



Module 3 Retail Sales/Store Operations Program

Classes held at 1790 Shattuck Ave. Berkeley, CA 94709

\$900.00/course plus \$50.00 for booklet,

materials and Certificate of Completion

First Week

1st class- General retail sales and store operations, customer interaction and product demonstration techniques

2nd class- Handling and displaying merchandise and goods, marketing and providing information, safety and security procedures related to retail sales

Second Week

3rd class- General cashiering and front of service sales techniques

4th class- Cash and credit transactions, invoices and receipts

Third Week

5th class- Opening and closing daily register, general banking procedures

6th class- Understanding retail computer and database systems, timekeeping and maintaining schedules

Fourth Week

7th class- Retail sales and front of store videos and role playing

8th class- Job search skills, resume critique and award of certificate of completion

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