

22. Course Specification of Machine Drawing

-	I. Course Identification and General Information:					
1.	Course Title:	Mach	nine Drawing.			
2.	Course Code & Number:	ME	131.			
			C.H		-	TOTAL
3.	Credit hours:	Th.	Seminar/Tu.	Pr	Tr.	CR. HRS.
		1	-	4	-	3
4.	Study level/ semester at which this course is offered:	Second Year - Second Semester.				
5.	Pre –requisite (if any):	Engi	neering Drawir	ng.		
6.	Co –requisite (if any):	None	.			
7.	Program (s) in which the course is offered:	Mech	nanical Enginee	ering Pro	ogram.	
8.	Language of teaching the course:	Engli	ish Language.			
9.	Location of teaching the course:	Mechanical Engineering Department.				
10.	Prepared By:	Asst.	Prof. Dr. Abd	ulsalam	Almakł	nlafy.
11.	Date of Approval:					

II. Course Description:

Machine drawing is the indispensable communicating medium employed in industries, to furnish all the information required for the manufacture and assembly of the components of a machine. This course is designed to enable the students to draw an assembly drawing of Machines then draw the detail working drawing of any needed part to be manufactured in Production Work Shop. Also, it is intended to teach students how to use documents and International Standard. The course will cover assembly, detailed drawings, geometric dimensioning and tolerance. The Machine Drawing course will incorporate computer graphics to help the students in designing and presentation considerations of machine parts.

-	III. Alignments of the Course Intended learning outcomes (CILOs)	Referenced PILOs
a1	Identify the necessary data for production (drawing of detailed drawing).	A1

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a2	Define the characteristics of engineering materials related to discipline.	A2
a3	Describe the basic concepts for generating commercial drawings using the well-known CAD packages.	A4
b1	Create the intellectual abilities to imagine and deduce machine parts and a whole machine from the drawing's views.	B1
b2	Explore assembly drawings from detail drawings.	B2
c1	Apply the standard drawing methods to generate both working and assembly mechanical drawings.	C1
c2	Demonstrate using the well-known CAD packages to generate 3-D commercial drawings.	C3
d1	Cooperate to work in groups through small scale projects.	D1
d2	Assess graphically using the graphic language.	D5

(A) Alignment Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes		Teaching strategies	Assessment Strategies
a1.	Identify the necessary data for production (drawing of detailed drawing).		Weekly offered Exercises.
a2.	Define the characteristics of engineering materials related to discipline.	Lecture and Drawing Practice,	Drawing Practice. Mid-Term Exams (two exams)
a3.	Describe the basic concepts for generating commercial drawings using the well-known CAD ckages.	Tutorials.	CAD offered Exercises. Final Exam.

(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:				
Cou	arse Intended Learning Outcomes	Teaching strategies	Assessment Strategies	
b1.	Create the intellectual abilities to imagine and deduce machine	Lecture and	Weekly offered Exercises.	
D1.	imagine and deduce machine	Drawing	Drawing Practice.	

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Adel Ahmed	Mohammad		Assurance	Mohammed Abbas
Al-Shakiri	Algorafi		Assoc. Prof. Dr.	
			Huda Al-Emad	

Sana'a University Faculty of Engineering Mechanical Engineering Department Mechanical Engineering Program



par	ts	and a whole machine	Practice,	Mid-Term Exams (two
fro	m the	drawings views.	Tutorials.	exams)
b2.	Explo	re assembly drawings from		CAD offered Exercises.
	detail	drawings.		Final Exam.

© Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
c1. Apply the standard drawing methods to generate both working and assembly mechanical drawings.	Computer Software (CAD, Solid Work), Lecture and	Weekly offered Exercises. Drawing Practice/Quizzes. Mid.Term.Exam
 c2. Demonstrate using the well- known CAD packages to generate 3-D commercial drawings. 	Drawing Practice, Tutorials.	CAD offered Exercises. Final Exam Homework

(D) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:

Itati	reaching brategies and Assessment brategies.					
Course Intended Learning Outcomes		Teaching strategies	Assessment Strategies			
d1.	Cooperate to work in groups		Weekly offered			
	through small-scale projects.	Lecture and Drawing	Exercises. Drawing			
		Practice, Tutorials.	Practice/Quizzes.			
d2.	Assess graphically using the	Computer Software	Mid-Term Exam.			
	graphic language.	(CAD, Solid Work)	CAD offered Exercises.			
			Final Exam Homework.			

IV	IV. Course Content:					
	A – Theoret	ical Aspect:				
Order	Units/Topics List	Learning Outcomes	Sub Topics List	Number of Weeks	Contact hours	
1.	Introduction.	a1,a2,a3	 Classification of Drawings. Machine Drawing. Production Drawing. 	1	1	

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Al-Shakiri	Algorafi		Assoc. Prof. Dr.	
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			Part Drawing.		
			• Assembly Drawing.		
2.	Computer Aided Design.	a1,a2,a3	 The basic methods for generating commercial drawings using AutoCAD. Exercises for CAD Systems. 	1	1
3.	Screwed, Fasteners.	a1,a2,a3	 Screw Thread Nomenclature. Forms of Threads. Thread Series. Thread Designation. Multi-Start Threads. Right Hand and Left-Hand Threads. Representation of Threads. Bolted Joint. Locking Arrangements for Nuts. Foundation Bolts. 	1	1
4.	Keys, Cotter, and Pin Joints.	a1,a2,a3	Types.Cotter.Pin.Joints.	1	1
5.	Shafts and Couplings.	a1,a2,a3	 Rigid Couplings Flexible Couplings Dis-Engaging Couplings. Non-Aligned Couplings. 	1	1
6.	Bearings.	a1,a2,a3	 Sliding Contact Bearings. Journal Bearings. Rolling Contact (Anti- friction) Bearings. Radial Bearings. Thrust Bearings. 	1	1

Head of Quality Assurance Dean of the Faculty Academic Rector of Sana'a Unit Prof. Dr. Mohammed Department Development University AL-Bukhaiti Asst. Prof. Dr. Assoc. Prof. Dr. Center & Quality Prof. Dr. Al-Qassim Adel Ahmed Mohammad Mohammed Abbas Assurance Al-Shakiri Algorafi Assoc. Prof. Dr. Huda Al-Emad



7.	Pulleys.	a1,a2,a3	• Belt Driven Pulleys.	1	1
8.	Mid Term Exam.	a1, a2, a3, b1, b2, c1, c2	• The First 7 Chapters.	1	1
9.	Pipes Joints.	a1,a2,a3	 Joints for Steam Pipes. Joints for Hydraulic Pipes. Special Pipe Joints. Pipe Fittings. Pipe Layout. 	1	1
10.	Limits, Tolerances and Fits.	a1,a2,a3	 Limit System. Tolerances. Fits. Tolerances of Form and Position. 	2	2
11.	Surface Roughness.	a1,a2,a3	 Surface Roughness. Machining Symbols. Indication of Surface Roughness. 	1	1
12.	Chains and Gears.	a1,a2,a3	 Chain Drives. Roller Chains. Inverted Tooth or Silent Chains. Gears. Types of Gears. Gear Nomenclature. Tooth Profiles. Gears and Gearing. 	1	1
13.	Jigs and Fixtures.	a1,a2,a3,b1,b2	 Introduction Presentation of Work Piece. Jig Components. Various Types of Jigs. Fixture Components. Types of Fixtures. 	1	1

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14.	Welded joints	a1,a2,a3	 Welded Joints and Symbols Dimensioning of Welds Edge Preparation of Welds Surface Finish Rules to be Observed while Applying Symbols Welding Process Designations 	1	1
15.	Final Exam.	a1, a2, a3, b1, b2, c1, c2	• All the Chapters.	1	1
	Number of Weeks /and Units Per Semester				32

B - Pr	B - Practical Aspect:					
Order	Tasks/ Experiments	Number of Weeks	Contact hours	Learning Outcomes		
1.	Guide Roller Assembly.	1	4	b1,b2,c1,c2,d2		
2.	C-Clamp Assembly.	1	4	b1,b2,c1,c2,d2		
3.	Control Lever Assembly.	1	4	b1,b2,c1,c2,d2		
4.	Crankshaft and Connecting Rod Assembly.	1	4	b1,b2,c1,c2,d2		
5.	Eccentric Assembly and Filter Assembly.	1	4	b1,b2,c1,c2,d2		
6.	Journal Bearing Assembly.	1	4	b1,b2,c1,c2,d2		
7.	Knuckle Assembly.	1	4	b1,b2,c1,c2,d2		
8.	Non- Return Valve Assembly.	1	4	b1,b2,c1,c2,d2		
9.	Oil Burner Assembly.	1	4	b1,b2,c1,c2,d2		
10.	Pulleys Assembly.	1	4	b1,b2,c1,c2,d2		
11.	Safety Valve Assembly.	1	4	b1,b2,c1,c2,d2		
12.	Screw Jack Assembly and Stuffing Box Assembly.	1	4	b1,b2,c1,c2,d2		
13.	Vice Assembly.	1	4	b1,b2,c1,c2,d2		

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14.	Belt Drives and Ball Bearing Assembly.	1	4	b1,b2,c1,c2,d2
Number	r of Weeks /and Units Per Semester	14	56	

V. Teaching Strategies of the course:

Lecture and Drawing Practice, Tutorials, Computer Software (CAD, Solid Work)

VI. Assignments:						
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark		
1.	Assignment: Problem Based on Weekly Drawing. Assignments and Homework.	b1,b2,c1,c2,d2,d1,d2	2-14	20		
2.	Assignment: Problem based on Existing Products measurements and drawing: 1. Pad Lock. 2. Valve.	b1,b2,c1,c2, d1,d2	8-14	20		
	Total			40		

VII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mar k	Proportion of Final Assessment	Aligned Course Learning Outcomes
1.	Assignment: Problem Based on Weekly Drawing Assignments and Homework.	2-14	20	13.3%	b1,b2,c1,c2,d2,d1, d2
2.	Excises Class-CAD Drawing (Solid Work).	2-14	30	20%	a1,a2,a3, b1,b2, ,c1,c2, d1,d2
3.	Assignment: Problem based on Existing Products measurements and drawing:	8-14	20	13.3%	b1,b2,c1,c2, d1,d2

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	 Pad Lock. Valve. 				
4.	Mid-Term Exam.	8	20	31.3%	a1,a2,a3, b1,b2,c1,c2
5.	Final Exam.	16	60	40%	a1,a2,a3, b1,b2,c1,c2
Total:			150	100%	

VIII. Learning Resources:

Written in the following order: (Author - Year of publication – Title – Edition – Place of publication – Publisher).

1- Required Textbook(s) (maximum two).

- 1- Dr.K.L.Narayana, Dr.P.Kannaiah, K.Venkata Reddy. 2006. "Machine Drawing". Edition. New Age International (P) Ltd., Publishers.
- 2- Bertoline-Wiebe.2007." Fundamentals of Graphics Communication", Fifth Edition McGraw-Hill Companies, 2007

2- Essential References.

- 1- Hart, K.R., "Engineering Drawing", The English Universities Press Ltd, 2003
- 2- Bertoline-Wiebe "Engineering Graphics" McGraw-Hill Primis, 2006
- 3- ENGINEERING GRAPHICS FOR First Year Student Specialized Scientific Prog (SSP) Faculty of Engineering Alexandria University, Prepared By Assoc. Prof. / F El sayed Shaker Ismail.

3- Electronic Materials and Web Sites etc.

- 1. http://www.mhhe.com/primis/online/
- 2. <u>www.howstuffworks.com</u>
- 3. <u>http://www.purdue.edu/discoverypark/PLM/SME/Tutorial_6_Crank_Slider.zip</u>
- 4. http://www.purdue.edu/discoverypark/PLM/SME/Cams_Design.bin

IX. Course Policies: Class Attendance: -A student should attend not less than 75 % of total hours of the subject; otherwise he will not be able to take the exam and will be considered as exam failure. If the student is absent due to illness, he/she should bring an approved statement from university Clinic Tardy: For late in attending the class, the student will be initially notified. If he repeated lateness in attending class he will be considered as absent. Exam Attendance/Punctuality:

Head of Department Asst. Prof. Dr. Adel Ahmed	Quality Assurance Unit Assoc. Prof. Dr. Mohammad	Dean of the Faculty Prof. Dr. Mohammed AL-Bukhaiti	Academic Development Center & Quality Assurance	Rector of Sana'a University Prof. Dr. Al-Qassim Mohammed Abbas
Adel Ahmed	Mohammad		Assurance	Mohammed Abbas
Al-Shakiri	Algorafi		Assoc. Prof. Dr.	
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	- A student should attend the exam on time. He is Permitted to attend an exam half one hour from
	exam beginning, after that he/she will not be permitted to take the exam and he/she will be considered
	as absent in exam.
	Assignments & Projects:
4.	- The assignment is given to the students after each chapter; the student has to submit all the
	assignments for checking on time.
	Cheating:
5.	- For cheating in exam, a student will be considered as failure. In case the cheating is repeated three
	times during his/her study the student will be disengaged from the Faculty.
	Plagiarism:
~	Plagiarism is the attending of a student the exam of a course instead of another student. If the
6.	examination committee proved a plagiarism of a student, he will be disengaged from the Faculty.
	Council Affair of the university
	Other policies:
	- Mobile phones are not allowed to use during a class lecture. It must be closed otherwise the
7	student will be asked to leave the lecture room.
1.	- Mobile phones are not allowed in class during the examination.
	- Lecture notes and assignments my given directly to students using soft or hard copy.

Reviewed	Vice Dean for Academic Affairs and Post Graduate Studies: Asst. Prof. Dr. Tarek A.
By	<u>Barakat</u>
	President of Quality Assurance Unit: Assoc. Prof. Dr. Mohammed Algorafi
	Name of Reviewer from the Department: Assoc. Prof. Abdul-Malik Momin
	Deputy Rector for Academic Affairs Asst. Prof. Dr. Ibrahim AlMutaa
	Assoc. Prof. Dr. Ahmed Mujahed
	Asst. Prof. Dr. Munasar Alsubri

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Adel Ahmed	Mohammad		Assurance	Mohammed Abbas
Al-Shakiri	Algorafi		Assoc. Prof. Dr.	
			Huda Al-Emad	



Course Plan of Machine Drawing

I. Information about Faculty Member Responsible for the Course:							
Name of Faculty Member	Asst. Prof. Dr. Abdulsalam Almakhlafy.			Office	Hour	'S	
Location& Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

Π	II. Course Identification and General Information:						
1.	Course Title:	Mach	Machine Drawing.				
2.	Course Number & Code:	ME13	31.				
			C.H			Total	
3.	Credit Hours:	Th.	Seminar/T u.	Pr	Tr.	Cr. Hrs.	
		1	-	4	-	3	
4.	Study level/year at which this course is offered:	Second Year - Second Semester.				er.	
5.	Pre –requisite (if any):	Engir	neering Draw	ing.			
6.	Co –requisite (if any):	None					
7.	Program (s) in which the course is offered	Mech	anical Engine	eering	Progr	am.	
8.	Language of teaching the course:	English Language.					
9.	System of Study:	Semesters					
10.	Mode of delivery:	Lectu	re and Practic	cal Dr	awing		
11.	Location of teaching the course:	Mech	anical Engine	eering	Depa	rtment.	

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Adel Ahmed	Mohammad		Assurance	Mohammed Abbas
Al-Shakiri	Algorafi		Assoc. Prof. Dr.	
			Huda Al-Emad	



Huda Al-Emad

III. **Course Description:**

Machine drawing is the indispensable communicating medium employed in industries, to furnish all the information required for the manufacture and assembly of the components of a machine. This course is designed to enable the students to draw an assembly drawing of Machines then draw the detail working drawing of any needed part to be manufactured in Production Work Shop. Also, it is intended to teach students how to use documents and International Standard. The course will cover assembly, detailed drawings, geometric dimensioning and tolerance. The Machine Drawing course will incorporate computer graphics to help the students in designing and presentation considerations of machine parts.

IV. Intended learning outcomes (ILOs) of the course:

Brief summary of the knowledge or skill the course is intended to develop:

- **1.** Identify the necessary data for production (drawing of detailed drawing).
- 2. Define the characteristics of engineering materials related to discipline.
- **3.** Describe the basic concepts for generating commercial drawings using the well-known CAD packages.
- 4. Create the intellectual abilities to imagine and deduce machine parts and a whole machine from the drawings views.
- **5.** Explore assembly drawings from detail drawings.
- 6. Apply the standard drawing methods to generate both working and assembly mechanical drawings.
- 7. Demonstrate using the well-known CAD packages to generate 3-D commercial drawings.
- 8. Cooperate to work in groups through small scale projects.
- 9. Assess graphically using the graphic language.

Course Content: V.

Distribution of Semester Weekly Plan Of course Topics/Items and Activities.

Head of	Quality Assurance	Dean of the Faculty	Academic	Rector of Sana'a
Department	Unit	Prof. Dr. Mohammed	Development	University
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Adel Ahmed	Mohammad		Assurance	Mohammed Abbas
Al-Shakiri	Algorafi		Assoc. Prof. Dr.	



Order	Units/Topics List	Sub Topics List	Week Due	Contact Hours
1.	Introduction.	 Classification of Drawings. Machine Drawing. Production Drawing. Part Drawing. Assembly Drawing. 	1 st Week	1
2.	Computer Aided Design.	 The basic methods for generating commercial drawings using AutoCAD. Exercises for CAD Systems. 	2 nd Week	1
3.	Screwed, Fasteners.	 Screw Thread Nomenclature. Forms of Threads. Thread Series. Thread Designation. Multi-Start Threads. Right Hand and Left-Hand Threads. Representation of Threads. Bolted Joint. Locking Arrangements for Nuts. Foundation Bolts. 	3 rd Week	1
4.	Keys, Cotter, and Pin Joints.	Types.Cotter.Pin.Joints.	4 th Week	1
5.	Shafts and Couplings.	 Rigid Couplings Flexible Couplings Dis-Engaging Couplings. Non-Aligned Couplings. 	5 th Week	1
6.	Bearings.	 Sliding Contact Bearings. Journal Bearings. Rolling Contact (Anti-friction) Bearings. Radial Bearings. Thrust Bearings. 	6 th Week	1

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Al-Shakiri	Algorafi		Assoc. Prof. Dr.	
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7.	Pulleys.	• Belt Driven Pulleys.	7 th Week	1
8.	Mid Term Exam.	• The First 7 Chapters.	8 th Week	1
9.	Pipes Joints.	 Joints for Steam Pipes. Joints for Hydraulic Pipes. Special Pipe Joints. Pipe Fittings. Pipe Layout. 	9 th Week	1
10.	Limits, Tolerances and Fits.	 Limit System. Tolerances. Fits. Tolerances of Form and Position. 	10 th and 11 th Weeks	2
11.	Surface Roughness.	Surface Roughness.Machining Symbols.Indication of Surface Roughness.	12 th Week	1
12.	Chains and Gears.	 Chain Drives. Roller Chains. Inverted Tooth or Silent Chains. Gears. Types of Gears. Gear Nomenclature. Tooth Profiles. Gears and Gearing. 	13 th Week	1
13.	Jigs and Fixtures.	 Introduction Presentation of Work Piece. Jig Components. Various Types of Jigs. Fixture Components. Types of Fixtures. 	14 th Week	1
14.	Welded joints	 Welded Joints and Symbols Dimensioning of Welds Edge Preparation of Welds Surface Finish 	15 th Week	1

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		 Rules to be Observed while Applying Symbols Welding Process Designations 		
15.	Final Exam.	• All the Chapters.	16 th Week	1
	Number of Weeks /and Units Per Semester			32

B – Practical Aspect:					
Order	Tasks/ Experiments	Week Due	Contact hours		
1.	Guide Roller Assembly.	1 st Week	4		
2.	C-Clamp Assembly.	2 nd Week	4		
3.	Control Lever Assembly.	3 rd Week	4		
4.	Crankshaft and Connecting Rod Assembly.	4 th Week	4		
5.	Eccentric Assembly and Filter Assembly.	5 th Week	4		
6.	Journal Bearing Assembly.	6 th Week	4		
7.	Knuckle Assembly.	7 th Week	4		
8.	Non- Return Valve Assembly.	8 th Week	4		
9.	Oil Burner Assembly.	9 th Week	4		
10.	Pulleys Assembly.	10 th Week	4		
11.	Safety Valve Assembly.	11 th Week	4		
12.	Screw Jack Assembly and Stuffing Box Assembly.	12 th Week	4		
13.	Vice Assembly.	13 th Week	4		
14.	Belt Drives and Ball Bearing Assembly.	14 th Week	4		
Nu	mber of Weeks /and Units Per Semester	14	56		

VI. Teaching strategies of the course:

Lecture and Drawing Practice, Tutorials, Computer Software (CAD, Solid Work)

Head of	Quality Assurance
Department	Unit
Asst. Prof. Dr.	Assoc. Prof. Dr.
Adel Ahmed	Mohammad
Al-Shakiri	Algorafi

Assurance Dean of the Faculty nit Prof. Dr. Mohammed Prof. Dr. AL-Bukhaiti Academic Development Center & Quality Assurance Assoc. Prof. Dr. Huda Al-Emad



	VII. Assignments:			
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1.	Assignment: Problem Based on Weekly Drawing. Assignments and Homework.	b1,b2,c1,c2,d2,d1,d2	2-14	20
2.	Assignment: Problem based on ExistingProducts measurements and drawing:1. Pad Lock.2. Valve.	b1,b2,c1,c2, d1,d2	8-14	20
	Total	-		40

VIII. Schedule of Assessment Tasks for Students During the Semester:					
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1.	Assignment: Problem Based on Weekly Drawing Assignments and Homework.	2-14	20	13.3%	b1,b2,c1,c2,d2,d1,d2
2.	Excises Class-CAD Drawing (Solid Work).	2-14	30	20%	a1,a2,a3, b1,b2, ,c1,c2, d1,d2
3.	Assignment: Problem based on Existing Products measurements and drawing: 1. Pad Lock. 2. Valve.	8-14	20	13.3%	b1,b2,c1,c2, d1,d2
4.	Mid-Term Exam.	8	20	31.3%	a1,a2,a3, b1,b2,c1,c2
5.	Final Exam.	16	60	40%	a1,a2,a3, b1,b2,c1,c2
	Total:		150	100%	

IX. Learning Resources:

• Written in the following order: (Author – Year of publication – Title – Edition – Place of publication – Publisher).

1- Required Textbook(s) (maximum two).

Head of Department Asst. Prof. Dr. Adel Ahmed Al-Shakiri Quality Assurance Unit Assoc. Prof. Dr. Mohammad Algorafi Dean of the Faculty Prof. Dr. Mohammed AL-Bukhaiti Academic Development Center & Quality Assurance Assoc. Prof. Dr. Huda Al-Emad



- 1- Dr.K.L.Narayana, Dr.P.Kannaiah, K.Venkata Reddy. 2006. "Machine Drawing". Third Edition. New Age International (P) Ltd., Publishers.
- 2- Bertoline–Wiebe.2007." Fundamentals of Graphics Communication", Fifth Edition". The McGraw–Hill Companies, 2007

2- Essential References.

- 1- Hart, K.R., "Engineering Drawing", The English Universities Press Ltd, 2003
- 2- Bertoline-Wiebe "Engineering Graphics" McGraw-Hill Primis, 2006
- 3- ENGINEERING GRAPHICS FOR First Year Student Specialized Scientific Programs (SSP) Faculty of Engineering Alexandria University, Prepared by Assoc. Prof. / Raafat El sayed Shaker Ismail.

3- Electronic Materials and Web Sites etc.

- 1. http://www.mhhe.com/primis/online/
- 1. <u>www.howstuffworks.com</u>
- 2. <u>http://www.purdue.edu/discoverypark/PLM/SME/Tutorial_6_Crank_Slider.zip</u>
- 3. <u>http://www.purdue.edu/discoverypark/PLM/SME/Cams_Design.bin</u>

X. Course Policies:

	Class Attendance:
1.	-A student should attend not less than 75 % of total hours of the subject; otherwise he will
	not be able to take the exam and will be considered as exam failure. If the student is absent
	due to illness, he/she should bring an approved statement from university Clinic
2.	Tardy:
	- For late in attending the class, the student will be initially notified. If he repeated lateness
	in attending class he will be considered as absent.
3.	Exam Attendance/Punctuality:
	- A student should attend the exam on time. He is Permitted to attend an exam half one
	hour from exam beginning, after that he/she will not be permitted to take the exam and
	he/she will be considered as absent in exam.
	Assignments & Projects:
4.	- The assignment is given to the students after each chapter; the student has to submit all
	the assignments for checking on time.
5.	Cheating:
	- For cheating in exam, a student will be considered as failure. In case the cheating is
	repeated three times during his/her study the student will be disengaged from the Faculty.

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Asst. Prof. Dr.	Assoc. Prof. Dr.	AL-Bukhaiti	Center & Quality	Prof. Dr. Al-Qassim
Adel Ahmed	Mohammad		Assurance	Mohammed Abbas
Al-Shakiri	Algorafi		Assoc. Prof. Dr.	
			Huda Al-Emad	



6.	Plagiarism : Plagiarism is the attending of a student the exam of a course instead of another student. If the examination committee proved a plagiarism of a student, he will be disengaged from		
	the Faculty. The final disengagement of the student from the Faculty should be confirmed from the Student Council Affair of the university.		
7.	 Other policies: Mobile phones are not allowed to use during a class lecture. It must be closed, otherwise the student will be asked to leave the lecture room. Mobile phones are not allowed in class during the examination. Lecture notes and assignments my given directly to students using soft or hard copy. 		

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