

Task Title: Hours Offered in a Class

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will use a timetable to calculate the number of hours a class is offered in a week.

**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

When choosing a class, it is important to know when it is being offered during the week.

Scan “Fall Semester Computer Courses”.

**Fall Semester Computer Courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 9:30am-12:00pm  Basic Word Processing  Room 101 | 9:15am-12:15pm  Intermediate Word Processing  Room 102 | 9:30am-12:00pm  Basic Word Processing  Room 101 | 9:15am-12:15pm  Intermediate Word Processing  Room 102 | 9:00am-12:00pm  Advanced Word Processing  Room 201 |
| 1:15pm-4:15pm  Intermediate Excel  Room 102 | 1:30pm-4:00pm  Introductory Excel  Room101 | 1:15pm-4:15pm  Intermediate Excel  Room 102 | 1:30pm-4:00pm  Introductory Excel  Room 101 | 1:00pm-3:45pm  Peer Tutoring  Study Lab |
| 6:00pm-8:30pm  Basic Word Processing  Room 101 | 4:30pm-7:00pm  Peer Tutoring  Study Lab | 6:00pm-8:30pm  Introductory Excel  Room 101 | 4:00pm-7:00pm  Advanced Excel  Room 201 | No Classes Offered |
| 6:00pm-9:00pm  Intermediate Word Processing  Room 102 | 6:00pm-9:00pm  Advanced Word Processing  Room 201 | 6:00pm-9:15pm  Intermediate Excel  Room 102 | 6:30pm-9:00pm  Peer Tutoring  Study Lab | No Classes Offered |

# Work Sheet

**Task 1: What time is the earliest class?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: On the schedule, circle the dates/times when there will be Peer Tutoring. If completing this task online, write the dates/times below.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: How many hours of Peer Tutoring are available during the week? Round your answer to the nearest hour.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 4: How many hours of Introductory Excel are offered in the weekly schedule?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 5: How many hours of advanced courses are offered during the week?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

**Task 1: What time is the earliest class?**

Answer: 9:00am

**Task 2: On the schedule, circle the dates/times when there will be Peer Tutoring. If completing this task online, write the dates/times below.**

Answer: Three times should be indicated: Tuesday 4:30pm-7pm; Thursday 6:30pm-9:00pm; Friday 1:00pm-3:45pm

**Task 3: How many hours of Peer Tutoring are available during the week? Round your answer to the nearest hour.**

Answer: Approximately 8 hours (Tuesday 2.5 hrs, Thursday 2.5 hrs, Friday 2.75 hrs). Note that the answer depends on how many days they circled in Task 2; if only two were circled then the answer should reflect that number and be considered correct.

**Task 4: How many hours of Introductory Excel are offered in the weekly schedule?**

Answer: 7.5 hours (Tuesday 1:30pm-4:00pm; Wednesday 6:00pm-8:30pm; Thursday 1:30pm-4:00pm).

**Task 5: How many hours of advanced courses are offered during the week?**

Answer: 9 hours.

# 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 |  |  |  |
|  | makes low-level inferences |  |  |  |
| C2.1 | round to the nearest minute or hour |  |  |  |
|  | adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
|  | interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple common fractions (e.g. ½, ¼ hour) |  |  |  |
|  | follows apparent steps to reach solutions |  |  |  |
|  | chooses appropriate units of measurement (e.g. hours, minutes, seconds) |  |  |  |
|  | represents dates and times using standard conventions |  |  |  |
|  | identifies and performs required operation |  |  |  |
|  | understands chronological order |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**