


Fall and Spring 16-Week Calculated Class Time Hours

Scheduled course time required per session for a 16-week course meeting X number of days per week.

Standard					
Course	1 Meeting	2 Meetings	3 Meetings	4 Meetings	5 Meetings
Hours	Day per Week	Days per Week	Days per Week	Days per Week	Days per Week
	Hrs: Min per Day	Hrs:Min per Day	Hrs:Min per Day	Hrs: Min per Day	Hrs: Min per Day
.5 hr/wk 9 total hours	** 0.6 hours per week			**	**
1 hr/wk 18 total hours	1:05 M,T,W,Th,F or S 1.3 hours per week				
1.5 hr/wk 27 total hours	1:25 M,T,W,Th,F or S 1.7 hours per week				
2 hrs/wk 36 total hours	2:05 M,T,W,Th,F or S 2.3 hours per week	**	**		
2.5 hrs/wk 45 total hours	2:30 M,T,W,Th,F or S 2.8 hours per week	1:10 MW or TTh 1.4 hours twice per week	**		
3 hrs/wk 54 total hours	3:10 M,T,W,Th,F or S 3.4 hours per week	1:25 MW or TTh 1.7 hours twice per week	**		
3.5 hrs/wk 63 total hours	3:35 M,T,W,Th,F or S 3.9 hours per week	1:50 MW or TTh 2.0 hours twice per week	1:05 MWF or TThF 1.2 hours 3 times per week	**	**
4 hrs/wk 72 total hours	4:15 M,T,W,Th,F or S 4.5 hours per week	2:05 MW or TTh 2.3 hours twice per week	1:15 MWF or TThF 1.5 hours 3 times per week	**	
4.5 hrs/wk 81 total hours	4:55 M,T,W,Th,F or S 5.1 hours per week	2:20 MW or TTh 2.5 hours twice per week	1:25 MWF or TThF 1.7 hours 3 times per week	1:05 MTWTh 1.1 hours 4 times per week	
5 hrs/wk 90 total hours	5:20 M,T,W,Th,F or S 5.6 hours per week	2:30 MW or TTh 2.8 hours twice per week	1:35 MWF or TThF 1.9 hours 3 times per week	1:10 MTWTh 1.4 hours 4 times per week	**
5.5 hrs/wk 99 total hours	*** 6.2 hours per week	2:55 MW or TTh 3.1 hours twice per week	1:55 MWF or TThF 2.1 hours 3 times per week	1:20 MTWTh 1.5 hours 4 times per week	1:05 Daily 1.1 hours 5 times per week
6 hrs/wk 108 total hours	*** 6.8 hours per week	3:10 MW or TTh 3.4 hours twice per week	2:05 MWF or TThF 2.3 hours 3 times per week	1:25 MTWTh 1.7 hours 4 times per week	1:10 Daily 1.4 hours 5 times per week
6.5 hrs/wk 117 total hours	*** 7.3 hours per week	3:25 MW or TTh 3.7 hours twice per week	2:10 MWF or TThF 2.4 hours 3 times per week	1:30 MTWTh 1.8 hours 4 times per week	1:15 Daily 1.5 hours 5 times per week
7 hrs/wk 126 total hours	*** 7.9 hours per week	3:50 MW or TTh 3.9 hours twice per week	2:20 MWF or TThF 2.6 hours 3 times per week	1:50 MTWTh 2.0 hours 4 times per week	1:20 Daily 1.6 hours 5 times per week
7.5 hrs/wk 135 total hours	*** 8.4 hours per week	4:00 MW or TTh 4.2 hours twice per week	2:30 MWF or TThF 2.8 hours 3 times per week	1:55 MTWTh 2.1 hours 4 times per week	1:25 Daily 1.7 hours 5 times per week
8 hrs/wk 144 total hours	*** 9.0 hours per week	4:15 MW or TTh 4.5 hours twice per week	2:50 MWF or TThF 3.0 hours 3 times per week	2:05 MTWTh 2.3 hours 4 times per week	1:30 Daily 1.8 hours 5 times per week
8.5 hrs/wk 153 total hours	*** 9.6 hours per week	4:30 MW or TTh 4.8 hours twice per week	3:00 MWF or TThF 3.2 hours 3 times per week	2:10 MTWTh 2.4 hours 4 times per week	1:35 Daily 1.9 hours 5 times per week
9 hrs/wk 162 total hours	*** 10.1 hours per week	4:55 MW or TTh 5.1 hours twice per week	3:10 MWF or TThF 3.4 hours 3 times per week	2:15 MTWTh 2.5 hours 4 times per week	1:50 Daily 2.0 hours 5 times per week
9.5 hrs/wk 171 total hours	*** 10.7 hours per week	5:10 MW or TTh 5.3 hours twice per week	3:20 MWF or TThF 3.6 hours 3 times per week	2:25 MTWTh 2.7 hours 4 times per week	1:55 Daily 2.1 hours 5 times per week
10 hrs/wk 180 total hours	*** 11.3 hours per week	5:25 MW or TTh 5.6 hours twice per week	3:30 MWF or TThF 3.8 hours 3 times per week	2:30 MTWTh 2.8 hours 4 times per week	2:05 Daily 2.3 hours 5 times per week

Use the hours and minutes when figuring start and end times for a meeting pattern.
Use the decimal equivalents for the total TBA hours for a meeting pattern.

Remember:

- If a class is 1 hour or more, but less than 2 hours long, the class should get 10 minutes passing time after the class in lieu of a break.
- If a class is 2 hours or more, but less than 3 hours long, the class should get one 10-minute break and 10 minutes passing time.
- If a class is 3 hours or more, but less than 4 hours long, the class should get two 10-minute breaks and 10 minutes passing time.

etc.

The 10 minutes that follow each class (the passing time) is part of the class. The students are still earning credit, and the instructor is still earning pay. Always make sure to allow 10 minutes between classes when scheduling in a room and an instructor's schedule.

** Pattern does not give optimal apportionment.

*** This schedule would require more than 6 hours. A class that meets more than 6 hours must have at least a 1/2-hour lunch break or meet more than one day. Use a column further to the right to break it apart into at least two days or meetings.