



2019–2020 Catalog Addendum 1

July 2019

The College of the Desert Catalog Addendum represents course and program revisions made since the last publication of the Catalog. Included in this Addendum are new and modified certificates and degrees, new courses, and **updated list of Faculty and Administration**. This Addendum also includes corrections to the 2019-2020 Catalog. These changes replace what is printed in the current Catalog and are effective as of the Fall 2019. Instructions for understanding this addendum are as follows: underline indicates new material, ~~striketrough~~ indicates a deletion.

Programs of Study

NURSING PROGRAM MODIFICATIONS

Changes to NURSING PROGRAM (beginning page 165, print catalog)

LVN Program Application Process

Program Eligibility, #2, page 166

2. Additional advisories include:

- ENG 061, Accelerated English, or
- ESL 071, ESL/Academic English II (passed with a grade of C or better; ~~or an assessment score greater than 99~~)
- MATH 060, A Preparation for the Study of Algebra (passed with a grade of C or better; ~~or an assessment score greater than 65~~)

Changes to RN NURSING PROGRAM APPLICATION PROCESS

RN Program Eligibility, #2, page 166:

Have a minimum GPA of 2.5 in the following prerequisite science courses taken [within the past ten \(10\) years](#), with no grade less than a "C". **Online science courses will not be accepted.**

LVN to RN (Transition) Program Eligibility, #3, page 167:

Have a minimum GPA of 2.5 in the following prerequisite science courses taken [within the past ten \(10\) years](#), with no grade less than a "C". **Online science courses will not be accepted.**

Changes to NURSING PROGRAM ADVANCED PLACEMENT OPTIONS (pages 166 – 167)

Prospective students who have had prior education in nursing or other health related areas may request consideration for entry into the nursing program with advanced placement. Applicants would include licensed Vocational/Practical Nurses and International Registered Nurses, Veterans, and transfer students from Board approved nursing programs. Specific information regarding the advanced placement procedure is available through the Office of Health Sciences & Education. All advanced standing applicants are accepted to the program on a space available basis.

Entrance to the nursing program is limited to students who have completed the science and English prerequisite courses, have applied, have passed the TEAS \downarrow exam and been notified of acceptance into the nursing program.

LVN to RN (Transition)

Licensed Vocational Nurses may enter the associate degree program at an advanced level. For this option, enrollment is limited and the following is applicable to the LVN to RN:

Program Eligibility

To be eligible to apply to College of the Desert's Transition Option, the applicant must:

1. Have current licensure in California as a vocational nurse.
2. Have a minimum GPA of 2.5 in all college level work.
3. Have a minimum GPA of 2.5 in the following prerequisite science courses [taken within the past ten \(10\) years](#) with no grade less than a "C", **online science courses will not be accepted:**
 - Human Anatomy with a lab component
 - Human Physiology with a lab component
 - Microbiology with a lab component
4. Have no more than one repeat of any one of the three science courses. A "W", "I", "D", and "F" mark is considered a repeat. Repetitions within the past seven (7) years will be used in determining eligibility.
5. Have a "C" or better in any 3 unit college level transferable English course with a research component. (English 001A, Freshman Composition, is the highly recommended course. Eligible English course must have a research component).

Application and Selection

1. The School of Health Sciences & Education webpage contains information regarding specific selection processes and application dates.
2. A random selection process of qualified applications will be used to determine entrance once all applications are evaluated.
3. Applicants will be notified of acceptance status via email.

Transfer

Students with previous nursing education from a Board of Registered Nursing approved registered nurse program may request transfer into the program. All transfer requests will be evaluated on an individual basis. Students should make an appointment with the Director of Nursing and Allied Health to discuss transfer possibilities and materials needed to assess eligibility. Transfer students must meet the same enrollment requirements as all students entering the nursing program. General education courses must be completed to correspond with the nursing program's requirements respective to the semester for which the student is seeking transfer. Transfer students must submit a letter from their previous Director/Dean of Nursing to verify that the student had no safety violations while enrolled in the nursing program from which they are transferring. A minimum of twelve units must be completed at COD to earn a degree from COD. All transfer students are accepted on a space available basis.

Veterans

Military trained healthcare personnel have the opportunity to apply for advanced placement in the nursing program. Detailed information is available on the School of Health Sciences & Education webpage.

International RN

For Registered Nurses from outside the USA needing to fulfill California Board of Registered Nursing requirements. Detailed information is available on the School of Health Sciences & Education webpage.

LVN to RN (Thirty-Unit Option)

The non-degree option requires that interested students fulfill the following requirements:

1. Current licensure as a California LVN;
2. Proof of high school diploma/GED;
3. Completion of courses in Human Physiology and Microbiology with a minimum GPA of 2.5 with no grade less than a "C".

Thirty-unit option students are accepted to the third semester of the nursing program on a space available basis. Students will complete the final two semesters of the nursing program. It is important to note that LVNs choosing to take the 30-unit option can never be qualified as graduates of the COD ADN/RN Program and will permanently be referred to as having attained a Nursing Non-Degree/Non Graduate Status. Lack of a degree may create limitations for licensure in other states. Students who do not receive an Associate's degree in Nursing may not be eligible for licensure by endorsement in other states. Interested students must make an appointment with the Director of Nursing and Allied Health or designee to obtain further information and to complete an application.

All advanced placement students will be accepted on a space available basis. Detailed information is available on the School of Health Sciences & Education webpage.

NEW CREDIT PROGRAMS effective Fall 2019

Applications and Information Systems AS Degree

The Associate's degree in Applications and Information Systems (AIS) prepares students to either enter the workforce as an entry-level office and/or project manager or pursue a bachelor's degree.

Students who choose not to major in Application Information Systems or as Business Information Workers and/or Specialists find that coursework in the field can improve their abilities in several ways: to think analytically; solve problems; organize thoughts and information; and utilize new technology more efficiently and effectively. AIS classes also provide the combination of technical skills and business skills required for success in an entry-level office/administrative assistant position. The coursework also lays the foundation for careers in medical, insurance, and law office positions.

Our discussions with industry representatives indicate that in today's world, employers expect and demand a certain minimum of computer skills as a given, much as they expect an employee to be able to read, write, and use basic math. College of the Desert's AIS curriculum includes course offerings that provide a general overview of the discipline, as well as courses dealing with more advanced software concepts and tools used in the business environment.

In addition to the immediate employment benefits of certificates and associate degrees, coursework at College of the Desert prepares the way for further study at the Baccalaureate level within the California State Universities and University of California systems, and other colleges nationwide.

Required Courses

AIS 002	Microsoft Outlook.....	2
AIS 004A	Introductory PowerPoint	1
AIS 006	Business Research	1
AIS 007B	Advanced Excel	2
AIS 011	Current Topics in Technology	3
AIS 012	Professional Office Procedures	3
CIS 010	Computer Literacy.....	4

Elective Courses - Select 24 units from the following:

AIS 005	Computer Survival Skills.....	2
AIS 007A	Introductory Excel.....	1
AIS 017	Business Data Management.....	4
AIS 025	Medical Billing.....	3
AJ 001	Introduction to Criminal Justice.....	3
AJ 002	Concepts of Criminal Law.....	3
AJ 005A	Community and the Justice System.....	3
BUMA 001	Principles of Management.....	3
BUMA 020A	Business Law I.....	3
BUMA 026	Social Media Marketing.....	3
BUMA 027	Marketing.....	3
BUMA 032	Human Relations in the Workplace.....	3
BUMA 064	Human Resource Management.....	3
BUMA 094	Business Communications.....	3
BUAC 005	Tax Accounting II.....	3
BUAC 010	Accounting with QuickBooks.....	3
BUAC 020A	Financial Accounting.....	4
BUAC 051	Accounting for Entrepreneurs & Business Managers.....	3
CIS 082C	Website Design.....	3
CIS 086	Visual Basic Programming.....	3
CIS 095A	Computer Information Systems Work Experience.....	1-8
HS 061	Medical Terminology.....	2
HS 074	Informatics for Health Science.....	3
MC 005	Introduction to Public Relations.....	3
Required Subtotal.....		16
Elective Subtotal.....		24
COD General Education Pattern.....		18
Kinesiology Activities.....		2
DEGREE TOTAL.....		60

Business Information-Legal Office Specialist Certificate of Achievement

The Business Information (BI) - Legal Office Specialist Certificate of Achievement prepares students for entry-level legal office support positions in a variety of different legal environments. After successful completion of the BI - Legal Office Specialist Certificate of Achievement, students may seek employment as entry-level research clerks or administrative assistants for a law firm, paralegal services, or within the court systems.

Required Courses

CIS 010	Computer Literacy.....	4
AIS 006	Business Research.....	1
BUMA 020A	Business Law I.....	3
BUMA 094	Business Communications.....	3
AJ 001	Introduction to Criminal Justice.....	3
AJ 005A	Community and the Justice System.....	3

Elective Courses - Select 3 units from the following:

AJ 002	Concepts of Criminal Law.....	3
BUMA 032	Human Relations in the Workplace.....	3
BUMA 064	Human Resource Management.....	3
BUMA 095A	Business Management Work Experience (Maximum of 3 units may be used for work experience).....	3
CIS 095A	CIS Work Experience (Maximum of 3 units may be used for work experience).....	3
LIS 001	An Introduction to Basic Research Skills.....	2

CERTIFICATE TOTAL..... 20

Business Information-Marketing Specialist Certificate of Achievement

The Business Information (BI) – Marketing Specialist Certificate of Achievement prepares students develop a dynamic skill and use social media as part of a marketing strategy to promote business, create demand and increase sales based on customer and market responses.

Required Courses

CIS 010	Computer Literacy	4
AIS 004A	Introductory PowerPoint	1
AIS 007B	Advanced Excel	2
BUMA 027	Marketing	3
BUMA 026	Social Media Marketing.....	3

Elective Courses - Select 6 units from the following:

BUMA 094	Business Communications	3
MC 005	Introduction to Public Relations	3
BUMA 095A	Business Management Work Experience (Maximum of 3 units may be used for work experience)	3
CIS 095A	CIS Work Experience (Maximum of 3 units may be used for work experience)	3

CERTIFICATE TOTAL 19

Business Information - Medical Office Specialist Certificate of Achievement

The Business Information (BI) – Medical Office Specialist Certificate of Achievement prepares students for entry-level medical office support positions in a variety of different medical environments. After successful completion of the BI - Medical Office Specialist Certificate of Achievement, students may seek employment as medical office clerks and/or medical billers in hospitals, clinics and private practice medical offices.

Required Courses

CIS 010	Computer Literacy	4
AIS 025	Medical Billing	3
BUMA 094	Business Communications	3
HS 061	Medical Terminology	2
HS 074	Informatics for Health Science	3

Elective Courses - Select 3 units from the following:

BUMA 032	Human Relations in the Workplace	3
BUMA 064	Human Resource Management	3
BUAC 095A	Accounting Work Experience (Maximum of 3 units may be used for work experience).....	3
BUMA 095A	Business Management Work Experience (Maximum of 3 units may be used for work experience)	3
CIS 095A	CIS Work Experience (Maximum of 3 units may be used for work experience)	3

CERTIFICATE TOTAL 18

Social Media Marketing Certificate of Achievement

The Social Media Marketing Certificate of Achievement provides students with a modern and practical skill that is not limited by any geographical location. Student can use their new skills to work either as a contractor or even as a part of a bigger enterprise anywhere in the country. Students will explore the possibilities and limitations of social media and will have hands-on experience with several of the outlets such as Facebook, Twitter, Instagram, Snapchat, blogs, wikis, and other current media. Students will be able to relate the effects of these marketing strategies into a business. They will also learn about other marketing tools that can be used in combination with social media for a more effective marketing strategy. Upon successful completion of the Social Media Certificate of Achievement, students should be able to: use current social media outlets to promote business, create demand and increase sales based in popularity and specific client response. At the same time, students will be able to evaluate the use of social networking, online marketing channels, and to create an online presence to build businesses.

Required Courses

CIS 010	Computer Literacy	4
BUMA 010	Introduction to Business.....	3
BUMA 027	Marketing	3
BUMA 026	Social Media Marketing	3

Elective Courses - Select 3 units from the following:

BUMA 094	Business Communications	3
MC 005	Introduction to Public Relations	3
BUMA 095A	Business Management Work Experience (Maximum of 3 units may be used for work experience)	3
BUMA 001	Principles of Management.....	3
BUMA 028	Entrepreneurship and Innovation	3

CERTIFICATE TOTAL 16

COURSE MODIFICATIONS effective Fall 2019

KINE 009

Essentials for Group Fitness Professionals

Units: ~~2~~ 3

This course provides students with guidance in professional development and client interaction in the fitness industry. There is emphasis on group fitness and individual fitness assessment as related to gender, age and special health circumstances. The class will cover the industry of group fitness, foundations of exercise science, the human movement system, integrated fitness, teaching methodologies, teaching multi-training and exercise technique, class planning and preparation, and adapting to class dynamics. The course will expand upon diverse communication and learning styles, how to increase class engagement and motivation and professional and legal responsibilities for group fitness professionals. The course will examine principles of adherence and motivation, and the role of positive psychology to increase motivation. Current, future and past group fitness trends will be analyzed as a way to compliment exercise program design and progression of vast individual and group ability levels. The course will include the important roles of growing a personal business both small and large, self-marketing, and ethical and legal responsibilities of the group fitness industry. The students will also be exposed and learn from community leaders in fitness, health and wellness in the Coachella Valley

Prerequisite: ~~KINE 007~~ None

Lecture hours: ~~36~~ 54

Transfer Status: CSU

COD GE: None

Lab hours: None

CSU GE: None

Repeatable: No

Degree Applicable: AA/AS

IGETC: None

Grading: Letter Grade

Faculty and Administration

Mari Abril (2019)

Instructor, Digital Design and Production

Douglas Benoit (2019)

Dean, Applied Sciences and Business

Rebecca Gaydos (2019)

Instructor, English

Steven Holman (2019)

Dean, School of Mathematics and Sciences

Mzilikazi Kone (2019)

Instructor, Political Science

Jamil Mortada (2019)

Instructor, Mathematics

Daniel Mayo (2019)

Instructor, Chemistry

Toby Zucker (2019)

Instructor, Nursing

CORRECTION:

Martin Flores (2019)

Instructor, Cyber Security

EMERITI

Karen Tabor-Regis (1992-2019)

Dean Emeritus, School of Mathematics and Science

Leslie Young (1998-2019)

Dean Emeritus, School of Health Sciences and Education