

2023-24 Catalog Addendum Summary/Table of Contents

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IGETC General Education Worksheet 2023-2024; updated document dated 9/1/23	Corrections: AREA 2A – Delete reference to using AP CIS to fulfil this area AREA 7 – Delete statement “Courses that meet this requirement were approved to meet the CSU GE Area F beginning Fall 2021. Courses approved for IGETC AREA 7 must have been completed Fall 2021 or later.” AREA 7 – Add statement “Area 7 is required for students with Fall 2023 (or later) catalog rights.”	5-7
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This catalog addendum should be used by students and staff along with the existing 2023-2024 Catalog.

Students are strongly encouraged to seek advice from the Counseling Center. Additional information and publications will be made available to students throughout the year as appropriate.

**College of San Mateo Associate Degree in ARTS (AA) or SCIENCE (AS)
GENERAL EDUCATION REQUIREMENTS for CATALOG RIGHTS 2023-2024 (9/1/23)**

Catalog Rights: "Catalog rights" means a student is held to the course requirements listed in the CSM catalog at the time enrollment begins as long as the student maintains continuous enrollment within SMCCCD in an academic year. A student may choose to use catalog rights for the year of first enrollment or any subsequent year of continuous enrollment at CSM or Canada or Skyline. Continuous enrollment means attending at least one term (fall, spring or summer) of each academic year. If a student discontinues enrollment and restarts then catalog rights begin with the new enrollment.

Important information for students!

1. If you plan to transfer to a California State University campus, ask a about the Associate Degrees for Transfer.
2. For a local Associate Degree, students may choose one of three options to complete AA/AS general education requirements:
 - 1) the local AA/AS GE pattern outlined on this sheet; OR
 - 2) the California State University General Education pattern (CSU GE); OR
 - 3) the Intersegmental General Education Transfer Curriculum (IGETC) using the UC or the CSU version.
3. For a course to meet associate degree general education requirements it must be completed at the time it was approved to meet the GE area and appear on the AA/AS GE worksheet or the CSU GE or IGETC worksheet.
4. If a student has completed coursework at colleges/universities outside of the San Mateo County Community College District the student must have OFFICIAL TRANSCRIPTS from those institutions sent to the CSM Admissions and Records Office in the first semester of attendance to determine how prior coursework can be applied to ASSOCIATE DEGREES, ASSOCIATE DEGREES FOR TRANSFER, CSU GE, and/or IGETC.
5. Use the online College of San Mateo Catalog (www.catalog.collegeofsanmateo.edu/current/) to find the descriptions for the courses listed below.

A – RESIDENCE

A minimum of 60 degree applicable units is required for an associate degree. At least 12 units must be completed in residence at College of San Mateo. Also, refer to residence information listed under D (MAJOR) below.

B – SCHOLARSHIP

A minimum grade point average of 2.0 is required in all degree applicable coursework. A grade of "C" or better or "Pass" in all courses applied to the major is required. A maximum of 12 units from courses in which the student has elected a Pass/No Pass option may be applied toward an associate degree. Some subgroups of coursework may require a grade of "C" or higher or a 2.0 minimum cumulative grade point average.

C- COMPETENCY REQUIREMENTS

C1: MATH/QUANTITATIVE REASONING – This competency may be satisfied with any of the following:

- A. Successful completion of a math course at or above the level of Intermediate Algebra with a grade of C or better (or Pass), OR
- B. Successful completion of BUS. 113 (available at CSM, Skyline and Canada), or BUS. 115 (CSM), or BUS. 123 (CSM and Skyline), or PSYC 121 (CSM), or PSYC 171 (Skyline) with a grade of C or better (or Pass).

C2: ENGLISH – This competency may be satisfied with any of the following:

- A. Completion with a grade of C or higher in ENGLISH 100 or 105
- B. Score of 3, 4 or 5 on College Board Advanced Placement Exam in English Language and Composition or English

Literature and Composition

C. Grade of C or higher in a college course equivalent to ENGL 100 or 105 taken outside of SMCCCD as approved by the SMCCCD Transcript Evaluation Service

C3: INFORMATION COMPETENCY – This competency may be satisfied with any of the following:

A. Completion with a grade of C or higher of ENGL 100 or 105 at CSM or SKYLINE taken in Fall 2015 or later

B. Completion with a grade of C or P in any of these CSM courses – LIBR 100, CIS 110, DGME 100, 102, MATH 145, COUN 129, NURS 242 or LSCI 100 at SKYLINE or LIBR 100 at CANADA

C. Achieve a score of 70% on the CSM Information Competency Proficiency Exam. (For more information check with the Welcome Center)

D – MAJOR REQUIREMENTS

Major course requirements are a minimum of 18 semester units. Use the CSM CATALOG to find the courses required for each major. Either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at one or more of the San Mateo County Community College District colleges. A grade of “C” or better or “Pass” is required for each course applied to the major. Courses applied to the major may also meet general education requirements if applicable.

E – GENERAL EDUCATION REQUIREMENTS - E1, E2, E4, and E5

Courses that are listed in multiple GE areas can be used in one area only.

AREA E1 – American History & Institutions, CA State and Local Government (AH&I) & Ethnic Studies - 6 UNITS

Satisfy Area E1 by completing one course from E1a and one course from E1b:

E1a – AH&I - one 3 unit course from the following list- **HIST** 201 202 260 261 262 310 **PLSC** 200 210 215 310
ETHN 101 103 105 107

Courses that meet this requirement have been approved by CSU to meet a part of the AH&I requirement for California community college transfers, either US-1 (US History), US-2 (US Constitution) or US-3 (California State and Local Government).

E1b – Ethnic Studies - one 3 unit course from the following list- **ETHN** 101 103 104 105 106 107 108 109 265 288 585
Courses that meet this requirement have been approved to meet the CSU GE Area F (Ethnic Studies) requirement for California community college transfers. The CSU GE Area F requirement in effect beginning Fall 2021

AREA E2 – Language and Rationality - 6 UNITS

E2a – English Composition – one course from the following: **ENGL** 100, 105 **ESL** 400

E2b – Communication and Analytical Thinking – one course from the following :

BUS 115 123 401 **CIS** 110 135 137 138 254 255 278 **COMM** 110 115 130 140 150 170 171 **DGME** 102 128 **ELEC** 445
ENGL 110 165 **ENGR** 130 **MATH** 120 125 130 145 190 200 222 225 241 251 **PHIL** 103 160 175 200 **PHYS** 130 **PSYC** 120

AREA E4 – Physical Education Activity Courses – 2 Activity Courses Required 1 - 2 UNITS

Lecture courses do not satisfy this area. The Physical Education area is waived for students who have received an associate’s or bachelor’s degree from a regionally accredited institution. Please see accepted college/university accreditation: <https://smccd.edu/transcript/accepted-accreditation.php> . The area is also waived for 1) VETERANS of the US Armed Forces who have completed Basic Training and submitted their Joint Service Transcript (JST), and 2) persons with excused medical reasons that have a medical waiver approved by the College Nurse and filed in the Office of Admissions and Records.

AREA E5 – ADDITIONAL GENERAL EDUCATION REQUIREMENTS 12 UNITS

A 3 unit course in areas 5Ea - 5Ec is required and 3 units is required in area 5Ed.

E5a – Natural Science

ANTH 125 127* **ASTR** 100 101* 103* 115 125 210 **BIOL** 100 102 110 130 132* 145 184 195* 210 220 230 240 250 260 310 311 **CHEM** 192 210 220 231 232 410 420 **ELEC** 111 **ENGR** 130 **GEOG** 100 **GEOL** 100 101* **OCEN** 100 **PALN** 110 111* **PHYS** 100 130 210 220 250 260 270 **PSCI** 125 141 142 **PSYC** 105 220 (*one unit lab course must be combined with a lecture course to meet this requirement)

E5b – Social Science

ADMJ 100 **ANTH** 110 180 350 **BUS.** 100 101 125 203 **DGME** 100 102 **ECON** 100 102 **ETHN** 101 103 104 105 106 107 108 109 122 300 **GEOG** 110 150 **GBST** 101 102 **HIST** 100 101 104 106 201 202 260 261 262 310 **KINE** 103 107 **PLSC** 100 110 130 150 200 210 215 310 **PSYC** 100 105 106 110 120 200 201 220 225 230 300 301 310 320 330 410 **SOSC** 310 321 **SOCI** 100 105 110 121 141 160

E5c – Humanities

ANTH 180 **ARCH** 100 **ART** 101 102 103 104 105 124 129 204 207 301 347 350 351 401 **ASL** 100 110 **CHIN** 111 112 121 122 131 132 134 211 212 **COMM** 170 171 **DANC** 100 **DGME** 215 **ENGL** 110 161 162 163 **ESL** 400 **ETHN** 104 105 106 107 265 288 585 **FILM** 100 120 121 122 123 130 135 140 145 153 200 215 **GBST** 101 102 **HIST** 100 101 104 106 201 202 260 261 262 310 **KINE** 200 **LIT.** 101 105 113 115 150 151 155 154 156 201 202 220 221 231 232 266 430 **MUS.** 100 131 202 210 250 275 280 **PHIL** 100 160 175 244 300 **SPAN** 110 112 120 122 131 132 140

E5d – Career Exploration and Self-Development

ACTG 119 **ADMJ** 100 **ARCH** 666 **ART** 200 **BIOL** 126 127 128 310 311 **BUS.** 101 103 201 **ANY BUSW COURSE** **CIS** 110 **COUN** 100 111 114 115 120 124 128 240 **CRER** 126 127 155 **COMM** 110 115 130 140 150 **DGME** 101 103 104 211 230 **DRAF** 110 **ENGR** 100 **ELEC** 445 **ETHN** 122 123 **FIRE** 715 **HSCI** 100 **GBST** 650 **IDST** 110 **KINE** 101 102 106 135 136 201 301 300 **LCTR** 240 **LIBR** 100 **MGMT** 100 **MUS.** 286 296 297 **NURS** 666 242 **PHYS** 126 127 128 **PSYC** 310 320 330 **PSCI** 141 **R.E.** 100 **SOSC** 301 333

ELECTIVE COURSES –

If MAJOR REQUIREMENTS and GENERAL EDUCATION REQUIREMENTS do not add up to the 60 unit requirement for a degree then select ELECTIVE COURSES! Electives are any courses you want to take that are degree applicable.

NOTES:

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
IGETC WORKSHEET 2023-2024 (AREAS 1 – 7) for College of San Mateo (update 9/1/23)**

- Some courses are listed in more than one IGETC AREA but can be applied to one area only.
- A grade of C or higher is required for each course to meet IGETC requirements.
- To be eligible to apply to UCs and CSUs complete ALL IGETC AREAS.
- If using IGETC for Associate Degree for Transfer GE you must complete AREA 1C.
- This worksheet outlines GENERAL EDUCATION requirements. ASSIST.org and the CSM Catalog identify courses required for the MAJOR.
- There are instances when a CSM course is approved for IGETC but the same course at SKYLINE or CAÑADA IS NOT approved for IGETC. Use ASSIST to confirm course articulation!
- Use the online College of San Mateo Catalog (www.catalog.collegeofsanmateo.edu/current/) to find the descriptions for the courses listed below.
- If a student has completed coursework at colleges/universities outside of the San Mateo County Community College District, the student must request OFFICIAL TRANSCRIPTS from prior institutions be sent to the CSM Admissions Office in the first semester of enrollment to determine how prior coursework can be applied to IGETC. When the evaluation is complete, the information will show up in WebSMART under Degree Works.

AREA 1 ENGLISH COMMUNICATION - 6 - 9 units

1A English Composition: ENGL 100 105 or AP Score of 3, 4 or 5 in
ENGL/LANG or ENGL/LIT
 1B Critical Thinking-English Composition: ENGL 110 165 AP CANNOT meet this
area requirement
 1C Oral Communication – CSU REQUIREMENT ONLY COMM 110 115 130 140 150 AP CANNOT meet this
area requirement

AREA 2 MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING - 3 units

2A Quantitative Reasoning: BUS. 123 MATH 125 145 200 222 225 241 242 251 252 253 268 270 275 280 PSYC 121
CIS 262 or AP Score of 3, 4, or 5 in CALC AB or CALC BC or AP
STATS

AREA 3 ARTS & HUMANITIES - 9 units

Three courses, one from 3A Arts and one from 3B Humanities, and a third course from either 3A or 3B
 3A Arts: ARCH 100 ART 101 102 103 104 105 124 347 DANC 100 DGME 215 ETHN 288 585 FILM 100 120 121 122 123
 130 135 140 145 200 215 MUS. 100 131 202 210 250 275 or AP
Score of 3, 4 or 5 in ART HIST
 3B Humanities: ASL 110 CHIN 131 132 ENGL 110 ETHN 104 105 106 107 265 HIST 100 101 104 106 201 202 260 261
 262 310 LIT 101 105 113 115 150 151 154 155 156 201 202 220 221 231 232 266 430 PHIL 100 160 175 244 300 SPAN
 131 132 140 or AP Score of 3, 4 or 5 in ART HIST or ENGL/LIT or HIST or
FOREIGN LANGUAGE

AREA 4 SOCIAL & BEHAVIORAL SCIENCES - 6 units

Two courses selected from two disciplines.
ADMJ100 ANTH110 180 350 BUS125 COMM130 DGME 100 102 ECON 100 102 ETHN101 103 104 105 106 107 108
 109 300 GEOG 110 150 GBST 101 102 HIST 100 101 104 106 201 202 260 261 262 310 KINE 103 107 PLSC100 110 130



150 200 210 215 310 **PSYC**100 105 106 110 120 200 201 220 225 230 300 301 320 330 410 **SOCI** 100 105 110 121 141 160

or AP Score of 3, 4 or 5 in ECON, GOV, HIST or

GEOG or PSYC

AREA 5 PHYSICAL & BIOLOGICAL SCIENCES - 7 units

Two courses, one from 5A, one from 5B. One of the courses applied to 5A or 5B must include a laboratory to meet group 5C.

5A Physical Science: **ASTR** 100 101* 103* 115 125 210# **CHEM** 192# 210# 220# 231# 232# **GEOG** 100 **GEOL** 100 101* **OCEN** 100

PALN 110 111* **PHYS** 100 210# 220# 250# 260# 270#

or AP Score 3, 4 or 5 in CHEM or ENV

5B Biological Science: **ANTH** 125 127* **BIOL** 100 102 110# 130 132* 145 184 195* 210# 220# 230# 240# 250# 260# **PALN** 110 111* **PSYC** 220

or AP Score of 3, 4 or 5 in BIOL

5C: Science Laboratory Courses in 5A or 5B with a “ * “ indicates a “lab only” course. “Lab only” courses must be accompanied by the same subject lecture course. Any course in 5A or 5B with a “ # “ indicates the course includes lecture and lab requirements.

AREA 6 LANGUAGE OTHER THAN ENGLISH (LOTE) – UC REQUIREMENT ONLY

Courses in your native language may not be accepted by the UC system. This requirement may be satisfied by completion of two years of high school study in the same language and high school transcripts are required. Or, you can complete one of the courses below at College of San Mateo.

ASL 100 110 **CHIN** 122 131 132 140 **SPAN** 110 120 122 131 132 140

or AP results of 3, 4 or 5 in any

FOREIGN LANG

AREA 7 ETHNIC STUDIES – 3 units

Courses that meet this requirement must have been completed Fall 2023 or later.

ETHN 101 103 104 105 106 107 108 109 265 288 585

IGETC FOR CSU requires completion of 37 units (Area 1, 2, 3, 4, 5, 7)

IGETC FOR UC requires completion of 34 – 39 units (Area 1a, 1b, Area 2, 3, 4, 5, 6, 7)

AH&I: CSU GRADUATION REQUIREMENT – (NOT required to certify IGETC or CSU GE)

American Institutions, US History, US Constitution, & American Ideals:

Complete courses to cover US-1 (US History), US-2 (US Constitution), and US-3 (California State and Local Government).

Some courses cover two areas. Those courses with # meet US-1 AND US-2. The course with * meet US-2 AND US-3.

US-1 – HIST 201# HIST 202# HIST 260# HIST 261 HIST 262# ETHN 103# ETHN 105 ETHN 107 PLSC 210#

US-2 – ETHN 103# HIST 201# HIST 202# HIST 260# HIST 262# PLSC 200* PLSC 210# PLSC 215

US-3 – ETHN 101 HIST 310 PLSC 200* PLSC 310

Courses used to satisfy this AH&I may also be applied to CSU GE requirements in Area C2 or D or F if applicable.

Note: Course approvals for this requirement may vary between SMCCCD Colleges. If you are planning to register for a course to complete this area at another campus, please consult their CSU GE pattern and meet with a counselor.

VERY IMPORTANT –

1. To be eligible to meet an AREA requirement, the course must be IGETC approved at the time it was completed.
2. As a final step to the transfer process, students must request an IGETC CERTIFICATION to be sent with the FINAL TRANSCRIPT to the transfer destination! This is how the transfer destination identifies the student has completed lower division general education requirements.

NOTES:

College of San Mateo

Individual Tax Professional

Certificate of Specialization: Not Transcript Reported

The Certificate of Specialization in Individual Tax Professional Program provides students with the knowledge that is essential for being successful in preparation of taxes for individuals and bookkeeping for a small business.

Career Opportunities:

This certificate prepares students to start their own tax preparation business or to work as specialized tax preparers in CPA and EA firms.

Program Learning Outcomes:

Upon Completion of Certificate requirements, students will be able to:

- Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
- Demonstrate knowledge of ethical standards established by relevant professional organizations.

Requirements

Required Core Courses: 14.5 units

	Units
ACTG 100 Accounting Procedures	3
ACTG 144 QuickBooks: Set-up and Service Business	1.5
ACTG 175 Volunteer Income Tax Preparation	2.5
ACTG 181 Taxation of Individuals Using Tax Software	4
ACTG 262 Depreciation, Business & Repair Expenses	0.5
ACTG 263 Taxation of Small Business	0.5
ACTG 264 Lacerte Tax Software Basics	0.5
ACTG 265 Taxation of Rental Real Estate	1
ACTG 276 VITA Intermediate	1

It is recommended that students take ACTG 181 prior to or concurrently with the other courses in this certificate.

Required Selective Courses: 1 unit (select from the following courses)

	Units
ACTG 277 VITA Advanced	1
or	
ACTG 261 Tax Research & IRS Representation	0.5
and	
ACTG 266 Tackling K-1s and Common Tax Deductions/Credits	0.5

Total Required Units 15.5

College of San Mateo

Sociology

AA-T Associate in Arts Degree for Transfer

The Associate in Arts in Sociology for Transfer will prepare students for transfer into bachelor's degree programs in sociology and similar majors. Students completing this program will be able to identify, discuss, and differentiate the major concepts and theories of sociology; apply sociological theories and tools to a broad range of problems and scenarios at a basic level; and analyze and evaluate the sociological context of at least two specific areas of sociology. The Associate in Arts in Sociology for Transfer prepares students for transfer into bachelor's degree programs in sociology and similar areas at a CSU campus and guarantees admission to the CSU system. The AA-T degree also requires completion of 60 transfer semester units, a minimum overall grade point average of 2.0, and completion of the CSU GE-breadth or IGETC.

Career Opportunities:

A background in Sociology provides students with career opportunities which include child care program developer, claims examiner, criminologist, demographer, employment counselor, industrial sociologist, interviewer, population or public opinion analyst, probation officer, public health statistician, public relations consultant, recreation specialist, researcher, social ecologist, social worker, and urban planner.

Program Learning Outcomes:

Upon Completion of Degree requirements, students will be able to:

- Distinguish the different sociological approaches (conflict theory, symbolic interactionism, functionalism, and post modernism) and their explanation of society.
- Apply critical thinking skills to examination of social institutions.
- Evaluate US and global level social stratification and social inequality.
- Identify major methodological approaches to social research.

Major Requirements

Required Core Courses: 9-10 units

	Units
SOCI 100 Introduction to Sociology	3
SOCI 105 Social Problems	3
MATH 200 Elementary Probability and Statistics	4
or	
PSYC 121 Basic Statistical Concepts	3

Required Selective Courses: 6 units from Group A: select two courses from the following:

	Units
SOCI 110 Courtship, Marriage and the Family	3
SOCI 121 Introduction to Research Methods	3
SOCI 141 Race and Ethnic Relations	3
SOCI 160 Sociology of Sex and Gender	3
PSYC 300 Social Psychology	3

Required Selective Courses: 3 units from Group B.

	Units
Any Group A course not used above	3

Total Required Major Units 18 - 19

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
OR
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

NEWLY APPROVED COURSES FOR UC TRANSFERABILITY AS OF FALL 2023

BIOL 311	Sports Nutrition	3
PNPA 100	Foundations of Public Administration	3
TEAM 194	Women's Basketball Theory: Defense	1.5 or 3