

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 Online Catalog Home Page. The header includes the college logo, navigation links (Apply, Contact), and a search bar. A secondary navigation bar lists categories like Future Students, Current Students, Business, Community, and Alumni & Donors. A search sidebar on the left is labeled 'Search' and contains options like 'Catalog Search', 'Search Catalog', and 'Advanced Search'. A main navigation sidebar is labeled 'Navigation' and lists various resources such as 'Catalog Home', 'Academic Programs', 'Course Descriptions', 'Degree & Certificate Requirements', 'About Macomb', 'Academic Information', 'Apply for Admission', 'Assistance Directory', 'Paying for College', 'Student Resources Information', 'University Center', 'Transfer & Articulation', 'Catalog User Guide', and 'My Favorites'. The main content area features a large banner for the 'College Catalog 2017-2018' with a dropdown menu to 'Choose a Catalog'. Below the banner are links for 'Mission Statement' and 'Board of Trustees', followed by a welcome message and a link to 'A few notes about using the Catalog...'. A red arrow points from the text 'Click on links to access information' to the 'A few notes about using the Catalog...' link.

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

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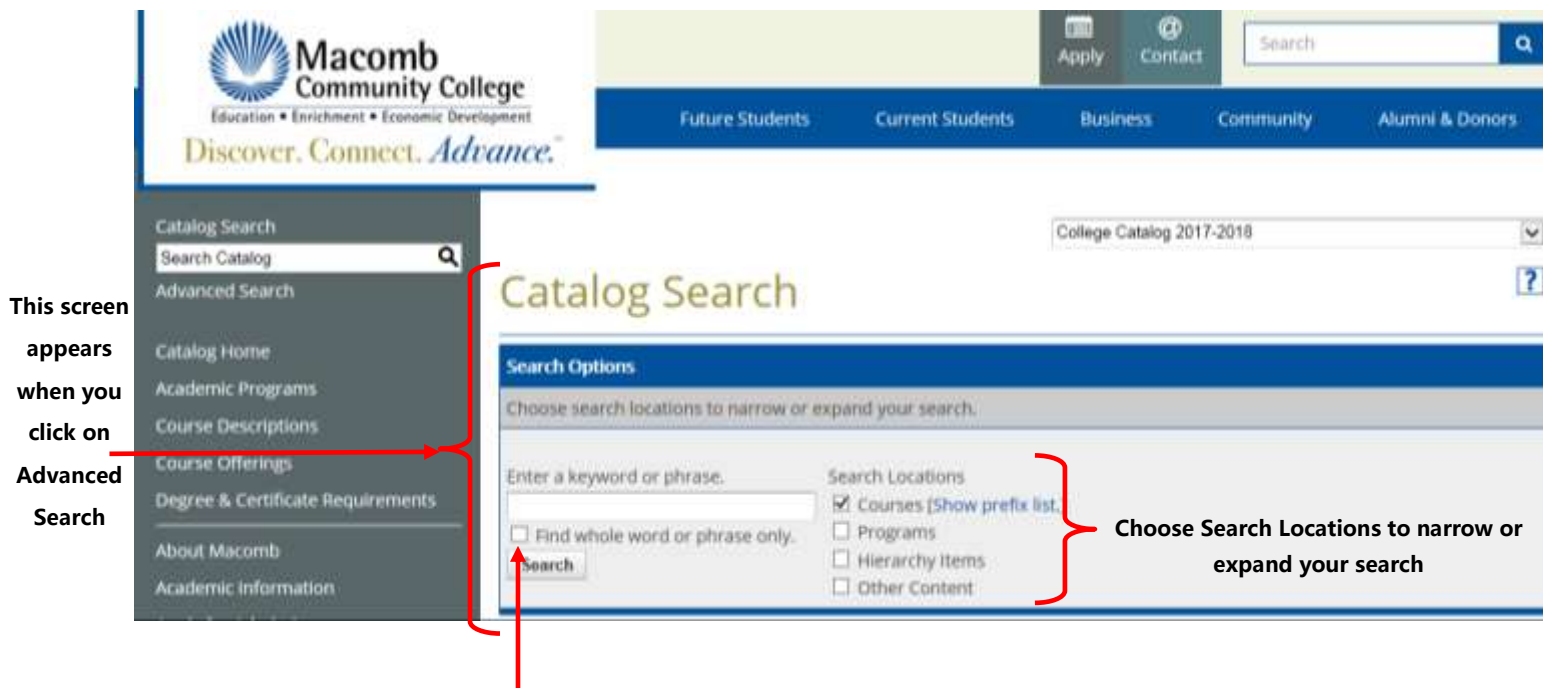
Searching the Catalog

Catalog Search:



- Allows you to search entire catalog by keyword

Advanced Catalog Search:



Check the Find 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

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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 buttons for "Apply" and "Contact", and a search bar. Below this is a blue navigation bar with links for "Future Students", "Current Students", "Business", "Community", and "Alumni & Donors".

The main content area is titled "Degree & Certificate Requirements" and lists various programs: 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, Two-Year/Seven-Year Rule, and Official Board of Trustees Policy.

Below this is the "Associate of Arts (AA) Degree" section, which includes a description: "The Associate of Arts Degree is intended to provide a basic foundation for a Bachelor of Arts Degree program." and a list of requirements: "Minimum cumulative grade point average of 2.0", "Minimum 15 credit hours earned at Macomb", and "Minimum 62 credit hours in courses numbered 1000 or above, which include: A minimum of 32 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 International Studies and Pre-Elementary Education." It also mentions that courses required in a college or university transfer plan are strongly encouraged.

On the left side, there is a dark grey navigation menu with links such as "Catalog Search", "Advanced Search", "Catalog Home", "Academic Programs", "Course Descriptions", "Course Offerings", "Degree & Certificate Requirements", "About Macomb", "Academic Information", "Apply for Admission", "Assistance Directory", "Paying for College", "Student Resources Information", "University Center", "Transfer & Articulation", "Catalog User Guide", and "My Favorites".

At the top right of the main content area, there are three icons: a star, a printer, and a question mark.

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

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


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

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Search Catalog 

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Academic Programs

Accounting

← **Area of Study**

Go to information for this area of interest.

Associate of Business Administration

← **Degree Type**

- Accounting, ABA (full-time)
- Accounting, ABA (part-time)

Program: Click on a program link to see courses and requirements for that credential

Certificate

- Business/Accounting, Certificate

Skill Specific Certificate

- Accounting, Skill Specific Certificate

Applied Technology and Apprenticeship

Go to information for this area of interest.

Associate of Applied Science

- Applied Technology & Apprenticeship, AAS (full-time)

Architectural Technology

Go to information for this area of interest.

Associate of Applied Science

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

- Area of Study
- Degree Type

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Click here to print Degree Planner.

Click here to access transfer information.



Program Title **Accounting, ABA (full-time)**

[Return to: Academic Programs](#)

[Click here for Department Contacts & Program information](#)

Degree & Certificate Requirements

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

[Career Information](#)

Suggested full-time sequence:

Requirements for the credential.

Credit Hours Required: 62

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

Semester 1

- [BCOM 2050 - Business Communications](#) 4.00 Credit Hours
- [BUSN 1010 - Business Enterprise](#) 3.00 Credit Hours
- [ITCS 1010 - Computer & Information Processing Principles](#) 4.00 Credit Hours
- [GEN ED - Group II \(AAS, ABA\)](#) Variable Credit Hours (Recommended Course MATH 1000 or higher)


Semester 2

- [MKTG 1010 - Principles of Marketing](#) 3.00 Credit Hours
- [ACCT 1080 - Principles of Accounting 1](#) 4.00 Credit Hours (Exploratory Course) (Critical Course minimum grade C is recommended for future success but is not required to receive credit)
- [GEN ED - Group I.A \(AAS, ABA\)](#) Variable Credit Hours
- [MGMT 1010 - Principles of Management](#) 3.00 Credit Hours

Semester 3

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Print to use the degree planner.

 [Print this Page](#)

Student ID: _____
 Student Name: _____
 Adviser Name: _____

Catalog: College Catalog 2017-2018
 Program: Accounting, ABA (full-time)
 Minimum Credits Required: _____

Accounting, ABA (full-time)

Click here for Department Contacts & Program information
Degree & Certificate Requirements
You are strongly encouraged to work with a counselor, advisor, or faculty/department coordinator

Career Information

Suggested full-time sequence:

Credit Hours Required: 62

Semester 1

Course Name	Credit Hours	Term Taken	Grade	Gen Ed
BCOM 2050 - Business Communications	4.00 Credit Hours			
BUSN 1010 - Business Enterprise	3.00 Credit Hours			
ITCS 1010 - Computer & Information Processing Principles	4.00 Credit Hours			
GEN ED - Group II (AAS, ABA) (Recommended Course MATH 1000 or higher)	Variable Credit Hours			

Semester 2

Course Name	Credit Hours	Term Taken	Grade	Gen Ed
MKTG 1010 - Principles of Marketing	3.00 Credit Hours			
ACCT 1080 - Principles of Accounting 1 (Exploratory Course) (Critical Course minimum grade C is recommended for future success but is not required to receive credit)	4.00 Credit Hours			
GEN ED - Group IA (AAS, ABA)	Variable Credit Hours			
MGMT 1010 - Principles of Management	3.00 Credit Hours			


Semester 3

Course Name	Credit Hours	Term Taken	Grade	Gen Ed
ACCT 1090 - Principles of Accounting 2	4.00 Credit Hours			
ACCT 2300 - Federal Income Tax-Individual	4.00 Credit Hours			
ECON 1160 - Principles of Economics 1 (Required Course GEN ED Group III)	3.00 Credit Hours			
BLAW 1080 - Business Law 1	4.00 Credit Hours			

Semester 4

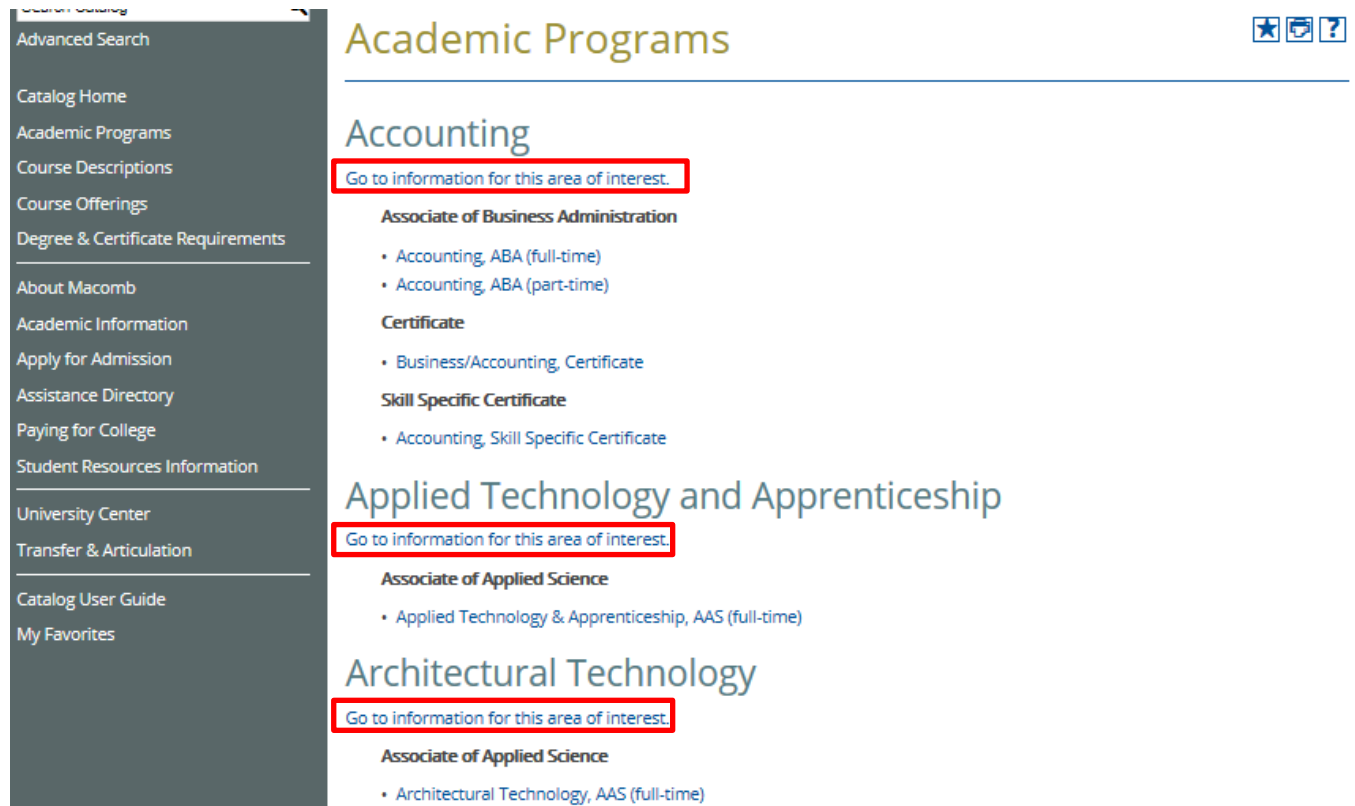
Course Name	Credit Hours	Term Taken	Grade	Gen Ed
ACCT 1150 - Microcomputer Applications in Accounting	3.00 Credit Hours			
ACCT 2270 - Managerial Accounting	4.00 Credit Hours			
ACCT 2180 - Intermediate Accounting 1	4.00 Credit Hours			
GEN ED - Group IV (AAS, ABA)	Variable Credit Hours			
● Elective - 3.00 Credit Hours from subjects ACCT, BCOM, BLAW, BUSN, FINC, MGMT, or MKTG (Recommended Course FINC 1010)				

Notes:

 [Print this Page](#)

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.



Academic Programs ★ 📄 ?

Accounting

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

Associate of Business Administration

- Accounting, ABA (full-time)
- Accounting, ABA (part-time)

Certificate

- Business/Accounting, Certificate

Skill Specific Certificate

- Accounting, Skill Specific Certificate

Applied Technology and Apprenticeship

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

Associate of Applied Science

- Applied Technology & Apprenticeship, AAS (full-time)

Architectural Technology

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

Associate of Applied Science

- Architectural Technology, AAS (full-time)

Left-hand Navigation Menu:

- Advanced Search
- Catalog Home
- Academic Programs
- Course Descriptions
- Course Offerings
- Degree & Certificate Requirements
- About Macomb
- Academic Information
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- Paying for College
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Areas of Study (Continued)

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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.

Faculty 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.

Program Outcomes:

Upon completion of this program, the student will be able to:

- In the Area of Communication:**
 - Present accounting views in writing.
 - Present accounting views through oral communication.
 - Listen effectively.
- 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.
- 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 set, and exams.

Career Opportunities:

Accounting-Associate of Business Administration: Job titles such as Payroll & Time Keeping Clerks, Loan Officer, Tax Preparer,



The area of study page will include information including:

- Program options available
- Contact information for each professor
- A description for the area of study
- Program outcomes
- Career opportunities related to this course of study
- Transfer pathways
- Any requirements for pursuing this area of study
- Links back to the programs offered in this area of study

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Course Descriptions

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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... All types...

Find whole word or phrase only.

Filter

Accounting

- ACCT 1050 - Financial Record Keeping
- ACCT 1070 - Accounting for Entrepreneurs

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**

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

- Course Type
- Alphabetically

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:

ANTH All types...

Find whole word or phrase only.

Filter

Anthropology

- ANTH 1000 - Introduction to Anthropology

[ANTH 1100 - Introduction to Cultural Anthropology](#)

ANTH 1100 - Introduction to Cultural Anthropology

4.00 Credit Hours

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.

(4 contact hrs)

[Click here for class offerings](#)

Click on the course link to open/close 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'

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Course Descriptions (Continued)

Available course sections will open within the window.



Macomb Community College
Macomb Community College Catalog

Catalog Macomb Community College Catalog

Sections Results

COURSES **SECTIONS**

X Q

Set your preferred search language.

Intro to Cultural Anthropology ANTH-1100-C1601 (ANTH-1100-C1601)
Undergraduate, 2018 Winter Term
M W 10:00 AM - 11:55 AM
M. Bazner

Intro to Cultural Anthropology ANTH-1100-S1602 (ANTH-1100-S1602)
Undergraduate, 2017 Fall Term
T TH 10:00 AM - 11:55 AM
M. Akers-Berg

Intro to Cultural Anthropology ANTH-1100-C1601 (ANTH-1100-C1601)
Undergraduate, 2017 Fall Term
T TH 10:00 AM - 11:55 AM
S. Kwan

Intro to Cultural Anthropology ANTH-1100-S1601 (ANTH-1100-S1601)
Undergraduate, 2018 Winter Term
M W 10:00 AM - 11:55 AM
M. Akers-Berg

Term
2018 Winter Term
2017 Fall Term

Subject
Anthropology

Location
Center Campus
South Campus

Academic Level
Undergraduate

Meeting Info
M W 10:00 AM - 11:5...
T TH 10:00 AM - 11:5...
T TH 12:00 PM - 1:55...

Faculty

4 results

[Preferences](#) [Advanced Search](#)

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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 2017-2018**
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.

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Catalog User Guide

My Favorites

My Favorites

If you have a login account, you can retrieve everything in your Favorites from a previous visit by logging in below.

If you are a new user, you can [create an account](#), which will allow you to save your Favorites and access it later.

If you forgot your password, enter your e-mail address only and click *Reset Password*.

E-mail Address: **Password:**


To remove items from your Favorites, check boxes next to the item to remove and click the *Remove* button.

The following courses have been added to your Favorites:
There are currently no courses in your Favorites.

The following programs have been added to your Favorites:
There are currently no programs in your Favorites.

The following navigation links have been added to your Favorites:
There are currently no navigation links in your Favorites.

The following divisions have been added to your Favorites:
There are currently no divisions 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"/>
	<input type="button" value="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"/>
	<input type="button" value="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"/>
	<input type="button" value="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"/>
	<input type="button" value="Remove"/>

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


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Printer Friendly Pages

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 (full-time)



 [Print this Page](#)

[Click here for Department Contacts & Program Information](#)

[Degree & Certificate Requirements](#)

[You are strongly encouraged to work with a counselor, advisor, or faculty/department coordinator](#)

[Career Information](#)

Suggested full-time sequence

Credit Hours Required: 62

Semester 1

- [BUSN 1010 - Business Enterprise](#) 3.00 Credit Hours ([Exploratory Course](#))
- [BCOM 2050 - Business Communications](#) 4.00 Credit Hours
- [ITCS 1010 - Computer & Information Processing Principles](#) 4.00 Credit Hours
- [GEN ED - Group II \(AAS, ABA\)](#) Variable Credit Hours ([Recommended Course](#) MATH 1000 or higher)

Semester 2

- [MGMT 1155 - Human Resources Management](#) 3.00 Credit Hours
- [MKTG 1010 - Principles of Marketing](#) 3.00 Credit Hours
- [MGMT 1010 - Principles of Management](#) 3.00 Credit Hours ([Exploratory Course](#)) ([Critical Course](#) minimum grade C is recommended for future success but is not required to receive credit)
- [GEN ED - Group I.A \(AAS, ABA\)](#) Variable 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

[BACK TO TOP](#)

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

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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.

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