

School of Information Management

## **INFO 415 Manufacturing Information Systems**

Second Trimester 2005

### **COURSE OUTLINE**

#### **Contact Details**

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#### **Class Times and Room Numbers**

MY 632 Mondays and Fridays of term time, 4 July to 7 October  
Mondays, 12:00 to 12:50  
Fridays, 11:00 to 12:50

#### **Course Objectives**

In this paper you will explore contemporary practice with respect to the deployment of information systems in manufacturing environments, with particular emphasis on New Zealand's small to medium enterprises.

The purpose of this paper is to expose you to the theories behind best practice manufacturing systems, the compromises made in real life, and the directions in which the application of information systems in manufacturing appear to be going.

#### **Course Content**

After successful completion of this paper, you will understand:

1. Topics of current interest and importance in the application of information systems to the manufacturing sector.
2. Approaches used by academics to explore these topics and test hypotheses and propositions relating to these topics.
3. Ways to critique and understand the limitations to the approaches and methods used.

There are two sessions each week. To the greatest extent possible, these will be conducted as seminars rather than lectures, and this will require that class members come prepared to discuss the topics of the week, having read the assigned readings beforehand.

The following list of subject headings is offered as a guide to course content, but topics may change depending upon availability of any guests, and progress made by the class

1. Introduction and overview of the field.

2. Product design for manufacturing
3. Inventory Management
4. Material Handling Systems
5. Classical MRP II, JIT, ERP
6. Capacity Planning and Shop Floor Control
7. Logistics management
8. Quality Management
9. Automated manufacturing
10. New technologies and change management
11. Best practices
12. Summary and conclusion

### **Readings**

Required readings will be specified on Blackboard on a week by week basis. There is no set text, nor are there any pre-printed student notes. The readings are all to be found on Proquest which is accessible via Blackboard, or the library databases. The choice of whether to print them out or not is up to each student, but it is expected as previously indicated, that each article will have been **read** prior to the relevant session. Printing costs are a matter for each student.

### **Materials and Equipment**

Students may find a calculator to be useful

### **Assessment Requirements**

Achievement of the required outcomes will be assessed in five ways:

1. Seminar readings: each student will be required to lead class discussion of two arbitrarily assigned readings during the course. The student is required to demonstrate a comprehensive understanding of the assigned reading in the way she or he conducts the discussion. Assignment of readings will be done randomly, and no allowances will be made for conflict with other assignments due. It is up to each student to arrange their tasks so as to minimise the conflict. *This requirement is worth 20% of the final grade.*
2. Seminar participation: each student is required to have read and understood **all** assigned readings, whether or not they are the leader of that discussion. A grasp of the materials provided will be assessed on the way in which each student participates in and contributes to the discussions. *This requirement which will be assessed by the coordinator is worth 10% of the final grade.*
3. First written assignment: each student will be required to demonstrate his or her understanding of the material covered in the course, in an essay selected from one of three topics to be announced at session on Monday 25 July. The essay which is due on Friday 12 August will be of approximately 3,000 words, and must comply with the more detailed specification that will be placed on Blackboard at the time. Students are urged to familiarise themselves with the APA citation style. *This assignment is worth 25% of the final grade*
4. Second written assignment: each student will be required to demonstrate his or her understanding of the material covered in the course, in an essay selected from one of three topics to be announced at session on Monday 5 September. The essay which is due on Friday October 7 will be of approximately 3,000 words, and must comply with the more detailed specification that will be placed on Blackboard at the time. Students

should be familiar with with the APA citation style. *This assignment is worth 25% of the final grade*

5. **Practical exercise:** An ERP software package will be loaded in the SIM lab (MY 201) and it will be populated with data related to a particular case. Each student will be given a requirement to create a plan for the company in the case in response to provided planning data. The reports from this exercise are due by Friday 7 October. *This requirement is worth 20 % of the final grade.*

Students participating in this course will be enrolled by the coordinator in Turnitin.com, and will be required to submit their written assignments in word format to the section of <http://www.turnitin.com> reserved for this course. More detailed instructions will be given with each assignment specification.

### **Penalties**

The total mark available for any assignment will decrease by 10% for each day beyond the due date.

Word counts are intended as guidelines and are not normally invoked unless the submission is grossly (say 20%) over or under the limit. In this event, the available marks will be reduced by the percentage variance over or under the target limit.

### **Mandatory Course Requirements**

To pass this course, students are required to:

1. attend and participate in at least 20 of the 24 sessions.
2. submit all required assessment tasks.
3. obtain not less than 30% of the available marks for any assessment task
4. obtain a 50% mark overall.

**Tutorials:** There are no weekly tutorials for this course.

**Grades:** Letter grades are awarded for each assessment item on the following basis:

<b>Letter Grade</b>	<b>Number grade</b>	<b>Simple Description</b>
A+	Over 84	Outstanding
A	80-84	Excellent
A-	75-79	Very Good
B+	70-74	Good
B	65-69	Satisfactory
B-	60-64	Acceptable
C+	55-59	Pass
C	50-54	Minimum pass
D	40-49	Unacceptable
E	00-39	Fail

### **Communication of Additional Information**

Communications will be through Blackboard and email. All students are required to access their Blackboard account prior to every session, and failure to do so will not be an excuse for any required activity.

If students do not normally access their SCS account, they MUST ensure that their SCS account is configured to forward their emails to whatever account they do use.

## **Faculty of Commerce and Administration Offices**

### Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications.

### Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office, will be open from 9:00 am to 5:00 pm during Trimester 2, offers the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Please note:

There will be a Student Administration Adviser, from the RWW office, based in EA005 from Monday 27 June to Friday 1 July (9:00 am to 5:00 pm) and from Monday 4 July to Friday 22 July (11:00 am to 1:00 pm).

## **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

## **Student Conduct and Staff Conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at:

[www.vuw.ac.nz/policy/StudentConduct](http://www.vuw.ac.nz/policy/StudentConduct).

The policy on Staff Conduct can be found on the VUW website at:

[www.vuw.ac.nz/policy/StaffConduct](http://www.vuw.ac.nz/policy/StaffConduct).

## **Academic Grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

[www.vuw.ac.nz/policy/AcademicGrievances](http://www.vuw.ac.nz/policy/AcademicGrievances).

## **Academic Integrity and Plagiarism**

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

*'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.*

### ***Plagiarism is not worth the risk.***

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct ([www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct)) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

*Find out more about plagiarism and how to avoid it, on the University's website at: [www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html).*

## **Students with Disabilities**

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz). The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

## **Student Support**

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services.

Find out more at [www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz).

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz).

**Maori and Pacific Mentoring programme (Manaaki Pihipihinga)**

This is a free programme of mentoring for Maori and Pacific students doing first year courses within the Faculty of Commerce and Administration. Weekly one hour mentoring sessions: drafting and editing assignments/discussing any questions that you might have from tutorials or lectures and going over every aspect of essay writing, either in small group sessions or on a one-to-one basis.

This includes:

- A computer suite hooked up to cyber commons for students to use to produce their assignments.
- Regular skill-based workshops with a learning adviser from Student Learning Support Services.
- Networking with other Maori and Pacific support groups throughout the university.

For more information please contact:

Melissa Dunlop, Programme Coordinator

Ph: 463 6015 or Email: [Maori-Pacific-Mentoring@vuw.ac.nz](mailto:Maori-Pacific-Mentoring@vuw.ac.nz)