Task Title: Hours Offered in a Class

OALCF Cover Sheet – Learner 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:

_____

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

Answer:

_____