

LMGT 1321- Introduction to Materials Handling, Online
Course Syllabus: Fall 2024

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	By Appointment	By Appointment	By Appointment	By Appointment	By Appointment	Anytime

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 Credit Hours

Introduces the methodology and process behind accurate demand forecast, techniques for inventory control, and effective use of sales and marketing intelligence to arrive at a consensus plan.

Prerequisite(s): None

Student Learning Outcomes:

1. Students will explain, remember, and apply the various topic terms and how they relate to the overall concept of materials management.
2. Students will explain and apply forecasting techniques related to inventory control.
3. Students will interpret the principles of materials handling as it relates to time, form, and place utility.

Evaluation/Grading Policy:

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work

Assignments	Points	Totals
Discussions Board Assignments	6 @ 50 points each	300 points
Exams	2 @ 100 points each	200 points
Review Questions	19 @ 20 points	380 points
Syllabus Course Acknowledgement Quiz	1 @ 100 points	100 points
Student Biography	1 @ 20 Points	20 points

TOTAL: 1,000 points

Final Grade Scale

Points	Percentages	Letter Grade
900-1,000	90-100%	A
800-899	80-89%	B
700-799	70-79%	C
600-699	60-69%	D
<599	0-59%	F

Description of Graded Work

Exams: The exams will consist of two multiple-choice exams. Each exam will be between ten and twenty questions each.

Discussion Board Assignments: Will consist of the following:

- 1.) Discussion Questions (DQ): Individual student response to questions for each assignment. These questions will be based on the chapter readings. The discussion questions will consist of a minimum fifty (50) word response total for all questions NOT 50 words per question. The discussion question responses are worth 20 points towards your final grade.
- 2.) Peer response (PR): Individual student response to a classmate's discussion questions. Since students will be responding to their classmates, the peer response will be posted in the same area as your discussion questions. The peer response is worth 5 points towards your final grade.
- 3.) Reading response (RR). The Reading response is a minimum one hundred (100) word response which can include:
 - a. A concise summary of chapter highlights (not a chapter outline) OR
 - b. Sharing how a topic in the chapter relates to your current or past work OR
 - c. Your take-away from the chapter (i.e. what key point was important to you and why).
 - d. Reading responses are worth 25 points toward your final grade.

Review Questions: For each assignment there will be a set of review questions designed to ensure students understand the chapter readings. These questions will be representative of the types of questions that will be on each exam. The review questions are worth 20 points toward your final grade.

Syllabus Acknowledgement Quiz: This is a short quiz that will test your understanding of the syllabus. This quiz is worth 100 Points towards your grade. Upon completion of this quiz, you will be certified as attending this class. Class certification is required by NTCC and not being certified in a class can negatively impact your enrollment status with the college.

Student Biography: The purpose of the biography is to introduce yourself to the class. Just tell us about your career interests and academic goals, whether you are a full or part time student, and

if you are already working in the logistics field. A biography is posted that you can use as a guide. This assignment is worth 20 points toward your final grade.

Required Instructional Materials: Operations & Supply Chain Management, 2nd Edition

Publisher: Cengage with MindTap (Publisher Material)
357-13169-5

ISBN Number: 978-0-

Optional Instructional Materials: None

Minimum Technology Requirements:

- Daily high-speed internet access
- Microsoft Office software (Word, Excel, PowerPoint)

Required Computer Literacy Skills:

- Word Processing skills
- Email skills

Course Structure and Overview:

This is an online class without any in person meeting. All work will be contained in the Learning Management System, (Blackboard) course and Cengage Mind Tap (Publisher Material).

Students are expected to complete all the readings of the required e-book chapters, watch videos and complete the online chapter activities. You will see that the course is divided into 8 weeks in the Blackboard portion. Each week you will be expected to complete certain online assignments for the chapters found in Mind Tap. This course requires daily computer and internet access. You should expect to spend no less than 3-6 hours a week in this course.

Communications:

- **EMAIL:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. When sending an email, please put the name of the class or title of the class in your subject line. This will help me respond quicker to your question or concern. All emailed questions to the instructor will be responded to within 24 hours, with the exception of weekends and holidays.

- **ANNOUNCEMENTS:** These can be found in Blackboard under the course link on your Blackboard homepage. Please make sure you are reading any announcements thoroughly when they are posted there.

Institutional/Course Policy:

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be

necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods

that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

ATTENDANCE: This is an online course without any on campus meetings. The only way that I know you are attending class is by your completion of class assignments. If you encounter specific circumstances (i.e. illness, death in your family) that prevent you completing class assignments, please let me know as soon as possible so that we can discuss how course work will be completed.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information

including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Intro. To Materials Handling, LMGT 1321- FALL 2024 - Assignment Schedule

ATTENTION:

Please refer to this page for assignment due dates. All online assignments due below must be turned in no later than 11:30PM on the corresponding due date to be considered for full points. Some assignments may be turned in late for partial credit. Please pay attention to the instructions for each assignment for more information.

WEEK 1: October 21st to October 26th

ONLINE: Read Syllabus
Complete Syllabus Acknowledgement Quiz
Complete Student Biography

WEEK 2: Assignment 1 due on November 2nd

ONLINE: Read Chapters 1, 2, and 4. Complete all online assignments by due date.

WEEK 3: Assignment 2 due on November 9th

ONLINE: Assignment 2: Read Chapters 9 and 10. Complete all online assignments by the due date.

WEEK 4: Assignment 3 due on November 16th

ONLINE: Assignment 3: Read Chapters 11 and 12. Complete all online assignments by the due date.

WEEK 5: November 17th to November 19th Exam 1 & Assignment 4

Exam 1 will be available for completion from November 17th to November 19th at 11:30 PM. This exam will cover chapters 1, 2, 4, and 9 thru 12.

Assignment 4 due on November 23rd

ONLINE: Assignment 4: Read Chapters 13 thru 15. Complete all online assignments by the due date.

WEEK 6: Week of November 25th No Assignments due

ONLINE: No assignments due because of the Thanksgiving Holiday. College will be closed starting on Wednesday, November 27th.

Final Day to Withdraw with a Grade of "W": Tuesday, November 26th*

WEEK 7: Assignment 5 due on December 4th & Assignment 6 due on December 7th

ONLINE: Assignment 5: Read Chapters 16 thru 17. Complete all online assignments by the due date.

ONLINE: Assignment 6: Read Chapters 18 thru 19 Complete all online assignments by the due date.

WEEK 8: December 8th to December 10th Exam 2

Exam 2 will be available for completion from December 8th to December 10th at 11:30 PM. This exam will cover chapters 13 thru 19.

ONLINE: Turn in any late Discussion Board Post for partial credit. By December 11th.

****Class officially ends on December 12th****