



Warehouse and Inventory Management, Logistics 104 OL

Spring 2013

5 credits

Instructor:

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Catalog Description

Warehouse and Inventory Management (LOG104) introduces students to practical concepts of warehousing and inventory management including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations. Students will gain a better understanding of warehouse processes through field trips and/or applied lab exercises.

Program Learning Outcomes – Business

Upon successful completion of the Associates in Applied Sciences degree in Business, students will:

1. Be able to identify, select, communicate, and implement sound and appropriate business management or logistic concepts, strategies, and best practices in the pursuit of effective and efficient business operations. (COM, CRT, RES, IIT, LWC)
2. Demonstrate an ability to critically evaluate, problem solve, make and communicate effective decisions about business or logistic situations. (COM, CRT, RES, LWC)
3. Display effective interpersonal communication; leadership; motivation; and team dynamics skills in their interactions with others. (COM, CRT, RES, LWC).
4. Communicate effectively about business management or logistic issues, including the demonstration of competence with a wide variety of electronic tools to research, analyze, manage, and present information orally and in writing. (COM, CRT, IIT)
5. Consistently apply, role model, and communicate high standards of ethical judgment and behavior in the conduct of personal and business affairs. (COM, CRT, RES, LWC)

Detailed Course Outcomes

1. Understand the role of warehousing in logistics and business. **PLO: 1**
2. Demonstrate an overall understanding and apply warehouse and inventory control fundamentals in accordance with standard company policy. **PLO: 1**
3. Understand the classifications of material handling equipment and typical applications for each type. **PLO: 1, 2**
4. Describe various receiving and put away practices/systems and storage systems in use in modern warehouse operations. **PLO: 1**
5. Demonstrate an overall understanding of bar coding/ RFID and other paperless technologies and the ability to operate bar coding/ RFID equipment and applications. Access the necessary markings required for asset identification. **PLO: 1, 4**
6. Describe the functions of Warehouse Management Systems/Inventory Management Systems and how they are used to maintain accurate inventory by using appropriate hardware/software to avoid shipping and billing errors. **PLO: 1, 2, 4**
7. Explain inventory and record control principles to assure timely delivery of materials according to company policy. **PLO: 1, 2**
8. Discuss the safety regulations and practices that minimize accidents and hazards in warehouse storage and movement. **PLO: 1, 2, 5**
9. Recognize unsafe material equipment and operations and offer corrective actions. **PLO: 1, 2,**

- 10. Define appropriate industry terminology and acronyms. **PLO: 1,**
- 11. Work effectively as a team member. **PLO: 3**
- 12. Apply Warehousing & Inventory Management principles through a series of hands-on exercises & projects. **PLO: 2,**

In addition to specific course learning outcomes, Tacoma Community College has identified six college-wide student learning outcomes that form the foundation of our educational emphasis: 1) communication (**COM**), 2) critical thinking & problem-solving (**CRT**), 3) responsibility & ethics (**RSP**), 4) information & information technology (**IIT**), 5) living & working cooperatively (**LWC**), and 6) core of knowledge (**COK**). These learning outcomes are denoted above.

Instructional Methods Used

Knowledge and skills will be gathered through recorded lectures, readings, audio and videocasts, web resources, virtual warehouse tours, and individual projects.

Logistics 104 is an online course which means that lectures and in-class materials are available on the course website. Although announcements and emails will let everyone know about course activities and weekly assignments, it is your responsibility to review the weekly activities and assignments posting and to complete requirements as they are due.

Textbooks & Supplemental Materials

- The primary reading for this course is three textbooks that are published by the Material Handling Institute and are available from the TCC bookstore. These books are:
 - Fundamentals of Warehousing and Distribution Vol I
 - Fundamentals of Warehousing and Distribution Vol II
 - Fundamentals of Warehousing and Distribution Vol III
- Other materials for this class will be found online as referenced by the course website.

Evaluation Criteria & Grading Standards

Your performance will be evaluated on the total number of points that you earn during the quarter. The course components and their point values are:

Component	Points Available (LOG 103)
Weekly online quizzes + Final Exam	600
Case study	250
Warehouse Research Project	100
Other assignments	150
Attendance	275
Total Points Available	1375

As this is an online course, you will be responsible for making sure that you keep up with assigned work including required submissions and quizzes. All work will be submitted online – if you have problems accessing and responding to assignments, you need to see me early in the quarter so that we can address this.

Weekly online quizzes will be posted by the end of each academic week. An email will advise students that the quiz is available. These are open book, open note, timed quizzes which will cover the week’s assignments and activities.

Case studies and other assignments will be announced as assigned and available through the course website. Submissions should be made online as well in accordance with established due dates.

A quarter-long large-scale **Case Study** will be assigned during the 4th week of the class. More information will be provided in class.

A **Final Exam** will cover all material in the course and will be available during the last week of class. Like the quizzes, this will be open book and timed with a defined due date.

Your grade for the quarter will be based on the percentage of available points according to the following scale:

GRADING SCALE

94% to 100%	A
90 to 93.9	A-
87 to 89.9	B+
83 to 86.9	B
80 to 82.9	B-
77 to 79.9	C+
73 to 76.9	C
70 to 72.9	C-
67 to 69.9	D+
63 to 66.9	D
60 to 62.9	D-
Less than 59.9%	E

Class Policies

- **Academic Dishonesty:** Academic dishonesty includes (1) cheating, (2) plagiarism, (3) fabrication, and (4) academic misconduct. Cheating is an act of dishonesty by which the student misrepresents that he or she has mastered information on an academic exercise that in fact has not been mastered. Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work without acknowledgement. Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Academic misconduct is the intentional violation of a college policy. **ACTS OF ACADEMIC DISHONESTY ARE SUFFICIENT GROUNDS FOR EARNING A GRADE OF "E" IN THE COURSE.**
- **Withdrawal:** Students may withdraw from the class before the 50th calendar day of the quarter following the procedures detailed in the TCC Catalog. Withdrawal before the 11th day of the quarter does not require an instructor's signature. Withdrawal between the 11th and 50th day of the quarter requires an instructor's signature and results in a grade of "WI" for the class. Saving a grade point average is not a valid reason to withdraw. For other situations and/or circumstances affecting withdrawal, please see the TCC Catalog and the instructor.
- **Challenges to Your Success:** If you are specially challenged to meet your learning objectives, please arrange to see me to discuss what the college and I can reasonably do to help you meet your goals. It is best to have the discussion early in the quarter.
- **Approved Excuse:** An approved excuse is defined as an excuse pre-approved by your instructor or a death in your immediate family or a severe illness to yourself or a member of your immediate family. In the cases of a death or a severe illness, a written verification by a third party may be required upon your return to class. Severe illness to a member of your immediate family will not qualify if the illness is extended and other care can be planned.
- **Extra Credit:** There is no opportunity to earn extra credit.

- **Class Outline and Schedule:** An initial outline will be provided during the first week of the quarter. It will be posted and updated on the website for LOG 104. Please note that the syllabus and course outline are subject to change.