HOW TO CALCULATE COURSE LENGTH BASED ON A READING ASSIGMENT.

If a reading assignment will take a lot of time, it will serve as the building block for timing the rest of the course. Since we offer our courses in whole hours rather than fractional hours, a course with 75 minutes reading time will be at least two hours. In this situation, the faculty will have 45 minutes total time for lecture, test, and course evaluation. Since the test will take 5 minutes, and the course evaluation takes 5 minutes, 35 minutes of lecture time (narrated power point) will be appropriate.

Course calculation time:

|  |  |  |
| --- | --- | --- |
| Course Material | Time (in minutes) | |
| Reading Assignment | 75 |  |
| Test | 5 |  |
| Course Evaluation | 5 |  |
| Subtotal |  | 85 |
| Total Recommended Course Time |  | 120 |
| Time available for lecture | 35 |  |
| Total Course Time | 120 |  |

CALCULATING POWER POINT LECTURE TIME

Assume an average of two minutes/slide.

35 minutes ÷2 minutes/slide = 17.5 slides. Round up to 18 slides and adjust to 36 minutes.

In this example, decrease the reading time by one minute so that the total course time = 120 minutes. The adjusted course times will look like this:

|  |  |  |
| --- | --- | --- |
| Course Material | Time (in minutes) | |
| Reading Assignment | 74 |  |
| Test | 5 |  |
| Course Evaluation | 5 |  |
| Lecture (narrated power point) | 36 |  |
| Total Course Time |  |  |