



COLLEGE OF INDUSTRIAL TECHNOLOGY
IT 415 PRINCIPLES OF TRAINING AND INDUSTRIAL LAYOUT

UNIVERSITY VISION

A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region.

UNIVERSITY MISSION

The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other related fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

UNIVERSITY STRATEGIC GOALS

- a. Deliver quality service to stakeholders to address current and future needs in instruction, research, extension, and production
- b. Observe strict implementation of the laws as well as the policies and regulations of the University
- c. Acquire with urgency state-of-the-art resources for its service areas
- d. Bolster the relationship of the University with its local and international customers and partners
- e. Leverage the qualifications and competences in personnel action and staffing
- f. Evaluate the efficiency and responsiveness of the University systems and processes

PROGRAM OUTCOMES (PO) COMMON TO ALL PROGRAMS AND ITS RELATIONSHIPS TO INSTITUTIONAL OUTCOMES

A graduate of Sultan Kudarat State University can:	INSTITUTIONAL OUTCOMES (IO)						
	a	b	c	d	e	f	g
y. Articulate effectively and independently in multi-disciplinary and multi-cultural teams the latest development in the fields practiced such as Automotive, Architectural Drafting, Civil, Electrical, Electronics, Food and its allied discipline,	✓	✓		✓	✓	✓	✓
z. Lead in the promotion and preservation of Filipino historical and cultural heritage, social empowerment and environmental sustainability in a professional and ethical approach.	✓	✓	✓	✓	✓	✓	✓
aa. Generate research-based information and technologies at par from international standards, and	✓	✓	✓	✓	✓	✓	✓

bb. Promote and transfer knowledge and technologies for effective and efficient school-industry partnership

	✓	✓	✓	✓	✓	✓	✓
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1 COURSE CODE IT 415

5 COURSE DESCRIPTION

2 COURSE TITLE PRINCIPLES OF TRAINING AND INDUSTRIAL LAYOUT

3 PREREQUISITE NONE

4 CREDITS 3 units

This course provides students with foundational knowledge in training methods used in the industry and the principles of industrial layout planning. It emphasizes the design of efficient workspaces, flow systems, and training programs that enhance workforce productivity. Students will engage in both theoretical and practical activities related to workforce development, facility planning, and layout design.

6 COURSE LEARNING OUTCOMES (CLO) AND ITS RELATIONSHIPS TO PROGRAM OUTCOMES

Course Learning Outcomes (CLO)					Program Outcomes			
					a	b	c	d
At the end of the course, a student can:					✓	✓	✓	✓
a. Explain the importance of employee training and development in an industrial setting.					✓	✓	✓	✓
b. Design basic training programs based on organizational needs.					✓	✓	✓	✓
c. Analyze principles of industrial layout and materials handling.					✓	✓	✓	✓
d. Develop efficient layouts for work areas or industrial facilities.					✓	✓	✓	✓
e. Apply safety and ergonomic principles in training and industrial design.					✓	✓	✓	✓

7 COURSE CONTENTS

WEEK	CONTENT	INTENDED LEARNING OUTCOMES(ILOs)	TEACHING AND LEARNING ACTIVITIES (TLA)	OUTCOMES-BASED ASSESSMENT (OBA)	COURSE LEARNING OUTCOMES (CLOs)
1	Course Orientation SKSU VMGO, Classroom Policies, Course Overview, Course Requirements, Grading System	At the end of the Orientation, the Learners can: a. discusses the University's VMGO, classroom policies, scope of the course, course requirements, grading system and MOA Saigning	Discuss the VMGO of the University, the classroom policies, scope of the course, course requirements, grading system and MOA Saigning		
2-3	Principles of Training and Development	At the end of the Lesson, the Learners can: Discuss the purpose, process, and impact of employee training	Lecture and Discussion	Written, Reflection, Recitation	A

4-5	Training needs analysis	At the end of the Lesson, the Learners can: Conduct simple training needs assessments	Workshop, Practical Exercises	Assessment Report	B
6-7	Designing training programs	At the end of the Lesson, the Learners can: Create a basic training plan	Group work, Presentation	Training plan output	B
8	Methods of Training (on the Job, off the Job simulation)	At the end of the Lesson, the Learners can: Differentiate training methods and select appropriate techniques	Demonstration, comparative analysis	Quiz, Activity	B
9	Midterm Examination				
10-11	Introduction to industrial layout planning	Understand objectives and types of industrial layouts	Lecture, analysis of sample layouts	Written activity, layout critique	C
12	Principles of materials handling	Explain principles for efficient movement of materials	Simulation activities, discussion	Concept note, Recitation	c
13	Plant location and site selection	Identify factors affecting site selection for industries	Research activity, report presentation	Written report	d
14-15	Designing an efficient plant layout	Apply basic techniques in industrial layout design	Practical workshop, drafting exercises	Draft layout plan	d
16	Ergonomics and safety in industrial design	Apply ergonomic and safety principles in layout planning	Video presentation, group discussion	Reflection paper	e
17	Final project presentation (training program and industrial layout)	present final integrated project	Final presentation	Project evaluation	B, d, e
18	Final Examination				

Total No. of Hours : 120

8 COURSE REQUIREMENTS AND COURSE POLICIES

COURSE REQUIREMENTS

Each student is required to:

1. Attend classes on schedule time and day.
2. Accomplish all hands-on activities in principles of training and industrial layout
3. Pass the major exams (midterm and final)
4. Perform hands-on activity in principles of training and industrial layout

COURSE POLICIES

Attendance: A student will be marked late if he/she enters the class 5 minutes after the start of the class period. Any student who comes to class 15 minutes after the scheduled time or is always late for three consecutive meetings shall be marked absent.

Missed work or exam: Any student who failed to submit a work assignment or to take a test should consult the concerned instructor for immediate compliance

Cheating and Plagiarism: Any student who commits any form of academic dishonesty (e.g., copy-paste plagiarism) shall be given disciplinary action provided in the SKSU Student's Handbook

Use of Technology: Cell phones should be turned off while the session is in progress. Using laptops, notebook PCs, smart phones, and tablets shall be allowed only when needed.

9 GRADING SYSTEM**GRADING SYSTEM****Midterm Grade**

Plates	45%
Examination	35%
Attendance/ Class Participation	15%
Quizzes/output	10%
TOTAL	100%

Final Grade

Plates	45%
Examination	35%
Attendance/ Class Participation	15%
Quizzes/output	10%
TOTAL	100%

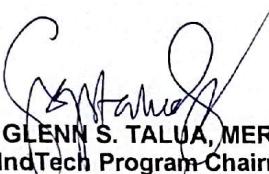
10 REFERENCES

- Grobler, P. A., et al. *Human Resource Management in South Africa*
Wentz, R. *Training and Development Handbook*
Apple, J. M. *Plant Layout and Material Handling*
Muther, R. *Systematic Layout Planning*
Sanders, M. S., & McCormick, E. J. *Human Factors in Engineering and Design*

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