

El Camino College  
Office of the Vice President-Academic Affairs

**ECC CLASS LENGTH ON A 16-WEEK COMPRESSED CALENDAR**  
**Guidelines to Maximize Room Usage**

1. Where possible, three-hour classes meeting MWF will start at 8:00 am.
  - If these classes are scheduled on MW or WF, the room book must show maximum utilization on the third day. Format for classes scheduled on MW or WF will be as follows: 7:45-9:10 am, 9:30-10:55 am, 11:15-12:40 pm.
  - Mid-morning offerings will begin at 10:30 am. Three and four-unit courses should be adjusted so that if offered early in the morning, they will be completed before the 10:30 am classes begin. (Per agreement at VP/AA Staff meeting – 9/11/01)
2. Three-hour classes meeting on TTh will be scheduled as follows: 7:45-9:10 am, 9:30-10:55 am, and 11:15-12:40 pm.
3. Classes will start at 15 minute intervals (eg :00, :15, :30, :45).
4. To be eligible for apportionment, a class hour cannot be less than 50 minutes of scheduled instruction. (Ref. 3.06 – Student Attendance Accounting Manual)
5. Rooms must have classes scheduled back-to-back. If a Monday class must be scheduled from 8 - noon, there must be a Wednesday and Friday class(es) scheduled for the same time period. This applies to short-term classes as well.
6. There will be a minimum of 10 minutes passing time. This also applies to scheduling breaks between lecture/lab classes. If a lecture and lab section is scheduled in the same room, passing or break time can be less than 10 minutes. (VP/AA Staff Meeting – 6/26/01)
7. Room usage on Fridays must reflect fifty percent (50%) of a division's offerings.
8. There will be a College Hour scheduled between 1:00-2:00 pm on Tuesday/Thursday.
9. Short-term classes must use the 18-week version to calculate class time. Eg: 1 lecture unit = 18 hours; 1 lab unit = 54 hours.
10. Lecture and Lab hours should not be combined when using the calculations for the compressed calendar.
11. All short-term classes will be scheduled for 8 weeks unless approved by the VP/AA.
12. Any exceptions or deviations to the aforementioned must be approved by the VP/AA.

2/6/02

## ECC CLASS LENGTH ON A 16-WEEK COMPRESSED CALENDAR

Hrs per Week On 18-Week Base Calendar	Calculated Hours per Week	Number Class Meetings per Week	Hours/Minutes Per Class Meeting	SAMPLE Start – Stop Times
1 hour	1.22 hrs	1 day/wk	1.22 hrs (61 min – no break)	08:00 - 9:01 a.m.
2 hours	2.3 hrs	1 day/wk	2.3 hrs (115 min) (125 scheduled minutes which includes one 10 min break)	08:00 - 10:05 a.m.*
	2.44 hrs	2 days/wk	1.22 hrs (61 min – no break)	08:00 - 09:01 a.m.
3 hours	3.4 hrs	1 day/wk	3.4 hrs (170 min) (190 scheduled minutes which includes two 10 min breaks)	08:00 - 11:10 a.m.
	3.4 hrs	2 days/wk	1.7 hrs (85 min – no break)	08:00 - 9:25 a.m.
	3.44 hrs	3 days/wk	1.15 hrs (61 min, 61 min, 50 min – no break)	08:00 - 9:01 a.m. 08:00 - 8:50 a.m.
4 hours	4.5 hrs	1 day/wk	4.5 hrs (225 min) (255 scheduled minutes which includes three 10 min breaks)	08:00 - 12:15 p.m.
	4.6 hrs	2 days/wk	2.3 hrs (115 min) (125 scheduled minutes which includes one 10 min break)	08:00 - 10:05 a.m.
	4.5 hrs	3 days/wk	1.5 hrs (75 min – no break)	08:00 - 09:15 a.m.
	4.66 hrs	4 days/wk	1.17 hrs (61 min, 61 min, 61 min, 50 min – no break)	08:00 - 09:01 a.m. 08:00 - 08:50 a.m.
5 hours	5.6 hrs	1 day/wk	5.6 hrs (280 min) (320 scheduled minutes which includes four 10 min breaks)	08:00 - 1:20 p.m.
	5.6 hrs	2 days/wk	2.8 hrs (140 min) (150 scheduled minutes which includes one 10 min break)	08:00 - 10:30 a.m.
	5.7 hrs	3 days/wk	1.9 hrs (95 min – no break)	08:00 - 9:35 a.m.
	5.6 hrs	4 days/wk	1.4 hrs (70 min – no break)	08:00 - 9:10 a.m.
	5.66 hrs	5 days/wk	1.13 hrs (61 min, 61 min, 61 min, 50 min, 50 min – no break)	08:00 - 09:01 a.m. 08:00 - 8:50 a.m.

2/6/02

Developed in consultation with the Academic Deans, ECCFT (Westberg and Taylor), Academic Senate (Marston), and ECCE (Smith).

\*Revised in consultation with the Academic Deans and ECCFT (Westberg – 2/5/02)

## ECC CLASS LENGTH ON AN 8-WEEK COMPRESSED CALENDAR

Hours per Week On 18-Week Base Calendar	Calculated Hours per Week	Number of Class Meetings per Week	Hours/Minutes Per Class Meeting
1 hour/8 wks	2.4 hrs	1 day/wk	2.4 hrs (120 min) (130 scheduled minutes which includes one 10 min break)
	2.44 hrs	2 days/wk	1.22 hrs (61 min – no break)
2 hrs/8 wks	4.5 hrs	1 day/wk	4.5 hrs (225 min) (255 scheduled minutes which includes three 10 min breaks)
	4.6 hrs	2 days/wk	2.3 hrs (115 min) 125 scheduled minutes which includes one 10 min break)
	4.5 hrs	3 days/wk	1.5 hrs (75 min – no break)
	4.66 hrs	4 days/wk	1.17 hrs (61 min, 61 min, 61 min, 50 min – no breaks)
3 hrs/8 wks	6.8 hrs	1 day/wk	6.8 hrs (340 min) (390 scheduled minutes which includes five 10 min breaks)
	6.8 hrs	2 days/wk	3.4 hrs (170 min) (190 scheduled minutes which includes two 10 min breaks)
	6.9 hrs	3 days/wk	2.3 hrs (115 min) (125 scheduled minutes which includes one 10 min break)
	6.8 hrs	4 days/wk	1.7 hrs (85 min – no break)
	7.0 hrs	5 days/wk	1.4 hrs (70 min – no break)
4 hrs/8 wks	9.0 hrs	1 day/wk	9.0 hrs (450 min) (530 scheduled minutes which includes eight 10 min breaks)
	9.0 hrs	2 days/wk	4.5 hrs (225 min) (255 scheduled minutes which includes three 10 min breaks)
	9.0 hrs	3 days/wk	3 hrs (150 min) (170 scheduled minutes which includes two 10 min breaks)
	9.2 hrs	4 days/wk	2.3 hrs (115 min) (125 scheduled minutes which includes one 10 min break)