

Peru State College
BUS 335-00A
Production Operations Management
Syllabus – Spring – 2010

- Instructor:** Brad Griffin
- Office:** Room 305/306, TJ Majors Building
- Office Telephone:** (402) 872-2259
- Home Telephone:** 402-245-4195 (Please use in drastic emergencies only and before 10:00 PM. I have a wife that works nights, if you call during the day and wake her, no assurances for your safety can be made.
- Email Address:** bgriffin@peru.edu and you MUST use POM somewhere in the subject line. I use some filters to avoid spam, and this will route your mail correctly. As long as Verizon is working correctly, I get messages on my cell phone.
EX: Subject: POM question regarding mini-case 3
- Course Meets:** **Monday and Wednesday 9:30 am to 10:45 am. The class meets in TJ Majors 325**
- Required Textbook:** Operations Now, 3rd Ed. ISBN of package 0-0-07-312449-0
- Required Software:** Supplemental Student DVD (IMPORTANT! This is a DVD, if you do not have a DVD reader in your computer, you will need to make arrangements **on your own** to view the selected videos) In addition, this DVD had many other helpful files, tutorials, etc.
- Microsoft Word and Excel to complete various assignments. Files will ONLY be accepted in Word or Excel format. In addition, I require you to save these files in Word and Excel 2003 format (.doc and .xls). If you have Office 2007, you can use the save as feature to accomplish this.

Course Description & Objectives:

This course explores a wide variety of production and operations management topics. Topics considered include: operations strategy and competitiveness, product design, process selection, quality management, capacity management, Just-in-Time (JIT) production systems, facility location and layout, supply chain management, operations scheduling, and the production planning process.

Prerequisites: Bus 232, Econ 221, Math 340 are all recommended prior to taking this course.

Upon completion of this course, you should be able to:

1. Understand and actively participate in the production planning process.
2. Understand and apply various analytical tools helpful in production and operations activity planning.
3. Take a socio-technical systems approach to making operations decisions.
4. Develop appropriate production and capacity strategies appropriate for a given product or service.
5. Understand the nature and importance of quality management practices

Expectations & Instructional Approach:

This course will consist of lecture, self-directed reading, class discussion, online discussion, and other methods as appropriate. This is a substantial and rigorous course; however, those who keep up with assignments, study, and ask questions where appropriate will do well.

All Material not submitted in class will be submitted through Blackboard. We may have assignments that are to be delivered in paper format, however no written assignment will be accepted from email

During this class you will complete 6 mini-cases. Each of these cases will present a different and challenging task. These will develop techniques to problem solve quantitatively and are good practice towards writing in a technical manner. On these memorandums that you will write, you will need to go beyond simply solving a simple problem, and thoroughly analyze the issue presented. You will notice that the points for these scales from 25 to 40 points each.

You will answer questions on 8 of 12 videos that are included on the DVD for this class. Questions for all 12 will be available, you will get to make your choice out of those which videos you will tackle the questions for. There will not be any extra credit for completing more than 8, however you may find them helpful as study aids.

During the class we will use the discussion board feature on Blackboard to complete three student led discussions. These are worth 10 points each, with 6 of those points from your original posting, and 4 points for your relevant, thoughtful and engaging responses.

You will be required to complete a book review for this course that will be worth 50 points. You will be required to check out, purchase, borrow book of your choosing (with approval) to read, review, and link to operations management. More details will follow in class about specifics.

There will be a test at approximately midterm and a final during finals week. These exams are not designed to test whether you can memorize from the textbook, but rather give another opportunity to prove your mastery of key concepts and critical thinking. Points for all assignments are listed on the chart included in this document. The final and all assignments MUST be completed to pass the course.

This course will take a substantial amount of time to complete. The generally accepted "rule of thumb" is that an upper division course will take on average 6 to 9 hours of time outside the class for successful completion. We will examine averages in this course, but for now remember a couple of things. Succeeding may be a C, and that you may require significantly more or less time per week to complete the material.

This class sounds tough, covers a lot of material, and will introduce new concepts. If you are having a panic attack, take a deep breath. Relax. You WILL make it through the class if you stay on top of the material, use your resources, ask questions (remember the discussion board called Instructors Corner located in TurnItIn.com), and take learning new ideas as a challenge not a hindrance!

Grading Policy:

This class is graded on a strict percentage scale. There will be 615 points available in the class. This class will be graded on the grading scale used by most departments where greater than a 90% is an A, 85% a B, and so on. Remember that you must complete ALL of the assignments to pass the course.

Attendance does not by itself generate any points, however there is a strong correlation to those who attend class and those who succeed in this class. There will be NO rescheduling of exams except in extreme emergencies and those will need to be documented. For example, If you are in the hospital, a note from a physician will be required. You are all legally adults, I expect you to act that way.

Points Schedule

Midterm	100			
		8@5 each	Videos from DVDs	40
Final	200	In class		
Total Test	300	Video		10
Mini-Cases		Book Review	50	
1	25	Discussion Board	3@ 10	30
2	25			
3	25			
4	30			
5	40			
6	40			
Total	185			
	615			

Total Points

Tentative Schedule

	Reading	
Monday, January 11, 2010	Ch 1,2	
Wednesday, January 13, 2010	Ch 1,2	
Monday, January 18, 2010	Ch 3	DB1
Wednesday, January 20, 2010	Ch 3	Case 1
Monday, January 25, 2010	CH 4	
Wednesday, January 27, 2010	Ch 4	
Monday, February 01, 2010	Ch5	Case 2
Wednesday, February 03, 2010	Ch5	
Monday, February 08, 2010	Ch6	
Wednesday, February 10, 2010	Ch6	Case 3
Monday, February 15, 2010	Ch7	
Wednesday, February 17, 2010	Ch7	
Monday, February 22, 2010	Ch8	DB2
Wednesday, February 24, 2010	Ch8	
Monday, March 01, 2010	Ch17	
Wednesday, March 03, 2010	Midterm Exam	
Monday, March 08, 2010	Break	
Wednesday, March 10, 2010	Break	
Monday, March 15, 2010	Ch 9	

Wednesday, March 17, 2010	Ch 9	DB 3
Monday, March 22, 2010	Ch 10	
Wednesday, March 24, 2010	Ch 10	
Monday, March 29, 2010	Ch 11	
Wednesday, March 31, 2010	Ch 11	
Monday, April 05, 2010	Spring Brk	
Wednesday, April 07, 2010	Ch 13	Case 3
Monday, April 12, 2010	Ch 13	
Wednesday, April 14, 2010	Ch 14	Case 5
Monday, April 19, 2010	Ch 14	
Wednesday, April 21, 2010	Ch 15	
Monday, April 26, 2010	Ch 15	Case 6
Wednesday, April 28, 2010	Varied	
Monday, May 03, 2010	Academic Day	
Wednesday, May 05, 2010	Final	10:30 to 12:30

Disclaimer: The instructor reserves the right to change any and all items on this syllabus to reflect external changes. These changes will be communicated to the students via email, and posted on Blackboard.

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires

the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

NSCS Board of Trustees Policy 4220 states that each College “. . . will establish a distance learning assessment policy that will include, at a minimum, a substantial culminating experience that is proctored.” Peru State College's policy

is that each course that is offered entirely online will feature a proctored final exam that substantially measures the extent the course's stated learning objectives are achieved. Online course syllabi will clearly state that, regardless of grades earned previously, the proctored final exam must be passed in order to receive credit for the course. Courses which feature graded site-based activities (e.g., teaching demonstrations) and/or video-taped presentations that occur near the end of the term, and that are designed to substantially assess the achievement of learning objectives, can be considered in compliance with this policy. Project-based capstone and graduate courses utilizing real-time discussions held by web-cam, phone or in person with the faculty member as part of the assessment process can also be considered in compliance with this policy.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).