**Curriculum Units/Hours Calculations**

The topic of units vs. hours is 3-1/2 pages long in the state Chancellor's curriculum handbook "PACAH" -

<http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5thEd_BOGapproved.pdf>

Page 80-83. Rules of thumb:

**54 hours per term = 1 unit**

54 hours per term = 3 hours per week = 1 unit

(The formula presumes an 18-week term even though we have a compressed 16-week schedule)

**Lecture courses, per 1 unit:**

Master Database: Lec 1, Prep hours 2 (together this is the required 3 hours)

Catalog description: 18 hours lecture per term

(Note that 1 Lecture hour on MD = 1 Unit)

**Lab courses, per 1 unit**:

Master Database: Lab 3, Prep hours 0

Catalog description: 54 hours lecture per term

(Note that 3 Lab hours on MD = 1 Unit. Divide lab hours by 3 to get units.)

**Rounding**

We are allowed to round down to the nearest half-unit. For example:

Assume lab hours are 7.

Divide by 3 to get units for lab hours.

7 / 3 = 2.3333

Round down, so 7 lab hours = 2 units.

But assume lab hours are 8.

8 / 3 = 2.66666

Round down to half-unit: 8 lab hours = 2.5 units.

**Internship courses**

Internship courses are an exception to the 54-hour per unit formula. There may be an on-campus lecture portion for an internship course - that would follow the usual rule. But for the actual hours spent in the internship, the state formula is:

1 unit = 60 hours supervised unpaid internship, or 75 hours paid internship

For a 1-unit internship with no on-campus lecture, we would use:

Master Database: Lab 3, Prep 0

Catalog: 60 hours supervised unpaid internship or 75 hours paid internship per term.

A typical internship course is 2-4 units - 1 unit lecture on campus with an FC instructor, and 1-3 units internship in the field. If so, we would use:

Master Database: Lab Min 3 Max 9 (Prep 0)

Catalog: 18 hours lecture and 60-180 hours supervised unpaid internship or 75-225 hours paid internship per term.