



Course Syllabus
Introduction to Business Logistics
LMGT 1319-0003

Fall 2016

CRN: 19434

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

Lecture/Hybrid
01/19/16 – 05/13/2016

Credit Hours: 3
Lecture Hours: 3
Laboratory Hours:
External Hours:

48.00

August 22, 2016 – December 11, 2016
16 Weeks

Lecture/Hybrid

A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

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

Eagle Online

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.

No assignments selected for this outcome

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

No Credit for Late Assignments

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
- 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 student's responsibility to:

- Attend class and participate in class discussions and activities
- 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, handouts and all assignments

No Credit for Late Assignments

Dates Open	Due Dates	Assignments
08/2222 – 08/24	08/22 – 08/24	Welcome, review Course contents, Assignments, Internet Activities.
08/29/16	Chapter 1 09/01 09/02 09/03	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
09/05	Chapter 2 09/08 09/09 09/10	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.

09/12	Chapter 3 09/15 09/16 09/17	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
09/19	Chapter 4 09/22 09/23 09/24	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
09/26	Chapter 5 09/29 09/30 10/01	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
10/03	Chapter 7 10/06 10/07 10/08	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
10/10	Chapter 8 10/13 10/14 10/15	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
10/17	Chapter 9 10/20 10/21 10/22	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
10/24	Chapter 10 10/27 10/28 10/29	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
10/31	Chapter 11 11/03 11/04 11/05	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3)

		Check your knowledge.
11/07	Chapter 12 11/10 11/11 11/12	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
11/14	Chapter 13 11/17 11/18 11/19	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
11/21	Review	
11/28	Chapter 14 12/01 12/02 12/03	Assignments: (1) Define Key Terms. (2) Question for Discussion and Review. (3) Check your knowledge.
12/05	Final	Chapter 14 Case Study
Note		EGLS3 Survey

No Credit for Late Assignments

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.

N/A

Grading Rubric

Activities	Pts
Key Terms	14

Discussion Questions (14)	28
Chapter Quizzes (14)	28
Mid Term	15
Final Exam	15
Total	100

Hcc Grading Scale

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

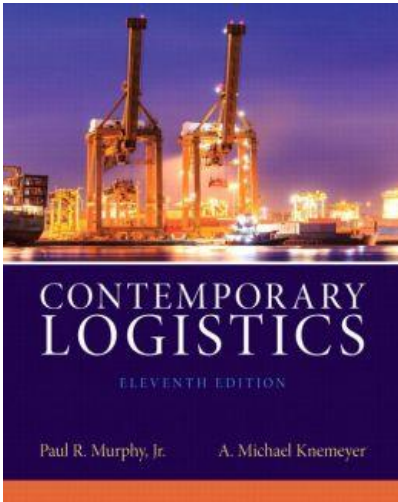
FX (Failure due to non-attendance) 0 points per semester hour

IP (In Progress)	0 p
W (Withdrawn)	0 p
I (Incomplete)	0 p
AUD (Audit)	0 p

IP (In Progress) is given only in certain developmental courses. The student must reenroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their 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-attending. 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.

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 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

<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 protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require 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 is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

*Log in to www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says **Login** and enter your student 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 student's 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
	WORKFORCE DEVELOPMENT DEPARTMENT
	Increase Student Completion
	HCC College: <u>Southeast</u>

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 No 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? Yes No If yes, start date: _____

Is your employment Part-time? or Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ State _____ Zip _____ Phone# _____

Comments: _____

If you have any questions, please call 713-718-5199, or Fax 713-87221 between 8:00 a.m. – 5:00 p.m.

Professor James Battieste

Logistic Lead Instructor, HCC Southeast College, Workforce Development
Suite 202 Building E, 6815 Rustic St. Houston, TX 77087

College and Career Planning
Student Success
Workforce Development Southeast College
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 _____



Student Success
Organizational Stewardship

Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology/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!