



**Transition 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:** Training Schedule

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b>	<b>Yes</b> ___ <b>No</b> ___
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary <input checked="" type="checkbox"/> Independence ___	
<b>Task Description:</b> Complete an agenda for a training schedule and traveling times.	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers D: Use Digital Technology	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents B3: Complete and create documents C2: Manage time C4: Manage Data D2: Use Digital Technology
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B3.2a: Use layout to determine where to make entries in simple documents B3.2b: Create simple documents to sort, display and organize information C2.1: Measure time and make simple calculations C4.1: Make simple comparisons and calculations D.2: Perform well-defined, multi-step digital tasks	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen and Paper</li><li>• Computer with a word processing program or spreadsheet program</li></ul>	



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

**Task Title:** Training Schedule

### Complete an agenda for a training schedule

You have decided that returning to school is the best option for future employment. It has been a long time since you attended classes and the timetable can be a bit overwhelming. The scheduled classes are at different times in the day and you have to work out your travel time based on your class schedule. You should never be late for a class or a job.

**Task 1:** Complete the weekly agenda using the class schedule. Include the class code.

**Task 2:** Using the Express and Regular bus schedules, locate the times that you will be catching the bus at the Downtown Terminal to arrive at the college on time for all classes. Enter the information into the agenda for each day. You should arrive at class 15 minutes before it begins.

**Task 3:** You are meeting friends downtown for dinner at 6 p.m. on Wednesday. What time does the bus leave after your last class on Wednesday that would allow you to meet your friends on time?

**Task 4:** Name the two buildings where your classes will be held according to the class schedule.



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## Class Schedule

SEARCH FOR CLASSES

SEARCH FOR CLASSES

PROGRAM FEES

You are a full-time student. The registration period is now closed.  
**IMPORTANT:** [information about your status](#)

[Enrollment Request](#)  
[Transfer Credit](#)  
[View My Grades](#)

[Deadlines](#)

[URL](#)

[Textbook List](#)

other academic... >>

Class	Schedule
FLPL 45-C01 C (2118)	Th 10:00AM - 11:00AM Brealey 3700
LAWS 18-C01 C (3134)	We 12:00PM - 2:00PM Brealey 374
LAWS 18-S01 S (3121)	Th 2:00PM - 3:00PM Brealey 637
LAWS 30-C01 C (1641)	Mo 8:00AM - 11:00AM Brealey 519
LAWS 32-C01 C (3158)	Fr 8:00AM - 10:00AM Brealey 374
LAWS 32-S01 S (3145)	Mo 11:00AM - 12:00PM Brealey 241
LAWS 79-C01 C (2938)	Tu 8:00AM - 10:00AM Brealey 3700
LAWS 79-S01 S (2931)	Tu 10:00AM - 11:00AM Brealey 433
LAWS 83-C01 C (3489)	Th 12:00PM - 1:00PM Brealey 3700
LAWS 83-S01 S (3487)	We 4:00PM - 5:00PM Brealey 204
RECR 9-L01 L (1844)	We 2:30PM - 3:30PM PTBO Sport & Wellness Centre Fr 10:30AM - 11:30AM PTBO Sport & Wellness Centre
SOCI 50-001 O (1899)	TBA
SOCI 50-S01 S (1906)	Tu 12:00PM - 2:00PM Brealey 613

[weekly schedule >](#)

[enrollment shopping cart >](#)

SEARCH FOR CLASSES

**My Account**

[Account Inquiry](#)  
[View/Print Tax Slips](#)  
[T4/T4A Tax Consent](#)



**You have no outstanding charges at this time.**



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

Weekly agenda

Monday		Tuesday		Wednesday		Thursday		Friday	
7		7		7		7		7	
8		8		8		8		8	
9		9		9		9		9	
10		10		10		10		10	
11		11		11		11		11	
12		12		12		12		12	
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
6		6		6		6		6	
Evening		Evening		Evening		Evening		Evening	



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

### The Express Bus Schedule

Depart Downtown	Arrive at College	Depart College	Arrive Downtown
6:30 am	6:55 am	7:00 am	7:25 am
7:30 am	7:55 am	8:00 am	8:25 am
8:30 am	8:55 am	9:00 am	9:25 am
9:30 am	9:55 am	10:00 am	10:25 am
10:30 am	10:55 am	11:00 am	11:25 am
1:30 pm	1:55 pm	2:00 pm	2:25 pm
2:30 pm	2:55 pm	3:00 pm	3:25 pm
3:30 pm	3:55 pm	4:00 pm	4:25 pm
4:30 pm	4:55 pm	5:00 pm	5:25 pm

### The Regular Bus Schedule

Depart Downtown	Arrive/Depart College	Arrive Downtown
6:00 am	6:40 am	7:20 am
6:40 am	7:20 am	8:00 am
7: 20 am	8:00 am	8:40 am
8:00 am	8:40 am	9:20 am
8:40 am	9:20 am	10:00 am
9:20 am	10:00 am	10:40 am
10:00 am	10:40 am	11:20 am
10:40 am	11:20 am	12:00 pm
11:20 am	12:00 pm	12:40 pm
12:00 pm	12:40 pm	1:20 pm
12:40	1:20 pm	2:00 pm
1:20 pm	2:00 pm	2:40 pm
2:00 pm	2:40 pm	3:20 pm
2:40 pm	3:20 pm	4:00 pm
3:20 pm	4:00 pm	4:40 pm
4:00 pm	4:40 pm	5:20 pm
4:40 pm	5:20 pm	6:00 pm
5:20 pm	6:00 pm	6:40 pm
6:00 pm	6:40 pm	7:20 pm
6:40 pm	7:20 pm	8:00 pm
7:20 pm	8:00 pm	8:40 pm
8:00 pm	8:40 pm	9:20 pm
8:40 pm	9:20 pm	10:00 pm
9:20 pm	10:00 pm	10:40 pm
10:00 pm	10:40 pm	11:20 pm
10:40 pm	11:20 pm	12:00 am



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

**Task Title:** Training Schedule

**Answer Key**

**Task 1:** Complete the weekly agenda using the class schedule. Include the class code.

Weekly Agenda

Monday		Tuesday		Wednesday		Thursday		Friday	
7		7		7		7		7	
8	Laws 30-CO1	8	Laws 79-CO1	8		8		8	Laws 32-CO1
9		9		9		9		9	
10		10	Laws 79-SO1	10		10	FLPL 45-CO1	10	
11	Laws 32-SO1	11		11		11		11	Recr 9-LO1
12		12	Soci 50-SO1	12	Laws 18-CO1	12	Laws 83-CO1	12	
1		1		1		1		1	
2		2		2		2	Laws 18-SO1	2	
3		3		3	RecR 9-L01	3		3	
4		4		4	Laws 83-SO1	4		4	
5		5		5		5		5	
6		6		6		6		6	
	Evening		Evening		Evening		Evening		Evening



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**Task 2:** Using the Express and Regular bus schedules, locate the times that you will be catching the bus at the Downtown Terminal to arrive at the college on time for all classes. Enter the information into the agenda for each day. You should arrive at class 15 minutes before it begins.

Monday		Tuesday		Wednesday		Thursday		Friday	
7	Regular bus - 6:40 Express bus - 6:30	7	Regular bus - 6:40 Express bus - 6:30	7	Regular bus - 10:40 Express bus - 10:30	7	Regular bus - 8:40 Express bus - 8:30	7	Regular bus - 6:40 Express bus - 6:30
8	Laws 30-CO1	8	Laws 79-CO1	8		8		8	Laws 32-CO1
9		9		9		9		9	
10		10	Laws 79-SO1	10		10	FLPL 45-CO1	10	Recr 9-LO1
11	Laws 32-SO1	11		11		11		11	
12		12	Soci 50-SO1	12	Laws 18-CO1	12	Laws 83-CO1	12	
1		1		1		1		1	
2		2		2	RecR 9-L01	2	Laws 18-SO1	2	
3		3		3		3		3	
4		4		4	Laws 83-SO1	4		4	
5		5		5		5		5	
6		6		6		6		6	
	Evening		Evening		Evening		Evening		Evening

**Task 3:** You are meeting friends downtown for dinner at 6 p.m. on Wednesday. What time does the bus leave the college after your last class on Wednesday?

**The bus leaves at 5:20 pm**

**Task 4:** Name the two locations where your classes will be held according to the class schedule.

**Brealey and PTBO Sport and Wellness Centre**



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**Task Title:** Training Schedule

<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	<ul style="list-style-type: none"> <li>reads short texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>follows the sequence of events in straightforward chronological texts</li> </ul>			
	<ul style="list-style-type: none"> <li>follow simple, straightforward instructional texts</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies the main idea in brief texts</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
B3.2a	<ul style="list-style-type: none"> <li>uses layout to determine where to make entries</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to make some inferences to decide what information is needed, where and how to enter the information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes entries using a limited range of vocabulary</li> </ul>			
	<ul style="list-style-type: none"> <li>follows instructions on documents</li> </ul>			
B3.2b	<ul style="list-style-type: none"> <li>follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)</li> </ul>			
	<ul style="list-style-type: none"> <li>sorts entries into categories</li> </ul>			
	<ul style="list-style-type: none"> <li>displays one or two categories of information organized according to content to be presented</li> </ul>			





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	<ul style="list-style-type: none"> <li>identifies parts of documents using titles, row and column headings and labels</li> </ul>			
C2.1	<ul style="list-style-type: none"> <li>recognizes values in number and word format</li> </ul>			
	<ul style="list-style-type: none"> <li>understands chronological order</li> </ul>			
	<ul style="list-style-type: none"> <li>understands and uses common date formats</li> </ul>			
	<ul style="list-style-type: none"> <li>reads time on analog and digital clocks</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies and performs required operation</li> </ul>			
	<ul style="list-style-type: none"> <li>represents dates and times using standard conventions</li> </ul>			
	<ul style="list-style-type: none"> <li>measures time using common instruments, such as clocks, timers and stopwatches</li> </ul>			
	<ul style="list-style-type: none"> <li>chooses appropriate units of measurement (e.g. hours, minutes, seconds)</li> </ul>			
	<ul style="list-style-type: none"> <li>interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple common fractions (e.g. <math>\frac{1}{2}</math>, <math>\frac{1}{4}</math> hour)</li> </ul>			
	<ul style="list-style-type: none"> <li>follows apparent steps to reach solutions</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)</li> </ul>			
C4.1	<ul style="list-style-type: none"> <li>recognizes values in number and word format</li> </ul>			
	<ul style="list-style-type: none"> <li>understands numerical order</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies and performs required operation</li> </ul>			
	<ul style="list-style-type: none"> <li>makes simple estimates</li> </ul>			
	<ul style="list-style-type: none"> <li>follows apparent steps to reach solutions</li> </ul>			
	<ul style="list-style-type: none"> <li>recognizes simple patterns</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)</li> </ul>			



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D.2	<ul style="list-style-type: none"><li>• selects and follows appropriate steps to complete tasks</li></ul>			
	<ul style="list-style-type: none"><li>• locates and recognizes functions and commands</li></ul>			
	<ul style="list-style-type: none"><li>• makes low-level inferences to interpret icons and text</li></ul>			
	<ul style="list-style-type: none"><li>• begins to identify sources and evaluate information</li></ul>			
	<ul style="list-style-type: none"><li>• performs simple searches using keywords (e.g. internet, software help menu)</li></ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**