

**Business Department**

[**https://www.hccs.edu/continuing-education/ce-programs/logistics--material-handling/**](https://www.hccs.edu/continuing-education/ce-programs/logistics--material-handling/)

LMGT 1005: Certified Logistics Associate (CLA)

Summer 2021| 8 Weeks| Online | MW, 6PM – 8PM | 5/24/21 – 7/21/21 |32 units

### Instructor Contact Information

Instructor: John D. Fitzgerald Jr. Office Phone: 832.493.7959

Office: Virtual (Cisco WebEx) Office Hours: By Appointment Only

HCC Email: [john.fitzgerald@hccs.edu](mailto:john.fitzgerald@hccs.edu) Office Location: HCC Southeast Campus

## Instructor’s Preferred Method of Contact

Please contact via HCC email. I will respond to all emails within 24 hours, Monday through Thursday; I will reply to weekend messages on Monday mornings. For items that require attention in less than 24 hours, please text office phone number.

### What’s Exciting About This Course

By engaging and completing the modules for this course, you are preparing yourself to earn a certification of Certified Logistics Associate (CLA). This certification is a part of the Manufacturing Skill Standards Council (MSSC) and a key ingredient in raising your level of performance as a global supply chain logistics associate.

### My Personal Welcome

Welcome to LMGT 1005 — This course satisfies the requirements for a student to take the industry-recognized, nationally validated Manufacturing Skill Standards Council (MSSC) assessment(s) for certification as a Certified Logistics Associate (CLA). This is a very exciting course in which you are sure to obtain proper knowledge for becoming an industry leading frontline worker in supply chain logistics. I urge you to participate in all class reading, assignments, and activities for increased chance of passing MSSC certification assessments. Please let me know if you have any questions along the way. Good luck!

### Prerequisites and/or Co-Requisites:

Admission to the programand MSSC strongly recommends that individuals be at an 8th-grade math and 10th-grade reading level for taking the certification assessments.

Students will need to pass the MSSC CLA certification exam in order to sit for the CLT certification exam.

# Canvas Learning Management System

This section of LMGT 1021 will use Canvas [(https://eagleonline.hccs.edu)](https://eagleonline.hccs.edu/). CANVAS will be the foundation or LMS (Learning Management System) for this course. You will need to log into CANVAS by the end of the very first day to make sure you stay enrolled in the course. All exams, assignments, discussions and other requirements must be submitted properly through the assignment tool in CANVAS. All emails should be sent through the CANVAS. Students are required to use only HCC emails when submitting questions or comments (a new security requirement.) For additional information and training on virtual resources (Canvas, WebEx, Library, and IT Software) see the following link. I've also updated this in the course syllabus: <https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/student-instructional-resources/>

Along with Canvas we will also be using OpusWorks (<http://hccs.opusworks.com/cloud3/index.asp>) where students will have access to CLA/CLT video modules, quizzes, and practice test.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS THE INTERNET BROWSER**.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

## Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

# Online Instruction

LMGT 1021 is being facilitated in a Synchronous learning format which requires students to be online at a specific time (6:00 – 9:00pm). The Live virtual classroom sessions will be conducted via Canvas WebEx at 6pm (CST) on all class days unless otherwise noted. You will find the class session Canvas WebEx link under the Syllabus or Cisco WebEx tab in the Canvas course. Feel free to reach out directly should you have any questions or experience any issues. If you experience any issues please visit the following link to open a case with technical support: <https://www.hccs.edu/online/technical-support/>

# Instructional Materials

## Textbook Information

The textbook(s) below are **REQUIRED** and **INCLUDED** for this course.

* Supply Chain Logistics Foundational Knowledge – ISBN: 978-1-941025-00-0
  + By: Leo Reddy and Rebekah Hutton

### Other Instructional Resources

## Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

LMGT 1005 satisfies the requirements for a student to take the national Manufacturing Skill Standards Council (MSSC) test(s) for certification as a Certified Logistics Associate (CLA).

Major topics for CLA include; understanding the life cycle of global chain logistics, the logistics environment and familiarization with different material handling equipment, introduction to safety principles and safe equipment handling, quality control principles, workplace communications, teamwork and problem solving, using computers.

### Program Student Learning Outcomes (PSLOs)

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

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing

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

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Listening

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

Foundation Skills - Thinking -Decision Making

Foundation Skills - Thinking -Creative

**Develop a proficiency in both written and spoken workplace communications**

Foundation Skills - Thinking -Decision Making

Foundation Skills - Thinking -Problem Solving

**Demonstrate proficiency in developing teamwork and problem solving skills**

Foundation Skills - Thinking -Problem Solving

Foundation Skills - Thinking -Reasoning

**Demonstrate computer literacy**

Workplace Competencies - Technology -Selects Technology

Workplace Competencies - Technology -Applies Technology to Task

### Course Student Learning Outcomes (CSLOs)

Upon completion of LMGT 1005, the student will be able to:

1. Demonstrate knowledge of core competencies and an acceptable skill base as an Global supply chain logistics associate
2. Demonstrate foundational knowledge pertaining to the Global supply chain life cycle and the logistics environment by a 90% score on a multiple-choice test.
3. Demonstrate mastery of the core competencies of material handling and distribution at the front-line entry level through successful completion of the MSSC CLA certification assessment.
4. Develop a proficiency in both written and spoken workplace communications.
5. Demonstrate proficiency in developing teamwork and problem-solving skills.
6. Demonstrate computer literacy.

### End-of-Course Outcomes

1. Demonstrate an understanding of the various roles in the global supply chain logistics life cycle
2. Demonstrate an understanding of the logistics environment
3. Operate and use equipment
4. Practice safety principles
5. Practice safety principles in the handling of materials and operation of equipment
6. Practice quality control principles
7. Employ work communication practices
8. Practice teamwork and good workplace behavior to solve problems
9. Use relevant computer systems and applications to increase productivity

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

# Student Success

Successful completion of this course requires a combination of the following:

* Reading the course textbook book
* Attending class virtually (online modules and live sessions)
* Participating in class activities
* Completing class assignments

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material.

### Instructor and Student Responsibilities

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
* Provide a 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

As a student, it is your responsibility to**:**

* Attend class and participate in class discussions and activities
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication
* 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
* Be aware of and comply with academic honesty policies in the HCCS Student Handbook

# Assignments, Exams, and Activities

**Written Assignment(s)**

Written chapter exercise assignments will be due at the beginning of each virtual online class session. Classroom exercises will be reviewed during virtual session(s) so please be prepared to share with class!;-) Chapter exercise assignments will be posted on Canvas under each chapter module

**Quizzes**

Chapter post tests will be presented at the end of each module. Post tests are timed so make sure you’ve read the book chapter to ensure knowledge retention. Chapter post tests will be taken in Opus Works. There is no limit on the amount of times you can take the quiz but they must be completed during their assigned time.

**In-Class Activities**

The virtual class activities will include a brief lecture/review on each module, chapter exercises, Q&A, related videos and MSSC certification exam preparation.

**Exam(s)**

The final exam will be the comprehensive CLA assessment that you will have the opportunity to take twice inside your MSSC modules at the end of the CLA coursework. All the information students need to prepare for the MSSC CLA certification exam will be discussed during the course. A score of 90% or higher is recommended to ensure you are fully prepared to take the MSSC CLA certification exam. Students must pass the MSSC CLA exam in order to receive the CLA certification and progress to CLT course.

### Grading Formula

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | | 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 |  | | **IP (In Progress)** |  | **0 points per semester hour** |  | | **COM (Complete)** |  | **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.**  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.* |
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## HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

SCHEDULE: LGMT 1005

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| --- | --- | --- |
| **Dates** | **Assignment** | **Activities** |
| May 24, 2021 | Welcome and Introduction  Course Overview  Syllabus Review | * Background Summary * MSSC Account * Syllabus Quiz |
| May 26, 2021 | Chapter 1: Global Supply Chain Logistics Life Cycle (part 1) | * CLA Module 1 * Read CLA Chapter 1 * CLA Chapter 1 Virtual Online Session |
| June 2, 2021 | Chapter 1: Global Supply Chain Logistics Life Cycle (part 2) | * CLA Chapter 1 Exercise * CLA Chapter 1 Post Test (OpusWorks) |
| June 7, 2021 | Chapter 2: Logistics Environment (part 1) | * CLA Module 2 * Read CLA Chapter 2 * CLA Chapter 2 Virtual Online Session |
| June 9, 2021 | Chapter 2: Logistics Environment (par 2) | * CLA Chapter 2 Exercise * CLA Chapter 2 Post Test (OpusWorks) |
| June 14, 2021 | Chapter 3: Material Handling Equipment | * CLA Module 3 * Read CLA Chapter 3 * CLA Chapter 3 Virtual Online Session * CLA Chapter 3 Exercise * CLA Chapter 3 Post Test (OpusWorks) |
| June 16, 2021 | Chapter 4: Safety Principles (part 1) | * CLA Module 4 * CLA Chapter 4 Reading * CLA Chapter 4 Virtual Online Session |
| June 21, 2021 | Chapter 4: Safety Principles (part 2) | * CLA Chapter 4 Exercise * CLA Chapter 4 Post Test (OpusWorks) |
| June 23, 2021 | Chapter 5: Safe Material Handling and Equipment Operation | * CLA Module 5 * Read CLA Chapter 5 * CLA Chapter 5 Virtual Online Session * CLA Chapter 5 Exercise * CLA Chapter 5 Post Test (OpusWorks) |
| June 28, 2021 | Chapter 6: Quality Control | * CLA Module 6 * Read CLA Chapter 6 * CLA Chapter 6 Virtual Online Session * CLA Chapter 6 Exercise * CLA Chapter 6 Post Test (OpusWorks) |
| June 30, 2021 | Chapter 7: Workplace Communication | * CLA Module 7 * Read CLA Chapter 7 * CLA Chapter 7 Virtual Online Session * CLA Chapter 7 Exercise * CLA Chapter 7 Post Test (OpusWorks) |
| July 7, 2021 | Chapter 8: Teamwork and Good Workplace Conduct (part 1) | * CLA Module 8 * Read CLA Chapter 8 * CLA Chapter 8 Virtual Online Session |
| July 12, 2021 | Chapter 8: Teamwork and Good Workplace Conduct (part 2)  Chapter 9: Using Computers | * CLA Chapter 8 Exercise * CLA Chapter 8 Post Test (OpusWorks) * CLA Module 9 * Read CLA Chapter 9 * CLA Chapter 9 Virtual Online Session * CLA Chapter 9 Exercise * CLA Chapter 9 Post Test (OpusWorks) |
| July 14, 2021 | CLA Course Review  MSSC Certification Prep | * Review CLA key activities, performance indicators, glossary, and core competencies. * MSSC CLA Certification Prep |
| July 19, 2021 | Course Assessment | * CLA Practice Exam |
| July 21, 2021 | Certification | * MSSC CLA Certification Exam (HCC onsite) |

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Missed Assignments

There are no make-up sessions for missed assignments.

## Academic Integrity

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

* Copying from another students’ test paper;
* Using materials not authorized by the person giving the test;
* Collaborating with another student during a test without authorization;
* Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
* Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

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

## Attendance Procedures

100% attendance is expected. An instructor may drop a student who misses more than 3 instructional days.This is a continuing education course. As such, the state requires attendance to receive CEUs. If you are not in attendance for three 4 hours classes, the College cannot award any CEUs. If you believe you may have an attendance issue, please speak to your instructor as soon as possible.

## Student Conduct

Disruptive behavior, unsafe actions, or any behavior that interferes with any educational activity being performed by either other students, or the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students’ right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Failure to comply with this rule will result in dismissal from the course and an incomplete

## Instructor’s Course-Specific Information (As Needed)

MSSC CLA and CLT certification exams are included with this course. Certification exams will be administered by HCC Student Center Proctor (based on availability) only after successful course completion. If a student fails the CLA or CLT certification exam the student may retake the exam at their own expense for $45.

## Electronic Devices

Cell phones and pagers are very disruptive to this class and can constitute a safety hazard or contribute to one. They must be turned off or set to mute. Calls, text messages or other any form or of electronic communication to students may not be answered during class but may be returned or answered during break times. Failure to comply with this rule will constitute a form of disruptive behavior and result in dismissal from the course.

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

|  |  |
| --- | --- |
| Academic Information | Incomplete Grades |
| Academic Support | International Student Services |
| Attendance, Repeating Courses, and Withdrawal | Health Awareness |
| Career Planning and Job Search | Libraries/Bookstore |
| Childcare | Police Services & Campus Safety |
| disAbility Support Services | Student Life at HCC |
| Electronic Devices | Student Rights and Responsibilities |
| Equal Educational Opportunity | Student Services |
| Financial Aid TV (FATV) | Testing |
| General Student Complaints | Transfer Planning |
| Grade of FX | Veteran Services |

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence.  Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity.  Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities.  If you require an accommodation due to pregnancy please contact an Abilities Services Counselor.  The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.  All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

# Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

# Department Chair Contact Information

Dr. Connie Porter, Dean, Center of Excellence Business & Logistics, [connie.porter@hccs.edu](mailto:connie.porter@hccs.edu)

Telephone: 713-718-2790

ML Young, CE Director, Business, [maryl.young@hccs.edu](mailto:maryl.young@hccs.edu)

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