MGNT 3615 – Operations Management

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Office Hours: Tuesday from 1pm to 4pm (except on 2/14, 3/14, & 4/18, then 5pm to 7pm)
            Wednesday from 1pm to 4pm

The textbook is highly recommended- OM, 4th 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.

Learning Goals

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)

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 day listed. 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

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<tbody>
<tr>
<td>Exam 1</td>
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<td>Exam 2</td>
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<td>Exam 3</td>
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<td>CourseDen Quizzes</td>
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<td>Class Participation &amp; Exercises</td>
<td>60</td>
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\[ A = 450 \text{ or more} \quad \text{B} = 400 \text{ to } 449 \quad \text{C} = 350 \text{ to } 399 \quad \text{D} = 300 \text{ to } 349 \quad \text{F} = \text{less than 300} \]

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!

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<thead>
<tr>
<th>Day 1 Orientation</th>
<th>January 10</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>February 14</td>
<td>7:00 PM</td>
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<td>Test 2</td>
<td>March 14</td>
<td>7:00 PM</td>
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<td>Test 3</td>
<td>April 18</td>
<td>7:00 PM</td>
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<td>Optional Final</td>
<td>May 4</td>
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Students, please carefully review the following information at [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.