

SCHOOL _____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR _____ PHONE NUMBER _____

STUDENTS NAME:

ADDRESS:

TOWN: STATE:ME ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

DOT CODE: 299-367-014 RETAILING DRUG/CLERK

GENERAL GOALS FOR THE STUDENT LEARNER:AN INSTRUCTIONAL PROGRAM THAT PREPARES INDIVIDUALS TO APPLY MARKETING SKILLS IN THE SELLING CAPACITY IN ANY INDUSTRY REQUIRING MORE SPECIALIZED TRAINING IN PHARMACY,DRUGS, MEDICINES, COSMETICS, TOILETRIES, AND ALLIED PRODUCTS.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. FORMAT FOR RECORDING NEW CUSTOMERS.
2. PRICING IN THE WHOLESALE AND RETAIL MARKET.
3. UNDERSTANDING THE BASIC BOOKEEPING SYSTEM.
4. UNDERSTANDING THE NEED FOR ACCURACY.
5. UNDERSTANDING THE NEED FOR CONFIDENTIALITY FOR CUSTOMERS.
6. BASIC UNDERSTANDING OF THE OPERATIONS OF A DRUG STORE.

SKILLS THE STUDENT SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. COMPUTER SKILLS/KEY BOARD OPERATIONS
2. FILING OPERATIONS.
3. SALES EXPERIENCE.
4. CLEANING OF OPERATIONAL AREA.
5. PHONE SYSTEM.
6. CUSTOMER SERVICE.
7. CUSTOMER FILES.
8. INSURANCE FORMS.
9. HONESTY
10. DRUG PRESCRIPTION SALES AND PROCEDURES.
11. MISCELLANOUS SKILLS THAT WILL BE PICKED UP IN TRAINING.

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. FIRST AID KIT
2. FIRE EXTINGUISHERS
3. FIRE DOOR EXITS
4. HOW TO DIAL 911
5. EMERGENCY PHONE NUMBERS
6. FIRE BLANKET
7. SPRINKLER SYSTEM
8. MISCELLANEOUS SAFETY AREAS