



Supply Chain Institute

COURSE CATALOG

Warehouse and Inventory Control Associate Program

Continuing Education Program Description:

The Supply Chain Institute (SCI) develops the skillsets necessary for individuals to gain employment in a variety of position within warehousing, logistics, and supply chain management. This is accomplished through its Warehouse and Inventory Control Associate (WICA) program that provides students with hands-on training in conjunction with classroom instruction. Utilizing our mock warehouse, students gain experience using various material handling equipment and inventory control techniques through our Warehousing and Inventory Control Specialist (WICS) course. Students will also pursue the professional designation of Certified Logistics Associate (CLA). This is a professional certification developed by the Manufacturing Skills Standards Council (MSSC). In addition, students will also take OSHA-10 Certification and Forklift Certification courses important any warehousing and distribution environment.

Note: Some classes are grant-funded, so please call for eligibility. (Participants in grant-funded courses must be between the ages of 18 and 25 and have a High School Diploma, GED, and/or pass a math and reading assessment).

WICA: Certified Logistics Associate (CLA)

WICA: Forklift - Forklift Operation & Safety

WICA: OSHA 10-hour General Industry Training

WICA: Warehousing and Inventory Control Specialist (WICS) Program

Certified Logistics Associate (CLA)

Continuing Education Course Description:

The CLA is a nationally recognized certification program developed by Manufacturing Skills Standards Council (MSSC) that acknowledges the completion of rigorous coursework in logistics and supply chain for entry level positions. This certification program focuses on the general knowledge of transportation/logistics and the associated functions necessary for the delivery of goods. Obtaining the CLA requires successful completion of a comprehensive exam.

Subject Areas for CLA:

- Global Supply Chain Logistics
- Logistics and Transportation
- Safety Principles
- Material Handling Equipment
- Workplace Communication

In-Person or Online: In-Person

Length of Time: 36 hours

Cost: Some classes are grant-funded, so please call for eligibility. (Participants in grant-funded courses must be between the ages of 18 and 25 and have a High School Diploma, GED, and/or math and reading assessment).

Textbook: Materials included in course costs

Requirements: High School Diploma, GED, and/or math and reading assessment

Successful Completion: Certified Logistics Associate (CLA) designation from the Manufacturing Skills Standards Council (MSSC) after passing the computer-based exam. Baltimore City Community College Certificate of Completion (3.5 CEUs). Students will also have access to their transcripts.

Job Outlook: O*Net Code 53-7064.00 – Material handlers. O*Net is an online, occupational information network that has up-to-date information on many occupations. www.onetonline.org

Contact Information:

Gregory Buie
Program Manager
(410)-462-8260
gbuie@bccc.edu

Forklift – Forklift Operation & Safety

Continuing Education Course Description:

This course covers current OSHA regulations governing authorized powered industrial truck operators, including lifting principles, load rating, stability, and safe operating techniques. Students will demonstrate turning on/off a forklift, starting & stopping, raising & lowering lift, driving forward & reverse, driving up & down a ramp, maneuvering forward & reverse, and slinging a suspended load. Performance is evaluated based on industry standards for procedure, safety, and manipulative skills.

In-Person or Online: In-Person

Length of Time: 8 hours

Cost: Some classes are grant-funded, so please call for eligibility. (Participants in grant-funded courses must be between the ages of 18 and 25 and already have a High School Diploma/GED and/or pass a math/reading assessment).

Textbook: Materials included in course costs

Requirements: High School Diploma, GED, and/or math and reading assessment

Successful Completion: OSHA 3-year Forklift Certification Card and Baltimore City Community College Certificate of Completion (0.8 CEUs). Students will also have access to their transcripts.

Job Outlook: O*Net Code O*Net Code 53-7064.00 – Material handlers. O*Net is an online, occupational information network that has up-to-date information on many occupations. www.onetonline.org

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OSHA 10-Hour Training

Continuing Education Course Description:

The 10-hour General Industry Outreach Training Program is intended to provide an entry level worker's general awareness on recognizing and preventing hazards in a general industry setting. The Occupational Safety and Health Administration (OSHA) 10-hour training course also provides students with an overview of how OSHA operates.

In-Person or Online: In-Person

Length of Time: 10 hours

Cost: Some classes are grant-funded, so please call for eligibility. (Participants in grant-funded courses must be between the ages of 18 and 25 and High School Diploma, GED, and/or math and reading assessment).

Textbook: Materials included in course costs

Requirements: High School Diploma, GED, and/or math and reading assessment

Successful Completion: OSHA 10-Hour General Industry Outreach Department of Labor Course Completion Card and Baltimore City Community College Certificate of Completion (1 CEUs). Students will also have access to their transcripts.

Job Outlook: This course can be applied to a variety of professions

Contact Information:

Gregory Buie

Program Manager

(410)-462-8260

gbuie@bccc.edu

Warehousing and Inventory Control Specialist (WICS) Program

Continuing Education Course Description:

This 48-hour program immerses students in our state-of-the-art warehouse training facility where they gain hands-on experience covering the full range of warehousing and inventory control transactions. Beginning with our loading dock, students learn the proper techniques for receiving and shipping products in a fast-paced environment. For those with their Forklift Certification, students will gain additional experience in transporting pallet loads. Moving to our warehouse, students learn the importance of proper stocking (put-away) and order processing (picking) processes as they relate to improving a company's competitiveness and profitability. At each of these stages, students will utilize barcode scanners and a warehouse management system (WMS) for managing inventory transactions. Upon successful completion of BCCC's program, students will be familiar with inventory documentation (Bills of Lading, Pick Tickets, Discrepancy Reports, etc.), proper inventory control techniques (Physical Inventory, Cycle Counting, FIFO, etc.), and inventory control measurements (order fill-rates, being on-time, basic quality audits, etc.)

In-Person or Online: In-Person

Length of Time: 48 hours

Cost: Some classes are grant-funded, so please call for eligibility. (Participants in grant-funded courses must be between the ages of 18 and 25 and have a High School Diploma, GED, and/or pass math and reading assessment).

Textbook: Materials included in course costs

Requirements: High School Diploma, GED, and/or pass math reading assessment

Successful Completion: Baltimore City Community College Certificate of Completion (4 CEUs). Students will also have access to their transcripts.

Job Outlook: O*Net Code 53-7064.00 – Material handlers. O*Net is an online, occupational information network that has up-to-date information on many occupations. www.onetonline.org

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