

# COURSE CONTENT

## CAP (CAREER ADVANCEMENT PROGRAM)

- Definition of CAP
- Advantages from CAP
- CAP Chart
- CAP Salary Scale
- Working Attire

## CMS (CORPORATE MANAGEMENT SYSTEM)

- Module 1: Daily Operational Activities
  - a) Store Opening
  - b) Store Closing
  - c) Reporting Daily Sales
- Module 2: Cash Management
  - a) Cash Float – Beginning of new shift
  - b) Cash Float – During Operating Hour
  - c) Cash Float – End of shift
  - d) Cash Collections & Handling
  - e) Cash Collection – Excesses or Shortages
  - f) Petty Cash Claim
- Module 3: Sales & Customer Service
  - a) Customer Service
  - b) Cash Sales
  - c) Credit Sales
  - d) Void Bill
  - e) Sales Return
- Module 4: Inventory Control
  - a) Internal Stock Transfer
- Module 5: Housekeeping
  - a) Housekeeping
  - b) Employee Hygiene