

COURSE LOG3010: WAREHOUSE & DISTRIBUTE 3

Level: Advanced

Prerequisite: LOG2010: Warehouse & Distribute 2

Description: Students develop an understanding and competencies related to stock movement and placement procedures, product tracking and the use of automated warehouse systems. Students also develop competencies in labelling, containerizing and palletizing items.

Parameters: Access to one or more logistics operations.

Outcomes: The student will:

1. demonstrate an understanding of:

- **stock movement and placement procedures and practices**
 - 1.1 identify and describe stock movement and placement procedures and practices
 - 1.2 identify and correct errors in documentation
 - 1.3 regularly review stocks and flow
 - 1.4 anticipate product movement issues, develop contingency plans and implement solutions, where appropriate
 - 1.5 demonstrate safe product movement and placement procedures and practices
- **product tracking**
 - 1.6 identify and describe product tracking services
 - 1.7 identify and describe various tracking procedures
 - 1.8 demonstrate ability to use tracking technology; e.g., bar codes/reader/scanner, microfiche, CD-ROM, monitors, visual readers, locator systems
- **equipment operations standards**
 - 1.9 identify and describe warehouse equipment operations standards; e.g., internal standards (department, company), external standards (governmental, national)
- **automated warehouse systems**
 - 1.10 explain the advantages and disadvantages of using automated warehouse systems
 - 1.11 demonstrate ability to safely use automated systems; e.g., conveyor systems, pickers, scaling/weighing devices, storage and retrieval systems

2. demonstrate competencies in:

- **labelling**
 - 2.1 identify product and/or shipment labelling needs
 - 2.2 demonstrate ability to read, interpret, select and affix appropriate labels; e.g., shipping instructions, content identification, Workplace Hazardous Materials Information System (WHMIS) needs, quantity, mass, handling instructions; e.g., fragile, this side up
- **containerization**
 - 2.3 explain the purpose of containerization
 - 2.4 demonstrate ability to safely operate wrapping equipment and materials; e.g., shrink-wrap, nets, nylons
 - 2.5 demonstrate ability to prepare containers for shipment; e.g., label, wrap
- **palletizing**
 - 2.6 explain the purpose of palletizing items; e.g., warehouse storage, ease of handling (manual, automated), outgoing and incoming shipments

3. demonstrate basic competencies

3.1 demonstrate fundamental skills to:

- 3.1.1 communicate
- 3.1.2 manage information
- 3.1.3 use numbers
- 3.1.4 think and solve problems

3.2 demonstrate personal management skills to:

- 3.2.1 demonstrate positive attitudes and behaviours
- 3.2.2 be responsible
- 3.2.3 be adaptable
- 3.2.4 learn continuously
- 3.2.5 work safely

3.3 demonstrate teamwork skills to:

- 3.3.1 work with others
- 3.3.2 participate in projects and tasks

4. create a transitional strategy to accommodate personal changes and build personal values

4.1 identify short-term and long-term goals

4.2 identify steps to achieve goals

COURSE LOG3020: TRAFFIC & TRANSPORT 3

Level: Advanced

Prerequisite: LOG2020: Traffic & Transport 2

Description: Students explore transport regulations and licensing and develop competency in planning a route and developing contingency plans.

Parameters: Access to logistics-related traffic and transportation operations. A driver's license may be required.

Outcomes: The student will:

1. demonstrate competency in planning a route and developing contingency plans

- 1.1 plan a route using a:
 - 1.1.1 traditional map
 - 1.1.2 computerized format
- 1.2 develop contingency plans, where appropriate

2. demonstrate a basic understanding of:

• equipment handling certification requirements

- 2.1 identify licensing or certification requirements for each item of transportation equipment or aid
- 2.2 initiate procedures to obtain a license or certificate, where appropriate and necessary
- 2.3 demonstrate consistent ability to safely handle, operate and use various equipment aids relating to traffic and transportation

• vendor and carrier licensing and training for dangerous goods

- 2.4 identify and list key:
 - 2.4.1 transportation regulations and licensing requirements
 - 2.4.2 weight restrictions
 - 2.4.3 seasonal restrictions
 - 2.4.4 jurisdictional restrictions and requirements
- 2.5 list licensing required to operate different vehicles and vessels
- 2.6 identify and ensure that the vendor and carrier has the necessary licensing and training to handle and transport dangerous goods
- 2.7 demonstrate consistently the safe handling, storage and transportation of dangerous goods

• rates and tariffs

- 2.8 identify and describe transportation rates and tariffs
- 2.9 demonstrate ability to compare present proposed rates to the previous contract rate
- 2.10 assist in determining the contracted rate taking into account:
 - 2.10.1 market prices
 - 2.10.2 costs of the supplier
 - 2.10.3 customer needs

• liabilities

- 2.11 identify liability assumed by different modes of carriers
- 2.12 identify and describe:
 - 2.12.1 Workers' Compensation Board requirements
 - 2.12.2 insurance requirements

- 2.13 identify damage claimable:
 - 2.13.1 items
 - 2.13.2 procedures
 - 2.13.3 documents
- 2.14 assist in completing damage claim documents
- 2.15 identify and report shipment over/shorts
- 2.16 explain the use of bill of lading and liabilities, and freight on board
- 2.17 describe applications of freight on board statements; e.g., payment for carriage, selection of courier, limits of liability
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks
- 4. create a transitional strategy to accommodate personal changes and build personal values**
 - 4.1 identify short-term and long-term goals
 - 4.2 identify steps to achieve goals

COURSE LOG3030: PURCHASING 3

Level: Advanced

Prerequisite: LOG2030: Purchasing 2

Description: Students develop knowledge about contract and business law, supplier quality assurance and performance management. Students also develop negotiation skills and an appreciation for the importance of professional ethics.

Parameters: Access to inventory management and control operations.

Outcomes: The student will:

1. identify and explain key principles of:

• contract and business law

- 1.1 identify key principles of contract and business law; e.g., liens, waivers, liability, negligence
- 1.2 explain the impact of contract and business law on purchasing activities
- 1.3 identify and describe legislation that affects purchasing activities; e.g., *Sales of Goods Act*
- 1.4 identify purchasing activities that are in alignment with contract and business law and relevant legislation

• supplier quality assurance

- 1.5 explain the principles of Supplier Quality Assurance (SQA)
- 1.6 identify and describe the impact of SQA on:
 - 1.6.1 delivery
 - 1.6.2 equality
 - 1.6.3 invoicing
 - 1.6.4 damaged goods
 - 1.6.5 customer service

• performance management

- 1.7 explain the principle of performance management
- 1.8 identify and describe the purpose of performance management in purchasing activities
- 1.9 identify and describe performance management models; e.g., total quality management, quality teams
- 1.10 evaluate performance management models employed using appropriate assessment tools and instruments

2. demonstrate basic understanding and skills in professional ethics

- 2.1 define the term professional ethics
- 2.2 identify and explain the role of professional ethics in the purchasing process
- 2.3 define and give examples of conflict of interest
- 2.4 explain the role of the:
 - 2.4.1 Purchasing Management Association of Canada
 - 2.4.2 National Institute of Governmental Purchasing
 - 2.4.3 International Federation of Purchasing and Materials Management
- 2.5 identify and describe the requirements for designation as a:
 - 2.5.1 Certified Professional Purchaser
 - 2.5.2 Certified Professional Public Buyer
 - 2.5.3 Certified Professional Purchasing Officer

- 3. demonstrate negotiation skills**
 - 3.1 define the term negotiate
 - 3.2 explain the purpose of negotiating in purchasing activities
 - 3.3 demonstrate negotiating skills in purchasing activities
- 4. demonstrate basic competencies**
 - 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
 - 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
 - 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals

COURSE LOG3040: INVENTORY MANAGEMENT 2

Level: Advanced

Prerequisite: LOG2040: Inventory Management 1

Description: Students demonstrate competencies related to product movement and replenishment strategies, budgeting, internal controls and asset recovery.

Parameters: Access to inventory management and control operations.

Outcomes: The student will:

1. identify, describe and apply key principles of:

- **product movement and replenishment strategies**

- 1.1 explain the purpose of product movement and replenishment strategies
- 1.2 identify and describe product movement and replenishment strategies; e.g., degree, level, complexity
- 1.3 demonstrate basic product movement and replenishment strategies in inventory management and control activities

- **budget procedures**

- 1.4 explain the impact of inventory management on the budget procedure
- 1.5 identify key budget procedures
- 1.6 explain how inventory management affects:
 - 1.6.1 product quality
 - 1.6.2 cost control

- **internal controls**

- 1.7 explain the purpose of internal inventory controls; e.g., security
- 1.8 identify and describe the internal inventory controls in effect; e.g., managerial practices, inventory flow, paper trail
- 1.9 demonstrate basic ability to use and maintain internal inventory controls

- **asset recovery**

- 1.10 explain the concept of asset recovery
- 1.11 identify and describe strategies for asset recovery; e.g., asset disposition, recycling, reuse, recovery
- 1.12 assist in asset recovery activities

2. use basic technology to affect inventory management and control

- 2.1 demonstrate ability to manage and control inventory using:
 - 2.1.1 manual records
 - 2.1.2 microfiche
 - 2.1.3 spreadsheets
 - 2.1.4 database systems
 - 2.1.5 word processors
- 2.2 demonstrate ability to:
 - 2.2.1 access inventory information
 - 2.2.2 input inventory information
 - 2.2.3 interpret information from various databases

3. demonstrate basic competencies

3.1 demonstrate fundamental skills to:

- 3.1.1 communicate
- 3.1.2 manage information
- 3.1.3 use numbers
- 3.1.4 think and solve problems

3.2 demonstrate personal management skills to:

- 3.2.1 demonstrate positive attitudes and behaviours
- 3.2.2 be responsible
- 3.2.3 be adaptable
- 3.2.4 learn continuously
- 3.2.5 work safely

3.3 demonstrate teamwork skills to:

- 3.3.1 work with others
- 3.3.2 participate in projects and tasks

4. create a transitional strategy to accommodate personal changes and build personal values

4.1 identify short-term and long-term goals

4.2 identify steps to achieve goals

COURSE LOG3910: LOG PROJECT D

Level: Advanced

Prerequisite: None

Description: Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

Parameters: Advanced project courses must connect with a minimum of two CTS courses, one of which must be at the advanced level and be in the same occupational area as the project course. The other CTS course(s) must be at least at the intermediate level from any occupational area.

Project courses cannot be connected to other project courses or practicum courses.

All projects and/or performances, whether teacher- or student-led, must include a course outline or student proposal.

Outcomes:

The teacher/student will:

- 1. identify the connection between this project course and two or more CTS courses**
 - 1.1 identify the outcome(s) from each identified CTS course that support the project and/or performance deliverables
 - 1.2 explain how these outcomes are being connected to the project and/or performance deliverables
- 2. propose the project and/or performance**
 - 2.1 identify the project and/or performance by:
 - 2.1.1 preparing a plan
 - 2.1.2 clarifying the purposes
 - 2.1.3 defining the deliverables
 - 2.1.4 specifying time lines
 - 2.1.5 explaining terminology, tools and processes
 - 2.1.6 defining resources; e.g., materials, costs, staffing
 - 2.2 identify and comply with all related health and safety standards
 - 2.3 define assessment standards (indicators for success)
 - 2.4 present the proposal and obtain necessary approvals

The student will:

- 3. meet goals as defined within the plan**
 - 3.1 complete the project and/or performance as outlined
 - 3.2 monitor the project and/or performance and make necessary adjustments
 - 3.3 present the project and/or performance, indicating the:
 - 3.3.1 outcomes attained
 - 3.3.2 relationship of outcomes to goals originally set

- 3.4 evaluate the project and/or performance, indicating the:
 - 3.4.1 processes and strategies used
 - 3.4.2 recommendations on how the project and/or performance could have been improved
- 4. demonstrate basic competencies**
 - 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
 - 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
 - 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals

COURSE LOG3920: LOG PROJECT E

Level: Advanced

Prerequisite: None

Description: Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

Parameters: Advanced project courses must connect with a minimum of two CTS courses, one of which must be at the advanced level and be in the same occupational area as the project course. The other CTS course(s) must be at least at the intermediate level from any occupational area.

Project courses cannot be connected to other project courses or practicum courses.

All projects and/or performances, whether teacher- or student-led, must include a course outline or student proposal.

Outcomes:

The teacher/student will:

- 1. identify the connection between this project course and two or more CTS courses**
 - 1.1 identify the outcome(s) from each identified CTS course that support the project and/or performance deliverables
 - 1.2 explain how these outcomes are being connected to the project and/or performance deliverables
- 2. propose the project and/or performance**
 - 2.1 identify the project and/or performance by:
 - 2.1.1 preparing a plan
 - 2.1.2 clarifying the purposes
 - 2.1.3 defining the deliverables
 - 2.1.4 specifying time lines
 - 2.1.5 explaining terminology, tools and processes
 - 2.1.6 defining resources; e.g., materials, costs, staffing
 - 2.2 identify and comply with all related health and safety standards
 - 2.3 define assessment standards (indicators for success)
 - 2.4 present the proposal and obtain necessary approvals

The student will:

- 3. meet goals as defined within the plan**
 - 3.1 complete the project and/or performance as outlined
 - 3.2 monitor the project and/or performance and make necessary adjustments
 - 3.3 present the project and/or performance, indicating the:
 - 3.3.1 outcomes attained
 - 3.3.2 relationship of outcomes to goals originally set

- 3.4 evaluate the project and/or performance, indicating the:
 - 3.4.1 processes and strategies used
 - 3.4.2 recommendations on how the project and/or performance could have been improved
- 4. demonstrate basic competencies**
 - 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
 - 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
 - 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals

COURSE LOG3950: LOG ADVANCED PRACTICUM

Level: Advanced

Prerequisite: None

Description: Students apply prior learning and demonstrate the attitudes, skills and knowledge required by an external organization to achieve a credential/credentials or an articulation.

Parameters: This practicum course, which may be delivered on- or off-campus, should be accessed only by students continuing to work toward attaining a recognized credential/credentials or an articulation offered by an external organization. This course must be connected to at least one CTS course from the same occupational area and cannot be used in conjunction with any introductory (1XXX) level course. A practicum course cannot be delivered as a stand-alone course, cannot be combined with a CTS project course and cannot be used in conjunction with the Registered Apprenticeship Program or the Green Certificate Program.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities, as required by the organization granting the credential(s) or articulation**
 - 1.1 identify regulations and regulatory bodies related to the credential(s) or articulation
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities/expectations
 - 1.2.3 code of ethics and/or conduct
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
 - 1.4 demonstrate basic employability skills and perform assigned tasks and responsibilities related to the credential(s) or articulation
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of the attitudes, skills and knowledge developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace legislation related to health and safety
 - 2.4 evaluate the performance requirements of an individual who is trained, experienced and employed in a related occupation in terms of:
 - 2.4.1 training and certification
 - 2.4.2 interpersonal skills
 - 2.4.3 technical skills
 - 2.4.4 ethics

3. demonstrate basic competencies

3.1 demonstrate fundamental skills to:

- 3.1.1 communicate
- 3.1.2 manage information
- 3.1.3 use numbers
- 3.1.4 think and solve problems

3.2 demonstrate personal management skills to:

- 3.2.1 demonstrate positive attitudes and behaviours
- 3.2.2 be responsible
- 3.2.3 be adaptable
- 3.2.4 learn continuously
- 3.2.5 work safely

3.3 demonstrate teamwork skills to:

- 3.3.1 work with others
- 3.3.2 participate in projects and tasks

4. create a transitional strategy to accommodate personal changes and build personal values

4.1 identify short-term and long-term goals

4.2 identify steps to achieve goals