



Course Syllabus
Introduction to Business Logistics
LMGT 1319-0001

SPRING 2017

CRN: 14708

James Battieste
713-718-5199
James.battieste@hccs.edu

Southeast College, Workforce Building Suite 202
Monday 10:30 – 2:00 PM

Hybrid Course 02/13/2017 – 05/14/2017

Credit Hours: 3

Lecture Hours: 3

Laboratory Hours:

External Hours:

48.00

12 Weeks

LECTURE/HYBRID

Hybrid courses meet half the time in a traditional face-to-face classroom environment and deliver the remainder of the course through various electronic means (online, Eagle Online, podcasts, online video and audio formats, and new technologies). Students are prepared to spend as much time engaged in course activities as in a traditional class, even though they will not be physically present. The electronic and face-to-face portions of hybrid classes will be apportioned weekly so that every week during the semester includes electronic instruction.

LMGT 1319 Intro/Business Logistics

A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, and distribution.

FREQUENT REQUISITES

- MATH 0306 (Basic Math Pre-Algebra)
- GUST 0342 (9th -11th Grade Reading)
- ENGL 0300 or 0347

1. Demonstrate understanding of technological factors of logistics in international trade.
2. Apply forecasting techniques to various facets of supply chain management.

3. Solve transportation problems utilizing knowledge of world geography and the transportation system.
4. Explain the total supply chain management and function in distribution
5. Explain logistics/supply chain terms.

1. Explain the terms and how they relate to the overall concept of logistics.
2. Explain the legal aspects and regulatory agencies as they relate to logistics management.
3. Demonstrate ability to apply decision-making techniques based on time, materials, and space.

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SCANS

Explain the terms and how they relate to the overall concept of logistics.

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

Explain the legal aspects and regulatory agencies as they relate to logistics management.

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

Demonstrate ability to apply decision-making techniques based on time, materials, and space.

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

Explain the terms and how they relate to the overall concept of logistics.

No assignments selected for this outcome

Explain the legal aspects and regulatory agencies as they relate to logistics management.

No assignments selected for this outcome

Demonstrate ability to apply decision-making techniques based on time, materials, and space.

Assignments selected for this outcome

Chapter Discussions, Key terms, Review questions, and chapter quizzes assignments and Mid Term and Final Exam will be assessed and to determine an appropriate grade.

Each Late Assignments Grades Deducted 10 Points

	Assignments Due Dates	Assignments
02/13		Welcome, review Course contents, Syllabus, Assignments, Internet Activities.
		Introduction to Logistics

Read Chapter 1	02/13 02/ 02/02	Chapter 1 (1) Define Key Terms. (2) Question for Discussion and Review (1-10). (3) Check your knowledge.
Read Chapter 2	02/05 02/08 02/09	Chapter 2 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (1-10). (3) Check your knowledge
Read Chapter 3	02/12 02/14 02/16	Chapter 3 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (10). (3) Check your knowledge.
Read Chapter 4	02/19 02/14 02/16	Chapter 4 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (10). (3) Check your knowledge.
Read Chapter 5	02/26 02/28 03/02	Chapter 5 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (10). (3) Check your knowledge.
Spring Break	03/12 – 03/18	
Read Chapter 7	03/19 03/21 03/23	Chapter 7 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (10). (3) Check your knowledge.
Read Chapter 8	03/26 03/28 03/30	Chapter 8 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (10). (3) Check your knowledge.
Read Chapter 10	04/02 04/05 04/06	Chapter 10 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (1-10). (3) Check your knowledge.
Read Chapter 11	04/09 04/11 04/13	Chapter 11 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (1-10). (3) Check your knowledge.
EGLS3		Complete EGLS Survey
Read Chapter 12	04/16 04/18 04/20	Chapter 12 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (10). (3) Check your knowledge.
Read Chapter 13	04/23 04/25 04/27	Chapter 13 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (10). (3) Check your knowledge.
Read Chapter 14	04/30 05/01 05/03	Chapter 14 Assignments: (1) Define Key Terms. (2) Question for Discussion and Review (10). (3) Check your knowledge
FINAL EXAM	05/10	Final Exam

Each Late Assignments Grades Deducted 10 Points

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 Survey System online near the end of the term.

Grading Rubric

Activities	Pts
Key Terms	24
Chapter Discussion	24
Chapter Quizzes	24
EGLS3	04
Final Exam	24
Total	100

Hcc Grading Scale

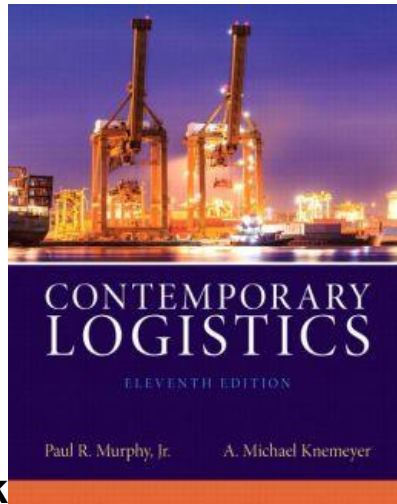
A =	90 -100
B =	80 - 89
C =	75 - 79
D =	70 - 74
F =	< 70

FX (Failure due to non-attendance) 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 reenroll to receive continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course. Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory



Course Material Textbook

Contemporary Logistics, Paul R. Murphy, Jr. & Donald F. Wood, 11th ed,
ISBN 13: 978-0-295346-7

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

HCC ADA STATEMENT (Services to Students with Disabilities)

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations through the Disability Services Office. For questions, please contact (713) 718-8397 or the Disability Counselor at your college. To visit the ADA Webpage, click on the words Disability Services. **Southeast ADA Counselor:** Mr. John Reno,

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

Title IX

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that prohibit discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. If you have a disability and need accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct should be reported promptly. Know your rights and how to avoid these difficult situations.

Long in to www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button for the number.

HCC ATTENDANCE POLICY

Class Attendance

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Early Alert

HCC has instituted an Early Alert process by which your professor may alert you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the AskOnline button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes: ,

- A. Copying from another students test paper;
- B. Using materials not authorized by the person giving the test;
- C. Collaborating with another student during a test without authorization;
- D. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- E. Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another s work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.

(See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook - (for further information regarding Academic Dishonesty refer to:

http://distance.hccs.edu/decounseling/DE_student_handbook.htm.

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 **Cynthia Garza, Director, Logistics Center of Excellence, Southeast College, Workforce Building Suite 202 Tel: 713-718-7049** Houston Community College System.



**HOUSTON COMMUNITY COLLEGE SYSTEM
SOUTHEAST COLLEGE
LOGISTICS CENTER OF EXCELLENCE**

Increase Student Completion

HCC College: Southeast

STUDENT SURVEY

<i>Name:</i>	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
<i>Student Empl ID #</i>			
<i>Phone Numbers</i>			
Home:		Cell:	
<i>E-mail address:</i>			
<i>Semester:</i>		<i>Instructor: Tiffany Carrethers</i>	
IAAR Interactive Academic Advising Report (completed online)			
Have you declared a major? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, please see an Advisor.			
Graduation Target Date: _____		Program/Major: _____	
(Student must apply for graduation online via the Student Center in PeopleSoft)			

Employment History			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, start date: _____			
Is your employment <input type="checkbox"/> Part-time? or <input type="checkbox"/> Full-time?			
If you are employed, please complete the following:			
Employer	_____		
Address	_____		
City	State	Zip	Phone#
_____	_____	_____	_____
Comments:			

If you have any **This form will be saved and**

Submitted to the HCC Southeast College, Workforce Development, Suite 202, Bldg E, .

College and Career Planning
Student Success
LOGISTICS CENTER OF EXCELLENCE
Increase Student Completion

You must complete an online application for **graduation** in order to receive your certificate or degree and be listed as a completer.



Name: _____
Print "your" Name

I, _____, have been given information regarding
Student Name (Print)

the above listed items.

Date: _____

Instructor Name (Print): _____

College _____

Course _____

**This form will be saved and submitted to the HCC Southeast College, Workforce Development,
Suite 202, Bldg E, .**



Student Success
Organizational Stewardship
LOGISTICS CENTER OF EXCELLENCE

STUDENT ADVISEMENT CHECKSHEET

When teaching Logisticsy/Business Administration/Marketing courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **IAAR-Interactive Academic Advising Report (completed online via the Student Center in PeopleSoft)** (contractual agreement)?

➤ Yes No

Have you been made aware of the importance of completing an online application for **graduation** in order to receive your certificate or degree?

➤ Yes No

Have you been given **Virtual Career** information?

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

➤ Yes No

Student Name (Print)

Date

This form will be saved and submitted to the HCC Southeast College, Workforce Development, Suite 202, Bldg E, .

Thank you for completing the surveys!