



Course Specifications

Course Title:	Production and Operation Management
Course Code:	ADMN 318
Program:	Bachelor of Business Administration
Department:	Business Administration
College:	College of Business Administration
Institution:	Jazan University

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A. Course Identification

1. Credit hours:	3 hours per week
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/> <input type="checkbox"/>
b.	Required <input type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	Level 6
4. Pre-requisites for this course (if any): Nil	
5. Co-requisites for this course (if any): N/A	

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	33	100%
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	33
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify) Final Exams	
	Total	33

B. Course Objectives and Learning Outcomes

1. Course Description

Production and operation are the resources and the processes, by which an organization transforms inputs (e.g., labor, material, and knowledge) into outputs (products and/or services). This course provides proper understanding about different issues related to production & operation functions of an organization. This course focuses on the basic concepts and tools employed by operations/production managers to provide their organizations with competitive advantages in terms of operations strategy, process design, quality, supply chain management, and resource planning and utilization.

Further, the course focuses on how Production & Operation is created, captured, represented, stored and reused so as to fully leverage the intellectual assets of a firm. This course introduces the students to the theory and practice of production management as a functional area in the management of

2. Course Main Objective

1. This course provides a general introduction to production and operations management. This course going to study the main concepts, tools and quantitative models that companies use to manage their production and operations.
2. To equip students with the required skills in the field of Production & Operation Management. Therefore, to make students realize about the importance of production planning, plant layout & maintenance and work study etc.
3. To acquaint the students with the developments, techniques and tools in the emerging era of Production & Operation management and how Production & Operation based organization can plan, design and implement a Production & Operation management system to support its business strategy and derive competitive advantages.
4. Ability to use basic analytical tools and methods mentioned above for the planning and management in the area of production and operations.
5. Why should you study operations management? Some students who enroll in this course will start their own companies or go to work in the operations of a manufacturing or service company; for these people the course is essential.
6. On the completion of this course, the students are expected to have better understanding in the field of Production & Operations Management. So, the students will develop their analytical and oral communication skills via case study work carried out in seminar sessions.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Demonstrate a level of knowledge with flexibility and creativity and adapt them to new situations and contexts.	K1
1.2	Outline the production & operation management issues and its linkage to corporate strategy and market analysis	K2
1.3	Describe production & operation system and its function	K1
2	Skills:	
2.1	Communicate effectively, explain, justify, and defend their recommended techniques in business and management plan	S1
2.2	Interpret different tools and techniques to determine appropriate procedures and processes involved review and critique a performance of work.	S1
2.3	Evaluate and analyze to draw well-supported conclusions and solve problems	S2
3	Values:	
3.1	Analyze how operations strategy, process choice, technology management, and managerial decision making	V2
3.2	Justify for the results of one's own actions as well as those of the persons one directs	V2
3.3	Learn autonomously, how complete tasks without instruction under variable, predictable conditions; solve moderately complex and non-routine problems	V3

NO	List of Topics	Contact Hours
1	Unit 1. Introduction to Production and Operations Management: Meaning Productions/operations management	3
2	Unit 1. Introduction to Production and Operations Management: Concept of Production	3
3	Unit 1. Introduction to Production and Operations Management: Production System	3
0	Production Management (Students Self Study)	0
4	Unit 2. Productions and Operations Functions: Managing Global Operations, Scope of Productions and Operations Management.	3
5	Unit 2. Productions and Operations Functions: Product Design, Process Design.	3
6	Unit 2. Production Planning and Control.	3
0	QualityControl, Materials Management and Maintenance Management (Students Self Study)	0
7	Unit 3. Forecasting, Facility Planning and Project Management: Types of Forecasting, Elements of Forecasting, Basic Categories of Forecasting methods.	3
8	Unit 3. Forecasting, Facility Planning and Project Management: Definition of Facilities Planning. Break Even Analysis.	3
9	Unit 3. Forecasting, Facility Planning and Project Management: Production, Planning and Control,	3
0	Project Management (Students Self Study)	0
10	Unit 4. Modern Trends in Manufacturing: Basic Concepts of CAD, Structure of FMS.	3
11	Unit 4. Modern Trends in Manufacturing: Advantages of FMS, JIT.	3
Total		33

A. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	The class sessions will be devoted to clarifying and covering topics from the text. So, students should read the material twice, both before and after we discuss it in class, and then do the assigned problems.	<ul style="list-style-type: none"> ✓ Lectures ✓ Data show presentation ✓ E-videos (Moodle) 	Any assigned material, whether is covered in class or appear on a test through: <ul style="list-style-type: none"> ✓ MCQ ✓ Short answer questions Assignments ✓ Quizzes
		•	•
2.0	Skills		
2.1	Students will be able to design and administer information that address knowledge, issues and problems significant to the production and operation	<ul style="list-style-type: none"> ✓ Presentation and small group discussion 	<ul style="list-style-type: none"> ✓ Problem solving questions Assignments ✓ Peer evaluation from their

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	management		colleagues (students)
		•	•
3.0	Values		
3.1	Students will be able to conduct presentation (by group) that addresses one topic relevant to the production and operation management. Student will be able to learn autonomously, how complete their tasks without instruction and analyze how operations strategy, and managerial decision making.	✓ Research project development ✓ Case studies	✓ Research assignment or problem solving questions ✓ Case study assignment

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Mid Term Exam	Week 5 - 7	30%
2	Quiz	Week 9, 10	10%
3	Assignment	Weeks 4-10	5%
4	Class Participation, Attendance	Course Completion	5%
5	Final assessment	-	50%
6	Total		100%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

B. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

Beside to the existence of a unit for academic counseling for students, there is the academic counseling provided by the faculty member for students. Academic counseling is located in faculty/ teacher office`s. Students can get advisee through faculty office hours or schedule individual appointments. So, to ensure a counselor is available, students are encouraged to make an appointment.

Regardless of the diversity of the students and advisors, some of helps, teacher provides of students are:

- Helps student on the issues of curriculum e.g. courses registration and major/minor field selection to meet career goals.
- Helps students solve problems affecting their academic progress.
- Assists in developing communication skills and explanation of their responsibility as students.
- Assist of students in a personal manner, to solve some of the problems faced (family problems, financial circumstances etc.)

C. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Chase, R. B., Jacobs, F. R., & Aquilano, N. J. (2010). Operation management for competitive advantage. 12th Edition McGraw Hill Publications
Essential References Materials	Krajewski, L. J., Malhotra, M. K., and Ritzman, L. (2018). Operations Management: Processes and Supply Chains (What's New in Operations Management) 12th Edition. Pearson/Prentice-Hall.
Electronic Materials	https://www.amazon.com/Operations-Management-Processes-Supply-Chains/dp/0134741064 https://onlinelibrary.wiley.com/journal/19375956 https://www.managementstudyguide.com/production-and-operations-management.htm
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms to facilitate student engagement, collaboration and connection between lecturer and student with: <ul style="list-style-type: none"> • Movable tables and chairs conducive to group discussion and group work. • Good lighting control.
Technology Resources (AV, data show, Smart Board, software, etc.)	<ul style="list-style-type: none"> - Smart classroom equipment including data show. - Instructor station with Tablet PC-like technology. - Multiple electronic display surfaces (LCD projectors, etc.). - Reliable network connectivity. - Laptop connection for instructor and student hook ups. - Electrical Outlets.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	

D. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment.	Students	Direct <ul style="list-style-type: none"> • Complete the Student Survey
Class participation and attendance	Teacher	Direct, Indirect <ul style="list-style-type: none"> • Scientific reference and logical dialogue.

Evaluation Areas/Issues	Evaluators	Evaluation Methods
		<ul style="list-style-type: none"> Attendance sheet (electronic reporting)
Quizzes & Examinations	Teacher	Direct <ul style="list-style-type: none"> Student Grades sheet
Oral Presentation <ul style="list-style-type: none"> Individual Team (group) 	Teacher & members of group (peer)	Direct, Indirect <ul style="list-style-type: none"> Literal in providing scientific material in front of students, including content of the subject, abundance, accuracy and clarity of information. Further, was there teamwork between the members of the group?
Extent of achievement of course learning	Program Leaders & Students	Direct, Indirect <ul style="list-style-type: none"> Complete the Student Survey. Others (Deanship Academic Development & Vice Dean for Quality and Development – Business Administration College)
Quality of learning resources	Program Leaders, Teacher & Students	Direct, Indirect <ul style="list-style-type: none"> Complete the Student Survey. Others (Deanship Academic Development & Vice Dean for Quality and Development – Business Administration College)
Lectures (face-to-face in the classroom), e.g. theoretical background, explanation and basic example, how are taught.	Students & Program Leaders	Direct, Indirect <ul style="list-style-type: none"> Complete the Student Survey. Others (Deanship Academic Development & Vice Dean for Quality and Development – Business Administration College)

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

E. Specification Approval Data

Council / Committee	Department Council
Reference No.	2301-09-ADMN318
Date	13/10/2022