



Houston Community College

The Logistics Center of Excellence

**LGMT 1321 – INTRODUCTION TO MATERIALS HANDLING
CRN 77945**

**SE-Workforce Building/Hybrid
Workforce Bldg. Room 213
Tues & Thursday 7 PM –8:30 PM**

Instructor: *Prof. James L. Battieste*
Contact Information: *713-718-5199*
James.battieste@hccs.edu

Office location and hours

Please feel free to contact me at any time concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to contact me! 713-718-5199

**Southeast Campus Workforce Development Bldg.
6815 Rustic Street, Bldg. E202**

Course Description This course introduces the concepts and principles of materials management to include inventory control and forecasting activities.

Prerequisites COREQUISITES:

PREREQUISITES: Must be placed into GUST 0342 in reading, ENGL 0300 or 0347 in writing and MATH 0312 in math

Program Learning Outcomes Completion of the FA program will offer students the opportunity to:

1. Solve transportation problems utilizing knowledge of world geography and the transportation system.
2. Explain the total supply chain management and function in distribution
3. Explain logistics/supply chain terms.
4. Demonstrate understanding of technological factors of logistics in international trade.
5. Apply forecasting techniques to various facets of supply chain management.

Course Student Learning Outcomes Upon completion, you will be able to:

1. Explain the various topic terms and how they relate to the overall concept of materials management.
2. Apply forecasting techniques related to inventory control.
3. Interpret the principles of materials handling as it relates to time, form, and place utility.

SCANS or Core Curriculum Statement and Other Standards

Explain the various topic terms and how they relate to the overall concept of materials management.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Apply forecasting techniques related to inventory control.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Interpret the principles of materials handling as it relates to time, form, and place utility.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Instructor Requirements

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
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up procedures
- 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 needed

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- 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

Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in this course. To complete this course you will be required to successfully complete the following:

Course Schedule

Date	Content	Assignment Due
08/25	Orientation Introduction Chapter 1	
08/27	Chapters 2/3	Chapter 1 Chapter Questions
09/01	Chapters 4/5	Chapter 2 Questions 1-15 Chapter 3 Questions 1-15
09/03	Chapter 6	Chapter 4 Questions 1-15 Chapter 5 Questions 1-15
09/08	Chapter 8	Chapter 6 Questions 14-28
09/10	Chapter 9	Chapter 8 Questions 14-28
09/15	Chapter 10	Chapter 9 Questions 1-10 Chapter 10 Question 1-10
09/17	Mid Term Exam	
09/22	Chapter 11	Review Mid Term Exam
09/24	Chapter 14	Chapter 11 Questions 1-15
09/29	Chapter 14	Chapter 14 Questions 1-25
10/01	Chapter 15	
10/06	Chapter 15	Chapter 15 Questions 1-20
10/08	Chapter 16	
10/13	Chapter 16	Chapter 16 Questions 1-20
10/15		Final Exam

Instructional Methods

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning supply chain management by modeling good teaching strategies and implementing scenarios and real-life examples that allow you to connect the information that you learn in this course to the real world.

As a student wanting to learn about materials handling, it is your responsibility to read the assigned chapters in the textbook, submit assignments on the due dates, study for the exams, participate in face-to-face classroom activities, utilize the online component of the course, and enjoy yourself throughout the experience.

Assignments and Assessments

Student Assessment(s) **Student Evaluation** The following departmental grading system will be used to evaluate student's performance in this course:

Attendance	25
Chapter Questions	25
Mid Term Exam	25
Final Exam	25
Total	100

HCC Grading Scale

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
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.

Grading Criteria

I will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. I welcome your observations on what you discover and may be able to assist you in finding resources that will improve your performance.

Instructional Materials

Arnold, T., & Chapman, S. (2007). *Introduction to materials handling* (7th Ed). New York, NY: Prentice Hall. ISBN: 978013137-6705

HCC Policy Statements

Access Student Services Policies on their website:

<http://hccs.edu/student-rights>

Access DE Policies on their Web site:

All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/de/de-student-handbook>

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

HCC Policy HCC ADA STATEMENT (Services to Students with Disabilities) Statement:

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester.

Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, please contact (713) 718-8397 or the Disability Counselor at your college. To visit the ADA Web site, please visit www.hccs.edu then click on Information for... Students, scroll down the page and click on the words Disability Services.

Southeast ADA Counselor: Mr. John Reno, MA, CRC – Tel. (713)718-8397 or (713)718-7144

Access Student Services Policies on their Web site:

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

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Access Student

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

Services Policies

on their Web site:

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CAREER PLANNING

The Virtual Career Center assists HCC students and alumni with career planning, assessments, job search and many other resources. Orientations and registration for the Career Planning Centers are available at all HCC campuses.

<http://www.hccs.edu/district/students/career-planning/>

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Cynthia Gaza, 713-718-2373 Director of Logistic, Suite 202 Workforce Building, Houston Community College Southeast Campus.