

# 26. Course Specification of Manufacturing Processes-I

	I. Course Identification and General Information:								
1.	. Course Title: Manufacturing Processes I.								
2.	Course Code & Number:	ME113	3.						
	Credit Hours:		C.H			TOTAL			
3.	l l		Seminar/Tu.	Pr	Tr.	Cr. Hrs.			
		2	-	2	-	3			
4.	Study Level/ Semester at which this Course is offered:	Second Year – First Semester.							
5.	Pre –Requisite (if any):	Engine	ering Workshop	٠.					
6.	Co –Requisite (if any):	None.							
7.	Program (s) in which the Course is offered:	Mecha	nical Engineerin	g Prog	gram.				
8.	Language of Teaching the Course:	English	n Language.						
9.	Location of Teaching the Course:	Mechanical Engineering Department.			•				
10.	Prepared By:	Assoc. Prof. Dr. Amin Alkhulaidi.							
11.	Date of Approval:					`			

## **II.** Course Description:

This course covers fundamentals of manufacturing processes including interrelationships between the properties of the material and the manufacturing process under the classification of processing operations and the basic parameters involved in these processes. This course will focus on basic manufacturing processes of metal forming, forging, rolling, extrusion, wire drawing, tube drawing and making. The course will cover other topics in manufacturing process such as press-work and die-punch assembly and casting. This course will also cover standard inspection and measurement techniques and how they are used in manufacturing process. Practical experience from selected manufacturing sample parts is expected in this course.

	III	. Alignments of the Course Intended learning outcomes (CILOs)	Referenced PILOs
Ī		Describe the different manufacturing processes, concept, capabilities process	
ı	a1	parameters, process optimization, and the advantages and limitations of	A1
ı		various processes.	

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a2	Explain the behavior and properties of materials as they are altered and influenced by processing in manufacturing.	A2
<b>b1</b>	Propose suitable manufacturing process to produce a part from different available alternatives and required quality inspection.	B1
<b>b2</b>	Propose suitable materials according to the application and manufacturing process.	B2
c1	Perform sample parts by selected manufacturing process	C1
c2	Apply the safety protection required for the manufacturing process covered in the course	C3
d1	Assess the manufacturing processes in written technical report and oral seminar.	D1
<b>d2</b>	Cooperate efficiently within a practical discussion and working as teams.	

` /	(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-	Describe the different manufacturing processes, concept, capabilities process parameters, process optimization, and the advantages and limitations of various processes.	Lectures. Workshop Activities.	Homework. Major Exams.			
a2-	Explain the behavior and properties of materials as they are altered and influenced by processing in manufacturing.					

(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:						
(	Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies			
b1-	Propose suitable manufacturing process to produce a part from different available alternatives and required quality inspection.	Lectures. Groups Practical. Manufacturing Process Training.	Homework. Theoretical Exam. Practical Exams.			

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I	b2-	Propose suitable materials	Producing a Part by
		according to the application and	Selection Manufacturing
		manufacturing process.	Process.

	© Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:						
Course Intended Learning Outcomes Teaching strategies Assessment Strate							
c1-	Perform sample parts by selected manufacturing process.	Lectures. Groups Product Design.	Product Design Report Assessment.				
c2-	Apply the safety protection required for the manufacturing process covered in the course	Groups Practical Manufacturing Process Training.	Manufacturing Parts Assessment. Theoretical Exams.				









(D) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:						
	Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies			
d1-	Assess the manufacturing processes in written technical report and oral seminar.	Project Report for Design and	Assignment Reports. Discussion Groups.			
d2-	Cooperate efficiently within a practical discussion and working as teams.	Manufacturing a Part.				

# **IV.** Course Content:

## **A – Theoretical Aspect:**

Order	Units/Topics List	Learning Outcomes	Sub Topics List	Number of Weeks	Contact Hours
1.	Introduction to Manufacturing.	a1,b1	<ul> <li>Manufacturing a Product:         General Considerations</li> <li>Choosing Methods of         Manufacturing</li> <li>Classification of Manufacturing         Processes</li> <li>Introduction to Deformation         Process, Polymer, Plastic and         Sheet Metal.</li> </ul>	1	2
2.	Materials and Manufacturing.	a2,b2	<ul> <li>Introduction to Material Properties.</li> <li>Important Engineering Characteristics of Materials.</li> <li>Material-Process-Geometry Relationships.</li> <li>Functional Parameters of Mechanical and Thermal Properties affected by Production Processes.</li> </ul>	1	2

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			• Factors affecting Material Properties during Machining.		
3.	Measurement and Inspection.	a1,b1	<ul> <li>Linear Measurement Metric System (Millimeters), Gages, Graduated Measuring Devices.</li> <li>Shape, Dimensions, Shape and Location Deviations.</li> <li>Measurement Instruments Inspection Tools and Techniques.</li> <li>Machined Parts Surface Roughness Measurements, Stylus, Optical Devices SEM.</li> <li>Introduction to Nondestructive Testing Methods.</li> <li>Common Application/uses of NDT.</li> <li>Automated Inspection.</li> </ul>	1	2
4.	Basic Metal Forming Process and Use.	a1,a2,b1,b2,c 1,c2,d1,d2	<ul> <li>Advantages of Mechanical         Working Processes.</li> <li>Difference Between Hot and         Cold Working.</li> <li>Advantages and Disadvantages         of Cold and Hot Working         Processes.</li> <li>Classification of Metal Forming         Processes According to Type of         Stress Employed.</li> </ul>	2	4
5.	Forging Process.	a1,a2,b1,b2,c 1,c2	<ul> <li>Classification of Forging.</li> <li>Die Forging with Power Hammers (Open, Impression, Closed Die Forging).</li> <li>Machine Forging.</li> </ul>	1	2

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			Forging Defects.		
6.	Rolling Process.	a1,a2,b1,b2,c 1,c2,d1,d2	<ul> <li>Nomenclature of Rolled Products.</li> <li>Mechanism of Rolling.</li> <li>Types of Rolling Mills.</li> <li>Rolls and Roll Pass Design.</li> <li>Ring Rolling.</li> <li>Cold Rolling</li> <li>Rolling Defects.</li> </ul>	1	2
7.	Mid-Term Exam.	a1,a2,b1,b2,c 1,c2.	• The First 6 Chapters.	1	2
8.	Rolling Process.	a1,a2,b1,b2,c 1,c2,d1,d2	<ul> <li>Nomenclature of Rolled Products.</li> <li>Mechanism of Rolling.</li> <li>Types of Rolling Mills.</li> <li>Rolls and Roll Pass Design.</li> <li>Ring Rolling.</li> <li>Cold Rolling</li> <li>Rolling Defects.</li> </ul>	1	2
9.	Extrusion, Wire Drawing, Tube Drawing and Making.	a1,a2,b1,b2,c 1,c2,d1,d2	<ul> <li>Extrusion Processes.</li> <li>Machines for Extrusion.</li> <li>Extrusion Defects.</li> <li>Wire Drawing.</li> <li>Tube Drawing.</li> <li>- Tube Making.</li> </ul>	1	2
10.	Press Work and Die-Punch Assembly	a1,a2,b1,b2,c 1,c2	<ul> <li>Tools</li> <li>Other Operations Performed with (Presses, Bending, Deep Drawing, Coining and Embossing Coining).</li> </ul>	1	2
11.	Casting Process.	a1,a2,b1,b2,c 1,c2	<ul><li>Types of Patterns.</li><li>Moulding Sand and its Properties.</li></ul>	2	4

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12.       Welding Process.       ● Gas Welding Process.       ● Welding Operation       ● Arc Welding and Defects.       ● Electric Resistance Welding (Spot, Seam etc).       ● Soldering and Brazing.       1       2         13.       Review.       a1,a2,b1,b2,c 1,c2       All the Chapters.       1       2         14.       Final Exam.       All the Chapters.       1       2
<ul> <li>Die Casting.</li> <li>Gas Welding Process.</li> <li>Welding Operation</li> <li>Arc Welding and Defects.</li> <li>Electric Resistance Welding (Spot, Seam etc).</li> <li>Soldering and Brazing.</li> </ul>
<ul> <li>Die Casting.</li> <li>Gas Welding Process.</li> <li>Welding Operation</li> <li>Arc Welding and Defects.</li> <li>Electric Resistance Welding (Spot, Seam etc).</li> </ul>
<ul> <li>Mould Making Technique         <ul> <li>(Core, Core Print, Gates,</li> <li>Runners and Risers).</li> </ul> </li> <li>Casting Defects.</li> </ul>

B - Practical Aspect:							
Order	Tasks/ Experiments	Number of Weeks	Contact Hours	Learning Outcomes			
1.	Lab Session devoted to Safety Issues in the Manufacturing Process.	1	2	a1,b1,c2			
2.	Material Test Lab.	1	2	a2,b2			
3.	Measurements Tools – Workshop.	1	2	a1,b1			
4.	Metal Forming Lab. (producing a Part)	2	4	a1,a2,b1,b2,c1,c2,d1,d2			
5.	Forging Lab.	1	2	a1,a2,b1,b2,c1,c2			
6.	Rolling Lab. (producing a Part).	2	4	a1,a2,b1,b2,c1,c2,d1,d2			
7.	Extrusion Lab.	1	2	a1,a2,b1,b2,c1,c2			
8.	Press Lab.	1	2	a1,a2,b1,b2,c1,c2			
9.	Casting Lab.	2	4	a1,a2,b1,b2,c1,c2			
10.	Welding Lab.	2	4	a1,a2,b1,b2,c1,c2			
Number of Weeks /and Units Per Semester 14 28							

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## V. Teaching strategies of the course:

- Lectures, Class Activity and Class Attendance.
- Lab. and Workshop Practical Activities (Single/Groups Practical Activities).
- Reports for Practical Workshop Training & Lab. Case Study.

VI. Assignments:							
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark			
1.	Design parts showing the manufacturing sequence using selected manufacturing process	a1,a2, b1,b2, c1,c2,d1,d2	6	7.5			
2.	Manufacturing the designed parts	a1,a2, b1,b2, c1,c2,d1,d2	11	7.5			
Total							

VII. Schedule of Assessment Tasks for Students During the Semester:								
No.	Assessment Method	Week Due	Mark   1		Aligned Course Learning Outcomes			
1.	Practical projects assessments designing and manufacturing parts using selected manufacturing process.	10	15	10%	a1,a2, b1,b2, c1, c2 ,d1,d2			
2.	Mid-Term Exam.	8	45	30%	a1,a2, b1,b2, c1,c2			
3.	Final Exam.	16	90	60%	a1,a2, 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. John A. Schey (2000), Introduction to Manufacturing Processes, 3<sup>rd</sup>, Edition, McGraw Hill.
- 2. G. Boothroyd and W.A. Knight (2006), Fundamentals of Machining and Machine Tools, 3<sup>rd</sup> edition, CRC Taylor and Francis.

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#### 2- Essential References.

- 1. Serope Kalpakjian and Steven R. Schmid, (2001) "Manufacturing Engineering and Technology", 4th Edition, Prentice-Hall, Inc.,
- 2. DeGarmo, (1997) "Materials and Processes in Manufacturing", 2<sup>nd</sup> Edition, Prentice Hall,.
- 3. George Tlusty, (2000) Manufacturing Processes and Equipment, Prentice-Hall, Inc.,.

### 3- Electronic Materials and Web Sites etc.

Internet engine Search – Manufacturing Process Topics.

Video Cassettes / CDS.

Learning Materials Transparencies

### I. Course Policies:

### **Class Attendance:**

The student should be attending not less than 75% of total contact hours of the subject, otherwise he will not able to take exam and be considerd as an exam failure. If the student is absent due to illness, he/she should bring an approved statement from university Clinic.

### Tardy:

2 - For lateness in attending the class, the student will be initially notified. If he repeates late in attending class he will be considered absent.

### Exam Attendance/Punctuality:

- The student should attend the exam on time. He is permitted to attend the exam half one hour from exam beginning, after that he/she will not be permitted to take exam and he/she is considered absent in the exam.

### **Assignments & Projects:**

- In general one assignment is given after each chapter of a course. The student should submit the assignment on time, mostly one week after giving the assignment

### Cheating:

- For cheating in exam, the student is considered as failure. In case the cheating is repeated three times during study the student will be disengaged from the Faculty

### Plagiarism:

Plagiarism is the attending of the student the exam of a course instead of other 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 Affair Council of the university.

### Other policies:

- The mobile phone is not allowable to be used during class lecture. It must be switched off, otherwise the student will be ordered to leave the lecture room.

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- The mobile phone is not allowed to be taken during the examination time.
- Lecture notes and assignments may be 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. Dr. Abdul-Malik Momin					
	Deputy Rector for Academic Affairs Asst. Prof. Dr. Ibrahim AlMutaa					
	Assoc. Prof. Dr. Ahmed Mujahed					
	Asst. Prof. Dr. Munasar Alsubri					



# 26. Template for Course Plan of Manufacturing Processes -

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I. Information about Faculty Member Responsible for the Course:							
Name of Faculty Member	Assoc. Prof. Dr. Amin Alkhulaidi	Office Hours					
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

II.	Course Identification and General Information:							
1.	Course Title:	Manufacturing Processes – I.						
2.	Course Code & Number:	ME113.						
		C.H TO						
3.	Credit Hours:	Th. Seminar/ Pr Tr.			Tr.	L Cr. Hrs.		
		2	-	2	-	3		
4.	Study Level/ Semester at which this Course is offered:	Second Year – First Semester.						
5.	Pre –Requisite (if any):	Engine	ering Work	shop.				
6.	Co –Requisite (if any):	None.						
7.	Program (s) in which the Course is offered:	Mechanical Engineering Program.						
8.	Language of Teaching the Course:	English Language.						
9.	System of Study:	Semesters.						
10.	Mode of Delivery:	Lectures and Workshop.						
11.	Location of Teaching the Course:	·						

# **III.** Course Description:

This course covers fundamentals of manufacturing processes including interrelationships between the properties of the material and the manufacturing process under the classification of processing operations and the basic parameters involved in these processes. This course will focus on basic manufacturing processes of metal forming, forging, rolling, extrusion, wire drawing, tube drawing and making. The course will cover other topics in manufacturing process such as press-work and

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die-punch assembly and casting. This course will also cover standard inspection and measurement techniques and how they are used in manufacturing process. Practical experience from selected manufacturing sample parts is expected in this course.

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

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

- **1.** Explain the behavior and properties of materials as they are altered and influenced by processing in manufacturing.
- **2.** Understand standard inspection and measurement techniques and how they are used in manufacturing process.
- **3.** Understand the basics manufacturing processes of metal forming, forging, and rolling process.
- **4.** Learn the basic operation of various manufacturing processes such as extrusion, wire drawing, tube drawing and making.
- **5.** Understand other manufacturing process such as press work and die-punch assembly, casting and casting
- **6.** Demonstrate hands-on experience gain from the selected manufacturing process with the intent of providing a working knowledge of a broad range of manufacturing processes.
- **7.** Demonstrate the ability to work both as an individual and as a team member to gain practical experience by manufacturing sample parts.
- **8.** Develop an appreciation for the skills, expertise, and responsibilities of skilled workers and their impact on safe manufacturing environment.

V. Course Content:					
	A – Theoretic	eal Aspect:			
Order	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	









1.	Introduction to Manufacturing	<ul> <li>Manufacturing a Product: General Considerations</li> <li>Choosing Methods of Manufacturing</li> <li>Classification of Manufacturing Processes</li> <li>Introduction to Deformation Process, Polymer, Plastic and Sheet Metal.</li> </ul>	1 <sup>st</sup>	2
2.	Materials and Manufacturing	<ul> <li>Introduction to Material Properties.</li> <li>Important Engineering         Characteristics of Materials.</li> <li>Material-Process-Geometry Relationships.</li> <li>Functional Parameters of Mechanical and         Thermal Properties affected by Production         Processes.</li> <li>Factors affecting Material Properties during         Machining.</li> </ul>	2 <sup>nd</sup>	2
3.	Measurement and Inspection.	<ul> <li>Linear Measurement Metric System (Millimeters), Gages, Graduated Measuring Devices.</li> <li>Shape, Dimensions, Shape and Location Deviations.</li> <li>Measurement Instruments Inspection Tools and Techniques.</li> <li>Machined Parts Surface Roughness Measurements, Stylus, Optical Devices SEM.</li> <li>Introduction to Nondestructive Testing Methods.</li> <li>Common Application/uses of NDT.</li> <li>Automated Inspection.</li> </ul>	3 <sup>rd</sup>	2
4.	Basic Metal Forming	<ul> <li>Advantages of Mechanical Working Processes.</li> <li>Difference Between Hot and Cold Working.</li> </ul>	4 <sup>th</sup> ,5 <sup>th</sup>	4

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	Process and Use.	<ul> <li>Advantages and Disadvantages of Cold and Hot Working Processes.</li> <li>Classification of Metal Forming Processes According to Type of Stress Employed.</li> </ul>		
5.	Forging Process.	<ul> <li>Classification of Forging.</li> <li>Die Forging with Power Hammers (Open, Impression, Closed Die Forging).</li> <li>Machine Forging.</li> <li>Forging Defects.</li> </ul>	6 <sup>th</sup>	2
6.	Rolling Process.	<ul> <li>Nomenclature of Rolled Products.</li> <li>Mechanism of Rolling.</li> <li>Types of Rolling Mills.</li> <li>Rolls and Roll Pass Design.</li> <li>Ring Rolling.</li> <li>Cold Rolling</li> <li>Rolling Defects.</li> </ul>	7 <sup>th</sup>	2
7.	Mid-Term Exam.	• The First 6 Chapters.	8 <sup>th</sup>	2
8.	Rolling Process.	<ul> <li>Nomenclature of Rolled Products.</li> <li>Mechanism of Rolling.</li> <li>Types of Rolling Mills.</li> <li>Rolls and Roll Pass Design.</li> <li>Ring Rolling.</li> <li>Cold Rolling</li> <li>Rolling Defects.</li> </ul>	9 <sup>th</sup>	2
9.	Extrusion, Wire Drawing, Tube Drawing and Making.	<ul> <li>Extrusion Processes.</li> <li>Machines for Extrusion.</li> <li>Extrusion Defects.</li> <li>Wire Drawing.</li> <li>Tube Drawing.</li> <li>- Tube Making.</li> </ul>	10 <sup>th</sup>	2
10.	Press Work and Die-Punch Assembly	• Tools	11 <sup>th</sup>	2

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		• Other Operations Performed with (Presses, Bending, Deep Drawing, Coining and Embossing Coining).		
11.	Casting Process.	<ul> <li>Types of Patterns.</li> <li>Moulding Sand and its Properties.</li> <li>Mould Making Technique (Core, Core Print, Gates, Runners and Risers).</li> <li>Casting Defects.</li> <li>Die Casting.</li> </ul>	12 <sup>th</sup> ,13 <sup>th</sup>	4
12.	Welding Process.	<ul> <li>Gas Welding Process.</li> <li>Welding Operation</li> <li>Arc Welding and Defects.</li> <li>Electric Resistance Welding (Spot, Seam etc).</li> <li>Soldering and Brazing.</li> </ul>	14 <sup>th</sup>	2
13.	Review.	All the Chapters.	15 <sup>th</sup>	2
14.	Final Exam.	All the Chapters.	16 <sup>th</sup>	2
Number of Weeks /and Units Per Semester		16	32	

B – Practical Aspect:						
Order	Tasks/ Experiments  Number of Weeks					
1.	Lab Session devoted to safety Issues in the manufacturing process.	1 <sup>st</sup>	2			
2.	Material Test Lab	2 <sup>nd</sup>	2			
3.	Measurements Tools – Workshop	3 <sup>rd</sup>	2			
4.	Metal forming lab. (producing a part)	4 <sup>th</sup> ,5 <sup>th</sup>	4			
5.	Forging Lab.	6 <sup>th</sup>	2			
6.	Rolling Lab. (producing a part)	7 <sup>th</sup> , 8 <sup>th</sup>	4			
7.	Extrusion Lab.	9 <sup>th</sup>	2			
8.	Press Lab.	10 <sup>th</sup>	2			
9.	Casting Lab.	11 <sup>th</sup> ,12 <sup>th</sup>	4			
10.	Welding Lab.	13 <sup>th</sup> ,14 <sup>th</sup>	4			
	Number of Weeks /and Units Per Semester 14 28					

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# VI. Teaching strategies of the course:

- Lectures & Class Activity and Class Attendance.
- Workshop Practical Activities (Single/Groups Practical Activities).
- Reports for Practical Workshop Training & Lab. Case Study.

VII. Assignments:						
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark		
1.	Design a part showing the manufacturing sequence using lath and milling machines)	a1,a2,b1,b2,c1,c2	6	7.5		
2.	producing the designed part	a1,a2,b1,b2,c1,c2	11	7.5		
	Total			15		

VIII. Schedule of Assessment Tasks for Students During the Semester:				
No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1.	Practical projects assessments designing and manufacturing parts using selected manufacturing process.	10	15	10%
2.	Mid-term written exam	8 <sup>th</sup>	45	30%
3.	Final Exam	14	90	60%
	Total			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 ).

1. John A. Schey (2000), Introduction to Manufacturing Processes, 3<sup>rd</sup>, Edition, McGraw Hill. 2. G. Boothroyd and W.A. Knight (2006), Fundamentals of Machining and Machine Tools, 3<sup>rd</sup> edition, CRC Taylor and Francis.

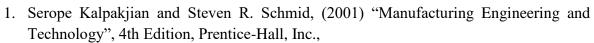
### 2- Essential References.

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- 2. DeGarmo, (1997) "Materials and Processes in Manufacturing", 2<sup>nd</sup> Edition, Prentice Hall,
- 3. George Tlusty, (2000) Manufacturing Processes and Equipment, Prentice-Hall, Inc.,.

### 3- Electronic Materials and Web Sites etc.

- 1. Internet engine Search Manufacturing Process Topics.
- 2. Video Cassettes / CDS.
- 3. Learning Materials Transparencies

## **II. Course Policies:**

### Class Attendance:

- The student should be attending not less than 75% of total contact hours of the subject, otherwise he will not able to take exam and be considerd as an exam failure. If the student is absent due to illness, he/she should bring an approved statement from university Clinic.

### Tardy:

- For lateness in attending the class, the student will be initially notified. If he repeates late in attending class he will be considered absent.

### **Exam Attendance/Punctuality:**

The student should attend the exam on time. He is permitted to attend the exam half one hour from exam beginning, after that he/she will not be permitted to take exam and he/she is considered absent in the exam.

### **Assignments & Projects:**

- In general one assignment is given after each chapter of a course. The student should submit the assignment on time, mostly one week after giving the assignment

### Cheating:

- For cheating in exam, the student is considered as failure. In case the cheating is repeated three times during study the student will be disengaged from the Faculty

### **Plagiarism:**

Plagiarism is the attending of the student the exam of a course instead of other 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 Affair Council of the university.

### 7 Other policies:

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







- The mobile phone is not allowable to be used during class lecture. It must be switched off, otherwise the student will be ordered to leave the lecture room.
- The mobile phone is not allowed to be taken during the examination time.
- Lecture notes and assignments may be given directly to students using soft or hard copy.









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