

COURSE OUTLINE**Course:** 23661 DISTRIBUTION WAREHOUSE**Total Course Hours:** 540.00**CBEDS Title:** TRANSPORTATION**CBEDS #:** 4118**Job Title(s):**

Material Handler, Order Puller, Packer, Shipper, Shipping & Receiving Clerk, Warehouse Worker, Stock Clerk

Prerequisites:

16 years old or a junior in high school

Course Description:

This course prepares students for direct entry into the distribution or warehousing industry within retail, wholesale, manufacturing and public establishments. Students taking this course will learn shipping, proper lifting and loading, stocking, transportation systems, essential business forms, filing, packing, marking supplies, receiving operations, inventory control, warehouse technology, leadership skills and customer service. Workplace learning is in distribution centers and warehouses. Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Hours	
Class	OJT

Occupational Competencies**1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes**

3.00		1	<u>ORIENTATION</u>	<ul style="list-style-type: none"> A Discusses and explains course objectives and competencies. B Discusses ROP Student Outcomes. C Explains class attendance and behavior objectives.
3.00	5.00	2	<u>HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT</u>	<ul style="list-style-type: none"> A Describes accident procedure. B Demonstrates and practices safety regulations (e.g. bending, lifting, proper use of ladder, tripping hazards, hazardous material, MSDS, etc.) C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).
3.00	5.00	3	<u>ETHICS AND LEGAL RESPONSIBILITIES</u>	<ul style="list-style-type: none"> A Defines sexual harassment and discusses tactics for handling harassment situations. B Applies appropriate workplace behavior and standards.
3.00	20.00	4	<u>LEADERSHIP AND TEAMWORK</u>	<ul style="list-style-type: none"> A Describes the characteristics and benefits of teamwork and leadership. B Demonstrates ability to make appropriate decisions. C Works well with others and gives/takes constructive criticism.
15.00	5.00	5	<u>CAREER PLANNING</u>	<ul style="list-style-type: none"> A Prepares a finished, professional portfolio showing the best work that has been completed during the class. B Locates job opportunities through the use of want-ads and placement agencies. C Visits at least one facility related to area of training and observes jobs performed. D Completes a job application correctly. E Prepares for and critiques a simulated employment interview. F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity. G Identifies acceptable procedures to leave a job. H Applies for a scholarship. I Completes a professional resume. J Demonstrates appropriate personal grooming and dress.

Hours	
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3.00	10.00	6 <u>COMMUNICATION</u> A Uses effective workplace conversation. B Reads and interprets written information and directions. C Practices various forms of written communication appropriate to the occupation.
5.00	10.00	7 <u>STUDENT OUTCOMES</u> A Demonstrates Occupational Specific, Communication and Critical Thinking Skills B Demonstrates Responsible Work Ethics C Demonstrates Career/Employment Literacy D Demonstrates Effective Use of Technology
10.00	25.00	8 <u>SECURITY</u> A Knowledge of security procedures for pilferage of company materials and shoplifting B Explains loss prevention, shrinkage, damage control and inventory loss C Can identify and protect against robbery and suspected theft
20.00	60.00	9 <u>SHIPPING, MARKING AND RECEIVING PROCEDURES</u> A Demonstrates picking/pulling procedures and paperwork B Demonstrates marking/labeling merchandise C Demonstrates loading/unloading merchandise D Demonstrates merchandise return procedures E Demonstrates Put Away procedures. F Demonstrates Re-Warehousing procedures.
15.00	40.00	10 <u>PACKAGING PROCEDURES</u> A Demonstrates proper packaging principles B Demonstrates proper strapping and shipment of containers C Demonstrates receiving reports procedures
20.00	40.00	11 <u>BUSINESS PRACTICES/INVENTORY CONTROL PROCEDURES</u> A Completes a inventory control records. B Completes an invoice and purchase order. C Demonstrates receiving reports procedures D Completes a bill of lading and a packing slip. E Completes a sales report.
20.00	40.00	12 <u>DISTRIBUTION PROCESS AND TECHNIQUES</u> A Identifies warehouse rules and regulations. B Completes a merchandise manifest. C Demonstrates stocking/storage of merchandise/cycle counts D Explains how to use the radio frequency system. E Prepares and explains a distribution center plan/layout (1,2,3,4) (Channel of Dist.)
20.00	20.00	13 <u>STORE DISTRIBUTION (RETAIL) PROCEDURES</u> A Explains facing products B Demonstrates returning merchandise procedure C Demonstrates pricing (1 & 4) (P.O.S. & Bar Code equipment) D Describes customer service E Shows product knowledge F Demonstrates replenishment G Demonstrates inventory control H Creates and explains a flow chart of a retail store (1 & 4)
20.00	40.00	14 <u>MERCHANDISE VARIATION PROCEDURES</u> A Categorizes merchandise by Type (1) B Explains why merchandise is handled, received and marketed differently C Creates written guideline on how to receive and label each category of merchandise

Hours	
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23661 DISTRIBUTION WAREHOUSE

20.00	40.00
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15 TRANSPORTATION

- A Explains physical distribution
- B Explains and charts a shipment from start to finish (rating & routing shipments) (1, 2 & 4)
- C Identifies the major modes of transportation and explains the disadvantages and advantage of each

TOTAL HOURS

Class	OJT	Course
180.00	360.00	540.00