



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

INTRODUCTION TO BUSINESS LOGISTICS

LMGT - 1319 - 87

DR. TOMMY "T-LOW" LOWRANCE

NOTE: This is a 16-week online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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Course Description:

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

Prerequisites and/or Corequisites:

There are no prerequisites and/or corequisites required.

Course Notes and Instructor Recommendations:

We will study a variety of areas of business that will benefit you whether you are working in QA, logistics, inventory, purchasing, etc. This Logistics course will maintain a logistics perspective. Our focus will be on how to effectively and efficiently get good quality products to our consumers—both foreign and domestic. For those of you who are seeking an AAS Degree in Supply Chain & Operations Management, this is a required course. But, we will learn a great deal—and have fun doing it!

Instructor Information:

Instructor Name: Dr. Tommy “T-Low” Lowrance, CSSBB

MCC Email: tlowrance@mclennan.edu

Office Phone Number: 254-299-8059; Cell Phone Number: 254-744-1873

Office Location: BT 210

Office/Teacher Conference Hours:

Face-to-Face Hours T/TH 8:30 am – 9:30 am

Online Hours M/W 9:00 am – 12:00 pm

Other Instruction Information:

Advising on Campus: T/TH 1:00 pm – 2:30 pm

Remote Advising M/W 1:00 pm – 2:30 pm

Zoom by appointments only Zoom ID: 254 299 8059 Password: leader

Required Text & Materials:

*****INSTRUCTOR NOTE:*****

This course is an inclusive access course. This means that the cost of your e-book has been included in your tuition. You will receive Orientation instructions on how to access your e-book and other materials by clicking and reviewing items in the Orientation—Start Here section under Content. Please follow these instructions closely to access your e-book. This course utilizes McGraw-Hill Connect, which is an interactive tool linked to your Brightspace shell.

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Title: Supply Chain Logistics Management

Author: Bowersox, Closs, Cooper, & Bowersox

Edition: 5th

Publisher: McGraw-Hill

ISBN: 978-0-07-809664-8 (McGraw Hill e-book in Connect)

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

1. This is an online course and will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
2. This course utilizes textbook reading, homework assignments, SmartBook exercises, online research for written and oral discussions, several quizzes, and exams to teach toward the course objectives. This online course represents the same course content and rigor of a face-to-face class. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course. Reading the textbook is not optional. You will likely need to read some of the text several times in order to gain an understanding of the material. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!
3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society.

Course Objectives and/or Competencies:

The goals of this course are that you:

1. Learn the objective content of the chapters you read;

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2. Apply the content of the chapters to specific situations in course assignments and on exams;
3. Take part in online research and discussions, assignments, and interactive learning;
4. Practice and improve your skills in thinking, speaking, and writing.

If all goes as planned, you will leave the course with an increased awareness of what is involved in logistics. Employees of large organizations, small organizations, non-profit organizations, manufacturing and service industries all face similar problems and different problems. We will examine many facets of logistics and how they fit into different organizations both foreign and domestic.

Course Outline or Schedule:

Week	Due Date	Assigned Reading	Assignments Due
1	1-16	Syllabus & Ch. 1 21 st Century Supply Chains	Connect Orientation SmartBook 2.0 Orientation Chapter 1 SmartBook Chapter 1 Homework
2	1-23	Chapter 2 Logistics	Chapter 2 SmartBook Chapter 2 Homework Top Transportation Systems (Written)
3	1-30	Chapter 3 Customer Relationship Management	Chapter 3 SmartBook Chapter 3 Homework Using 3PLs (Written)
4	2-6	Chapter 4 Procurement	Chapter 4 SmartBook Chapter 4 Homework Communication Quiz (Oral)
5	2-13	Chapter 5 Manufacturing	Chapter 5 SmartBook Chapter 5 Homework Test 1 Chapters 1-5
6	2-20	Chapter 6 Integrated Operations Planning	Chapter 6 SmartBook Chapter 6 Homework Lean Logistics (Oral)
7	2-27	Chapter 7 Inventory	Chapter 7 SmartBook Chapter 7 Homework Modes of Transportation (Written)
8	3-6	Chapter 8 Transportation (continued next page)	Chapter 8 SmartBook Chapter 8 Homework

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			Foreign & Domestic Shipping Documentation (Oral)
9	3-20	Chapter 9 Warehousing	Chapter 9 SmartBook Chapter 9 Homework Safety in Logistics (Oral)
10	3-27	Chapter 10 Packaging and Handling	Chapter 10 SmartBook Chapter 10 Homework Test 2 Chapters 6-10
11	4-3	No Required Reading	Logistics Manager Interview Quiz
12	4-10	Chapter 11 Global Supply Chains	Chapter 11 SmartBook Chapter 11 Homework Material Handling (Oral)
13	4-17	Chapter 12 Network Design	Chapter 12 SmartBook Chapter 12 Homework
14	4-24	Chapter 13 Operations Analysis & WSJ Bullwhip Effect article	Chapter 13 SmartBook Chapter 13 Homework Bullwhip Effect Quiz
15	5-1	Chapter 14 Collaboration	Chapter 14 SmartBook Chapter 14 Homework
16	5-3	Final Exam—All Chapters	Test 3 Chapters 11-14

Course Grading Information:

Connect & SmartBook Orientation	x	5%	=	_____
SmartBook Exercises (drop 2)	x	15%	=	_____
Chapter Homework (drop 2)	x	15%	=	_____
Semester Exams	x	30%	=	_____
Written Discussion Boards	x	10%	=	_____
Oral Discussion Boards	x	10%	=	_____
Bullwhip Effect Quiz	x	10%	=	_____
Interview Quiz	x	5%	=	_____

Total **100%** = _____

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

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Connect & SmartBook Orientation

Under Content and then Week 1, students will find 2 required Orientation assignments they must do for a grade. These assignments are designed to familiarize students to Connect and also SmartBook. Students must complete these 2 Orientation assignments within the first 2 weeks of class or they will be dropped from the course.

SmartBook Chapter Exercises—15%

SmartBook Chapter Exercises are a tool used by the publisher to address key topics in a fun, interactive way. These exercises utilize an artificial intelligence that recognizes how well a student is answering questions and adjusts the difficulty level based on responses. The key here is to finish the exercise for credit. I will drop your two lowest SmartBook grades.

Chapter Homework—15%

Throughout the semester, you will complete several homework assignments that correlate to the materials covered in the course. These assignments are very practical and focus on tasks and skills that are necessary in the business logistics environment. All assignments should help prepare you for success on the exams. I will drop your two lowest homework grades.

Semester Exams—30%

Periodically, you will be required to complete an exam that covers several chapters. You will have 1 attempt to complete each exam, and you will be given 60 minutes to answer 50 questions. If you have accommodations on file with MCC, those accommodations will be made accordingly.

Written Discussion Boards—10%

Students are expected to research and provide a brief summary (2-3 double-spaced content pages) of their findings to members of the class on three different research topics. Each student will be researching the same topics, so at this time you are NOT required to respond to each others' posts. This is simply a public way to gather information on an important topic and students are strongly encouraged to read their classmates' posts.

Oral Discussion Boards—10%

Students are expected to research and provide a brief oral summary of their research findings. These oral video recordings should last between 3-5 minutes. The professor MUST see you in the video discussing what you learned.

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Bullwhip Effect Quiz—10%

Students will be required to read an article posted by the professor in Week 14 and then take a quiz over the article. The quiz will be multiple choice and True/False and students will only be given 1 attempt to take the quiz. It will only be 10 questions and students will be given 10 minutes to take. If accommodations are required, then those will be made.

Interview Quiz—5%

During Week 11, students will be required to watch a recorded interview with a logistics manager and then take a quiz over questions provided by the instructor. This quiz will also be 10 multiple choice and True/False questions and students will be given 10 minutes to complete the quiz. There will only be 1 attempt and accommodations will be made for those with documented disabilities.

Late Work, Attendance, and Make Up Work Policies:

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned Due Date and time!** Remember, you can work ahead. There's no reason to get behind. If you miss the assigned due date for assignments, there will be a 50% penalty assessed. Late work will not be accepted beyond 1 week from the due date. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. If there is something that you believe may hinder the completion of an exam on time, it is your responsibility to contact the instructor to inform him before the deadline to take the exam has expired.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester.

Attendance

It is MCC's policy that all students must be present for 75% or more of the course. For online courses, attendance is measured by your online participation. If you fail to:

- (1) Complete the online orientation by the due date; or
- (2) Submit, completely and on time, any two weeks of activities, I reserve the right to drop you from the course or submit a failing grade for the course at my discretion.

If you do not complete the online orientation by the due date, you will be dropped from the course as "never attended." You may withdraw from the course and request a grade of "W" by the student-initiated drop date. If you fail to uphold the requirements of this policy, then you will receive the grade earned at the end of the semester.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the professor, prompt and regular attendance—even virtual, and an attitude that seeks to take full advantage of the educational opportunity. That means please demonstrate respect to all who participate in this learning environment at all times and in each interaction.

Please know that I read my email several times during the day; however, if you send me an email at 11 PM with a question you need answered before the class tomorrow I might not see it. I do not always read email on the weekends. Do not expect instantaneous responses from me via email. Additionally, although I provide you with my personal cell phone number, I am not always immediately able to respond. Please be kind and patient.

Lastly, integrity is critical in the business world and in academia. Cheating of any kind will not be tolerated. A zero will be given for the first instance of cheating; failure in the course will result from any additional instance. I will also escalate the matter on the second instance of cheating. This is particularly true with plagiarism. Plagiarism.org (2017) defined plagiarism this way:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

If you drop a class or are dropped from a class after the census date and before the last day for student-initiated withdrawals, the class will appear on your transcript with a grade of “W” but will not affect your grade point average. However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes.

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstances.

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C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.