

## **Medical Office Manager Program**

KCC in partnership with CareerStep is offering the Medical Office Manager program. Medical office managers nationwide earn between \$46,200 to \$70,700 annually. The top 90% of medical office managers earn \$84,500 annually.\* The bottom line? You can make a good income with great job security and the potential for employee benefits.

**See page 12 for more details.**

## **Dental Assistant Program**

KCC in partnership with CareerStep is offering the Dental Assistant program. Prepare for certification and kickstart a new career with online dental assistant training. According to the Bureau of Labor Statistics, the middle 50% of working professionals earn about \$37,630 a year, with annual raises and benefits.

**See Page 13 for more details.**

## **Physical Therapy Aide Training Program**

KCC in partnership with CareerStep is offering the Physical Therapy Aide training program. Physical therapy aides provide support to physical therapists and their patients. They help patients check in, set up equipment, and often record patient progress. Physical therapy aides are some of the most in-demand workers in the growing healthcare industry, with job openings expected to increase 29.2% in the next 10 years.

**See Page 13 for more details.**

## **Medical Scribe**

KCC in partnership with CareerStep is offering the Medical Scribe program. Medical scribes have become more and more common in medical offices.

**See Page 14 for more details.**

## **Business Budgeting for Beginners**

In this comprehensive, beginner-friendly course, you will learn the elementary skills needed to be successful in the budgeting process and work your way up to creating a budget.

**See page 15 for more details.**

## **Property and Casualty**

Beginning with general principles of risk management and insurance, this course will address the approved New York State Department of Insurance curriculum.

**See Page 17 for more details.**

## **Blockchain Fundamentals**

This course provides a foundation in the underlying methodology of blockchain, including the roles of participants of mining, minting, and the algorithms that determine consensus.

**See Page 18 for more details.**

## **Mental Health Technician Program**

KCC in partnership with CareerStep are offering the Mental Health Technician program which is designed to arm you with the knowledge you need to recognize behavioral patterns in others and help them manage their impairments.

**See Page 20 for more details.**

## **Explore a Career in Healthcare Suite**

The healthcare industry is booming. It is currently one of the fastest-growing industries in the United States and is expected to continue growing rapidly in the future. Many of the fastest-growing jobs don't even require you to be in a patient care role. Use this series to explore a career in several more healthcare administrative areas, including jobs as a Medical Coder, Medical Administrative Assistant, and Medical Transcriptionist.

**See page 14 for more details.**

## **Certificate in Food, Nutrition, and Health**

In this informative course, you will gain a holistic view of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

**See Page 14 for more details.**

## **Nutrition and Health Bundle**

Nutrition has a profound impact not only on our health but also on our overall well-being. However, most people do not understand what foods they should eat, which diets are healthy for them, and where food comes from. This series is designed for healthcare workers, personal trainers, and individuals interested in a deep dive into the impacts of nutrition on our bodies.

**See Page 14 for more details.**

## **Certified Documentation Specialist**

KCC in partnership with CareerStep is offering the Certified Documentation Specialist program. Get extensive training in medical terminology, electronic health records, medico-legal regulations, and HIPAA.

**See Page 14 for more details.**

## **Microsoft Excel Comprehensive**

Microsoft Excel is one of the major software program skills necessary for most jobs. This course builds those skills from the ground up to help you prepare for the workforce.

**See Page 16 for more details.**

## **Life, Accident & Health Pre-Licensing**

Pre-licensing training for Life, Accident and Health insurance testing prepares students for the state licensing exam through curriculum that meets the 40 hour pre-licensing requirement for New York State.

**See Page 17 for more details.**

## **Childcare Administration**

KCC in partnership with CareerStep is offering this child care administration course which has been designed by early childhood education (ECE) experts and experienced industry professionals. Childcare administration jobs are on the rise, driven by tremendous need right now for quality child care nationwide. Burning Glass projects over 10% job growth over the next 10 years.

**See Page 19 for more details.**