**Task Title: Create a Schedule**

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 complete a weekly schedule based on courses for a college semester and coordinate the class schedule with bus schedules.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a

**Materials Required:**

- Pen/pencil and paper and/or digital device

# Learner Information

When attending school, classes are held at different times throughout the week and schedules may change throughout the year.  For example, most College and University courses are held from September-December and from January-April.  Coordinating travel time to and from school may change each day or each semester.

Scan the "2024 Fall Semester Classes", "Weekly Schedule Template", and the "Daily Express Bus Schedule".

**2024 Fall Semester Classes**

| Course Code/Name | Location | Day and Time |
|---|---|---|
| HLTH 1061 Health Foundations | Building A | Monday/Wednesday/Friday 11am-12pm |
| HLTH 1062 Health & Wellness | Building B3 | Tuesday/Thursday 1pm-3pm |
| HLTH 1065 Human Anatomy | Building A | Monday 2pm-5pm |
| HLTH 1070 Biology Laboratory | Building B2 | Wednesday 2pm-4pm |
| HLTH 1072 Mental Health | Building B2 | Monday/Wednesday/Friday 9am-10am |
| HLTH 1000 Clinical Preparation | Building B3 | Tuesday 8am-10am |

**Weekly Schedule Template**

|  | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 6am |  |  |  |  |  |
| 7am |  |  |  |  |  |
| 8am |  |  |  |  |  |
| 9am |  |  |  |  |  |
| 10am |  |  |  |  |  |
| 11am |  |  |  |  |  |
| 12pm |  |  |  |  |  |
| 1pm |  |  |  |  |  |
| 2pm |  |  |  |  |  |
| 3pm |  |  |  |  |  |
| 4pm |  |  |  |  |  |
| 5pm |  |  |  |  |  |
| 6pm |  |  |  |  |  |

**Daily 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 |
| 5:30 pm | 5:55 pm | 6:00 pm | 6:25 pm |
| 6:30 pm | 6:55 pm | 7:00 pm | 7:25 pm |

# Work Sheet

**Task 1: Complete the weekly schedule using the 2024 fall semester classes.**

Answer: No written response required here.

Task completed:  Yes: ☐     No: ☐

**Task 2: You are commuting from downtown each day.  Look at the express bus schedule to determine which bus you will need to take each day.  You need to arrive on campus at least 15 minutes before the start of classes.  Add this information to your weekly schedule.**

Answer: No written response required here.

Task completed:  Yes: ☐     No: ☐

**Task 3: You are meeting friends downtown for dinner at 6 p.m. on Wednesday.  It takes you about 10 minutes to walk from your class to the bus stop.  Which bus will you plan to catch so you can arrive downtown in time for dinner?**

Answer:

_____

## Answers

**Task 1: Complete the weekly schedule using the 2024 fall semester classes.**

Answer: See completed schedule below.

**Task 2: You are commuting from downtown each day. Look at the express bus schedule to determine which bus you will need to take each day. You need to arrive on campus at least 15 minutes before the start of classes. Add this information to your weekly schedule.**

Answer: See completed schedule below.

|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|---|---|---|---|---|---|
| 6am |  | 6:30am bus, arriving at 6:55am |  |  |  |
| 7am | 7:30am bus, arriving at 7:55am |  | 7:30am bus, arriving at 7:55am |  | 7:30am bus, arriving at 7:55am |
| 8am |  | HLTH 1000 |  |  |  |
| 9am | HLTH 1072 | HLTH 1000 | HLTH 1072 |  | HLTH 1072 |
| 10am |  |  |  | 10:30am bus arriving at 10:55am |  |
| 11am | HLTH 1061 |  | HLTH 1061 |  | HLTH 1061 |
| 12pm |  |  |  |  |  |
| 1pm |  | HLTH 1062 |  | HLTH 1062 |  |
| 2pm | HLTH 1065 | HLTH 1062 | HLTH 1070 | HLTH 1062 |  |
| 3pm | HLTH 1065 |  | HLTH 1070 |  |  |
| 4pm | HLTH 1065 |  |  |  |  |
| 5pm |  |  |  |  |  |
| 6pm |  |  |  |  |  |

**Task 3: You are meeting friends downtown for dinner at 6 p.m. on Wednesday. It takes you about 10 minutes to walk from your class to the bus stop.  Which bus will you plan to catch so you can arrive downtown for dinner?**

Answer: 5pm bus departs campus and arrives downtown at 5:25pm.

## Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
|---|---|---|---|---|
| A2.2 | 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 | | | |
| B3.2a | uses layout to determine where to make entries | | | |
| | begins to make some inferences to decide what information is needed, where and how to enter the information | | | |

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

Practitioner Copy

Learner Comments:

Instructor (print):                                    Learner (print):

_____                    _____