



EFFECTIVE: MAY 2006
CURRICULUM GUIDELINES

A. Division: Educational Services

Effective Date: May 2006

B. Department /
Program Area Student

M: 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.

N: Course Content:

1. Familiarization with warehouse vocabulary.
2. Job types and responsibilities in the warehouse and distribution centres.
3. The different kinds of warehouses in which employment may be found.
4. Warehouse tools and equipment, and the safe usage of the equipment.
5. Warehouse security.
6. Layout and movement of goods in a typical warehouse.
7. The correct methods of goods storage.
8. Math for the warehouse, including stock and shipping calculations.

O: Methods of Instruction:

Instructor presentation
Videos
Overheads
Class discussion
Guest speakers
Site visits

P: Textbooks and Materials to be Purchased by Students:

Nil. Topic relevant material will be provided in handout form throughout the course.

Q: Means of Assessment:

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.

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.

The First Aid Certificate will be awarded when the student can demonstrate practical competency to the instructor's satisfaction.

WHMIS certificates will be awarded by successful completion of a written examination.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

N/A

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar