



Task Title: Use a Timetable

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will find information on an academic timetable to answer questions.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage time/C2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Most schools provide timetables for students at the start of each semester. This tells the student where and when their classes will be held. It is important to be able to accurately read the timetable so that you can go to each of your classes.

Scan "Student Timetable September-December" and "Student Timetable January-April", including the "Legend".

Student Timetable

Semester 1: September-December

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am-9:30am	ENG 102 Hend. 4-12		ENG 102 Hend. 4-12		ENG 102 Hend. 4-12
9:30am-10:30am					
10:30am-11:30am				COMM 201 Hend. 3-03	
11:30am-12:30pm	BIO 105 Bur. 3-01		BIO 105 Bur. 3-01	COMM 201 Hend. 3-03	
12:30pm-1:30pm		BIOLAB 105 Lab I			
1:30pm-2:30pm		BIOLAB 105 Lab I			
2:30pm-3:30pm					
3:30pm-4:30pm	SOC 112 Gil. 2-01	SOC 112 Gil. 2-01	SOC 112 Gil. 2-01		
4:30pm-5:30pm					

Semester 2: January-April

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am-9:30am	CHE 102 Bur. 1-10	CHE 102 Bur. 1-10			CHE 102 Bur. 1-10
9:30am-10:30am	MAT 115 Hend. 2-08				
10:30am-11:30am					
11:30am-12:30pm		CHELAB 102 LAB III			
12:30pm-1:30pm		CHELAB 102 LAB III			
1:30pm-2:30pm	MAT 118 Hend. 2-09		MAT 118 Hend. 2-09		MAT 118 Hend. 2-09
2:30pm-3:30pm					
3:30pm-4:30pm					
4:30pm-5:30pm	HIST 100 Hend. 1-06	HIST 100 Hend. 1-06			HIST 100 Hend. 1-06

Legend: Building and room numbers are listed below each course title. Building codes include the building name abbreviation, followed by floor – room number. Building abbreviations are:

- Hend. – Henderson Hall
- Gil. – Gilmour Hall
- Sci. – General Science Building
- Bur. – Burke Building
- Lab – Lab Building (I, II, III, IV will be indicated)

Work Sheet

Task 1: What time does this student finish classes on Wednesdays of Semester 1?

Answer:

Task 2: List the semester, time, and building/room when ENG 102 is scheduled.

Answer:

Task 3: How many hours will this student be in CHEMLAB each week during second semester?

Answer:

Task 4: Identify the full building name, floor, and room number where BIO 105 will be held.

Answer:

Task Title: UseATimetable_ASP_A2.2_C2.1

Task 5: The student wants to add another class to their first semester schedule. The class is PSY 104 and it meets Tuesday, Wednesday, and Thursday from 10:30am-11:30am. Explain if the student can fit this class into their existing schedule.

Answer:

Answers

Task 1: What time does this student finish classes on Wednesdays of Semester 1?

Answer: 4:30pm

Task 2: List the semester, time, and building/room when ENG 102 is scheduled.

Answer: Semester 1: Mon/Wed/Fri, in Henderson Hall, floor 4, room 12

Task 3: How many hours will this student be in CHEMLAB each week during second semester?

Answer: 2 hours (11:30am-1:30pm)

Task 4: Identify the full building name, floor, and room number where BIO 105 will be held.

Answer: Burke Building, floor 3, room 1.

Task 5: The student wants to add another class to their first semester schedule. The class is PSY 104 and it meets Tuesday, Wednesday, and Thursday from 10:30am-11:30am. Explain if the student can fit this class into their existing schedule.

Answer: The student cannot add this class. In their existing schedule, they already have COM 201 on Thursdays from 10:30am-11:30am so they would not be able to attend all lectures for PSY 104.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
	begins to identify sources and evaluate information			
C2.1	adds, subtracts, multiplies and divides whole numbers and decimals			
	understands chronological order			
	interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple common fractions (e.g. 1/2, 1/4 hour)			

This task: Was successfully completed ☐ Needs to be tried again ☐

Task Title: UseATimetable_ASP_A2.2_C2.1

Learner Comments:

Instructor (print):

Learner (print):