

## Calculating Minutes and Contact Hours

The requirement regarding breaks is to have a 10 min break every 100 minutes of class time. Whether that is done in practice or not, that is a different matter. The following is an example of how minutes and hours are counted for attendance accounting purposes.

### Examples - Calculating Minutes and Contact Hours

Start/End Time	Minutes/Hours
8-8:50	50/1.0
8-8:55	55/1.0
8-9:00	60/1.0
8-9:05	65/1.3
8-9:10	70/1.4
8-9:15	75/1.5
8-9:20	80/1.6
8-9:25	85/1.7
8-9:30	90/1.8
8-9:35	95/1.9
8-9:40	100/1.9
8-9:45	105/1.9
8-9:50	110/2.0
8-9:55	115/2.0
8-10:00	120/2.0
8-10:05	125/2.3
8-10:10	130/2.4
8-10:15	135/2.5
8-10:20	140/2.6
8-10:25	145/2.7
8-10:30	150/2.8
8-10:35	155/2.9
8-10:40	160/2.9
8-10:45	165/2.9
8-10:50	170/3.0
8-10:55	175/3.0
8-11:00	180/3.0

8-11:30	210/3.8
8-11:35	215/3.9
8-11:40	220/3.9
8-11:45	225/3.9
8-11:50	230/4.0
8-11:55	235/4.0
8-12:00	240/4.0
8-12:05	245/4.3
8-12:10	250/4.4
8-12:15	255/4.5
8-12:20	260/4.6
8-12:25	265/4.7
8-12:30	270/4.8
8-12:35	275/4.9
8-12:40	280/4.9
8-12:45	285/4.9
8-12:50	290/5.0
8-12:55	295/5.0
8-13:00	300/5.0
8-13:05	305/5.3
8-13:10	310/5.4
8-13:15	315/5.5

Start/End Time	Minutes/Hours
8-11:05	185/3.3
8-11:10	190/3.4
8-11:15	195/3.5
8-11:20	200/3.6
8-11:25	205/3.7

Calculating a multiple hour class: 8:00 - 11:10

8:00 - 9:00	1 hour
9:00 - 10:00	1 hour
10:00 - 11:10	1.4 hours
Total	3.4 hours