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.

Schedule of Classes

Accelerated, Short and Late-Start Options

Spring 2016

College of San Mateo

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

January Start Dates

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

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

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

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Compos., Lit. & Crit. Thinking
Start/End Dates: 3/22–5/19
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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.