Kingdom of Saudi Arabia

Al Baha University

Faculty of Administrative and Financial Sciences

Business Administration

COURSE SPECIFICATION

Production and Operations Management

16011308

2015

Course Specification

Institution:	Al-Baha University
College/Department:	Faculty of Administrative and Financial Sciences Business Administration

A Course Identification and General Information

1. Course title and code :	Production and Operations Management 16011308
2. Credit hours:	**3**
3. Program(s) in which the course is offered	Business Administration
4. Name of faculty member responsible for the course	Dr.zaki mak i Ismail
5. Level/year at which this course is offered:	6^{th} Level/3^{rd} Year
6. Pre-requisites for this course (if any)	
7. Co-requisites for this course (if any)	
8. Location if not on main campus	

B Objectives

1. Summary of the main learning outcomes for students enrolled in the course.

This course is a general introduction to Production Operations Management as an information development and communication function that supports management decision making. Students will become familiarized with fundamental production organizational management concepts, terms, and procedures with an emphasis on various management techniques including location, design, and resource allocation.

2. Briefly describe any plans for developing and improving the course that are being implemented. (eg increased use of IT or web based reference material, changes in content as a result of new research in the field)

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, and performance. Methodology will be selected to best meet student needs.

C. Course Description (Note: General description in the form to be used for the Bulletin or Handbook should be attached)

1 Topics to be Covered

Topic	Number of weeks	Contact hours
Introduction concept of production	1	3
Productivity	1	3
Site selection	1	3
Interior design (layout)	1	3
The production/operations function and the organization	1	3
Planning and controlling the operation	2	6
Quality	1	3
Reliability	1	3
Equipment selection	1	3
Maintenance of the facilities and equipment	1	3
Inventory management	1	3
Purchasing	1	3
Review	2	6

2 Course components (total contact hours per semester):			
Lecture: 45	**Tutorial: Varies**	**Practical/Fieldwork/Internship: None**	**Other:**

3. Additional private study/learning hours expected for students per week. (This should be an average :for the semester not a specific requirement in each week) None

4. Development of Learning Outcomes in Domains of Learning

For each of the domains of learning shown below indicate:

- A brief summary of the knowledge or skill the course is intended to develop;
- A description of the teaching strategies to be used in the course to develop that knowledge or skill;
- The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

a. Knowledge

(i) Description of the knowledge to be acquired

Upon completion of course, students will be able to understanding the role of the operations function and its impact on the competitiveness of the firm is an important part of any manager's training; understand operational issues include designing, acquiring, operating, and maintaining the facilities and processes; understand purchasing of raw materials; controlling and maintaining inventories and providing the proper labor needed to produce a good or service so that customers' expectations are met; understand operating practices and models in both manufacturing and service oriented firms; provide students with sufficient knowledge to make informed "total business decisions" and to introduce standard terms and concepts for communications with operating personnel.

(ii) Teaching strategies to be used to develop that knowledge

The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation.

(iii) Methods of assessment of knowledge acquired

The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Although a specific length is not mandated, responses should be well thought out and add value to the class discussion.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

b. Cognitive Skills

(**i) Cognitive skills to be developsed**

Upon completion of course, students will be able to show the similarities of operating problems in the Manufacturing and Service Sectors; build an understanding of how the Operations Manager fits into the organization; provide a cognitive base for managing operations personnel; detail common-sense modelling concepts which can be used to help students evaluate various management problems.

(ii) Teaching strategies to be used to develop these cognitive skills

The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation. Lectures will provide the framework for directing independent student learning activity and skills development. As such, students will be presented with relevant information, tasks and source material in lectures that will enable self-directed learning.

(iii) Methods of assessment of students cognitive skills

The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Although a specific length is not mandated, responses should be well thought out and add value to the class discussion.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

c. Interpersonal Skills and Responsibility

(i) Description of the interpersonal skills and capacity to carry responsibility to be developed

Students will integrate processes of thinking, communication, leadership, and management in order to apply interpersonal relationships knowledge and skills. Students will also learn to evaluate effectiveness of communication processes, demonstrate leadership that encourages participation and respect for the ideas, perspectives, and contributions of group members; apply management, decision-making, and problem solving processes to accomplish tasks and fulfill responsibilities; examine interrelationships among thinking, communication, leadership, and management processes to address individual, family, community, and workplace issues. Students will develop and demonstrate ethical behavior that is appropriate for the business professional in today's society.

(ii) Teaching strategies to be used to develop these skills and abilities

The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation.

(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility

Student's contributions to the topic-related discussions will be assessed by instructor who will lead, oversee, and/or facilitate class discussions. Instructor will assess students ability and willingness to apply standards of ethical behavior when making judgments or taking personal actions and demonstrate effective listening and feedback.

d. Communication, Information Technology and Numerical Skills

(i) Description of the skills to be developed in this domain.

Upon completion of course, students will be able to analyze and conceptualize diverse activities, such as determining the size and type of production process, purchasing the appropriate raw materials, planning and scheduling the flow of materials and the nature and content of inventories, assuring product quality, and deciding on the production various hardware needed for production and how it gets used, comprise this function of the company; conceptualize quantitative and qualitative analysis skills, especially those needed for managing operating systems; develop ability to gain insights from popular press articles.

(ii) Teaching strategies to be used to develop these skills

The classes are lecture, discussion and problem solving oriented. Students will be encouraged to ask questions and provide comments as considered appropriate.

(iii) Methods of assessment of students numerical and communication skills

The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

e. Psychomotor Skills (if applicable) Not Applicable

(i) Description of the psychomotor skills to be developed and the level of performance required

(ii) Teaching strategies to be used to develop these skills

(iii) Methods of assessment of students psychomotor skills

5. Schedule of Assessment Tasks for Students During the Semester

Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
1	Discussion Questions/Quizzes	1-12	10%
2	Short Assignments	5-10	10%
3	Mid-Term Examination	7	30%
4	Final Examination	17	50%

D. Student Support

1. Arrangements for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)

Instructor will be available for student consultation and academic advice on weekdays during their office hours. Additional assistance by appointment only.

E Learning Resources

1. Required Text(s) Alan Muhlemann, John Oakland & Keith Lockyer, Production & operations Management, sixth edition, Delhi, 2006
2. Essential References Production/Operations Management, 5th edition, Schmenner Operations Management, 2nd edition, Russell and Taylor
3- Recommended Books and Reference Material (Journals, Reports, etc) (Attach List) Fortune Magazine Forbes Magazine Barons The Economist Business Week Wall Street Journal Harvard Business Review Human Resource Management Journal International Journal of Human Resource Management Personnel Review People Management Oxford English Dictionary or Collins Dictionary and a Thesaurus. Operations Management Magazine
4-.Electronic Materials, Web Sites etc http://www.business.com/directory/management/operations_management/planning_and_scheduling/master_production_scheduling_mps/
5- Other learning material such as computer-based programs/CD, professional standards/regulations: Not Required

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)
1. Accommodation (Lecture rooms, laboratories, etc.) Classes will be held in business computer laboratory and will accommodate approximately twenty-five (25) students.
2. Computing resources Not Required

3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list) ;- Not required

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching

Evaluations of performance and teaching effectiveness will be administered to the students at the end of the course. A questionnaire will be used in order to determine appropriateness of communication of course expectations (learning objectives), communication of course requirements (e.g., assessment), student perception of the quality of classroom teaching, adequacy of assessment feedback, and accessibility of learning resources and support.

2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department

Evaluations will be conducted by colleagues of the instructor who have expertise in the course/discipline. Evaluations will result from information obtained through classroom visits and review of course materials and instructional contributions.

3 Processes for Improvement of Teaching

Instructor will conduct evaluations from a number of sources including, but not limited to, student questionnaires, peer reviews, department focus groups, and self-evaluations. Instructor will collect and respond to feedback on their teaching from colleagues, peers, and students on a continual basis. Instructor and department will utilize a systematic approach to evaluate information obtained from feedback to make appropriate improvement of teaching that is firmly based on professional practices.

4. Processes for Verifying Standards of Student Achievement (eg. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)

To help instructor review the extent of the students' achievement, a mid-course and end of course rating scale will be utilized in an effort to survey goals for student learning. Based on the survey results, instructor will collect data to verify student's perceived strengths and weaknesses. The purpose of collecting evidence of student achievement is to help to establish baseline data to monitor improvements in student learning over time. A summary of a description of students' current levels of achievement of will be provided to student upon completion. Conference between instructor and student will be available, upon request, to discuss students' achievement review.

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

Periodic focus groups will be conducted by instructor, faculty of the department, and department administrators to critique appropriateness of learning outcomes, content choice and concurrency, teaching and assessment methods, match between all of the above.

Faculty In charge
Dr. Zaki Maki Ismail

Head of Department
Dr Mohammed Makni

Vice Dean (Academic Affair)
Dr Najeeb Al Mater

Dean
Dr Mohammed Al Zehrani