



“Approved by”
Head of Department :

Protocol №

Date : 2024

SYLLABUS

General information	department	Marketing and Mangement
	Faculty	Economics and school of Economics
	Specialization, code	
	Group №	532 Bİ
	Level of education	<input type="checkbox"/> bachelor <input type="checkbox"/> master
	Mode of study	Full-time
	Semester	2024/Fall
	Academic Year	2024-2025
	Teaching semester	<input type="checkbox"/> Fall <input type="checkbox"/> spring <input type="checkbox"/> summer
Course Information	Course title, code	Production Management
	Number of credits	
	Teaching load (hour)	60
	Teaching methods	<input type="checkbox"/> lecture <input type="checkbox"/> seminar <input type="checkbox"/> laboratory
	Teaching language	<input type="checkbox"/> Azerbaijani <input type="checkbox"/> English <input type="checkbox"/> Russian
	Course type	<input type="checkbox"/> Compulsory <input type="checkbox"/> Elective
	Prerequisite course/code	
INFORMATION ABOUT THE INSTRUCTOR	The teacher's academic degree, scientific title, honorary title, surname, first name, patronymic	Phd. X.Ağayeva
	Instructor's e-mail	
	Instructor's phone number	
	Office hours	
Course Description	To provide students with fundamental knowledge in the field of production and operations management, and equip them with practical skills in planning, organizing, controlling, and improving production	

	processes.
Course Objective	<p>The main objective of the "Production Management" course is to equip students with theoretical knowledge and practical skills related to the efficient planning, organizing, managing, and controlling of processes used in the production of goods and services.</p> <ul style="list-style-type: none"> • Explain the nature and functions of production processes <ul style="list-style-type: none"> – Enable students to understand the economic and technical aspects of production; • Teach ways to establish efficient production systems <ul style="list-style-type: none"> – Provide knowledge on the application of various production models and systems; • Develop resource management skills <ul style="list-style-type: none"> – Introduce approaches for the optimal use of materials, labor, and technical resources; • Enhance decision-making abilities in production processes <ul style="list-style-type: none"> – Train students in making practical decisions related to planning, scheduling, risk analysis, and performance measurement; • Demonstrate methods for quality management and productivity improvement <ul style="list-style-type: none"> – Explain approaches such as Total Quality Management (TQM), Kaizen, and Lean Production; • Familiarize students with production management practices applied in real business environments <ul style="list-style-type: none"> – Teach practical examples of production technologies and software used in local and international companies, such as MRP and ERP systems.
Learning outcomes	<p>After completing the course and mastering the topics, students will:</p> <p>Know:</p> <ol style="list-style-type: none"> 1. Basic Concepts and Types of Production <ul style="list-style-type: none"> ○ Concepts of production and services ○ Mass production, make-to-order production, and assembly production ○ Differences between production and operations 2. Production Systems and Their Structure <ul style="list-style-type: none"> ○ Elements of production systems: inputs, processes, outputs, and feedback ○ Formation of production structures 3. Planning and Capacity Management <ul style="list-style-type: none"> ○ Production capacity and its analysis ○ Plant location ○ Plant layout 4. Inventory and Warehouse Management <ul style="list-style-type: none"> ○ Types of inventories and management systems (EOQ, JIT)

	<ul style="list-style-type: none"> ○ Warehousing strategies and logistics flow 5. Work Organization and Labor Standardization <ul style="list-style-type: none"> ○ Division of labor and workflow organization ○ Work time analysis, labor productivity, and management 6. Preparation of Production Schedules and Timetables <ul style="list-style-type: none"> ○ Short-term and long-term production planning ○ Sequencing operations and resource allocation 7. Quality Management <ul style="list-style-type: none"> ○ Concept and importance of quality ○ Total Quality Management (TQM), ISO standards ○ Quality control methods (statistical control, inspection) 8. Economic Indicators of Production and Productivity <ul style="list-style-type: none"> ○ Productivity indicators and calculation methods ○ Analysis of production costs and ways to improve efficiency 9. Modern Production Approaches and Technologies <ul style="list-style-type: none"> ○ Lean Production, Six Sigma, Kaizen ○ Application of ERP, MRP, and other management software 10. Risk and Disruption Management in Production <ul style="list-style-type: none"> ○ Production risks and safety measures ○ Continuity and contingency planning <hr/> <p>Be able to:</p> <ul style="list-style-type: none"> • Model and analyze production processes; • Prepare production plans and schedules; • Optimize quality and resource utilization; • Justify production decisions using practical examples.
Course Requirements	<p>In the <i>Production Management</i> course, the following expectations may be set for students:</p> <ol style="list-style-type: none"> 1. Class Participation: Students should be encouraged to actively participate in the course, ask questions, and engage in discussions. This can help them gain a deeper understanding of the topics. 2. Group Research Projects: Students may be assigned group projects or research tasks that involve solving real-world scenarios within the framework of commodity classification. This can help them develop collaboration, communication, and problem-solving skills. 3. Market Research Insights and Reporting: Students can be tasked with monitoring market developments and analyzing and reporting on these trends. This allows them to gain practical knowledge about competitors. 4. Guest Lecturers and Seminars: Experts in the field of commodity classification can be invited as guest speakers, or students can participate in industry-related seminars. This gives students the opportunity to learn first-hand about current trends

	<p>and practices in marketing.</p> <p>5. Field Visits: Visiting relevant companies can provide students with the opportunity to observe industry practices and interact with businesses. This helps them connect theoretical knowledge with practical experience.</p> <p>These requirements aim to promote more effective student participation in the course and support the development of their knowledge and skills in marketing more efficiently.</p>
<p>Academic Integrity</p>	<p>Academic integrity- involves ensuring the originality of one’s work and sharing others’ ideas or findings with proper citation.</p> <p>Violations of Academic Integrity</p> <ol style="list-style-type: none"> 1. Plagiarism 2. Cheating 3. Submitting all or part of a previously completed assignment, homework, or project in another course without proper citation 4. Citing non-existent sources or creating a fake database 5. Completing course materials or assignments on behalf of another student 6. Behaviors aimed at gaining unfair advantage (e.g., presenting a false medical certificate without having an actual illness, making false excuses for deadline extensions or other purposes) 7. Taking an exam on behalf of someone else or having someone else take an exam on your behalf
<p>Ethical Behavior</p>	<p>The ethical behavior of students participating in the <i>Production Management</i> aims to ensure their success and respect both in the educational process and in their future professional careers. Students must adhere to principles of honesty and transparency in course work and projects, following academic ethical standards.</p> <p>They should attend classes on time and with a sense of responsibility, actively participate in group work, and contribute to effective collaboration within the team. Additionally, they must be sensitive to diversity and cultural awareness, striving to understand different cultures and fostering a learning environment enriched by diversity.</p> <p>For professional development, students should enhance their efforts to communicate with industry professionals and build effective networks, while also improving their problem-solving and critical thinking skills. They should be conscious of social media etiquette and professionalism, maintain a credible image on online platforms, and uphold online ethical standards.</p> <p>With regard to openness to change, innovation, and career development, students should stay informed about changes in the sector, remain open to innovation, and regularly utilize relevant resources to support their</p>

	<p>career growth.</p> <p>These ethical behaviors guide students toward becoming successful and principled individuals both academically and professionally.</p>	
Main literature list	<p>1.Məhəbbət Məmmədov və Ələsgər Əliyevin müəllifliyi ilə, “Menecment”, 2023-cü il</p> <p>2.Əli Məmmədovun müəllifliyi ilə, “İqtisadi təhlükəsizlik”, 2023-cü il</p>	
Additional literature list	<p>1.Məhəmməd Nuriyevin müəllifliyi ilə. “English-Azerbaijani Azerbaijani-English Concise Dictionary of Project Management Terms” –2012-ci il.</p> <p>2. Peter F. Drucker. “Management: Tasks, Responsibilities, Practices” –</p>	
Internet resources	<p>https://ocw.mit.edu/courses/sloan-school-of-management/</p> <p>https://www.coursera.org/specializations/operations-management</p> <p>https://www.ascm.org/</p>	
Grading: 100-Point System	<p>The final grade is the sum of points awarded for current assessment — seminars and colloquiums (0–30 points), independent work (0–10 points), attendance (0–10 points) — and interim assessment, which includes end-of-semester exams (0–50 points).</p> <p>If the course includes additional practical or applied lessons, up to 10 points may be allocated for the evaluation of those classes.</p> <p>Final Grade = Current Assessment + Interim Assessment</p>	
Seminar and Colloquium	<p>Colloquiums are held three times each semester in accordance with the academic calendar. Each colloquium is evaluated on a scale of 0 to 10 points. Participation in colloquiums is mandatory. A student who does not attend a colloquium will receive 0 points.</p>	0-30
Individual Work	<p>Formatting Guidelines for Individual Work:</p> <ul style="list-style-type: none"> • Font and Size: Arial, 12 pt • Line Spacing: 1.5 • Minimum Length: 3 pages • Final Submission Deadline: Two weeks before the end of the semester 	0-10
	<p>Individual work topics:</p> <ol style="list-style-type: none"> 1. Methods and Applications of Production Process Optimization 2. Implementation and Outcomes of Lean Production Principles in Enterprises 3. The Role of Quality Control Systems in the Production 	

	<p>Process</p> <ol style="list-style-type: none"> 4. Impact of Automation on Productivity in the Production Line 5. Supply Chain Management and Production Planning 6. Agile Production Management and Competitiveness 7. Application of ERP Systems in Production Management 8. Human Resource Management in Production 9. The Role of Energy Efficiency and Environmental Requirements in Production Management 10. Digital Transformation and Industry 4.0 in Production Management 11. Methods for Continuous Improvement of Production Processes 12. Risk Management in Production Enterprises 13. Financial Management of Production: Cost Optimization 14. The Importance of Demand Forecasting in Production Planning 15. Six Sigma Methodology for Improving Production Quality 	
Attendance	For each 10% of class hours missed during the semester, 1 point will be deducted. A student who misses more than 25% of the total course hours will not be allowed to take the final exam.	0-10
Exam		0-50

Based on the total number of points accumulated during the semester for the course, students' knowledge is assessed as follows:

Grading Scale

Grade	Grading by Letters	Indicator
100 – 91	A	“excellent”
90 – 81	B	“very good”
80 – 71	C	“good”
70 – 61	D	“sufficient”
60 – 51	E	“satisfactory”
Below 51	F	“unsufficient”

Course Calendar and Thematic Plan					
N	Date	Course Topics	Lecture	Seminar	Textbook / Assignments
1		• Introduction to Production Management:	2	2	Məhəbbət Məmmədov

		Concepts and Historical Development			və Ələsgər Əliyevin müəllifliyi ilə, “Menecment”, 2023-cü il
2		• Types of Production Systems: Mass, Batch, and Job Production	2	2	Məhəbbət Məmmədov və Ələsgər Əliyevin müəllifliyi ilə, “Menecment”, 2023-cü il
3		• Production Capacity and Its Planning	2	2	Əli Məmmədovun müəllifliyi ilə, “İqtisadi təhlükəsizlik”, 2023-cü il
4		• Design and Organization of Technological Processes	2	2	Əli Məmmədovun müəllifliyi ilə, “İqtisadi təhlükəsizlik”, 2023-cü il
5		• Management of Labor Resources	2	2	Məhəbbət Məmmədov və Ələsgər Əliyevin müəllifliyi ilə, “Menecment”, 2023-cü il
6		• Inventory and Materials Management	2	2	Peter F. Drucker. “Management: Tasks, Responsibilities, Practices” –
7		• Quality Control Systems	2	2	Peter F. Drucker. “Management: Tasks, Responsibilities, Practices” –
8		• Lean Production and Six Sigma Approaches	2	2	Məhəbbət Məmmədov və Ələsgər Əliyevin müəllifliyi ilə, “Menecment”, 2023-cü il
9		• Supply Chain Management	2	2	Əli Məmmədovun müəllifliyi ilə, “İqtisadi təhlükəsizlik”, 2023-cü il
10		• Preparation of Production Schedules	2	2	Peter F. Drucker. “Management: Tasks, Responsibilities, Practices” –
11		• ERP Systems and Digital Technologies	2	2	Peter F. Drucker. “Management: Tasks, Responsibilities, Practices” –
12		• Automation and Robotics in Modern Production	2	2	Məhəbbət Məmmədov və Ələsgər Əliyevin müəllifliyi ilə, “Menecment”, 2023-cü il
13		• Risk Management in Production Enterprises	2	2	Əli Məmmədovun müəllifliyi ilə, “İqtisadi

					təhlükəsizlik”, 2023-cü il
14		• Sustainable Development and Green Production	2	2	Əli Məmmədovun müəllifliyi ilə, “İqtisadi təhlükəsizlik”, 2023-cü il
15		• Strategic Decision-Making and Innovation in Production	2	2	Peter F. Drucker. “Management: Tasks, Responsibilities, Practices” –
60		TOTAL:	30	30	

Instructor:

Phd..X.Ağayeva