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
- Areas of Study
- Course Descriptions
- My Favorites
- Printer Friendly Pages
- Catalog Help
Key Features

- Three parts:
  - Header
  - Search Field
  - Navigation
- Current Catalogs (shown in dropdown menu)
- Every page on the Gateway will have two icons in the upper-right corner
  - Print-Friendly Feature
  - Help Feature
- Navigation Links display Catalog information

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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

This screen appears when you click on Advanced Search

Check the box to search for an exact match for a keyword or phrase

Choose Search Locations to narrow or expand your search to:

- Courses
- Programs
- Hierarchy Items (Divisions and Areas of Study)
- Other Content (Requirements, Applying, Policies, etc.)
Browsing the Catalog

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

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

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

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

Return to Table of Contents
The ‘Academic Programs’ link will navigate to a list of all Programs sorted by:

- Area of Study
- Degree Type
- Alphabetically
# Accounting, ABA

**Requirements for the degree.**

Click on a course link for a description of that course.

**Credit Hours Required: 62**

## Semester 1

- ACCT 1050 - Principles of Accounting 1 4.00 Credit Hours
- BUSN 1010 - Business Enterprise 3.00 Credit Hours
- ITCS 1010 - Computer & Information Processing Principles 4.00 Credit Hours
- ECCM 2050 - Business Communications 4.00 Credit Hours

## Semester 2

- ACCT 1060 - Principles of Accounting 2 4.00 Credit Hours
- ACCT 2300 - Federal Income Tax-Individual 4.00 Credit Hours
- MGMT 1010 - Principles of Management 3.00 Credit Hours

### Group I Course

- ENGL 1180 - Communications 1 4.00 Credit Hours
- OR ENGL 1210 - Composition 1 3.00 Credit Hours

### Group II Course: 2.00 - 4.00 credit hours

- Any ASTR, BIOL, CHEM, ENV/S, GEO/L, MATH, NATS, PHSA, PHYS

## Semester 3

- MKTG 1010 - Principles of Marketing 3.00 Credit Hours
- ACCT 1150 - Microcomputer Applications in Accounting 3.00 Credit Hours
- ACCT 2270 - Managerial Accounting 4.00 Credit Hours

### Group IV Course: 3.00 - 4.00 credit hours

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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.

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Areas of Study (Continued)

- Program options available
- Contact information for each professor
- A description for the area of study
- Career opportunities related to this course of study
- Transfer pathways
- Any requirements for pursuing this area of study.

Return to Table of Contents
The ‘Course Descriptions’ link will navigate to a list of all courses sorted by:

- Course Type
- Alphabetically

Click on the course link to see 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’
Available course sections will open within the window.

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Title</th>
<th>Term</th>
<th>Faculty</th>
<th>Location</th>
<th>Meeting Info</th>
<th>Dates</th>
<th>Course Types</th>
<th>Credits</th>
<th>CEUs</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH1220-C1801</td>
<td>Introduction to Archaeology</td>
<td>2015 Fall Term</td>
<td>V. Meyer</td>
<td>Center Campus</td>
<td>M W 12:00 PM - 1:55 PM</td>
<td>9/24/2015 - 12/16/2015</td>
<td>4</td>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH1000-V0851</td>
<td>Intro to Anthropology</td>
<td>2015 Fall Term</td>
<td>V. Meyer</td>
<td>Online</td>
<td></td>
<td>9/24/2015 - 10/17/2015</td>
<td>4</td>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH2220-C1801</td>
<td>Introduction to Archaeology</td>
<td>2015 Winter Term</td>
<td>V. Meyer</td>
<td>Center Campus</td>
<td>M W 12:00 PM - 1:55 PM</td>
<td>1/11/2016 - 3/11/2016</td>
<td>4</td>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH1000-V0821</td>
<td>Intro to Anthropology</td>
<td>2015 Winter Term</td>
<td>V. Meyer</td>
<td>Online</td>
<td></td>
<td>1/11/2016 - 3/5/2016</td>
<td>4</td>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH1000-V0809</td>
<td>Intro to Anthropology</td>
<td>2015 Winter Term</td>
<td>V. Meyer</td>
<td>Online</td>
<td></td>
<td>3/14/2016 - 5/14/2016</td>
<td>4</td>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH1000-V0804</td>
<td>Intro to Anthropology</td>
<td>2015 Winter Term</td>
<td>V. Meyer</td>
<td>Online</td>
<td></td>
<td>3/14/2016 - 5/14/2016</td>
<td>4</td>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH1000-V0802</td>
<td>Intro to Anthropology</td>
<td>2015 Winter Term</td>
<td>V. Meyer</td>
<td>Online</td>
<td></td>
<td>3/14/2016 - 5/14/2016</td>
<td>4</td>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to Table of Contents
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.

<table>
<thead>
<tr>
<th>Course Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter this list of courses using course prefix, course code, keywords or any combination.</td>
</tr>
<tr>
<td>Prefix:</td>
</tr>
<tr>
<td>All prefixes...</td>
</tr>
<tr>
<td>Find whole word or phrase only</td>
</tr>
</tbody>
</table>

**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.
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’.

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My Favorites (Continued)

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 1089 - 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 1068 - Principles of Accounting 1 [College Catalog 2015-2016]</td>
<td></td>
</tr>
</tbody>
</table>

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

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, ABA [College Catalog 2015-2016]</td>
<td></td>
</tr>
<tr>
<td>Applied Technology &amp; Apprenticeship, AAS [College Catalog 2015-2016]</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 navigation 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’

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

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Business Management, ABA

Suggested sequence based on full-time enrollment. May also be completed based on part-time enrollment.

Credit Hours Required: 62

Semester 1

- BUSN 1010 - Business Enterprise 3.00 Credit Hours
- MGMT 1040 - Principles of Management 3.00 Credit Hours
- ITCS 1040 - Computer & Information Processing Principles 4.00 Credit Hours

Group I Course

- ENGL 1101 - Communications I 4.00 Credit Hours
- OR ENGL 1110 - Composition I 3.00 Credit Hours

Semester 2

- ACCT 1010 - Financial Record Keeping 4.00 Credit Hours
- OR ACCT 1050 - Accounting for Entrepreneurs 3.00 Credit Hours
- OR ACCT 1080 - Principles of Accounting I 4.00 Credit Hours

- MGMT 1150 - Personnel & Human Resource Management 3.00 Credit Hours
- MGMT 1180 - Human Relations 3.00 Credit Hours
- BUSM 1030 - Business Communications 4.00 Credit Hours
- MKTG 1020 - Principles of Marketing 3.00 Credit Hours

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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 2015-2016 or the Workforce & Continuing Education Catalog, email: answer@macomb.edu.

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