

| Hrs X Units | CS # | APDB Code | Description | Typical Examples and Comments | Weekly Class Hrs. Per Unit of Credit | Normal Class Size | | | Workload K-Factor | WTU |
|--------------------------------|-------|-----------------------------------|---|---|--------------------------------------|----------------------|------|------|-------------------|------------------------|
| | | | | | | LD | UD | GD | | |
| 1 Hr = 1 unit | C1 | 01 | Large Lecture | Lecture courses in any discipline with more than 50 enrollments | 1 | facility limits | | | 1.00 | WTU = K-Factor X units |
| | C2 | 02 | Lecture discussion | Lecture courses in any discipline in which class participation is a planned portion of the instructional method | 1 | 40 | 40 | 40 | 1.00 | |
| | C3 | 03 | Lecture-composition Lecture-counseling Lecture-case study | Business, education, English and psychology courses in which students write, are counseled or study law cases | 1 | 30 | 30 | 30 | 1.00 | |
| | | | | | | | | | | |
| | C4 | 04 | Discussion | Courses in any discipline in which student participation (discussion) is the primary instructional method | 1 | 25 | 25 | 25 | 1.00 | |
| | C5 | 05 | Seminar | Courses in any discipline using seminar methods of instruction | 1 | 20 | 20 | 15 | 1.00 | |
| C6 | 06 | Clinical processes | Nursing and psychology courses in clinical processes and education involving individual testing, such as driver training in a simulator | 1 | 20 | 10 | 10 | 1.00 | | |
| 2 Hrs = 1 unit | C7 | 07 | Fine arts and science activities | Art, anthropology and science activities | 2 | 24 | 24 | 24 | 1.30 | |
| | C8 | 08 | Education workshops and social science activities | Includes methods taught on an activity basis in education and subject areas | 2 | 30 | 30 | 30 | 1.30 | |
| | C9 | 09 | Music activity - large group | Does not result in a major public performance (large group) | 2 | 40 | 40 | 40 | 1.30 | |
| | C10 | 10 | Music activity - small group | Instrumental or vocal instruction (small group) | 2 | 10 | 10 | 10 | 1.30 | |
| | C11 | 11 | Physical education and recreational activities | Gym classes or intramural sports if credit is given | 2 | 30 | 30 | 30 | 1.30 | |
| | C12 | 12 | Speech, drama & journalism activities | Class work in debate, acting, and publication; no public performances involved | 2 | 20 | 20 | 20 | 1.30 | |
| | C13 | 13 | Technical activities and laboratories | Courses involving the use of business and other machines; accounting, geography, foreign languages, home economics, psychology, library science, photography, engineering, industrial arts, agriculture, mathematics and statistics | 2 | facility limits (24) | | | 1.30 | |
| | | | | | | | | | | |
| C14 | 14 | Remedial activities | Courses for students admitted as exceptions only | 2 | 15 | 15 | 15 | 1.30 | | |
| 3 Hrs = 1 unit | C15 | 15 | Technical activities and laboratories | Laboratories in art, foreign languages, home economics, industrial arts, physical education, speech correction, cartography, audio-visual, mathematics, library science, political science | 3 | facility limits (24) | | | 1.50 | |
| | C16 | 16 | Science laboratories | Laboratories in natural science, life science, psychology, natural resources, agriculture, engineering, meteorology and photography | 3 | facility limits (24) | | | 2.00 | |
| | C17 | 17 | Clinical practice laboratories off campus | Nursing, social work | 3 | 8-24 | 8-24 | 8-24 | 2.00 | |
| | C18 | 18 | Major intercollegiate sports | Football, basketball, track and field, wrestling, swimming, etc.; limited to four sports per year | 3 or More | 20 | 20 | - | 6.00 | |
| | C19 | 19 | Minor intercollegiate sports | Others sports not listed as C18 | 3 or More | 20 | 20 | - | 3.00 | |
| | C20 | 20 | Performance/Production | Production courses in art, drama, journalism, music, photography, radio-TV, debate; results in a major public performance, showing or distribution | 3 or More | 20 | 20 | 20 | 3.00 | |
| | | | | | | | | | | |
| C21 | 21 | Performance/Production Activities | Major performance groups, such as orchestra, bands and choruses | 3 or More | 40 | 40 | 40 | 3.00 | | |
| WTU = S Factor X # of students | (S23) | 23 | Social work supervision | Graduate level social work only. Requires instructor to spend an average of 3 hour per week with each student. | varies | - | - | 12 | 1.00 per Student | |
| | (S24) | 24 | Practice teaching | Undergraduate - all disciplines. Requires instructor to spend an average of 2 hour per week with each student. | varies | | | | 0.67 per Student | |
| | (S25) | 25 | Practice teaching, work-study, thesis and projects | Undergraduate - practice teaching and public school nursing. Requires instructor to spend an average of 90 minutes per week with each student. | varies | - | 25 | 25 | 0.50 per Student | |
| | (S36) | 36 | Independent study, field work, studio instruction, supervised activities | Undergraduate - all disciplines. Requires instructor to spend an average of 1 hour per week with each student. | varies | 36 | 36 | 36 | 0.33 per Student | |
| | (S48) | 48 | Independent study, studio instruction, supervised activities | Undergraduate - all disciplines. Requires instructor to spend an average of 3/4 hours per week with each students. | varies | 48 | 48 | 48 | 0.25 per Student | |
| | C77 | 77 | Peer-taught courses, ROTC or non-workload instruction which is not state supported | Courses which generate no workload for faculty, but generate FTES for the campus and are not state supported | varies | N/A | N/A | N/A | 0.00 | |
| | C78 | 78 | Non-traditional instruction, examination, or evaluation (workload is assigned) | Courses which generate credit by examination, or evaluation, or which are taught in modes described by the formulas. Faculty workload is assigned. | varies | N/A | N/A | N/A | 0.00 | |

C1-C4 = Lecture
 C5-C6 = Seminar
 C7-C14 = Activity
 C15-C17 = Lab
 C18-C21 = Activity

ELEMENT NAME _____ Course Classification Number (CS Number) _____

Values (cont.)

| Course Classification Number | APDB C/S No. | Faculty Contact Hours Per CCU | Normal Class Size | | | Workload K-Factor |
|------------------------------------|-----------------|----------------------------------|----------------------|----|----|----------------------|
| | | | LD | UD | GD | |
| C1 | 01 | 1 | facility limits (50) | | | 1.0 |
| C2 | 02 | 1 | 40 | 40 | 40 | 1.0 |
| C3 | 03 | 1 | 30 | 30 | 30 | 1.0 |
| C4 | 04 | 1 | 25 | 25 | 25 | 1.0 |
| C5 | 05 | 1 | 20 | 20 | 15 | 1.0 |
| C6 | 06 | 1 | 20 | 10 | 10 | 1.0 |
| C7 | 07 | 2 | 24 | 24 | 24 | 1.3 |
| C8 | 08 | 2 | 30 | 30 | 30 | 1.3 |
| C9 | 09 | 2 | 40 | 40 | 40 | 1.3 |
| C10 | 10 | 2 | 10 | 10 | 10 | 1.3 |
| C11 | 11 | 2 | 30 | 30 | 30 | 1.3 |
| C12 | 12 | 2 | 20 | 20 | 20 | 1.3 |
| C13 | 13 | 2 | facility limits (24) | | | 1.3 |
| C14 | 14 | 2 | 15 | 15 | 15 | 1.3 |
| C15 | 15 | 3 | facility limits (24) | | | 1.5 |
| C16 | 16 | 3 | facility limits (24) | | | 2.0 |
| C17 | 17 | 3 | 8 | 8 | 8 | 2.0 |
| C18 | 18 | 3(more than 3) | 20 | 20 | - | 6.0 |
| C19 | 19 | 3(more than 3) | 20 | 20 | - | 3.0 |
| C20 | 20 | 3(more than 3) | 20 | 20 | 20 | 3.0 |
| C21 | 21 | 3(more than 3) | 40 | 40 | 40 | 3.0 |

“Supervision” WTU’s (CS Numbers below) are computed as enrollment times adjusted factor.

| | | | | | | |
|-----|----|------|-----|-----|-----|-------|
| S1 | 48 | n/a | 48 | 48 | 48 | 0.250 |
| S2 | 36 | n/a | 36 | 36 | 36 | 0.333 |
| S3 | 25 | n/a | - | 25 | 25 | 0.500 |
| S4 | 24 | n/a | 18 | 18 | 18 | 0.667 |
| S5 | 23 | n/a | - | - | 12 | 1.000 |
| C77 | 77 | zero | n/a | n/a | n/a | 0.0 |
| C78 | 78 | zero | n/a | n/a | n/a | 0.0 |