The textbook is highly recommended- OM, 4\textsuperscript{th} Edition, Collier/Evans, 978-1133372424

Operations Management is the study of the fundamental process for production of goods and services in organizations with emphasis on understanding its relationship to other areas and use of quantitative tools in production or operations decision-making.

After the completion of this course, the student should be able to:

1. Apply appropriate quantitative techniques to a variety of operations-oriented problems and provide accurate analysis. (BBA 2, BBA 4, BBA 6)

2. Demonstrate the ability to apply basic principles of operations management to real world situations. (BBA 6)

3. Describe the overall production/operations management process and understand its function and relationship to other areas. (BBA 4)

4. Understand and solve problems related to policy, product, process, plant, and operations decisions. (BBA 2, BBA 4)

\textit{General Guidelines}

Please participate. What you put into the class will determine what you get out of it – and what others get out of it.

Please come on time. Late arrivals disturb everyone. Please do not talk to your neighbor during class. Please turn off your cell phones. This is rude behavior and disturbs not only the instructor, but also your classmates.

Please feel free to email me with comments, questions, or concerns.

This is a tentative syllabus and is subject to change at any time during the semester.
Course Requirements

1. Attendance and class participation is an important part of facilitating the learning process for you and your classmates. Attendance is required, as in-class activities will be utilized to encourage attendance. The student is responsible for any lecture material missed due to absence. Each member of the class should have read and be prepared to discuss the material on the day on which it is assigned.

2. In addition to the textbook, information may be distributed in class in the form of handouts, or material might be placed on reserve at the Reserve Desk in the library. For testing purposes, the student is responsible for any information presented in class or made available to them at the Reserve Desk. Brief assignments may be required during the semester to reinforce particular topics.

3. There will be three (3) exams. Each exam will be worth 100 points. The optional cumulative final will be given on the last day. These exams will consist mostly of multiple-choice questions, but may include other types of questions as well.

4. Make-up exams will be given only if there is a legitimate reason for missing the exam as judged by the instructor and must be completed in a reasonable timeframe. The instructor needs to be notified in advance and documented proof needs to be provided.

5. Academic Honesty: Students are expected to recognize and uphold standards of intellectual and academic integrity. UWG, the RCOB and the Department of Management assume as a basic and minimum standard of conduct in academic matters that students be honest and that they present for credit only the results of their own efforts. Acts of academic dishonesty will result in a failing grade for the assignment or exam, and possibly the course.

6. If, for any reason, the University is officially closed on a scheduled exam day or a day that an assignment or project is due, the scheduled item will take place at the next class meeting.

Grading Policy

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>100</td>
<td>Exam 1</td>
</tr>
<tr>
<td>100</td>
<td>Exam 2</td>
</tr>
<tr>
<td>100</td>
<td>Exam 3</td>
</tr>
<tr>
<td>140</td>
<td>CourseDen Quizzes</td>
</tr>
<tr>
<td>60</td>
<td>Class Participation &amp; Exercises</td>
</tr>
<tr>
<td>500</td>
<td>Total</td>
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A = 450 or more   B = 400 to 449   C = 350 to 399   D = 300 to 349   F = less than 300

Grades will not be curved during the semester. The grades students receive during the semester are intended only to provide honest feedback on their performance. Final grades may be curved at the end of the semester.
Schedule

This course is comprised of three sections. The book splits up the chapters into coherent groups, which I usually test over. I am going to open each section up as a whole, so that if you want to do it in chunks you can. Now, I caution you of two things- first, if you get ahead and do it all at once, you still have to wait for test day, and I’d hate for everything to leak out of your brain. Second, if you wait until the last second to do everything, you might get overwhelmed. All of section one will close the second Test 1 starts, so be prepared!

Day 1 Orientation  January 11  7:00 PM
Test 1            February 11  7:00 PM
Test 2            March 10    7:00 PM
Test 3            April 14    7:00 PM
Optional Final    April 28    8:00 PM

Students, please carefully review the following information at [www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf](www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf). It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.