

UNIT 34: OPERATIONS MANAGEMENT IN BUSINESS SCORE SHEET

BUSINESS ASSIGNMENT TASKS:

You are a Business Development Consultant. Your Firm is hired by a small business enterprise that is facing myriads of marketing and organizational problems. Your job as a Business Development Consultant is to analyze the problems in the business, research solutions and/or benchmark good practices and make suitable recommendations for improvements.

INSTRUCTION TO THE STUDENTS:

- Learning Outcome 4 has individual assignments only.
- These Tasks are Research Assignments. This means that you must use either Secondary and/or Primary research methods to gather evidences to answer each task. You are NOT required to write from prior knowledge. These are Research Tasks.
- Plagiarism is totally unacceptable. You must cite all sources and input the information by paraphrasing, summarising or using direct quotes. A Fail Grade is given where Plagiarism is identified in your work. There are no exceptions.
- Your evidences/findings must be cited using Harvard Referencing Style. E.g. (Samuels, 2015); (Sommers and Hunter, 2014) etc.
- You must use the Four Paragraph Structure in writing: Paragraph 1- Introduction; Paragraph 2- Research Findings; Paragraph 3- Discussion; and Paragraph 4-Recommendations/Conclusion.
- To Pass the unit you MUST Achieve **ALL** the Pass Criteria outlined on the score sheet. You can earn a Higher Grade such as Distinction or Merit by meeting all Pass Criteria and achieving the criteria given on the Higher Grades Score Sheet. You will be given a Referred Grade if you fail to meet ALL Pass Criteria given. Referred Grade means resit. You must resit any AC that you fail. The Score Sheet will identify the specific requirement/s and criteria that you did not meet. See iTutor for the resit fees.
- You SHOULD complete and submit a hardcopy and softcopy on the due dates given. ALL late work attract a fee. This rule is not waived under any circumstances. The softcopy should be sent to: faculty@colbournecollege.com.
- You MUST pay your Tuition on-time with '0' balance outstanding to submit work or sit examinations. This rule is not waived under any circumstances. If you fail to submit on the said deadline due to not having financial clearance you may submit no later than the extended deadline with the Resit fee paid. Failure to submit work on the final or extended deadline will result in a Fail Grade for the entire UNIT. If you Fail the unit you will have to pay to retake the class.
- Read ALL Instructions on this Page and review the Pass, Distinction, Merit and Referred Criteria attached to meet the criteria and task correctly. Your work should be neatly typed and bonded. Presentation is important and evidence of quality and business ethics.
- Remember you **MUST** participate in the Class Form by answering the Lesson Review Questions posted by the Course/Unit Tutor. You are required to Post twice per week and by the latest on Friday. You get 10% of the course grade from the Forum. You Must Pass the Forum to pass the course/unit.
- Learning Outcome 1. **SUBMISSION DEADLINE: April 15, 2016**

UNIT 34: OPERATIONS MANAGEMENT IN BUSINESS SCORE SHEET

NAME OF STUDENT:

DATE:

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO 4 Be able to apply relevant techniques to the production of an operational plan for an organisation.	AC 4.1. Produce a set of clearly defined operational outcomes for a selected organisation. <i>The Student should carry out this task as a Business Consultant by:</i>		
	1. Using Paragraph One for the defining and explaining the key term: Operational Outcomes.		
	2. Using Paragraph Two for the research findings on: desirable operational outcomes for business organisations.		
	3. Using Paragraph Three to develop: Six clearly defined operational outcomes for the business you are advising. Briefly state the importance of each of the objectives that you designed.		
	4. Using Paragraph Four to make Recommendations or Draw Conclusions. These are directed at the business that you are advising.		
	5. Carrying Out the command in the task - To Produce - which mean to: “To bring into existence through intellectual or creative ability.”		
	6. Discussing at least <u>five (5) themes and perspectives related to</u> your research findings and the content areas from the Course Content: Operational Plan: (l) Using planning techniques, e.g. Critical Path Analysis, meeting the requirements.		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized..		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
11. Meeting the 350 - 450 Words Requirements (only 10% more or less can deviate from the instructions).			
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

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NAME OF STUDENT:

DATE:

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO 4 Be able to apply relevant techniques to the production of an operational plan for an organisation.	AC 4.2 Produce a network plan indicating the resultant critical path. <i>The Student should carry out this task as a Business Consultant by:</i>		
	1. Using Paragraph One for the defining and explaining of key term: ' Network Plan ' for critical path in planned project activity.		
	2. Using Paragraph Two for the research findings on: Steps to produce a network plan for critical path in planned project activity.		
	3. Using Paragraph Three to develop: a network plan showing the result of the critical path.		
	4. Using Paragraph Four to make Recommendations or Draw Conclusions. These are directed at the business that you are advising.		
	5. Carrying Out the command in the task - To Produce - which mean to: " To bring into existence through intellectual or creative ability. "		
	6. Discussing at least five (5) themes and perspectives related to your research findings and the content areas from the Course Content: Outcome determination: (I) The five performance objectives		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized..		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 300 - 450 Words Requirements (only 10% more or less can deviate from the instructions).		
12. Linking the answers specific to the Business Case.			
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

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NAME OF STUDENT:

DATE:

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO 4 Be able to apply relevant techniques to the production of an operational plan for an organisation.	AC 4.3 Justify how quality management techniques are applied to improve operations in a selected organisation. <i>The Student should carry out this task as a Business Consultant by:</i>		
	1. Using Paragraph One for the defining of key terms: Quality and Management Techniques.		
	2. Using Paragraph Two for the research findings on: how are quality management techniques applied to improve operations in organisations.		
	3. Using Paragraph Three to reason through: how quality management techniques are applied to improve operations in the business organization advising.		
	4. Using Paragraph Four to make Recommendations or Draw Conclusions. These are directed at the business advising.		
	5. Carrying Out the command in the task -To Justify -which means: “Present a reasoned case for actions or decisions made.”		
	6. Discussing at least five (5) themes and perspectives related to your research findings and the content areas from the Course Content: Monitoring and Control: (I) Quality assurance and quality control mechanisms (Q.A.C); (II) Fish bones; (III)Quality circles; (IV) Variance analysis, six sigma, product quality and service quality, benchmarking; (V) Best practice; (VI) Self-assessment; (VII) Vision; (VIII) Continuous improvement; (IX) Quality characteristics; (X) Importance of quality		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized..		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 600 Words Requirements (only 10% more or less can deviate from the instructions).		
12. Linking the answers specific to the Business Case.			
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

UNIT 34. Higher Grades Score Sheet

NAME OF STUDENT:

DATE:

GRADE FOR AC #:	To Be Awarded A MERIT Grade students must meet the Pass Grade Criteria and further demonstrate higher ability:	ACHIEVED	
		YES	NO
	1. The B paper is always mechanically correct. The spelling is good, and the punctuation is accurate.		
	2. Some of the sentences may not be elegant, but they are clear, and in them thought follows naturally on thought. It is well organized around one main idea, it presents a worthwhile and interesting idea. That is, the idea is supported by sound evidence presented in a neat and orderly way.		
	3. Ends by keeping the promise that the writer makes in the beginning.		
A MERIT Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	
GRADE FOR AC #:	To Be Awarded A DISTINCTION Grade students must meet the Pass Grade Criteria and further demonstrate higher ability:	ACHIEVED	
		YES	NO
	1. Paper is lively, well-paced, interesting, and everything in it seems to fit the theme exactly. Reading the paper, it is clear that the writer cares for his or her ideas, and about the language that carries them. It may have a proofreading error or two, or even a misspelled word, but these errors are the consequence of the normal accidents all good writers encounter.		
	2. Apply the knowledge of subject concepts to the Case effectively.		
	3. Identify, formulate, and solve problems.		
	4. Conduct, Analyze and interpret primary and secondary data effectively using appropriate research tools.		
	5. Use <u>seven or more</u> (combination of) theories, techniques, skills, and modern tools of the practice.		
	6. Recommendations/Conclusions are relevant to the findings, presented with justification.		
A DISTINCTION Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	
GRADE FOR AC #:	A REFERRED Grade is awarded because the student has not met the Assessment Criteria (AC) to be awarded a PASS Grade:	ACHIEVED	
		YES	NO
A REFERRED Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	