

## **APICS Essential Skills for Warehouse and Distribution Employees**

### **12 Sessions, 24 Hours**

## **On-line, Instructor-Led, “Virtual Classroom” via ZOOM**

### **Course Description**

This course focuses on fundamental concepts related to Warehousing and Distribution Management. It addresses the sourcing, stocking, and distribution of products direct to customers or through complex supply chain distribution channels. Major topics covered in this course are: Inventory Planning and Control, Warehouse Management, Logistics, and Transportation, and Distribution Planning.

### **Audience**

This course is ideal for both new and experienced warehouse employees (Stock Clerks, Shipping and Receiving Clerks, Material Handlers, Inventory Planners Transportation Specialists, and other warehouse associates who want to hone their job skills and gain practical knowledge in the field of Warehouse & Distribution Management.

### **Prerequisites**

If the course is online, each participant must have access to a computer (no shared computer with other participants) and a reliable internet connection. It is strongly recommended that students have a basic knowledge or some experience in warehouse operations.

### **Topics and Course Content**

#### **Inventory Management (PDL-4)**

- Basic functions and types of inventory
- Strategic inventory management
- Inventory replenishment and safety stock

#### **Warehouse Management Concepts (PDL-7)**

- Warehouse Management functions
- Warehouse strategies, 3PL's
- Warehouse roles and activities

#### **Distribution and Logistics (PDL-2)**

- Supply and Distribution Channel structure
- Distribution function roles and activities
- Logistics strategy

#### **Distribution Planning (PDL-5)**

- Push vs pull systems
- Distribution Requirements Planning DRP

#### **Packaging and Material Handling (PDL-8)**

- Warehouse design and layouts
- Materials Handling and storage systems

#### **Transportation Management (PDL-9)**

- Fundamentals of transportation management
- Logistics and outsourcing models

## Learning Goals and Results

Students will learn the basic terms, concepts, and best practices used by Warehouse and Distribution Management professionals that can immediately be applied in performing their current job and/or used to prepare for a next level job opportunity. The terminology and concepts learned in this course will also aid students in preparing for APICS Certification exams for Production & Inventory Management (CPIM), Supply Chain Management (CSCP) or Logistics, Transportation & Distribution (CLTD).

**Employment Training Panel (ETP) Cost: \$513.00 per employee\***

***Non-ETP COST: \$1,065.00 per employee***

### **WHEN:**

**Tuesdays AND Thursdays  
March 25, 2025 – May 1, 2025  
5:00 pm to 7:00 pm**

### **WHERE:**

**On-line, Remote  
"Virtual Classroom"  
Via Zoom**

**For more information or to register, please contact Jocey Hogan  
at 661.362.5657 or [jocey.hogan@canyons.edu](mailto:jocey.hogan@canyons.edu)**

\*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a participant fee, per trainee, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details on eligibility requirements.

