BUS 275 Section **040, Spring 2018**

**Operations Management (OM)**

1. **Class time:** Mo-We from 12:30 pm to 1:45 pm and 2:00 pm to 3:15 pm in ED 621
2. **Instructor:** Romulus Cismaru
3. **My Office:** 540.9 in Education Building
4. **Office phone:** 306 - 585 - 4040 (all important communication should be in written form and sent to my UR courses email)
5. **E-mail:** Romulus.Cismaru@uregina.ca or UR Courses mail (recommended)
6. **Office hours:** by appointment
8. **Course summary:** BUS 275 is an introduction to managing operations in service and manufacturing organizations. Operations (or production) creates the product and therefore is the function that adds the most value to an enterprise. Topics will include: project management, forecasting, quality management, location and layout strategies and supply-chain management. Problems of production of both goods and services will be considered.
9. **Course objective:** The goal of the course is to present a broad introduction to the field of OM in a realistic and practical manner and to explore both analytical and conceptual approaches to problem solving in this domain.
10. **Prerequisites:** BUS 100, MATH 103 and STAT 100. Students must be competent with concepts of algebra, calculus and statistics.
11. **Preparation time:** The common rule of thumb regarding university studying is that for each hour spent in class, students should spend approximately 2-3 hours of individual study time outside class (home, library, etc). Since we will have 2 classes every week (2x75 min = 2.5 hours class time per week) you are expected to spend approximately 5-7.5 hours per week studying for BUS 275. Please plan ahead your study time and make sure you do a realistic assessment of your commitments for the semester (family, university classes, work, vacation, etc).
12. **Methods of Evaluation:**

<table>
<thead>
<tr>
<th>No</th>
<th>Type</th>
<th>Date</th>
<th>Duration</th>
<th>Covers</th>
<th>Details</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MT 1</td>
<td>We, May 23</td>
<td>75 min</td>
<td>Material up to date</td>
<td>Closed book</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>MT 2</td>
<td>We, June 20</td>
<td>75 min</td>
<td>Material after MT 1</td>
<td>Closed book</td>
<td>30%</td>
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<tr>
<td>3</td>
<td>Final Exam</td>
<td>Friday, June 29, 2:00 pm - 5:00 pm</td>
<td>180 min</td>
<td>Comprehensive</td>
<td>Closed book</td>
<td>40%</td>
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**Total** 100%

13. **Important information concerning exams.**
   a. Bring your student ID or a picture ID with you to all examinations and put it on your desk.
   b. In the examinations you are allowed to use a basic scientific calculator (you will need only the following functions: addition, subtraction, multiplication, division, power and square

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root). Any other electronic devices (notebooks, electronic translators, cell phones, programmable calculators, financial calculators, palm-pilots, I-phones, I-Pads, etc) are not allowed. If you have doubts if your calculator complies with this rule please check with me.

c. All answers to open ended problems in the examinations must be properly explained and justified; no grade will be awarded for unexplained results even if they are correct. You must show all your work.

d. An excused absence for a midterm exam may be granted to students on the basis of illness, accident, or other extreme circumstances beyond their control. Supporting documentation is required and must be submitted before an excused absence is approved. You must submit the supporting documentation to the instructor in maximum one week from the day of the examination (no exceptions under any circumstances). If a doctor’s note is presented the note has to specify that the student was unable to take the test on the scheduled date due to illness. An appointment card is not considered valid documentation.

e. If a student is granted an excused absence for a midterm exam the weight assigned to that examination will be added to the weight for the Final Exam.

f. Extensions on writing the Final Exam may be granted to students on the basis of illness, accident, or other extreme and legitimate circumstances beyond their control. The authority to approve deferrals of final examinations rests with the Associate Dean Undergraduate in the student’s Faculty. Supporting documentation is required and must be submitted before a deferral is approved. To be granted a deferred Final Exam a student has to be in good standing (passing marks) in the class.

g. Please read the syllabus carefully and note the grading system. The weights and dates for examinations presented in the syllabus will not be changed under any circumstances. In this class there will be no make up work or extra credit work available. Students must also understand that the weights for examinations are presented in the syllabus and are not flexible.

14. Class policies: As this is a business course, a high level of professionalism is expected from all students. In addition to abiding by the regulations of the University of Regina, the following are standard expectations:

a. As a courtesy to your fellow students and your instructor, please turn off all your electronic devices and put them in your backpacks before class begins. That includes your laptops, phones, i-Phones, Black-Berries, I-pods, I-pads etc. Recording, webcasting or using other streaming media technology in class is not allowed. Also, taking pictures in class is not allowed.

b. Please be on time for class. Similar to a business meeting or presentation, it is unprofessional to arrive late or leave early as this disturbs the class flow.

c. Please ensure that you are prepared to actively participate in the class by reading the materials (chapters from the text book, class problems) and/or completing assigned problems in advance.

d. It is required that you bring the text book, a calculator, several rulers and graph paper with you for all classes.

e. Please refrain from talking unless it is to make a direct contribution to class. Side conversations are disruptive to other students and the instructor and will not be permitted. Other unacceptable behaviour would include reading or working on material unrelated to the class, text messaging, checking emails, internet surfing, etc.
15. Academic and Non-Academic Misconduct
   a. Students enrolled in BUS courses at the U of R are expected to adhere rigorously to principles of intellectual integrity. Plagiarism or cheating on examinations is a serious offence and will result in a zero grade on that test, a failing grade in the course and expulsion from the university.
   b. For information about Academic and Non-Academic Misconduct please consult the Regulations Governing Discipline for Academic and Non-Academic Misconduct at the University of Regina 2018-2019 Undergraduate Calendar.

16. Other general information:
   a. Grades: All grades will be posted on UR Courses.
   b. Class attendance: Regular class attendance is encouraged since it helps students understand better the material.
   c. UR Courses: In this class we will use extensively UR Courses (a Course Management System). Chapter Slides, Numerical Class Problems, Recommended HW, Reviews for Midterm and Final Exam, grades, important messages, discussion boards, etc will be posted on UR Courses. Make sure you check UR Courses for BUS 275 before every class.

17. Special accommodations: If you require special accommodations of any kind because of a disability, please inform me at the beginning of the semester and also contact the Coordinator of Centre for Student Accessibility at 306-585-4631. Please come to discuss with me about your accommodation letter as soon as possible.

18. Other specifications
   a. If necessary, I will change aspects of the information in this syllabus. If I do, I will notify you in class.
   b. I will assume that every student who remains enrolled in the course after the syllabus has been distributed has fully understood the grading system, the examination dates and the class policies.

### Tentative Course Outline

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<tr>
<th>Task</th>
<th>Chapter</th>
<th>Topic</th>
<th>Assigned Reading</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Operations and Productivity</td>
<td>Ch. 1</td>
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<tr>
<td>2</td>
<td>2</td>
<td>Operations Strategy in a Global Environment</td>
<td>Ch. 2</td>
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<tr>
<td>3</td>
<td>3</td>
<td>Project Management</td>
<td>Ch. 3</td>
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<td>4</td>
<td>4</td>
<td>Forecasting</td>
<td>Ch. 4</td>
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<td>5</td>
<td>5</td>
<td>Design of Goods and Services</td>
<td>Ch. 5</td>
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<td>6</td>
<td>6</td>
<td>Managing Quality</td>
<td>Ch. 6</td>
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<td>7</td>
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<td>Process Strategy and Sustainability</td>
<td>Ch. 7</td>
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<td>8</td>
<td>7S</td>
<td>Capacity and Constraint Management</td>
<td>Ch. 7S</td>
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<tr>
<td>9</td>
<td>8</td>
<td>Location Strategies</td>
<td>Ch. 8</td>
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<tr>
<td>10</td>
<td>9</td>
<td>Layout Strategies</td>
<td>Ch. 9</td>
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<tr>
<td>11</td>
<td>11</td>
<td>Supply Chain Management</td>
<td>Ch. 11</td>
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Feeling Stressed? Always worried?

Some stress is normal when you’re going to university but 1 in 5 students will suffer from enough distress that they would benefit from counselling.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you’ve experienced a trauma like losing a family member or a close friend, or if you’ve recently ended a relationship.

If the feelings you’re experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

**Personal Counselling** – This is a great option if you’d like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

**Group Counselling** – Simply put, you’re not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can’t afford counselling...

Seeking counselling doesn’t have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.JHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

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**Have a problem but don’t know how to fix it?**
**URSU’s Student Advocate can help you free of charge!**

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!