



Course Syllabus
Introduction to Business Logistics
LMGT 1319-0020

Semester with Course Reference Number (CRN)	FALL 2017 33672
Instructor contact information (phone number and email address)	James Battieste 713-718-5199 James.battieste@hccs.edu
Office Location and Hours	Southeast College, Workforce Building Suite 202 TUE. 7:00 pm – 8:30 PM
Course Location/Times	Hybrid/Lecture 09/11/2017 – 12/16/17
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: External Hours:
Total Course Contact Hours	48.00
Course Length (number of weeks)	Sept. 11, 2017 – December 17, 2017 14 Weeks
Type of Instruction	Hybrid/Lecture
Course Description:	A systems approach to managing activities associated with traffic transportation, inventory management and control, warehousing, order processing, and materials handling.
Course Prerequisite(s)	FREQUENT REQUISITES <ul style="list-style-type: none">• MATH 0306 (Basic Math Pre-Algebra)• GUST 0342 (9th -11th Grade Reading)• ENGL 0300 or 0347
Academic Discipline/CTE Program Learning Outcomes	<ol style="list-style-type: none">1. Demonstrate understanding of technological factors of logistics international trade.2. Apply forecasting techniques to various facets of supply chain3. Solve transportation problems utilizing knowledge of world geo the transportation system.

Course Student Learning Outcomes (SLO): 4 to 7

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

SCANS and/or Core Curriculum Competencies: If applicable

Instructional Methods

Student Assignments

4. Explain the total supply chain management and function in dist
5. Explain logistics/supply chain terms.

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

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

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

SCANS

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

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.

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Foundation Skills - Basic -Speaking

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

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing

Foundation Skills - Basic -Mathematics

Foundation Skills - Basic -Listening

Foundation Skills - Basic -Speaking

EAGLE ON-LINE

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

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 materials, and space.

No assignments selected for this outcome

Chapter Discussion, Review question, chapter quizzes assignment Exam will be assessed to determine understanding and comprehension of course and to determine an appropriate grade.

Due Date	Activities	Assignm
09/05/17	Orientation	Welcome Syllabus Survey
09/17 09/19 09/21	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 1 Overview
09/25 09/26 09/28	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 2 Logistics/ Technolo
10/01 10/03 10/05	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 3 Strategic Financial
10/11 10/13 10/14	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 4 Organiza Managem Logistics
10/17 10/18 10/19	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 5 The Supp Managem Concept
10/23 10/24 10/26	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 7 Demand Managem Custom
10/30 11/01 11/02	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 8 Inventory Managem
	EGLS₃ -- Evaluation	
11/05 11/07 11/09	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz (2) Key Terms	Chapter 9 Facility Lo
11/13 11/14	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 1 Warehou Managem

11/16		
11/20 11/21	(1) Key Terms Definitions (2) Chapter Quiz	Chapter Packaging Material
11/27 11/28 11/29	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 3 Transport
12/04 12/05 12/06	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 3 Transport Managemen
12/09 12/11 12/12	(1) Key Terms Definitions (2) Chapter Discussion & Review Questions (3) Chapter Quiz	Chapter 3 Internatio Logistics
12/14	FINAL EXAM	

Instructor's Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula e student grades are to be derived
- Facilitate an effective learning environment through class discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdraw and make up
- Provide the course outline and class calendar which will i description of any special projects or assignments
- Arrange to meet with individual students before and after required

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

- Attend class and participate in class discussions and acti
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Midterm Exam / Final Exam
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, har assignments

Program/Discipline Requirements: If applicable

N/A

HCC Grading Scale:

A = 100- 90	4 points per semester
B = 89 - 80:	3 points per semester
C = 79 - 70:	2 points per semester
D = 69 - 60:	1 point per semester h
59 and below = F	0 points per semester
FX (Failure due to non-attendance)	0 points per semester
IP (In Progress)	0 points per semester

W (Withdrawn)	0 points per semester
I (Incomplete)	0 points per semester
AUD (Audit)	0 points per semester

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 continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not re-enroll themselves prior to the withdrawal deadline may either be dropped by the professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attendance. 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 and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade point value by the number of semester hours attempted. The grades "IP," "COM" and "AUD" do not affect GPA.

Instructor Grading Criteria

Activities	Pts
Discussion Questions (13)	26
Chapter Quizzes (14)	28
Final Exam	46
Total	100

Instructional Materials

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

Chapter Questions

Each Topic Chapters Assignments you are required to complete the chapter questions assigned and listed under the Chapter/Weekly tab. You are required to respond to the chapter questions with proper spelling, grammar, format, and references.

NO LATE ASSIGNMENTS WILL BE ACCEPTED.

INSTRUCTIONAL METHODS

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning business, modeling good teaching strategies, and organizing

and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

As a student wanting to learn about business, it is student's responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.

STUDENT ASSIGNMENTS

Assignments have been developed that will enhance student learning.

To better understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.

Late Assignments:

Students are expected to adhere to the weekly schedule of assignments printed in the course Syllabus. **Late assignments will not be accepted.**

Instructions for submitting assignments: Assignments may be submitted using Canvas online Only.

Make-Up Test Policy

Students are expected to adhere to the weekly schedule printed in the course syllabus.

No make-up tests will be given.

INSTRUCTOR REQUIREMENTS

As student 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
- ✚ 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 required

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

- ❖ Attend class and participate in class activities
- ❖ Read and comprehend the textbook
- ❖ Complete the required assignments and exams on time:
- ❖ Ask for help when there is a question or problem
- ❖ Complete the field study with a 70% passing score
- ❖ Ask for help when there is a question or problem
- ❖ Keep copies of all paperwork, including this syllabus, handout and all assignments
- ❖ **Complete the EGLS3, Evaluation for Greater Learning Student Survey**

PROGRAM/DISCIPLINE REQUIREMENTS

Business Administration is determined to prepare students with the knowledge and skills

needed to succeed in today's dynamic work environment. Students in Introduction to Business must be able to budget their time and perform class -related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the business environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

HCCS GRADING

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
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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.

For Health Science programs, see the Program/Discipline Requirements section for specific grading requirements.

HCC Polices

HCC Policy Statement:

Library Services <http://library.hccs.edu/home>

Tutoring services <http://library.hccs.edu/home>

HCC Policy Statements:

HCC Policy Statement: @

<http://www.hccs.edu/district/students/student-handbook/>

Academic honesty
Students' attendance
3-peaters
Withdrawal deadline

Veteran @ <http://www.hccs.edu/district/students/va/>

HCC Campus Carry @ [http://](http://www.hccs.edu/district/departments/police/campus-carry/)

<http://www.hccs.edu/district/departments/police/campus-carry/>

DE Policies @ <http://www.hccs.edu/online/course-resources/>

Title IX @ [http://](http://www.hccs.edu/district/students/anti-discrimination/)

<http://www.hccs.edu/district/students/anti-discrimination/>

ADA @ <http://www.hccs.edu/district/students/disability-services/ability-services-policies-and-procedures/#d.en.192679>

EGLS3 @ <http://www.hccs.edu/district/students/egls3/>

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.

Sexual Misconduct:

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all form of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity.

Title IC prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to progeny please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IC Coordinator and Section 504 Coordinator. All inquiries concerning HCC polices, compliance with applicable laws, statues, and regulation (such as Title VI, Title IC, and Section 504), and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity & Diversity, 3100 Main, (713) 718-8271, Houston TX 77266-7517 or

institutional.Equity@hccs.edu

Degree Plan

Students are encouraged to file a degree plan with a Counselor or the Business Administration Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Administration Department for information about filing a degree plan.

Virtual Career Center

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and soft-skills training. Orientations and registration are available at all southwest

College Campuses. <http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college>

Policy Statement:

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.

Student Services

INTERNATIONAL STUDENTS

International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

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

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 Ask Online 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:

- Copying from another student's test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- 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 means 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/de-counseling/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 Director of Logistics Center of Excellence, Cynathia Garza, Tel. 713-718-2747.