

# Course Syllabus

Spring 2018

**AT 478 – Production Management**

**3 credit hours**

**Technology Building**

**Wednesday 6:00 P.M. – 8:40 P.M.**

**Instructor:** Alvan Okeh (662) 254-3411  
alvanokeh@mvsu.edu

---

**Catalog Description:** (From 2007-2008 Undergraduate Catalog)

**AT 478 – Production Management** – This course is designed to provide students with a strategic approach to basic concepts of operations and production management. This course includes a coverage and integration of the major topics contained in the production control cycle: production information processing and flow, production planning, forecasting material requirements planning, and monetary control scheduling. Prerequisites: AT 476 and AT 374. (3)  
Lecture 3 hours, Total 3 hours per week.

**Purpose of this Course:** As the title indicates, this course will provide the student with pertinent and relevant educational information, knowledge and skills on concepts, processes and procedures relating to production and/or operations managements. The student will be provided opportunities to participate in a learning environment that deals with the many facets of production and/or operation management theories, concepts and practices.

**Textbooks:** *Introduction to Materials Management*, Eight Edition, by J. R Tony Arnold, Stephen N. Chapman, and Lloyd M. Clive, Pearson Prentice Hall, One Lake Street, Upper Saddle River, (2017) New Jersey, 07458, ISBN 978-0-13-415632-3.

**Course Competencies:** Upon completion of this course and successfully completing all requirements student should be able to:

- Define goods and services
- Explain why the production function is needed
- Define Material Management
- Explain manufacturing planning and control system
- Describe the Production Plan
- Explain capacity, capacity Planning and capacity requirements
- Discuss some organizational implications of supply chain management
- List several forecasting techniques
- Identify assumptions on which the economic order quantity (EOQ) is based
- Explain the relationship between Physical Inventory and warehouse management
- List the activities in the physical distribution system
- Explain the lean production environment

**NOTE:** Additional assignments (SLOs) may be made upon objectives of course as they relate to students needs to gain an expected level of knowledge of the subject matter and the skills exemplified by the students.

## Course Requirements for AT 478:

A number of instructional strategies are used in this course including lecture, collaboration, discovery learning, research project (written document); jigsaw and individual instruction. Students are encouraged to use critical thinking, deductive reasoning, problem solving and reflection to develop an understanding of the material covered.

Course requirements include the following:

- course textbook
- pens and paper at all times
- complete all required assignments/presentation by date assigned
- be prepared to take quiz at anytime (will not necessarily be announced)
- participate in questions and answer sessions
- read the text and become extremely knowledgeable of assigned chapters after reading, present information to small groups in the class (jigsaw). See an explanation of the jigsaw method of instruction at the end of syllabus.

**Office Hours and Responses to Email and Telephone Inquiries:** Office hours are from 8:00 A.M. to 4:00 P.M. Monday through Friday. However, hours posted for class are the only hours I will not be available in my office. Specific times may be arranged with the instructor.

## Grade Standards and Weights for AT 478:

AT 478	
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

Class Attendance	20%
Quizzes and Tests	40%
Midterm	20%
Finals	20%

## Class Policies:

**Attendance:** **Students are expected to attend class.** AT 478 is a three (3) semester hours course therefore, a student can only accumulate five (3) none excuse absents before they automatically lose **(5) five points** from their final grade. Any student that has (6) seven unexcused absentees will automatically drop one letter grade. Any student with (7) or more absentees will automatically fail this class. Past experience shows the performance of students who do not attend class is less satisfactory than is the performance of students who do attend class. Students are responsible and accountable for all information in lectures and all modifications to assignments presented in class. If a student misses a class, he or she is responsible for the material missed. **No make-ups will be given for tests unless an official documented excuse is received.**

**Dress Code:** Every student is expected to dress in a professional manner while attending class. That is a class requirement.

**Punctuality:** Every student is expected to practice professional time management skills and report to class on time. Students who arrive within the first (3) three minutes are considered to be on time. All students who show up after the (3) three minute allotted time are considered late. A student who accumulates (3) tardies will be assigned (1) absentee. All students who show up (10) ten minutes late are considered absent, but are allowed to stay in the class. Individual students who exhibit a pattern of habitual tardiness may be refused entrance to the class on the occasion of a late entrance.

**Disruptive Behavior:** Effective learning environments require the attention and positive contribution of both student and teacher. Sidebar or loud conversations, jokes, laughter, pranks, etc., between and among students in the classroom while class is in session are disruptive to the learning environment. Students disrupting the class/learning environment in such a manner are subject to sanctions per the student handbook.

**Professional Language/Respect/Dress Code:** Professional language, conduct, and respect for peers, the instructor, dress code and the learning process are a basic requirement.

**Electronic Devices:** All cell phones and pagers are to be turned off prior to entering the class. Habitual failure to follow the rule regarding cell phones or pagers may result in a student being asked to leave class.

**Make-up Work:** Make-up work/tests are not routinely available. **No make-ups will be given for tests unless an official documented excuse is received.**

Emergencies do occur. In the event of an emergency such as illness, family responsibilities, or death in the immediate family, documentation of the situation may be requested. Upon receipt/approval of the excuse, the instructor will schedule a date to complete the test. Rescheduled exams may contain different types and numbers of questions. The same material content will be covered.

Assignments will only be accepted as called for by the instructor, on the date due. If an assignment is delivered late, a scoring penalty will be applied.

**Honor Code:** Any work submitted is expected to be yours. Dishonesty (cheating) in any form will not be tolerated and will be handled by your instructor following the "*Policy and Procedures on Cheating and Plagiarism*" as published in the Mississippi Valley State University Undergraduate Catalog. All tests will be monitored.

**Other:** All other student conduct policies are in full effect as explained in the Mississippi Valley State University Undergraduate Catalog.

**Accommodating Special Needs Students:** Students with learning or physical disabilities admitted to this class will be expected to do the same level of work at the same proficiency as students without disabilities. However, where necessary, alternative methods will be used to accommodate any learning or physical condition if it is made known to the instructor in advance. No student will be turned away from this class because of a disabling condition.

The Mississippi Valley State University's ADA (Americans with Disabilities Act) Office offers students with disabilities (as defined by the ADA definition of a disability) accommodations according to provided documentation. Disability may include learning, psychiatric, physical disabilities, or chronic health disorders. A disability is a permanent condition which substantially limits one or more major life activities.

**Contact the MVSU ADA Office in the H.G. Carpenter Auditorium  
Ms Rita Myers, ADA Coordinator (662) 254-8433**