

Course: “Certified Logistics Warehousing” Description & Curriculum Outline

Course Description: This 80-hour course will provide the learner with an overview of essential warehouse supply chain distribution concepts, basic warehouse operations, warehouse maintenance and safety. The course includes 15 hours of forklift safety training and equipment operation; OSHA -10 training, an introduction to computer technology used in the industry and job readiness training. Participants who successfully complete the course and pass proctored assessments are eligible to receive a “Certified Logistics Associate” CLA Certification; Forklift Certificate of Completion; and OSHA-10 Certification Card. Course completion prepares the individual for entry-level Warehousing jobs.

| Course Hours: 80 Hours : 4 Weeks Monday-Thursday 4:00 – 9:00 pm (5 hrs) | | | | | | |
|--|--|--|--|---|---|--|
| Orientation Meeting: 10/24 Thursday 5:00-7:30 pm LHS Classroom T-6 | | | | | Review Commitment Needed/ Goals/ Job Outlook Begin WorkNet Eligibility | |
| Course Curriculum Outline | 10/28 Monday | 10/29 Tuesday | 10/30 Wednesday | 10/31 Thursday | 11/1 Friday | Ext. Assignment |
| MSSC (35 Hrs. On-line) <ul style="list-style-type: none"> Warehouse Operations -Safety Quality Practices & Measurement Manufacturing Processes & Production Maintenance Awareness Green Production | 1.5 Hr. Introduction & Navigation | 1.5 Hr. | 2 Hr. | Alternative Class Time OSHA-10 12:30-5:30 pm | MUSD 401 Added Class OSHA-10 12:30-5:30 pm | (5 Hr. in class) Ext Assign TBD by Teacher / Approx. 3 hrs per wk- |
| Forklift | 2.5 Hr. Theory (Half of Class, then rotate & repeat) | 2.5 Hr. Practical (Half of Class, then rotate & repeat) | | | | (5 Hr.) |
| Technology Focus: Internet Navigation/ Internet Safety/Email/Word/Excel/ Google Docs/ RF Guns- Scanning | 1 Hr. Email Basics Set up Google Acct. | 1 Hr. Gmail/ Internet Navigation & Etiquette/ Intro Office Suite/ WORD | 1 Hr. WORD Resume | | | (3 Hr.) |
| Job Readiness Prepare: Resume/Interviewing Background/Drug Work Smart: Attendance/Attire/Work Ethics | | | 1 Hr. <u>Week's Theme</u> Attendance Work Ethics | | | (1 Hr.) |
| Enrichment Guest Speakers Barry Global DSC MUSD Warehouse | | | 1 Hr. Delta College Instructor (Tu or W) | (1 Hr.) | | |
| OSHA-10 (Optional Certificate) | | | | 12:30-5:30 pm | 12:30-5:30 pm | 10 hr. |

| Course Curriculum Cont. | 11/4 Monday | 11/5 Tuesday | 11/6 Wednesday | 11/7 Thursday | 11/8 Friday | Ext. Assignment |
|---|--|---|---|---|--------------------|--|
| MSSC (35 Hrs. On-line) Focus: Warehouse Operations <ul style="list-style-type: none"> • Safety • Quality Practices & Measurement • Manufacturing Processes & Production • Maintenance Awareness • Green Production | 1.5 Hr. | 1 Hr. | 2.5 Hr. | 2.5 Hr. | No Class | (7.5 Hr in class) Ext Assign TBD by Teacher / Approx. 3 hrs per wk |
| Forklift | 2.5 Hr. Theory (Half of Class, then rotate & repeat) | 2.5 Hr. Practical (Half of Class, then rotate & repeat) | | | | (5 Hr.) |
| Technology Focus: Internet Navigation/ Internet Safety/Email/Word/Excel/ Google Docs/ RF Guns- Scanning | 1 Hr. WORD | | 1.5 Hr. Intro. EXCEL | 1.5 RF Guns/ Scanning | | (4 Hr.) |
| Job Readiness Prepare: Resume/Interviewing Background/Drug Work Smart: Attendance/Attire/Work Ethics | | 1.5 Hr. Interview Clips & Discussion “The Job Interview” | 1 Hr. <u>Week’s Theme</u> Attire Safety Attitude/Preparation Communication | | | (2.5 Hr) |
| Enrichment Guest Speakers Barry Global DSC MUSD Warehouse | | | | 1 Hr. Speaker (TBD) Thurs preferred or adjust to Wed if Speaker Desires | | (1 Hr.) |

| Course Curriculum | 11/11 Monday | 11/12 Tuesday | 11/13 Wednesday | 11/14 Thursday | 11/15 Friday | Ext. Assignment |
|---|--|--|---|--|-----------------|---|
| MSSC (35 Hrs. On-line) Focus: Warehouse Operations <ul style="list-style-type: none"> • Safety • Quality Practices & Measurement • Manufacturing Processes & Production • Maintenance Awareness • Green Production | Veteran's Day Holiday No Class | 2 Hr. | 2.5 Hr. | MAS RESC Building 2.5 Hr. | No Class | (7 Hr. in class) Ext Assign TBD by Teacher / Approx. 3 hrs per wk |
| Forklift | | 1 Hr. Evaluation 1 hr. Individual Assessments | | | | (1 Hr.) |
| Technology Focus: Internet Navigation/ Internet Safety/Email/Word/Excel/ Google Docs/ RF Guns- Scanning | | | 1.5 Hr. EXCEL Google Docs | 1 Hr. Google Docs | | (2.5 Hrs.) |
| Job Readiness Prepare: Resume/Interviewing Background/Drug Work Smart: Attendance/Attire/Work Ethics | | 2 Hr. Work Net Training 4-6 pm (Regina ?) | <u>Week's Theme</u> Attention to Detail Accuracy Efficiency & Effectiveness (Integrated) | | | (2 Hrs.) |
| Enrichment Guest Speakers Barry Global DSC MUSD Warehouse | | | 1 Hr. Speaker (TBD) Wed preferred | 1.5 Hr. 4-5:30 pm MUSD Warehouse Tours Dry Warehouse & Cold Storage Intro Picking/Pulling Pallet Building | | (2.5 Hrs.) |

| Course Curriculum | 11/18 Monday | 11/19 Tuesday | 11/20 Wednesday | 11/21 Thursday | 11/21 Friday | Ext. Assignment | |
|---|--|--|---|---|---|---|------------------|
| MSSC (35 Hrs. On-line) Focus: Warehouse Operations <ul style="list-style-type: none"> • Safety • Quality Practices & Measurement • Manufacturing Processes & Production • Maintenance Awareness • Green Production | 2.5 Hr. | 1.5 Hr. | MAS Adult 403 2.5 Hr. MSSC Proctored Assessment Arabella Whitlock | | Job Fair Time TBD Job Fair Rodeo | (6.5 Hr. in class) Ext Assign TBD by Teacher / Approx. 3 hrs per wk | |
| Forklift | 1 Hr. (1 hr. Individual Assessments) | 2.5 Hr. Wrap Up Evaluations / Rodeo | .5 Forklift Certificate of Completion Presentation | | | | (4 Hrs.) |
| Technology Focus: Internet Navigation/ Internet Safety/Email/Word/Excel/ Google Docs/ RF Guns- Scanning | | | | Wrap Up Certificate Presentation | | | |
| Career Prep Prepare: Resume/Interviewing Background/Drug Work Smart: Attendance/Attire/Work Ethics | 1.5 Hr. <u>Week's Theme</u> Conflict Resolution | 1 hr. RF Scanning | .5 Hr. Wrap Ups | Practice Interviews | | | (3 Hrs) |
| Enrichment Guest Speakers Barry Global DSC MUSD Warehouse | | | 1.5 Hr. 4-5:30 pm MUSD Warehouse Order Picking /Pulling Exercise Forklift Inspections | | | | (1.5 Hr.) |