



## **OPMA 3306: Operations Management Spring 2017**

**Instructor(s):** Mr. George Kurian, MBA

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**Office Hours:** After class or by appointment

**Section Information:** OPMA 3306-001

**Time and Place of Class Meetings:** LS 118, Monday, Wednesday & Friday 9:00 – 9:50 AM

### **Description of Course Content:**

Introduction to concepts and problem-solving techniques important in operations management and production management. Topics include demand forecasting, capacity management, resource allocation, inventory management, supply chain management, quality control, and project management. Prerequisite: BSTAT 3321 or BSTAT 3322.

### **Student Learning Outcomes**

After completing the course the student will be able to do the following:

1. Identify and accurately apply OM concepts with competitive strategy in order to make operational decisions.
2. Apply quantitative OM tools (i.e., forecasting, project management, capacity and resource planning, scheduling, inventory management and quality management) and be able to correctly solve OM problems using these quantitative tools.
3. Identify qualitative factors affecting operations functions in order to compare different options within business setting and be able to clearly articulate those factors and options.
4. Clearly and accurately describe how OM decisions relate to each other in order to assess the overall impact of decisions.
5. Contrast and compare different options related to OM concepts in order to select the best option given business and environmental conditions and be able to concisely explain the various alternatives, which is best, and why.
6. Explain OM's role within organizations for both service and manufacturing environments.

7. Develop and explain alternatives for resource and capacity planning within given constraints.

**Required Textbooks and Other Course Materials:**

Management, the Core, 4th edition, McGraw-Hill Companies, Inc. 2017 by F. Robert Jacobs and Richard B. Chase. Two alternatives are available to students: (1) ISBN 978-1-259-95920-2 is a hardcover book with Connect and access to the eBook and LearnSmart or (2) ISBN 978-1-259-95930-1 has Connect and access to the eBook and LearnSmart with no hardcover book. Please note that connect is optional for this class.

**We will be using Blackboard for this class.** You can access the Blackboard at

<https://elearn.uta.edu/>. You will need to use your Net ID and password to access your class

Information. It is the student's responsibility to check blackboard for the syllabus and any changes to the syllabus, class assignments, and other course materials that will be made available. All of your Assignments will be submitted through blackboard. It is the student's responsibility to learn how to use blackboard in order to access and upload completed assignments.

**Attendance:**

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will be taking attendance daily. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Grading:** There will be 2 midterm examinations and one final exam. The exams will be multiple choice questions.

Test/ Assignment	Weightage for final grade	Format
Assignment 1	5%	Group typed paper
Assignment 2	5%	Group typed paper
Assignment 3	5%	Group typed paper
Assignment 4	5%	Group typed paper
Exam 1	25%	Multiple choice
Exam 2	25%	Multiple choice
Final Exam	30%	Multiple choice

**Grades:** A = 90% and above, B = 80% - 89.9999%, C = 70% - 79.9999%, D = 60% - 69.9999%, F = 0% - 59.9999%.

**Exams and Assignments:** There will be three closed-book exams. One scantron will be required for each exam. The final exam will be comprehensive. If bad weather prevents a class from being held,

then the schedule will be moved down a class day. There are 4 assignments. Assignments will be posted on blackboard one week before it is due. Late assignments will not be graded. Assignments will be done in groups assigned by me.

**Material Required For Exam:**

- (1) 3 Scantrons (882-E)
- (2) A calculator

**Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.**

**COURSE POLICIES**

**Expectations for Out-of-Class Study:**

A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc. Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Exam Policy:**

All tests will be closed book and tables will be provided if needed. A calculator, scantron and pencil will be required for each exam. Cell phones and laptops are not allowed during exams. I reserve the right to assign seating for test periods. Students are required to take tests at the scheduled time.

**Make-up Exams:**

**There are strictly no make-up exams.**

**Class Issues:**

Students should have completed MATH 1315 or equivalent; thereby students should be comfortable with business math concepts. Students should understand certain statistical concepts such as population, mean, and standard deviation. Students should also be proficient in accessing information via the internet and using Microsoft Word, Excel, and PowerPoint. Corequisite: BUSA/STAT 3321.

In compliance with UTA policy, I am only obligated to respond to emails from your UTA address.

Also, in compliance with UTA policy, grades will not be sent via email, or given over the phone. I will not release course grades before they are available online. Check the UTA website "Academic Notices" to find out when course grades are available.

Any outside-of-class work that you hand in should conform to common professional presentation standards; be neatly presented and typed (unless otherwise directed). Late assignments will not be accepted.

To show courtesy to your fellow classmates, students are expected to arrive on time and turn off all sound generating devices (pagers, cell phones, etc.) before entering the classroom

As a courtesy to your fellow classmates and instructor you are asked to only use a laptop iPad, etc. in class if you are genuinely using it for class purposes (i.e. taking notes, reviewing powerpoint, etc.) I

reserve the right to ask that these devices not be used in class if they distract from class lectures, or activities.

These and all other electronic devices must be stored and not on your person during exams.

### **Drop Policy:**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Academic Integrity:**

Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Electronic Communication:**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:**

At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In

addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

### **Bomb Threats:**

Effective April 8, 1997, the College of Business Administration has adopted a policy to deal with the classroom disruption caused by bomb threats in the building. (A) Section 22.07 of the Texas Criminal Law Statutes governs terrorist threats and classifies bombs threats as Class A misdemeanors. Section 12.21 of the Texas Criminal Law Statutes states that a Class A misdemeanor is punishable by (1) a fine not to exceed \$4,000, (2) a jail term of not more than one year, or (3) both such a fine and confinement. (B) If anyone is tempted to call in a bomb threat, be aware that UTA will soon have technology to trace phone calls. (C) Every effort will be made to avoid cancellation of presentation/tests caused by bomb threats to the Business Building. Unannounced alternate sites will be available for these classes. If a student who has a class with a scheduled test or presentation arrives and the building has been closed due to a bomb threat, the student should immediately check for the alternate class site notice which will be posted on/near the main doors on the south side of the Business Building. If the bomb threat is received while class is in session, your instructor will ask you to leave the building and reconvene at another location. (D) Students who provide information leading to the successful prosecution of anyone making a bomb threat will receive one semester's free parking in the Maverick Garage across from the Business Building. UTA's CrimeStoppers will provide a reward to anyone providing information leading to an arrest. To make an anonymous report, call 817-272-5245.

**Tentative course schedule:**

Date	Topic	Reading	Assignment
01/18/2017	Syllabus/Course Introduction		
01/20/2017	Strategy & Sustainability	Chapter 2	
01/23/2017	Strategy & Sustainability	Chapter 2	
01/25/2017	Forecasting	Chapter 3	
01/27/2017	Forecasting	Chapter 3	
01/30/2017	Forecasting	Chapter 3	A1 assigned
02/01/2017	Forecasting	Chapter 3	
02/03/2017	Forecasting	Chapter 3	
02/06/2017	Inventory Management	Chapter 11	A1 due
02/08/2017	Inventory Management	Chapter 11	
02/10/2017	Inventory Management	Chapter 11	
02/13/2017	Exam 1 review		
<b>02/15/2017</b>	<b>1st Midterm Exam</b>		
02/17/2017	Inventory Management	Chapter 11	
02/20/2017	Strategic Capacity Management	Chapter 4	
02/22/2017	Strategic Capacity Management	Chapter 4	
02/24/2017	Manufacturing Processes	Chapter 6	A2 assigned
02/27/2017	Manufacturing Processes	Chapter 6	
03/01/2017	Sales and Operations Planning	Chapter 8	

03/03/2017	Sales and Operations Planning	Chapter 8	A2 due
03/06/2017	2 <sup>nd</sup> Exam review		
<b>03/08/2017</b>	<b>2nd Midterm Exam</b>		
03/10/2017	Sales and Operations Planning	Chapter 8	
03/13/2017	Spring break		
03/15/2017	Spring break		
03/17/2017	Spring break		
03/20/2017	Sales and Operations Planning	Chapter 8	
03/22/2017	Sales and Operations Planning	Chapter 8	
03/24/2017	Material Requirement Planning	Chapter 9	
03/27/2017	Material Requirement Planning	Chapter 9	
03/29/2017	Material Requirement Planning	Chapter 9	
03/31/2017	Material Requirement Planning	Chapter 9	A3 assigned
04/03/2017	Material Requirement Planning	Chapter 9	
04/05/2017	Quality Management	Chapter 10	
04/07/2017	Quality Management	Chapter 10	A3 due
04/10/2017	Quality Management	Chapter 10	
04/12/2017	Quality Management	Chapter 10	A4 assigned
04/14/2017	Project Management	Chapter 5	



04/17/2017	Project Management	Chapter 5	
04/19/2017	Project Management	Chapter 5	A4 due
04/21/2017	Project Management	Chapter 5	
04/24/2017	Project Management	Chapter 5	
04/26/2017	Project Management	Chapter 5	
04/28/2017	TBD		
05/01/2017	Final exam review		
05/03/2017	Final exam review		
05/05/2017	Final exam review		
<b>05/10/2017</b>	<b>Final Exam(Comprehensive) 8:00 AM- 10:30 AM</b>		

**Note: Check the Academic Calendar for exact drop date.**

*“As instructor for this course, I reserve the right to make changes to the syllabus as necessary; it is the student’s responsibility to be aware of these changes- George Kurian”.*

**Emergency Phone Numbers** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.