Course Title:
MFET 4150, Execution and Control of Operations
Instructor:
Bill Webb (801) 629-9944
Hours:
Mon-Fri 8:00 a.m. to 3:00 p.m. Mountain Std.
bttwebb1965@msn.com

Books:
You will need to purchase the *Execution and Control of Operations Participant Guide* from APICS, stock number 09128. The participant guide comes with a copy of Practice Questions, formerly known as the Sample Test. If you do not already have the two following items, you will also need a *Current Edition Dictionary*, stock number 01102 and a *Current CPIM Exam Content Manual*, stock number 09051. These items may be obtained by contacting the headquarters office at 1-800-444-2742 or visit their website at [www.apics.org](http://www.apics.org). Please have your membership number or the company’s membership number available. If you do not have a membership number, you will purchase materials at the non-member rate. Please have a credit card available when you place your order. Materials are generally shipped within 24 hours of order placement and arrive 5-7 workdays later. 2-day shipping is available for an additional fee.

There are several other reference materials and reprints that are useful for this course but are not necessary for this class or to pass the APICS certification exam. The use of additional materials is dependent upon your own work experience and background. A listing of additional reference materials is provided in the Exam Content Manual.

Credit Issues:
2 Semester Hours
You can take this course
Credit / no credit (which is essentially pass/fail)
For a grade, or
As an audit. No credit is received.
The University provides these options. However, as the instructor, I will provide all students with a letter grade. You need to declare which method you choose before the 3\textsuperscript{rd} week of the month in which you start the course. If you do not notify WSU of your grading preference it will be assumed that you want a letter grade for the course and WSU will default to this option.
Reminder: You may want to check your company reimbursement policy, as many companies require students to take the course for a grade.

International Certification Exam:
Passing this course is no guarantee that you will also pass the certification exam. However, we are using the material provided by APICS and proven teaching methods in bringing this course to you. Our pass rate in distance learning is comparable to the pass rate of students in our traditional classes. Actually, it is a little higher, but that may be due to the self-discipline that is often present in a successful distance, learning student.

If you take the APICS certification exam before you complete the class and you choose not to complete the class, you may elect to receive a B for passing the certification exam or an A, if you pass the certification exam with distinction.

Previous Courses:
It is assumed that the student has already completed the Basics of Supply Chain Management, Master Planning of Resources, and Detailed Planning and Scheduling courses. This class is next in the APICS recommended sequence. If you have taken the previous APICS courses and exams, it is assumed that the student has completed The Basics of Supply Chain Management, Master Planning, Materials and Capacity Requirements Planning, and Inventory Management. This class essentially covers material previously found in Just-in-Time, Production Activity Control and parts of Inventory Management.

If you are taking this class out of sequence, you may find some of the material difficult to understand.

Course Objectives:
This course provides basic education in production and inventory techniques and practices. It is NOT designed to help you manage a specific type of product or plant or to implement a specific type of system. Rather, this course is designed to provide you with principles and concepts that you may attain an understanding of WHY certain approaches are better than others.

The course is also designed to
Help you pass the APICS certification exam the first time you take it;
Provide you with knowledge and information generally not available in other forums;
Give you ideas to improve your company;
Increase your credibility with others in the organization.
Education is most meaningful when you internalize the principles that you learn and subsequently change your ways of dealing with daily work issues (behavior).

Time Limits:
The student is expected to complete the course within 3 calendar months. Students who have been successful in other distance learning situations pace themselves through the class. The temptation to delay starting the class is great, and students have failed because they do not have enough time to recover the course at the end of their allotted time.

Academic Honesty:
The student handbook policy for Weber State University may be found on-line at the main menu. For this class you may work with others in doing the homework and the term paper. I would encourage you to include your co-workers in activities that are suitable for the term paper. However, each student is expected to take the tests and final exam on his/her own. I do not expect you to use your workbook or any other information. Testing system is a secured testing environment. You cannot print out any of the testing information.

Grading Policy:
Grades will be taken from 9 session tests

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<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 session tests</td>
<td>90</td>
</tr>
<tr>
<td>Homework</td>
<td>50</td>
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<tr>
<td>Term Paper</td>
<td>60</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
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<tr>
<td>Total points</td>
<td>300</td>
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Grades are based on the University policy of
A  >285
B+ 260-269
C+ 230-239
D+ 200-209
A- 270-284  
B  250-259  
C  220-229  
D  190-199  
E  <180  
B- 240-249  
C- 210-219  
D- 180-189

Note: Because of the difficult nature of this class, the instructor reserves the right to offer extra credit on outstanding homework or the term paper, or to provide additional work when requested by the student. This additional work will allow you to increase your grade one step (i.e. from a B to a B+), when reviewed and accepted by the instructor. This work must be completed by the time you take the final exam.

Weber State University will automatically mail grade verification letters to students who complete the course on the 15th of every month.

If a grade letter is not received students can contact Megan Sheets at msheets@weber.edu or at 801-626-8010 to request that a letter be sent.

APICS Completion plaques are available to those students who complete all 5 CPIM classes with Weber State. To request a plaque students will need to contact Megan Sheets.

Please complete the student assessment, as this is the first time that the instructor has an opportunity to get acquainted with the student.

Please make sure that you order your materials. When your book arrives, begin with Assignments.

Course Evaluation: At the end of the course, please take the time to complete the Course Evaluation.

Services for Students with Disabilities
"Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary."

For more information about the SSD contact them at 801-626-6413, ssd@weber.edu, or http://departments.weber.edu/ssd/.