



Course Syllabus
Introduction to Business Logistics
LMGT 1319

Semester with Course Reference Number (CRN)	Spring 2015 45376
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 Wed. 9:00 AM – 12:30 PM
Course Location/Times	EAGLE ON LINE 02/14/2015 – 05/17/2015
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)	February 14, 2015 – May 17, 2015 12
Type of Instruction	On-Line Eagle On-Line
Course Description:	A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, 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 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.

Course Student Learning Outcomes (SLO): 4 to 7

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.

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

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

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

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

SCANS and/or Core Curriculum Competencies: If applicable

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

Instructional Methods

EAGLE ON-LINE

Student Assignments

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

Student Assessment(s)

Chapter Discussion, Review question, 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.

Due Date	Activities	Assignments
02/21	Orientation	Welcome, Syllabus, Student Survey
02/25	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 1 Overview of Logistics
03/01	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 2 Logistics/information Technology
03/06	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 3 Strategic and Financial Logistics
03/13	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 4 Organizational and Managerial Issues in Logistics
03/19	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 5 The Supply Chain Management Concept
03/25	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 6 Procurement
04/01	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 7 Demand and Order Management, and Customer Service
04/07	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 8 Inventory Management
04/10	MID-TERM EXAM	
04/15	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 9 Facility Location
04/20	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 10 Warehousing Management

04/26	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 11 Packaging and Material handling
05/01	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 12 Transportation
05/07	(1) Chapter Discussion and Review Questions (2) Chapter Quiz	Chapter 13 Transportation Management
05/12	(1) Chapter Discussion and Review Questions (2) Chapter Quiz EGLS₃ -- Evaluation	Chapter 14 International Logistics
05/15	Final Exam	

Instructor's 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
- 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

Program/Discipline Requirements: If

N/A

applicable

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
	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 re-enroll 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.

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.

Instructor Grading Criteria

Activities	Pts
Discussion Questions (14)	28
Chapter Quizzes (14)	28
Mid Term	22
Final Exam	22
Total	100

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

HCC Policy Statement:

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 word 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/>

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.

Distance education and/or Continuing Education Policies

Access DE Policies on their Web site: [http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2015-HCC-DE-Student-Handbook-\(Revised-1_7_15\).pdf](http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2015-HCC-DE-Student-Handbook-(Revised-1_7_15).pdf)

Access CE Policies on their Web site: <http://www.hccs.edu/continuing-education/students/financialaid/continuing-education/>

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. Cheryl Pleasants, 713-718-2373 Interim Division Chair, Suite 202 Workforce Building, Houston Community College Southeast Campus.



HOUSTON COMMUNITY COLLEGE SYSTEM
SOUTHEAST COLLEGE
WORKFORCE DEVELOPMENT DEPARTMENT

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>			
<i>Home:</i>		<i>Cell:</i>	
<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

Southeast College Workforce Development

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!