



# CURRICULUM GUIDELINES

**A.** Division: Educational Services  
**B.** Department / Student Development  
 Program Area

Date:  
 New Course

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Revision

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If Revision, Section(s)  
 Revised  
 Date Last Revised:

**C:** LWTP 102

**D:** Light Warehouse Training Program  
 General Principles of Warehousing

**E:** 3

Subject & Course No.	Descriptive Title	Semester Credits									
<b>F:</b> Calendar Description:  To provide students with an overview of the theories and practices of warehousing and distribution centers. Students will be given an introduction to the general workings of warehouses, including the movement and storage of goods, tools and equipment used and the common security measures. This course also includes basic math for the warehouse. Both WHMIS and 1 <sup>st</sup> Aid level one certificates can be obtained in this section.											
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings: Classroom 90%  Site visits 10%  Number of Contact Hours: (per week / semester for each descriptor)  70-90 Depending on disabling condition  Number of Weeks per Semester:  Fifteen	<b>H:</b> Course Prerequisites:  LWTP 101 or instructor permission										
	<b>I:</b> Course Corequisites: LWTP 101										
	<b>J:</b> Course for which this Course is a Prerequisite  LWTP 103,105,106										
	<b>K:</b> Maximum Class Size:  Sixteen										
<b>L:</b> PLEASE INDICATE: <table border="0"> <tr> <td><input type="checkbox"/></td> <td>Non-Credit</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>College Credit Transfer:</td> <td>           Requested <input type="checkbox"/>      Granted <input type="checkbox"/> </td> </tr> </table> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )			<input type="checkbox"/>	Non-Credit		<input checked="" type="checkbox"/>	College Credit Non-Transfer		<input type="checkbox"/>	College Credit Transfer:	Requested <input type="checkbox"/> Granted <input type="checkbox"/>
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<b>M:</b> Course Objectives / Learning Outcomes Students to understand the purposes of warehousing, the various methods of goods storage and movement, the safety and security procedures to be observed, and basic math for the warehouse. Students will have the opportunity to obtain certificates in WHMIS and First Aid.											

<b>N:</b>	<p>Course Content:</p> <ol style="list-style-type: none"> <li>1.Familiarization with warehouse vocabulary.</li> <li>2. Job types and responsibilities in the warehouse and distribution centers.</li> <li>3. The different kinds of warehouses in which employment may be found.</li> <li>4.Warehouse tools and equipment, and the safe usage of the equipment.</li> <li>5.Warehouse security.</li> <li>6.Layout and movement of goods in a typical warehouse.</li> <li>7.The correct methods of goods storage.</li> <li>8.Math for the warehouse, including stock and shipping calculations.</li> </ol>
<b>O:</b>	<p>Methods of Instruction</p> <p>Instructor presentation</p> <p>Videos</p> <p>Overheads</p> <p>Class Discussion</p> <p>Guest speakers</p> <p>Site visits</p>
<b>P:</b>	<p>Textbooks and Materials to be Purchased by Students</p> <p>Nil. Topic relevant material will be provided in handout form throughout the course.</p>
<b>Q:</b>	<p>Means of Assessment</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 assignment as directed.</p> <p>The First Aid Certificate will be awarded when the student can demonstrate practical competency to the instructor's satisfaction</p> <p>WHMIS certificates will be awarded by successful completion of a written examination.</p>
<b>R:</b>	<p>Prior Learning Assessment and Recognition: 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