



MGT 307-01W: OPERATIONS MANAGEMENT
Summer I Semester 2020
Online

INSTRUCTOR INFORMATION

Instructor: Dr. Gerald Burch
Office Location: CBE 309
Office Hours: By Appointment (or send me an email anytime!)
Office Phone:
Office Fax:
University Email Address: Gerald.burch@tamuc.edu
Preferred Form of Communication: email
Communication Response Time: within 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s): Collier & Evans. OM5: Operations + Supply Chain Management, to be used as a reference. ISBN: 9781285451374.
Software Required: Excel, Power Point, Word
Optional Texts and/or Materials: Internet access for SAP Modules

Course Description

COURSE OVERVIEW AND OBJECTIVES:

This course is an introduction to the concepts, principles, problems, and practices of operations management. Emphasis is on managerial processes for effective operations in both goods-producing and service-rendering organization. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations of an organization.

In this course students will use qualitative and quantitative information to design, manage, and improve the production of goods and delivery of services.

Learning Objectives:

The syllabus/schedule are subject to change.

- The student will use qualitative and quantitative information to design the production of goods or delivery of services. (Evaluated in the Final Exam)
- The student will use qualitative and quantitative information to manage the production of goods or delivery of services. (Evaluated in the utilization assignment, forecasting assignment, sequencing assignment, scheduling assignment, and graphing assignment)
- The student will use qualitative and quantitative information to improve the production of goods or delivery of services. (Evaluated in the Final Exam)
- The student will use SAP to manage the production of goods and delivery of services. (Evaluated in the SAP assignments)
- The student will know the major tasks associated with managing the production of goods and delivery of services. (Evaluated on Concept Quiz and Final Exam)
- The student will use data to make visual representations that support decision making.
 - The student will summarize data. (Evaluated in graphing assignment and Final Exam)
 - The student will use pivot tables to summarize data. (Evaluated in graphing assignment and Final Exam)
 - The student will make histograms to summarize data. (Evaluated in graphing assignment and Final Exam)
- The student will use process design components in their design, management, and improvement of the production of goods or delivery of services. (Evaluated in the Final Exam)
 - The student will use sequencing techniques to propose changes to the design, management, or improvement of the production of goods or delivery of services. (Evaluated in the Final Exam)
- The student will incorporate facility layout components in their design, management, and improvement of the production of goods or delivery of services. (Evaluated in the Layout Assignment, and Final Exam)
- The student will incorporate inventory management components in their design, management, and improvement of the production of goods or delivery of services. (Evaluated in the Inventory Management Assignment and Final Exam)
- The student will incorporate Quality components in their design, management, and improvement of the production of goods or delivery of services. (Evaluated in the Quality Assignment and Final Exam)
- The student will incorporate resource and capacity management components in their design, management, and improvement of the production of goods or delivery of services. (Evaluated in the utilization assignment, forecasting assignment, sequencing assignment, scheduling assignment, graphing assignment, and Final Exam)
 - The student will create accurate forecasts. (Evaluated in the forecasting assignment and Final Exam).
 - The student will evaluate forecast accuracy. (Evaluated in the forecasting assignment and Final Exam).
 - The student will incorporate scheduling techniques in their design, management, and improvement of the production of goods or delivery of services. (Evaluated in the scheduling assignment and Final Exam).
- The student will incorporate supply chain components in their design, management, and improvement of the production of goods or delivery of services. (Evaluated in the Supply Chain Assignment and Final Exam)
- The student will incorporate purchasing components in their design, management, and improvement of the production of goods or delivery of services. (Evaluated in the Supply Chain Assignment and Final Exam)

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COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the D2L learning management system, using Microsoft Word, Excel, and PowerPoint.

Instructional Methods

This course is delivered in an online format. You will find the information and materials you will need to complete the course in this syllabus and on the D2L course management website.

Student Responsibilities or Tips for Success in the Course

There are several graded assignments that will require you to log in regularly into the course website and participation is expected.

GRADING

| Component | Type | Value |
|-----------------------------------|------------|-------------|
| Concept Quiz | Individual | 5% |
| Content Assignments (8 @ 5% each) | Individual | 40% |
| SAP Assignments (2 @ 7.5% each) | Individual | 30% |
| Final Exam | Individual | 25% |
| Course Total | | 100% |

GRADING SCALE:

| | | | |
|---|-----------|---|-----------|
| A | 90 – 100% | D | 60-69% |
| B | 80 – 89% | F | Below 60% |
| C | 70-79% | | |

Incomplete - Must be previously agreed upon by student and instructor.
Withdrawal - Must be initiated by the student administratively.

SAP ASSIGNMENTS:

These allow you to get familiar with using SAP software and count as one of the courses needed to obtain the SAP Student Recognition Award. You must complete three courses with the SAP component to receive the SAP Student Recognition Award. Your grade for these assignments is based on the percentage of the Case Study Steps that you complete. You will need access to a computer with internet access to complete these tasks

CONTENT QUIZZES AND ASSIGNMENTS:

These items are designed to give you practice working with Operations Management skills and then assessing your mastery of those skills.

FINAL EXAM:

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The final exam will be a cumulative review of your knowledge about operations management and is presented in a project format. The test will be open book and open note. Discussing the answers or the questions on this test with anyone will be considered cheating. Using internet search engines to locate any information for the test will be considered cheating.

Assessments

○ Assignments (General Comments):

1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. All work and assignments for the entire course will be available on the first day of class. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the “assigned” date to start working on it (or to turn it in). In other words, you can work at your own pace as long as you meet the due dates. I suggest you set a calendar of when to work on assignments based upon your schedule, how long it takes you to complete assignments, and the assignment due dates. Start working on each assignment as soon as you possibly can and make sure that you have the all assignments submitted by the specified due dates. I have outlined a “suggested” schedule that I think would help you maintain a good pace, but you don’t have to follow it. However, you **MUST** turn in all written assignments **ON TIME**. You will have until **11:59 PM Central Time** to submit the work that is listed in the far right, “Work Due” column of the course schedule. I will **NOT** accept late assignments. If you do not meet the 11:59 PM deadline (even by one or two minutes), you will receive a 0 for that assignment.

Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse: There are no make-up assignments for poor performance on a previous assignment.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

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Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

| Browser | Supported Browser Version(s) | Maintenance Browser Version(s) |
|-------------------------------|------------------------------|--------------------------------|
| Microsoft® Edge | Latest | N/A |
| Microsoft® Internet Explorer® | N/A | 11 |
| Mozilla® Firefox® | Latest, ESR | N/A |
| Google® Chrome™ | Latest | N/A |
| Apple® Safari® | Latest | N/A |

Tablet and Mobile Support

| Device | Operating System | Browser | Supported Browser Version(s) |
|----------|------------------|----------------|--|
| Android™ | Android 4.4+ | Chrome | Latest |
| Apple | iOS® | Safari, Chrome | The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. |

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| Device | Operating System | Browser | Supported Browser Version(s) |
|---------|------------------|-----------------------|---|
| | | | Chrome: Latest version for the iOS browser. |
| Windows | Windows 10 | Edge, Chrome, Firefox | Latest of all browsers, and Firefox ESR. |

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

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- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "[click here](#)" to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

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Interaction with Instructor Statement

I will make every effort to return your weekly decision results by the Monday after they are due. The remaining assignments usually take about a week to return since they are so extensive.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

You are expected to be an active participant in the group simulation decisions.

Your participation will be evaluated by your team mates, so please make an effort to learn the material and contribute to the group. There will be no Extra Credit opportunities, so do your best every time.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

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Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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COURSE OUTLINE / CALENDAR

| DATE (MONDAYS) | WORK ASSIGNED: READINGS, ASSIGNMENTS, & EXAM | WORK DUE: |
|-------------------|---|--|
| Jun 1 | Introduction to OM Concepts | Concepts Quiz due Jun 7 |
| | Using Data to Make Decisions | Making Decisions Paper due Jun 7 |
| Jun 8 | Forecasting | Forecasting Quiz due Jun 14 |
| | Sequencing | Sequencing Quiz due Jun 14 |
| Jun 15 | Inventory Management | Inventory Management Quiz due Jun 21 |
| | Supply Chain Management | Supply Chain Management Quiz due Jun 21 |
| | Quality Management and Control | Quality Quiz due Jun 21 |
| Jun 22 | Scheduling | Scheduling Exercise due Jun 28 |
| | Layout | Layout Quiz due Jun 28 |
| | SAP Navigation Case Study | SAP Navigation Case Study due Jun 28 |
| Jun 29 | SAP Sales & Distribution Case Study | SAP Sales & Distribution Case Study due Jun 30 |
| | FINAL EXAM WEEK FINAL EXAM Due: 7-1-2020 | |

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