# "WBUlogo"

WBUonline

School of Business

# 1. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# 2. COURSE NUMBER & NAME:

MGMT 5318- Production and Operations Management

# **3. TERM**:

Summer, 2018

# **4. INSTRUCTOR**:

Vilma Edginton, Ph.D

# **5. CONTACT INFORMATION**:

Office phone: 858-837-2309

WBU Email: vilma.edginton@wbu.edu

Cell phone: optional: 858-837-2309

# **6. OFFICE HOURS, BUILDING & LOCATION**:

 Monday/ Thursday 9am-3pm EST

# **7. COURSE MEETING TIME & LOCATION**:

Meeting day & time: Online

# **8. CATALOG DESCRIPTION**:

Operational problems in physical and human resources used in production of goods and services.

# 9. PREREQUISITE:

BUAD 4335.

# **10. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Operations Management | Heizer  | 12th | 2016 | Pearson | 9780-13413-0422 | 3/16/16 |

# 11. OPTIONAL MATERIALS

# **12. COURSE OUTCOMES AND COMPETENCIES**:

* Analyze planning, design, direction, and control of physical and human resources used in production of goods and services.
* Generate solutions to operational problems in the physical, location, storage, and general service sub-systems

# 13. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **14. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **15. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **16. COURSE REQUIREMENTS and GRADING CRITERIA**:

**(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)**

**17.1 Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

### 18. Biblical Readings

Each week, students are provided with a number of biblical readings that may be useful to economic topic in which they are studying. These biblical readings are suggested but not limited to scripture integration in discussions, assignments and reflections.

### 19. Websites/ Videos

Students are provided with a number of websites and videos that reflect the weekly topic. Students are encouraged to explore the various websites and videos to assist them in better understanding the topic.

If students have any questions regarding the videos, they should contact their instructor immediately.

### 20. Textbook Readings

Each week, students are required to complete chapter readings taken from the textbook. It is important that the reading be completed prior to starting the weekly assignment, discussion or reflection.

If students have any questions regarding the readings, they should contact their instructor immediately.

**21. Assignments:** There will be 10 homework assignments for students to complete each week. Each assignment is worth 50 points and will comprise of 200 points for the entire course. The homework assignments must be completed individually (not group effort) and will reflect the week’s material that is being reviewed.

All assignments must be double spaced and follow APA guidelines- including a title page and reference page. Each assignment should be approximately 500 words.

**Rubrics for Homework Assignments:**

Accuracy of Answer: 25/25

Analysis of Answer: 10/10

Faith Integration 10/10

Spelling/ Grammar: 5/5

**19. Discussions**

There will be a total of 10 discussion postings for this course. These are discussions designed for student participation and engagement, so it is critical that you contribute in a timely manner. Initial postings must be completed by Wednesday and two secondary postings must be completed by Sunday.

Initial posting must be between 150-170 words. Initial postings must be posted by Wednesday of each week. Both objective (facts, figures) and subjective (opinion) are required. Initial of research is also needed in order to validate and justify points.

A minimum of two secondary postings are required per week. Each secondary posting must be a reply to a student or the instructor and must be between 75-100 words. The quality of the secondary posting will be assessed as: subjective analysis, integration of faith or research. Both secondary postings must be completed by Sunday.

The discussion board’s forums should be regarded as classroom conversations. If you do not post anything within the open and active week of the discussion, you in essence came to class and did not say anything or just didn't show up at all.

Due to this conversational nature of discussion boards, late posts will not be accepted. Please ensure you are making your deadlines in the discussion boards. Each discussion assignment will be worth 30 points.

**Rubrics for Discussions:**

Accuracy of Answer: 10/10

Analysis of Answer: 5/5

Faith Integration 3/3

Spelling/ Grammar: 2/2

|  |  |  |  |
| --- | --- | --- | --- |
| Discussions | 20 points each | 10 | 200 points Total |
| Assignments | 50 points each | 10 | 500 points Total |
| Application Project | 100 Points | 1 | 100 Points |
| Final Exam | 200 Points | 1 | 200 Points |

# 18. TENTATIVE SCHEDULE

**Week One: August 20th 2018- August 26th 2018**

Discussion #1- Due August 26th 2018—20 Points

Assignment #1- Due August 26th 2018—50 Points

Reading: 1. Operations and Productivity

 2. Operations Strategy in a Global Environment

* Lecture Material

**Week Two: August 27th 2018- September 2nd 2018**

Discussion #2- Due September 2nd 2018 2018—20 Points

Assignment #2- Due September 2nd 2018 2018—50 Points

Reading: 3. Project Management

 4. Forecasting

* Lecture Material

**Week Three: September 3rd 2018- September 9th 2018**

Discussion #3- Due September 9th 2018—20 Points

Assignment #3- Due September 9th 2018—50 Points

Reading: 5. Design of Goods and Services

 6. Managing Quality

* Lecture Material

**Week Four: September 10th 2018- September 16th 2018**

Discussion #4- Due September 16th 2018—20 Points

Assignment #4- Due September 16th 2018—50 Points

Reading: 7. Process Strategy

 8. Location Strategies

* Lecture Material

**Week Five: September 17th 2018- September 23rd 2018**

Discussion #5- Due September 23rd 2018—20 Points

Assignment #5- Due September 23rd 2018—50 Points

Reading: 9. Layout Strategies

 10. Human Resources, Job Design, and Work Measurement

* Lecture Material

**Week Six : September 24th 2018- September 30th 2018**

Discussion #6- Due September 30th 2018—20 Points

Assignment #6- Due September 30th 2018—50 Points

Reading: 11. Supply Chain Management

 12. Inventory Management

* Lecture Material

**Week Seven: October 1st 2018- October 7th 2018**

Discussion #7- Due October 7th 2018—20 Points

Assignment #7- Due October 7th 2018—50 Points

Reading: 13. Aggregate Planning and S&OP

 14. Material Requirements Planning (MRP) and ERP

* Lecture Material

**Week Eight: October 8th 2018- October 14th 2018**

Discussion #8- Due October 14th 2018—20 Points

Assignment #8- Due October 14th 2018—50 Points

Reading: 15. Short-Term Scheduling

 16. Lean Operations

* Lecture Material

**Week Nine: October 15th 2018- October 21st 2018**

Discussion #9- Due October 21st 2018—20 Points

Assignment #9- Due October 21st 2018—50 Points

Application Project-- Due October 21st 2018--—20 Points

Reading: 17. Maintenance and Reliability

* Lecture Material

**Week Ten: October 22nd 2018- October 28th 2018**

Discussion #10- Due October 28th 2018—20 Points

Assignment #10- Due October 28th 2018—50 Points

Reading:

* Lecture Material

**Week Eleven: October 29th 2018- November 3rd 2018**

Final Exam --Due November 3rd 2018—200 Points