

Parts & Warehousing: Citation (Foundation)

Faculty of Trades and Technology	
kwantlen.ca/trades	
Parts & Warehousing	
kwantlen.ca/trades/automotive_warehousing	
IMPLEMENTATION DATE	START DATE(S)
01-Sep-2011	Varies
ADMISSION TYPE	ENROLMENT TYPE
Fixed term	Limited enrolment
PROGRAM TYPE	CREDENTIAL GRANTED
Vocational	Citation
OFFERED AT	FORMAT
Cloverdale	Full-time
HOW TO APPLY	
www.kwantlen.ca/admission	

DESCRIPTION

In this 20 week program prepares students for employment in the parts and service industries as a parts person, warehouse person, or inventory clerk. Students will learn various techniques in inventory management that relate to the parts and warehousing fields. Through computer usage students will become knowledgeable in ordering, billing, identification, processes, as well as customer service skills.

This program is appropriate for students who enjoy working with computers, inventory controls, automobiles, commercial or industrial equipment. Additional information is available on our program website at: kwantlen.ca/trades/automotive_warehousing.

Students who complete the Foundation program and pass an ITA administered level 1 test, are eligible for credit for the first level of apprenticeship in-school technical training, as well as 300 work-based hours toward completion of the Parts or Warehousing apprenticeship programs.

PROGRAM ADMISSION REQUIREMENTS

In addition to Kwantlen's General university admission requirements including the vocational-level English Proficiency Requirement, the following program admission requirements apply.

- Interview with instructor
- Adequate reading comprehension and math skills as assessed by Kwantlen

Students with mental or physical impairments who may require program accommodations, should contact the Program Coordinator at 604.598.6122 to discuss required skills and competencies, and a Disability Advisor at 604.599.3233 to ensure appropriate accommodations can be arranged.

CONTENT

This program is offered Monday through Friday on a fixed intake basis. The program content encompasses:

- 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

Note: Students must achieve 70% (B-) or better in practical exams and assignments.

Required Courses:

PRTS 1100	Parts Trade: Introduction and Safety	2 credits
PRTS 1110	Warehousing Tasks and Parts Catalogues	3 credits
PRTS 1120	Counter Duties and Basic Vehicular Systems	4 credits
PRTS 1130	Mechanical Parts Introduction	3 credits
PRTS 1140	Standard Stock, Lubricant and Shop Supplies	2 credits
PRTS 1150	Catalogues and Engine Components	2 credits
PRTS 1160	Engine Support Systems	3 credits

OTHER INFORMATION

Special Equipment

Students will require appropriate steel-toed safety shoes or boots.

GRADUATION

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

Upon successful completion, Kwantlen will also report your technical training completion information to the Industry Training Authority (ITA) in order for the ITA to determine credit towards your designated apprenticeship.