



Logistics Center of Excellence

Logistics and Global Supply Chain Management Department

<https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>

LMGT 1271-005: Certified Logistics Technician (CLT) Lecture | #10428
Fall Semester | 16 Weeks (08.26.2024 – 12.15.2024)

In-Person / Canvas | Jack Yates High | T TH 1325 – 1630 | Every other Fri

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	James Meador	Office Phone:	713-718-5125
Office:	Room Jack Yates High School	Office Hours:	0710-0800 / 1615-1715
HCC Email:	james.meador@hccs.edu	Office Location:	Room #135

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

The best method to contact me is my HCC email james.meador@hccs.edu. I will respond to emails within 24 hours Monday through Friday; I will respond to weekend messages on Monday. You may also contact the Logistics Department personnel listed below:

Division Chair:	Shari Carter,	shari.carter@hccs.edu	713-718-5199
Div. Admin Assistant:	Cintia Rodriguez,	cintia.rodriguez@hccs.edu	713-718-2651

What's Exciting About This Course

This course is built by Manufacturing Skills Standards Council (MSSC). The Logistics industry needed trained professionals so MSSC built this course along with others to supplement the Industry. Successful completion of this course provides credentials by MSSC that can be applied toward Your professional resume. Completing this course is a Prerequisite towards becoming a Certified Logistics Technician (CLT) which is "mid-level" in Logistics.

My Personal Welcome

Welcome to the MSSC program I'm delighted that you have chosen this course. The Logistics industry has become even more important than as result of the "gotta have it now" mentality. This course is a "mid-level" in Logistics providing students the opportunity to earn Credentials to be used for the rest of their life. This course will be challenging as you wrestle with new ideas and facts please ask for help. I'm available during posted office hours to tackle any questions about the course that you may have.

nextLearning – Fall 2021 Modalities

This semester, there are three modalities for HCC courses: Online Anytime, Online on a Schedule, and Flex Campus.

- **Online Anytime** classes are traditional online courses; coursework is online, and there are no meeting at specific times.
- **Online on a Schedule** classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meeting.
- **Flex Campus** are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of LMGT 1271 is **In-Person** and meets on **Tuesdays / Thursdays / Fridays**.

Prerequisites and / or Co-Requisites

Satisfactorily completed the LMGT 1170 Certified Logistics Associate (CLA) Course of Instruction prior to taking the CLA Course Final Exam (On-Line)

Canvas Learning Management System

The LMGT 1271 CLT Course will use [Canvas https://eagleonline.hccs.edu](https://eagleonline.hccs.edu) as in-class assignments, exams, and activities. HCCS Open Lab locations may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER**. And the textbook listed below is **required** for this course.

HCC Online Information and Policies

Her 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.

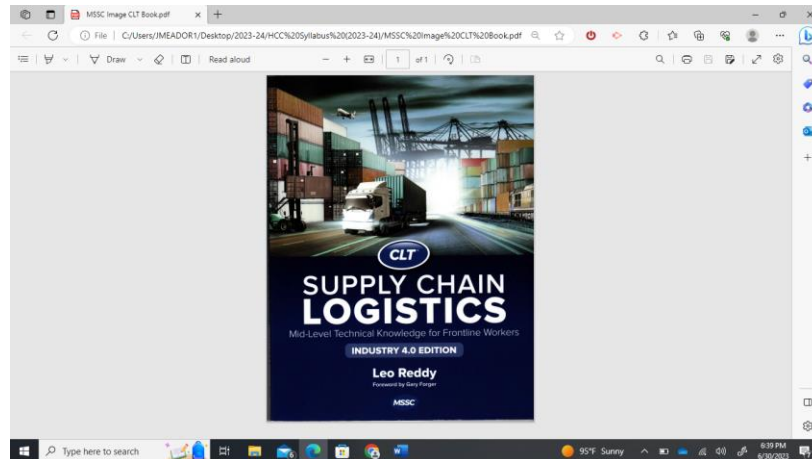
Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/idap>

Instructional Materials

The Textbook listed below is **required** for this course. ***Manufacturing Skill Standards Council (MSSC) Supply Chain Logistics: Foundational Knowledge.*** The pdf link below will take you to the book. There's a screenshot picture of the book's cover below also.

CLT Supply Chain Logistics Mid-Level Technical Knowledge for Frontline Workers
Industry 4.0 Edition



Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the textbook for fourteen days.



CLT 4.0 Book
Electronic.pdf

Other Instructional Resources

Publisher's Digital Workbook

<https://www.msscusa.org/certification>

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](#) websight 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 we page at <http://library.hccs.edu>.

Supplementary Instruction

This convening is Dual-Credit with HISD. Using HCC's Canvas is MANDATORY along with Houston ISD's Canvas or HUB to supplement / facilitate work to complete this course of 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/supplementalinstruction/>

Course Overview

Secretary's Commission Addressing Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the U.S. Secretary of Labor to determine the skills that U.S. employers want most in entry-level employees. The commission identified seven skills, (motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership). These workplace competencies and foundation skills have been designed into this course and into the curriculum for each program of study.

Program Student Learning Outcomes (PSLOs)

Can be found at: <https://www.hccs.edu/programs/areas-of-study/business/logistics/>

Course Student Learning Outcomes (CSLOs)

Upon Completion of LMGT 1271, the student will be able to:

1. Describe Process of Product Receiving and Storage
2. Describe the Order Processing and Inventory Management importance
3. Describe Inventory Control and Transportation Modes
4. Describe the importance of Packaging and Shipment
5. Describe the importance of Hazardous Material Controls
6. Describe the Dispatching and Tracking process

Learning Objectives

Learning Objectives for each CSLO can be found at [HCC Learning Web for Logistics/Certified Logistics Technician \(CLT\)](#)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

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

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that 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 in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 70% on the final exam
- Be aware of and comply with academics' honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Assignments, Exams, and Activities will include assignments posted in Canvas and on the HUB, In-class discussions to familiarize you with Equipment operations and Maritime describing how it fits in the Logistics world.

Written Assignment

At least one written assignment is required. The written assignment(s) should be clearly linked to the course student learning outcomes and learning objectives. Written assignment(s) must count at least 15% of students' course grades.

Exams

Students should expect a short quiz about once every three weeks. Those quizzes will be a combination of Multiple-choice, True-False, and Matching, Fill-in-the-Blank, and Short-answer.

In-Class Activities

Students should expect in-class activities to include reading from the book, answering short questions, and completing verbal and written assignments. Along with a few hands-on assignment opportunities

Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 100 multiple-choice, true-false, fill-in-the-blanks questions. You must get at least 70% (70 of 100) of the items correct on the final to pass the course (departmental decision). Students should expect a Knowledge Exam at the end of the CLA portion. Test is administered On-line.

Grading Formulas

The department strongly recommends that you adopt a points-based grading system with a maximum 1,000 total points possible.

Written Assignment(s)	350 points
Exams	350 points
In-Class Activities	100 points
Departmental Final Exam	200 points

Grade	Total Points
A	900
B	800
C	750
D	700
F	Less than 700

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 50% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar:

Week	Dates	Topic / Assignments Due
1	8/12	Introductions / Policies / Verify HCC logins / Ice Breakers / Etc HCC does NOT Start yet
2	8/19	Introductions / Policies / Verify HCC logins / Ice Breakers / Etc HCC does NOT Start yet
3	8/26	HCC Starts 8/26 Register HCC Canvas with MSSC (CLA/CLT)
4	9/2	Register HCC / OpusWorks U.S. Army Civilian Workforce Job Fair @ NRG Fieldtrip HOLIDAY: Labor Day (Monday) : HISD Staff Professional Development Day (No Students) (Tuesday) Chapter 1: Product Receiving (4 Hours)
5	9/9	9/11 USN Awareness Opportunity Conference @T.S.U. 9/11/2001 (Wednesday 9/11) Complete Chapter 1: Product Receiving Chapter 2: Product Storage (4 Hours)
6	9/16	Complete Chapter 2: Product Storage Chapter 3: Order Processing (4 Hours)
7	9/23	9/25 LoneStar Flight Museum Field Trip Complete Chapter 3: Order Processing Chapter 4: Packaging and Shipment (4 Hours)
8	9/30	HISD Staff Professional Development Day (No Students) (Thursday 10/3) HISD HOLIDAY: Fall Holiday Friday 10/4 HCC Business Logistics Global Supply Chain Career Fair (Wed 10/4) Chapter 5: Inventory Control (4 Hours)
9	10/7	10/10 Women OffShore Conference at Texas A & M (Galveston) 10/11 M/V Sam Houston Field Trip Complete Chapter 5: Inventory Control Chapter 6: Safe Handling of Hazardous Materials (4 Hours)
10	10/14	10/17 Breakbulk Conference at George R. Brown Complete Chapter 6: Safe Handling of Hazardous Materials

11	10/21	Chapter 7: Evaluation of Transportation Modes (Truck, Air, Rail, Water) (4 Hours)
12	10/28	Chapter 8: Dispatch and Tracking Operations (4 Hours)
13	11/4	HISD Staff Professional Development Day (No Students) (Friday 11/8) Complete Chapter 8: Dispatch and Tracking Operations Chapter 9: Measuring Weights and Volumes (4 Hours)
14	11/11	Monday 11/11 Veterans' Day: NOT an HISD Holiday Complete Chapter 9: Measuring Weights and Volumes (4 Hours)
15	11/18	CLA Certification Test Preparation
16	11/25	THANKSGIVING HOLIDAY WEEK
17	12/2	Certification Test (CLT) Preparation / Certification Test (HCC CLA Day 1 & CLT Day 2)
18	12/9	Certification Test (CLT) Preparation / Certification Test (HCC CLA Day 1 & CLT Day 2) HCC FINAL EXAM (HCC Semester ends 12/15) Pass Both the CLA and CLT Certification Tests – Exempt from BOTH HCC and HISD Final Exams HCC FINAL EXAM (HCC) Semester Ends 12/15 / HCC Grades 12/13

Syllabus Modifications

Due to the current state of emergency situation beyond our control, the syllabus may be modified at any time during the semester and the training facilitator will promptly notify students of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Late work will be accepted for daily work assignments; the penalty is the maximum grade will be 80%. The Final Exam will not be allowed late. Make-up exams are allowed only for missed exams.

Academic Integrity

Scholastic Dishonesty will result in automatic Zero for the specific assignment and potentially a referral to the Dean of Student Service.

Attendance Procedures

Remember this is a COLLEGE Class in the high school. Students not in the classroom when the tardy bell rings will be considered tardy. Students must be present in class for 57 of the 88 minutes period or will be counted ABSENT. Students must attend class; students are allowed 3 absences in this course.

Student Conduct

The 1st Expectation is that ALL students come to class on time and RESPECT everybody in the classroom. The professional world expects this of everybody; therefore, it is expected in the classroom; some specifics are:

- a. Come to class, prepared to learn
- b. Bullying will not be tolerated
- c. Verbal/Physical confrontations will not be tolerated
- d. Only one person addresses the class at a time; regardless of who "has the floor."
- e. Resist negative peer pressure
- f. Do not use phone during class
- g. Do NOT wait until the end of the grading period to catch up on missed work

Instructor's Course-Specific Information (As Needed)

Logistics and Maritime industries both are Fast paced and Schedule/Deadline oriented. This course is part of training program to prepare you to enter those environments. Therefore, punctuality is critical so "pay attention" to assignment dates and your arrival times. Tardiness of ship's crew is inexcusable because that delays the ship or requires them to leave without all crew personnel causing others to work that much harder covering the person left behind.

Electronic Devices

Students are not allowed to use electronic devices, other than the HISD issued laptop in class as per Jack Yates / HISD Student Handbook. I frequently expect you to use your device for additional assistance.

Logistics Program Information

It is strongly recommended that students of this course ensure that their major is listed as Business Logistics and that you notify the school of which certificate or degree plan you are following.

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
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints

- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) 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 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

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

HCC Email Policy When communicating via email, HCC requires students to communicate only through the HCC student email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle 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 believe 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 long and short term conditions, 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
<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 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

Division Chair: Shari Carter, shari.carter@hccs.edu 713-718-5199
 Div. Admin Assist.: Cintia Rodriguez, cintia.rodriguez@hccs.edu 713-718-2651