**Reading List**


Week 1  Organization for Production - Chapters 1 to 3  
Week 2  Equipment and Capacity Planning - Chapters 4 and 5  
Week 3  Equipment Investment - Chapters 6 and 7  
Week 4  Production Planning I - Chapters 9 and 10  
Week 5  Prepress Work Allocation - Chapter 11  
Week 6  Midterm Exam; Production Planning II - Chapter 12  
Week 7  Production Scheduling - Chapters 13 and 14  
Week 8  Production Control; Inventory Control - Chapters 15 and 16  
Week 9  Purchasing; Quality Assurance - Chapters 17 and 18  
Week 10  Quality Management; Successful Management Practice - Chapters 19 to 22

**Lab Assignments**

Week 1  Organizational Structure  
Week 2  Breakeven and Indifference Analysis  
Week 3  Equipment Investment Analysis  
Week 4  Production Planning - Label Layout  
Week 5  Assignment Technique - Resource and Work Allocation  
Week 6  Production Planning - Multi-Sheet Products  
Week 7  Production Scheduling - Gantt Chart  
Week 8  Production Control  
Week 9  Inventory Management and Purchasing  
Week 10  Quality Attributes and Quality Assurance