

Introduction to Online Catalog User Guide

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

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Catalog Home Page

The screenshot shows the Macomb Community College Catalog Home Page. At the top, there is a navigation bar with links for 'Macomb Center for the Performing Arts', 'Lorenzo Cultural Center', 'Conference & Event Services', 'University Center', 'My Macomb', and 'Apply Now'. Below this is a secondary navigation bar with 'Future Students', 'Current Students', 'Business', 'Community', and 'Alumni and Donors'. A search bar at the top right contains 'College Catalog 2015-2016' and has a dropdown arrow. A red arrow points to this dropdown with the text 'Choose a Catalog'. On the left, a search box contains 'Search Catalog' and 'Advanced Search'. A red arrow points to the search box with the text 'Search the Catalog'. Below the search box is a navigation menu with the following items: 'Catalog Home', 'Academic Programs', 'Degree & Certificate Requirements', 'Course Descriptions', 'Academic Information', 'Apply for Admission', 'Paying for College', 'Student Resources Information', 'About Macomb', 'Class Offerings', 'Assistance Directory', 'Catalog User Guide', and 'My Favorites'. A red arrow points to the 'My Favorites' section with the text 'Navigation: Select any section of the Catalog and browse for more information'. Below the navigation menu, there are two red arrows pointing to 'Mission Statement' and 'Board of Trustees' with the text 'Click here for the Macomb Community College Mission Statement' and 'Click here for a list of the Board of Trustees'. The main content area features a portrait of Jim Jacobs, Ph.D., President of Macomb Community College, and a welcome message. The message states: 'I'd like to personally welcome you to Macomb Community College, where our priority is you: We have more than 200 programs to help you reach your goal. Whether you plan to earn an associate degree and then transfer to complete an advanced degree or you're taking one of Macomb's career preparation programs to launch directly into the workplace in a high-demand field, we have the resources to support you. Macomb's counselors and advisors are available to help you chart your course. The college's small classes mean personal attention from first-rate professors. And our Learning Centers provide both onsite assistance and online tools to help you succeed in your classes. In addition, Macomb offers a robust student life experience with organizations, volunteer projects, educational and diversity programs, social events, leadership workshops and recreational tournaments to supplement your experience beyond classroom walls. We're proud that you've chosen us to support your educational journey, and we look forward to you joining the Macomb college community. Jim Jacobs, Ph.D. President, Macomb Community College'. In the upper-right corner of the main content area, there are two icons: a printer icon and a help icon. A red arrow points to the help icon with the text 'Choose a Catalog'.

Key Features [open browser to Macomb Community College Catalog site: <http://ecatalog.macomb.edu>]

- 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

Macomb Community College
Education • Enrichment • Economic Development
Discover. Connect. Advance.

Macomb Center for the Performing Arts Lorenzo Cultural Center Confer

Future Students Current Students Business

Catalog Search Field {
 Catalog Search
 Search Catalog
 Advanced Search

College Catalog 2015-2016

- Comprehensive search capabilities:
 - Allows you to search Entire Catalog
 - Search by Keyword, Whole Word/Phrase or use the Advanced Search link

Macomb Community College
Education • Enrichment • Economic Development
Discover. Connect. Advance.

Live Chat - Busy Facebook Twitter YouTube LinkedIn Search Site

Macomb Center for the Performing Arts Lorenzo Cultural Center Conference & Event Services University Center My Macomb Apply Now

Future Students Current Students Business Community Alumni and Donors

Catalog Search
 Search Catalog **Catalog Search**
 Advanced Search

This screen appears when you click on Advanced Search

Search Options
 Choose search locations to narrow or expand your search.

Enter a keyword or phrase.

 Find whole word or phrase only.

Search Locations
 Courses [Show prefix list]
 Programs
 Hierarchy Items
 Other Content

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.)

Check the Find whole word or phrase only. box to search for an exact match for a keyword or phrase

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Browsing the Catalog

The screenshot shows the Macomb Community College website. At the top left is the college logo with the tagline "Discover. Connect. Advance." and the motto "Education • Enrichment • Economic Development". To the right are social media icons and a search bar. Below this is a horizontal navigation bar with links: "Macomb Center for the Performing Arts", "Lorenzo Cultural Center", "Conference & Event Services", "University Center", "My Macomb", and "Apply Now". A secondary navigation bar contains "Future Students", "Current Students", "Business", "Community", and "Alumni and Donors". The main content area is titled "Degree & Certificate Requirements" and lists various degree programs like Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS), and Associate of Business Administration (ABA). Below this is a detailed section for the "Associate of Arts (AA) Degree" with its requirements. A left-hand navigation menu is visible, listing options like "Catalog Home", "Academic Programs", "Degree & Certificate Requirements", etc. In the top right corner of the content area, there are three icons: a star, a printer, and a question mark.

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

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

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

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

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Academic Programs

The screenshot shows the 'Academic Programs' page from a college catalog. On the left is a navigation menu with links like 'Catalog Search', 'Catalog Home', 'Academic Programs', 'Degree & Certificate Requirements', 'Course Descriptions', 'Academic Information', 'Apply for Admission', 'Paying for College', 'Student Resources Information', 'About Macomb', 'Assistance Directory', 'Class Offerings', and 'My Favorites'. The main content area is titled 'Academic Programs' and features three sections: 'Accounting', 'Applied Technology and Apprenticeship', and 'Architectural Technology-Architectural Commercial Design'. Each section lists degree types and programs. Red arrows point from text labels on the right to specific links in the 'Accounting' section: 'Area of Study' points to 'Accounting', 'Degree Type' points to 'Associate of Business Administration', and 'Program: Click on a program link to see courses and requirements for that degree' points to 'Accounting, ABA'. The top right of the page shows 'College Catalog 2015-2016' and utility icons (star, printer, help).

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

- Area of Study
- Degree Type
- Alphabetically

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Academic Programs (Continued)

Program Title **Accounting, ABA**



Click here to access transfer information.

[Return to: Academic Programs](#)

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

[Career Information](#)

Credit Hours Required: 62

Requirements for the degree. Click on a course link for a description of that course.

Semester 1

- ACCT 1080 - 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
- BCOM 2050 - Business Communications 4.00 Credit Hours

Semester 2

- ACCT 1090 - 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, ENVS, GEOL, 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.

Catalog Search

Search Catalog

[Advanced Search](#)

[Catalog Home](#)

[Academic Programs](#)

[Degree & Certificate Requirements](#)

[Course Descriptions](#)

[Academic Information](#)

[Apply for Admission](#)

[Paying for College](#)

[Student Resources Information](#)

[About Macomb](#)

[Assistance Directory](#)

[Class Offerings](#)

[My Favorites](#)

College Catalog 2015-2016

Academic Programs

Accounting

[Go to information for this area of study.](#)

- Associate of Business Administration**
 - Accounting, ABA
- Certificate**
 - Business/Accounting Certificate
- Skill Specific Certificate**
 - Accounting Skill Specific Certificate

Applied Technology and Apprenticeship

[Go to information for this area of study.](#)

- Associate of Applied Science**
 - Applied Technology & Apprenticeship, AAS
- Certificate**
 - Apprenticeship Certificate

Architectural Technology-Architectural Commercial Design

[Go to information for this area of study.](#)

- Associate of Applied Science**
 - Architectural Technology - Architectural Commercial Design, AAS

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Areas of Study (Continued)

Macomb Community College
Discover. Connect. Advance.

Macomb Center for the Performing Arts | Lorenzo Cultural Center | Conference & Event Services | University Center | My Macomb | Apply Now

Future Students | Current Students | Business | Community | Alumni and Donors

College Catalog 2015-2016

Accounting

[Return to Academic Programs](#)

Program Options

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

Contact Information

| Contact Title | Name | Phone | E-mail | Location |
|---------------|-------------------|--------------|--|---------------|
| Professor | Fred Jex | 586.286.2171 | jexf@macomb.edu | Center Campus |
| Professor | Shirley Glass | 586.445.7154 | glasss@macomb.edu | South Campus |
| Professor | William Callaghan | 586.286.2135 | callaghanw@macomb.edu | Center Campus |
| Professor | Brian Newman | 586.445.7309 | newmanb@macomb.edu | South Campus |

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.

Career Opportunities:

Accounting-Associate of Business Administration: Job titles such as Payroll & Time Keeping Clerks, Loan Officer, Tax Preparer, Teller, New Accounts Clerk, Bookkeeping, Accounting, and Posting & Auditing Clerks are attainable upon completion of this course of study. To learn more from a career specialist, visit the Office of Career Services at either campus or explore online at www.onetonline.org.

Accounting-Certificate: Job titles such as Payroll & Time Keeping Clerks, Loan Officer, Tax Preparer, Teller, New Accounts Clerk, Bookkeeping, Accounting, and Posting & Auditing Clerks are attainable upon completion of this course of study. To learn more from a career specialist, visit the Office of Career Services at either campus or explore online at www.onetonline.org.

Accounting-Skill Specific Certificate: Job titles such as Payroll & Time Keeping Clerks, Loan Officer, Tax Preparer, Teller, New Accounts Clerk, Bookkeeping, Accounting, and Posting & Auditing Clerks are attainable upon completion of this course of study. To learn more from a career specialist, visit the Office of Career Services at either campus or explore online at www.onetonline.org.

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 graduation than their undecided counterparts. Students planning to transfer credits earned at Macomb are strongly urged to see a counselor or academic advisor as early as possible in their college careers.

- Transfer Resource Guide
- Non-Credit Programs

The area of study page will include information including:

- 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.

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Course Descriptions

The screenshot shows the 'Course Descriptions' page with a search filter and a list of courses. The filter includes fields for Prefix, Code or Number, Type, and Keyword or Phrase. Below the filter, there are sections for Accounting and Anthropology. The Accounting section lists several courses, and the Anthropology section lists ANTH 1000 and ANTH 2220. A red bracket on the right side of the filter section points to the text: 'Refine your search of courses by selecting a Prefix (ACCT), Code or Number (1050), Type (Accounting), or a Keyword or Phrase (Financial)'. A red arrow points to the link 'Click here for class offerings' under the ANTH 2220 course description, with the text: 'Click on the course link to see the details of the course. You can add the course to 'My Favorites' or print the course.'

The 'Course Descriptions' link will navigate to a list of all courses sorted by:

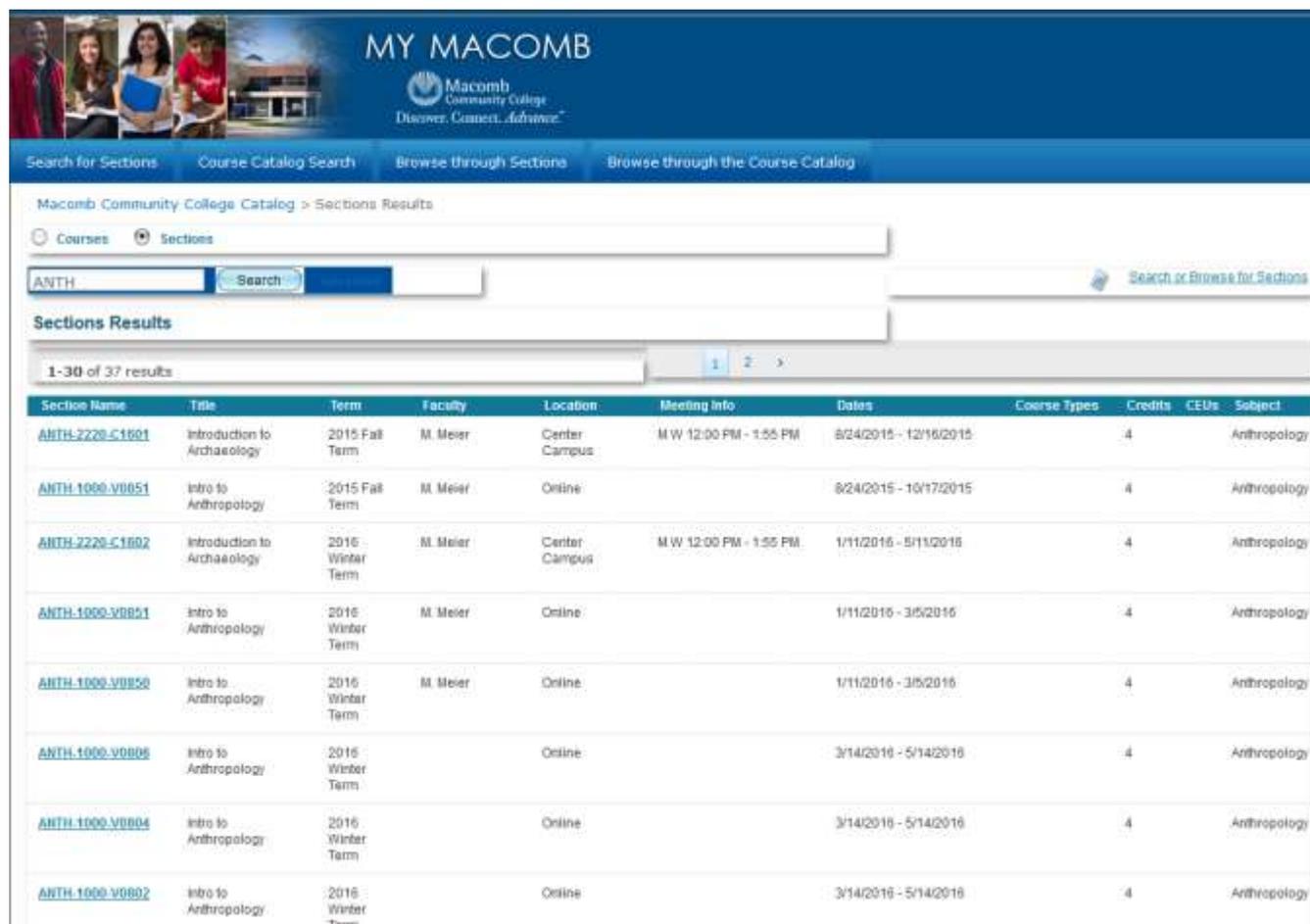
- Course Type
- Alphabetically

The screenshot shows the details for the ANTH 2220 - Introduction to Archaeology course. It includes the course title, credit hours (4.00), prerequisites (None), and a description. A red arrow points to the link 'Click here for class offerings' at the bottom of the page, with the text: 'To view available sections of a course, click on the link 'Click here for class offerings''.

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Course Descriptions (Continued)

Available course sections will open within the window.



The screenshot shows the My Macomb website interface. At the top, there is a navigation bar with the Macomb Community College logo and the tagline "Discover. Connect. Advance." Below the navigation bar, there are search options: "Search for Sections", "Course Catalog Search", "Browse through Sections", and "Browse through the Course Catalog". The main content area displays "Macomb Community College Catalog > Sections Results". There is a search bar with "ANTH" entered and a "Search" button. Below the search bar, there are tabs for "Courses" and "Sections", with "Sections" selected. The search results are displayed in a table with the following columns: Section Name, Title, Term, Faculty, Location, Meeting Info, Dates, Course Types, Credits, CEUs, and Subject. The table shows 8 results for ANTH sections, including ANTH-2220-C1601, ANTH-1000-V0851, ANTH-2220-C1602, ANTH-1000-V0851, ANTH-1000-V0850, ANTH-1000-V0808, ANTH-1000-V0804, and ANTH-1000-V0802.

| Section Name | Title | Term | Faculty | Location | Meeting Info | Dates | Course Types | Credits | CEUs | Subject |
|---------------------------------|-----------------------------|------------------|----------|---------------|------------------------|------------------------|--------------|---------|------|--------------|
| ANTH-2220-C1601 | Introduction to Archaeology | 2015 Fall Term | M. Meier | Center Campus | M W 12:00 PM - 1:55 PM | 8/24/2015 - 12/16/2015 | | 4 | | Anthropology |
| ANTH-1000-V0851 | Intro to Anthropology | 2015 Fall Term | M. Meier | Online | | 8/24/2015 - 10/17/2015 | | 4 | | Anthropology |
| ANTH-2220-C1602 | Introduction to Archaeology | 2016 Winter Term | M. Meier | Center Campus | M W 12:00 PM - 1:55 PM | 1/11/2016 - 5/11/2016 | | 4 | | Anthropology |
| ANTH-1000-V0851 | Intro to Anthropology | 2016 Winter Term | M. Meier | Online | | 1/11/2016 - 3/5/2016 | | 4 | | Anthropology |
| ANTH-1000-V0850 | Intro to Anthropology | 2016 Winter Term | M. Meier | Online | | 1/11/2016 - 3/5/2016 | | 4 | | Anthropology |
| ANTH-1000-V0808 | Intro to Anthropology | 2016 Winter Term | | Online | | 3/14/2016 - 5/14/2016 | | 4 | | Anthropology |
| ANTH-1000-V0804 | Intro to Anthropology | 2016 Winter Term | | Online | | 3/14/2016 - 5/14/2016 | | 4 | | Anthropology |
| ANTH-1000-V0802 | Intro to Anthropology | 2016 Winter Term | | Online | | 3/14/2016 - 5/14/2016 | | 4 | | Anthropology |

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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

Course Filter
Filter this list of courses using course prefix, course code, keywords or any combination.
Prefix: Code or Number: Type Keyword or Phrase:
All prefixes... Code or Number: All types... Filter
 Find whole word or phrase only.

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 2015-2016**
Course Descriptions
[Expand All Courses](#) [Print this Page](#)
[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](#)

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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.

The screenshot shows the Macomb Community College website's 'My Favorites' page. The page has a navigation bar with links for 'Future Students', 'Current Students', 'Business', 'Community', and 'Alumni and Donors'. Below the navigation bar, there is a search bar and a 'My Favorites' section. The 'My Favorites' section contains a login form with fields for 'E-mail Address' and 'Password', and buttons for 'Login' and 'Reset Password'. Below the form, there are sections for 'The following courses have been added to your Favorites:', 'The following programs have been added to your Favorites:', 'The following navigation links have been added to your Favorites:', 'The following divisions have been added to your Favorites:', and 'The following saved searches have been added to your Favorites:'. Each section currently displays 'There are currently no [courses/programs/navigation links/divisions/saved searches] in your Favorites.'

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:

| Course Name | Remove |
|--|--------------------------|
| ADCT 1050 - Financial Record Keeping [College Catalog 2015-2016] | <input type="checkbox"/> |
| ADCT 1070 - Accounting for Entrepreneurs [College Catalog 2015-2016] | <input type="checkbox"/> |
| ADCT 1080 - Principles of Accounting 1 [College Catalog 2015-2016] | <input type="checkbox"/> |
| | Remove |

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:

| Program Name | Remove |
|--|--------------------------|
| Accounting, ABA [College Catalog 2015-2016] | <input type="checkbox"/> |
| Applied Technology & Apprenticeship, AAS [College Catalog 2015-2016] | <input type="checkbox"/> |
| Business/Accounting Certificate [College Catalog 2015-2016] | <input type="checkbox"/> |
| | Remove |

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

The following navigation links have been added to your Favorites:

| Navigation Link Name | Remove |
|--|--------------------------|
| Academic information [College Catalog 2015-2016] | <input type="checkbox"/> |
| | Remove |

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

The following divisions have been added to your Favorites:

| Division Name | Remove |
|--|--------------------------|
| Accounting [College Catalog 2015-2016] | <input type="checkbox"/> |
| Applied Technology and Apprenticeship [College Catalog 2015-2016] | <input type="checkbox"/> |
| Architectural Technology-Architectural Commercial Design [College Catalog 2015-2016] | <input type="checkbox"/> |
| | Remove |

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

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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

[Print this Page](#)

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

Career & Transfer Info

Credit Hours Required: 62

Semester 1

- [BUSN 1010 - Business Enterprise](#) 3.00 Credit Hours
- [MGMT 1010 - Principles of Management](#) 3.00 Credit Hours
- [ITCS 1010 - Computer & Information Processing Principles](#) 4.00 Credit Hours

Group I Course

- [ENGL 1180 - Communications 1](#) 4.00 Credit Hours
- OR [ENGL 1210 - Composition 1](#) 3.00 Credit Hours

Semester 2

- [ACCT 1050 - Financial Record Keeping](#) 4.00 Credit Hours
- OR [ACCT 1070 - Accounting for Entrepreneurs](#) 3.00 Credit Hours
- OR [ACCT 1080 - Principles of Accounting 1](#) 4.00 Credit Hours

- [MGMT 1150 - Personnel & Human Resource Management](#) 3.00 Credit Hours
- [MGMT 1180 - Human Relations](#) 3.00 Credit Hours
- [BCOM 2050 - Business Communications](#) 4.00 Credit Hours
- [MKTG 1010 - Principles of Marketing](#) 3.00 Credit Hours

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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

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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

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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

[BACK TO TOP](#)

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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