

**Operations Planning and Control**  
**OPER 3201-001, Fall 2023**  
**Deliver Mode: Face-to-face**

**Class meetings:**

Tuesday 5:30 pm - 8:15 pm Friday 141

**Instructor:** Dr. Xuejun Zhao  
**Office:** Friday 350A

**Virtual Room:** <https://charlotte-edu.zoom.us/j/97970517238>

**Phone:** 7046877590

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**Office Hours (tentative):** Tuesday 3:00 pm-4:00 pm, Friday 5:00 pm-6:00pm (Zoom only, <https://charlotte-edu.zoom.us/j/97970517238>). I will be available other times, and please send me an email and we can schedule a meeting.

**Text (required)**

Jacobs, F. R., W. L. Berry, D. C. Whybark, and T. E. Vollman. *Manufacturing Planning and Control for Supply Chain Management*, Irwin., Boston, 6th edition, 2011.

Other course materials including PowerPoint presentations and Excel files will be provided on the course's Canvas website at: <http://canvas.uncc.edu/>.

**Prerequisite:**

OPER 3100 or equivalent

**Course Description**

This course provides an in-depth study of the full spectrum of activities of production managers. Topics covered include forecasting, independent demand inventory management, just-in-time inventory management, materials requirement planning, capacity planning, production activity control, and master production scheduling. Emphasis will be given to the use of personal computers to support decision making.

**Objectives**

The objectives of the course are:

1. to familiarize students with the problems that arise in planning production and manage inventory and capacity,
2. to provide an overview of the techniques used to plan an efficient and smooth production,
3. to provide the students with working knowledge of the use of computers for production planning and control.

This syllabus may be subject to minor changes during the semester with adequate advance notice to students.

### **Student Responsibilities:**

- I will be available via email or during office hours, and will respond as soon as possible (generally within 24-48 hours during business days). The subject line of emails should start with “**OPER3201Fall2023**”.
- It is each student’s responsibility to have a working laptop that meets the minimum requirements in accordance with the Belk College Laptop Policy, has the required course software installed, and is ready for classroom usage.
- The student should be prepared to print out (most) lecture slides and exercises before class.
- Use of computing, communication, or other devices during the class time for purposes other than those required for the class is prohibited and may result in being asked to leave the classroom for the remainder of the class period. This includes the use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, emailing, texting, chatting, IM, Facebook, or other activities not required for the class.
- Be punctual.

### **Class Web Site**

You are required to access regularly the Canvas class web site and in particular, before each class. In addition to containing helpful information, Canvas will be used to communicate information on assignments, changes to the syllabus, and other announcements of general interest.

### **Grading**

Course grades will be based on three exams and homework according to the following:

3 exams @ 25% each	75%
Homework	15%
Participation	10%
Total	100%

Class participation refers to: regular class attendance, contributing positively, regularly, and significantly to class discussion, being well-prepared for class, as well as the timely and careful completion of assigned homework and exercises. The course grade is based on a straight scale as follows:

- A: 90.0+
- B: 80.0 – Less than 90.0
- C: 70.0 – Less than 80.0
- U: Less than 70.0

### **Withdrawal from Class:**

The last day to withdraw from a course with no grade is **August 28, 2023, 11:59 pm**. The last day to withdraw from a course with a 'W' grade and retain other courses is **October 19, 2023, 11:59 pm**.

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## **Exams**

All exams will be open-book open-notes taken on Canvas **in class during scheduled class periods**. Therefore, **you are required to bring a laptop to class on exam days**. Exams 1-3 are not cumulative, i.e., they cover only the material covered in the corresponding course unit.

**Technologies like Respondus Monitor and Lockdown Browser will be required to be activated.**

Failure to comply will result in your submission not being accepted for grading and you will get a zero for that exam. Each exam will have the same weight in the final calculation of the grades.

To ensure you can successfully access the exam, make sure the following before the exam:

1. Check out the page about LockDown Browser (LDB):

<https://spaces.charlotte.edu/pages/viewpage.action?pageId=70883264>

**It's the student's responsibility to make sure Respondus LDB is installed on his/her own laptop before the exam.**

2. You should access Sample Exam 1 to make sure Respondus LDB is set up on your laptop and you have access to the exam.

3. Let the instructor know at least 1 day before the exam if the LockDown Browser (LDB) does not work out for you.

The student should review exam questions and answers after the exam. Requests for regrading will be accepted within one week of exam. **Regrading will not be accepted beyond one week after the exam.**

## **Laptop requirement**

All upper-level business students, which includes all students in this class, are required to have their own personal laptop computer. The policy and the minimum system requirements are found at the link <https://belkcollege.uncc.edu/laptop-policy>.

## **Make-up Exam Policy**

Students are expected to take exams during the scheduled exam periods unless documentation of a valid excuse is provided. At most one make-up exam will be granted for each student for Exams 1-3 if you have a valid excuse (illness, work, emergence, etc). You need to provide the relevant documentation to be allowed to take the makeup exam.

## **Homework**

Problems will be assigned from each topic covered in class. Students are required to solve suggested problems, since the effort expended in the homework is usually reflected in performance on the exams and is part of the participation points. Many assignments will require the use of computers. Assigned problems will be collected and graded. Graded homework is to be submitted online using Canvas in pdf or Excel file format (depending on the assignment problems). Each point in each graded assignment counts equally towards the final grading.

## **Due dates for submitting homework**

Students are expected to complete homework assignments and submit by the specified deadline (**Homework will be available on Tuesday after class and due on the next Tuesday 11:30 pm**). Late homework submission is allowed for 24 hours beyond the scheduled deadline, but will

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incur a 20% penalty. Beyond 24 hours after the scheduled deadline, no late homework will be accepted. Requests for assignment regrading may be submitted within one week after the homework is due. Regrading will not be accepted beyond one week after the homework is due.

### **Attendance**

Some material covered in class may not be adequately discussed in the text. Thus, it is important that you attend class so that you are prepared for exams. Attendance includes submitted sheets for answers to in-class quizzes. I will randomly choose 10 classes after the registration is closed to count towards the attendance points.

### **Student Support**

The details of student support resources available are provided at following links.

**Academic support:** <https://ninernationcares.uncc.edu/students/academic-support>.

**Health support:** <https://ninernationcares.uncc.edu/health-support-services>

### **Academic Integrity**

As a program that helps to create business and government leaders, the College of Business has an obligation to ensure academic integrity is of the highest standards. Standards of academic integrity will be enforced in this course.

University regulations will be strictly enforced in all cases of academic irregularities, cheating or plagiarism or any variations thereof. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be his/her own work.

UNCC students have the responsibility to be familiar with and to observe the requirements of The **UNCC Code of Student Academic Integrity** (see the Catalog and also <http://integrity.uncc.edu/>). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism of written materials and software projects, abuse of academic materials (such as library books on reserve), and **complicity in academic dishonesty** (helping others to violate the code). Additional examples of violation of the Code include:

- Representing the work of others as your own.
- Using or obtaining unauthorized assistance in any academic work.
- Giving unauthorized assistance to other students.
- Modifying, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresenting the content of submitted work.

Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

For this course, it is permissible to assist classmates in general discussions about the homework. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and

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represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.

Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor, and are also binding on the students in this course.

Students who violate the code can be punished to the extent of being permanently expelled from UNCC and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to "F."

If you are unclear about whether a particular situation may constitute an honor code violation, you should meet me to discuss the situation. Feel free to discuss the definition of cheating and/or plagiarism with me if you are unclear on these terms or have questions about the acceptability of a particular type of action. The instructor may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

### **Title IX Reporting Expectations**

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to [report the information to the Title IX Coordinator](#). Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center ([counselingcenter.uncc.edu](http://counselingcenter.uncc.edu), 7-0311); or (2) Student Health Center ([studenthealth.uncc.edu](http://studenthealth.uncc.edu), 7-7400). Additional information about your options is also available at [titleix.uncc.edu](http://titleix.uncc.edu) under the "Students" tab.

All students are required to abide by the UNC Charlotte [Sexual Harassment Policy](#) and the policy on [Responsible Use of University Computing and Electronic Communication Resources](#). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

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## **Diversity and Inclusion**

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

## **Incomplete Grade Policy**

Receiving a grade of incomplete ("I") is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor's note) of the extenuating circumstances.

## **Accommodation for Disabilities**

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

## **Grade Appeals Policy**

If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the professor in writing within 7 calendar days after the grades are posted. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

## **Course Outline**

Chapter 1	Manufacturing Planning and Control
Chapter 1A	Enterprise Resource Planning (ERP)
Chapter 2	Demand Management
Chapter 3	Forecasting
Chapter 4	Sales and Operations Planning
Chapter 11	Order Point Inventory Control Methods
Chapter 5	Master Production Scheduling
Chapter 6	Material Requirement Planning
Chapter 7	Capacity Planning and Management
Chapter 9	Just-in-time
Chapter 8	Production Activity Control
Chapter 10	Distribution Requirements Planning

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### Tentative Class Schedule

	Date	Chapter and readings
Week 1	Tuesday, August 22, 2023	Course Administration
		Chapter 1: Manufacturing Planning and Control
		Chapter 1A: Enterprise Resource Planning (ERP)
Week 2	Tuesday, August 29, 2023	Chapter 2: Demand Management
		Chapter 3: Forecasting
Week 3	Tuesday, September 5, 2023	Chapter 3: Forecasting
		Chapter 4: Sales and Operations Planning
Week 4	Tuesday, September 12, 2023	Chapter 4: Sales and Operations Planning
		Chapter 11: Order Point Inventory Control Methods
Week 5	Tuesday, September 19, 2023	Chapter 11: Order Point Inventory Control Methods
Week 6	Tuesday, September 26, 2023	Exam 1(Chapters 1, 2, 3)
Week 7	Tuesday, October 3, 2023	Chapter 5: Master Production Scheduling
		Exam 1 Review
Week 8	Tuesday, October 10, 2023	Chapter 5: Master Production Scheduling
		Chapter 6: Material Requirement Planning
Week 9	Tuesday, October 17, 2023	Chapter 6: Material Requirement Planning
		Practice session for Exam 2
Week 10	Tuesday, October 24, 2023	Recess
Week 11	Tuesday, October 31, 2023	Exam 2 (Chapter 4, 11)
Week 12	Tuesday, November 7, 2023	Chapter 7: Capacity Planning and Management
		Exam 2 Review
Week 13	Tuesday, November 14, 2023	Chapter 9: Just-in-time
		Chapter 8: Production Activity Control
Week 14	Tuesday, November 21, 2023	Chapter 8: Production Activity Control
		Chapter 10: Distribution Requirements Planning
Week 15	Tuesday, November 28, 2023	Practice session for Exam 3
Week 16	Tuesday, December 5, 2023	Exam 3 (Chapters 5, 6, 7, 8, 9, 10)
	Tuesday, December 12, 2023, 5 pm - 7:30 pm	Office hour for exam 3

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