# Schoolcraft College

## Online Catalog User Guide

**Schoolcraft College®**

# Topics Covered

- ✓ Catalog Home Page
- ✓ Searching the Catalog
- ✓ Browsing the Catalog
- ✓ Programs and Degree Planner
- ✓ Courses
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- ✓ Catalog Help

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# Catalog Home Page

**Search Catalog** →

Select any section of the catalog from the left navigation menu for more information.

Catalog Search

Search Catalog 🔍

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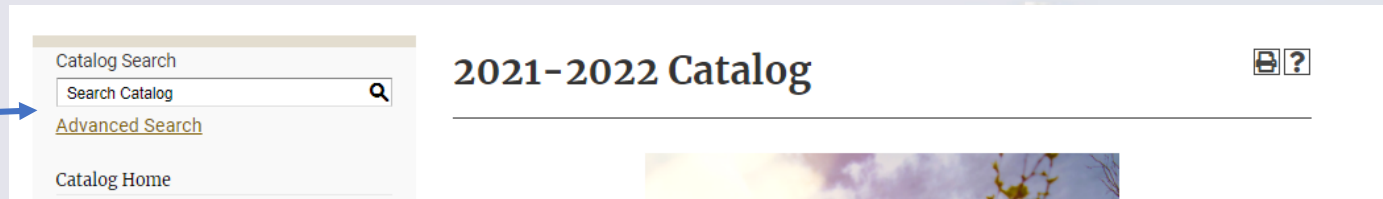
My Catalog

## 2021–2022 Catalog



### The Mission

Schoolcraft is a comprehensive, open door, community-based college. The mission of the College is to provide a transformational learning experience designed to increase the capacity of individuals and groups to achieve intellectual, social, and economic goals.

### The Vision

The College wishes to be a first choice provider of educational services, a competent organization,

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# Searching the Catalog

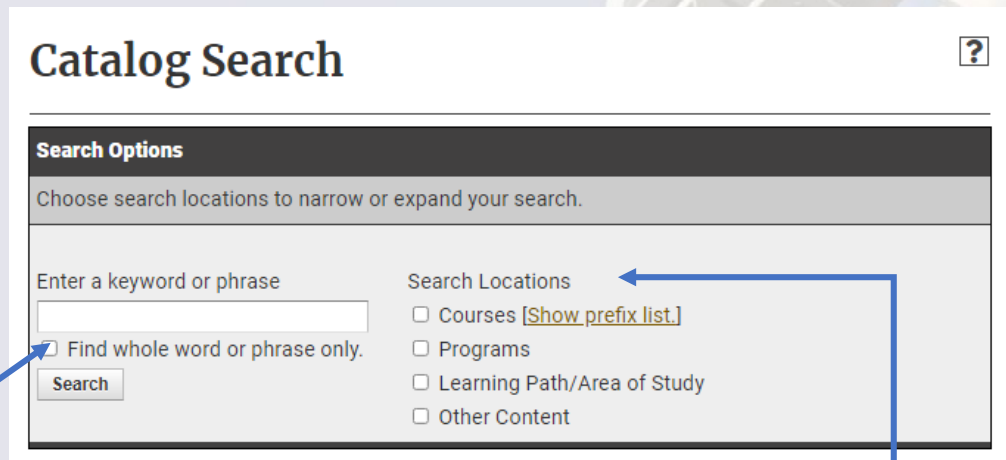Search Tool (choose Advanced Search for more options.)

**Catalog Search**

Search Catalog 🔍

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**2021-2022 Catalog** 🖶 ❓

This is the advanced search option.

## Catalog Search ❓

**Search Options**

Choose search locations to narrow or expand your search.

Enter a keyword or phrase

☐ Find whole word or phrase only.

Search

Search Locations
- ☐ Courses [Show prefix list.]
- ☐ Programs
- ☐ Learning Path/Area of Study
- ☐ Other Content

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

Select which locations to search to narrow or expand your results. You can search in:
- Courses
- Programs
- Learning Paths/Area of Study
- Other content

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# Browsing the Catalog

Name of the Catalog Page (also seen in the navigation menu.)

Select any section of the catalog from the left navigation menu for more information.

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## General Education and Michigan Transfer Agreement Requirements

### General Education

General education requirements address the knowledge, intellectual concep associated with being an educated and well-rounded person. These courses associate degree or bachelor's degree offered at any college or university. St minimum courses that meet Schoolcraft's General Education requirements. courses that are identified as general education, Schoolcraft College also of dozens of subject areas, including liberal arts, sciences and specific occupa quality initiative, Schoolcraft's liberal arts courses are used to assess studer preparation.

### Fulfill the Michigan Transfer Agreement (MTA)

The MTA makes it easier for students to transfer their general education cou community colleges like Schoolcraft to participating four-year institutions in gives students more flexibility in the selection of courses they can take to sa education requirements.

### General Education Requirements

#### Schoolcraft College Associate Degree General Education Requirements

| Distribution Area | Course Requirements |
|---|---|
| English Communication: 6 credit hours | Select one combination of courses based on program requirements |
| Humanities: 1 to 4 credit hours | Select a minimum of one course |
| Mathematics: 3 to 5 credit hours | Select a minimum of one course |
| Sciences: 3 to 5 credit hours | Select a minimum of one course |
| Social Sciences: 3 to 4 credit hours | Select a minimum of one course |

## Special Icons:

⭐ Add to My Catalog

🔗 Share to Social Media

🖨 Print this Page

❓ Catalog Help

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# Programs by Pathway

The Programs by Pathway link takes you to a list of all the programs sorted by an area of interest or Learning Path:

- Art, Media, Music & Communications
- Business
- Criminal Justice & Public Safety
- Culinary, Brewing & Hospitality
- Education, Human & Social Services
- Health Professions
- Manufacturing & Engineering Technology
- Science, Technology, Engineering, and Mathematics (STEM)

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### Art, Music, Media & Communications

**Career Programs**

- Broadcast Communications AAS Degree
- Computer Graphics Technology: 3D and Video Graphics AAS Degree
- Computer Graphics Technology: 3D and Video Graphics Certificate
- Computer Graphics Technology: Foundation Skills Certificate
- Computer Graphics Technology: Graphic Arts AAS Degree
- Computer Graphics Technology: Graphic Arts Certificate
- Computer Graphics Technology: Post-Associate Certificate
- Computer Graphics Technology: Web and Interactive Media AAS Degree
- Computer Graphics Technology: Web and Interactive Media Certificate
- Music: Keys for Piano Teachers Skills Certificate
- Music: Music Entrepreneurship AAS Degree
- Music: Music Entrepreneurship Certificate
- Music: Piano Teacher Advanced Certificate
- Music: Piano Teacher Certificate
- Sound Recording Technology AAS Degree
- Sound Recording Technology Certificate

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# Programs of Study (A to Z)

The Programs of Study (A to Z) link takes to a list of all the credential offerings sorted alphabetically.

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- Accounting AAS Degree
- Accounting Certificate
- Accounting for Small Business Skills Certificate
- Advanced Manufacturing AAS Degree
- Advanced Manufacturing Certificate
- Advanced Manufacturing Skills Certificate
- Associate in Applied Science (General Degree Requirements)
- Associate in Arts (General Degree Requirements)
- Associate in Business Administration (General Degree Requirements)
- Associate in Engineering (General Degree Requirements)
- Associate in Engineering Transfer Degree
- Associate in Fine Arts (General Degree Requirements)
- Associate in General Studies (General Degree Requirements)
- Associate in Science (General Degree Requirements)
- Bachelor in Science (General Degree Requirements)
- Biomedical Applications Post-Associate Certificate
- Biomedical Engineering Technologist AAS Degree
- Brewing and Distillation Technology Certificate
- Brewing and Distillation Technology Program AGS Degree

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# Programs, cont.

Name and Type of Degree or Certificate

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## Accounting AAS Degree

⬅ Return to: Programs of Study (A to Z)

**Schoolcraft program code # AAS.00005**

The accounting program is designed to familiarize students with the work and challenges facing accountants. The program provides training for those planning to seek a career in accounting. Students who satisfactorily complete all college and program requirements qualify for an associate applied science degree.

Not all courses are offered each semester. Students should work with an academic advisor to devel a schedule that will work for them. Students planning to transfer should check the transfer institutio requirements/guides or discuss their options with an academic advisor. Number of credits may var depending on the course selection.

### Sample Schedule of Courses

#### First Year

**Fall Semester**

- ACCT 201 - Principles of Accounting 1 Credits: 4
- CIS 120 - Software Applications Credits: 3
- ENG 101 - English Composition 1 Credits: 3

**Mathematics**

Select one:

- MATH 101 - Business Mathematics Credits: 3
- MATH 113 - Intermediate Algebra for College Students Credits: 4

Total Credits: 13-14

**Winter Semester**

- ACCT 202 - Principles of Accounting 2 Credits: 4

Special Icon:
Degree Planner
Click to see a printable version of the program requirements.

Courses required for degree/certificate in suggested schedule. Includes program specific, program supportive, and general education courses.

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

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# Degree Planner

Catalog Year

Name and Type of Degree or Certificate, and Description

Internal Program Code

The degree planner is a printable version of the program requirements.

This is meant to be a tool to assist students when working with their Academic Advisor.

Courses required for degree/certificate in suggested schedule. Includes program specific, program supportive, and general education courses.

---

Student ID: _____
Student Name: _____
Advisor Name: _____

Catalog: 2021-2022 Catalog
Program: Accounting AAS Degree

## Accounting AAS Degree

Schoolcraft program code # AAS.00005

The accounting program is designed to familiarize students with the work and challenges facing accountants. The program provides training for those planning to seek a career in accounting. Students who satisfactorily complete all college and program requirements qualify for an associate in applied science degree.

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection.

### Sample Schedule of Courses

### First Year

### Fall Semester

| Course Name | Credits: | Term Taken | Grade | Gen Ed |
|---|---|---|---|---|
| ACCT 201 - Principles of Accounting 1 Credits: 4 | Credits: 4 | | | |
| CIS 120 - Software Applications Credits: 3 | Credits: 3 | | | |
| ENG 101 - English Composition 1 Credits: 3 | Credits: 3 | | | |

### Mathematics

Select one:

| Course Name | Credits: | Term Taken | Grade | Gen Ed |
|---|---|---|---|---|
| MATH 101 - Business Mathematics Credits: 3 | Credits: 3 | | | |
| MATH 113 - Intermediate Algebra for College Students Credits: 4 | Credits: 4 | | | |

Total Credits: 13-14

### Winter Semester

| Course Name | Credits: | Term Taken | Grade | Gen Ed |
|---|---|---|---|---|
| ACCT 202 - Principles of Accounting 2 Credits: 4 | Credits: 4 | | | |
| CIS 180 - Spreadsheet Applications - Current Software Credits: 3 | Credits: 3 | | | |
| ACCT 263 - Computerized Accounting Using QuickBooks Credits: 3 | Credits: 3 | | | |
| ECON 201 - Principles of Macroeconomics Credits: 4 | Credits: 4 | | | |

Total Credits: 14

## Schoolcraft College®

# Courses

Narrow your search of courses by selecting a course prefix (i.e., BUS for Business) and/ or a specific course number like BUS 217. You can also search by keywords like "English."
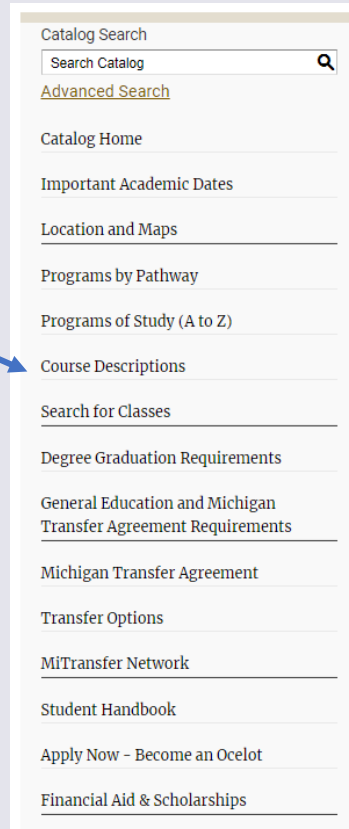
The Course Description links in the navigation menu takes you to a list of all courses offered sorted alphabetically by subject.

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## Course Descriptions  ★ < 🖶 ?

Schoolcraft College offers over 700 courses to help you reach your personal and professional goals. Students can take classes taught by our highly qualified faculty members and earn credits toward a certificate or degree at any of our four locations or through a variety of online options. Learn more at our Course Formats page.

**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... ▼ | | Filter |

☐ Find whole word or phrase only.

**Accounting**

- ACCT 103 - Introduction to Accounting
- ACCT 138 - Income Tax Preparation
- ACCT 139 - Michigan Taxes
- ACCT 201 - Principles of Accounting 1
- ACCT 202 - Principles of Accounting 2
- ACCT 206 - Accounting Internship
- ACCT 221 - Intermediate Accounting 1
- ACCT 222 - Intermediate Accounting 2
- ACCT 226 - Cost Accounting
- ACCT 238 - Federal Tax Accounting

Click on a course link to view details of the course.

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# Courses, cont.

Course Title

Click the star icon to save the course to "My Catalog."

Course prefix and number

Course credits and contact hours.
Contact hours are broken down into Lecture, Lab, Off-Site with Faculty, and Off-Site without Faculty.

Course description

Additional Information: Course Type and Course fulfilment toward general education or MTA requirements.

Course Prerequisites:
These are courses that you must take prior to taking this class.

Course Corequisites: Courses that can or must be taken at the same time.

Recommended Courses: Courses recommended to take before this class.

When the course is typically offered.

Click link to view available sections of the course.

Some students may qualify for prior learning credits for some courses.

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BIOL 236 - Human Anatomy and Physiology

**BIOL 236 - Human Anatomy and Physiology**           ★ ⚟ 💾

**Credits:** 5
**Lecture Contact Hours:** 4
**Lab Contact Hours:** 3
**Description:** This one-semester course covers the gross and microscopic anatomy and physiology of the integumentary, skeletal, muscular, nervous, special senses, endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary and reproductive systems of the human body. Weekly instruction includes four hours of lecture and three hours of laboratory. The laboratory portion includes the use of prepared histological slides, anatomical models, bones, dissection of preserved specimens, blood typing, spirometry, urinalysis and blood pressure measurement. Students will also have an opportunity to examine a dissected cadaver.

**Prerequisites:** None.
**Corequisites:** None.
**Recommended:** BIOL 101 is strongly recommended. Institutional research has shown that students who successfully complete BIOL 101 prior to taking BIOL 236 perform significantly better in the course.

**Course Category:** Liberal Arts | Science with Lab
**This course counts toward Schoolcraft's General Education Requirements.**
**This course counts toward a Michigan Transfer Agreement General Education Requirement.**

**This Course is Typically Offered:** Winter, Spring, Summer, Fall
Check Course Availability

Students who already have this knowledge may qualify for prior learning credit.
https://www.schoolcraft.edu/student-records/prior-learning-credits

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# My Catalog

The *My Catalog* tool allows you to save a list of courses, programs, pages, and other content for future reference.

Signing up is easy and only requires an email address.

Information saved during your search of the catalog by clicking the star icon. ⭐

# Printer Friendly Pages



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## Course Descriptions

Schoolcraft College offers over 700 courses to help you reach your personal and professional goals. Students can take classes taught by our highly qualified faculty members and earn credits toward a certificate or degree at any of our four locations or through a variety of online options. Learn more at our Course Formats page.

**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... | | Filter

☐ Find whole word or phrase only.

**Accounting**

- ACCT 103 - Introduction to Accounting
- ACCT 138 - Income Tax Preparation
- ACCT 139 - Michigan Taxes
- ACCT 201 - Principles of Accounting 1
- ACCT 202 - Principles of Accounting 2
- ACCT 206 - Accounting Internship
- ACCT 221 - Intermediate Accounting 1

If the printer friendly icon is available at the top of the page, you are to print a printer friendly version of that content.

You can select "Print this Page" the top right to print the content on that particular page.

Using the printer friendly version of the programs will show as displayed on the website. This formatted differently than the Degree Planner format.

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# Catalog Help

If you select the *Help* icon in the top right of any page, you are taken to a description of help topics.

Still have questions? For help with the catalog, email instruction@Schoolcraft.edu. If you have generic questions about Schoolcraft College, contact the Answer Center.

Schoolcraft Answer Center

By Phone (during office hours)
- Call Us at 734-462-4426
- Out of State Callers (toll-free): 1-844-SCFORME

By Email (anytime)
- Email: answers@schoolcraft.edu

**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 My Catalog Feature**
   1. **Create a My Catalog Account**
   2. **Login and Logout of My Catalog Feature**
   3. **Edit Your My Catalog Profile**

For additional help, please contact Catalog Support.

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