

## SBCC Conversion Table for 16-Week Calendar 9/4/2009

For the purpose of Course forms (either new courses or course modifications), given that CAC does not know how many times a week a course meets and that sections of the same course may have variable number of meetings per week, use the table below and treat the course as meeting once a week to arrive at the correct number of hours that a course should meet. Department chairs and deans should make appropriate adjustments when building the actual schedules for classes that meet more than once a week.

### Classes That Meet Once a Week

17.5 Week Calendar	16-week Calendar				
Current Contact Hours	Contact Hours per Meeting Including Breaks	Instructional Minutes per Class Session	Break Minutes per Class Session*	Total Minutes per Class Session	Example Start/End Times
1	1.3	65	0	65	8:00 to 9:05 a.m.
2	2.3	130	10	140	8:00 to 10:05 a.m.
3	3.3	165	20	185	8:00 to 11:05 a.m.
4	4.3	225	20	245	8:00 to 12:05 p.m.
5	5.3	285	20	305	8:00 to 1:05 p.m.
6	6.4	340	30	370	8:00 to 2:10 p.m.
7	7.6	400	40	440	8:00 to 3:20 p.m.
8	8.8	460	50	510	8:00 to 4:30 p.m.

For classes that are LECTURE only, it is a straightforward use of the chart above.

For classes that are a combination of LECTURE AND LAB, what needs to be considered is the TOTAL number of contact hours that a class should meet. That is if a class used to meet in the old calendar for 1 hour of lecture and 3 hours of lab, this DOES NOT translate to 1.3 hours of lecture and 3.3 hours of lab in the new calendar (for a total of 4.6 hours). RATHER, it means that if in the old calendar the class met for a total of 4 hours/week, now it should meet 4.3/hours per week and the appropriate breakdown between lecture and lab hours needs to be provided. In this case, it would be 1.3 hours of lecture and 3 hours of lab.

**Example:** ART 120 section 167 is a 3 unit class with 2 hours of lecture and 3 hours of lab per week for a total of 5 hours/week in the old calendar. In the 16 week calendar, the section should meet for a total of 5.3 hours/week - 2.3 hours of lecture per week and 3 hours of lab per week.

NOTE: Biology, Earth Sciences and Computer Sciences have chosen to not elongate their lab time and they use the plus hour courses to make up for the time needed.