

OSU-Tulsa  
William S. Spears School of Business Administration  
Management Science and Information Systems Department

**PRODUCTION & OPERATIONS MANAGEMENT**  
**MSIS 3223**  
**Fall 2007**

**Instructor:** Deepa Ray  
**Office:** North Hall 372A  
**Office Hours:** Mon and Wed 3.30pm – 6:30pm and by Prior Appointment Only  
**Office Phone:** 918-594-8583  
**E-mail:** [deepa.ray@okstate.edu](mailto:deepa.ray@okstate.edu) (Preferred Method of Contact)  
**Class Webpage:** <http://oc.okstate.edu/>

**Course Description:**

An introduction to the production and operations management process, and an examination of decision-making techniques applicable in the management of production or service oriented organizations.

**Course Objectives:**

1. To give students an understanding of the field of Production/Operations Management (POM)-that part of the organization that creates goods or provides services.
2. To help students formulate and analyze decision situations.
3. To help students utilize a number of mathematical and statistical techniques available for the solution of POM decision situations

**Prerequisites:**

College Algebra (Math 1513 or equivalent), Basic Statistics (STAT 2013 or 2923 or equivalent)

**Exams:**

There are 2 non-cumulative semester exams, one midterm and one final. Each exam is worth 100 points. Exams are closed book and closed notes. **Make-up Exams** will be given only under extreme and unusual circumstances. Also the arrangements for taking the make-up exam will have to be made at least 3 weeks in advance **Make-up exams will be given only during the exam week and will definitely be harder than the scheduled test.** In all other cases, failure to take an exam on the scheduled date and at the scheduled time will result in a score of ZERO (0) on the exam. **This policy of make-up exams will be strictly enforced. It is the responsibility of the student to contact the instructor to make arrangements to take any make up test. Make-up tests will be given only if arranged three weeks in advance and will require submission of supporting documents to justify why test cannot be taken on the scheduled date.**

**Homework Problems:**

Graded homework problems will be assigned during the semester and they will be worth 100 points. Homework will be assigned throughout the semester. Some of this homework will be graded; other assignments will be given only for better understanding of the material. Please feel free to stop by my office during office hours or by appointment if you have difficulty with assignments. All Homeworks are due in or before class it is due on. No **LATE HOMEWORKS** will be accepted. No partial credit will be given for late submission either. All homeworks will be graded only when submitted in or before class on the due date. Since HWs are assigned a week before submission, please plan on submitting HWs in advance if you think you are going to be late for class or miss that particular class. Please make sure that all HWS are in before the class lecture begins. HWs will be considered late and not accepted 5 minutes after the class has begun.

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THE SYLLABUS AND COURSE SPECIFICATIONS WHENEVER DEEMED NECESSARY.

## Grades:

Final grades are assigned as described below:

<u>Grade</u>	<u>Meaning</u>	<u>Requirement</u>
A	Superior	Minimum of 270 points
B	Good	Between 240 and 269 points (80%-90%)
C	Adequate	Between 210 and 239 points (70%-80%)
D	Minimum Passing	Between 180 and 209 points (60%-70%)
F	Failing	Below 209 points (60%)

## Other Guidelines:

1. By attending class regularly, you are helping your chances for a good grade by participating in class discussions, getting announcements, opportunities to earn quiz bonus points, practice and review to help you do well in you exams.
2. Since so much material is covered in a short time, it is important to attend all classes. If you should have to miss a lecture, determine what you have missed and take appropriate measures
3. Academic dishonesty or misconduct is neither condoned nor tolerated in Oklahoma State University. Disciplinary action for such infractions will be accordance with section four of the OSU “Student Rights and Responsibilities Governing Student Behavior” policy statement.
4. The Instructor reserves the right to make changes or modify the syllabus and the course contents if need arises.
5. **Textbook: *Operations Management* (9<sup>th</sup> edition) by W. J. Stevenson (Order not followed)**

### Statement on Special Accommodations

If any member of the class believes that s/he has a physical, emotional, or psychological disability and needs accommodations of any nature, the instructor will work with you and the university Office of Student Disability Services (103 North Hall, 918-594-8354) to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the accommodations as soon as possible. You will need to also contact the Student Disability Services office in order to receive accommodations. No accommodations will be made without prior notification.