



EFFECTIVE: MAY 2005
CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **November 2004**

B. Department / **Commerce & Business Admin.** Revision New Course _____
Program Area: **Business Management**

Total: : 1 Hour
4 Hours

M: Course Objectives / Learning Outcomes

At the end of the course, the successful student should be able to:

1. describe and contrast service and manufacturing operations;
2. describe the information and materials flow in a business;
3. conduct a simple forecast and estimate capacity for a small business;
4. propose a facility location, design a layout, and design jobs for a small business;
5. plan and manage a simple project using basic Project Management tools;
6. describe and contrast several inventory systems;
7. describe the Logistics concept;
8. propose a materials management and purchasing system for a small business;
9. analyze the operations of a small business and propose improvements;
10. use a computer to solve problems.

N: Course Content:

1. Information and Material Flow
. using flowcharts to describe and analyze the flow of information, people, and materials within a business.
2. Product Design lan asM,tljw

<p>O: Methods of Instruction</p> <p>Lecture and discussion, computer seminars and plant tours.</p>														
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>W.J. Stevenson, <u>Production/Operations Management</u>, Latest Edition. Irwin McGraw-Hill Publishers.</p>														
<p>Q: Means of Assessment</p> <p>Assigned Work:</p> <table style="margin-left: 40px;"> <tr> <td>Assignments (6)</td> <td style="text-align: right;">12%</td> </tr> <tr> <td>Term Projects (3)</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Computing Test</td> <td style="text-align: right;">03%</td> </tr> <tr> <td>Class Participation</td> <td style="text-align: right;">05%</td> </tr> <tr> <td>Midterm Examination</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;"><u>30%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Assignments (6)	12%	Term Projects (3)	30%	Computing Test	03%	Class Participation	05%	Midterm Examination	20%	Final Examination	<u>30%</u>		<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>No</p>														

Course Designer(s): **David Waddington**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

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Date of Current Revision: November 2004: