



**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
<b>F:</b>	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.	
<b>G:</b>	Allocation of Contact Hours to Types of Instruction/Learning Settings	<b>H:</b> Course Prerequisites: Nil
	Primary Methods of Instructional Delivery and/or Learning Settings: classroom 40% lab 40% practicum 20%	<b>I:</b> Course Corequisites: CSCT 0140, CSCT 0150
	Number of Contact Hours: (per week / semester for each descriptor)  70 - 90 (depending on disabling condition)	<b>J:</b> Course for which this Course is a Prerequisite:
	Number of Weeks per Semester:  15	<b>K:</b> Maximum Class Size:  12 - 15 depending on barriers or disabling condition
<b>L:</b> PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer:		
SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )		

**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

A mastery model of on-going evaluation will be used. A student will have completed the course when he/she has demonstrated through satisfactory completion of exercises and assignments that the course objectives have been achieved. Where formal tests are used mastery will be defined as a score of 80% or more.

Progress will be monitored on a regular basis by the instructor in consultation with each student. The student will be expected to maintain regular attendance and progress, actively participate in all lab instructed activities, and completes all assignments as directed.

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

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Course Designer(s)

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Education Council/Curriculum Committee Representative

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Dean/Director

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Registrar

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