

## How To Determine Pacing For Your Course

When writing the syllabus for your course you will have to make certain that your course “clock hours” meet the minimum instruction hour requirements set by UAS. This is a fairly simple process. Below are some examples for determining your pacing. If you ever need help with this contact the Tech Prep Coordinator. At UAS we are always happy to help you.

First, to set the base, **1 credit hour is equivalent to 12.5 clock hours.**

- Clock hours (60 minute hour) are set for every course listed at UAS in the catalog and online.

Let’s look at a few examples from our catalog:

### **ACCT S100 Recordkeeping for Small Business** **3 credits (3 + 0)**

Introduction to recordkeeping for accounting purposes for the small business entrepreneur. Course covers all monthly activities necessary to and required by government including: reconciliation of bank statements, trial balances, income statements, payroll preparation and reports, employee earnings, maintaining a journal and subsidiary ledgers and preparation of tax forms.

To determine clock hours for this course we are interested in the information (3 + 0). This means there are 3 hours of lecture and 0 hours of lab.

- Multiply **3 \* 12.5 = 37.5 Hours**
- Multiply **37.5 \* 60 = 2250 Minutes**
- Divide by the number of minutes per period for your high school
  - If 45 minutes –  $2250/45 = 50$  class sessions
  - If 50 minutes –  $2250/50 = 45$  class sessions
  - If 55 minutes –  $2250/55 = 41$  class sessions

As you can see there should not be any problem meeting the minimum clock hours. Even if your students are away for sporting competitions or school trips or if there are testing days or school assemblies you will be able to meet the requirement.

### **HS S118 Emergency Trauma Technician – First Responder** **3 credits (2 + 2)**

Designed specifically for Alaskan conditions and needs, addressing environmental problems such as hypothermia as well as first aid. Prepares students to deal with emergencies: ensure scene safety, provide patient care and transport, document incident. For non-medical workers in construction, logging, mining, law enforcement, ski patrol and other occupations where emergency care may be needed.

To determine clock hours for this course we are interested in the information (2 + 2). This means there are 2 hours of lecture and 2 hours of lab.

- Multiply  $2 * 12.5 = 25$  hours of lecture and 25 hours of lab
- Multiply  $25 * 60 = 1500$  minutes of lecture and 1500 minutes of lab
- Divide by the number of minutes per period for your high school
  - If 45 minutes –  $1500/45 = 34$  class sessions of lecture and 34 class sessions of lab
  - If 50 minutes –  $1500/50 = 30$  class sessions of lecture and 30 class sessions of lab
  - If 55 minutes –  $1500/55 = 28$  class sessions of lecture and 28 class sessions of lab

There still should not be any problem meeting the minimum clock hours. Even if your students are away for sporting competitions or school trips or if there are testing days or school assemblies you will be able to meet the requirement.

Ok, one more.

### **CT S155 Woodworking II**

**3 credits (1 + 4)**

Special methods in wood construction and wood finishing, emphasizing furniture and precision woodcraft.

To determine clock hours for this course we are interested in the information (1 + 4). This means there is 1 hour of lecture and 4 hours of lab.

- Multiply  $1 * 12.5 = 12.5$  hours of lecture **then** multiply  $12.5 * 60 = 750$  minutes lecture  
Multiply  $4 * 12.5 = 50$  hours of lab then multiply  $50 * 60 = 3000$  minutes of lab
- Divide by the number of minutes per period for your high school
  - If 45 minutes –  $750/45 + 3000/45 = 17$  class sessions of lecture + 67 class sessions of lab
  - If 50 minutes –  $750/50 + 3000/50 = 15$  class sessions of lecture + 60 class sessions of lab
  - If 55 minutes –  $750/55 + 3000/55 = 14$  class sessions of lecture + 55 class sessions of lab

If your high school has 45 minute period blocks this course might be tight for your schedule but it is possible with 84 class periods. For 50 and 55 minute period blocks there should not be any problem meeting the minimum clock hours. Even if your students are away for sporting competitions or school trips or if there are testing days or school assemblies you will be able to meet the requirement.

If you need help call or email the Tech Prep Coordinator at [kszczatko@uas.alaska.edu](mailto:kszczatko@uas.alaska.edu) or 909-796-6427.