Instructor: Dr. Susan Zee
Class Time: 5:45 – 8:30pm Friday
E-mail: susanzee5208@yahoo.com
Phone: 864-7972 (Department)
  864-7970 (fax)
  864-7931
Office: Miller 352
Office Hours: 4:45 – 5:45pm Friday
  and/or by appointment

PREREQUISITES: DECS B601 or equivalent to any Business Statistics course

PURPOSE: The course deals with the decision making involved in selecting, designing, operating and controlling activities of the productive system of business. The topics include facilities location, output planning, inventory control, scheduling, and quality control.


GRADING: Attendance 10%
          Computer & Homework Assignments 20%
          First Exam (March 18) 35%
          Second Exam (April 29) 35%
          Total 100%

The final course grade will be based on the scale below.
  90% - 100%   A
  87.5% - 89.99%   B+
  80% - 87.49%   B
  77.5% - 79.99%   C+
  70% - 77.49%   C
  67.5% - 69.99%   D+
  60% - 67.49%   D
below 60%   F

1. Your semester grade will be based on your performance on two exams, homework assignments, and your attendance. The exams are not comprehensive.
2. If you have any problem with the examination schedule, please let me know at least a week in advance so I can make up an examination for you to take before the scheduled date. No makeup exams will be given after the scheduled date under any circumstances (unless you have medical emergency excuse).
3. An "F" will be assigned if a student fails to take any of the exams.

4. All the homework assignments need to be stapled and turned in neatly. Unstapled homework will be penalized. If a student is 15 minutes late for his or her homework assignment, 2.5% will be deducted from the homework grade. If a student is 30 minutes late for his or her homework assignment, 5% will be deducted from the homework grade. The rule is 2.5% off for every 15 minutes.

5. The instructor reserves the right to retest the whole class or any individual in the class if I believe an exam has been compromised. Violations of the University’s academic code include, but are not limited to: possession of, or use of unauthorized materials during exams; or providing or receiving information to or from any student. Violations may result in academic penalties, including receiving an "F" in this course. (See page 49 of the 1995-97 Loyola University Undergraduate Bulletin.)

6. You need to bring your own calculator and No. 2 pencil(s) with good eraser for each exam. Formulas and tables will be provided for all the exams.

7. Each attendance is worth 10 points. One point will be deducted for every 15 minutes of late arrival.

**CLASSROOM POLICY**

1. Turn off cellular phones at any time in the classroom. Every time a student’s cell phone rings, three points will be deducted from one of his or her exam grades. If a student walks out of the classroom after his or her cell phone rings, five points will be deducted from one of his or her exam grades.

2. No unnecessary noises will be tolerated.

3. Disturbance during class (e.g. walk in and out of the classroom) at any time is not allowed.

**TENTATIVE COURSE OUTLINE**

**Week 1 (2/18)**

- Chapter 1 Introduction to Operations and Competitiveness
- Supplement 2 Operational Decision-Making Tools: Decision Analysis

**Week 2 (2/25)**

- Chapter 4 Processes and Technologies
- Chapter 5 Facilities

**Week 3 (3/4)**

- Supplement 5 Operational Decision-Making Tools: Facility Location Models
- Chapter 7 Supply Chain Management
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