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This catalog addendum should be used by students and staff along with the existing 2014-2015 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.



Addendum to the 2014-15 Catalog

ART

AA *Major in Fine Arts: General Studio Art*

Updated Degree Requirements (page 83)

Upon completion of degree requirements, students will be able to:

1. Exhibit visual literacy and critical thinking through communication, analysis, and reflection on artworks and the concepts and influences from which artworks originate.
2. Possess physical/technical skills within an art/design based medium to be used as tools for creative expression.

Complete General Education and other requirements listed for the Associate degree and

Major requirements: 29.5–30 semester units

A grade of "C" or higher is required for each course applied to the major.

ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
ART 103	Art of Europe and America from the Rococo to the Present	3 units
ART 201	Drawing and Composition I	3 units
ART 214	Color	3 units
ART 301	Two-Dimensional Design	3 units

And select one of the following:

ART 200	Fine Art Portfolio Preparation	3 units
ART 385	Master Portfolio - Digital Photography	2.5 units
ART 388	Master Photography Portfolio	2.5 units

Select 12 units from any of the following courses:

Drawing:

ART 202	Drawing and Composition II	3 units
ART 206	Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 208	Portrait Drawing I	3 units
ART 209	Portrait Drawing II	3 units

Painting:

ART 223	Oil Painting I	3 units
ART 224	Oil Painting II	3 units
ART 225	Acrylic Painting I	3 units
ART 226	Acrylic Painting II	3 units
ART 231	Watercolor I	3 units

ART 232	Watercolor II	3 units
ART 236	Chinese Brush Painting	3 units

Ceramics and Sculpture:

ART 401	Three-Dimensional Design	3 units
ART 405	Sculpture I	3 units
ART 406	Sculpture II	3 units
ART 411	Ceramics I	3 units
ART 412	Ceramics II	3 units

Digital Art:

ART 315	Mixed Media Art	3 units
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Photography (Darkroom):

ART 351	Beginning Black and White Photography	3 units
ART 352	Intermediate Black and White Photography	3 units
ART 353	Advanced Black and White Photography	3 units
ART 391	Experimental Photography 1	3 units
ART 392	Experimental Photography 2	3 units
ART 393	Experimental Photography 3	3 units
ART 394	Experimental Photography 4	3 units

Digital Photography:

ART 350	Visual Perception	3 units
ART 381	Beginning Digital Photography	3 units
ART 383	Intermediate Digital Photography	3 units
ART 384	Advanced Digital Photography	3 units
ART 396	Documentary Photography 1	3 units
ART 397	Documentary Photography 2	3 units

AA *Major in Art: Art History*

Revised Course Title (page 84)

ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
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AA-T *Major in Studio Art*

Revised Course Title (page 85)

ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
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Revised Course Number (page 85)

ART 236	Chinese Brush Painting	3 units
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BUSINESS

AA Major in Business Administration, Option 1 (Non-transfer)

Updated Degree Requirements (page 91)

Career opportunities for Business Administration majors are diverse and many. The major prepares students for careers in business disciplines which include sales, marketing, public relations, and human resources. Many graduates find employment within the manufacturing industries: automotive, aerospace, commercial; investment banking; consulting services; retailing; and information technology and telecommunications. Others secure employment in federal, state, or local government agencies. Still others work for non-profit or private foundations and professional organizations. Administrative assistant, bookkeeper, buyer, employment interviewer, and sales agent are some of the careers for which the non-transfer option helps prepare the student.

Complete General Education and other requirements listed for the Associate degree and

Major requirements: 24–26 semester units

A grade of "C" or higher is required for each course applied to the major.

- ACTG 100 Accounting Procedures. 3 units. .
- OR
- ACTG 121 Financial Accounting. 4 units
- BUS 100 Contemporary American Business 3 units
- BUS 101 Human Relations I 3 units
- BUS 115 Business Mathematics 3 units
- BUS 201 Business Law I 3 units
- BUS 401 Business Communications 3 units
- BUS 295 Computer Systems in Business 4 units. .
- OR
- CIS 110 Introduction to Computer and Information Science 3 units

Plus, select 3 units from a BUSW series

AA Major in Business Information Processing Option 1: Microcomputer/Office Assistant

Updated Degree Requirements (page 92)

Career opportunities available to Business Information Processing graduates include employment in both entry-level positions and mid-level office management. Other areas of career opportunities include sales, marketing, public relations, and human resources.

Students develop the ability to organize and manage work tasks and information through the use of computer/office technology. These programs offer training in decision-making and administrative duties that are required for promotion.

Among career opportunities for those skilled in microcomputer word processing are office assistant, administrative staff assistant, executive secretary, senior secretary, secretary supervisor, and secretarial services entrepreneur.

Complete General Education and other requirements listed for the Associate degree and

Major requirements: 23–24.5 semester units

A grade of "C" or higher is required for each course applied to the major.

- BUS 101 Human Relations I. 3 units
- BUS 115 Business Mathematics 3 units
- BUS 315 Keyboarding I 3 units
- OR
- BUS 317 Keyboarding Skill-Building 1.5 units
- BUS 326 Electronic Filing and Records Management 1.5 units
- BUS 401 Business Communication 3 units
- BUSW 105 Introduction to Microcomputers 1.5 units
- BUSW 114 Windows Fundamentals I. 1.5 units
- BUSW 214 Word Processing I Using WORD for Windows 1.5 units
- BUSW 215 Word Processing II Using WORD for Windows 1.5 units
- BUSW 383 Business Presentations Using Power Point for Windows 1.5 units
- BUSW 415 Spreadsheet I Using Excel for Windows. 1.5 units
- BUSW 530 Introduction to Internet Competency 1.5 units
- CRER 127 Career Choices II: Job Search 0.5 unit



COMMUNICATION STUDIES

AA-T Major in Communication Studies

Updated Degree Requirements (page 95)

The AA-T major in Communication Studies prepares students for transfer into bachelor's degree programs in communication and similar areas.

Upon completion of degree requirements, students will be able to:

1. Write a speech outline that demonstrates proper organizational components.
2. Apply learned skills and communication theories in teamwork.
3. Demonstrate ability to effectively deliver presentations.
4. Apply critical thinking skills to analyze conflict and controversial situations.

Complete General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Major requirements: 18 semester units

Required Core Course:

COMM 110 Public Speaking 3 units

Group A: Students must take the following:

COMM 130 Interpersonal Communication 3 units

COMM 140 Small Group Communication 3 units

Group B: Any two courses from the following (6 units):

COMM 150 Intercultural Communication 3 units

COMM 170 Oral Interpretation I. 3 units

Group C: Any one course from the following or any Group B course not used above (3 units):

ANTH 110 Cultural Anthropology 3 units

PSYC 100 General Psychology 3 units

SOCI 100 Introduction to Sociology. 3 units

ENGL 110 Composition, Literature, and Critical Thinking . . 3 units

COMM 171 Oral Interpretation II. 3 units

General Education requirements:

Select courses to complete CSU General Education OR IGETC or CSU. This degree does not require the CSM AA/AS General Education pattern on pages 69 & 70.

CSU GE:

- Area A1: Oral Communication 3 units
- Area A2 Written Communication 3 units
- Area A3 Critical Thinking 3 units
- Area B1 Physical Science. 3 units
- Area B2 Life Science 3 units
- Area B3 Science Lab 1 unit
- Area B4 Math Concepts 3 units
- Area C1 Arts 3 units
- Area C2 Humanities. 3 units
- Area C1 or C2 3 units
- Area D Social, Political, and Economic Institutions 9 units
- Area E Lifelong Understanding 3 units

OR

IGETC/CSU:

- Area 1A English Composition 3 units
- Area 1B Critical Thinking/Composition 3 units
- Area 1C Oral Communication 3 units
- Area 2 Math Concepts. 3 units
- Area 3A Arts 3 units
- Area 3B Humanities. 3 units
- Area 3A or 3B 3 units
- Area 4 Social and Behavioral Science 9 units
- Area 5A Physical Science 3 units
- Area 5B Biological Science 3 units
- Area 5C Science Lab - Either 5A or 5B
must have a lab component. 1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 transferable units total.

DENTAL ASSISTING

AS Major in Dental Assisting

Updated Course Units (page 102)

DENT 770 Dental Office Procedures. 2.5 units

DIGITAL MEDIA

AA Major in Digital Media: Broadcast and Electronic Media

*Subtitle Addition (page 104):
(formerly Digital Media: Television Producing)*



KINESIOLOGY

AA-T Major in Kinesiology

Updated Degree Requirements (page 127)

Major requirements: 21–24 semester units

Group B: Select two courses from the following (6-9 units)

- MATH 200 Elementary Probability and Statistics 4 units
- BIOL 100 Introduction to the Life Sciences 3 units . . AND
- BIOL 195 Biology Field Laboratory. 1 unit

MANAGEMENT

AA Management: Retail Management

Updated Degree Requirements (page 132)

Developed in cooperation with the Western Association of Food Chains, the certificate and degree programs in Retail Management give students core courses in preparation for management and supervisory positions with excellent prospects for employment.

Upon completion of degree requirements, students will be able to:

1. Critically analyze retail management concepts and principles as applied to a business situation
2. Describe exposure identification and risk management techniques
3. Explain the relevance of endorsements in modifying contracts
4. Explain the basic IRS corporate tax structure

Complete General Education and other requirements listed for the Associate degree and

Major requirements: 31–32 semester units

A grade of "C" or higher is required for each course applied to the major.

- ACTG 100 Accounting Procedures. 3 units . .OR
- ACTG 121 Financial Accounting 4 units
- BUS 101 Human Relations I. 3 units
- BUS 115 Business Mathematics 3 units
- BUS 180 Marketing. 3 units
- BUS 186 (Canada College). OR
- BUS 190 (Skyline College). 3 units
- BUS 295 Computer Systems in Business 4 units
- BUS 401 Business Communications 3 units
- MGMT 100 Introduction to Business Management OR
- MGMT 235 Techniques of Supervision 3 units
- MGMT 215 Management of Human Resources 3 units
- COMM 130 Interpersonal Communication. 3 units

MUSIC

AS Music

Updated Degree Requirements (page 135)

Major requirements: 35–43 semester units

Applied Lessons Requirement, Four Semesters, 1 unit each:

- MUS. 501 Studio Lessons I (Applied Music I) 1 unit
- MUS. 502 Studio Lessons II (Applied Music II) 1 unit
- MUS. 503 Studio Lessons III (Applied Music III) 1 unit
- MUS. 504 Studio Lessons IV (Applied Music IV) 1 unit

Students with piano experience may wish to use CSM "Credit By Exam (CBE)" to meet the requirement for MUS 301 and MUS 302. (Find more information about Credit By Exam in the CSM catalog.)

Keyboard Proficiency Requirement:

Two semesters of class piano, Piano 1 and Piano 2, are required for the major. Students with piano experience may wish to use CSM's "Credit By Exam (CBE)" to meet the Units requirement for MUS 301 and MUS 302. (Find more information about Credit By Exam in the CSM catalog.)

- MUS 301 Piano I. 2 units . . AND
- MUS 302 Piano II 2 units

NURSING – REGISTERED NURSING PROGRAM

AS Major in Nursing

Revised Course Number/Titles (page 138)

- COMM 110 Public Speaking OR
- COMM 130 Interpersonal Communication OR
- COMM 140 Small Group Communication 3 units
- COMM 150 Intercultural Communication OR

PHYSICAL SCIENCE

AS Major in Physical Science

Updated Course Abbreviation (page 140)

- PHYS 220 General Physics II. 4 units

SPRINKLER FITTER

College of San Mateo will no longer offer a Sprinkler Fitter program effective fall 2014. (page 148)

Please contact the Sprinkler Fitters and Apprentices to learn more about training locations in the area. You may reach the Sprinkler Fitters and Apprentices Local UA 483 at 2531 Barrington Ct., Hayward, CA 94545 (510) 782-9483



Description of Courses

[Updated Course Description, page 158](#)

ART 102 ART OF RENAISSANCE AND BAROQUE (c. 1300-1700) (3) (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: ENGL 838 or 848. Survey of artistic expression during the Proto-Renaissance, Renaissance, High Renaissance, and Baroque periods (c.1300-1700). Emphasizes the development of painting and sculpture and their relationship to their cultural and historical context. Also offered as ART 802. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

[Additional Course Description, page 161](#)

ART 665 SPECIAL TOPICS IN ART (.5-3) (Pass/No Pass or letter grade option.) Minimum of 16 lecture hours to 144 lab hours or combination of lecture hours and lab hours to equate to .5–3 units; plus additional lab hours by arrangement for certain topics per term. Recommended Preparation: a beginning art studio course. Advanced or specialized study in studio arts. Designed for students in ceramics, drawing, painting, photography, print-making, and sculpture. Course provides extended study of a particular media, technique, or artistic problem through selected themes as listed in the class schedule. (AA, CSU)

[Updated Course Description, page 164](#)

BLDG 710 ADVANCED BUILDING INSPECTION (6) (Pass/No Pass or letter grade option.) Minimum of 96 lecture hours per term. Prerequisite: BLDG 700. Study of the fire and life safety provisions of the International Building Code. (AA)

[Updated Course Description, page 175](#)

DENT 749 PRECLINICAL DENTAL SCIENCE LABORATORY (1) Minimum of 48 lab hours per term. Prerequisite: acceptance to the Dental Assisting Program. This course provides the student with a swift introduction to chairside skills, clinical dental charting, classification of cavities, rubber dam, local anesthesia, dental units, preparing and dismissing the dental patient, preparing and breaking down the dental treatment room, proper oral evacuation placement, and generalized instrumentation. (This course is offered in the Fall only.) (AA)

[Updated Course Description, page 217](#)

READ 852 VOCABULARY BUILDING INTRODUCTORY (.5-1) (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 48 lab hours per term. The first course in a series of four self-paced, individualized courses designed to improve knowledge of essential words and word parts through a words-in-context approach. Students will use textbooks and computer programs to study up to 150 words. (Units do not apply toward AA/AS degree.)

[Updated Course Description, page 217](#)

READ 854 VOCABULARY IMPROVING HIGH-INTERMEDIATE (.5-1) (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 48 lab hours per term. The third course in a series of four self-paced, individualized courses designed to build knowledge of intermediate-level words and word parts through a words-in-context approach. Students will use textbooks and computer programs to study up to 150 words. (Units do not apply toward AA/AS degree.)

[Updated Course Description, page 219](#)

SOSC 317 CASE MANAGEMENT (3) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848. The course examines the principles and critical issues in case management as an integrated system of care approach to the delivery of health, substance abuse, mental health and social services, linking clients with appropriate services to address the client's specific needs and stated goals. Special attention is given to diverse populations in Behavioral Health agencies in community public health and social service settings and the legal and ethical scope of practice. (AA, CSU)