

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

# American Public University System

*The Ultimate Advantage is an Educated Mind*

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| <p style="text-align: center;"><b>School of Business</b><br/><b>TLMT 200</b><br/><b>Retail Shipping and Receiving</b><br/><b>3 Credit Hours</b><br/><b>8-Weeks</b><br/><b>Prerequisite(s): None</b></p> |
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Please see the **Lessons** area in the classroom for additional course specific information

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## Course Description (Catalog)

This course introduces the Student to retail Supply Chain and Logistics Management in terms of shipping and receiving functions, including its nature, scope, and processes. It is an examination of the shipping and receiving functions and the interrelationships among the components of an operational Supply Chain and related Logistics of retail businesses.

## Course Scope

This course is an overview of the role and importance of shipping and receiving of large retail organizations with an emphasis on effective management. The course covers the contemporary environment of retail shipping and receiving functions, management perspectives, and the impacts of technology on providers, users, and government agencies. Retail shipping and receiving are functions integral to the effectiveness of a typical retail Supply Chain and deserve effective management attention, including review of all aspects of current logistics practices. We will be examining the various components of retail shipping and receiving management and how they contribute to the firm's Supply Chain and Net Income. We will be discussing how these components should be effectively managed throughout an organization. The course depends on high levels of timely interaction to link concepts effectively to real-world practice.

## Course Materials

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**Text**

**1 -**

**Required /** [http://ezproxy.apus.edu/login?url=http://ebooks.apus.edu/TLMT200.TLMT201/Stroh\\_2006.pdf](http://ezproxy.apus.edu/login?url=http://ebooks.apus.edu/TLMT200.TLMT201/Stroh_2006.pdf)

**Text:**

**Text 2 - Optional**

| Book              | Author                       | Book Title  | Publication Info  | ISBN                         |
|-------------------|------------------------------|---|---|------------------------------|
| Text 1            | Michael Hugos & Chris Thomas | “Supply Chain Management in the Retail Industry”    | John Wiley & Sons, Inc.<br>- Copyright 2006<br><b>Available in “Course Materials” and below</b> | <b>13: 978-0-471-72319-6</b> |
| Text 2 (optional) | Michael B. Stroh             | “A Practical Guide to Transportation and Logistics” | Logistics Network, Inc.<br>– 2006<br><b>Available in “Course Materials” and below</b>           | <b>13: 978-0-9708115-1-9</b> |

**Links to Texts (2) for Retail Shipping and Receiving -**

1. “Supply Chain Management in the Retail Industry” – Michael Hugos and Chris Thomas
2. “A Practical Guide to Transportation and Logistics” – Michael B. Stroh

**Recommended Text:**

Perrin, Robert. (2009)  
 “Publication Manual of the American Psychological Association” (APA) 6<sup>th</sup> Ed. - July 2009  
 ISBN: 1433805618

**Course Objectives**

After successfully completing this course, the student will:

1. Describe the relevant role(s) of retail supply chain management in developing supply chain capabilities and reducing inventory.
2. Explain how technologies and systems facilitate global data synchronization.
3. Use sourcing strategies to solve performance issues of inbound operations such as facility management, procurement, and labor.
4. Recognize the service-oriented functions of outbound operations.
5. Describe the metrics for the performance categories.
6. Diagram the global shipping and receiving operations of a company with international operations.
7. Describe the advantages and disadvantages of outsourcing the shipping and receiving function within the retail supply chain.

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8. Prepare a distribution improvement strategy in relation to the shipping and receiving functions of a company.

| <b>Course Outline</b> |  |  |
|-----------------------|--|--|
| <b><u>Week</u></b>    | <b><u>Topic(s)</u></b>   | <b><u>Learning Objective(s)</u></b>  |
| <b>1</b>              | Introduction – tell us about yourself. Also – an overview of Supply Chain management - specifically shipping, receiving, and inventory reduction as compared to sales. | Introduce the Student to the concept of retail Supply Chain Management and Logistics, with a concentration on retail shipping and receiving logistics functions. Understand the best practices of retail inventory management in terms of shipping and receiving – with objective of reducing inventory as compared to retail sales. |
| <b>2</b>              | Technology used to track and locate inventory throughout shipping and receiving operations.  | Review the latest technology (i.e., RFID, Bar Code, GPS, etc.) and techniques used by businesses to track and locate inventory throughout shipping and receiving operations of a retail Supply Chain organization, and providing management information to control and reduce retail inventory.                                      |
| <b>3</b>              | Inbound operations, including scheduling freight delivery, unload times, and balancing staff to meet workload and corporate objectives                                 | Review the performance of inbound operations, including scheduling freight delivery and unload times - while balancing staff to meet workload and overall corporate objectives   |
| <b>4</b>              | Review and optimize outbound operations  | Review how to optimize outbound operations, including scheduling freight delivery to receiving organizations including Distribution Centers and retail stores to meet requisite workload, while achieving overall retail corporate objectives.   |
| <b>5</b>              | Typical issues and problems in retail shipping and receiving, solutions, and means of enhancing and improving these functions  | Identify typical issues and problems in retail shipping and receiving, formulate and frame solutions to these problems, and devise ways of enhancing and improving retail shipping and receiving operations.   |
| <b>6</b>              | Global retail shipping and receiving operations – including companies with international operations and lengthy Supply   | Review global retail shipping and receiving operations - with a concentration on companies with international operations and lengthy Supply Chains.  |

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|   | Chains   |   |
|---|--|---|
| 7 | “Pros” and “Cons” of outsourcing the shipping and receiving logistics functions of a retail Supply Chain | Review the “pros” and “cons” of outsourcing the shipping and receiving logistics functions of retail Supply Chain.  |
| 8 | Review company distribution strategies in terms of shipping and receiving                                | Review company distribution strategies in terms of shipping and receiving - as related to the concepts of intermediate inventory storage point strategies, Cross-Docking, Inventory Pooling, and traditional warehousing. |

### Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

### Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

### Grading Scale

Please see the [Student Handbook](#) to reference the University’s [grading scale](#).

### Citation and Reference Style

Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments

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completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

### **Netiquette**

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), : ), ☺

### **Disclaimer Statement**

Course content may vary from the outline to meet the needs of this particular group.

### **Academic Services**

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to [librarian@apus.edu](mailto:librarian@apus.edu).

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.

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- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- **Disability Accommodations:** Students are encouraged email [dsa@apus.edu](mailto:dsa@apus.edu) to discuss potential academic accommodations and begin the review process.

**Request a Library Guide for your course (<http://apus.libguides.com/index.php>)**

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: [librarian@apus.edu](mailto:librarian@apus.edu).

### Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.