

*Student and teacher: Use this cover sheet for mailing or faxing.*

**ASSIGNMENT BOOKLET 2B**

PED0770 Career and Life Management  
Module 2: Section 2 Assignment

FOR STUDENT USE ONLY	
Date Assignment Submitted: _____	(If label is missing or incorrect) Student File Number: _____
Time Spent on Assignment: _____	Module Number: _____

FOR OFFICE USE ONLY
Assigned Teacher: _____
Assignment Grading: _____
Graded by: _____
Date Assignment Received:

Student's Questions and Comments

**Apply Module Label Here**

_____
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**Name**  
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*Please verify that preprinted label is for  
correct course and module.*

Teacher's Comments

\_\_\_\_\_

**Teacher**

## **INSTRUCTIONS FOR SUBMITTING THIS DISTRIBUTED LEARNING ASSIGNMENT BOOKLET**

When you are registered for distributed learning courses, you are expected to regularly submit completed assignments for correction. Try to submit each Assignment Booklet as soon as you complete it. Do not submit more than one Assignment Booklet in one subject at the same time. Before submitting your Assignment Booklet, please check the following:

- Are all the assignments completed? If not, explain why.
- Has your work been reread to ensure accuracy in spelling and details?
- Is the booklet cover filled out and the correct module label attached?

### **MAILING**

1. Do **not** enclose letters with your Assignment Booklets. **Send all letters in a separate envelope.**
2. Put your Assignment Booklet in an envelope and take it to the post office and have it weighed. Attach **sufficient postage** and seal the envelope.

### **FAXING**

1. Assignment Booklets may be faxed to the school with which you are registered. Contact your teacher for the appropriate fax number.
2. All faxing costs are the responsibility of the sender.

### **E-MAILING**

It may be possible to e-mail your completed Assignment Booklet to the school with which you are registered. You also may be **required** to e-mail some of your assignments. Contact your teacher for the appropriate e-mail address.

# **Career and Life Management**

## **Module 2**

### **Resource Choices**

#### *ASSIGNMENT BOOKLET 2B*

## FOR TEACHER'S USE ONLY

### Summary

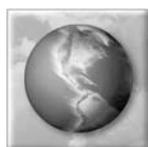
	Total Possible Marks	Your Mark
Section 2 Assignment	50	
	50	

### Teacher's Comments

Career and Life Management  
 Module 2: Resource Choices  
 Assignment Booklet 2B  
 Section 2 Assignment  
 ISBN 978-0-7741-2880-3

**Alberta Education acknowledges with appreciation the Alberta Distance Learning Centre and Pembina Hills Regional Division No. 7 for their review of this Assignment Booklet.**

This document is intended for	
Students	✓
Teachers	✓
Administrators	
Home Instructors	
General Public	
Other	



You may find the following Internet sites useful:

- Alberta Education, <http://www.education.gov.ab.ca>
- Learning Resources Centre, <http://www.lrc.education.gov.ab.ca>
- Tools4Teachers, <http://www.tools4teachers.ca>

Exploring the electronic information superhighway can be educational and entertaining. However, be aware that these computer networks are not censored. Students may unintentionally or purposely find articles on the Internet that may be offensive or inappropriate. As well, the sources of information are not always cited and the content may not be accurate. Therefore, students may wish to confirm facts with a second source.

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**ASSIGNMENT BOOKLET 2B  
CAREER AND LIFE MANAGEMENT: MODULE 2  
SECTION 2 ASSIGNMENT**

This Assignment Booklet is worth 50 marks out of a total of 150 marks for the assignments in Module 2. The value of each question is stated in the left margin.

Read all parts of your assignment carefully and record your answers in the appropriate places. If you have difficulty with an assignment, go back to your Student Module Booklet and review the appropriate lesson. Be sure to proofread your answers carefully before submitting your Assignment Booklet.

You can use a computer and word-processing program for many of these assignments. If you use a computer, be sure to attach a printed copy that has been proofread and is readable. Include your name, course name, and assignment number on each page.

50

**Section 2 Assignment: Independent Choices**

1. In Lesson 1 you examined some of the lifestyle and financial choices that you must make when you venture out on your own.

Read this case study and respond to the questions that come after it.

Chandra will attend university in a city 200 kilometres from her home, so she will need to move away. She would like to rent a small apartment, but there are none close to the university. She has been invited to stay with a friend of her parents who owns a house close to the university. The woman will give Chandra her own large bed/sitting room and bathroom and will provide breakfast and dinner for her in exchange for doing outside work like mowing the lawn and shovelling the sidewalk. The program Chandra will be taking is difficult and requires that she study a great deal in the evening and on weekends.

3

- a. What are the advantages of Chandra moving out on her own for the year and renting a small apartment? What are some of the disadvantages?

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3

b. What are the advantages and disadvantages of moving in with the family friend?

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2. Consider the following scenario and respond to the questions that come after it.

Zoë has just graduated from high school and has decided to work for a year before pursuing further education. She has obtained a full-time job waiting tables and wants to find an affordable apartment that she can share with a roommate. The apartment must be located near public transportation or within walking distance of her job. She also wants the apartment to have adequate security features.

8

a. Imagine you are Zoë, and find an advertisement for an apartment in the newspaper or on a website such as the following:

**<http://www.apartmentscanada.com/Alberta.htm>**

Cut out or print off the advertisement you choose. Include the advertisement with this Assignment Booklet.

Use the information in the advertisement to complete the lines for Address and Costs in the following chart entitled “Renting Without Confusion.”

To fill out the rest of the chart (from The Place to Other Comments), imagine the apartment in the advertisement is similar to an apartment you have seen or to the home of a friend or family member.

On the lines below, tell whose house or apartment you imagined, and describe it.

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## Renting Without Confusion

<p><b>Address:</b> _____                  _____                  _____</p> <p><b><u>COSTS</u></b></p> <p><b>Rent \$\$</b> _____</p> <p><b>Required Deposits</b> - Security _____                  - Damage _____</p> <p><b>Utilities</b> - included in rent _____                  - not included in rent _____</p> <p><b>Any other costs</b> - e.g., parking _____</p> <p><b>Lease</b> (sometimes called rental agreement or tenancy agreement)                  Required/not required _____</p> <p>Length _____</p> <p>Can you sublet?                  (Rent part of this place to another person) _____</p> <p><b>Rent increases</b> - how often? _____                  - how much? _____</p> <p>Who is responsible for sidewalk clearing/yard upkeep?                  _____</p> <p><b>Improvements</b> - Who does them? _____                  - Who pays? _____</p>	<p><b>Restrictions</b> - e.g., pets, guests? _____</p> <p><b>Parking</b> - for self? _____                  - for visitors? _____</p> <p><b>Rate each of the following (1 to 5 - 1 is very poor, 5 is excellent)</b></p> <p><b><u>THE PLACE</u></b></p> <p><input type="checkbox"/> large enough</p> <p><input type="checkbox"/> bathroom is in good condition, clean, and all fixtures work</p> <p><input type="checkbox"/> kitchen is in good condition, clean, and all fixtures (stove, fridge, etc.) work</p> <p><input type="checkbox"/> no water stains under any sinks</p> <p><input type="checkbox"/> problems with pipes freezing?</p> <p><input type="checkbox"/> all lights and switches work</p> <p><input type="checkbox"/> no evidence of bugs, rodents</p> <p><input type="checkbox"/> entry door secure</p> <p><input type="checkbox"/> who has key access?</p> <p><input type="checkbox"/> balcony door secure with a good lock</p> <p><b>hot water</b></p> <p><input type="checkbox"/> where is the source?</p> <p><input type="checkbox"/> is there enough?</p> <p><b>laundry</b></p> <p><input type="checkbox"/> convenient and safe location</p> <p><input type="checkbox"/> condition of appliances</p> <p><input type="checkbox"/> cost</p> <p><input type="checkbox"/> rules for use</p>
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<sup>1</sup> Judith Campbell, *Lifechoices: Venturing Out Teacher Resource* (Scarborough: Prentice Hall Ginn Canada, 1998), BLM #25. Reproduced with permission by Pearson Education Canada.

**heating**

- method of heating
- average cost
- are the controls in the apartment?
- if hot water-heated, is there any problem with pipes breaking?

**air-conditioning**

- is there air-conditioning?
- average cost
- are the controls in the apartment?

**windows**

- in good condition
- screens in place and in good condition
- open and close easily
- is there cross-ventilation?
- are curtains provided?
- if not, can curtain rods etc. be installed?
- is the view acceptable?

**storage**

- adequate storage in the apartment
- other available secured storage in building
- secured bike storage

**THE BUILDING**

**noise**

- in hallways
- elevator
- other tenants
- street noise

**building condition**

- lobby
- hallways
- stairs
- elevator, working and well-lit
- exterior and surrounding lot

**safety**

- buzzer access at main entrance
- all building entrances secured and well-lit
- well-lit parking area
- streets well-lit
- clearly marked and accessible fire escape routes
- CSA approved smoke detectors, alarms, fire extinguishers in hallways
- crime rate in neighbourhood
- if unit in basement or on first floor, do windows have secured metal grills?

**CONVENIENCE FOR YOURSELF**

- close to public transportation
- near work and/or school, grocery stores, other services you need

**Other Comments:**

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<sup>1</sup> Judith Campbell, *Lifechoices: Venturing Out Teacher Resource* (Scarborough: Prentice Hall Ginn Canada, 1998), BLM #25. Reproduced with permission by Pearson Canada.

3

b. Give Zoë three tips on selecting a roommate.

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4

c. Explain the difference between fixed-term tenancy and periodic tenancy.

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d. Explain the purpose of move-in and move-out inspection reports.

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4. In Lesson 2 you explored budgeting.

Recall the scenario about Alex in question 3 and the research you did into the costs for attending post-secondary school in Alberta. Now consider the following scenario and then answer the questions that come after it.

Alex has made some decisions.

He has enrolled in a Calgary college and will live off campus in a shared condominium with three roommates. They estimate their individual shares of joint monthly expenses as follows:

- \$500 each for rent, which includes condo fees
- \$60 each for utilities (cable TV, Internet, heat, and electricity)
- \$200 each for basic groceries

Alex's school expenses will be as follows:

- \$4800 per eight-month academic year for tuition and fees
- about \$1200 per academic year for books and supplies
- \$80 per four-month semester for a U-Pass (student transit pass)

Alex estimates the following additional personal monthly expenses:

- \$50 for clothes and cleaning
- \$100 for entertainment (includes some meals eaten out)
- \$80 for other food, such as school lunches
- \$30 for health and grooming (haircuts and hygiene products)
- \$40 for other items, such as gifts
- Optional: \$50 a month for an off-campus gym membership

Alex also estimates the following income during his academic year:

- a student loan of \$5000
- savings of \$2000
- a part-time job at which he will earn about \$600 per month
- an allowance of \$500 per month from his grandparents

8

- a. In the chart on the following page, you will complete a monthly budget for Alex's eight-month academic year.

First, you need to calculate his monthly income and expenses as follows. You may use a calculator if you wish:

- Change his per-semester amounts to monthly amounts:
  - Multiply by the appropriate number to get a per-academic-year amount.
  - Divide the per-academic-year amount by 8.
- Divide his academic-year amounts by 8 to get monthly amounts.

Show your calculations for Alex's monthly income and expenses in the following work space:

Now complete Alex's budget as follows:

- Transfer each monthly amount into Alex's budget sheet.
- Complete Alex's total monthly income and expense lines.
- Answer the questions that follow the budget sheet.

Items	Monthly Budget
<b>INCOME</b>	
Allowance	
Job	
Savings	
Student loan	
Other	
<b>Total monthly income</b>	
<b>EXPENSES</b>	
<b>Fixed expenses</b>	
Rent	
Utilities	
Tuition and fees	
Transportation (transit pass)	
Other	
<b>Flexible expenses</b>	
Books and supplies	
Food	
Clothing	
Entertainment	
Health and grooming items	
Gifts	
Other	
<b>Total monthly expenses</b>	

②

- b. Which budget amount is higher, Alex's total monthly income or his total monthly expenses? What is the dollar difference?

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How much flexibility does this difference give Alex in his budget? In other words, will he have enough income left after expenses to cover any unexpected costs that occur in his life? Explain your answer.

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①

- c. Do you think Alex can afford the off-campus gym membership that he would like to get? Tell why or why not.

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- d. Part of the budgeting process is deciding whether a budget is realistic or not. If Alex's expenses turn out to be greater than his income, what are some measures he can take to rectify that situation?

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When you have completed question 4, submit Assignment Booklet 2B to your teacher and then continue where you left off on page 105 of the Student Module Booklet.

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