

Balance a Cash Drawer

Resource Guide

by

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Print-based Learning Activities
Package

Presented to
Dr. Richard F. Bortz
in partial fulfillment of the requirements of
WED 474 - Individualizing HPI

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Table of Contents

I.	Foreword	
II.	Course/Unit Syllabus (abbreviated)	
III.	Introduction.....	
	A. Purpose	
	B. Prerequisites	
	C. Learning Objective	
	D. Directions	
	E. Learning Activities	
IV.	Learning Materials	
	A. Knowledge Acquisition Learning Materials	
	1. Information/information-assignment/assignment sheets	
	2. Other appropriate knowledge acquisition learning materials	
	B. Knowledge Review	
	C. Knowledge Test.....	
	D. Recorded Demonstration or Procedure Sheet	
	E. Practice Materials	
	F. Performance Test.....	
V.	Appendices	
	A. HPI Program Development Process.....	
	B. Developmental Worksheets and Program Materials.....	
	1. Task Listing Sheet	
	2. Task Analysis Sheet.....	
	3. Set of Performance Step Analysis Sheets (as needed)	
	4. Learning Objective Sheet.....	
	5. Learning Module	
	C. Learning Activities Development Sheet (optional).....	
	D. Support Materials	
	1. Illustrated Presentation Guide	
	2. Answer Key - Knowledge Test	
	3. Demonstration Outline	

Foreword

The **Resource Guide** for the learning activities package **Balance a Cash Drawer**, together with the other HPI materials, are products of the HPI program development process initiated in WED 460 - Occupational Analysis and Curriculum Development and brought to closure in WED 474 - Individualizing HPI. The process included developing a philosophy and theory of organization; gathering and organizing occupational data; converting occupational organization, activities and information to programmatic organization, activities and information; developing administrative program, course and unit materials and finally, preparing an individualized, competency-based learning activities package.

The materials presented here are the products of the last phase of the above process. The learner is introduced to the learning package in the opening section of the resource guide. Succeeding sections direct the learner to materials/resources that provide information needed to attain the objective, review and test their retention of that information, demonstrate and provide practice of the activity and lastly, evaluate the learner's mastery of the stated objective.

Developmental materials originally prepared in WED 460 and reviewed and refined for use in preparing the learning package, appear in the appendix of this Guide.