



Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: College Calendar

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment___ Apprenticeship <input checked="" type="checkbox"/> Secondary School___ Post Secondary <input checked="" type="checkbox"/> Independence___	
Task Description: Use a college calendar to find information regarding various programs.	
Competency: A: Find and Use Information B: Communicate Ideas & Information	Task Group(s): A1: Read Continuous Text A2: Interpret Documents B2: Write Continuous Text B3: Complete Documents
Level Indicators: A1.1 Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Chart of Programs Offered 2011-2012• Highlighter• Pen or pencil	



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Persons considering post-secondary programs look over charts in college calendars to provide a quick overview of programs offered by a particular college. Look at the Algonquin College 2011-12 Calendar.

Learner Information and Tasks:

Task 1: Highlight the program number for the Print Media program.

Task 2: What certification does the 2 year programs offer?

Task 3: How many different campuses does Algonquin College offer programs?

Task 4: What programs are only offered at the Pembroke campus?

Task 5: What are the differences between the *Orientation to Nursing in Ontario for Nurses* program and the *Orientation to Nursing in Ontario for Practical Nurses* program?

Task 6: What would be the benefit of choosing to take the *Executive Office Administration* program at either the Pembroke or Perth campuses instead of at the Woodroffe campus?

Task 7: Which program does not require attendance at any campus?



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<i>PROGRAM</i>	<i>Program No.</i>	<i>Campus</i>	<i>Duration</i>	<i>Certification</i>	<i>Del.</i>	<i>Type</i>	<i>Page</i>
Office Administration – Executive	0210A04F	PM	45wks	OCD	FT	NSDP	244
	0210A04F	PT	45wks	OCD	FT	NSDP	228
	0210A01F	WO	2yrs	OCD	FT		82
Office Administration – General	0210X01F	WO	1yr	OCC	FT/PT		83
Office Administration – Legal	0210B01F	WO	2yrs	OCD	FT		84
Organizational Quality Management	1305X01F	WO	42wks	OCGC	FT		85
Orientation to Nursing in Ontario for Nurses	1604X01F	WO	30wks	OCGC	FT		121
Orientation to Nursing in Ontario for Practical Nurses	1603X01F	WO	15wks	OCC	FT		122
Outdoor Adventure	6780X01F	PM	2yrs	OCD	FT		245
Outdoor Adventure Naturalist	6783X04F	PM	47wks	OCD	FT	NSDP/CO-OP	247
Paralegal	1302X01F	WO	2yrs	OCD	FT		86
Paramedic	0620X01F	WO	2yrs	OCD	FT		187
Performance Coaching	1614X01F	WO	45wks	OCGC	PT	ONL	123
Personal Support Worker	6307X01F	PM	1yr	OCC	FT		249
	6307X01F	PT	1yr	OCC	FT		229
	6307X01F	WO	1yr	OCC	FT		124
Photography	0030X01F	WO	2yrs	OCD	FT		176
Photonics Engineering Technology	6422X01F	WO	3yrs	OCAD	FT		60
Plumber	0522X01F	WO		OCC	FT	APP	275
Police Foundations	0444X01F	PM	2yrs	OCD	FT		250
	0444X01F	WO	2yrs	OCD	FT		189
Powerline Technician	1511X01F	WO	2yrs	OCD	FT		34
Practical Nursing	1704X01F	PM	2yrs	OCD	FT		252
	1704X01F	WO	2yrs	OCD	FT		125
Pre-Service Firefighter Education and Training	6236X01F	WO	38wks	OCC	FT		191
Print Media	0052X04F	WO	45wks	OCD	FT	NSDP	177
Professional Accounting	1340X04F	WO	45wks	OCD	FT/PT	NSDP	87
Professional Writing	3001X01F	WO	2yrs	OCD	FT		178
Public Relations	0468X01F	WO	2yrs	OCD	FT		179
Radiation Safety	1211X01F	PM	1yr	OCC	FT		254
Recreation and Leisure Services	0422X01F	WO	2yrs	OCD	FT		127
Recreation Facility Management	0424X01F	WO	2yrs	OCD	FT		129

<i>LEGEND FOR CHART OF PROGRAMS</i>			
<i>Campus</i>	<i>Certification</i>	<i>Certification</i>	<i>Del. – Delivery</i>
PM – Pembroke	BAA – Bachelor of Applied Arts	C – College-Approved	FT – Full-time
PT – Perth	BAB – Bachelor of Applied Business	Certificate	PT – Part-time
WO – Woodroffe	BAT – Bachelor of Applied Technology	OCD – Ontario College Diploma	
	BIT – Bachelor of Information Technology	OCGC – Ontario College Graduate Certificate	<i>Type (Program type)</i>
	OCC – Ontario College Certificate	OCAD – Ontario College Advanced Diploma	APP – Apprenticeship
			ATP – Adult Training (or Tuition Short)
			Co-op – Co-operative Education
			NSDP – Non-semestered diploma program (3 terms of continuous study)
			ONL – Online
			INT – Intensive



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Answer Key

Task 1: 0052X04F

Task 2: OCD or Ontario College Diploma

Task 3: Three (Pembroke, Perth, & Woodroffe)

Task 4: *Outdoor Adventure, Outdoor Adventure Naturalist and Radiation Safety*

Task 5:

<i>Orientation to Nursing in Ontario for Nurses</i>	<i>Orientation to Nursing in Ontario for Practical Nurses</i>
30 wks.	15 wks.
OCGC	OCC

Task 6: **One can complete it in less than a year (45 weeks). The program at Woodruff takes 2 years.**
Both give you an Ontario College Diploma.

Task 7: **Performance Coaching** (it's online)



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature