



Task Title: College Calendar

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Use a college calendar to find information regarding various programs.

Competency: A: Find and Use Information
B: Communicate Ideas and Information
C: Understand and Use Numbers

Task Groups: A1: Read Continuous Text
A2: Interpret Documents
B2: Write Continuous Text
B3: Complete Documents

Level Indicators:

- A1.1: Read brief texts to locate specific details
- A2.2: Interpret simple documents to locate and connect information
- B2.1: Write brief texts to convey simple ideas and factual information

Performance Descriptors: See chart on last page

Materials Required:

- Chart of Programs Offered 2011-2012
- Highlighter
- Pen or pencil and/or digital device

Task Title: CollegeCalendar_AP_A1.1_A2.2_B2.1

Learner Information

Persons considering post-secondary programs look over charts provided in college calendars to get a quick overview of programs offered by a particular college. Look at the Algonquin College 2011-12 Calendar.

<i>PROGRAM</i>	<i>Program No.</i>	<i>Campus</i>	<i>Duration</i>	<i>Certification</i>	<i>Del.</i>	<i>Type</i>	<i>Page</i>
Office Administration – Executive	0210A04F	PM	45wks	OCD	FT	NSDP	244
	0210A04F	PT	45wks	OCD	FT	NSDP	228
	0210A01F	WO	2yrs	OCD	FT		82
Office Administration – General	0210X01F	WO	1yr	OCC	FT/PT		83
Office Administration – Legal	0210B01F	WO	2yrs	OCD	FT		84
Organizational Quality Management	1305X01F	WO	42wks	OCGC	FT		85
Orientation to Nursing in Ontario for Nurses	1604X01F	WO	30wks	OCGC	FT		121
Orientation to Nursing in Ontario for Practical Nurses	1603X01F	WO	15wks	OCC	FT		122
Outdoor Adventure	6780X01F	PM	2yrs	OCD	FT		245
Outdoor Adventure Naturalist	6783X04F	PM	47wks	OCD	FT	NSDP/CO-OP	247
Paralegal	1302X01F	WO	2yrs	OCD	FT		86
Paramedic	0620X01F	WO	2yrs	OCD	FT		187
Performance Coaching	1614X01F	WO	45wks	OCGC	PT	ONL	123
Personal Support Worker	6307X01F	PM	1yr	OCC	FT		249
	6307X01F	PT	1yr	OCC	FT		229
	6307X01F	WO	1yr	OCC	FT		124
Photography	0030X01F	WO	2yrs	OCD	FT		176
Photonics Engineering Technology	6422X01F	WO	3yrs	OCAD	FT		60
Plumber	0522X01F	WO		OCC	FT	APP	275
Police Foundations	0444X01F	PM	2yrs	OCD	FT		250
	0444X01F	WO	2yrs	OCD	FT		189
Powerline Technician	1511X01F	WO	2yrs	OCD	FT		34
Practical Nursing	1704X01F	PM	2yrs	OCD	FT		252
	1704X01F	WO	2yrs	OCD	FT		125
Pre-Service Firefighter Education and Training	6236X01F	WO	38wks	OCC	FT		191
Print Media	0052X04F	WO	45wks	OCD	FT	NSDP	177
Professional Accounting	1340X04F	WO	45wks	OCD	FT/PT	NSDP	87
Professional Writing	3001X01F	WO	2yrs	OCD	FT		178
Public Relations	0468X01F	WO	2yrs	OCD	FT		179
Radiation Safety	1211X01F	PM	1yr	OCC	FT		254
Recreation and Leisure Services	0422X01F	WO	2yrs	OCD	FT		127
Recreation Facility Management	0424X01F	WO	2yrs	OCD	FT		129

<i>LEGEND FOR CHART OF PROGRAMS</i>					
<i>Campus</i>	<i>Certification</i>	<i>Certification</i>	<i>Del.</i>	<i>Delivery</i>	<i>Co-op – Co-operative Education</i>
PM – Pembroke	BAA – Bachelor of Applied Arts	C – College-Approved Certificate	FT – Full-time		
PT – Perth	BAB – Bachelor of Applied Business	OCD – Ontario College Diploma	PT – Part-time		NSDP – Non-semestered diploma program (3 terms of continuous study)
WO – Woodroffe	BAT – Bachelor of Applied Technology	OCGC – Ontario College Graduate Certificate	<i>Type (Program type)</i>		
	BIT – Bachelor of Information Technology	OCAD – Ontario College Advanced Diploma	APP – Apprenticeship	ATP – Adult Training (or Tuition Short)	ONL – Online
	OCC – Ontario College Certificate				INT – Intensive

2011-2012 Calendar, p.12. Used by permission of Algonquin College

Work Sheet

Task 1: Mention the program number for the Print Media program.

Answer:

Task 2: What certification does the 2-year programs offer?

Answer:

Task 3: At how many different campuses does Algonquin College offer programs?

Answer:

Task 4: What programs are only offered at the Pembroke campus?

Answer:

Task 5: What are the differences between the Orientation to Nursing in Ontario for Nurses program and the Orientation to Nursing in Ontario for Practical Nurses program?

Answer:

Task 6: What would be the benefit of choosing to take the Executive Office Administration program at either the Pembroke or Perth campuses instead of at the Woodroffe campus?

Answer:

Task 7: Which program does not require attendance at any campus?

Answer:

Answer Key

Task 1: 0052X04F

Task 2: OCD or Ontario College Diploma

Task 3: Three (Pembroke, Perth, & Woodroffe)

Task 4: *Outdoor Adventure, Outdoor Adventure Naturalist and Radiation Safety*

Task 5:

<i>Orientation to Nursing in Ontario for Nurses</i>	<i>Orientation to Nursing in Ontario for Practical Nurses</i>
30 wks.	15 wks.
OCGC	OCC

Task 6: One can complete it in less than a year (45 weeks). The program at Woodruff takes 2 years. Both give you an Ontario College Diploma.

Task 7: Performance Coaching (it's online)

Performance Descriptors 1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information			
	Decodes words and makes meaning of sentences in a single text			
	Follows simple, straightforward instructional texts			
A2.2	Performs limited searches using one or two search criteria			
	Extracts information from tables and forms			
	Uses layout to locate information			
	Makes connections between parts of documents			
	Makes low-level inferences			
B2.1	Writes simple texts to request, remind or inform			
	Conveys simple ideas and factual information			
	Uses sentence structure, upper and lower case and basic punctuation			
	Uses highly familiar vocabulary			

Task Title: CollegeCalendar_AP_A1.1_A2.2_B2.1

Performance Descriptors 2

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):
