OPERATIONS MANAGEMENT   (BMG K218)
Fall, 2008, syllabus distributed by Assoc. Professor G. KENT HARDING
This syllabus is subject to change; notice of any changes will be provided in class

REQUIRED MATERIALS:
- **TEXT & CD-ROM (incl.) - TRCC-HEIZER OPERATIONS MANAGEMENT, 9e** by Jay Heizer & Barry Render; Published by Pearson Custom Publishing, Division of Prentice Hall;
- **ACCESS TO A COMPUTER** running Windows XP or Vista and Excel 2003 or later;
- **CALCUALTOR (occasional)**

PREREQUISITE:
- **Math K137 (intermediate algebra) or equivalent knowledge (non-degree students)**
- **Accounting K118 or equivalent knowledge (non-degree students)**

COREQUISITE:
- **Math K163 (statistics) or equivalent math**

COURSE DESCRIPTION: A STUDY OF BASIC LANGUAGE, TERMINOLOGY, APPLICATIONS, TOOLS AND THEORY OF OPERATIONS; PARTICULAR EMPHASIS IS PLACED ON THEIR APPLICATION TO STRUCTURED PROBLEMS COMPARABLE TO THOSE FOUND IN THE GLOBAL MARKETPLACE.

INSTRUCTIONAL METHODOLOGY:
- CLASSROOM LECTURE
- CLASSROOM DISCUSSION
- PROBLEM ANALYSIS & SOLUTION:
  - CLASSROOM DEMONSTRATION OF SAMPLE PROBLEMS
  - GRADED IN CLASS QUIZES USING COMPARABLE SAMPLE PROBLEMS
  - GRADED SOLUTIONS TO SELECTED "TEST" PROBLEMS
- HOMEWORK

EDUCATIONAL OBJECTIVES - Develop a basic understanding of :
- **Selected issues and types of problems relevant to providing goods & services in a global marketplace;**
- **How to solve operational problems & interpret the solutions;**
- **The use and application of selected software programs (tools) applicable to these issues;**
  - **The selection of the appropriate tool for the problem;**
  - **The translation of the problem information for input to the tool(s);**
  - **The generation, interpretation and application of solutions to the problems;**
  - **Solution optimization by changing inputs;**
  - **Effects of "what if" changes on the original solution(s);**
- **How to formulate an issue or problem for solution**

DISABILITIES STATEMENT: **IF YOU ARE A STUDENT WITH A DISABILITY AND BELIEVE YOU WILL NEED ACCOMMODATIONS FOR THIS CLASS, IT IS YOUR REPONSIBILITY TO CONTACT THE DISABILITIES COUNSELING SERVICES AT 383-5240. TO AVOID ANY DELAY IN THE RECEIPT OF ACCOMMODATIONS, YOU SHOULD CONTACT THE COUNSELOR AS SOON AS POSSIBLE. PLEASE NOTE THAT I CANNOT PROVIDE ACCOMMODATIONS BASED UPON YOUR DISABILITY UNTIL I HAVE RECEIVED AN ACCOMMODATION LETTER FROM THE DISABILITIES COUNSELOR. YOUR COOPERATION IS APPRECIATED.**

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GRADING & CLASSROOM POLICIES:

THERE ARE NO MAKE-UP OR EXTRA-CREDIT OPTIONS
One exam will be dropped to accommodate an unanticipated absence

- ➢ TESTS WILL BE DISTRIBUTED AND COLLECTED ON THE DATES SHOWN IN THE INCLUDED COURSE ASSIGNMENT SHEET OR AS MAY BE ANNOUNCED IN CLASS.
- ➢ You may return a test after the designated due date but no later than the beginning of the class in which the graded tests are returned <u>ONLY IF</u> you make appropriate arrangements with the instructor *P<u>IOR TO</u>* OR *<u>WITHIN 24 HOURS</u>* of the class during which the test is distributed. Notice may be provided by e-mail or phone message.
- ➢ No assignment will be accepted after the class following the originally scheduled due date;
- ➢ No one without a <u>DISABILITIES RELEASE</u> will be permitted additional time to complete an in-class assignment once it has been distributed.

ATTENDANCE:
An attendance sheet will be distributed at the start of class for the purpose of financial aid documentation only. This sheet will be the only evidence of timely attendance.

<u>IF YOU DID NOT SIGN IT YOU DID NOT ATTEND THE CLASS</u> !

GRADING:
Grading is as stated in the Manual of Policy & Procedures on Grades & Quality points; the following table presents the point basis for the course.

Grading summary:		
<u>Exams</u> - The best 3 of 4 exams (worth 20 points each)	=	60 pts
<u>Quizes</u> - Total points normalized to 20 points	=	20 pts
<u>Project Assignments</u> - Total points normalized to 20 points	=	20 pts
<u>Homework problems</u> - Total points normalized to 10 points	=	10 pts
TOTAL POINTS	**=**	**110 pts**

Three Rivers Community College
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THERE ARE NO MAKE-UPS OR EXTRA-CREDIT OPTIONS

- **TESTS WILL BE DISTRIBUTED AND COLLECTED ON THE DATES SHOWN IN THE INCLUDED COURSE ASSIGNMENT SHEET OR AS MAY BE ANNOUNCED IN CLASS.**
- **YOU MAY RETURN A TEST AFTER THE DESIGNATED DATE BUT NO LATER THAN THE BEGINNING OF THE CLASS IN WHICH THE GRADED TESTS ARE RETURNED ONLY IF YOU MAKE APPROPRIATE ARRANGEMENTS WITH THE INSTRUCTOR _PRIOR TO_ OR _WITHIN 24 HOURS_ OF THE CLASS DURING WHICH THE TEST IS DISTRIBUTED.**
- **NO HOMEWORK ASSIGNMENTS WILL BE ACCEPTED AFTER THE CLASS FOLLOWING THE ORIGINALLY SCHEDULED DUE DATES.**
- **NO ONE WITHOUT A DISABILITIES RELEASE WILL BE PERMITTED ADDITIONAL TIME TO COMPLETE AN IN-CLASS ASSIGNMENT ONCE IT HAS BEEN DISTRIBUTED.**

All other policies are as stated in the STUDENT HANDBOOK, the COLLEGE CATALOG both printed and on the WEB-SITE, and other college publications.

LETTER GRADE SUMMARY *				
A's	B's	C's	D's	F
110 < A > 93 93 < A- > 89	90 > B+ > 86 87 > B > 82 83 > B- > 79	80 > C+ > 76 77 > C > 72 73 > C- > 69	70 > D+ > 66 67 > D > 62 63 > D- > 59	F < 60

THE DONUT CLAUSE

ALL ELECTRONIC PAGERS, CELL PHONES AND OTHER ELECTRONIC DEVICES ARE TO BE SWITCHED TO THE SILENT MODE.

By staying in this class, YOU AGREE to buy the entire class DONUTS and deliver same to the next scheduled class if any electronic device rings during class hours for EVERY occurrence after the first. (CHRIS SUB-CLAUSE: Three munchkins equal one donut!) This agreement will not apply to cases in which the instructor is informed in advance of possible calls because of an emergency situation.

ATTACHMENTS:
1. **Course reading and homework assignments; and**
2. **Instructor's contact sheet**