

**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

Spring, 2019-- February 25 - May 18

# **4.** Instructor

Vilma Edginton, Ph.D

# **5. Contact Information**

* **Office phone:** 858-837-2309
* **WBU Email:** vilma.edginton@wbu.edu
* **Cell phone:** 858-837-2309

# **6. Office Hours, Building & Location**

Monday/ Thursday 9am-3pm EST

# **7. Course Meeting Time & Location**

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 | 1/20/19 |

# 11. Optional Materials

None

# **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**

| Course Component | Points Each | Value | Total Points |
| --- | --- | --- | --- |
| 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 |

# 17.1 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

# 22. 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

**23. Application Project:** The Application Project is a case- scenario based project. It should be 3-5 pages in length (not including coversheet and reference page) and follow typical APA conventions (double spacing, proper APA citations, etc.). Integration of research is required.

* **Rubric for Application Project**
* Application of Concepts: 40/40
* Analysis of Answer: 20/20
* Research Integration 20/20
* Faith Integration 10/10
* APA Requirements: 5/5
* Spelling/ Grammar: 5/5

**24. Final Exam:** The final exam will constitute 5 short written answers. It is open book and will be available in the last week.

**Rubrics for Final Exam:**

Accuracy of Answer: 10/10

Analysis of Answer: 5/5

Faith Integration 3/3

Spelling/ Grammar: 2/2

# 23. Tentative Schedule

| Week / Activity | Dates / More Information |
| --- | --- |
| Week One | February 25th 2019- March 3rd 2019 |
| Discussion #1 | Due March 3rd 2019—20 Points |
| Assignment #1 | Due March 3rd 2019—50 Points |
| Reading | 1. Operations and Productivity2. Operations Strategy in a Global Environment* Lecture Material
 |
| Week Two | March 4th 2019- March10th 2019 |
| Discussion #2 | Due March 10th 2019—20 Points |
| Assignment #2 | Due March 10th 2019—50 Points |
| Reading | 3. Project Management4. Forecasting* Lecture Material
 |
| Spring Break | March 11th 2019- March 17th 2019 |
| Week Three | March 18th 2019- March 24th 2019 |
| Discussion #3 | Due March 24th 2019—20 Points |
| Assignment #3 | Due March 24th 2019—50 Points |
| Reading | 5. Design of Goods and Services 6. Managing Quality * Lecture Material
 |
| Week Four | March 25th 2019- March 31st 2019 |
| Discussion #4 | Due March 31st 2019—20 Points |
| Assignment #4 | Due March 31st 2019—50 Points |
| Reading | 7. Process Strategy8. Location Strategies* Lecture Material
 |
| Week Five | April 1st 2019- April 7th 2019 |
| Discussion #5 | Due April 7th 2019—20 Points |
| Assignment #5 | Due April 7th 2019—50 Points |
| Reading | 9. Layout Strategies10. Human Resources, Job Design, and Work Measurement* Lecture Material
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| Week / Activity | Dates / More Information |
| --- | --- |
| Week Six  | April 8th 2019- April 14th 2019 |
| Discussion #6 | Due April 14th 2019—20 Points |
| Assignment #6 | Due April 14th 2019—50 Points |
| Reading | 11. Supply Chain Management12. Inventory Management* Lecture Material
 |
| Week Seven | April 15th 2019- April 21st 2019 |
| Discussion #7 | Due April 21st 2019—20 Points |
| Assignment #7 | Due April 21st 2019—50 Points |
| Reading | 13. Aggregate Planning and S&OP14. Material Requirements Planning (MRP) and ERP* Lecture Material
 |
| Week Eight | April 22nd 2019- April 28th 2019 |
| Discussion #8 | Due April 28th 2019—20 Points |
| Assignment #8 | Due April 28th 2019—50 Points |
| Reading | 15. Short-Term Scheduling16. Lean Operations* Lecture Material
 |
| Week Nine | April 29th 2019- May 5th 2019 |
| Discussion #9 | Due May 5th 2019—20 Points |
| Assignment #9 | April5th 2019—50 Points |
| Application Project | Due May 5th 2019—20 Points |
| Reading | 17. Maintenance and Reliability* Lecture Material
 |
| Week Ten | May 6th 2019- May 12th 2019 |
| Discussion #10 | Due May 12th 2019—20 Points |
| Assignment #10 | Due May 12th 2019—50 Points |
| Reading | * Lecture Material
 |
| Week Eleven | May 13th 2019- May 14th 2019 |
| Final Exam | Due May 14 2019—200 Points |