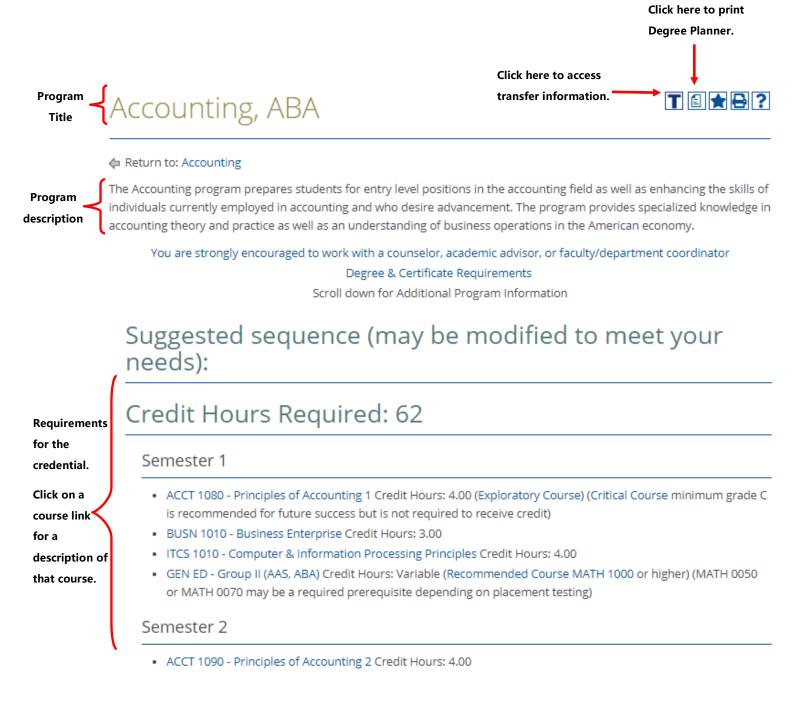
Comm Education • Enrichment Discover. Com Catalog Search Search Catalog	College Catalog 2021-2022
Advanced Search Catalog Home A few notes about using the Catalog Left-hand Navigation: Course Descriptions/Official	 Associate of Arts (AA) Degree Associate of Science (AS) Degree Associate of Applied Science (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

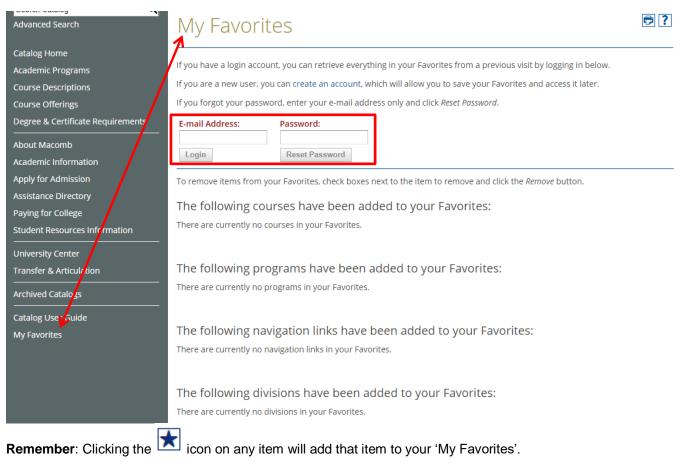
- ACCT 1050 Financial Record Keeping
- ACCT 1070 Accounting for Entrepreneurs
- ACCT 1080 Principles of Accounting 1
- ACCT 1090 Principles of Accounting 2
- ACCT 1150 Microcomputer Applications in Accounting
- ACCT 2180 Intermediate Accounting 1
- ACCT 2190 Intermediate Accounting 2
- ACCT 2270 Managerial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

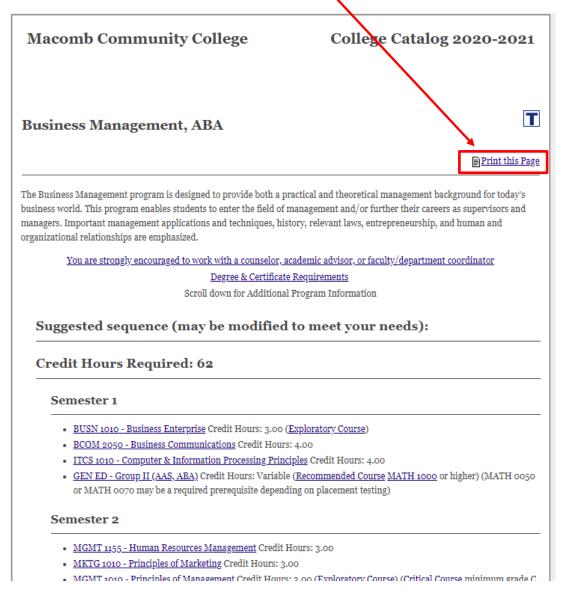
The following navigation links have been added to your Favorites:

	_	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>.

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BACK TO TOP

BACK TO TOP