



Task-based Activity Cover Sheet

Task Title: Planning a Weekly Work Schedule for Employees

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: The learner will create a weekly work schedule for several employees	
Competency: C: Understand and Use Numbers B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): C2: Manage Time B3: Complete and create documents D2: Digital Technology
Level Indicators: C2.3: Find, integrate, and analyze numerical information to make multi-step calculations using time B3.3a: Decide what, where and how to enter information in somewhat complex documents B3.3b: Create more complex documents to sort, display and organize information D2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart or click here.	
Skill Building Activities: see last page or click here.	
Materials Required: <ul style="list-style-type: none">• Employees' availability information• Computer with MS WORD or Excel	



ESKARGO:

C2.3

- Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers
- Manages unfamiliar elements (context, content) to complete tasks
- Selects appropriate steps to reach solutions from amongst options
- Finds, integrates, and analyzes numerical information
- Organizes and displays numerical information (e.g., Gantt chart, schedules)

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



Task Title: Planning a Weekly Work Schedule for Employees

Learner Information and Tasks:

In an employment setting, an employee may be required to set the work schedule. Employees may need a specific day off; some may have an appointment or family situations. Look at the “Information for the Schedule”.

Task 1: Create a schedule from the “Information for the Schedule” for one work week using a table or spreadsheet.



Task Title: Planning a Weekly Work Schedule for Employees

Information for the Schedule

The company opens at 8:00 am and closes at 6:00pm Monday to Friday.

There must always be at least 2 employees working during each shift.

The three shifts are 8:00 am-12:00 pm 11:00 am-3:00 pm 2:00 pm-6:00 pm

- Marie works the 1st shift every day.
- Tehra works the 1st shift Monday and Wednesday.
- Amran works the 2nd shift every day except Fridays.
- Celestino works the second shift every day.
- Lorna is available Tuesday, Wednesday, Thursday and Friday anytime.
- Landell has childcare issues and can only work the last shift every day.
- Audley has another job in the mornings and can start work any time after 1:00 pm every day.
- Janice goes to college and has no classes on Fridays mornings.



Prepared for: Cementing Integration Project – QUILL Learning Network 2015

Task Title: Planning a Weekly Work Schedule for Employees

Answer Key

Task 1: The schedule should look similar to this...the only time that could have different answers is the last shift on Wednesday as any two of these individuals could work the shift

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-12:00	Marie Tehra	Marie Lorna	Marie Tehra	Marie Lorna	Marie Janice
11:00-3:00	Amran Celestino	Amran Celestino	Amran Celestino	Amran Celestino	Lorna Celestino
2:00-6:00	Landell Audley	Landell Audley	Landell Audley or Lorna	Landell Audley	Landell Audley



Task Title: Planning a Weekly Work Schedule for Employees

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
C2.3	<ul style="list-style-type: none"> calculates using numbers expressed as whole numbers, fractions, decimals and percentages 			
	<ul style="list-style-type: none"> finds, integrates and analyzes numerical information 			
	<ul style="list-style-type: none"> organizes and displays numerical information (e.g. Gantt chart, schedules) 			
	<ul style="list-style-type: none"> selects appropriate steps to reach solutions from amongst options 			
B3.3	<ul style="list-style-type: none"> makes inferences to decide what, where and how to enter information 			
	<ul style="list-style-type: none"> organizes information in a variety of ways 			
D.2	<ul style="list-style-type: none"> selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> locates and recognizes functions and commands 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature



Task Title: Planning a Weekly Work Schedule for Employees

Skill Building Activities

Links to Online Resources:

<http://www.gcflearnfree.org/office2007/excel2007> - Learn how to make tables in Excel 2007

<http://www.gcflearnfree.org/office2007/word2007/19> - Tables with Word 2007

<http://www.bbc.co.uk/skillswise/factsheet/ma36list-e3-f-lists> - Using lists and tables

http://wh011.k12.sd.us/creating_a_class_schedule_using_excel.htm - Step-by-step instructions on how to create a class schedule on Excel

<http://smallbusiness.chron.com/create-basic-7day-work-schedule-calendar-14679.html> - 5 steps to creating a 7-day work schedule

<http://articles.bplans.com/5-ways-to-make-employee-scheduling-easy/> - 5 ways to make scheduling easy

LearningHUB online courses available:

- **Math, Independent Study (Assigned by practitioner after assessment)**
 - Math Skills for Today
- **Essential Skills, Independent Study (assigned by practitioner after assessment)**
 - Document Use Level 2 Asg. #1 and Asg. #2
 - Document Use Level 3 Asg. #1, Asg. #2 and Asg. #3
 - Basic Skills for the Real World Asg. #3
- **Independent Study, Short Courses (assigned by practitioner after assessment):**
 - Learning to Communicate Using MS Excel
- **Live Classes (SABA) –** On the Job Thinking Skills; Fractions In Every Day Life

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>