



# EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division:	Educational Services	Date:	September 2004
B. Department / Program Area	Student Development	New Course	<input type="checkbox"/> Revision <input checked="" type="checkbox"/>
		If Revision, Section(s) Revised	C, H, I, J
		Date Last Revised:	May 2003

C: LWTP 0102

D: Light Warehouse Training Program  
General Principles of Warehousing

E: 3

Subject & Course No.	Descriptive Title	Semester Credits												
<b>F: Calendar Description:</b>  To provide students with an overview of the theories and practices of warehousing and distribution centres. 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 First Aid Level One certificates can be obtained in this section.														
<b>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</b>  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:  15	<b>H: Course Prerequisites:</b>  LWTP 0101 or instructor permission													
	<b>I: Course Corequisites:</b> LWTP 0101													
	<b>J: Course for which this Course is a Prerequisite</b>  LWTP 0103, 0105, 0106													
	<b>K: Maximum Class Size:</b>  16													
<b>L: PLEASE INDICATE:</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 40%;">Non-Credit</td> <td style="width: 10%;"></td> <td style="width: 40%;"></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>College Credit Transfer:</td> <td>Requested <input type="checkbox"/></td> <td>Granted <input type="checkbox"/></td> </tr> </table> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>			<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: Course Objectives / Learning Outcomes</b> 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 centres.</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 assignments 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