



CONTRA COSTA COLLEGE Time Management Worksheet

Guidelines

Table 1

| If you work... | Take no more than... |
|---------------------------|-----------------------------|
| 40 hours per week | 6 units per semester |
| 30 hours per week | 9 units per semester |
| 20 hours per week | 12 units per semester |
| 15 or less hours per week | 14-16 units per semester |

Table 2

| If you take per semester... | Approximate years it will take to reach your goal | | |
|------------------------------------|----------------------------------------------------------|--------------|--------------|
| | <u>Certificate</u> | <u>AA/AS</u> | <u>BA/BS</u> |
| One 3 unit class | 5 | 1-10 | 13-20 |
| Two 3 unit classes | 2-3 | 5 | 10 |
| Three 3 unit classes | 1.5 | 3 | 6-7 |
| Four 3 unit classes | 2.5 | 2.5 | 5 |
| Five 3 unit classes | 2 | 2 | 4 |

Notes

Blank area for student notes.