

Moravian College

Fall 2007

Management 260: Operations management Syllabus

SYLLABUS *n* 1: a compendium or summary outline of a discourse, treatise, course of study, or examination requirements : a series of abstracts. (Webster's Third New International Dictionary (1966))

Dr. George Brower Comenius Hall 212 610-861-1379

	Mon	Tue	Wed	Thu	Fri
	12:50 - 2:00		12:50 - 2:00		
Office Hours	10:00 – 10:30		10:00 – 10:30	11:00 – 11:30	10:00 – 10:30
	2:00 – 2:30		2:00 – 2:30	1:00 – 2:00	

You are welcome to an appointment at other mutually convenient times.

Ask in person, email, or telephone, including some times that would work for you.

These hours and any changes to them will be posted on my office door.

Course Prerequisites: Students enrolled in MGMT 260 must have completed Econ 152: Principles of Economics and Econ 156: Economic and Business Statistics. Although not listed as a prerequisite, I assume you have completed the Department's calculus requirement. You are advised to have completed Econ 225: Intermediate Microeconomics.

Course Goals: Operations Management develops students' ability to apply economic theory to unfamiliar problems using graphic and analytic (algebra and statistical) methods. The course uses problems of production scheduling, inventory management, and process improvement to:

- I. extend your ability to use concepts and tools introduced in Principles of Economics:
 - A. graphic analysis and
 - B. elasticities and
- II. develop your ability to use additional concepts and tools, including:
 - A. interpreting and drawing graphic descriptions of time series relationships including distances along the axes and areas below or between the curves.
 - B. explaining operations management problems orally and in writing, and
 - C. using spreadsheets and other tools for algebraic, statistical, and graphic analysis.

Required Text and Suggested Materials:

Goldratt, Eliyahu () *The Goal*. Great Barrington, MA: North River Press.

Knight, Gerald (2006) *Analyzing Business Data with Excel*. Sebastapol, CA: O'Reilly.

APICS () *The APICS Dictionary*. : <http://www.apics.com/....>

3x5 cards for vocabulary. Colored pencils, straight edge for class and exams, and graph paper for class, as there are many graphs. Graph paper will be provided on exams.

Bring a calculator to class and use one on exams.

Course Work:	Points		Days & Dates
Prerequisite Pretest: (See the handout.)	100	10.00%	Wednesday, Sep 5
Simulation 1: The Distribution Game	75	7.50%	
Projects and Processes	100	10.00%	
Simulation 2: The Mortgage Game	75	7.50%	
Midterm Exam	150	15.00%	
Spreadsheet Skills Test (Exam rules apply)	0	0.00%	Required but ungraded
Forecasting	100	10.00%	
Spreadsheet Project	150	15.00%	
Final Exam	250	25.00%	To be determined
Attendance	0	0.00%	
<i>Total</i>	<i>1,000</i>	<i>100.00%</i>	

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Course Policies

Academic Honesty: Students are responsible for abiding by the College's Academic Honesty policy in the [Moravian College Student Handbook](#)

Attendance: I take attendance at the beginning of each class to:

1. Attach faces to names,
2. Know who is present and ready to work at the scheduled time,
3. Assist the Academic Affairs Office when a student withdraws, and
4. Guide benefit-of-the-doubt decisions when course grades are due.

Changes to the syllabus or calendar will be distributed before they take effect. You are responsible for using the current version, including any changes in due dates, to prepare assignments and exams.

Due Dates: Assignments are due at the close of business (usually 4:30) on the specified date in "Dr Brower's In Box," a wire basket outside my office. Students who *miss an exam without prior approval will receive a zero.*

Electronics: You may use any hand-held calculator in class and on exams but you must turn off all other electronic devices, including all portable computers and wireless gear, during classes and exams.

Email: I do not discuss confidential topics (grades) in email because email is like a postcard.

Exam Aids: You may use no aids during an exam except colored pens or pencils, a straight edge, a hand-held calculator, and graph paper; graph paper will be provided.

Extra Credit opportunities, if available, are open to all students. Since there are many opportunities to demonstrate your learning in this course, there are none. If you find a topic more interesting than class time allows and your GPA is at least 2.7, see me about independent study.

Grades:	Points Earned	Percent	Letter Grade	Grade Points	Minimum Cumulative GPA for:
	1,000	100.00%			
	933	93.33%	A	4.00	
	900	90.00%	A-	3.67	
	867	86.67%	B+	3.33	
	833	83.33%	B	3.00	Honors Program
	800	80.00%	B-	2.67	2.70 for Field & Independent Study
	767	76.67%	C+	2.33	
	733	73.33%	C	2.00	Major and Graduation
	700	70.00%	C-	1.67	
	667	66.67%	D+	1.33	
	633	63.33%	D	1.00	
	600	60.00%	D-	0.67	
	<600	<60.00%	F	0.00	

- **See me about extra help as soon as you realize that you could use it! That's why I'm here!**
- The Economics & Business Dept and Learning Center (x1510) will help you find a tutor for extra help.
- Record your grades to help you know if you need extra help.
- Grading requires qualitative judgments that are not easily translated to a numeric scale. **Please see me during office hours or by appointment** for questions on assignment, exam, or course grades.

Group Study is a great way to learn, but *all material you turn in for evaluation must be your individual work unless the assignment specifically authorizes group work.* Do not let enthusiasm lead you to turn in material that appears to be the work of more than one person.

Handouts including this syllabus are available on the [p-drive](#) after distribution in class.

Learning and Other Disabilities: Any student who wishes to disclose a disability and request accommodations under the Americans with Disabilities Act (ADA) **must first** meet with Mrs. Laurie Roth (x1510) in the Office of Learning Services (learning disabilities or ADD/ADHD) or Dr. Ronald Kline (x1510) in the Counseling Center (all other disabilities).

Make Up Work: In general, prepare for the first class after an absence by doing the reading assignment, answering the Questions for Review, and doing the problems assigned in class. After a(n):

- Missed class or two, contact a colleague for class notes and assignments, and see me.
- Planned extended absence, see me in advance.
- Unexpected extended absence, contact me and the Office of Learning Services (x1510) asap.

Returned Work distributed when you are absent is filed by last name in an accordion folder ("Dr Brower's Out Box"). The folder's contents are shredded 48 hours after the Registrar's deadline for grade submissions.

A copy of this syllabus is on file in the Moravian College Academic Affairs Office (Monocacy Hall, 2nd Floor) and available [on line, on campus](#) during the current semester.

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Day	Date	Topic	Assignment
M	27 Aug	Introduction	Distribute spreadsheet skill study guide
W	29 Aug	Prerequisite review	Review your Econ 152 / Econ 156 materials
W	5 Sep	Prerequisite pretest	Goldratt: The Goal -- study guide distributed
M	10 Sep	The Distribution Game	Be ready to discuss the purposes and challenges of: supply chains, scheduling, and inventory
W	12 Sep	Distribution Game Debriefing	Bring a one page, individual, game analysis. Goldratt: The Goal
M	17 Sep	Projects and Processes	Be ready to discuss the purposes and challenges of: project (network) and process (flow chart) graphics
W	19 Sep	Projects and Processes	Goldratt: The Goal
M	24 Sep	The Mortgage Game	Be ready to discuss the differences between manufacturing and service industries, including the roles of inventory and backlogs.
W	26 Sep	Mortgage Game Debriefing	Bring a one page, individual, game analysis. Goldratt: The Goal Problem set distributed.
M	1 Oct	Problem Set Due	Pick up after 3:30 in the accordion folder outside my office.
W	3 Oct	Midterm Exam	Goldratt, games, projects, processes, process improvement, schedules, and inventories / backlogs
W	10 Oct	Spreadsheet skill test-ungraded Return and Review Exam	
M	15 Oct	Forecasting	Be ready to use descriptive statistics and graphs with time series data and to discuss hypothesis testing.
W	17 Oct	Forecasting	

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M	22 Oct	TBA	Knight
W	24 Oct	TBA	
M	29 Oct	TBA	Knight
W	31 Oct	TBA	
M	5 Nov	TBA	Knight
W	7 Nov	TBA	
M	12 Nov	TBA	Knight
W	14 Nov	TBA	
M	19 Nov	TBA	Knight
M	26 Nov	TBA	Knight
W	28 Nov	TBA	
M	3 Dec	TBA	Knight
W	5 Dec	TBA	
M	10 Dec	TBA	

TBD Final Exam

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