

Materials and Inventory Management

AP/ADMS 4360 3.00 Section M
Winter 2024

Course Information

Course Instructor: **Yundi Chen**
E-mail: **ydchen@yorku.ca**
Office Hours & Location: after lectures
or by appointments (see details below)

Course Time & Days: **19:00 – 22:00,
Tuesdays**
Class Location: **ACW 104**
Course eClass site:
<https://eClass.yorku.ca/>

Land Acknowledgment

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit, and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region ([LA&PS Land Acknowledgement](#)).

Course Overview

Course Description

This course deals with management of the purchasing function, materials management, and inventory management in modern organization. The course is taught by a combination of explanation of theory and study of case histories.

Prerequisites: AP/ADMS 3330 3.00; or permission of the instructor.

Note: The course prerequisite will be strictly applied. Any student who does not meet the prerequisite will be de-enrolled/dropped from the course.

Course Learning Objectives

By the end of this course, students will be able to:

- Use inventories and production requirements for planning and control to ensure materials are available as required to meet production schedules.
- Manage logistics, stock levels, materials quality, cost and more.
- Understand the process of ordering, storing, using, and balancing a company's inventory.

Course Format and Organization

All classes will be held on campus. During the lecture, material will be covered as described in the course schedule.

Technical Requirements

Several platforms will be used in this course (e.g., eClass, Zoom, etc.) through which students will interact with the course materials, the course director/TA, as well as with one another.

Using Zoom

Students shall note the following:

- Zoom is hosted on servers in the United States and Canada. Recordings done since May 4, 2022 are stored in Canada. For more information, please refer to the notes on [Zoom Privacy and Security](#) provided by Information Security at York.
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a session.
- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

Here are some useful links for student computing information, resources, and help:

- [Student Guide to eClass](#)
- [Zoom@YorkU Best Practices](#)
- [Zoom@YorkU User Reference Guide](#)
- [Student Guide to eLearning at York University](#)

To determine Internet connection and speed, there are online tests, such as [Speedtest](#), that can be run. If you need technical assistance, please consult the [University Information Technology \(UIT\) Student Services](#) web page. For more specific assistance, please write to askit@yorku.ca.

Course Communication Plan and Office Hours

Communication in the course will occur during lecture and through announcements and postings on the course website. If you have course related questions, you can use email to send inquiries or ask during class sessions. Emails will be answered within 24-72 hours' time with the exception of weekends.

1. Please ensure you read all documentation on the course website.
2. It will be your responsibility to regularly check online posts and your email.

Office hours will be held after lecture or by appointment.

In certain cases, a one-on-one zoom meeting may be arranged to address more complicated questions. Please note that emails from public email providers such as Gmail and Hotmail might be caught in spam. It is best to use your York email account for this course.

Course Evaluation

Assessment	Due Date	Weight %	Course Learning Outcome
Attendance	Random	5%	Assessment of participation.
Quizzes (2) + Assignments (2) [Best 3 of 4]	See Course Schedule	30%	Assessment of knowledge pertaining to specific lectures.
Midterm Exam	See Course Schedule	25%	Assessment of knowledge pertaining to specific lectures.
Final Exam	See Course Schedule	40%	Assessment of knowledge pertaining to specific lectures.
		100%	

All course materials, including this course outline, PowerPoint files, recordings (if any), examinations, etc. are copyright protected and should only be used by students enrolled in this course. As a student in this course, you may not publish, post on an Internet site, sell, or otherwise distribute any of this work. Commercial use of these materials is strictly prohibited.

Assessment Descriptions

Quizzes

- There will be **two in-person quizzes**. Quiz times are available on course schedule.
- Both quizzes will be held in class during the beginning of the scheduled course time. Quizzes will be 30 minutes long. Format and Details will be posted before each quiz. **No makeups will be available for any quiz for any reasons.**
- Due to strict copyright rules, quizzes cannot be reviewed. If you want to, you can request to review your scantron sheet, and your professor will re-appraise it and update you on the outcome.

Assignments

- There will be **two assignments**. Assignments will be worked on either individually or in teams. This will be explained further during the term.
- Assignments will be submitted **in person** at the beginning of specific lectures. This will be decided later during the term. ONLY hard copies are accepted.
- No assignments will be accepted/graded beyond a 15-minute grace period after deadlines.

Exams

- There will be one midterm exam and one final exam (**both will be in-person**). The midterm and the final exam may consist of multiple-choice questions, short answers, and worded questions.
- Exams are closed book and closed notes.
- The format/details of the midterm and the final exam will be explained further during the term.

Missed Quizzes, Assignments and Exams

- There will be **no deferrals** for quizzes or assignments. You get “Best 3 out of 4”.
- There are **no alternative exam dates and times** for the Midterm exam.
- If you miss the midterm, no make-up will be given. You must write the Cumulative Final Exam that is worth 65% of your overall grade. Students who wrote the midterm are not allowed to write the Cumulative Final Exam.
- The Final examination will be much more comprehensive if you miss the Mid-Term. That is, if you miss the Mid-Term, you will be writing a final exam that includes material from the entire semester (i.e., the Cumulative Final Exam). The duration of

the Comprehensive Final Exam might be different than the Regular Final Exam. Also, please do not ask the professor coverages of the Cumulative Final Exam. It will be equally distributed.

Grading

The grading scheme for this course conforms to the 9-point system used in undergraduate programs at York University. For a full description of the York grading system, visit the York University [Academic Calendar](#).

GRADE	GRADE POINT	PERCENT RANGE	DESCRIPTION
A+	9	90-100	Exceptional
A	8	80-89	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Marginally Passing
E	1	(marginally below 50%)	Marginally Failing
F	0	(below 50%)	Failing

Course Schedule: Weekly Readings and Activities

Required Course Materials

Stephen N Chapman, J.R. Tony Arnold, Ann K. Gatewood, Lloyd M. Clive, Introduction to Materials Management, 9/E, ISBN-13: 9780137565764 ©2022 • Pearson

Optional Materials

Supporting/Additional material (if any) will be provided and posted on eClass website.

Course Schedule

Note that the course schedule below is subject to change as deemed appropriate/necessary by the Professor during the semester.

Check the course website periodically for changes in coverage.

Topics (First 6 meetings: January 9, 16, 23, 30, February 06, 13) *
Chapter 1 – Introduction to Materials Management
Chapter 2 – Production Planning System
Chapter 3 – Master Scheduling
Chapter 4 – Material Requirement Planning
Chapter 5 – Capacity Management
Midterm Exam – 7pm, Tuesday, February 27 **
Topics (Last 5 meetings: March 05, 12, 19, 26, April 02)
Chapter 6 – Production Activity Control
Chapter 7 – Purchasing
Chapter 9 – Inventory Fundamentals
Chapter 10 – Order Quantities
Chapter 11 – Independent Demand Ordering Systems
Chapter 12 – Physical Inventory and Warehouse Management (Subject to Change)
Chapter 13 – Physical Distribution / Review Session (Subject to Change)
Final Exam – TBD, during Exam Period April 10 – 26 ***

Note:

* Winter Reading Week: February 17 – 23 (No Class on Tuesday February 20, 2024)

** The Midterm exam will be held on Tuesday, February 27. (In-person, ACW 104)

*** The Final Exam schedule is to be set by the Register's Office.

Quiz 1 – January 30 (In-person, at start of class scheduled time 7pm)

Quiz 2 – March 19 (In-person, at start of class scheduled time 7pm)

Assignment due dates are to be announced on our eClass website.

Course Policies

All students are expected to familiarize themselves with the following information:

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)

Please also review the following course policies:

Academic Integrity

As a student at York University, you have a responsibility to both understand and uphold the integrity of the academic experience. The Faculty of Liberal Arts & Professional Studies supports the International Center for Academic Integrity's [definition of academic integrity](#). That is, you will be committed to acting in all academic matters, even in the face of adversity, with honesty, trust, fairness, courage, respect and responsibility. Here is how you can demonstrate academic integrity in the completion of this course:

- **Respect the ideas of others:** Your course work should represent your own knowledge and ideas. [You should not falsely claim credit for ideas that are not your own, by presenting another's work as yours.](#) If you are quoting, paraphrasing, or summarizing another person's work in order to support your own ideas, identify the work and the author through proper citation practices. For more information about how to cite properly, use the [Student Papers and Academic Research Kit](#) (SPARK). You can improve your writing, research, and personal learning abilities through the [Learning Commons](#), or by visiting the [Writing Centre](#) or [ESL Open Learning Centre](#).
- **Respect your peers:** [Know when you are allowed to collaborate.](#) Ask your instructor about what group work entails when it comes to the [sharing of work](#). In test situations and assignments, don't steal or give answers to your peers,

whether in-person or online (e.g., in group chats and/or on [third-party content-sharing websites](#), such as Chegg, Course Hero, etc.). Both cheating and aiding in a breach of academic honesty are violations of York University's academic honesty policy.

- **Respect your course instructor(s):** Understand what your instructors are asking of you in class, as well as on assignments, tests and/or exams. If you are unsure, ask your professor or teaching assistant. They are committed to making you feel supported and want to assess you fairly and with integrity. Please do not submit the same piece of work for more than one course without your instructor's permission. That can be considered an act of cheating.
- **Respect yourself:** When you act with integrity, you know that your work is yours and yours alone. You do not allow others to take tests for you. [You do not buy or otherwise obtain term papers or assignments](#). You do the work. As a result, you know that you *earned* the grades that you receive, so you can be proud of your York degree. By acting with integrity in your course work, you are also practising a valuable professional skill that is important in all workplaces.
- **Take responsibility:** If you have acted in an academically dishonest way, you can demonstrate courage and take responsibility for your mistake. You can admit your mistake to your course instructor as soon as possible.

Students who engage in academic dishonesty can be subject to disciplinary action under the [Senate Policy on Academic Honesty](#). Your lack of familiarity with the Senate Policy does not constitute a defense against its application. Some academic offences can also constitute offences under the [Criminal Code of Canada](#), which means that you may also be subject to criminal charges.

Using Generative Artificial Intelligence in this Course

Students are **NOT** allowed to use generative AI tools, such as ChatGPT, in this course.

Accessibility

While all individuals are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the University recognizes that persons with disabilities may require reasonable accommodation to enable them to perform at their best. The University encourages students with disabilities to register with [Student Accessibility Services](#) to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA).

Please let your instructor know as early as possible in the term if you anticipate requiring academic accommodation so that we can discuss how to consider your accommodation needs within the context of this course. Sufficient notice is needed so

that reasonable steps for accommodation can be discussed. Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community, and making reasonable and appropriate [accommodations to adherents for observances of special significance](#). Should any of the dates specified in this syllabus for course examinations, tests, or deadlines conflict with a date of religious significance, please contact the instructor within the first three (3) weeks of class. If the date falls within the formal examination periods, you must complete and submit a [Religious Accommodation for Examination Form](#) at least three (3) weeks before the start of the exam period.

Intellectual Property

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's [Code of Student Rights and Responsibilities](#), the [Senate Policy on Academic Honesty](#), and/or legal consequences for copyright violations.

Student Conduct in the Learning Environment

York University is committed to fostering teaching and learning environments that are free of disruptive and/or harassing behaviour, are physically safe, and conducive to effective teaching and learning. Students and instructors are expected to maintain a professional relationship characterized by courtesy, civility, and mutual respect and to refrain from actions disruptive to such a relationship. Individuals who fail to adhere to such standards and who violate University or public law may be subject to disciplinary action by the University.

For more information, see the policies on [Disruptive and/or Harassing Behaviour in Academic Situations](#) and [Student Conduct and Responsibilities](#), as well as the [Code of Student Rights & Responsibilities](#).

Netiquette for eClass and Online Learning

Students and instructors have a joint responsibility to create and maintain a welcoming and inclusive learning environment. All students are expected to conduct themselves in accordance with the [Code of Student Rights and Responsibilities](#). Please review and familiarize yourself with behaviours that support “netiquette” in virtual classrooms by consulting the [Student Guide to eLearning](#).

Student Notice of Recording for Online Teaching and Learning

Activities for this course involve recording, in partial fulfillment of the course learning outcomes. Images, audio, text/chat messaging that have been recorded may be used and/or made available by the University to students enrolled in the course and those supporting the course for the purpose of materials review, for assessment, etc. Recordings will be managed according to the University’s Common Record Schedule and will be securely destroyed when no longer needed by the University. Your personal information is protected in accordance with York University’s [Guidelines on Access to Student Records and Protection of Privacy](#) and the [Freedom of Information and Protection of Privacy Act](#). Access to online materials, including recordings or live meetings, is subject to York University’s [Senate Policy on Computing and Information Technology Facilities](#).

The University will use reasonable means to protect the security and confidentiality of the recorded information, but cannot provide a guarantee of such due to factors beyond the University’s control, such as recordings being forwarded, copied, intercepted, circulated, disclosed, or stored without the University’s knowledge or permission, or the introduction of malware into computer system which could potentially damage or disrupt the computer, networks, and security settings. The University is not responsible for connectivity/technical difficulties or loss of data associated with your hardware, software, or Internet connection.

By engaging in course activities that involve recording, you are consenting to the use of your appearance, image, text/chat messaging, and voice and/or likeness in the manner and under the conditions specified herein. In the case of a live stream recording, if you choose not to have your image or audio recorded, you may disable the audio and video functionality. If you choose to participate using a pseudonym instead of your real name, you must disclose the pseudonym to your instructor in advance to facilitate class participation.

You are not permitted to disclose the link to/URL of an event or an event session recording or copies of recording to anyone, for any reason. Recordings are available only to authorized individuals who have been directly provided the above instructions/link for their use. Recordings for personal use, required to facilitate your learning and preparation of personal course/lecture notes, may not be shared with others without the permission of the instructor or event coordinator, and may not be published, posted, linked to, or otherwise made available online, including on social media feeds, even if those feeds are private.

Student Support and Resources

To help you succeed academically, York University offers a wide range of resources and services. Everything from writing workshops and peer mentorship to wellness support and career guidance is available to fulfill our LA&PS students' needs. Explore the links below to access these on-campus resources:

- [Academic Advising](#) is available to provide students support and guidance in making academic decisions and goals.
- [Student Accessibility Services](#) are available for support and accessibility accommodation when required.
- [Student Counselling, Health & Wellbeing](#) offers workshops, resources, and counselling to support your academic success.
- [Peer-Assisted Study Sessions \(PASS\) Program](#) provides student study sessions for students to collaborate and enhance their understanding of course content in certain courses.
- [Student Numeracy Assistance Centre at Keele \(SNACK\)](#) supports students in courses involving math, stats, and Excel.
- [The Writing Centre](#) provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio, and an Accessibility Specialist.
- [ESL Open Learning Centre \(OLC\)](#) supports students with building proficiency in reading, writing, and speaking English.
- [Learning Skills Services](#) provides tips for time management, effective study and learning habits, keeping up with coursework, and other learning-related supports.
- [Learning Commons](#) provides links to supports for time management, writing, study skills, preparing for exams, and other learning-related resources.
- [Roadmap to Student Success](#) provides students with timely and targeted resources to help them achieve academic, personal, and professional success.
- [Office of Student Community Relations \(OSCR\)](#) is responsible for administering the [Code of Student Rights & Responsibilities](#) and provides critical incident support.

- [goSAFE](#) is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops, or residences.

For a full list of academic, wellness, and campus resources visit [Student Support & Resources](#).