



Carleton
UNIVERSITY

SPROTT
SCHOOL OF BUSINESS

BUSI 2301A
Introduction to Operations Management
Fall 2020

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Online Office hours: Scheduled online office hour on selected Wednesday, 11:30-12:30; (see the course schedule)

Course delivery mode: The instructor will post lecture video on Culearn and multiple-choice questions on Socrative on every Monday. (**The multiple-choice question will be available between Monday to Wednesday.** Students need to finish the multiple-choice questions during the period in order to get attendance mark and bonus points).

The class will meet online for the first class, and the three in-class quizzes. (The detail of videoconferencing will be posted on Culearn).

Textbook: WJ Stevenson, M Hojati, & Cao, J. 2018, *Operations Management*, 6th Ed, McGraw-Hill Ryerson, Toronto. ISBN: 1-25-927015-7.

Undergraduate Calendar Description

Concepts, models, and managerial issues in planning, designing, operating and controlling systems of manufacturing goods or providing services. Emphasis on basic ideas and tools.

Prerequisites

Second-year standing and [STAT 2606](#).

Restricted to selected Sprott programs.

The School of Business enforces all prerequisites.

This course is a prerequisite to

1. BUSI 3301 (with a grade of C or higher)
2. BUSI 3309
3. BUSI 4301 (with a grade of C or higher)

Course Description

Operations Management (OM) deals with the management of systems that provide goods and services to customers. This function exists in all industries, including manufacturing, retail distribution, and government services. The goal of

OM is to provide *value* to the customer via the pursuit of *efficiency* and *effectiveness*. In a broader sense, OM is also a set of concepts and tools that can be useful in the *management* of the *operations* of any organisation. Since operations are at the core of any business (without it, there is no business!), OM is an essential area of management study.

The objective of this course is to provide an introduction to the field of OM. It will give a survey of the main OM issues and the key concepts & tools for dealing with them. It is intended to provide a basic exposure for those who will be specialising in other business areas, and to serve as a first step for those wishing to do further studies on this topic. Since OM in the real world is in frequent contact with other business functions such as marketing and finance, this course will draw on terminology and concepts from these fields.

Attendance

Students need to answer the multiple questions in the Socrative app every week. Doing the question is regarded as attendance for the course (The multiple choice questions for the first week would not be counted for attendance).

Grading

Attendance	10%
Final Exam	45%
Quiz 1	15%
Quiz 2	15%
Quiz 3	<u>15%</u>
	100%

Participation Bonus

For this course, the participation is conducted by using Socrative App. Students may download the app to their smartphones, or use the app's web site (<http://www.socrative.com/>). A detailed instruction of using Socrative could be found on the Culearn. Please let the instructor know if you do not have either a smartphone or a laptop.

The instructor assigns bonus points to the participation. For each multiple choice question posted on Socrative, the students who submit **right** answer through socrative will receive 1 bonus point.

1 bonus point is equivalent to 0.2% of the final exam grade. You can use the bonus points to add a Maximum of 10% to your final exam grade.

Quiz

There will be three in-class quizzes given during the semester. The quizzes are open book. You should complete the quizzes by yourself.

The students who are not able to do the quiz during regular class hour can book appointment with the instructor to do it in an alternative timeslot.

Homework

There will be homework given during the semester to enable each student to practice the techniques and tools being taught. For each chapter, homework is given at the last slider for the chapter (which could be found on the course CULearn). The students do not need to turn in their homework. The solutions of the homework are available on the course CULearn.

To reduce your burden, I do not cover all the topics in the multiple choice questions posted on Socrative. you need to do all the homework questions in order to prepare yourself for the quiz and exam.

Exams

For the Quiz and the Final exam, only suitable calculator is the *Texas Instruments BA II Plus*.

No deferred examination will be given, except for documented and acceptable reasons as defined by the university regulations. In such case, the deferred mid-term examination may include additional topics and must take place within two weeks after the mid-term scheduled date. Failure to meet this requirement will lead to a mark of zero or a withdrawal from the course. The Registrar's Office will determine the student's eligibility for a deferred final examination. This request must be made at the Registrar's Office within five (5) days of the exam. However, students who do not obtain at least 50% average on their term work for the course (i.e. mid-term, and quizzes combined) may be refused by the instructor the privilege of obtaining a deferred final examination. In such case, a FND grade will be assigned to the student. For the exams, students are advised that exam papers (mid-term or final) will not be returned back to them after being marked. They will be available for consultation only at the instructor's office.

Course Schedule

The following is a general outline of material to be covered during the semester. The instructor will post lecture video on Monday of every week.

Week	Subject	Note
Week 1 (9/9/2020)	Introduction (live online) Chapter 2-Competitiveness, Strategy, and Productivity	
Week 2 (9/16/2020)	Chapter 3-Forecasting (live office hours)	
Week 3 (9/23/2020)	Chapter 6-Process Design and Facility Layout(live office hours)	
Week 4 (9/30/2020)	Chapter 5--Strategic Capacity Planning /Chapter 4 - Product and Service Design /Quiz1 (live online for quiz)	Quiz 1 covers Ch03 (forecasting)
Week 5 (10/7/2020)	Supplement 5- Decision analysis / Supplement 6-linear programming ¹ (live office hours)	
Week 6 (10/14/2020)	Chapter 12-inventory management(live office hours)	
Week 7 (10/21/2020)	Chapter 8-Location planning &Analysis/ Quiz2 (live online for quiz)	Quiz 2 covers ch05 (Strategic Capacity Planning), S5 (Decision analysis)
10/28/2020	Fall Break	
Week 8(11/4/2020)	Chapter 9-Management of Quality/ Chapter 10-Quality Control(live office hours)	
Week 9 (11/11/2020)	Chapter 16-Job and Staff Scheduling/Quiz 3 (live online for quiz)	Quiz 3 covers ch12(inventory)
Week 10 (11/18/2020)	Chapter 11- Supply chain management	
Week 11 (11/25/2020)	Chapter 13-Aggregate Operations Planning (live office hours)	
Week 12 (12/2/2020)	Chapter 14-MRP/ERP(live office hours)	

Note: 1. Supplements are available on Culearn.

ADDITIONAL INFORMATION

Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

Academic Regulations

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

Academic Integrity

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade

of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

Sprott Student Services

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in* any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

** Note that the office is physically closed. However, e-drop in is available between 8:30-4:30 until social distancing requirements are updated by the Province.*

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

Important Information:

- Students must always retain a hard copy of all work that is submitted.
 - All final grades are subject to the Dean's approval.
 - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>
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