

OALCF Task Cover Sheet

Task Title: Total a Work Order

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
Task Description: Total a work order for building materials.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers	Task Group(s): A2: Interpret Documents B3: Complete and Create Documents C1: Manage Money
Level Indicators: A2.1: Interpret very simple documents to locate specific details B3.1a: Make straightforward entries to complete very simple documents C1.1: Compare costs and make simple calculations C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Attached Work Order• Calculator• Pen and paper	

Task Title: Total a Work Order

Learner Information and Tasks

Work orders are totalled with both the unit price and the total units so that a customer pays for the product when ordered.

Task 1: Circle, highlight or underline the name of the Supplier.

Task 2: Calculate the total for the Pressure Treated in the work order below.

Task 3: Calculate the total for the Sono Tubes in the work order below.

Task 4: Calculate the total for the Bags of concrete in the work order below.

Task 5: Calculate the price of the total order.

A.B.C. Construction Company			
Order Form			
Supplier: Earnest's Building Supplies 1034 Sunday Ave Richmond Park ON K3K 4M8			
Order Date: March 20			
Order #: 26			
Order submitted by:			
Quantity	Description	Unit Price	Total Price
288	2 x 6 Pressure Treated	\$5.04/unit	
14	12" x 48" Sono Tubes	\$8.00/unit	
24	Bags of concrete	\$4.25/unit	
Total Order			

Answer Sheet

A.B.C. Construction Company

Order Form

Supplier: Earnest's Building Supplies
1034 Sunday Ave
Richmond Park ON K3K 4M8

Order Date: March 20

Order #: 26

Order submitted by:

Quantity	Description	Unit Price	Total Price
288	2 x 6 Pressure Treated	\$5.04/unit	\$1,451.52
14	12" x 48" Sono Tubes	\$8.00/unit	\$112.00
24	Bags of concrete	\$4.25/unit	\$102.00
Total Order			\$1,665.52

Task Title: Total a Work Order

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	<ul style="list-style-type: none"> scans to locate specific details 			
	<ul style="list-style-type: none"> interprets brief text and common symbols 			
	<ul style="list-style-type: none"> locates specific details in simple documents, such as labels and signs 			
	<ul style="list-style-type: none"> identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
	<ul style="list-style-type: none"> requires support to identify sources and to evaluate and integrate information 			
B3.1a	<ul style="list-style-type: none"> makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			
C1.1	<ul style="list-style-type: none"> adds, subtracts, multiplies and divides whole numbers and decimals 			
	<ul style="list-style-type: none"> recognizes values in number and word format 			
	<ul style="list-style-type: none"> identifies and performs required operation 			
	<ul style="list-style-type: none"> follows apparent steps to reach solutions 			
	<ul style="list-style-type: none"> interprets and represents costs using monetary symbols and decimals 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
C1.2	<ul style="list-style-type: none"> interprets and applies rates (e.g. \$/kg, \$/1) 			
	<ul style="list-style-type: none"> chooses and performs required operation(s); may make inferences to identify required operation(s) 			

	<ul style="list-style-type: none">• selects appropriate steps to reach solutions			
	<ul style="list-style-type: none">• represents costs and rates using monetary symbols, decimals and percentages			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature