

Developing OALCF Apprenticeship Tasks for the Competency “Use Digital Tasks” (2014/2015)

Task-based Activity Cover Sheet

Task Title: Automotive Invoice for Service

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Create and complete an invoice for work in an automotive shop.	
Competency: B: Communicate Ideas and Information C: Understand and Use Numbers D: Use Digital Technology	Task Group(s): B3: Complete and create documents C1: Manage money
Level Indicators: B3.3a: Decide what, where and how to enter information in somewhat complex documents B3.3b: Create more complex documents to sort, display and organize information C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts D 3: Experiment and problem-solve to perform multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Computer with Microsoft Word or Excel and printer • calculator 	

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In service industries there may be many small operations. The automotive service industry is one such industry. Automotive Service Technicians may be self-employed and would be responsible for creating documents to use in their businesses. Self-employed Automotive Service Technicians need to be able to create invoices, purchase orders and a variety of forms relevant to the automotive sector.

Learner Information and Tasks:

Task 1: Create a company invoice using an invoice template in Microsoft Word or Excel on the computer. Format the invoice to be printable on one page. The editing of the template will include the following headings:

- The Company Information: Name, address and phone number - Use your own name
- Invoice number
- Dates - Car Serviced and completed
- Type of Vehicle
- VIN#
- Customer name, address and phone number
- Part Description and Number
- Quantity
- Price/Unit
- Labour Description
- Estimate
- Total Labour
- Total Parts
- Subtotal
- Tax
- Total Due
- Signature Line for customer authorization
- Odometer Reading

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Task 2: Using the invoice you just created, complete it with the following service requested by the customer. Use the formulas in Excel for the calculations or calculate manually in Word.

- Invoice # 95847
- John Hamilton
- 705-525-1010
- 2006 Murano, 3.5 L, V6
- 152,685 km.
- Service Tech: Your name
- 1 Oil Filter, \$5.95, Part # 8954
- 5 Synthetic Motor Oil, \$10.95 each, Part # 8950
- Emission Test, \$35, Test Result Pass, Code # 2323
- 13% HST
- Total Labour Cost - \$80

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Answer Key

The completed document should look similar to this invoice.

INVOICE

Date: 5/4/2015
Invoice # 95847

ABC Automotive
459 Alright Drive
Muskoka, ON K0K 0K0
705-555-4444

Customer
John Hamilton
[Street Address]
[City, ST ZIP Code]
705-525-1010

Service Technician:
(Learner’s Name)

<i>Date Car Serviced</i>	<i>Type of Vehicle</i>	<i>VIN #</i>	<i>Odometer Reading</i>	<i>Date Car completed</i>
May 5, 2015	2006 Murano, 3.5L, V6		152,685 km	May 5, 2015

<i>Part/Code #</i>	<i>Part Description</i>	<i>Quantity</i>	<i>Price/Unit</i>	<i>Labour Description</i>	<i>Totals</i>
8954	Oil Filter	1	5.95	Replace Oil Filter	5.95
8950	Synthetic Motor Oil	5	10.95	Replace Oil	54.75
2323	Emission Test	1	35.00	Passed	35.00

Total Labour	80.00
Total Parts	95.70
Subtotal	175.70
Tax	22.84
Total Due	198.54

Estimate:

Customer Signature for Authorization

Make all cheques payable to ABC Automotive
Thank you for your business!

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B3.3a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> makes inferences to decide what, where and how to enter information 			
B3.3b	<ul style="list-style-type: none"> follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols) 			
	<ul style="list-style-type: none"> sorts entries into categories and subcategories 			
	<ul style="list-style-type: none"> displays many categories of information 			
	<ul style="list-style-type: none"> organizes information in a variety of ways 			
	<ul style="list-style-type: none"> identifies parts of documents using titles, row and column headings, sub-headings and labels 			
C1.2	<ul style="list-style-type: none"> calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers 			
	<ul style="list-style-type: none"> calculates percentages 			
	<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 			
	<ul style="list-style-type: none"> interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$) 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a 			

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	calculator, repeating a calculation, using the reverse operation)			
D3	<ul style="list-style-type: none"> Experiments and problem-solves to achieve the desired results 			
	<ul style="list-style-type: none"> Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks 			
	<ul style="list-style-type: none"> Makes inferences to interpret icons and text 			
	<ul style="list-style-type: none"> Selects appropriate software when required by the task 			
	<ul style="list-style-type: none"> Identifies sources, evaluates and integrates information 			

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

Learner Comments

Instructor (print)

Learner Signature