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/Course Sequence
- Degree Planner
- Course Descriptions/Official Course Syllabi
- My Favorites
- Printer Friendly Pages
- Catalog Help
Key Features

- **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**

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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
Browsing the Catalog

Icons in upper right corner of each page:

- Add the page to ‘My Favorites’
- Print-Friendly Page
- Help

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

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

Some pages feature links at the top of the page that will take you directly to that topic.

Degree & Certificate Requirements

- Associate of Arts (AA) Degree
- Associate of Science (AS) Degree
- Associate of Applied Science (AAS) Degree
- Associate of Business Administration (ABA) Degree
- Associate of General Studies (AGS) Degree
- Academic Certificates
- Common Degree Outcomes
- Two-Year/Seven-Year Rule
- Official Board of Trustees Policy

Associate of Arts (AA) Degree

The 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.

OR-

- 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.

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

- Area of Study
- Degree Type
Academic Programs/Course Sequence (Continued)

Accounting, ABA

Return to: Accounting

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.

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

Degree & Certificate Requirements

Scroll down for Additional Program Information

Suggested sequence (may be modified to meet your needs):

Credit Hours Required: 62

Semester 1

- **ACCT 1080 - Principles of Accounting 1** Credit Hours: 4.00 (Exploratory Course) (Critical Course minimum grade C is recommended for future success but is not required to receive credit)
- **BUSN 1010 - Business Enterprise** Credit Hours: 3.00
- **ITCS 1010 - Computer & Information Processing Principles** Credit Hours: 4.00
- **GEN ED - Group II (AAS, ABA)** Credit Hours: Variable (Recommended Course MATH 1000 or higher) (MATH 0050 or MATH 0070 may be a required prerequisite depending on placement testing)

Semester 2

- **ACCT 1090 - Principles of Accounting 2** Credit Hours: 4.00

After suggested sequence the Additional Program Information is listed.

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### Program Options

<table>
<thead>
<tr>
<th>Credential</th>
<th>Title</th>
<th>Credit Hours Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Business Administration</td>
<td>Accounting</td>
<td>62</td>
<td>Designed for transferring into a Bachelor of Business Administration program or entry into the field of Accounting.</td>
</tr>
<tr>
<td>Certificate</td>
<td>Business / Accounting</td>
<td>44</td>
<td>Designed for entry-level positions or furthering one's career.</td>
</tr>
<tr>
<td>Skill Specific Certificate</td>
<td>Accounting</td>
<td>19</td>
<td>Designed for entry-level positions or furthering one's career.</td>
</tr>
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</table>

### Contact Information

<table>
<thead>
<tr>
<th>Contact Title</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Fred Jox</td>
<td>586.286.2171</td>
<td><a href="mailto:joxf@macomb.edu">joxf@macomb.edu</a></td>
<td>Center Campus</td>
</tr>
<tr>
<td>Professor</td>
<td>Shirley Glass</td>
<td>586.445.7154</td>
<td><a href="mailto:glasst@macomb.edu">glasst@macomb.edu</a></td>
<td>South Campus</td>
</tr>
<tr>
<td>Professor</td>
<td>William Callaghan</td>
<td>586.286.2155</td>
<td><a href="mailto:callaghanw@macomb.edu">callaghanw@macomb.edu</a></td>
<td>Center Campus</td>
</tr>
<tr>
<td>Professor</td>
<td>Brian Newman</td>
<td>586.445.7209</td>
<td><a href="mailto:newmab@macomb.edu">newmab@macomb.edu</a></td>
<td>South Campus</td>
</tr>
</tbody>
</table>

### 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 unstructured 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 quizzes, homework, group work, practice set, and exams.

### Career Opportunities:

- Accounting

### Transfer Pathways:

Students intending to transfer and complete a bachelor's degree need to make early decisions concerning an academic major and a transfer destination. Statistics show that students who make these decisions early are more likely to persist to.
Print to use the degree planner.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
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</tr>
<tr>
<td>Semester 2</td>
<td>Course Name</td>
<td>Credit Hours</td>
<td>Term Taken</td>
<td>Grade</td>
<td>Gen Ed</td>
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<td>Semester 3</td>
<td>Course Name</td>
<td>Credit Hours</td>
<td>Term Taken</td>
<td>Grade</td>
<td>Gen Ed</td>
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<td></td>
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<td>Semester 4</td>
<td>Course Name</td>
<td>Credit Hours</td>
<td>Term Taken</td>
<td>Grade</td>
<td>Gen Ed</td>
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<tr>
<td></td>
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<td></td>
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**Accounting - Additional Program Information**

**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 or those desiring 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 Communications:
   - Demonstrate knowledge of accounting theory and practice.
   - Demonstrate problem-solving skills and critical thinking.

2. In the Area of Group Work and People Skills:
   - Demonstrate effective written and oral communication skills.
   - Demonstrate effective interpersonal communication skills.

3. In the Area of Critical Thinking:
   - Demonstrate effective written and oral communication skills.
   - Demonstrate effective interpersonal communication skills.

4. In the Area of Speaking:
   - Demonstrate effective written and oral communication skills.
   - Demonstrate effective interpersonal communication skills.

**Career Opportunities:**
- Accounting
- Transfer Pathways:
  - Transfer Plan Database

**Notes:**
- Courses marked with an asterisk must be completed with a grade of C or better.
- Course equivalencies are subject to change without notice.
- Students are encouraged to consult with an academic advisor to ensure they are meeting all degree requirements.
- Transfer students should consult with an academic advisor to ensure all transfer credits are accepted.
- Students should consult with the degree planner for specific course requirements.
- All courses listed are subject to the approval of the academic department.

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

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.

You can add the course to 'My Favorites' or print the course.

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

To view available sections of a course, click on the link 'Search for Sections'.

Below Search for Sections is remainder of the Official Course Syllabi information for the section.
Search for Courses and Course Sections Advanced Search will open within the window.

Search for Courses and Course Sections

Catalog Advanced Search

Term:
Select Term

Meeting Start Date
Month/Day/Year

Meeting End Date
Month/Day/Year

Courses And Sections

Subject

Course number

Section

Subject

Course number

Section

Subject

Course number

Section

Subject

Course number

Section

Return to Table of Contents
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**.

### 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.

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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’.
My Favorites (Continued)

The following courses have been added to your Favorites:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Remove</th>
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</thead>
<tbody>
<tr>
<td>ACCT 1050 - Financial Record Keeping [College Catalog 2015-2016]</td>
<td></td>
</tr>
<tr>
<td>ACCT 1070 - Accounting for Entrepreneurs [College Catalog 2015-2016]</td>
<td></td>
</tr>
<tr>
<td>ACCT 1080 - Principles of Accounting 1 [College Catalog 2015-2016]</td>
<td></td>
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These are the courses a User has saved to their 'My Favorites' page.

The following programs have been added to your Favorites:

<table>
<thead>
<tr>
<th>Program Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Accounting, AAS [College Catalog 2015-2016]</td>
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</tr>
<tr>
<td>Applied Technology &amp; Apprenticeship, AAS [College Catalog 2015-2016]</td>
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</tr>
<tr>
<td>Business/Accounting Certificate [College Catalog 2015-2016]</td>
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These are the programs a User has saved to their 'My Favorites' page.

The following navigational links have been added to your Favorites:

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

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

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' page.

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

<table>
<thead>
<tr>
<th>Macomb Community College</th>
<th>College Catalog 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Management, ABA</strong></td>
<td></td>
</tr>
</tbody>
</table>

The Business Management program is designed to provide both a practical and theoretical management background for today's business world. This program enables students to enter the field of management and/or further their careers as supervisors and managers. Important management applications and techniques, history, relevant laws, entrepreneurship, and human and organizational relationships are emphasized.

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

**Degree & Certificate Requirements**

Scroll down for Additional Program Information

**Suggested sequence (may be modified to meet your needs):**

**Credit Hours Required: 62**

**Semester 1**

- BUSN 1100 - Business Enterprise Credit Hours: 3.00 *(Exploratory Course)*
- BCOM 2500 - Business Communications Credit Hours: 4.00
- ITCS 1010 - Computer & Information Processing Principles Credit Hours: 4.00
- GEN ED - Group II (AAS, ABA) Credit Hours: Variable *(Recommended Course MATH 1000 or higher) (MATH 0050 or MATH 0070 may be a required prerequisite depending on placement testing)*

**Semester 2**

- MGMT 2155 - Human Resources Management Credit Hours: 3.00
- MRTG 1000 - Principles of Marketing Credit Hours: 3.00
- MGMT 4900 - Principles of Management Credit Hours: 3.00 *(Exploratory Course) (Critical Course minimum grade C)*
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
   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.