



**Course Syllabus
Certified Logistics Technician
1271-1003**

Semester with Course Reference Number (CRN)	SUMMER 2015 58840
Instructor contact information (phone number and email address)	James L. Battieste 713-718-5199 James.battieste2hccs.edu
Office Location and Hours	Southeast College Workforce Bldg .Suite 202 Tuesday/Thursday 12:00 – 3:00 PM
Course Location/Times	SE-Workforce Building Rm 217 Monday & Wednesday 6:00 – 8:00 PM
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 2 Lecture Hours: 2 Laboratory Hours: External Hours:
Total Course Contact Hours	32 hours
Course Length (number of weeks)	06/08/2015 – 08/02/2015 8 Weeks
Type of Instruction	Lecture/Lab
Course Description:	This course prepare you for Certified Logistic Technician (CLT) certification, which is validated by the Manufacturing skills Standards council (MSSC). Major topics include: Product receiving, packaging and shipment, inventory control, safety principles and safe equipment handling, and workplace communications, teamwork and problem solving skills.

Course Prerequisite(s) **PREREQUISITE / COREQUISITE: None**

**Academic
Discipline/CTE
Program Learning
Outcomes**

Upon completion of this course, the student will:

- Recognize sound practices to perform well in college
- Identify departments within the college such as Admissions, Counseling, Student Support, Financial Aid, and Job Placement
- Identify effective communications techniques
- Recognize time management and prioritization techniques
- Demonstrate effective reading, listening and note-taking strategies

**Course Student
Learning Outcomes
(SLO): 4 to 7**

- Illustrate effective study and test taking techniques
- Demonstrate critical thinking strategies
- Describe roles, tasks, employment opportunities, and outlook for various workforce careers
- Identify educational requirements, and licensing for various occupations
- Distinguish various degrees and certificate plans offered
- Enumerate various occupations involved in a given field (business, accounting, health, education, engineering, transportation, construction)
- Match personal interests and abilities with careers and majors
- Describe long term growth and opportunities for various careers
- Recognize common uses and applications of computers and software used in college and the workplace, including word processing, and spreadsheets
- Recognize common safety practices in laboratories, and the workplace
- Describe procedures required for the use of school computers, student email, and LSM
- Demonstrate familiarity with various career resource guides
- Write a résumé
- Describe effective job search and interviewing techniques
- Prepare students to pass the CLT certification examination.

**Learning Objectives
(Numbering system
should be linked to
SLO - e.g., 1.1, 1.2, 1.3,
etc.)**

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Instructional Methods Face to Face

Student Assessment(s)

Demonstrate knowledge pertaining to the Global supply chain life cycle and the logistics environment by a 70% score on a multiple choice test.

Service learning projects
Presentations

Demonstrate knowledge and an acceptable skill base for operating material handling equipment on both a written test (70%) and demonstrative skills.

No assignments selected for this outcome

Identify quality control principles and achieve a 70% score on a written test.

No assignments selected for this outcome

Develop a proficiency in both written and spoken workplace communications

No assignments selected for this outcome

Demonstrate proficiency in developing teamwork and problem solving skills

No assignments selected for this outcome

Demonstrate computer literacy

No assignments selected for this outcome

Both presentations and assignments will be assessed to determine understanding and comprehension of the course and to determine an appropriate grade.

Student Assignments

Dates	Assignment	Activities
06/08	Orientation	Welcome
06/10	Chapter 1	Review & Quiz
06/15	Chapter 2	Review & Quiz
06/17	Team Exercise	Presentations
06/22	Chapter 3	Review & Quiz
06/24	Chapter 4	Review & Quiz
06/29	Team Exercise	Presentations
07/01	Mid Term Exam	
07/06	Chapter 5	Review & Quiz
07/08	Chapter 6	Review & Quiz
07/13	Team Exercise	Presentations
07/15	Chapter 7	Review & Quiz EGLS3 -- Evaluation
07/20	Chapter 8	Review & Quiz
07/22	Team Exercise	Presentations
07/27	Chapter 9	Review & Quiz EGLS3 -- Evaluation
07/29	Final Exam	

Instructor's Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments

- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Midterm Exam / Final Exam
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

Program/Discipline Requirements: If applicable

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Workforce Development with Critical Thinking must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as workbook activities related to Workforce Development with Critical Thinking

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

Instructor Grading Criteria

Participation	Value
Attendance (2 pts per date)	32
Team Exercises (4)	20
Chapter Quiz	20
Final Exam	28
Total	100

Instructional Materials All student material will be from the Manufacturing Skill Standards Council.

HCC Policy Statement:

HCC ADA STATEMENT (Services to Students with Disabilities)

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, please contact (713) 718-8397 or the Disability Counselor at your college. To visit the ADA Web site, please visit www.hccs.edu then click on Information for... Students, scroll down the page and click on the words Disability Services.

Southeast ADA Counselor: Mr. John Reno, MA, CRC – Tel. (713)718-8397 or (713)718-7144

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The

anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

[http://de.hccs.edu/media/houston-community-college/distance-education/student-service/2015-HCC-DE-Student_Handbook_\(Revised-1_7_15\).pdf](http://de.hccs.edu/media/houston-community-college/distance-education/student-service/2015-HCC-DE-Student_Handbook_(Revised-1_7_15).pdf)

Access CE Policies on their Web site:

<http://www.hccs.edu/continuing-education/students/financialaid/continuing-education/>

CAREER PLANNING

The Virtual Career Center assists HCC students and alumni with career planning, assessments, job search and many other resources. Orientations and registration for the Career Planning Centers are available at all HCC campuses. <http://www.hccs.edu/district/students/career-planning/>

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Cheryl Pleasants, 713-718-2373 Interim Division Chair, Suite 202 Workforce Building, Houston Community College Southeast Campus.