



# EFFECTIVE: MAY 2006

## CURRICULUM GUIDELINES

<b>A.</b>	Division: Educational Services	<b>Effective Date:</b>	May 2006
<b>B.</b>	Department / Student Development Program Area <b>Light Warehouse Training</b>	New Course <input type="checkbox"/>	Revision <input checked="" type="checkbox"/>
		If Revision, Section(s) Revised	B, D, K
		Date of Previous Revision:	September 2004
		Date of Current Revision:	May 2005
<b>C:</b>	<b>LWTP 0101</b>	<b>D: Preparing for the Warehouse Environment</b>	<b>E: 2</b>

Subject & Course No.	Descriptive Title	Semester Credits						
<b>F: Calendar Description:</b>  To provide students with the personal attributes necessary to succeed in the new working environment of warehousing and distribution centres. This section of the course will concentrate on developing self confidence and self esteem and will develop problem solving skills for the work place.								
<b>G: Allocation of Contact Hours to Type of Instruction / Learning Settings:</b>  Primary Methods of Instructional Delivery and/or Learning Settings:  Classroom 100%  Number of Contact Hours: (per week / semester for each descriptor)  70-90 Depending on disabling conditions  Number of Weeks per Semester: 15	<b>H: Course Prerequisites:</b>  Instructor permission							
	<b>I: Course Corequisites:</b>  LWTP 0100							
	<b>J: Course for which this Course is a Prerequisite:</b>  LWTP 0102							
	<b>K: Maximum Class Size:</b>  19							
<b>L: PLEASE INDICATE:</b> <table><tr><td><input type="checkbox"/></td><td>Non-Credit</td></tr><tr><td><input checked="" type="checkbox"/></td><td>College Credit Non-Transfer</td></tr><tr><td><input type="checkbox"/></td><td>College Credit Transfer:</td></tr></table> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a> )			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
<input type="checkbox"/>	Non-Credit							
<input checked="" type="checkbox"/>	College Credit Non-Transfer							
<input type="checkbox"/>	College Credit Transfer:							

<p><b>M: Course Objectives / Learning Outcomes :</b></p> <p>To increase student self-confidence, self-awareness, assertiveness, problem solving and interpersonal skills. Student will demonstrate by class discussion and role-play an understanding of work place expectations and be able to apply the skills learned.</p>
<p><b>N: Course Content:</b></p> <ol style="list-style-type: none"> <li>1. Developing self-awareness with a focus on finding the correct job match.</li> <li>2. Developing self-esteem and a positive attitude to career development.</li> <li>3. Effective communication as a tool for developing teamwork skills.</li> <li>4. Problem solving in both personal and professional situations.</li> <li>5. Anger management.</li> <li>6. Conflict resolution, with particular focus on the work environment.</li> <li>7. Assertiveness as a tool for job survival and career development.</li> <li>8. Stress and time management.</li> </ol>
<p><b>O: Methods of Instruction:</b></p> <p>Instructor Presentation Class Discussion Videos Guest Speakers Role Play</p>
<p><b>P: Textbooks and Materials to be Purchased by Students:</b></p> <p>Nil. Topic relevant material will be provided in handout form throughout the course.</p>
<p><b>Q: Means of Assessment:</b></p> <p>A mastery model of ongoing 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 70% or more.</p> <p>The instructor in consultation with each student will monitor progress on a regular basis. The student will be expected to maintain regular attendance and progress, actively participate in all activities, and complete all assignments as directed.</p>
<p><b>R: Prior Learning Assessment and Recognition:</b> specify whether course is open for PLAR</p> <p>N/A</p>

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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