

**School of Business & Information Technology (BIT) Central New Mexico Community College (CNM)**  
**COURSE SYLLABUS [Spring 2010]**

**Course Name: BA 2096 Fundamentals of Lean Management**

**Section Number: 51 (CRN 84207)**

**Class Days/Time/Location: February 16 – March 28, 2010: Distance Learning**

**Course Credits: 5 weeks, 15 hours, 1 credit hour**

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**Iris Learning, P.O. Box, 3425, Albuquerque,**  
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**Office Hour: On line via email**

**Web address: [www.irislearning.squarespace.com/download](http://www.irislearning.squarespace.com/download)**

**Course Prerequisite: RDG 0750 or Accuplacer Reading score of 69 or equivalent or school approval**

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***Texts & Supplies***

**Recommended text:** [James P. Womack, Daniel T. Jones, \*Lean Solutions: How Companies and Customers Can Create Value and Wealth Together\*](#)

This book is recommended for students who are deeply interested or actively pursuing employment or career advancement in a lean management of quality-related role. It is intended to complement and enhance the instructor's lessons. It is not required to earn an "A" grade in this course.

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***Course Description & Pre- or Co-requisites***

This course introduces basic principles and tools of lean manufacturing and service delivery. It focuses on practical and profitable management methods to maximize operational effectiveness, accelerate cycle time, and reduce inventory and increase reliability and responsiveness to customers. Topics discussed include: lean management as a source of competitive advantage; lean performance measures; costs associated with defects, customer complaints and waste; space utilization; production and operations flow; work in progress; inventory planning, management and control; cellular manufacturing; "pull" systems; and labor utilization, empowerment and accountability.

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***Student Learning Outcomes***

Students completing this course will:

1. Explain the strategic rationale and competitive advantages of lean thinking and management methods.
2. Describe two or more significant forms of waste ("muda") in a local or global business.
3. Explain the four fundamental principles of lean management:
4. Draw a SIPOC diagram.
5. Prepare a Consumption Steps and Time Analysis Table.
6. Calculate Takt Time or Customer Demand Time.
7. Prepare a Value Stream Map.
8. Explain the difference between a push-driven business and a pull-driven business.
9. Explain the interrelationship between 5S and lean management.

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***Attendance/Tardy/Withdrawal/Drop Policies***

This course is governed by the CNM Attendance policy on pg. 34 of 2007-2009 Catalog.

***The instructor will not drop you.*** If you do not plan to complete the course, it is your responsibility to drop/withdraw from the course in order to avoid a grade of "F". Important dates, deadlines and the last day to drop this course can be found at <http://www.cnm.edu/depts/enrollment/registration/importantdatesanddeadlines.php>.

## Grading

The following will be used to determine your grade in this course:

	%
<b>Final Exam</b>	100%
<b>Total</b>	100%

The following scale is used to assign course grades:

Percentile Range	Grade
<b>91-100</b>	<b>A</b>
<b>81-90</b>	<b>B</b>
<b>71-80</b>	<b>C</b>
<b>61-70</b>	<b>D</b>
<b>Below 61</b>	<b>F</b>

**Note:** Each student's final grade is determined solely by their score on the final exam/correspondence problem. A final grade of "D" or "F" is not acceptable for this course if it is required for graduation or as a prerequisite for other courses. A final grade of "D" or "F" requires repeating this course.

## Late/Make-up/ Policies

Students are expected to download and read weekly lectures/lessons: [www.irislearning.squarespace.com/download](http://www.irislearning.squarespace.com/download)  
The final exam/correspondence problem is due by **MARCH 28th**. Please send the final exam/correspondence problem to the instructor via email. The exam/ correspondence problem may also be sent via US mail but must be received by the specified deadline.

## Course Codes & Policies

The codes and policies of this course are governed by the Academic Policies found on pp. 34-39 of the 2007-2009 Catalog and the Student Code of Conduct found on pp. 382-392 of the 2007-2009 Catalog. The catalog may be accessed online at <http://www.cnm.edu/coursecatalog/index.php>.

**Special Needs:** Special Services is a department that can provide students with documented disabilities the accommodations they might need. It is also a department that can help students who think they might have a disability. Students needing accommodation in an academic setting must contact Special Services at 224-3259.

**Syllabus & Class Schedule:** The syllabus and class schedule are subject to change by the instructor. Changes will be made with as much advance notice as possible.

## Student Resources/Advisement/Graduation

The School of Business & Information Technology (BIT) has an A-Z listing of resources and links for advisement and graduation which can be found at <http://www.cnm.edu/depts/bit/resources/>.

In addition, BIT has an Achievement Coach, Kim Jeffries, is available to help you in SB 212. Please drop by to get acquainted with her or email Kim at [fjeffries@nm.edu](mailto:fjeffries@nm.edu) to set an appointment to understand how to use BIT and CNM services. Please take advantage of what we have to offer, particularly if you are have concerns about your school work or other problems that are interfering with school.

## Optional Items:[These and other items may be added at your discretion]

Business Resource Centers (BRC) are available for students to work on distance learning, homework assignments, class projects, and for one-on-one assistance. A limited number of textbooks are available for student use while in the BRC. The BRCs are located as follows: Main: SB-210, Montoya: H-124. Days and times of operation may be found at <http://www.cnm.edu/depts/bit/brc/index.php>.

## Academic Dishonesty

Academic dishonesty hurts everyone involved. Forms of dishonesty are collaboration during in-class exams; receiving assistance from others on take-home quizzes and exams; sharing completed assignments. The Dean of Students will be contacted to determine the proper measure to be taken on a case-by-case basis.