

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:

- Examine 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.
- Describe and compare the TDL career options available in the United States.
- Demonstrate 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.
- Examine and reflect upon positive work ethics, integrity, and self-representation skills and practices in the workplace.
- Apply mathematics skills, critical thinking, and problem-solving skills to analyze problems, evaluate scenarios, and 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 teacher may modify the schedule to meet the specific needs of your class.

Course Components and Grading Rubric

The table gives a breakdown of the weight for each component in the course. Weight represents the percentage of the total score coming from each activity.

Course Components	Count	Weight
Pretest. <i>Pretests are optional assessments, typically designed for credit recovery use. If a student shows mastery of a lesson's objective, the student may be automatically exempted from that lesson in the upcoming unit. Typically, teachers do not choose to employ exemptive pretests for first-time credit courses. Pretests are not included as a component of the student's final grade.</i>	4	0%
Module. <i>Each module in this course contains an interactive tutorial and an associated mastery test. Tutorials may include one or more Lesson Activities that constitute tasks associated with the tutorial. The module score comes from a student's score on the mastery test.</i>	16	20%
Discussion. <i>Online discussions allow for higher-order thinking about terminal objectives. An online threaded discussion mirrors the educational experience of a classroom discussion. Teachers can initiate a discussion by asking a complex, open-ended question. Students can engage in the discussion by responding both to the question and to the thoughts of others. Each unit in a course has one predefined discussion topic; teachers may add more discussion topics.</i>	4	20%
Unit Activity. <i>Unit Activities are at the end a unit and constitute one or more small tasks. Their purpose is to deepen understanding of key unit concepts and tie them together. Each Unit Activity includes a simple rubric. The teacher versions include both a rubric and modeled sample answers. Unit Activities are teacher graded.</i>	4	20%
Posttest. <i>The posttest appears at the end of the unit and mirrors the pretest in structure, content, and complexity.</i>	4	20%
End of Semester Test. <i>The end of semester test (EOS) appears at the end of the course. Students are delivered a few items from every tutorial in the course in order to assess the major course objectives.</i>	1	20%
Total	33	100%

*Teachers may manually adjust these weights if desired, per district grading requirements.

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	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
4 days: 2–5	Evolution of Transportation, Distribution, and Logistics <i>Describe and explain the evolution of the transportation, distribution, and logistics (TDL) industry in the United States.</i>	Lesson
4 days: 6–9	Transportation Mode <i>Describe and explain the various modes of transport used in the TDL industry in the United States.</i>	Lesson
4 days: 10–13	World Trade and Globalization <i>Describe and explain the role of the TDL industry in world trade and globalization.</i>	Lesson
4 days: 14–17	Cultural Diversity <i>Analyze the effects of cultural diversity on the TDL industry.</i>	Lesson
1 day: 18	Space Jumble	Game
4 days: 19–22	Unit Activity/ Threaded Discussion—Unit 1	Unit Activity
1 day: 23	Posttest—Unit 1	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	Careers and Opportunities <i>Describe and compare career options available in the TDL industry in the United States.</i>	Lesson
4 days: 28–31	Job Acquisition and Advancement <i>Demonstrate job acquisition and career advancement skills and best practices.</i>	Lesson
4 days: 32–35	Life-Long Learning <i>Demonstrate lifelong-learning skills by continually acquiring new industry-related information and improving professional skills.</i>	Lesson
1 day: 36	Para Jumble	Game
4 days: 37–40	Unit Activity/Threaded Discussion—Unit 2	Unit Activity
1 day: 41	Posttest—Unit 2	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	Positive Work Ethics <i>Examine positive work ethics, apply ethical choices to work scenarios, and identify traits and habits desirable in employees.</i>	Lesson
4 days: 46–49	Integrity <i>Discuss integrity attributes outlined by many workplace policies and laws.</i>	Lesson
4 days: 50–53	Self-Representation <i>Identify positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace.</i>	Lesson
4 days: 54–57	Mathematical Skills <i>Apply mathematics skills and mathematical reasoning to accomplish tasks.</i>	Lesson
4 days: 58–61	Critical Thinking and Problem-Solving Skills <i>Identify critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.</i>	Lesson
1 day: 62	Thwack-A-Mole	Game
4 days: 63–66	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 67	Posttest—Unit 3	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	Reading and Writing Skills <i>Describe effective reading and writing skills by reading and interpreting workplace documents and writing clearly.</i>	Lesson
4 days: 72–75	Speaking and Listening Skills <i>Differentiate between verbal and nonverbal communication, evaluate elements of effective communication and active listening, and reflect on ways to improve communication skills.</i>	Lesson
4 days: 76–79	Customer Service Skills <i>Examine and reflect upon customer service skills and best practices, differentiate between internal and external customers and describe strategies for improving customer satisfaction.</i>	Lesson
3 days: 80–82	Teamwork <i>Describe teamwork skills and identify leadership skills to successfully lead a team.</i>	Lesson
1 day: 83	Thwack-A-Mole	Game
4 days: 84–87	Unit Activity/Threaded Discussion—Unit 4	Unit Activity
1 day: 88	Posttest—Unit 4	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment

Course Map

You will achieve course level objectives by completing each lesson’s instruction, assignments, and assessments. For a detailed look at how the materials meet these objectives, review the [course map for Semester A](#).