Schedule of Classes

Accelerated, Short and Late-Start Options

Spring 2016

New Accelerated, Late-Start Classes Offered!

These new classes provide students the ability to complete **high demand courses in a half-semester** (8 weeks), making them an excellent choice for students who want to get general education classes done quickly.

ENGL 100 O2H CRN: 32902	**Composition and Reading** Start/End Dates: 3/21–5/20	**3 units**	Online
ENGL 110 JC CRN: 32898	**Compos., Lit. & Crit. Thinking** Start/End Dates: 3/22–5/19	**3 units**	Tues/Thur 6:10–9:00 pm
FILM 100 O2H CRN: 40387	**Introduction to Film** Start/End Dates: 3/21–5/20	**3 units**	Online
PHYS 150 AC CRN: 45435	**Preparation for Physics** Start/End Dates: 2/18–5/19	**4 units**	Tues/Thur 9:10–11:00 am
PSYC 100 HY2 CRN: 45455	**General Psychology** Start/End Dates: 3/21–5/16	**3 units**	Mondays 1:00–4:00 pm
SOCI 100 O2H CRN: 45454	**Introduction to Sociology** Start/End Dates: 3/21–5/20	**3 units**	Online

Tips for taking accelerated classes.

Know what accelerated classes require.
- Taking an accelerated class means that you will be covering the same amount of material as a full-term semester in only 8 weeks.
- To reach your highest level of success, expect to spend at least two hours outside of class for every hour of class time. For example, in a 3-unit lecture class, expect to spend about 12–15 hours outside of class each week.

Plan your schedule for the whole semester.
- Be aware of all important dates (last day to drop, test and quiz dates, deadlines for projects/essays, etc.).

Get organized! Start the first day of class.
- Get to know some of your classmates and trade contact information in case you miss class or have questions.
- Assignments begin the first day of class! Purchase your book before the first day of the first class meeting.
- Find out if your instructor has any tools or strategies to succeed in the class as early as possible.
- Create a calendar or schedule based on your class syllabus.

Attendance is critical.
- In order to succeed at your highest level, make your class(es) a priority. Plan all personal appointments and commitments around your class schedule.
- Each class meeting is almost a week's worth of instruction. Missing even one class can cause you to fall behind. Plan on attending every class for the entire class period. Contact classmates and/or your instructor if you do have to miss a class to find out what you missed.

Seek out support.
- Find out about Learning Center resources, workshops, groups, and tutoring and utilize them as often as possible.
- Talk to a Counselor early in the semester.
- Talk to your instructor as soon as you have any questions or difficulties with the class material.
- Work with classmates in study groups or find a study partner.

College of San Mateo

Need extra units? Want to reach your educational goals quicker? Check out these flexible options!

January Start Dates

Course	Title	Units	Day	Time
ACTG 144 J1 CRN: 37039	**QuickBooks Set-up/Service Bus.** Start/End Dates: 1/26–3/15	1.5 units	Tuesdays	6:30–9:20 pm
ACTG 144 O1H CRN: 41056	**QuickBooks Set-up/Service Bus.** Start/End Dates: 1/26–3/15	1.5 units	Online	
ACTG 183 J1 CRN: 44642	**Taxation-Trust Gifts Estates** Start/End Dates: 1/21–3/17	2 units	Thursdays	6:00–9:50 pm
ACTG 665MD JAH CRN: 45288	**Lacerte Tax Software Basics** Start/End Dates: 1/25–2/1	0.5 unit	Mondays	6:00–9:50 pm
BUS. 317 AX1 CRN: 35781	**Keyboarding Skill-building** Start/End Dates: 1/21–3/17	1.5 units	Tues/Thur	9:45–11:00 am
BUS. 317 J1 CRN: 35780	**Keyboarding Skill-building** Start/End Dates: 1/21–3/17	1.5 units	Thursday	6:30–9:20 pm
BUS. 317 JX1 CRN: 41867	**Keyboarding Skill-building** Start/End Dates: 1/20–3/16	1.5 units	Wednesday	6:30–9:30 pm
BUSW 105 AX1 CRN: 36652	**Intro Microcomputers** Start/End Dates: 1/21–3/17	1.5 units	Tues/Thur	9:45–11:00 am
BUSW 105 JX1 CRN: 35786	**Intro Microcomputers** Start/End Dates: 1/21–3/17	1.5 units	Thursday	6:30–9:20 pm
BUSW 383 J1 CRN: 35131	**Bus Pres PwrPt I** Start/End Dates: 1/20–3/16	1.5 units	Wednesday	6:30–9:30 pm
BUSW 415 J1 CRN: 35092	**Spreadsheet I** Start/End Dates: 1/26–3/15	1.5 units	Tuesday	6:30–9:20 pm
COUN 111 D1 CRN: 45241	**College Planning** Start/End Dates: 1/25–3/7	0.5 unit	Monday	1:10–2:25 pm
COUN 122 B1 CRN: 45221	**Study Skills** Start/End Dates: 1/21–2/25	1 unit	Tues/Thur	9:45–11:00 am
LCTR 100 A1 CRN: 43741	**Effective Tutoring & Practicum** Start/End Dates: 1/29–3/11	1 unit	Fridays	2:30–3:50 pm
LCTR 105 AZH CRN: 45253	**Keys to Success** Start/End Dates: 1/26–3/24	1 unit	Tues/Thur	8:30–9:30 am
LIBR 100 A1 CRN: 43013	**Intro to Library Research** Start/End Dates: 1/20–3/16	1 unit	Mon/Wed	2:10–3:00 pm

February Start Dates

Course	Title	Units	Day	Time
CRER 126 A1 CRN: 40905	**Career Choices I: Assessment** Start/End Dates: 2/1–2/10	0.5 unit	Mon/Wed	1:10–3:00 pm
PHYS 150 AC CRN: 45435	**Preparation for Physics** Start/End Dates: 2/18–5/19	4 units	Tues/Thur	9:10–11:00 am

March Start Dates

Course	Title	Units	Day	Time
ACTG 145 J2 CRN: 37040	**QuickBooks Payroll/Merchandising** Start/End Dates: 3/22–5/24	1.5 units	Tuesdays	6:30–9:20 pm
ACTG 145 O2H CRN: 41058	**QuickBooks Payroll/Merchandising** Start/End Dates: 3/22–5/24	1.5 units	Online	
BUSW 384 J2 CRN: 41084	**Bus Pres PwrPt II** Start/End Dates: 3/23–5/25	1.5 units	Wednesdays	6:30–9:30 pm
BUSW 384 O2H CRN: 41086	**Bus Pres PwrPt II** Start/End Dates: 3/23–5/25	1.5 units	Online	
BUSW 415 A2 CRN: 35798	**Spreadsheet I** Start/End Dates: 3/22-5/19	1.5 units	Tues/Thur	9:45–11:00 am
BUSW 416 J2 CRN: 35096	**Spreadsheet II** Start/End Dates: 3/22–5/24	1.5 units	Tuesdays	6:30–9:20 pm
BUSW 530 J2 CRN: 42143	**Introduction to Internet** Start/End Dates: 3/23–5/25	1.5 units	Wednesdays	6:30–9:20 pm
BUSW 530 O2H CRN: 35802	**Introduction to Internet** Start/End Dates: 3/23–5/25	1.5 units	Online	
CRER 126 A2 CRN: 32876	**Career Choices I: Assessment** Start/End Dates: 3/2–3/23	0.5 unit	Wednesdays	1:10–3:00 pm
ENGL 100 O2H CRN: 32902	**Composition and Reading** Start/End Dates: 3/21–5/20	3 units	Online	
ENGL 110 JC CRN: 32898	**Compos., Lit. & Crit. Thinking** Start/End Dates: 3/22–5/19	3 units	Tues/Thur	6:10–9:00 pm
FILM 100 O2H CRN: 40387	**Introduction to Film** Start/End Dates: 3/21–5/20	3 units	Online	
PSYC 100 HY2 CRN: 45455	**General Psychology** Start/End Dates: 3/21–5/16	3 units	Mondays	1:00–4:00 pm
SOCI 100 O2H CRN: 45454	**Introduction to Sociology** Start/End Dates: 3/21–5/20	3 units	Online	
SPAN 112 AX CRN: 35563	**Elementary Spanish II** Start/End Dates: 3/7–5/20	3 units	Daily	9:10–10:00 am
SPAN 112 BX CRN: 40741	**Elementary Spanish II** Start/End Dates: 3/7–5/20	3 units	Mon/Wed/Fri	10:10–11:35 am
SPAN 122 AX CRN: 41797	**Adv. Elementary Spanish II** Start/End Dates: 3/7–5/20	3 units	Mon/Wed/Fri	12:10–1:35 pm

Need more information? Visit collegeofsanmateo.edu/webschedule
to view up-to-date class details, descriptions and prerequisites.