

Trumbull Career & Technical Center
Warehousing & Distribution
Course Syllabus
2011-2012

Instructor: Mr. M. Malie

Program Description

Warehousing and Distribution is an in-school program for students who have been identified as students having unique needs. The students will receive a well rounded course of instruction that deals specifically with basic warehousing needs. These skills include self motivation, human relations, and independent living skills which are necessary for employees of a company or business. Students will also be given the opportunity to increase their decision making and problem solving skills through various activities in the classroom and laboratory. The objective of the program is to achieve maximum functioning employees within the limits imposed by the student's individual capacity. For many of the participants this means competitive employment in areas of demonstrated warehousing potential. For other participants the objective may be sheltered warehousing employment or work activity. For the remainder of the participants where productive warehousing employment is not feasible, it may mean assisting the student participants to accomplish the highest level of independent living for which they are capable.

Instructional Philosophy

Students will be given challenging projects and assignments typical of the warehouse field. Quality work is expected and students will be given opportunities to redo work until it meets standards specified during instruction. Classroom activities will include reading, projects and problem solving. Students will often work in teams but will be expected to complete individual assignments in relation to the team's work. Assessment methods will include oral and written exams, tests, quizzes, reading assignments, and assigned projects.

Course Goals

The program goals are to develop student skills and competencies in the following areas to prepare for entry-level jobs in the Warehousing & Distribution field. The areas of study of the program will include but are not limited to:

- * Safety Awareness
- * Inventory
- * Teamwork
- * Academic Enhancement
- * Personal Development
- * Personal Health
- * Employability
- * **Other areas of study will be determined by the instructor in response to participants needs/requests.**

Major Course Projects & Assignments

1. Customer Service

Students will be responsible for the following customer service duties:

- * Making sure warehouse rules & safety procedures are followed at all times by students.
- * Proper use of all delivery carts
- * Correct use of back belts while handling warehouse merchandise
- * Professional behavior in the warehouse and during supply deliveries that are made throughout the school to TCTC teachers and staff.

2. Warehouse Receiving Procedures

- * Students will use proper procedures when identifying correct purchase order numbers of materials received from different shippers, checking for damaged materials, recording the receipt of each box received, and delivering each box to correct school personnel.

3. Community Service Projects

Throughout the school year students will periodically take part in various service projects for members of the Trumbull Career and Technical Center staff, and other community groups on a request basis. Students will learn:

- * Proper use of quality control measures while inspecting and assembling TCTC career passports.
- * Proper management of TCTC school wide paper recycling project.
- * Other tasks as assigned by the instructor.

4. FFA Club Activities

All warehousing students will become associate members of the Trumbull Career and Technical Center FFA youth club so that they can participate and learn from the youth club process and use it to enhance their future employment endeavors and their personal life skills.

5. Basic Computer Literacy/Word Processing Assignments

Throughout the course, the students will be given the opportunity to learn, review and practice basic computer keyboarding and word processing skills which are meant to reinforce the knowledge and applications learned in all areas of the warehousing course curriculum.

Assessment Plan

30% = Daily Lab Projects
20% = Conduct & Attitude
10% = Community Service Projects
20% = Tests/Quizzes
20% = Final Examinations

TCTC School-wide Grading Scale

92% to 100% = A
83% to 91% = B
74% to 82% = C
66% to 73% = D
0% to 65% = F (no credit given)

Grading Scale Interpretation

A- Highly recommended for employment
B- Strongly recommended for employment
C- Recommended for employment
D- Passing, but not recommended for employment in this type of work
F- Not Passing (no credit given)
I- Work incomplete (no credit given)

Conduct & Attitude Grade

4- Excellent
3. Satisfactory
2. Needs Improvement
1. Needs Pronounced Improvement