

Syllabus Online

ENTR 2500 Fall 2013

Small Business Operations Management

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2 Credit Hours

Earl Kisiel, Instructor	
	Office NA
	Office Hours By Appointment
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Delivery

This course is delivered in the on-line and will be limited by the dates of the course. Students may encounter information which is not in the control of Eastern Wyoming College.

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Taking a Course

You need to remember to read the text, links and handouts. You need to remember to do the assignments. You need to remember to get the work done! If you prefer a little more instructor contact, please send e-mail regarding the course to your instructor. A phone call could also provide you with some personal interaction. In addition, you may visit the instructor during their office hours on campus as your schedule allows. All assignments are due by the next class except for the final.

Until you receive the official grade for this course, you should keep the following:

- A copy of every assignment which you submit to your instructor.
- A copy of any other correspondence between you and your instructor.

It is also recommended that you print at least the following materials from your course:

- The syllabus.

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Course Description

Students develop skills for introducing new products and services, quality management, process design, job design, technology management and related business design decisions. Students also develop operations decisions making skills for inventory, materials, scheduling and planning specific to the needs of a small business as it progresses through the business life cycle.

Prerequisite: Completion of DVST 0510 or ENGL 0510 (or equivalent placement test score).

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Course Rationale

Doing business in today's world has changed dramatically over the past few decades. This course on operating a business in our ever-changing world, offers a realistic look at problems associated with running a business.

This course is not a required course at this time for any degree. It is also recommended for all majors or anyone wishing to expand their understanding of starting and operating a business. It is not required for those preparing for a bachelor's degree in business administration or a related area.

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Instructional Media & Resources

Online sources and;

Textbook

Title Operations Management

Author David A. Collier, James R. Evans

Publisher South-Western Cengage Learning

ISBN 13: 978-0-538-47915-8

Additional Resources

- Internet Access
- Computer file storage device(s)
- Guest Speakers

Textbooks are available through the [EWC Online Bookstore](#) where you may apply financial aid toward your purchase. The text may also be purchased directly through the publisher or ordered through other online or ground booksellers.

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Course Objectives

1. Students develop an understanding the operations of a small business.
2. Explain the concept of operations management.
3. Explain the concept of value and how it can be increased.
4. Explain how to calculate and use productivity measures.
5. Explain the role of OM and operations strategy in strategic planning.
6. Explain the steps involved in designing goods and services.
7. Describe the four types of processes used to produce goods and services.
8. Describe issues related to workplace design.
9. Explain the concept of supply chain management.
10. Explain the concept of capacity.
11. Describe the importance of forecasting to the value chain.
12. Describe the major characteristics that impact inventory decisions.
13. Define resource management.
14. Explain the concepts of scheduling and sequencing.
15. Explain the concepts and definitions of quality.

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Course Outline

Time	Assignment	Due Date
Week 1	<ul style="list-style-type: none">• Read the Syllabus, obtain text, supplies and any passwords• Post a short introduction of yourself in the week one discussion section of this course complete weekly to do list for assignments.• Complete any assignments for the week – become familiar with this online learning system.• Discussion in message board at least three days a week with meaningful discussion.• Complete any audio/video in the shared file for the week	
Week 2	See to do list in “Units” from the welcome page.	
Week 3	See to do list in “Units” from the welcome page.	
Week 4	See to do list in “Units” from the welcome page.	
Week 5	See to do list in “Units” from the welcome page.	
Week 6	See to do list in “Units” from the welcome page.	
Week 7	See to do list in “Units” from the welcome page.	
Week 8	Review for and complete Final Exam by noon on exam day TBA.	
Note's	There may be guest speakers and there may be a special lecture during this course. Dates of speaker and lecture are TBA.	

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Withdrawal Policy

Withdrawal from the course must be initiated by the student following procedures outlined in the current [Eastern Wyoming College Catalog](#). Students should contact the instructor as soon as possible to inform the instructor of any circumstances that may eventually lead to student withdrawal from the class. Incomplete grades may be given by the instructor for extenuating circumstances only.

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Course Work

Reading Assignments

There is a myriad of material to cover during the course of the semester which requires that we move at a quick, steady pace. For the most part we will be covering two chapters a week (approximately 60 pages).

Periodic Exams

There is one final exam scheduled during the course. Exams are to be taken online. The online exam will not be timed. Additionally, the exam may be taken during a given number of days. However, you will only be allowed to login to each exam ONCE and you can only submit each exam ONCE. Be sure you are ready to take the exam before logging in. Read each question carefully and make sure you give an answer for each question. Do not get in a hurry and make sure you read each question completely you can use your book.

Lectures

To focus more on some specific topics there may be lectures. These lectures will address student and or instructor driven issues.

Feel free to contact your instructor via e-mail or by telephone to answer other questions you may have. Always include the words ENTR 2500 in the subject line of your e-mails and put your name on all emails.

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Class Expectations

You are expected to complete all reading assignments, participate in class discussion, and complete other assignments and a final exam. Late assignments will be graded according to the late paper policy referenced herein.

Late Policy

Late assignments will be reduced by 25 percent of the assessed grade if received within one week (7days) of the due date. Students may not submit assignments more than 7 days after the due date; all submissions must be made before final exam. These penalties will be strictly enforced. If you are uncertain or confused about an assignment, contact the instructor to ask questions well before the due date in order to avoid late paper penalties.

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Grading Criteria

Your final grade will be a reflection of your performance on the final exam (40%), class participation/lecture/discussions (30%), assignments (30%)...

All the above will be assigned a point value. The cumulative weight of the points earned will be graded on the basis of the following percentages.

Letter Grade	Percentage
A	90+
B	80-89
C	70-79
D	60-69
F	0-59

*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work

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Academic Dishonesty Policy

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her undue advantage over fellow students.

Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

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General Education Requirements

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

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ADA Accommodations

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact [Debbie Ochsner](#) or [Tom McDowell](#) as soon as possible so that arrangements may be made.

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Disclaimer

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

Last Modified: 02/29/2012
E-mail comments to your Instructor

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