



**Logistics Center of Excellence  
Logistics and Global Supply Chain Management Department**

<https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>

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**LMGT 1321: Introduction to Materials Handling | Lecture | #CRN  
16774**

Fall 2021 | 16 Weeks (8.24.2020-12.13.2020)

Online

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Silvia Garcia, IB, MBA, CLT	Office Phone:	713-320-1723
Office:	Southeast Campus	Office Hours:	24/7 (By appointment)
HCC Email:	Silvia.degarcia@hccs.edu	Office Location:	Workforce building 202

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

The preferred method to contact me will be through email [silvia.degarcia@hccs.edu](mailto:silvia.degarcia@hccs.edu). Use the inbox in canvas to contact me. Note: If I don't reply within 24 hours or if you need immediate assistance, please call me at 713-320-1723. 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.

You may also contact the Logistics Department personnel listed below:

Program Coordinator:	James Battieste, <a href="mailto:james.battieste@hccs.edu">james.battieste@hccs.edu</a> , 713-718- 5199
Division Chair:	Ken Hernandez, <a href="mailto:kenneth.hernandez@hccs.edu">kenneth.hernandez@hccs.edu</a> , 713-718-2468
Division Admin Assistant:	Lyssa Wilson, <a href="mailto:melissa.wilson3@hccs.edu">melissa.wilson3@hccs.edu</a> , 713-718-5125

**What's Exciting About This Course**

LMGT 1321 introduces the concepts and principles of materials management to include inventory control and forecasting activities.

## My Personal Welcome

Hello and welcome to class! I'm delighted that you have chosen this course. One of my passions is to know as much as I can about all aspects of Logistics and Global Supply Chain Management, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and throughout your professional life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning this class 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. So please contact me whenever you have a question.

As a student wanting to learn, it is your responsibility to read the assigned chapters in the textbook, submit assignments on the due dates, study for the exams, and enjoy yourself throughout the experience.

### nextLearning - Fall 2020 Modalities

This semester, there are three modalities for HCC courses: Online Anytime, Online on a Schedule, and Flex Campus.

- **Online Anytime** classes are traditional online courses; coursework is online, and there are no meetings at specific times.
- **Online on a Schedule** classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings.
- **Flex Campus** are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This Class is **100% Online**.

### Prerequisites and/or Co-Requisites

LMGT 1321 requires placement into GUST 0342 in reading, ENGL 0300 or 0347 in writing and MATH 0306 in math. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

### Canvas Learning Management System

This section of LMGT 1321 will use will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

**HCC Online Information and Policies**

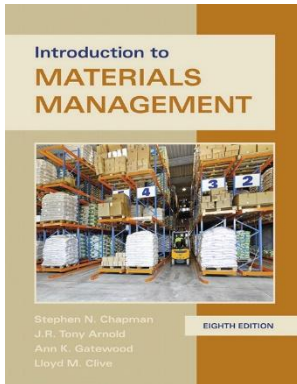
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

**Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

# Instructional Materials

## Textbook Information



The textbook listed below is **required** for this course.

**"Introduction to Materials Handling"** (8th Edition) by Arnold/Chapman (Pearson) ISBN: 9780134156323

Please note that we request textbooks from the bookstore, which is operated by Barnes & Noble Bookstores and not by Houston Community College. If you do not order/buy your books before classes begin, you may have difficulty obtaining a copy of the textbook. It is in your best interest to purchase your books **BEFORE** classes begin. You may also purchase your books from another textbook retailer.

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

LMGT 1321 introduces the concepts and principles of materials management to include inventory control and forecasting activities.

### Secretary's Commission Addressing Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the U.S. Secretary of Labor to determine the skills that U. S. employers want most in entry-level employees. The commission identified seven skills, (motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership). These workplace competencies and foundation skills have been designed into this course and into the curriculum for each program of study.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>

### Course Student Learning Outcomes (CSLOs)

Upon completion of LMGT 1321, the student 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.

### Learning Objectives

Learning Objectives for each CSLO can be found at [HCC Learning Web for Logistics](#)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

### Instructor and Student Responsibilities

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- 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
- Attain a raw score of at least 50% on the final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

**Reading Practice Homework:** Homework is vital to success in any class! Therefore, it is important that you do your homework regularly and get help immediately when you have questions. Homework will be regularly assigned throughout the semester. All reading assignments will be online on Canvas. Due dates are communicated in the course syllabus and on the Weekly Calendar located on the "Home page" on Canvas.

**Exams:** Exams will be administered regularly throughout the semester. All exams are online through Canvas. Their deadline will be communicated in the course syllabus as well as on Eagle Online Canvas.

**Discussions:** Discussions will be assigned throughout the semester and students will be required to contribute to the discussion by answering a set of questions or giving their opinion about a topic and responding to their classmate's contribution.

**Final Research Paper:** Students will carry out research on a topic that is related to a real life Global Organization. See detailed document regarding presentation in Canvas. Each student will prepare, record, and submit a 3-5 minutes video presentation through YouTube. Video link will be submitted through Canvas. You can also create and submit an mp4 video. The length of the paper is 3 pages, typed, and double-spaced with cover page and reference page not counted. At least one of the references should come from the HCC library resources.

### Grading Formula

Exams	600 points
Participation (class discussions and exercises)	200 points
Final Research Paper and Presentation	200 points
<b>TOTAL POINTS</b>	<b>1000</b>

Grade	Total Points
A	900+
B	800-899
C	700-799
D	600-699
F	<600

#### **Incomplete Policy:**

In order to receive a grade of Incomplete ("I"), a student must have completed at least 50% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

<b>Week</b>	<b>Dates</b>	<b>Topic / Assignments Due</b>
1	Monday, Aug 24	Read Syllabus and Course Description Post your Bio! Introduce yourself to your classmates
2	Monday, Aug 31	Read your book and review the class lectures for: Chapter 1: Introduction Complete Exams and chapter discussions located in Canvas
3	Monday, Sep 7	Read your book and review the class lectures for: Chapter 2: Production Planning System Complete Exams and chapter discussions located in Canvas
4	Monday, Sep 14	Read your book and review the class lectures for: Chapter 3: Master Scheduling Complete Exams and chapter discussions located in Canvas
5	Monday, Sep 21	Read your book and review the class lectures for: Chapter 4: Material Requirements Planning Complete Exams and chapter discussions located in Canvas
6	Monday, Sep 28	Read your book and review the class lectures for: Chapter 5: Capacity Management Complete Exams and chapter discussions located in Canvas
7	Monday, Oct 5	Read your book and review the class lectures for: Chapter 6: Production Activity Control Complete Exams and chapter discussions located in Canvas
8	Monday, Oct 12	Read your book and review the class lectures for: Chapter 7: Purchasing Complete Exams and chapter discussions located in Canvas
9	Monday, Oct 19	Read your book and review the class lectures for: Chapter 8: Forecasting and Demand Management Chapter 9: Inventory Fundamentals Complete Exams and chapter discussions located in Canvas
10	Monday, Oct 26	Read your book and review the class lectures for: Chapter 10: Order Quantities Chapter 11: Independent Demand Ordering Systems Complete Exams and chapter discussions located in Canvas
11	Monday, Nov 2	Read your book and review the class lectures for: Chapter 12: Physical Inventory and Warehouse Management Chapter 13: Physical Distribution Complete Exams and chapter discussions located in Canvas
12	Monday, Nov 9	Read your book and review the class lectures for: Chapter 14: Products and Processes Complete Exams and chapter discussions located in Canvas
13	Monday, Nov 16 Thanksgiving Week	Read your book and review the class lectures for: Chapter 15: Lean Production Complete Exams and chapter discussions located in Canvas



Week	Dates	Topic / Assignments Due
14	Monday, Nov 23	Read your book and review the class lectures for: Chapter 16: Total Quality Management Complete Exams and chapter discussions located in Canvas
15	Monday, Nov 30	Final Project Due by Sunday at 11:55 p.m.
16	Monday, Dec 7	Grades Processing

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

Assignments are open for more than a week before closing. Do not wait till the last minute to complete an assignment. There will be no make-up on all assignments because you have more than 1 week to work on an assignment and plenty of time to work ahead. There will be no makeup on exams except with instructor's prior permission.

This class is 100% online and offered through EagleOnline Canvas. Students are expected to have a working computer with internet access. If you are taking a HCC Online course(s), you must complete an Online Orientation for each course. The Online Orientation consists of 6 steps. Steps 1 and 2 are the same for every HCC Online section. Steps 3-5 may be different for every HCC Online section.

Visit the following website for HCC online resources.

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

### Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Disciplinary proceedings may be initiated by the college system against a student accused of scholastic dishonesty. Penalties can include a grade of "0" or "F" on the particular assignment, failure in the course, academic probation, or even dismissal from the college. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion." **Cheating** includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. **Plagiarism** means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. **Collusion** is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring the student to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or an assignment; or assigning a grade of "F" for the course.

Additional sanctions, including being withdrawn from the course/program or expelled from school, may be imposed on a student who violates the standards of academic integrity. See the Student Handbook for additional details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

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

### **Attendance Procedures**

Regular and prompt classroom attendance is a critical component of the educational experience because it prepares you the student to be effective and responsible citizen. Students are expected to contact the instructor regarding any absence before class, or within 24 hours in case of an emergency, just as they would contact an employer regarding any absence from their jobs. With proper notification, the student may be given the opportunity to make up missed work by the next class period. Students are responsible for any material covered in class during their absence. Regardless of the reason or excuse, excessive absences, tardiness, or early departures from class will negatively affect course grades. Because this is an online class, you are expected to login into the course regularly, complete all the reading assignments, quizzes, discussion exercises and exams on time and inform your instructor regarding any problems you may encounter in the course. In the online environment, you are responsible for reading the course announcements and completing all assigned work on time. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. In the online environment, the course analytics shall be used to verify how much time you are spending online and to check for the last time you logged into the course. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction. For this 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence. Students need to attend the first day of class and to log on to online classes on the first day of class. THIS IS A STATE OF TEXAS POLICY. It is not an instructor, department, or college created policy.

### **Student Conduct**

All HCC policies regarding attendance, withdrawal, academic honesty, students with disabilities, grading, and student rights will be followed in this course. Refer to syllabus section titled "Instructor's Requirements", "HCC Policy Statements", and "Grading" for more details as well as the Student Handbook.

### **Electronic Devices**

Cellphones should be on silent during class time.

## **Logistics and Global Supply Chain Management Program Information**

It is strongly recommended that students of this course ensure that their major is listed as Logistics and Global Supply Chain Management and that you notify the school of which certificate or degree plan you are following.

- Logistics Global Supply Chain Majors <https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>
- Logistics Global Supply Chain – Maritime Transportation Logistics Specialization – AAS <https://www.hccs.edu/programs/areas-of-study/construction-industry--manufacturing/maritime-logistics/>
- Careers in Logistics <https://www.careeronestop.org/CompetencyModel/competency-models/transportation.aspx>
- Logistics COE Student Organizations <https://blogs.nvcc.edu/cci/2019/05/02/cci-participant-establishes-new-student-club-at-host-college/>
- Scholarships <https://www.hccs.edu/applying-and-paying/financial-aid/scholarships/>

Certain courses within this program lead to certification exams and have specific requirements as listed below:

1. LMGT 1170 should be taken before LMGT 1271. Both certification exams require that you be 18 years or older.
2. LMGT 1193 needs to be completed in the last semester and you should complete 75% of the AAS Degree or 60% of the Certificate. This course requires a permission code.
3. MART 1370 needs to be completed in the last semester and you should complete 75% of the AAS Degree or 60% of the Certificate. This course requires a permission code.

Once you have met the requirements for courses listed above which require a permission code, please contact the Division Chair's office at 713-718-5125 to get your code.

This program includes an Internship class, LMGT 2288 for Logistics students or LMGT 2389 for Maritime students. Students must complete 75% of the AAS degree or 60% of the Certificate before enrolling in these courses. Once you have met the requirements, you will contact the Division Chair's office at 713-718-5125 to get the permission code to enroll. Please note that the Internship courses require you to have a position in the Logistics industry, paid or volunteer. LMGT 2288 requires that you must work a minimum of 12 hours per week and LMGT 2389 requires that you must work a minimum of 18 hours per week. Additionally, these courses may not be taken together in the same semester.

## **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints

- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

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

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

### **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a

campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

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 forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, 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](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### **Department Chair Contact Information**

Division Chair: Ken Hernandez, [kenneth.hernandez@hccs.edu](mailto:kenneth.hernandez@hccs.edu), 713-718-2468  
Division Admin Assistant: Lyssa Wilson, [melissa.wilson3@hccs.edu](mailto:melissa.wilson3@hccs.edu), 713-718-5125