

CITATION IN PARTS, WAREHOUSING, LOGISTICS AND DISTRIBUTION

At a Glance

Faculty

www.kpu.ca/trades (<http://www.kpu.ca/trades/>)

Area of Study:

www.kpu.ca/trades/automotive_warehousing (http://www.kpu.ca/trades/automotive_warehousing/)

Academic Level:

Vocational

Credential Granted:

Citation

Intake Type:

- Limited

Minimum Credits Required:

19

Curriculum Effective Date:

01-Sep-2020

Description

This 20 week program prepares students for employment in the parts and service industry. Utilizing various computerized software applications, students will become knowledgeable in various techniques in inventory management, ordering, billing, identification, processes, and customer service skills. Students will be provided opportunities to apply the practical skills taught throughout the program supporting the Cloverdale campus Auto Service Parts Department.

At the end of the Foundation program students will write the Parts & Warehouse Level 1 Certificate of Qualification (COQ) exam. Students who complete the Foundation program and COQ exam are eligible for credit in Parts Level 1 apprenticeship program and 300 work-based training hours.

Taking a foundation program can build the skills that employers are looking for. To progress as an apprentice you will need to find an employer who will sponsor your apprenticeship and register with SkilledTradesBC (<https://skilledtradesbc.ca/>). When you are ready for career advancement; KPU delivers Parts & Warehousing Apprentice (<https://calendar.kpu.ca/apprenticeships/parts-warehousing-apprenticeship/>) in-school technical training levels 2 and 3.

Please see [kpu.ca/trades](http://www.kpu.ca/trades) (<http://www.kpu.ca/trades/>) for schedule information.

Who Studies Parts, Warehousing, Logistics and Distribution?

This program is suited for individuals who enjoy working with computers, inventory controls, automobiles, commercial or industrial equipment. Additional information is available at: kpu.ca/trades/automotive_warehousing (http://www.kpu.ca/trades/automotive_warehousing/).

Career Opportunities

Supply chain career opportunities can include auto, heavy truck, marine and agricultural dealerships, warehouses, retail and wholesale establishments, mining, forestry and construction companies, repair shops and other establishments. Progression to supervisory positions is possible with additional training and experience.

Requirements

Admission Requirements

The following program admission requirements apply:

- English:
 - English Studies 12 with a minimum grade of 'C' (or equivalent), or
 - Literary Studies 12 with a minimum grade of 'C' (or equivalent), or
 - English First Peoples 12 with a minimum grade of 'C' (or equivalent), or
 - Composition 12 with a minimum grade of 'C' (or equivalent), or
 - Creative Writing 12 with a minimum grade of 'C' (or equivalent), or
 - KPU's Vocational Trades English Reading Assessment with a minimum score of 75%.
- Mathematics:
 - Any Math 11 with a minimum grade of 'C' (or equivalent), or
 - KPU's Vocational Trades Mathematics Assessment with a minimum score of 31%.

Note: Admission for international applicants requires approval of the Dean.

Curricular Requirements

- Stock Handling Procedures (Shipping, Receiving and Inventory Control)
- Office Procedures and Communications
- Standard Stock and Materials
- Parts Identification (Mechanical)
- Support Systems (Mechanical)
- Support Systems (Electrical)
- Frames and Chassis
- Catalogue Types and Applications (Electronic, Paper and Fiche)
- Power Trains

Students must achieve a minimum GPA of 2.67 for all required courses:

Code	Title	Credits
PRTS 1100	Parts Trade Introduction and Safety	2
PRTS 1110	Warehousing Tasks & Parts Catalogues	3
PRTS 1120	Counter Duties and Basic Vehicular Systems	4
PRTS 1130	Mechanical Parts Introduction	3
PRTS 1140	Standard Stock, Lubricant & Shop Supplies	2

PRTS 1150	Catalogues and Engine Components	2
PRTS 1160	Engine Support Systems	3
Total Credits		19

Other Information

Special Equipment

Students will require appropriate steel-toed safety shoes or boots. A list of any required tools, equipment or supplies will be provided by the instructor at the start of the program.

Credential Awarded

Upon successful completion of this program, students are eligible to receive a **Citation in Parts, Warehousing, Logistics and Distribution**.

KPU will report your in-school technical training completion information to SkilledTradesBC in order for SkilledTradesBC to determine credit towards your designated apprenticeship.