

## Syllabus

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

## Course Overview

This one-semester course is intended for you to familiarize with knowledge and skills required for a career in Transportation, Distribution, and Logistics (TDL). This course has 12 lessons organized into three units, plus three Unit Activities. Each lesson contains one or more Lesson Activities.

This course covers the basic concepts of warehousing and workplace safety. It also familiarizes you with organization management and leadership skills. In addition, this course covers the role of technology and future trends in the TDL industry.

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:

- Familiarize yourself with the principles of storage and warehousing in the TDL industry.
- Familiarize yourself with workplace hazards, safety equipment, and precautionary measures.
- Learn the principles of organization management and understand organization systems and climates.
- Explore opportunities for leadership and leadership development in the TDL industry.
- Learn time, task, and resource management skills by organizing and implementing a productive plan of work.
- Learn conflict-resolution skills to avoid interpersonal and workplace issues.
- Explore the role of technology in the transportation, distribution, and logistics industry.

- Develop proficiency with information technology by using computers, file management techniques, and software/programs effectively.
- Learn the importance of proper Internet use and security at the workplace.
- Analyze future trends and developments in the TDL industry.

## **Prerequisite Skills**

PLATO Course Principles of Transportation, Distribution, and Logistics, Semester B 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 B 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: Warehousing and Workplace Safety

#### Summary

In this unit, you will learn about the principles of storage and warehousing in TDL. You will also familiarize yourself with workplace hazards. In addition, you will familiarize yourself with safety equipment and precautionary measures to safeguard a workplace.

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
6 days: 2–7	<b>Warehousing</b> <i>Explain the principles of storage and warehousing in the TDL industry.</i>	Lesson
6 days: 8–13	<b>Workplace Hazards</b> <i>Explain the hazards at the workplace.</i>	Lesson
6 days: 14–19	<b>Workplace Safety</b> <i>Describe safety equipment and precautionary measures for safeguarding a workplace.</i>	Lesson
1 day: 20	<b>Space Jumble</b>	Game
4 days: 21–24	<b>Unit Activity/Threaded Discussion—Unit 1</b>	Unit Activity
1 day: 25	<b>Posttest—Unit 1</b>	Assessment

## Unit 2: Organization Management and Leadership

### Summary

In this unit, you will learn about the principles of organization management. You will also learn leadership skills and how to manage tasks, time, and resources. In addition, you will learn how to resolve conflicts at the workplace.

Day	Activity/Objective	Type
6 days: 26–31	<b>Principles of Organization Management</b> <i>Describe the principles of organization management.</i>	Lesson
6 days: 32–37	<b>Organizations, Systems, and Climates</b> <i>Demonstrate understanding of workplace organizations, systems, and climates by identifying “big picture” issues and fulfilling the mission of the workplace.</i>	Lesson
5 days: 38–42	<b>Leadership Development</b> <i>Describe opportunities for leadership and leadership development in the TDL field.</i>	Lesson
6 days: 43–48	<b>Time, Task, and Resource Management</b> <i>Demonstrate time, task, and resource management skills by organizing and implementing a productive plan of work.</i>	Lesson
5 days: 49–53	<b>Conflict Resolution</b> <i>Demonstrate conflict-resolution skills by negotiating diplomatic solutions to avoid interpersonal and workplace issues.</i>	Lesson
1 day: 54	<b>Para Jumble</b>	Game
4 days: 55–58	<b>Unit Activity/Threaded Discussion—Unit 2</b>	Unit Activity
1 day: 59	<b>Posttest—Unit 2</b>	Assessment

## Unit 3: Technology Use and Future Prospects

### Summary

In this unit, you will learn about the role of technology in the TDL industry. You will familiarize yourself with information technology, Internet use, and security. Finally, you will explore the future trends and developments in the TDL industry.

Day	Activity/Objective	Type
4 days: 60–65	<b>Role of Technology</b> <i>Describe the role of technology in the transportation, distribution, and logistics industry.</i>	Lesson
4 days: 66–71	<b>Information Technology</b> <i>Demonstrate proficiency with information technology by using computers, file management techniques, and software/programs effectively.</i>	Lesson
4 days: 72–76	<b>Internet Use and Security</b> <i>Demonstrate proper internet use and security by using the Internet appropriately for work.</i>	Lesson
4 days: 77–82	<b>The Future</b> <i>Describe future trends and developments in the TDL industry.</i>	Lesson
1 day: 83	<b>Thwack-A-Mole</b>	Game
4 days: 84–87	<b>Unit Activity/Threaded Discussion—Unit 3</b>	Unit Activity
1 day: 88	<b>Posttest—Unit 3</b>	Assessment
1 day: 89	<b>Semester Review</b>	
1 day: 90	<b>End-of-Semester Test</b>	Assessment