



Task Title: Hours Offered in a Class

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 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:

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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. $\frac{1}{2}$, $\frac{1}{4}$ 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 ☐

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Learner Comments:

Instructor (print):

Learner (print):