

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: MGMK 201

Course Title: Introduction to Warehousing and Distribution Centers

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

Introduction to Warehousing and Distribution Centers covers an integrated system approach involving a variety of environments within a global marketplace. The course covers the organization and operations of warehouses and distribution centers. The major components are warehousing and distribution center paradigm, system design, locations, technology and financial dimensions.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

MGMK 200- Introduction to Logistics Management or permission of the instructor.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,

- identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of this course, a student should be able to do the following:

1. Describe the warehousing and distribution system's paradigm
2. Evaluate warehouse/distribution center design and layout strategies
3. Explain various location models
4. Explain and describe transport modes, rates and current regulatory issues.
5. Describe computer control systems used in warehousing and distribution centers
6. Analyze financial models and strategies

MINIMUM COURSE CONTENT

Section I:

Chapter 1 Intro: Why have a Warehouse

Chapter 2 Warehouse Activity Profiling-Mining for Gold

Chapter 3 Measuring and Benchmarking Warehouse Performance

Section II:

Chapter 4: Receiving and Put-Away Principles

Chapter 5: Pallet Storage and Retrieval Systems

Chapter 6: Case Picking Systems

Section III:

Chapter 7: Small Item Picking Stations

Chapter 8: Order Picking Operations

Chapter 9: Unitizing and Shipping

Section IV:

Chapter 10: Warehouse Layout

Chapter 11: Order Picking Operations

Chapter 12: Warehouse Workforce Design & Development

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

1. Lecture and class discussion
2. Use of visual aids
3. Student assignments
4. Unit or chapter tests
5. Oral and written students reports
6. Case studies
7. Midterm and Final

STUDENT REQUIREMENTS

Students will be graded on various types of performance, including oral, written, daily, periodic, special contribution, homework, and projects. The instructor will determine the course grade in the following manner:

Unit tests and daily coursework.....	60%
Participation and attendance.....	10%
Group project and presentation.....	10%
Final exam.....	20%

GRADING SCALE

The grading scale is as follows:

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
Under 60% = F

Grades are rounded to the nearest whole number. For example, 79.5% will be rounded to 80% whereas, 79.49% will be rounded to 79%.

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success.

All incoming first-time full-time students are required to pre-test by using either the COMPASS or ACT test as a testing tool.

PROGRAM ASSESSMENT OF GAIN. The Marketing/Management Education Department performs follow-up contacts on program completers one year after awarding program certificates. Placement in a vocation, successfully attending a higher level of institutional learning, or military service is considered a positive placement. The minimum acceptable level of placement is 70 percent. A program assessment tool may also be used by the Marketing/Management

Department to assess mastery of program outcomes. An 80 percent proficiency or higher is major program outcomes is sought.

COURSE ASSESSMENT OF GAIN. Pre-assessment of all students is done during the first two weeks of the course either by oral interview or written test. Students must achieve a course percentage score of 70 percent to satisfactory complete the course based on the course evaluation method.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES

VOCATIONAL/CAREER COURSE DOCUMENTATION

This course is one course from the approved program in Vocational Business/Office and Information Systems. It is taken by those who wish to further develop office management skills and by those who seek positions in the administrative office field.

ADVISORY COUNCIL INVOLVEMENT

The Business/Office and Information Systems program maintains a Board of Reference for this vocational component. The coordinator communicates with the Board on a regular basis concerning issues or problems that occur and meets with the group one or two times each year.