

Course Title: Global Logistics and Supply Chain Technology
Course Number: 9503110
Course Credit: 1

Course Description:

The Global Logistics and Supply Chain Technology course prepares students for entry into the logistics and supply chain industry. Students explore career opportunities and requirements of a professional logistician. Content emphasizes beginning skills key to the success of working in the logistics and supply chain industry. Students study and gain a basic understanding of global logistics and supply chain technology, transportation systems, communication skills, and customer service skills.

CTE Standards and Benchmarks	
04.0	Demonstrate an understanding of global logistics and supply chain--The student will be able to:
04.01	Discuss the history, career fields, and benefits of the global supply chain industry.
04.02	Describe principal elements of the logistics environment and logistics systems.
04.03	Explore career pathways within global logistics and supply chain.
04.04	Explain ways in which handling of product throughout supply chain logistics affects company's viability and profitability.
04.05	Define basic principles of cost effectiveness throughout supply chain logistics.
04.06	Define basic principles of just-in-time purchasing and inventory control.
04.07	Identify major security requirements applicable to the logistics environment.
04.08	Cite examples of environmental and financial impacts of logistics activities.
04.09	Describe the alignment between the supply chain strategy and business strategy.
04.10	Define basic principles of customs, free trade and international issues in Supply Chain Management.
05.0	Demonstrate an understanding of transportation systems--The student will be able to:
05.01	Identify various transportation modes.
05.02	Describe and contrast the different modes of transportation and their advantages/disadvantages.
05.03	List the main considerations in determining the best mode.
05.04	Explain how to use the information on performance and costs for mode selection to enhance rapid decision making.
05.05	Give examples of transportation documentation, dispatch, routing and tracking.

CTE Standards and Benchmarks

05.06 Describe and assess global freight transportation systems.

05.07 Describe the government's involvement in transportation and explain freight transportation laws, regulations, and policies.

05.08 Determine which transportation method is most appropriate for various situations.

06.0 Demonstrate professional communication skills--The student will be able to:

06.01 Show effective methods for communications between shifts.

06.02 Identify effective communications to both internal and external customers.

06.03 Identify ways to elicit clear statements of customer requirements and specifications.

06.04 Provide examples of effective written communications in logistics/supply chain workplace.

06.05 Provide examples of effective oral communications in logistics/supply chain workplace.

06.06 Demonstrate an understanding of teamwork and good professional workplace behavior to solve problems.

06.07 Describe a high-performance team.

06.08 List characteristics of an effective team member.

06.09 Explain ways to set team goals.

06.10 Identify use of team environment to solve problems and resolve conflicts.

06.11 Describe typical requirements for good workplace conduct.

06.12 Read and comprehend technical and non-technical reading assignments related to course content, including, books, magazines and electronic sources.

06.13 Use listening, speaking, telecommunication and nonverbal skills and strategies to communicate effectively with supervisors, co-workers, and customers.

06.14 Apply the writing process to the creation of appropriate documents following designated business formats. (e.g., note taking, research, MLA/APA)

06.15 Demonstrate an awareness of project management concepts and tools. (e.g., timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration)

07.0 Demonstrate customer service skills--The student will be able to:

07.01 Exhibit acceptable workplace dress or attire.

07.02 Exhibit punctuality, initiative, courtesy, loyalty, and honesty.

CTE Standards and Benchmarks

07.03 Use a personality inventory for personal improvement.

07.04 Exhibit the ability to get along with others.

07.05 Discuss the importance of human relations.

07.06 Develop and demonstrate the unique human relations skills needed for successful entry and progress in the customer service occupations or marketing occupations selected as a career objective.

07.07 Differentiate between an acceptable and an unacceptable code of business ethical conduct.

Course Title: Introduction to Information Technology Applications
Course Number: 9503120
Course Credit: 1

Course Description:

The Introduction to Information Technology Applications course is designed to build on the skills and knowledge students learned in Global Logistics and Supply Chain Technology for entry into the logistics and supply chain industry. Students explore career opportunities and requirements of a professional logistician. Content emphasizes knowledge and skills of information technology applications, common software applications, word processing, presentation, spreadsheet, and database applications. Additionally, content knowledge and skills related to electronic communication methods, understanding computer networking, awareness of emerging technologies, college and career readiness, and appropriate leadership techniques.

CTE Standards and Benchmarks	
08.0	Demonstrate knowledge and skill of information technology applications related to logistics and supply chain management. – The student will be able to:
08.01	Describe the impact of technology on society.
08.02	Develop keyboarding skills to enter and manipulate text and data.
08.03	Explain main uses of computer systems by front-line workers.
08.04	Identify technologies used to capture and store logistics information.
08.05	Explain the concepts and use of various information technologies in logistics.
08.06	Research, describe, access, and evaluate Internet-based business models.
08.07	Describe and use current and emerging computer technologies and software to perform business tasks.
08.08	Identify and describe types of file systems and classify common file extensions based on software application programs.
08.09	Use reference materials. (e.g. on-line help, tutorials, manuals, vendor bulletin boards)
08.10	Demonstrate basic computer file management skills and file naming conventions to accurately organize files into hierarchies by labeling file folders for easy accessibility.
08.11	Describe and understand the general architecture of a microcomputer system.
08.12	Discuss the process of troubleshooting problems with computer hardware, input and output devices.
08.13	Differentiate between diagnosing and troubleshooting.
08.14	Explain the need for and use of peripherals.

CTE Standards and Benchmarks

08.15	Describe ethical issues and problems associated with computers and information systems, including federal laws against anti-piracy with computers and PC software security protection.
08.16	Demonstrate proficiency with file management and structure. (e.g., folder creation file creation, backup copy, delete, open, save)
08.17	Compare and contrast various computer operating systems.
08.18	Select and apply an information technology application for procurement, acquisition, logistics, and supply chain management.
09.0	Demonstrate knowledge and skill of common software applications. – The student will be able to:
09.01	Compare and contrast the appropriate use of various software applications. (e.g., word processing, desktop publishing, graphics design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music)
09.02	Demonstrate the use of various software applications. (e.g., word processing, desktop publishing, graphics design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music).
09.03	Describe and identify language terminology. (e.g., HTML, Python, Java, flash, Basic, etc.)
10.0	Demonstrate knowledge and skill in using technology to enhance the effectiveness of communication skills utilizing word processing applications. – The student will be able to:
10.01	Select and use word processing software and accompanying features to enhance written business communications.
10.02	Share and maintain documents by applying different views and protection to a document and manage document versions.
10.03	Share and save a document and apply a template. (e.g., pdf, html, blog, hyperlinks)
10.04	Format content to a document by applying font, paragraph attributes, indent and tab settings to text and paragraphs.
10.05	Apply spacing settings to text and paragraphs.
10.06	Navigate and search through a document, create and manipulate tables.
10.07	Apply page layout and reusable content by editing and manipulating page setup settings and applying themes.
10.08	Create and manipulate page backgrounds, headers and footers.
10.09	Use image design theory and software to create illustrations, shapes, and graphics and include a selection in a document.
10.10	Insert and format pictures, shapes, and clipart.
10.11	Apply and manipulate text boxes.
10.12	Proofread documents by validating content through the use of spell and grammar check.
10.13	Configure autocorrect settings, insert and modify comments in a document.

CTE Standards and Benchmarks

10.14	Apply references and hyperlinks, create end and footnotes, and create a table of contents in a document.
10.15	Perform various mail merge options, macros and tracking revisions
11.0	Demonstrate knowledge and skill in using technology to enhance communication skills utilizing presentation applications. – The student will be able to:
11.01	Manage and configure the presentation software environment, including: adjusting views, manipulating window, configuring toolbar and file options.
11.02	Create slide presentations utilizing various project development elements, including: adding and removing slides, slide layouts, format slide design, insert or format placeholders.
11.03	Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation appropriate for the project.
11.04	Explore and apply design and color theory to create dynamic and appealing visuals.
11.05	Create and manipulate graphical and multimedia elements to improve or develop new contacts appropriate for the project, including: creation of images, color selections, tone, hue and contrast.
11.06	Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, spreadsheets, flowcharts, and organizational charts.
11.07	Apply slide transitions and create custom animations to slide presentations appropriate for the target audience.
11.08	Demonstrate different delivery methods for slide presentations, including: packaging for CD delivery, video projection – on mouse click, rehearsed timings, printing options - outlines, handouts, slides and notes.
12.0	Demonstrate knowledge and skill in using technology to enhance the effectiveness of communication utilizing spreadsheet and database applications. – The student will be able to:
12.01	Manage the worksheet environment by navigating through and printing a worksheet.
12.02	Personalize the environment by manipulating the ribbon tabs, group settings, importing data/database, manipulating properties, files and folders.
12.03	Create cell data, apply auto fill and hyperlinks.
12.04	Format cells and worksheets by applying cell formats, merging and splitting cells, create row and column titles, hide and unhide column titles, rows and columns.
12.05	Manipulate page set up options.
12.06	Create and apply cell styles.
12.07	Manage worksheets and workbooks by creating and formatting worksheets and manipulating views/themes.
12.08	Apply formulas and functions by creating formulas, enforcing precedence and cell formula references.
12.09	Apply conditional formula logic, name and cell ranges.

CTE Standards and Benchmarks

12.10	Demonstrate data visually by creating and modifying charts and images. (e.g., pivot tables)
12.11	Share worksheet data through email, changing file type and different versions. (e.g., mail merge)
12.12	Analyze and organize data through filters, sorting and applying conditional formatting. (e.g., macros)
12.13	Create different forms for inputting data into a database application.
12.14	Interpret queries for specialized reports using a database application.
12.15	Interpret data on line graphs, pie charts, diagrams, and tables commonly used in spreadsheet software applications that incorporate industry data.
13.0	Demonstrate knowledge and skill in using technology to enhance communication skills utilizing electronic mail. – The student will be able to:
13.01	Describe and perform e-mail capabilities and functions.
13.02	Create and send messages, manage signature and automated messages.
13.03	Save, send, schedule, and manage junk mail, e-mail and spam.
13.04	Configure message sensitivity, security and delivery options.
13.05	Use the Internet to perform e-mail activities, including: attaching external files, saving e-mail attachments, viewing mailbox details, establishing appointments, creating contact groups, and sending a meeting to a contact group to communicate in the workplace.
13.06	Manage tasks and organize information. (e.g., forward e-mail)
14.0	Demonstrate proficiency using computer networks, internet, and online databases to facilitate collaborative communication. – The student will be able to:
14.01	Demonstrate how to connect to the Internet and use appropriate Internet protocol.
14.02	Identify and describe web terminology, addresses and how browsers work.
14.03	Demonstrate proficiency using basic features of GUI browsers, including: bookmarks, basic configurations, e-mail configurations, and address books.
14.04	Describe appropriate browser security configurations.
14.05	Describe information technology terminology, including Internet, intranet, ethics, copyright laws, and regulatory control.
14.06	Demonstrate proficiency using search engines and search tools.
14.07	Use various web tools, including: downloading files, transfer of files, telnet, PDF, plug-ins, and data compression.
14.08	Identify and use Boolean search strategies.

CTE Standards and Benchmarks

14.09	Understand and apply level one Universal Resource Locator (URL) and associated protocols (e.g., .com, .org, .edu, .gov, .net, etc.)
14.10	Explain the need for web-based applications. (dangers of piracy, copyright, plagiarism)
14.11	Describe appropriate use of social networking sites and applications, blogs and collaborative tools for file sharing and using listservers.
14.12	Describe web applications, including sharing photos and video clips, messaging, chatting and collaborating.
15.0	Develop an awareness of emerging technologies. – The student will be able to:
15.01	Compare and contrast emerging technologies and describe how they impact business in the global marketplace. (e.g., wireless, wireless web, cell phones, portables/handhelds, smart appliances, home networks, peer-to-peer)
16.0	Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals. – The student will be able to:
16.01	Analyze personal skills and aptitudes in comparison with various business related job and career options.
16.02	Use career resources to develop an information base that reflects local and global business related occupations and opportunities for continuing education and workplace experience.
16.03	Demonstrate job-seeking skills required for entry-level employment, including resume, cover letter, thank you letter, online/hard copy application, mock interview, and follow-up call.
16.04	Design, initiate, refine and implement a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.
16.05	Demonstrate an awareness of specific job requirements and career paths (e.g., requirements, characteristics needed) in business environments.
16.06	Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.
16.07	Describe the importance of building community and mentor relationships in a variety of professional and workplace situations.
16.08	Simulate work-based projects in an information technology environment.
17.0	Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. – The student will be able to:
17.01	Demonstrate awareness of the following workplace essentials: Quality customer service; business ethics; confidentiality of information; copyright violations; accepted workplace rules, regulations, policies, procedures, processes, and workplace safety, and appropriate attire and grooming.
17.02	Demonstrate ways of accepting constructive criticism on team projects within the workplace.
17.03	Apply appropriate strategies to manage and resolve conflicts in work situations.
17.04	Demonstrate human relations, personal and interpersonal skills appropriate for the workplace, including: responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, and professional dress.

Course Title: Global Logistics Operations
Course Number: 9503130
Course Credit: 1

Course Description:

The Global Logistics Operations course is designed to build on the skills and knowledge students learned in Global Logistics and Supply Chain Technology and the Introduction to Information Technology Applications courses for entry into the logistics and supply chain industry. Students explore career opportunities and requirements of a professional logistician. Content emphasizes an understanding of warehouse operations, storage and control operations, protection, and economics.

CTE Standards and Benchmarks	
21.0	Demonstrate an understanding of warehouse operations--The student will be able to:
21.01	Identify and discuss the characteristics, purpose and importance of warehouse operations and supply chain management.
21.02	Define material handling logistics as it applies to the warehousing function.
21.03	Describe procedures for using computerized warehouse data.
21.04	Define movement in a warehouse and explain the concept of movement and the vital role that efficient movement of materials plays in the total functionality of the warehouse.
21.05	Define "logical" in terms of the term logistics.
21.06	Define movement in a warehouse and identify the various locations within the warehouse where planned efficient movement of materials takes place.
21.07	Explain channels of distribution.
21.08	Discuss safety regulatory requirements and procedures.
21.09	Explain the importance of storage in a warehouse.
21.10	Define control as it applies to warehousing.
21.11	Explain the relationship between physical structure and protection.
21.12	Identify various types of equipment available to enhance the efficient movement of materials within a warehouse.
21.13	Identify the various types of loading docks and cross docking.
21.14	Define the term "peaks and valleys" as it applies to warehouse activity.
21.15	Explain the importance of staging and JIT.
21.16	Identify the primary types of hand-operated pieces of warehouse equipment.

CTE Standards and Benchmarks

21.17 Identify the important characteristics of industrial trucks.

21.18 Explain the concept of "balancing" as it applies to counterbalanced lift trucks.

21.19 Define the term *narrow aisle* as it applies to fork trucks.

21.20 Identify warehouse documents (e.g., pick tickets, special orders, inventory forms).

21.21 Display and interpret inventory screens, receive, inspect, and stock inventory.

21.22 Apply basic computer systems operations.

22.0 Demonstrate an understanding of storage and control operations--The student will be able to:

22.01 Explain the concepts involved in determining the best method for storage and the equipment needed to facilitate a cost effective and efficient warehouse.

22.02 Identify the factors that are involved with the calculating and estimating of the storage area needed for retention of materials in a warehouse.

22.03 Identify the possibilities and combinations of systems and equipment that can be used for storage areas in a warehouse.

22.04 Define the following storage related terms: Size, Volume, Density, Pallet, and Case.

22.05 Define the terms packaging, SKU, stacking frame, term "Logistics Execution Systems" (LES), signage and signposting, "real time" and barcoding.

22.06 Explain how the volume of materials, space usage, and control affect the design of storage space in a warehouse design.

22.07 Explain inventories and their importance.

22.08 Identify and analyze various warehouse storage systems.

22.09 Identify the two key issues in planning block stacking.

22.10 Identify the basic configuration for pallet rack.

22.11 Explain the concept of control in the broadest possible context and the importance of keeping track of materials and goods.

22.12 Identify the various types of technologies developed over the years to keep track of goods within the warehouse.

22.13 Identify various labeling and packaging schemes available for securing and tracking the movement of items through a warehouse.

22.14 Define the components of an LES.

22.15 Explain the importance of addresses in signage.

CTE Standards and Benchmarks

22.16 Define information-filled labeling.

22.17 Identify key magnetic devices used in automatic data capture.

22.18 Define radio frequency identification (RFID).

22.19 Explain the importance of automation in warehousing.

22.20 Identify the value of emerging technologies related to warehouse operations.

23.0 Demonstrate an understanding of protection skills--The student will be able to:

23.01 Identify the role that protection plays in the total concept of "warehousing".

23.02 Identify the various forms of unit load formation equipment that is used for protecting materials.

23.03 Identify the types of load containment materials which include the machinery that dispenses them.

23.04 Situations where they are most advantageously used.

23.05 Explain the following: the need and means for protecting warehouse personnel and materials as they go about their duties.

23.06 Identify the advantages and disadvantages of open-air or soft-wall warehousing for protection of warehoused items.

23.07 Compliance issues.

24.0 Demonstrate economics--The student will be able to:

24.01 Demonstrate understanding of goals, resources and structure of an organization.

24.02 Understand the concepts and contributions of entrepreneurship.

24.03 Compare and contrast the advantages and disadvantages of the various forms of business ownership.

24.04 Understand economic principles affecting business cycles and the workforce.

24.05 Analyze possible solutions to specific business problems.

24.06 Apply economic decisions related to personal financial affairs, the successful operation of organizations and within a global economy.

24.07 Understand the role of a consumer, producer, saver and investor in the market system.

24.08 Understand the concepts and laws pertaining to customs and free trade.

Course Title: Global Logistics Management
Course Number: 9503140
Course Credit: 1

Course Description:

The Global Logistics Management course is designed to build on the skills and knowledge students learned in Global Logistics and Supply Chain Technology, Introduction to Information Technology Applications, and Global Logistics Operations courses for entry into the logistics and supply chain industry. Students explore career opportunities and requirements of a professional logistician. Content emphasizes knowledge, skills, and understanding of college and career readiness, employability skills, career acquisition and retention, life skills, and technological literacy.

CTE Standards and Benchmarks	
25.0	Demonstrate an understanding of career readiness--The student will be able to:
25.01	Explain the importance of life-long learning.
25.02	Evaluate/research occupational interests.
25.03	Demonstrate attitudes/ethics needed for career success.
25.04	Assess personal strengths, talents, values and interests to appropriate jobs and careers to maximize career potential.
25.05	Use a variety of research tools (e.g., computer-assisted programs, newspapers, books, industry tours, job shadows, career fairs and the Internet) in the career exploration process.
25.06	Evaluate postsecondary training opportunities related to career interests, including certification, licensing, apprenticeships, college and military options.
25.07	Relate and identify career interests and transferable skills necessary for opportunities in the global workforce.
25.08	Develop an individual career plan and portfolio.
25.09	Analyze needs of business and industry on labor and economic trends.
25.10	Describe the changing roles including non-traditional occupations in the workplace.
26.0	Demonstrate employability skills--The student will be able to:
26.01	Identify and utilize resources used in a job search (e.g., newspaper, Internet, networking).
26.02	Discuss importance of drug tests and criminal background checks in identifying possible employment options.
26.03	Identify steps in the job application process including arranging for references and proper documentation.
26.04	Identify procedures and complete documents required when applying for a job (e.g., application, W-4, I-9).
26.05	Prepare a resume (electronic and traditional), cover letter, letter of application, follow-up letter, acceptance/rejection letter, and letter of resignation.

CTE Standards and Benchmarks

26.06	Demonstrate appropriate dress and grooming for employment.
26.07	Demonstrate effective interviewing skills (e.g., behavioral).
26.08	Describe methods for handling illegal interview and application questions.
26.09	Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA).
26.10	Identify positive work attitudes and behaviors such as honesty, compassion, respect, responsibility, fairness, trustworthiness, and caring.
26.11	Describe importance of producing quality work and meeting performance standards.
26.12	Identify personal and business ethics (e.g., preventing theft, pilfering, and unauthorized discounting).
26.13	Demonstrate orderly and systematic behavior by creating and maintaining a personal planner.
26.14	Identify qualities typically required for promotion (e.g., productivity, dependability, responsibility).
26.15	Identify how to prepare for job separation and re-employment.
26.16	Create and maintain a career portfolio (e.g., resume, letters of recommendation, awards, evidence of participation in school/community/volunteer activities, employer evaluations).
27.0	Demonstrate competencies in a specific career--The student will able to:
27.01	Demonstrate job performance skills as outlined in the training plan
27.02	Exhibit effective workplace safety practices including use of protective devices
27.03	Display an acceptable level of productivity and quality control
27.04	Demonstrate effective written and oral communication and listening skills when interacting with customers, co-workers, and managers
27.05	Demonstrate decision making and problem solving processes and techniques used in the workplace.
27.06	Demonstrate acceptable work habits and conduct in the workplace as defined by company policy
27.07	Demonstrate an understanding of the company's vision and mission statements.
27.08	Demonstrate an understanding of the company's goals and objectives
27.09	Demonstrate familiarity with the company's products and services
27.10	Demonstrate the ability to identify authority, rights, and responsibilities of both employers and employees

CTE Standards and Benchmarks

28.0 Demonstrate career acquisition--The student will be able to:

28.01 Participate in work-based learning opportunities such as: mentoring, cooperative work, job shadows, apprenticeships and internships.

28.02 Demonstrate effective oral and written communication skills necessary for employment.

28.03 Demonstrate job search skills using a variety of resources.

28.04 Apply the decision-making process to the various stages of the work life cycle.

28.05 Identify and demonstrate employability skills including job search, selection, the interviewing process, proper dress and presentation.

28.06 Compare and contrast compensation packages that include varying levels of wages and benefits.

29.0 Demonstrate career retention--The student will be able to:

29.01 Demonstrate positive personal qualities and self-management skills (i.e. time management, organization, punctuality and attendance).

29.02 Describe how productivity, work ethic and quality affect job stability.

29.03 Demonstrate communication team-building and leadership skills.

29.04 Demonstrate personal health and workplace safety procedures.

29.05 Identify biases, harassment and discriminatory behaviors impacting job success and advancement.

29.06 Acknowledge and respond to constructive criticism and employment evaluation.

29.07 Understand the importance of following company policy and procedures and the legal ramifications of labor laws impacting employment.

29.08 Understand the role of compromise in conflict resolution.

30.0 Demonstrate integrated learning and life skills--The student will be able to:

30.01 Demonstrate the integration and application of academic and occupational skills in school, work and personal lives.

30.02 Use communication, mathematical and technical skills to compare compute, and analyze complex information.

30.03 Discuss how personal choices, experiences, technology, education/training and other factors correlate with earning a living.

30.04 Discuss how income from employment is affected by factors such as supply and demand, geographic location, level of education, type of industry, union membership, productivity skill level and work ethic.

30.05 Compare and contract strategies for personal finance and risk management.

CTE Standards and Benchmarks

30.06 Demonstrate the ability to set, monitor and achieve clearly defined goals.

31.0 Demonstrate technology and information--The students will be able to:

31.01 Apply knowledge of technology to identify and solve problems.

31.02 Identify and evaluate how information technology developments have changed the way people work.

31.03 Select, apply and troubleshoot software and hardware as they apply to a variety of work applications.

31.04 Describe how new developments in varied fields or technology affect the job market and the level of worker's responsibilities.

31.05 Analyze the ethical issues surrounding access, privacy and confidentiality of information in emerging technologies.

31.06 Explore current and future positions and career paths in field of technology.

31.07 Identify job tasks that presently are and will be in the future performed in the specified occupation (training plan).

31.08 Create a training plan indicating competencies mastered.

31.09 Maintain a record of employment hours and wages for auditing and budgetary purposes (e.g., time cards, budget sheets).

31.10 Maintain an up-to-date, signed training agreement.