2018-2020 Catalog Addendum

July 10, 2019

Added Programs

SMALL BUSINESS START-UP CERTIFICATE DEGREE

Students completing this certificate program will gain the expertise and tools needed to pursue a new business venture. Students will also be well-positioned to continue their studies toward the KBOCC Business Administration Associate Degree, since the certificate retains the core components of the Associate Degree.

The curriculum covers the fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service and developing an effective accounting system as well as exploring the option of DBE designation.

Learning Outcomes

1. Implement basic accounting principles.
2. Utilize effective marketing techniques and principles.
3. Explain the different tax obligations of the startup business.
4. Evaluate the various sources used to finance a business.
5. Create techniques to effectively motivate employees.
6. Evaluate the benefits and constraints of operating under a Disadvantaged Business Enterprise (DBE) designation.

Business Requirements	Credits
BS110 Introduction to Business	3
BS201 Accounting I or BS204 Microcomputer Accounting	4
BS208 Management & Supervision	3
BS210 Marketing	3
BS212 Entrepreneurship	3
Total Credits Required	**16**

TRIBAL MANAGEMENT CERTIFICATE DEGREE

Students completing this certificate program will be ready for entry management positions with Anishinaabe (Indian) tribes and other tribal organizations or to transfer to a 2 or 4 year degree granting institution to continue their education. Students will also be well-positioned to continue their studies toward the KBOCC Anishinaabe Studies Associate Degree, since the certificate retains the core components of the Associate Degree. Depending on placement (for the math requirement), full-time students could feasibly complete the certificate program in one year.

Learning Outcomes

1. Apply the basic functions of management appropriately.
2. Employ communication methods effectively to proficiently connect with varying audiences.
3. Synthesize the competencies needed to be an effective tribal leader.
4. Implement initiatives to decolonize tribal organizations.
5. Explain the implications of self-determination.
6. Describe the functions of tribal governments.

Certificate Requirements	Credits
AS102 Anishinaabe Values and Philosophy	4
AS105 Decolonizing Tribal Organizations	2
AS232 Tribal Government	4
BS110 Introduction to Business	3
BS145 Business Communication	3
BS208 Management and Supervision	3
MA102 Quantitative Literacy (or higher)	4
OS110 Ojibwa Language & Culture	4
Electives (choose from AS101, AS135, AS200, AS201, BS209, ES219, IS110)	3
Total Credits Required	30

CHILD DEVELOPMENT CERTIFICATE DEGREE

Upon completion, students will be prepared to apply for the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition in Washington, D.C., which credentials the early childhood education profession.

Certificate Requirements	Credits
CE119 CDA Preparation Seminar	2
CE118 Creative Teaching Methods	3
CE105 Health, Safety, and Nutrition	3
CE220 Observation and Assessment in Early Childhood Education	3
CE 275 ECE Practicum	2
Electives (Choose from CE111, CE110, CE223, CE 115 Child Guidance)	3
Total Credits Required	16

** Students completing the CDA Certificate may apply the sixteen (16) credit hours from their content classes toward the A.S. Degree in Early Childhood Education.

CDA assessment is designed as a means of measuring the overall performance of caregivers working in several settings including center-based programs serving infants and toddlers or preschool children, and home visitor programs. KBOCC is one of many educational institutions participating in this national program.

Step 1: To be eligible to apply for the CDA credentialing, students must:

1. **High School Education:** Have a valid High School Diploma/GED or enrollment as a junior or senior in a high school career/technical program in early childhood education.
2. **Professional Education:** 120 clock hours, including 10 hours of each of the 8 CDA Subject Areas
3. **Work Experience:** Within three years of submitting application have 480 hours of experience working with children ages 3-5
4. **Final requirement:** Six months of submitting application submit family questioners and professional Portfolio

Step 2: Application Process:

1. Candidate must identify a CDA Professional Development Specialist and obtain her or his identification number.
2. Secure your director's permission for your verification visit
3. Submit the CDA application to the council and pay the assessment fee

Step 3: Demonstrate:

1. Once the council has approved the application and payment has been processed, the following can be scheduled and completed:
   - Your verification visit
   - Your CDA Exam

Added Courses

AS202 Pow Wow Planning & Management – 3
In this course you will learn culturally sensitive project management skills by learning how to organize and put on a Powwow. Traditional teachings along with management skills will form the subject matter for this course. The result will culminate in our campus powwow held in the fall semester of each year.

BS212 Entrepreneurship – 3
This practical hands-on course provides students with the skills that are essential to succeed as an entrepreneur. The fundamentals of starting a business venture including planning, licensing, tax laws and obtaining financing will be covered.

Revised Courses

LS133 Online College Success - 2
Designed to show how to effectively manage time, study, take notes, increase organizational skills, take tests, use college technology, access information, and generally succeed while attending college in the KBOCC online learning environment. The course addresses how to navigate the online classroom, how to prepare for and participate in discussions, how to complete quizzes and tests and generally how to manage the online learning experience effectively. Students develop lifelong learning skills and understanding of academic expectations, integrity, and community in an online environment. This class will be tailored to the *myKBOCC* Web Portal. This is a Pass/Fail course.

LS135 Lab for Online College Success - 1-3 Students will receive academic coaching in the areas of study skills, note-taking and test preparation and focused tutoring in the subject matter of their current courses in addition to help in managing the online learning environment and its particular types of assignments, participation requirements, and learning tools. This course is tailored to the *myKBOCC* learning platform. This is a Pass/Fail course

TUITION AND FEES

Tuition and fees will be assessed on the number of credits for which the student is enrolled at the end of the drop/add period. There will be no tuition reduction for courses dropped after that date.

The following semester charges are subject to change:

Tuition $150 per credit hour

Other fees and charges:
Lab/Course Fee Based on course needs
Technology Fee $50
Course Audit $75 per credit hour
Endowment Fee $25

Student Activity and Services Fee:***
Part time students – 5 or fewer credits $75
Part-time students – 6-11 credits $100
Full-time students – 12+ credits $125

One-Time Fees
Application Fee $20.00
Readmission Fee $5.00
Official Transcript Fee* $5.00
ID Fee $10.00
Replacement ID Fee $5.00
Graduation Fee** $100.00

*After first copy

**Due at time of application for graduation

***These charges include printing, fitness center use, and special events
Fees for community enrichment classes and workshops are established independently.