



Arts and Sciences Division
Health and Human Services Division

June 3, 2024

At Lansing Community College, each course is assigned credit and contact hours. The credit amount of each course represents the number of credits that a course counts toward degree requirements; the contact amount reflects the amount of instructional time for the course. Each contact hour is equal to sixteen (16) hours of instruction, and an instructional hour equals fifty (50) minutes. Each contact hour requires 800 instructional minutes (16 hours x 50 minutes).

Contact Hours (CH):

- 1 CH = 16 Hours**, 800 min mtg time (50min x 16)
- 2 CH = 32 Hours**, 1600 min mtg time (50min x 32)
- 3 CH = 48 Hours**, 2400 min mtg time (50min x 48)
- 4 CH = 64 Hours**, 3200 min mtg time (50min x 64)

Time requirements and formula to use:

- 800 minutes needed for the semester per **contact** hour.
- Multiply contact hours of your course by 800 to get total minutes needed for the section.
- Divide total minutes by the total number of sessions your class will meet.
 - This is the number of minutes the section must meet per session (without breaks) to meet the requirement. Sections need to be scheduled at least the minimum minutes or higher, never less than the minimum.

If a class is 1.5 hours or less, the class session will **not** have a break.

If a class is 2 hours or more but less than 3 hours, schedule one 10-minute break.

If a class is 3 hours or more but less than 4 hours, schedule two 10-minute breaks, etc.

- 3 contact hour course x 800 minutes requires 2400 minutes
- 2400 minutes divided by 14 (this class will meet once per week for 14 weeks) = 171 minutes (round up to 175)

*In the sample below, 6:10-7 = 50 min, 7:10-8 = 50 min, 8:10-9 = 50 min, 9-9:25 = 25 min; 50+50+50+25=175

- 2400 minutes divided by 28 (this class will meet twice per week for 14 weeks) = 86 minutes (round up to 90)

**In the sample below, 6:10-7 = 50 min, 7-7:40= 40 min; 50+40=90

Sample Class Meeting Times for 14-week sections:

	64 contact	48 contact	32 contact	16 contact
Meets 1 day per week	Need 228 (230) minutes 6:10-10:30 (three 10-min breaks)	*Need 171 (175) minutes 6:10-9:25 (two 10-min breaks)	Need 115 minutes 6:10-8:15 (one 10-min break)	Need 60 minutes 6-7 (no break)
Meets 2 day per week	Need 114 (115) minutes 6:10-8:15 (one 10-min break)	**Need 86 (90) minutes 6:10-7:40 (no break)	Need 57 (60) minutes 6-7 (no break)	n/a