

## CONTACT HOURS

It is very important for instructors to conduct class for the proper number of contact hours each semester. Students are paying for a defined number of hours of instruction, and ACC's state funding is based partially on the number of contact hours taught.

Contact hours refer to the number of classroom hours that a course must meet during a semester. The term is a bit misleading because a contact hour is only 50 minutes of class time plus a 10 minute break. A class with 48 contact hours actually meets only 40 hours during a semester. The remaining eight hours are set aside as break time or time for getting from one class to another.

The easiest way to determine how many hours you should hold class is to look at the class's start and end times in the course schedule. For example, if your class is scheduled on Tuesdays and Thursdays from 1:25 to 2:40 you must meet class during this time for the entire semester.

The amount of class time required for most three and four credit hour courses is in the following tables. Lab-based courses require more contact hours.

### Standard Times for 3 Contact Hour Classes: 2400 Minutes per Session

16 Week Session:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
3	50	50 minutes	48
2	75	1 hour 15 minutes	32
1	160*	2 hours 40 minutes	16

12 Week Session:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
3	70	1 hour 10 minutes	36
2	100	1 hour 40 minutes	24
1	220**	3 hours 40 minutes	12

8 Week Session:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
5	60	1 hour	40
4	75	1 hours 15 minutes	32
3	100	1 hour 40 minutes	24
2	160*	2 hours 40 minutes	16

5 ½ Week Session

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
5	90	1 hour 30 minutes	33
4	110	1 hour 50 minutes	22

11 Week Session

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
3	75	1 hour 15 minutes	33
2	110	1 hour 50 minutes	22

\* Includes 10 minutes for breaks

\*\* Includes 20 minutes for breaks

### Standard Times for 4 Contact Hour Classes: 3200 Minutes per Session

16 Week Session:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
3	70	1 hour 10 minutes	48
2	100	1 hour 40 minutes	32
1	220**	3 hours 40 minutes	16

12 Week Session:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
4	70	1 hour 10 minutes	48
3	90	1 hour 30 minutes	36
2	145*	2 hours 25 minutes	24

8 Week Session:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
5	80	1 hour 20 minutes	40
4	100	1 hour 40 minutes	32
3	145 *	2 hours 25 minutes	24
2	220 **	3 hours 40 minutes	16

### 5 ½ Week Session

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
5	125 !	2 hours 5 minutes	27
4	155 *	2 hours 35 minutes	22

### 11 Week Session

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
4	75	1 hour 15 minutes	44
3	100	1 hour 40 minutes	33
2	155 *	2 hours 35 minutes	22

! Includes 5 minutes for breaks

\* Includes 10 minutes for breaks

\*\* Includes 20 minutes for breaks

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