BMG-273 – Managing Operations Course Syllabus

Course Code:

BMG-273

Course Title:

Managing Operations

Course Description:

In this course, students learn the principles and procedures for planning, reporting, and controlling cost. Topics will include managerial cost accounting fundamentals, tools for planning and control, process costing and capital investment decisions.

Prerequisites:

Academic Reading and Writing Levels of 6

Outcomes and Objectives:

Please refer to the BMG-273 Master Syllabus

Required Text:

Please confirm edition with WCC Website or go to the WCC Bookstore and use the Find the Course Materials feature to view the required and recommended course materials: https://washtenaw.bncollege.com/course-material/course-finder

Title: OM6, 6th Edition
Author: Collier, David
Publisher: Cengage
ISBN: 9781305664791

Technical Requirements:

Reliable access to a computer with internet with some type of word processing software uploaded is required to complete the class.

- You should have a general knowledge of computers, file management skills, word processing skills, and Internet skills.
- Access to Blackboard and the Internet is essential for the entire course duration.
- Course content will be delivered in multiple formats, including but not limited to webpages, Word and pdf documents, video, and audio formats. You may need to install the recommended plug-ins for each type of media.
- If you have an unreliable computer, internet connection, or any other technical issue, always use the college computer lab.
- Exams require a reliable computer connection. Phone devices are not reliable.

Course Overview and Policies:

Time Commitment

To meet the due dates on the schedule, expect to spend 9 to 12 hours per week for this 3-credit course

Grading

- Grades are posted in Blackboard under **My Grades**.
- Grading is typically completed within a week of the assignment due date.

Determining Your Grade

Course Deadlines

All graded items including assignments, MUST be submitted by the due date. Late assignments may receive up to half-credit with a five-day grace period. After 5 days, there is no credit. There is no third chance. It is your responsibility to meet the course deadlines each week. So if an assignment is worth 20 points and you post late you will receive no higher than 10 points if posted within the 5-day grace. After the five-day grace, the score will be zero. No exceptions. There is no grace in Week 15 (see course schedule).

Second Attempts – The quizzes and homework in this course allows for a second attempt. The second attempt is not a means to retake a quiz or re-do an assignment to try for a better grade, but rather a safety net. If you decide to take your second attempt, it must be finished and submitted. Once you select the second attempt, the first attempt is replaced. If you do not complete the second attempt and submit, there is nothing to be graded.

Note: The exams do not offer a second attempt. See exam instructions in course.

Homework Assignments

Homework assignments consist of various questions. The assignments are completed on Blackboard. There is no time limitation on completing the assignment, other than the due date. Correct answers become available on the first day after the grace period end date.

Quizzes

Quizzes are taken on Blackboard. Due dates are included in the course schedule. Each quiz consists of multiple choice questions. There is no time limit on module quizzes.

Discussion Boards

There are discussion boards in this class. The discussions may include web research and sharing on a specific topic or a discussion on a related real-world topic relevant to the unit. You will be required to post one original thought and respond to two of your colleagues. This is an opportunity to reinforce course topics and learn from one another. Post your answers in the Db, but do not attach files. Each discussion board post with two responses is worth 20 points. Due dates for posts are included in the course schedule. Please keep posts cordial and check your spelling.

Project

There are 3 parts to the class project. Students will choose one business from the list provided to use **for all three project part assignments**. Project assignments are completed using a **Word file only** that is available in the assignment on Blackboard. Students submitting any other file type will not receive credit once posted. It is your responsibility to check their work once submitted and before the deadline.

Project assignments are worth 70 points each. Students must use the same company throughout the term. Project assignments require outside research, which should be documented on each assignment with formal citation including the publication, author, date, and complete URL (home page will not count) to the digital source.

Exams

There is one exam for each of the three units. Exams consist of 40 multiple choice questions worth 2 points each for a total of 80 points. Students will have 2 hours to complete the each exam. Be sure to use a reliable internet connection. A cell connection is not reliable. No exam resets.

If you do not have a reliable connection for the exam, it is advised that you take your exam in the WCC Computer Lab so you don't lose credit. A cell connection is not reliable.

Graded Items	Points Each	Points Total	Percentage of Final Grade
Course Orientation Quiz	5	5	0.5%
Introduction Discussion Board	5	5	0.5%
Homework	20	240	24%
Quizzes	20	240	24%
3 Discussion Boards	20	60	6%
Project	70	210	21%
3 Exams	80	240	24%
Total =		1,000	100%

Grades will be posted to Blackboard throughout the term and it is your responsibility to notify the instructor of any posting errors in a timely manner. Work will be graded typically one week after the due date.

NOTE: All files to be submitted in this course will be in Word. No other file types will receive credit. Once submitted in any other file type, it is a zero. No Exceptions. It is the student's responsibility to check their work once submitted and before the deadline.

Incomplete Policy

You will not be given an incomplete grade in the course without sound reason and documented evidence. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Course Status Changes

For information on dropping a course for a refund, changing the registration status from Audit to Credit or Credit to Audit, or withdrawing from a course without a refund, please visit Washtenaw Community College's website . These options are handled through the Student Connection and are the responsibility of the student.. If a student does not drop the course, and does not participate in the course activities, that student will receive an "F" in the course.

Communication

Email Communication

- Please send emails from your **WCC** account to be in compliance with [federal privacy regulations.](#)
- Provide a clear subject line and indicate BMG-273.
- Always include your first and last name in the email message.

Expectations and Availability of Instructor

I am here to help. I will usually respond to email messages within 24 to 48 hours, unless otherwise noted. You should make a habit of checking your WCC account on a regular basis as well. Students who miss information about coursework because they have not checked their email, will not receive special consideration.

Academic Integrity:

Plagiarism and other forms of academic dishonesty will result in discipline according to the [WCC Student Rights & Responsibility guidelines](#). Always complete your own work using your own words. If you do use information, ideas, or words from other sources, credit that source using MLA or APA format.

Accommodation of Special Needs:

[Learning Support Services Department](#) provides support to students who may need accommodation for documented disabilities, or other learning need. WCC will work with you to accommodate any of your individual learning needs, however, I need to know of any requests in advance in order to make the necessary arrangements.

WCC Student Policies and Support Information:

Review the material within the Washtenaw Community College Student Policies and Support Information for additional policies and procedures that affect you and your course. Find this information [on this shared page](#).