



2022-2024 Catalog Addendum

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Admissions - Advanced Secondary (Added 9/19/2022)

Michigan high school students who wish to take college courses with support from their school under PA 160 of 1996: Postsecondary Enrollment Options Act (PSEO) must be determined to be eligible for dual enrollment by their school district, which will provide an eligibility letter for the college. Students and their parents must coordinate with their school districts to receive high school credit. The school districts determine which college courses may be applied toward high school graduation requirements. For more information about dual enrollment, please follow the links from the "College and Career Ready" section of the Michigan Department of Education Website, <http://www.michigan.gov/mde/>. Similarly, high school students from other states should get information about dual enrollment requirements from their local school districts and state education departments.

High school students who wish to take classes independently for college credit only must have parental or guardian's consent unless they are emancipated minors. Students or their families are responsible for tuition and fees. They must have a "B" average (3.0 on a 4.0 scale) or better or recommendation from their high school counselor to be admitted as advanced secondary students. The advanced secondary admissions process requires approval from the students' high school to take courses that meet during the secondary school year to help ensure that students' combined course loads are reasonable for them. They may enroll in up to three courses totaling no more than 8 credits per semester and may choose any courses for which they meet the prerequisites. In appropriate circumstances (for example, an unusually light secondary course load) and with the recommendation of the high school, high school seniors may be granted special permission to take more than eight credits.

All Advanced Secondary Students must submit an advanced secondary application form showing parental consent and dual-enrollment eligibility or high school guidance counselor's recommendation to the Admissions Office for each semester of enrollment at KBOCC as an Advanced Secondary Student. The student must fill out a KBOCC application and request for official preliminary high school transcripts from their home institution. Once all forms are received in the Admissions Office, an official Acceptance letter will be mailed to the student.

High school students enrolled in the Career and Technical Education (CTE) programming will be required to complete and submit an advanced secondary application form showing parental consent and CTE Director recommendation to the Admissions Office at the beginning of the academic year to KBOCC. The Copper Country Intermediate School District, in consultation with local school districts, will determine eligibility for dual enrollment based on standards established by their states' Department of Education. The student must fill out a KBOCC application and request for official preliminary high school transcripts from their home institution. Once all forms are received in the Admissions Office, an official Acceptance letter will be mailed to the student.

Financial Aid - GI® Bill (Added 9/19/2022)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Financial Aid - Tuition Incentive Program (TIP) (Added 9/29/2022)

TIP is an incentive program encouraging students to complete high school by providing tuition assistance for the first two years of college and beyond. Students are identified annually by the Department of Health and Human Services (DHHS) as having met the Medicaid eligibility requirement. A person needs to be Medicaid eligible for 24 months within 36 consecutive months before application. (The Medicaid benefits received only while in Michigan and only from DHHS are eligible.) Once identified, the Michigan Office of Student Scholarships and Grants (SSG) will send students a notification of eligibility. SSG sends reminder notifications to students during their senior year of high school. Students must complete the application by logging into the MISSG Student Portal or by calling 888-447-2687. Students must file a FAFSA.

To be eligible for TIP, the student must: **complete the application via the MISSG Student Portal (www.michigan.gov/missg) or by phone at 888-447-2687 no later than August 31** of the academic year in which the student graduates from high school or completes the recognized high school equivalent: graduate with a high school diploma, certificate of completion, or its recognized equivalent prior to age 20; not be incarcerated; meet the institutional SAP policy; not be in default on a federal/state student loan; and be enrolled in at least six credit hours within the degree program during any period of enrollment. TIP will pay up to a maximum of 24 semester credits per academic year and mandatory fees up to \$250 per semester. Mandatory fees are defined as only those fees charged to all students across the board as a requirement for enrollment. Eligible fees include student activity fees and registration fees. No college admission or course-specific fees are eligible. KBOCC will award the TIP Grant for the number of credits the student is enrolled in for the first semester. This number will be subtracted from 24 to determine the amount of the student's; second semester TIP award.

Students must also file a FAFSA. To be eligible, students must initiate the TIP benefits within four years and one fall semester of high school graduation or GED or certificate completion. (Example: June 2013 graduates must initiate by Fall of 2017.) TIP benefits expire six years after high school graduation.

Financial Aid - Futures for Frontliners (F4F) (Added 9/29/2022)

Futures for Frontliners is a state scholarship program for Michiganders without college degrees who worked in essential industries during the state COVID-19 shutdown in Spring 2020 (April 1 - June 30). This scholarship covers in-district tuition, mandatory fees, and contact hour fees for eligible students. Mandatory fees are defined as only those fees charged to all students across the board as a requirement for enrollment. Eligible fees include institutional fees, information technology fees, facility fees, and student services fees. No college admission or course-specific fees are eligible. It is a last dollar program after Pell and any tuition-restricted financial aid.

To be eligible, a student must:

- Be a Michigan resident
- Have worked in an essential industry at least part-time for 11 of the 13 weeks between April 1 - June 30, 2020
- Have been required by their job to work outside the home at least some of the time between April 1 - June 30, 2020

- Not have previously earned an associate or bachelor's degree
- Not be in default on a federal student loan
- Complete a Futures for Frontliners scholarship application by 11 :59 pm on December 31. 2020
- The application window for Futures for Frontliners has closed as of December 31st, 2020.
Students are not required to be in good SAP status at the time that they first receive the scholarship. In order to continue receiving the Futures for Frontliners scholarship, recipients must:
- Continue to be a resident of this state
- Stay enrolled at least half-time (6 credit hours) in a semester in your program and earn at least 12 credits in a 12-month period
- Maintain a 2.0 grade point average in the courses you take towards your associate degree or certificate as a Futures for Frontliners student
- Participate in any academic coaching programs or other college success services your college offers to Futures for Frontliners students
- Submit your Free Application for Student Aid (FAFSA) annually
- Students can continue to receive this scholarship until one of the following happens, whichever occurs first:
 - They earn an associate degree, or
 - Four years have passed since first taking classes as part of Futures for Frontliners

Future for Frontliners students who take a leave of absence from KBOCC due to a medical or family hardship, will be subject to approval by the Financial Aid Department, students will continue to receive the grant upon resuming the student's education at KBOCC if the student continues to meet all applicable eligibility requirements.

Futures for Frontliners is a new program and these criteria are subject to change. Visit michigan.gov/frontliners for the most current info information about the program.

Financial Aid - Reconnect (RECON) (Added 9/29/2022)

Michigan Reconnect is a scholarship program that covers in district tuition, mandatory fees, and contact hour fees for eligible students. Mandatory fees are defined as only those fees charged to all students across the board as a requirement for enrollment. Eligible fees include institutional fees, information technology fees, facility fees, and student services fees. No college admission or course-specific fees are eligible. It is a last-dollar program after Pell, TIP, and any other tuition-restricted financial aid.

To be eligible, a student must:

- Be at least 25 years old when you apply
- Have lived in Michigan for a year or more
- Have a high school diploma or equivalent
- Have not yet completed a college degree (associate or bachelor's)

To apply for Michigan, Reconnect, complete an online application at michigan.gov/reconnect. Students are not required to be in good SAP status at the time that they first receive the scholarship. In order to continue receiving the Michigan Reconnect scholarship, recipients must:

- Continue to be a resident of this state
- Stay enrolled at least half-time (6 credit hours) in a semester in your program and earn at least 12 credits in a 12-month period
- Maintain a 2.0 grade point average in the courses you take towards your associate degree or certificate as a Michigan Reconnect student
- Participate in any academic coaching programs or other college success services your college offers to Reconnect students

- Submit your Free Application for Student Aid (FAFSA) annually
- Students can continue to receive this scholarship until one of the following happens, whichever occurs first:
- They earn an associate degree, or
- Four years have passed since first taking classes as part of Reconnect

A Michigan Reconnect Grant student who takes a leave of absence from KBOCC due to a medical or family hardship, will be subject to approval by the Financial Aid Department, students will continue to receive the grant upon resuming the student's education at KBOCC if the student continues to meet all applicable eligibility requirements.

MI Reconnect is a new program and these criteria are subject to change. Visit [Michigan.gov/reconnect](https://michigan.gov/reconnect) for the most current information about the program.

Commencement (Revised - Added 10/31/22)

A commencement ceremony is held each year at the end of the spring semester. Students who have completed their degree requirements at the end of the preceding spring or fall semesters or summer session and those with four or fewer remaining credits to complete in the summer term may participate in the spring commencement ceremony.

Tuition and Fees (Updated - Added 6/12/2023)

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:

The following semester charges are subject to change:	2023-2024
Tuition	\$175 per credit hour
Other fees and charges:	
Lab/Course Fee	Based on course needs
Technology Fee	\$50.00
Course Audit	\$87.50 per credit hour
Endowment Fee	\$25.00
Student Activity and Services Fee:***	
Part time students - 5 or fewer credits	\$75.00
Part-time students - 6-11 credits	\$100.00
Full-time students - 12+ credits	\$125.00
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.

New/Revised Courses

AR111 Painting (3 credits) (New - Added 4/10/2023)

Students will learn the basic fundamentals, materials, and techniques for painting. Working in water-based media (watercolor and acrylics) students learn techniques from direct observation, photo sources and from their imagination to produce work from a wide range of subjects.

BS235 Leadership and Team Skills (3 credits) (New - Added 4/10/2023)

Introduces students to leadership styles and traits and provides self-assessment activities for them to learn more about their leadership abilities. Provides students with readings and activities to engage them in the leadership process, as well as foster teams that work together on a class project.

CE107 Competencies and Best Practices in Early Childhood Programs I (4 credits) [*This will replace CE101 Introduction to Early Childhood*] (New - Added 1/30/23)

This course focuses on child growth and development birth-5 with emphasis on planning a safe, healthy, and supportive learning environment for young children. Students will do readings, gather or explore resources, and engage in hands on activities/exercises to reinforce what they are learning so they can put theory into developmentally appropriate practice. The course will also help students begin to fulfill requirements of the CDA training process, including the study of child growth and development, safe healthy inclusive learning environments, holistic development, and becoming a professional in the field of early childhood education. This course requires sixty (60) hours of field experience.

CE108 Competencies and Best Practices in Early Childhood Programs II (4 credits) [*This will replace CE 110 Developmentally Appropriate Practice*] (New - Added 1/30/23)

This is the second of two courses that will prepare students for the CDA (Child Development Associate) competency exam. This course will give students resource materials, a foundation of knowledge, and hands-on experience in ways to nurture cognitive, motor, language, and creative process skills in children. The main objective is to teach students ways to advance physical and intellectual development in young children. Principles of children's growth and development will be integrated throughout the course, as will experiences in observing and recording children's behavior and progress in the areas of creative process, motor development, language, and cognitive development. Long range and daily planning will also be explored. Students will be observed working with children, will continue to work on their professional resource files and will fulfill other course requirements. This course requires sixty (60) hours of field experience.

CE210 Creating a Trauma-Informed Classroom (3 credits) (New - Added 1/30/23)

This course will offer an in-depth look at the different types of trauma children are exposed to, and the impact these trauma events have on children today. We'll also be looking at strategies to help children in today's classrooms cope with the struggles they may face, while offering ways to support children's healing, build their resilience, and foster their compassion.

IS107 Digital Design and Publishing (3 credits) (Revised - Added 11/28/22)

Includes the use computer software and peripherals to manipulate page layouts, edit graphic images and use templates to create business forms.

FN101 Introduction to Culinary Skills with ServSafe – (2 credits- 1 lecture, 2 lab) (Revised – Added 5/1/2023)

This is a hands-on cooking class, with lecture and lab sessions where basic cooking skills will be learned and performed in an institutional setting. This course will provide the student with the skills to prepare for entry-level employment in the food service industry or improve their personal home cooking skills. Certification via Serv-Safe will be offered upon course completion.

FN203 Event Planning and Management (2 credits) (New - Added 11/28/22)

Explore the concepts of event planning and management while introducing the concepts of real events from a practical perspective. The class will analyze the three distinct phases of the event process, understanding the impact of economic, social, and cultural factors, have while planning an event. Students will examine the operational factors involved with the beginning, middle, end, and post event procedures and process to include the marketing, sponsorship opportunities, public relations, and promotion.

FN297 Capstone (1 credit) (New - Added 11/28/22)

Culmination of course work completed throughout the Culinary Arts certificate degree program. The course provides students the opportunity to conduct small-scale individual projects or expand upon projects conducted during their course work and to polish skills needed for continuing to a two or four-year degree program or entering the work force.

EN106 Sharing Information & Stories Orally (4 credits) (Revised - Added 9/18/2023)

Public Speaking is the application of communication theory and practice within the public speaking context. Emphasis is placed on audience analysis, speaker delivery, ethics of communication, cultural diversity, cultural contexts (specifically Anishinaabe philosophies), and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Additional emphasis given to the use of verbal and non-verbal skills to make points clear and effective, and reducing stress when speaking publicly. (Anishinaabe Awareness, Humanities Elective)

HI100 Introduction to Health Information (3 credits) (New - Added 4/10/2023)

An overview of health care delivery systems and mechanisms in the U.S. Includes the medical model of healthcare and delivery, public policy, healthcare finance and regulation, data content structures and standards, information protection, informatics, and the role of leadership.

HI105 Medical Office Procedures (3 credits) (New - Added 4/10/2023)

This course provides the student with the necessary skills to work in an administrative capacity in an outpatient medical office and/or ambulatory care setting. Emphasis on medical ethics and proper record keeping will enable the student to be prepared for office management.

HI110 Introduction to Medical Coding (3 credits) (New - Added 4/10/2023)

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

HI160 ICD-10 Coding (4 credits) (New - Added 8/22/2023)

This course is designed to introduce the student to the ICD-10-CM/PCS classification with considerable time spent coding diagnoses and procedures. The student will gain exposure in abstracting and indexing diagnostic and procedure codes as well as retrieving medical information for research.

HL105 Nursing Assistant (6 credits) (Revised - Added 12/12/22)

This course prepares students to provide basic personal care in various healthcare settings under the direction of nursing or medical personnel. The goal of providing personal care is to assist persons in attaining and maintaining functional independence. The course includes basic understanding of body systems, skills in bathing, hygiene measures, bed making, obtaining vital signs, cultural competence, patient's rights and therapeutic communication. Anishinaabe cultural content is foundational to provide culturally sensitive care to members of tribal communities. Concurrent enrollment in HL106 is required. Upon successful completion of HL105 and HL106, the student is eligible to complete a state registry skills and theory examination in order to become a Certified Nurse Aide. Prior to acceptance, students will be screened, including a background check, a tox screen, and a two-part TB test. Failing any portion of the screening will disqualify students from enrollment.

HL106 Nursing Assistant Clinical (0 credits) (Revised - Added 12/12/22)

This clinical provides supervised practice of the skills acquired in HL105. Students apply their acquired knowledge of body systems and skills in bathing, hygiene measures, bed making, obtaining vital signs, cultural competence, patients' rights, and therapeutic communication in the clinical setting and in providing culturally sensitive care to members of tribal and other diverse communities. Upon successful completion of HL105 and HL106, the student is eligible to complete a state registry skills and theory examination in order to become a Certified Nurse Aide. Concurrent enrollment in HL105 is required. Prerequisites: Prior to acceptance, students will be screened, including a background check, a tox screen, and a two-part TB test. Failing any portion of the screening will disqualify students from enrollment.

HL150 Introduction to Human Disease (3 credits) (New - Added 8/22/2023)

This course prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures.

HM200 Healthcare Finance (3 credits) (New - Added 4/10/2023)

Prepares healthcare managers for the responsibilities involved in maintaining a healthcare organization, including tribal and rural health organizations. Financial risk, insurance principles, and mechanisms for healthcare reimbursement, including Medicare, Medicaid, and other payer programs, are also explained. The course explores the financial, political, and economic aspects of universal and tribal healthcare. *Prerequisite: BS201.*

HM210 Healthcare Quality (3 credits) (New - Added 4/10/2023)

Focuses on major quality and safety issues within healthcare organizations. Methods of assessing quality and techniques for improving quality are considered, as well as opportunities for preventing adverse events. Includes current requirements for reporting indicators of quality and pay-for-performance initiatives to reward quality. *Prerequisite: HM200.*

HM220 Healthcare Information Systems (3 credits) (New - Added 4/10/2023)

Examines the application and use of information technology in clinical and managerial decision-making. Emphasizes information technology that supports the delivery of services, including the collection, storage, retrieval, and communication of data; information systems safeguards; ethical and legal issues; and information management that promotes patient safety and quality of care. *Prerequisite: BS208 or IS110.*

HM297 Healthcare Capstone (3 credits) (New - Added 4/10/2023)

Provides an opportunity for students to synthesize the knowledge and skills gained from the program of study through a written research paper or project with a written report. Spring semesters. Prerequisite: Final course in curriculum. *Prerequisite: HM250 or instructor permission.*

MA130 Precalculus (4 credits) (Revised - Added 9/18/2023)

This course serves as a comprehensive foundation for students preparing to enter calculus and other advanced mathematical disciplines. It covers topics such as functions, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, systems of equations and inequalities, analytic geometry, sequences, probability, counting theory, and an introduction to calculus concepts. Prerequisite: C or better in MA104; or MA102 if taken Fall 2018 or later; or placement.

PE120 Yoga for Beginners (1 credit) (New - Added 6/12/2023)

Students will learn strategies to deal with stress, focusing on mindfulness and meditation, along with basic yoga postures. We will learn basic breathing techniques and other tools to bring mental clarity, emotional balance and focus into their daily life.

VI110 WELD-Fundamentals (3 credits – 1 lecture, 4 lab) (New - Added 5/1/2023)

In this course students will learn the setup and proper use of Mig (GMAW), flux-core arc (FCAW), and Arc (SMAW) equipment. Students will practice SMAW with cellulose and low-hydrogen electrodes. Students will also perform welds using short circuit and spray transfer methods. Students will learn theory, metallurgy, and electrode selection in this class. Welding performance is held to the American Welding Society standards for performance and proper weld profile.

VI120 Industrial Technology-Machine Tool (3 credits – 1 lecture, 4 lab) (New - Added 5/1/2023)

In this class students will learn the theory and apply the basic operations of typical machine tools such as lathes, mills, drills, and grinders and the use of precision bench tools and layout equipment. Students will learn the application of the various tool room machines, practical knowledge of machine processes, and basic machine shop skills.

VI130 Technical Design- Documentation and Blueprint Reading (4 credits) (New - Added 5/1/2023)

Students will learn the importance of industrial drawings and elements of blueprints that will allow them to successfully interpret these drawings. Topics covered will be the use of measuring tools, tolerancing, and measurement systems.

VI140 Industrial Communication and Skills (2 credits) (New - Added 5/1/2023)

Students will learn the basic principles associated with industrial communications, and professionalism including graphical, oral and written techniques.

VI200 WELD-GMAW (Mig) (3 credits – 1 lecture, 4 lab) (New - Added 5/1/2023)

In this course students will learn the setup and proper use of Mig (GMAW) and flux-core arc welding (FCAW) equipment. Students will learn theory, metallurgy, and electrode selection in this class. Students will perform welds using short circuit and spray transfer methods. Welding performance is held to the American Welding Society standards for performance and proper weld profile. Prerequisite: VI230

VI210 WELD GTAW (Tig) (3 credits – 1 lecture, 4 lab) (New - Added 5/1/2023)

In this course students will learn the setup and proper use of Tig (GTAW) welding equipment. Students will learn theory, metallurgy, and electrode selection for ferrous and non-ferrous metals in this class. Welding performance is held to the American Welding Society standards for performance and proper weld profile.

VI220 WELD-Pipe (3 credits – 1 lecture, 4 lab) (New - Added 5/1/2023)

Students will learn the fundamentals of pipe welding. Students will perform welds in the 1G, 2G, 5G, and 6G positions using SMAW, GMAW, FCAW, GTAW. Students will learn the difference between AWS, ASME, and API qualifications. Students will also demonstrate proper fitment of pipes. Prerequisite: VI110, VI200, VI210 and VI230.

VI230 WELD-Test Plate (3 credits – 1 lecture, 4 lab) (New - Added 5/1/2023)

In this class students will perform AWS qualification plates in flat, horizontal, vertical, and overhead position using different welding processes. Students will learn the proper methods for destructive and non-destructive testing.

VI240 WELD-Fabrication and Design (3 credits – 1 lecture, 4 lab) (New - Added 5/1/2023)

Students in this course will learn the principles of fabrication and design. Shop fabrication and field fabrication will be covered in this course. Upon completion of this course students will be able to successfully layout and square metal fabrications. Prerequisite: VI200, VI210 and VI220

VI250 Basic CNC (3 credits-1 lecture, 4 lab) (New - Added 5/1/2023)

Students learn the necessary concepts required for programming Computer Numerical Controlled (CNC) equipment with an emphasis on Fanuc style G&M code.

New/Revised Programs

CULINARY ARTS CERTIFICATE (Revised - Added 11/28/22, Revised – Added 5/1/23)

Students completing this certificate program will learn the culinary arts fundamentals of cooking methods, flavor development, techniques, baking and pastry, operations of a full-service restaurant, and more. This program will give students a hands-on understanding of the professional kitchen and the skills needed for employment in the growing food industry. This certificate will also allow students to explore the option of a two year and four-year degree.

Learning Outcomes

Upon completion of the Culinary Arts Certificate Program students will be able to:

1. Develop and demonstrate the skills necessary for meal preparation, nutrition, food safety, and menu development.
2. Calculate recipe quantities to follow standard recipe procedures.
3. Understand and utilize commercial kitchen equipment safely.

Program Requirements	Credits
FN101 Introduction to Culinary Skills with ServSafe	2
FN102 Advanced Culinary Skills	2
FN130 Baking and Pastry I	2
FN145 Nutrition and Sustainability	3
FN201 Local & Native Cuisine	2
FN202 Essentials of Restaurant Management	3
FN203 Event Planning and Management	2
FN297 Capstone Seminar	1
Total Credits Required	17

HEALTH SCIENCE PROGRAM (Revised - Added 12/12/22)

ASSOCIATE OF SCIENCE DEGREE

Liberal Studies is one focused way to complete the Health Science degree at Keweenaw Bay Ojibwa Community College. By taking courses listed in this specific option, students' complete courses that will help develop 100 and 200 level courses knowledge and skills that will help them to advance and/or transfer into a particular field within Health Science such as nursing, pre-med, pre-veterinary medicine, pre-pharmacy, pre-dentistry or any other healthcare profession or field. Students are advised to work closely with their KBOCC advisor and consult the Health Science Student Handbook to select the specific courses that will help meet their specific career or transfer goals.

The following courses and schedule would comprise the Health Sciences. It is recommended that if the student plans to pursue admission to this curriculum and then transfer to a Healthcare Professional Program at another institution, that they complete the following during their high school years with a grade of "C" or higher:

1. English - 4 years
2. Mathematics - 3-4 years including 2 years of Algebra
3. Chemistry - 2 years that include laboratory experience
4. Biology - 2-3 year

Learning Outcomes

Upon completion of the Health Science Degree Program students will be able to:

1. Identify and analyze health determinants and disparities to improve equity and access to healthcare with respect to culture, social and ethical differences within the healthcare environment.
2. Integrate the scientific foundations of disease and disability with clinical reasoning skills to enter a health-related career and promote disease prevention and model healthy behaviors.
3. Demonstrate the ability to communicate and collaborate with interdisciplinary professionals.
4. Develop an understanding of professional legal responsibilities, limitations and implications for healthcare workers and accepted ethics that can be applied in all healthcare professions.
5. Apply and demonstrate technical skills and knowledge common to health careers and employ safe work practices that follow health and safety policies and procedures to prevent injury and illness.

General Education Requirements	Credits
College Success Elective (<i>Choose LS103 or LS133</i>)	2
EN102 College Composition I	3
EN106 Sharing Information and Stories Orally	4
EN202 College Composition II	3
MA103 Quantitative Reasoning	4
BI101 General Biology	4
SO101 Introduction to Sociology	4
Subtotal	24
Anishinaabe Awareness Requirement	Credits
Anishinaabe Awareness Elective (<i>Choose AS102 or OS110</i>)	4
Subtotal	4
Health Science Requirements	Credits
HL100 Medical Terminology	1
HL101 Introduction to Health Professions	3
HL102 Legal & Ethical Issues in Health Professions	3
HL201 Human Nutrition	3

HL297 Capstone Seminar	3
BI223 Anatomy and Physiology I	4
B1224 Anatomy and Physiology II	4
BI245 Microbiology	4
CH111 Chemistry for Health Sciences	4
PY101 Psychology	4
Subtotal	33

Elective Courses	Credits
MA201 Probability and Statistics	4
HL105 Certified Nursing Assistant	6
HL106 Certified Nursing Assistant Clinical	0
Subtotal	10
Total Credits Required	61-71

EARLY CHILDHOOD EDUCATION (Revised - Added 1/30/23)

ASSOCIATE OF SCIENCE DEGREE

Students completing this program will earn the Associate of Science degree and will be prepared to work at Head Start or other preschool settings as a teacher, paraprofessional, or childcare provider. Students intending to continue for a bachelor's degree should carefully check with their advisor regarding the requirements of their planned transfer college.

Learning Outcomes

Upon completion of the Early Childhood Education program, students will be able to:

1. Provide developmentally appropriate learning environments.
2. Demonstrate culturally sensitive relationship-building techniques for engaging diverse families in their children's learning.
3. Use child assessment information to design programs/practices for young children.
4. Apply competencies of an early child professional.
5. Engage in informed advocacy for children and the profession.

General Education Requirements	Credits
College Success Elective (<i>Choose LS103 or LS133</i>)	2
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective	4
Math Elective (<i>Choose MA103 or higher</i>)	4
Humanities Elective (<i>Choose any humanities-designated course; must be taken from a different subject area than the Anishinaabe Awareness elective</i>)	4
Social Science Elective (<i>Choose any non-PY social science-designated course</i>)	4
Subtotal	24
Anishinaabe Awareness	Credits
Anishinaabe Awareness Elective (<i>Choose AS102 or OS110</i>)	4
Subtotal	4
Early Childhood Education Requirements	Credits
CE107 Competencies and Best Practices in Early Childhood Programs I*	3-4
CE108 Competencies and Best Practices in Early Childhood Programs II	4
CE115 Child Guidance	3
CE210 Creating a Trauma-Informed Classroom	3
CE218 Creative Teaching Methods	3
CE220 Observation and Assessment in Early Childhood Education	3
CE223 Children's Literature	3
CE237 Children with Special Needs	3
CE297 Early Childhood Capstone	3
Early Childhood Electives (<i>Choose from HL201, CE111, CE207, CE290, CE299, OS225 or SO201</i>)	3
PY210 Child Psychology	4
Subtotal	35-36
Total Credits Required	63-64

**Students that have already completed the CDA credential may waive CE107. ECE majors who are interested in this option should speak with their advisor about procedures and appropriate alternative course selections.

CHILD DEVELOPMENT CERTIFICATE (Revised - Added 1/30/23)

CERTIFICATE PROGRAM

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.

Learning Outcomes

Upon completion of the Child Development Certificate Program, students will be able to:

1. Create developmentally appropriate learning activities.
2. Explain how to build family and community relationships.
3. Exhibit professionalism in the field of early childhood.
4. Maintain a portfolio to demonstrate professional philosophy and best practices as an early childhood teacher.

Program Requirements	Credits
CE107 Competencies and Best Practices in Early Childhood Programs	4
CE108 Competencies and Best Practices in Early Childhood Programs	4
Total Credits Required	8

Students completing the CDA Certificate may apply the eight (8) 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, CE107 & CE108 will complete this requirement
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:

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

HEALTHCARE MANAGEMENT CERTIFICATE (New - Added 4/10/2023)

This program will provide the student with knowledge, skills, and confidence to play a key leadership role in a wide range of healthcare environments. Some of these environments include doctors' offices, hospitals, residential care facilities, and nursing administration roles. A healthcare management degree allows the student to stand out from the competition, boosting their résumé and preparing them for raises, promotions, or a step into a new career field.

Learning Outcomes

Upon completion of the Healthcare Management Certificate, students will be able to:

1. Demonstrate an in-depth understanding of the healthcare industry.
2. Develop administrative, technical, problem-solving, conceptual, and human relations knowledge and skills that provide a foundation for effective leadership in the healthcare field.
3. Use critical concepts and fundamental principles in the core business disciplines.

Program Requirements	Credits
BS110 Introduction to Business	3
BS201 Accounting I	4
BS208 Management & Supervision	3
HL100 Medical Terminology	1
HM200 Healthcare Finance	3
HM210 Healthcare Quality	3
HM220 Healthcare Information Systems	3
Total Credits Required	20

MEDICAL BILLING & CODING CERTIFICATE (New - Added 4/10/2023, Revised 8/22/2023)

This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical coder in a hospital, clinic, physician's office, or other healthcare facility

Learning Outcomes

Upon completion of the Medical Billing & Coding Certificate, students will be able to:

1. Demonstrate critical thinking skills while applying knowledge of specialized medical terminologies, insurance, and regulation systems.
2. Apply a variety of computer skills necessary to prepare documents related to billing, coding, and health care settings.
3. Demonstrate soft skills and qualities expected for this career field.

Program Requirements	Credits
BI223 Anatomy & Physiology I	4
BI224 Anatomy & Physiology II	4
HI110 Introduction to Medical Coding	3
HL101 Introduction to Healthcare Profession	3
HL100 Medical Terminology	1
HI120 ICD-10 Coding	4
HL150 Introduction to Human Diseases	3
HM297 Capstone Seminar	1
Total Credits Required	23