

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:

- Examine the principles of warehousing, storage, hazards, occupational safety, and safety equipment and regulations in the TDL industry.
- Examine the principles of organization management, systems, and culture.
- Identify opportunities for leadership and leadership development in the TDL industry.
- Examine time, task, and resource management skills by organizing and implementing a productive plan of work.
- Identify conflict-resolution skills to avoid interpersonal and workplace issues.
- Evaluate the role of technology in the transportation, distribution, and logistics industry.

- Identify the role of information technology in the creation, sharing, and management of business documents, data, ideas, and files.
- Examine 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 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>	3	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>	12	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>	3	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>	3	20%
Posttest. <i>The posttest appears at the end of the unit and mirrors the pretest in structure, content, and complexity.</i>	3	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	25	100%

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

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	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
6 days: 2–7	Warehousing <i>Examine the principles of storage and warehousing in the TDL industry.</i>	Lesson
6 days: 8–13	Workplace Hazards <i>Explain the hazards at the workplace.</i>	Lesson
6 days: 14–19	Workplace Safety <i>Describe safety equipment and precautionary measures for safeguarding a workplace.</i>	Lesson
1 day: 20	Space Jumble	Game
4 days: 21–24	Unit Activity/Threaded Discussion—Unit 1	Unit Activity
1 day: 25	Posttest—Unit 1	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	Principles of Organization Management <i>Describe the principles of organization management.</i>	Lesson
6 days: 32–37	Organizations, Systems, and Climates <i>Compare workplace organizations, systems, and climates by identifying “big picture” issues and fulfilling the mission of the workplace.</i>	Lesson
5 days: 38–42	Leadership Development <i>Describe opportunities for leadership and leadership development in the TDL field.</i>	Lesson
6 days: 43–48	Time, Task, and Resource Management <i>Demonstrate time, task, and resource management skills by organizing and implementing a productive plan of work.</i>	Lesson
5 days: 49–53	Conflict Resolution <i>Identify and reflect upon conflict resolution strategies and skills and ways to minimize workplace stress and interpersonal issues.</i>	Lesson
1 day: 54	Para Jumble	Game
4 days: 55–58	Unit Activity/Threaded Discussion—Unit 2	Unit Activity
1 day: 59	Posttest—Unit 2	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	Role of Technology <i>Describe the role of technology in the transportation, distribution, and logistics industry.</i>	Lesson
4 days: 66–71	Information Technology <i>Describe information technology skills required to use computers and software/programs effectively.</i>	Lesson
4 days: 72–76	Internet Use and Security <i>Identify proper internet use and security by using the Internet appropriately for work.</i>	Lesson
4 days: 77–82	The Future <i>Describe future trends and developments in the TDL industry.</i>	Lesson
1 day: 83	Thwack-A-Mole	Game
4 days: 84–87	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 88	Posttest—Unit 3	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 B](#).