

## Syllabus

# PLATO Course Principles of Transportation, Distribution, and Logistics, Semester A

## Course Overview

This one-semester course is intended for you to familiarize yourself with the knowledge and skills required for a career in Transportation, Distribution, and Logistics (TDL). This course has 16 lessons organized into four units, plus four Unit Activities. Each lesson contains one or more Lesson Activities.

This course covers the evolution of the TDL industry, various modes of transportation, and the role of the TDL industry in world trade and globalization. It also covers career opportunities in TDL. In addition, it covers workplace skills, such as positive work ethics, integrity, and self-representation. Finally, this course covers communication and interpersonal skills required to be successful in the workplace.

You will submit the Unit Activity documents to your teacher, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

## Course Goals

This course will help you meet the following goals:

- Explore the evolution of the transportation, distribution, and logistics (TDL) industry, various modes of transport used in the United States, and the role of the TDL industry in world trade and globalization.
- Explore TDL career options available in the United States.
- Learn job acquisition and advancement skills to apply for a job and seek promotion in the workplace, and examine lifelong learning skills to improve professional skills.
- Demonstrate positive work ethics, integrity, and self-representation skills at the workplace.
- Demonstrate mathematics skills, critical thinking, and problem-solving skills to accomplish assigned tasks.

- Focus on communication skills to communicate effectively with employees and customers and to follow directions at the workplace.
- Demonstrate teamwork skills to contribute to the success of the team and assist others when needed.

## Prerequisite Skills

PLATO Course Principles of Transportation, Distribution, and Logistics, Semester A has the following prerequisites:

- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines

## General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

*For a complete list of the general skills required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

PLATO Course Principles of Transportation, Distribution, and Logistics, Semester A is a 0.5-credit course.

## Course Materials

- Notebook
- Computer with an Internet connection and speakers or headphones
- Microsoft Word or equivalent

## Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

### Unit 1: Introduction to Transportation, Distribution, and Logistics

#### Summary

In this unit, you will familiarize yourself with the history of the TDL industry and various modes of transportation used in the United States. You will also explore the role of TDL in world trade and globalization. Finally, you will analyze cultural diversity in the TDL industry.

Day	Activity/Objective	Type
1 day: 1	<b>Syllabus and Plato Student Orientation</b> <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
4 days: 2–5	<b>Evolution of Transportation, Distribution, and Logistics</b> <i>Describe and explain the evolution of the transportation, distribution, and logistics (TDL) industry in the United States.</i>	Lesson
4 days: 6–9	<b>Transportation Mode</b> <i>Describe and explain the various modes of transport used in the TDL industry in the United States.</i>	Lesson
4 days: 10–13	<b>World Trade and Globalization</b> <i>Describe and explain the role of the TDL industry in world trade and globalization.</i>	Lesson
4 days: 14–17	<b>Cultural Diversity</b> <i>Describe and explain how cultural diversity affects the TDL industry.</i>	Lesson
1 day: 18	<b>Space Jumble</b>	Game
4 days: 19–22	<b>Unit Activity/ Threaded Discussion—Unit 1</b>	Unit Activity
1 day: 23	<b>Posttest—Unit 1</b>	Assessment

## Unit 2: Career Planning in Transportation, Distribution, and Logistics

### Summary

In this unit, you will explore TDL career options available in the United States. You also will learn the skills to apply for jobs and advance in your career. In addition, you will explore the importance of lifelong-learning skills to improve professional skills.

Day	Activity/Objective	Type
4 days: 24–27	<b>Careers and Opportunities</b> <i>Describe and compare career options available in the TDL industry in the United States.</i>	Lesson
4 days: 28–31	<b>Job Acquisition and Advancement</b> <i>Demonstrate job acquisition and advancement skills by preparing to apply for a job and seeking promotion.</i>	Lesson
4 days: 32–35	<b>Life-Long Learning</b> <i>Demonstrate lifelong-learning skills by continually acquiring new industry-related information and improving professional skills.</i>	Lesson
1 day: 36	<b>Para Jumble</b>	Game
4 days: 37–40	<b>Unit Activity/Threaded Discussion—Unit 2</b>	Unit Activity
1 day: 41	<b>Posttest—Unit 2</b>	Assessment

## Unit 3: Qualities and Skills for Workplace Success

### Summary

In this unit, you will learn to demonstrate positive work ethics and integrity in the workplace. You will also learn how to present yourself as a dependable and reliable employee. Finally, you will learn the importance of mathematical and problem-solving skills to analyze problems and complete assigned tasks.

Day	Activity/Objective	Type
4 days: 42–45	<b>Positive Work Ethics</b> <i>Demonstrate a positive work ethic by coming to work every day on time, a willingness to take direction, and motivation to accomplish the task at hand.</i>	Lesson
4 days: 46–49	<b>Integrity</b> <i>Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability.</i>	Lesson
4 days: 50–53	<b>Self-Representation</b> <i>Demonstrate positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace.</i>	Lesson
4 days: 54–57	<b>Mathematical Skills</b> <i>Demonstrate mathematics skills by using mathematical reasoning to accomplish tasks.</i>	Lesson
4 days: 58–61	<b>Critical Thinking and Problem-Solving Skills</b> <i>Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.</i>	Lesson
1 day: 62	<b>Thwack-A-Mole</b>	Game
4 days: 63–66	<b>Unit Activity/Threaded Discussion—Unit 3</b>	Unit Activity
1 day: 67	<b>Posttest—Unit 3</b>	Assessment

## Unit 4: Communication and Interpersonal Skills

### Summary

In this unit, you will learn reading and writing skills and speaking and listening skills. You will also learn customer service skills to provide helpful, courteous, and knowledgeable services to customers. Finally, you will learn how to work in a team and contribute to success.

Day	Activity/Objective	Type
4 days: 68–71	<b>Reading and Writing Skills</b> <i>Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.</i>	Lesson
4 days: 72–75	<b>Speaking and Listening Skills</b> <i>Demonstrate effective speaking and listening skills by communicating effectively with customers and employees and following directions.</i>	Lesson
4 days: 76–79	<b>Customer Service Skills</b> <i>Demonstrate customer service skills by identifying and addressing the needs of all customers and providing helpful, courteous, and knowledgeable service.</i>	Lesson
3 days: 80–82	<b>Teamwork</b> <i>Demonstrate teamwork skills by contributing to the success of the team, assisting others, and requesting help when needed.</i>	Lesson
1 day: 83	<b>Thwack-A-Mole</b>	Game
4 days: 84–87	<b>Unit Activity/Threaded Discussion—Unit 4</b>	Unit Activity
1 day: 88	<b>Posttest—Unit 4</b>	Assessment
1 day: 89	<b>Semester Review</b>	
1 day: 90	<b>End-of-Semester Test</b>	Assessment