

Task Title: Total a Work Order

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Total a work order for building materials.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Interpret documents/A2.1
* Communicate Ideas and Information/Complete and create documents/B3.1a
* Understand and Use Numbers/Manage money/C1.1 and C1.2

**Materials Required:**

* Pen/pencil and paper and/or digital device
* Calculator or digital device with calculator function

# Learner Information

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

Scan the A.B.C. Construction Company Order Form.

|  |  |  |  |
| --- | --- | --- | --- |
| **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  14 12" x 48" Sono Tubes  24 Bags of Concrete | | $5.04/unit  $8.00/unit  $4.25/unit |  |
| **Total Order** | |  |  |

# Work Sheet

**Task 1: On the invoice, circle, highlight or underline the name of the supplier.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: Calculate the total for the pressure treated in the work order. Write it on the invoice.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: Calculate the total for the sono tubes in the work order. Write it on the invoice.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 4: Calculate the total for the bags of concrete in the work order. Write it on the invoice.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 5: Calculate the price of the total order. Write it on the invoice.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

|  |  |  |  |
| --- | --- | --- | --- |
| **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  14 12" x 48" Sono Tubes  24 Bags of Concrete | | $5.04/unit  $8.00/unit  $4.25/unit | $1,451.52  $112.00  $102.00 |
| **Total Order** | |  | $1,665.52 |

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.1 | scans to locate specific details |  |  |  |
|  | interprets brief text and common symbols |  |  |  |
|  | identifies how lists are organized (e.g. sequential, chronological, alphabetical) |  |  |  |
|  | requires support to identify sources and to evaluate and integrate information |  |  |  |
| B3.1a | makes a direct match between what is requested and what is entered |  |  |  |
|  | makes entries using familiar vocabulary |  |  |  |
| C1.1 | adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
|  | recognizes values in number and word format |  |  |  |
|  | identifies and performs required operation |  |  |  |
|  | follows apparent steps to reach solutions |  |  |  |
|  | interprets and represents costs using monetary symbols and decimals |  |  |  |
|  | uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) |  |  |  |
| C1.2 | interprets and applies rates (e.g. $/kg, $/1) |  |  |  |
|  | chooses and performs required operation(s); may make inferences to identify required operation(s) |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**