

# Course Syllabus

IBUS 1341

Global Supply Chain Management

## ***Facilitator Information***

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## ***Text***

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PRIN.OF SUPPLY CHAIN MANAGEMT.-W/ACCESS  
REQUIRED PACKAGE |By WISNER  
EDITION: 3RD 12 PUBLISHER: CENGAGE L  
ISBN: 9780538475488

## ***Assignment Submission Process***

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### **Individual Assignments**

Review the course content forum for further instructions.

### **Grade breakdown**

Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
BELOW 60	F

## ***Course Description***

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This course emphasizes international purchasing or sourcing. Includes the advantages and the barriers of purchasing internationally, global sourcing, procurement technology, and purchasing processes. Emphasizes issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics. 3 credit hours.

## ***Policies***

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### **General Classroom Policies**

#### **VIRTUAL CLASSROOM CONDUCT**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

### ***Additional Classroom Policies***

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#### **Assignment Deadlines**

All assignments must be posted by 11:59 p.m., CST time, on the due date.

#### **Late Assignments**

Learners will lose 10% per day for late assignments up to 3 days. After 3 days, assignments will not be accepted, and a zero will be recorded. Technology issues do not constitute valid grounds for late assignment submission. In the event of a server outage, learners should email assignments to the facilitator and post the assignment when systems are restored.

#### **Feedback**

Feedback on all individual will be posted to the learner's *My Grades* forum within 6 days of the assignment submission date.

#### **DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES**

Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

#### **Technical Support**

Technical Support is available 24 hours a day, 365 days a year. Call **1-866-588-5281** if you are experiencing technical issues.

### **Course-Specific Policies**

Double-check your posts to ensure you have posted the correct, complete assignment. When posting attachments, be sure you post the correct attachment. After posting an attachment, go back to verify you posted the correct document and your document is visible. Technical difficulties are not an "excuse" for lateness or failure to attach documents.

### **Eagle Online Student User ID**

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Your Eagle Online login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From [www.hccs.edu](http://www.hccs.edu), under the column "CONNECT", click on the "Student System Sign In" link
- Then click on "Retrieve User ID" and follow the instructions.

Or use the direct link to access the Student Sign In page:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit the DE Technical Support website if you need additional assistance with your login.

### **HCC Course Withdrawal Policy**

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The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

**In order to withdraw from your DE class, you MUST first contact your DE professor, PRIOR to the withdrawal deadline to receive a "W" on your transcript.** After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an "F". It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may contact a DE counselor. However, please **do not** contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient.

Please contact the HCC Registrar's Office at 713.718.8500 to determine class withdrawal deadlines.

### **Student Services**

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#### **EARLY ALERT**

HCC has instituted an Early Alert process by which your professor will "alert" you through Distance Education (DE) counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

#### **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.

#### 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 appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

#### Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

#### NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA

Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. Please see the DE Student Services Additional Resources webpage for more information.

***Enjoy the Class.***

***Let me know if you have any questions.***

***Silvia Garcia IB, MBA***

***Faculty***

***Houston Community College***