



**BUSI 2301D**  
Introduction to Operations Management  
Winter 2019

Professor     Shaohan Alan Cai  
Phone:       (613) 520-2600 ext 2453  
Email:       [Alan\\_Cai@carleton.ca](mailto:Alan_Cai@carleton.ca)  
Office:       916 DT  
Office hours: Monday, 10 AM -11AM  
**Course meets:** Friday 11:35-2:25

Textbook: WJ Stevenson, M Hojati, & Cao, J. 2015, *Operations Management*, 5<sup>th</sup> Ed, McGraw-Hill Ryerson, Toronto. ISBN: 978-007133959-9.

**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

Attendance and Participation is integral part of this course. Attendance in the class will be recorded. The students need to attend at least 8 classes (excluding the first class) and [answer the attendance question in the Socrative app](#) in order to get full attendance points (10% of the total grade).

## Grading

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

## Participation Bonus

The students are encouraged to participate in discussion and solve multiple choice questions in class. 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 classroom discussion, the students will get 1 bonus point each time. For multiple choice questions, 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 close book. You should complete the quizzes by yourself.

## 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.

## 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. Note: the schedule is subject to changes in response to progress and opportunities that may arise in a given semester. Therefore it is imperative for students to attend class and be aware of new developments in the course that may affect the scheduling of quizzes and tests.

Week	Subject	Note
1/11/2019	Introduction/Chapter 2-Competitiveness, Strategy, and Productivity	
1/18/2019	Chapter 3-Forecasting	
1/25/2019	Chapter 6-Process Design and Facility Layout/ Chapter 5--Strategic Capacity Planning	
2/1/2019	Chapter 4 -Product and Service Design /Quiz1	Quiz 1 covers Ch03 (forecasting)
2/8/2019	Supplement 5- Decision analysis / Supplement 6-linear programming <sup>1</sup>	
2/15/2019	Chapter 12-inventory management	
2/22/2019	Winter break	
3/1/2019	Chapter 8-Location planning &Analysis/ Quiz2	Quiz 2 covers ch05 (Strategic Capacity Planning), S5 (Decision analysis) (bring a ruler to class)
3/8/2019	Chapter 9-Management of Quality/ Chapter 10-Quality Control	
3/15/2019	Chapter 16-Job and Staff Scheduling/Quiz 3	Quiz 3 covers ch12(inventory)
3/22/2019	Chapter 11- Supply chain management	
3/29/2019	Chapter 13-Aggregate Operations Planning	
4/5/2019	Chapter 14-MRP/ERP	

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](http://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](http://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](mailto: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](http://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](http://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](http://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/>

### **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](http://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 <http://carleton.ca/ccs/students/>

---