



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A: Division: **Educational Services** Effective Date: September 2004

B: Department/
Program Area: **Student Development** New Course Revision

If Revision, Section(s) Revised: C, I

Date of Previous Revision: March 16, 2001

Date of Current Revision: September 2004

C: CSCT 0130 D: Cashiering Applications E: 3

	Subject & Course No.	Descriptive Title	Semester Credits
F:	Calendar Description: This course will familiarize students with basic math concepts, and demonstrate proper techniques when using electronic adding machine. Students will learn the fundamentals of product sales and a Point of Sale computerized cashier system. Hands on lab training will provide the students with the essential knowledge for the level of competency required to integrate their skills into the practicum setting.		

M: Course Objectives/Learning Outcomes

1. Students to gain an understanding of basic math concepts
2. Students to demonstrate the ability to count money as related to the retail environment
3. Students to learn and practice in lab setting computer simulation of products and sales
4. Students to learn and practice basic calculator and computer skills
5. Students to learn stock and inventory procedures as related to the retail environment

N: Course Content

- computing accurately, using whole numbers and the fundamentals of addition, subtraction, multiplication, and division
- counting methods for using coins and bills,
- develop an understanding of counting back change
- basic use of a point of sale cashier system, and other computerized lab equipment
- identifying product names and matching with corresponding UPC codes
- identifying and facing merchandise to be stocked
- identifying various forms used for inventory and shipping, routinely used in the retail industry

O: Methods of Instruction

lecture
hands -on demonstration
overhead materials
written handouts
pre-tests and post tests

P: Textbooks and Materials to be Purchased by Students

Q: Means of Assessment

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Course Designer(s)

Education Council/Curriculum Committee Representative

Dean/Director