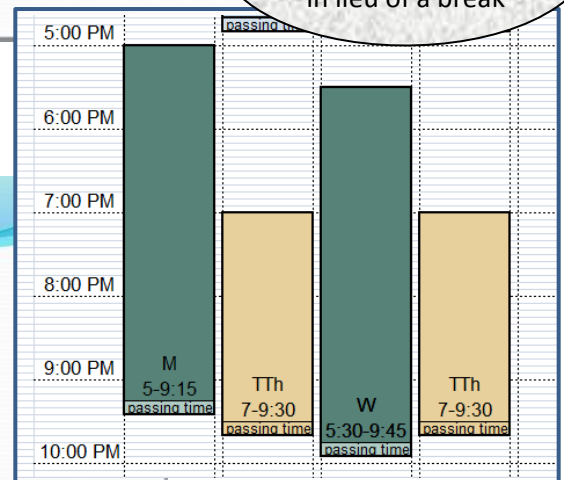# Examples of the Method of 16-Week Calendar Class-Length Calculation

A 4-Hour Class that Meets Once a Week for 16 Weeks

- Multiply the standard Catalog weekly hours by 18
- Divide the total hours by 16 for weekly hours for a 16-wk class
- Divide new weekly hours by the number of meetings per week
- Subtract 1 hour (the last hour) from the number of full hours in the meeting pattern
- Multiply the (last full hour plus the remaining decimal) by 50
- Add the resulting hours and minutes

- 4 X 18 = 72 total hours

- 72 / 16 = 4.5 hours per week

- 4.5 / 1 meeting = 4.5
  4.5 hours in each meeting pattern

- 4 – 1 = 3 hours

- 1.5 X 50 = 75 minutes

- 3 hours + 75 minutes =
  4 hours and 15 minutes

> Three 10-minute breaks

> 10-minute passing time at the end in lieu of a break

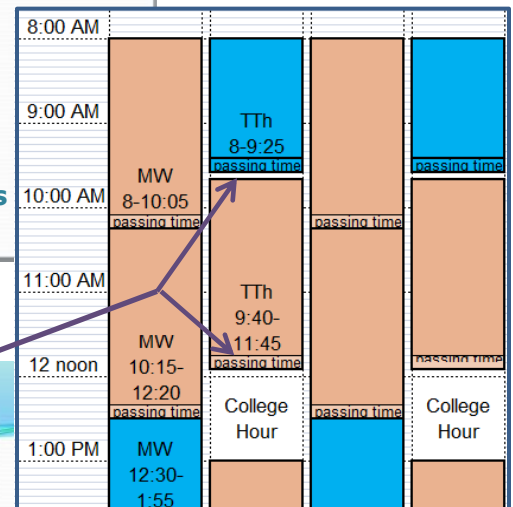## A 5-Hour Class that Meets Twice a Week for 16 Weeks

- Multiply the standard Catalog weekly hours by 18
- Divide the total hours by 16 for weekly hours for a 16-wk class
- Divide new weekly hours by the number of meetings per week
- Subtract 1 hour (the last hour) from the number of full hours in the meeting pattern
- Multiply the (last full hour plus the remaining decimal) by 50
- Add the resulting hours and minutes

- 5 X 18 = 90 total hours

- 90 / 16 = 5.63 hours per week

- 5.63 / 2 meetings = 2.815, Round to 2.8
  2.8 hours in each meeting pattern

- 2 – 1 = 1 hour

- 1.8 X 50 = 90 minutes

- 1 hours + 90 minutes =
  2 hours and 30 minutes

A 3-Hour Class that Meets Twice a Week for 16 Weeks

- Multiply the standard Catalog weekly hours by 18
- Divide the total hours by 16 for weekly hours for a 16-wk class
- Divide new weekly hours by the number of meetings per week
- Subtract 1 hour (the last hour) from the number of full hours in the meeting pattern
- Multiply the (last full hour plus the remaining decimal) by 50
- Add the resulting hours and minutes

- 3 X 18 = 54 total hours
- 54 / 16 = 3.38 hours per week
- 3.38 / 2 meetings = 1.69, Round to 1.7 **1.7 hours in each meeting pattern**
- 1 − 1 = 0 hours
- 1.7 X 50 = 85 minutes
- 0 hours + 85 minutes = **1 hour and 25 minutes**

> Always make sure there's enough time in the classroom for the 10 minutes passing time for the class you're working on and for the one before yours (if there is one).

A 4-Hour Class that Meets Twice a Week for 16 Weeks

- Multiply the standard Catalog weekly hours by 18
- Divide the total hours by 16 for weekly hours for a 16-wk class
- Divide new weekly hours by the number of meetings per week
- Subtract 1 hour (the last hour) from the number of full hours in the meeting pattern
- Multiply the (last full hour plus the remaining decimal) by 50
- Add the resulting hours and minutes

- 4 X 18 = 72 total hours
- 72 / 16 = 4.5 hours per week
- 4.5 / 2 meetings = 2.25, Round to 2.3 **2.3 hours in each meeting pattern**
- 2 − 1 = 1 hour
- 1.3 X 50 = 65 minutes
- 1 hours + 65 minutes = **2 hours and 5 minutes**