

# CCCCO Units/Hours Worksheet

## SEMESTER UNITS

| Lecture             |       |
|---------------------|-------|
| 17.5 hours = 1 unit |       |
| Hours               | Units |
| 8.8                 | 0.5   |
| 17.5                | 1.0   |
| 26.3                | 1.5   |
| 35.0                | 2.0   |
| 43.8                | 2.5   |
| 52.5                | 3.0   |
| 61.3                | 3.5   |
| 70.0                | 4.0   |
| 78.8                | 4.5   |
| 87.5                | 5.0   |
| 96.3                | 5.5   |
| 105.0               | 6.0   |
| 113.8               | 6.5   |
| 122.5               | 7.0   |
| 131.3               | 7.5   |
| 140.0               | 8.0   |
| 148.8               | 8.5   |
| 157.5               | 9.0   |
| 166.3               | 9.5   |
| 175.0               | 10.0  |
| 183.8               | 10.5  |
| 192.5               | 11.0  |
| 201.3               | 11.5  |
| 210.0               | 12.0  |
| 218.8               | 12.5  |
| 227.5               | 13.0  |
| 236.3               | 13.5  |
| 245.0               | 14.0  |
| 253.8               | 14.5  |
| 262.5               | 15.0  |
| 271.3               | 15.5  |
| 280.0               | 16.0  |
| 288.8               | 16.5  |
| 297.5               | 17.0  |
| 306.3               | 17.5  |
| 315.0               | 18.0  |
| 323.8               | 18.5  |

| Lab                 |       |
|---------------------|-------|
| 52.5 hours = 1 unit |       |
| Hours               | Units |
| 26.3                | 0.5   |
| 52.5                | 1.0   |
| 78.8                | 1.5   |
| 105.0               | 2.0   |
| 131.3               | 2.5   |
| 157.5               | 3.0   |
| 183.8               | 3.5   |
| 210.0               | 4.0   |
| 236.3               | 4.5   |
| 262.5               | 5.0   |
| 288.8               | 5.5   |
| 315.0               | 6.0   |
| 341.3               | 6.5   |
| 367.5               | 7.0   |
| 393.8               | 7.5   |
| 420.0               | 8.0   |
| 446.3               | 8.5   |
| 472.5               | 9.0   |
| 498.8               | 9.5   |
| 525.0               | 10.0  |
| 551.3               | 10.5  |
| 577.5               | 11.0  |
| 603.8               | 11.5  |
| 630.0               | 12.0  |
| 656.3               | 12.5  |
| 682.5               | 13.0  |
| 708.8               | 13.5  |
| 735.0               | 14.0  |
| 761.3               | 14.5  |
| 787.5               | 15.0  |
| 813.8               | 15.5  |
| 840.0               | 16.0  |
| 866.3               | 16.5  |
| 892.5               | 17.0  |
| 918.8               | 17.5  |
| 945.0               | 18.0  |
| 971.3               | 18.5  |

| Lecture           |       |
|-------------------|-------|
| 18 hours = 1 unit |       |
| Hours             | Units |
| 9                 | 0.5   |
| 18                | 1.0   |
| 27                | 1.5   |
| 36                | 2.0   |
| 45                | 2.5   |
| 54                | 3.0   |
| 63                | 3.5   |
| 72                | 4.0   |
| 81                | 4.5   |
| 90                | 5.0   |
| 99                | 5.5   |
| 108               | 6.0   |
| 117               | 6.5   |
| 126               | 7.0   |
| 135               | 7.5   |
| 144               | 8.0   |
| 153               | 8.5   |
| 162               | 9.0   |
| 171               | 9.5   |
| 180               | 10.0  |
| 189               | 10.5  |
| 198               | 11.0  |
| 207               | 11.5  |
| 216               | 12.0  |
| 225               | 12.5  |
| 234               | 13.0  |
| 243               | 13.5  |
| 252               | 14.0  |
| 261               | 14.5  |
| 270               | 15.0  |
| 279               | 15.5  |
| 288               | 16.0  |
| 297               | 16.5  |
| 306               | 17.0  |
| 315               | 17.5  |
| 324               | 18.0  |
| 333               | 18.5  |

| Lab               |       |
|-------------------|-------|
| 54 hours = 1 unit |       |
| Hours             | Units |
| 27                | 0.5   |
| 54                | 1.0   |
| 81                | 1.5   |
| 108               | 2.0   |
| 135               | 2.5   |
| 162               | 3.0   |
| 189               | 3.5   |
| 216               | 4.0   |
| 243               | 4.5   |
| 270               | 5.0   |
| 297               | 5.5   |
| 324               | 6.0   |
| 351               | 6.5   |
| 378               | 7.0   |
| 405               | 7.5   |
| 432               | 8.0   |
| 459               | 8.5   |
| 486               | 9.0   |
| 513               | 9.5   |
| 540               | 10.0  |
| 567               | 10.5  |
| 594               | 11.0  |
| 621               | 11.5  |
| 648               | 12.0  |
| 675               | 12.5  |
| 702               | 13.0  |
| 729               | 13.5  |
| 756               | 14.0  |
| 783               | 14.5  |
| 810               | 15.0  |
| 837               | 15.5  |
| 864               | 16.0  |
| 891               | 16.5  |
| 918               | 17.0  |
| 945               | 17.5  |
| 972               | 18.0  |
| 999               | 18.5  |

# CCCCO Units/Hours Worksheet

## SEMESTER UNITS

| Lecture           |       |
|-------------------|-------|
| 16 hours = 1 unit |       |
| Hours             | Units |
| 8                 | 0.5   |
| 16                | 1.0   |
| 24                | 1.5   |
| 32                | 2.0   |
| 40                | 2.5   |
| 48                | 3.0   |
| 56                | 3.5   |
| 64                | 4.0   |
| 72                | 4.5   |
| 80                | 5.0   |
| 88                | 5.5   |
| 96                | 6.0   |
| 104               | 6.5   |
| 112               | 7.0   |
| 120               | 7.5   |
| 128               | 8.0   |
| 136               | 8.5   |
| 144               | 9.0   |
| 152               | 9.5   |
| 160               | 10.0  |
| 168               | 10.5  |
| 176               | 11.0  |
| 184               | 11.5  |
| 192               | 12.0  |
| 200               | 12.5  |
| 208               | 13.0  |
| 216               | 13.5  |
| 224               | 14.0  |
| 232               | 14.5  |
| 240               | 15.0  |
| 248               | 15.5  |
| 256               | 16.0  |
| 264               | 16.5  |
| 272               | 17.0  |
| 280               | 17.5  |
| 288               | 18.0  |
| 296               | 18.5  |

| Lab               |       |
|-------------------|-------|
| 48 hours = 1 unit |       |
| Hours             | Units |
| 24                | 0.5   |
| 48                | 1.0   |
| 72                | 1.5   |
| 96                | 2.0   |
| 120               | 2.5   |
| 144               | 3.0   |
| 168               | 3.5   |
| 192               | 4.0   |
| 216               | 4.5   |
| 240               | 5.0   |
| 264               | 5.5   |
| 288               | 6.0   |
| 312               | 6.5   |
| 336               | 7.0   |
| 360               | 7.5   |
| 384               | 8.0   |
| 408               | 8.5   |
| 432               | 9.0   |
| 456               | 9.5   |
| 480               | 10.0  |
| 504               | 10.5  |
| 528               | 11.0  |
| 552               | 11.5  |
| 576               | 12.0  |
| 600               | 12.5  |
| 624               | 13.0  |
| 648               | 13.5  |
| 672               | 14.0  |
| 696               | 14.5  |
| 720               | 15.0  |
| 744               | 15.5  |
| 768               | 16.0  |
| 792               | 16.5  |
| 816               | 17.0  |
| 840               | 17.5  |
| 864               | 18.0  |
| 888               | 18.5  |

| Lecture           |       |
|-------------------|-------|
| 17 hours = 1 unit |       |
| Hours             | Units |
| 8.5               | 0.5   |
| 17                | 1.0   |
| 25.5              | 1.5   |
| 34                | 2.0   |
| 42.5              | 2.5   |
| 51                | 3.0   |
| 59.5              | 3.5   |
| 68                | 4.0   |
| 76.5              | 4.5   |
| 85                | 5.0   |
| 93.5              | 5.5   |
| 102               | 6.0   |
| 110.5             | 6.5   |
| 119               | 7.0   |
| 127.5             | 7.5   |
| 136               | 8.0   |
| 144.5             | 8.5   |
| 153               | 9.0   |
| 161.5             | 9.5   |
| 170               | 10.0  |
| 178.5             | 10.5  |
| 187               | 11.0  |
| 195.5             | 11.5  |
| 204               | 12.0  |
| 212.5             | 12.5  |
| 221               | 13.0  |
| 229.5             | 13.5  |
| 238               | 14.0  |
| 246.5             | 14.5  |
| 255               | 15.0  |
| 263.5             | 15.5  |
| 272               | 16.0  |
| 280.5             | 16.5  |
| 289               | 17.0  |
| 297.5             | 17.5  |
| 306               | 18.0  |
| 314.5             | 18.5  |

| Lab               |       |
|-------------------|-------|
| 51 hours = 1 unit |       |
| Hours             | Units |
| 25.5              | 0.5   |
| 51                | 1.0   |
| 76.5              | 1.5   |
| 102               | 2.0   |
| 127.5             | 2.5   |
| 153               | 3.0   |
| 178.5             | 3.5   |
| 204               | 4.0   |
| 229.5             | 4.5   |
| 255               | 5.0   |
| 280.5             | 5.5   |
| 306               | 6.0   |
| 331.5             | 6.5   |
| 357               | 7.0   |
| 382.5             | 7.5   |
| 408               | 8.0   |
| 433.5             | 8.5   |
| 459               | 9.0   |
| 484.5             | 9.5   |
| 510               | 10.0  |
| 535.5             | 10.5  |
| 561               | 11.0  |
| 586.5             | 11.5  |
| 612               | 12.0  |
| 637.5             | 12.5  |
| 663               | 13.0  |
| 688.5             | 13.5  |
| 714               | 14.0  |
| 739.5             | 14.5  |
| 765               | 15.0  |
| 790.5             | 15.5  |
| 816               | 16.0  |
| 841.5             | 16.5  |
| 867               | 17.0  |
| 892.5             | 17.5  |
| 918               | 18.0  |
| 943.5             | 18.5  |

# CCCCO Units/Hours Worksheet

## QUARTER UNITS

| Lecture           |       |
|-------------------|-------|
| 11 hours = 1 unit |       |
| Hours             | Units |
| 5.5               | 0.5   |
| 11                | 1.0   |
| 16.5              | 1.5   |
| 22                | 2.0   |
| 27.5              | 2.5   |
| 33                | 3.0   |
| 38.5              | 3.5   |
| 44                | 4.0   |
| 49.5              | 4.5   |
| 55                | 5.0   |
| 60.5              | 5.5   |
| 66                | 6.0   |
| 71.5              | 6.5   |
| 77                | 7.0   |
| 82.5              | 7.5   |
| 88                | 8.0   |
| 93.5              | 8.5   |
| 99                | 9.0   |
| 104.5             | 9.5   |
| 110               | 10.0  |
| 115.5             | 10.5  |
| 121               | 11.0  |
| 126.5             | 11.5  |
| 132               | 12.0  |
| 137.5             | 12.5  |
| 143               | 13.0  |
| 148.5             | 13.5  |
| 154               | 14.0  |
| 159.5             | 14.5  |
| 165               | 15.0  |
| 170.5             | 15.5  |
| 176               | 16.0  |
| 181.5             | 16.5  |
| 187               | 17.0  |
| 192.5             | 17.5  |
| 198               | 18.0  |

| Lab               |       |
|-------------------|-------|
| 33 hours = 1 unit |       |
| Hours             | Units |
| 16.5              | 0.5   |
| 33                | 1.0   |
| 49.5              | 1.5   |
| 66                | 2.0   |
| 82.5              | 2.5   |
| 99                | 3.0   |
| 115.5             | 3.5   |
| 132               | 4.0   |
| 148.5             | 4.5   |
| 165               | 5.0   |
| 181.5             | 5.5   |
| 198               | 6.0   |
| 214.5             | 6.5   |
| 231               | 7.0   |
| 247.5             | 7.5   |
| 264               | 8.0   |
| 280.5             | 8.5   |
| 297               | 9.0   |
| 313.5             | 9.5   |
| 330               | 10.0  |
| 346.5             | 10.5  |
| 363               | 11.0  |
| 379.5             | 11.5  |
| 396               | 12.0  |
| 412.5             | 12.5  |
| 429               | 13.0  |
| 445.5             | 13.5  |
| 462               | 14.0  |
| 478.5             | 14.5  |
| 495               | 15.0  |
| 511.5             | 15.5  |
| 528               | 16.0  |
| 544.5             | 16.5  |
| 561               | 17.0  |
| 577.5             | 17.5  |
| 594               | 18.0  |

| Lecture           |       |
|-------------------|-------|
| 12 hours = 1 unit |       |
| Hours             | Units |
| 6                 | 0.5   |
| 12                | 1.0   |
| 18                | 1.5   |
| 24                | 2.0   |
| 30                | 2.5   |
| 36                | 3.0   |
| 42                | 3.5   |
| 48                | 4.0   |
| 54                | 4.5   |
| 60                | 5.0   |
| 66                | 5.5   |
| 72                | 6.0   |
| 78                | 6.5   |
| 84                | 7.0   |
| 90                | 7.5   |
| 96                | 8.0   |
| 102               | 8.5   |
| 108               | 9.0   |
| 114               | 9.5   |
| 120               | 10.0  |
| 126               | 10.5  |
| 132               | 11.0  |
| 138               | 11.5  |
| 144               | 12.0  |
| 150               | 12.5  |
| 156               | 13.0  |
| 162               | 13.5  |
| 168               | 14.0  |
| 174               | 14.5  |
| 180               | 15.0  |
| 186               | 15.5  |
| 192               | 16.0  |
| 198               | 16.5  |
| 204               | 17.0  |
| 210               | 17.5  |
| 216               | 18.0  |

| Lab               |       |
|-------------------|-------|
| 36 hours = 1 unit |       |
| Hours             | Units |
| 18                | 0.5   |
| 36                | 1.0   |
| 54                | 1.5   |
| 72                | 2.0   |
| 90                | 2.5   |
| 108               | 3.0   |
| 126               | 3.5   |
| 144               | 4.0   |
| 162               | 4.5   |
| 180               | 5.0   |
| 198               | 5.5   |
| 216               | 6.0   |
| 234               | 6.5   |
| 252               | 7.0   |
| 270               | 7.5   |
| 288               | 8.0   |
| 306               | 8.5   |
| 324               | 9.0   |
| 342               | 9.5   |
| 360               | 10.0  |
| 378               | 10.5  |
| 396               | 11.0  |
| 414               | 11.5  |
| 432               | 12.0  |
| 450               | 12.5  |
| 468               | 13.0  |
| 486               | 13.5  |
| 504               | 14.0  |
| 522               | 14.5  |
| 540               | 15.0  |
| 558               | 15.5  |
| 576               | 16.0  |
| 594               | 16.5  |
| 612               | 17.0  |
| 630               | 17.5  |
| 648               | 18.0  |

# CCCCO Units/Hours Worksheet

## INSTRUCTIONS

- 1) Select the appropriate chart reflecting the term used by your college, whether semester or quarter.
- 2) Select the appropriate hour/unit conversion used by your college or program (16/48, 17/51, 17.5/52.5, 18/54, 11/33, or 12/36).
- 3) Calculate the appropriate units for lecture and/or laboratory. The tables are organized in one-half unit increments. Colleges can use smaller increments if approved by their local Board of Trustees.
- 4) Units increase when the next increment is reached. For example on the 18/54 table, lecture units are calculated as 1/2 unit between 9 hours and 17.5 hours and as one unit between 18 hours and 26.5 hours.
- 5) Work Experience (WEX) units are not calculated using this chart. WEX units are awarded based on student on-the-job-training hours (75 paid hours or 60 unpaid hours = one semester unit).  
**Note:** WEX units are awarded for on-the-job training hours; and not for lecture.
- 6) These are the only permitted methods and formulas for calculating units in the California Community Colleges. There are no allowable locally derived formulas or exceptions for specific disciplines.

## Regulations for the California Community College Credit Hours/Units

### Title 5 - § 55002(a)(2)(B) - Standards and Criteria for Courses - Units

"The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses."

### Title 5 - § 55002.5 (a) - Credit Hour

"One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system or 33 hours of lecture, study, or laboratory work at colleges operating on the quarter system."

### Program and Course Approval Handbook (PCAH), 5th Edition, September 2013, page 80

"In practice, the number of hours varies among institutions, but is generally within the range of 48-54 hours per unit for colleges on the semester system. For each hour of lecture required, it is assumed that students will be required to spend an additional two hours of study outside of class. The number of units awarded for laboratory courses is generally based on the number of hours of laboratory."

# CCCCO Units/Hours Worksheet

## Title 5 - § 55002.5 - Unit size

"(c) The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or laboratory work in half unit increments.

(d) A district may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study, or laboratory in increments of less than one half unit."

## PCAH - Homework for laboratory classes, page 81

"The college may award one unit of lab credit for only two hours per week of hands-on instruction/activity as long as the instructor assigns one hour per week of out-of class study. There is no prohibition against this practice; however, it must be used with caution, particularly in regard to transferrable laboratory classes."

## Title 5 - § 55256.5 (a) (b) - Work Experience Credit

"One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education."

"The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded."

## Title 5 - § 58050 (a) - Conditions for Claiming Attendance

"The following conditions must be met in order for attendance of students enrolled in a course to qualify for state apportionment: (5) The students enrolled in the course must be engaged in educational activities required of such students as described in the course outline of record. (6) The students must be under the immediate supervision of an employee of the district; unless otherwise provided by law. (7) The employee of the district must hold valid and unrevoked credentials or be employed pursuant to minimum qualifications adopted by the Board of Governors or equivalencies pursuant to section 53430 authorizing the employee to render service in the capacity and during the period in which the employee served." Other conditions apply.

## Title 5 - § 58051 (a)(1) - Method for Computing Full-Time Equivalent Student (FTES)

"Except as otherwise provided, in computing the full-time equivalent student of a community college district, there shall be included only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the district authorized to render service in the capacity and during the period in which he or she served."

**Note:** Students can be awarded unit credit for homework; however, homework hours cannot be claimed for apportionment.