

INTRODUCTION TO BUSINESS
LOGISTICS
LMGT 1319
SYLLABUS

COURSE DESCRIPTION

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

PREREQUISITES

None

COURSE GOALS

The primary objective is to give the student an understanding of the logistic manager's job. This will entail learning the various terms and how they relate to the overall concept of logistics management, discovering the legal aspects and regulatory agencies as they relate to logistics management and attain the ability to apply decision-making techniques based on time, materials, and space.

STATEMENT OF FOUNDATION SKILLS AND WORKPLACE COMPETENCIES (SCANS SKILLS)

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills U. S. employers want most in entry level employees. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership.

HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment. Towards this end, the following skills will be included in this course.

- **Exhibiting Interpersonal Skills**
 - Work on teams by completing in-class exercises. The exercises will involve analyzing, discussing, solving, reporting to class and making recommendations for cases, problems and scenarios. These exercises are part of the participation evaluation which counts 40% of the semester grade.

- **Demonstrating Basic Skills**
 - Reading and Speaking by researching at least three logistics companies and presenting your findings in front of the class. These presentations are part of the participation evaluation which counts 40% of the semester grade.

 - Writing by preparing a report on a logistics topic found in business newspapers, periodicals or the Internet. The report will be evaluated based on content, grammar, and length This report is part of the participation evaluation which counts 40% of the semester grade.

- Listening by participating in a logistics partnership team role-play demonstrating active listening and interpreting body language. The role-play is part of the participation evaluation that represents 40% of your grade.

INSTRUCTOR INFORMATION

Instructors will vary

TEXTBOOK INFORMATION

Murphy, Paul R. and Donald F. Wood, Contemporary Logistics, Ninth Edition, Prentice Hall, Upper Saddle River, New Jersey, 2008

LAB REQUIREMENTS

None

COURSE REQUIREMENTS AND GRADING POLICY

It is the policy of the Dean of Workforce that an Incomplete may be given only for extenuating circumstances (i.e., family illness, accident, or an unforeseen event occurring at final exam time). Individual instructors may use a variety of grading policies and create tailored course requirement to their courses.

TESTING

Individual instructors will create tests tailored to their course requirements.

MAKE-UP POLICY

Individual instructors may have makeup policies. (Many do not allow makeup exams) Students should check with their instructors.

PROJECTS, ASSIGNMENTS, PORTFOLIOS, PRESENTATIONS, SERVICE LEARNING, INTERNSHIPS, ETC.

Individual instructors will require projects and assignments based on their individual course requirements.

COURSE CONTENT

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student should be able to:

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

COURSE CALENDAR WITH READING ASSIGNMENTS

Reading assignments are associated with chapters covered on each exam. It is the student's responsibility to review the course syllabus insuring correct chapters are read and studied prior to each exam.

OTHER STUDENT INFORMATION

New Student User ID For Blackboard

Your new student login user ID will be [your HCC User ID \(sometimes referred to as the "W" number\)](#). All HCC students have a unique User ID. It is the same number you use for class registration. For

students who have taken DE classes in previous semesters, the login will no longer be “firstname.lastname” + the last 2 digit of your SS #. If you do not know your User ID you can look it up using the following links:

- o From the HCC home page, click on “Register Here”
- o On the Student Web Services page, click on “Registration (Online)”
- o Click on “Retrieve User ID” and follow the instructions.

Or use the direct link: <https://hccsaweb.hccs.edu:8080/servlets/clientservlet/sauat/?cmd=start>

The default student password will still be “distance.” As always, students will then be prompted to change their password after their first login. These new student login procedures apply to classes taught in both WebCT and Blackboard. Please contact desupport@hccs.edu if you need additional assistance with your log in.

ACADEMIC HONESTY

SCHOLASTIC DISHONESTY (HCCS 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 test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test;
- 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.

ATTENDANCE AND WITHDRAWAL POLICIES

In accordance with HCCS rules, the instructor has the authority to drop a student from any class after the student has been absent for periods equivalent to two weeks of class (6 classes). However, the student has the ultimate responsibility to withdraw from the course. If there are extreme circumstances that

require absence from class, it is the student's responsibility to notify the instructor. For additional information refer to the HCCS catalog.

The State of Texas has begun to impose penalties on students who drop courses excessively. That is, if you repeat the same course more than twice, you have to pay extra tuition. In addition, as of Fall 2007, students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

In order to withdraw from your class, you MUST contact your professor and this must be done PRIOR to the withdrawal deadline to receive a “W” on your transcript. If you do not withdraw before the deadline, you will receive the grade that you have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”).

Please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email or telephone with your professor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*

INTERNATIONAL STUDENTS

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

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 are 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 DSS Counselor for assistance.

Students who require testing accommodations need to schedule an appointment for testing to ensure that staff will be available for proctoring and to arrange for any adaptive equipment that may be required. Students should contact the instructor's "Instructional Support Specialist" (ISS) the week prior to each exam throughout the semester to confirm that the requested testing accommodations will be met.

USE OF CAMERAS OR RECORDING DEVICES:

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

GRADE APPEAL, REFUNDS, DISCIPLINE ISSUES and SEXUAL HARASSMENT POLICY

Refer to the Student Handbook, Catalog and Schedule.

ACTIVITIES

You have the opportunity to enhance your personal and intellectual growth by participating in a variety of activities. Those activities can be located in the Student Handbook or through the HCCS Web resources at: www.hccs.edu/handbookHome2.html.