



54. Course Specification of Introduction to Industrial Engineering

I. Course Identification and General Information:						
1.	Course Title:	Introduction to Industrial Engineering.				
2.	Course Code & Number:	ME361.				
3.	Credit hours:	C.H				TOTAL CR. HRS.
		Th.	Seminar/Tu	Pr	Tr.	
		2	2	-	-	3
4.	Study level/ semester at which this course is offered:	Fourth Year-Second Semester.				
5.	Pre –requisite (if any):	Technical Writing.				
6.	Co –requisite (if any):	Engineering Project Management (ME372).				
7.	Program (s) in which the course is offered:	Mechanical Engineering Program.				
8.	Language of teaching the course:	English Language.				
9.	Location of teaching the course:	Mechanical Engineering Department.				
10	Prepared By:	Assoc. Prof. Dr. Amin Alkhalaidi				
11	Date of Approval:					

II. Course Description:
<p>This course will be an introduction to Industrial Engineering covering some topics for the fourth year of Mechanical Engineering students. This course will offer the opportunity to understand some techniques on plant layout for different manufacturing systems types, assembly line balancing, flow analysis, production planning, scheduling, project management and industrial cost analysis. The students will gain some skills to design, improve and install of integrated systems of people, materials and equipment for industrial enterprise.</p>

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III. Alignment course intended learning outcomes (CILOs)		Referenced PILOs
a1	Recall the mathematical background required in plant site selection, productivity measurement, production flow line analysis and plant layout.	A1
a2	Recognize techniques used in product and process design and plant layout.	
b1	Explore manufacturing systems through the application of mathematical models.	B1
b2	Investigate the suitable product and process planning and design for given products.	B2
c1	Choose plant layout and material flow equipment.	C1
c2	Demonstrate an ability to select methods and tools used in manufacturing systems.	
d1	Assesses effective cooperation as a part of a team in discussion group for a real case study.	D1
d2	Deliver and present reports for a rea- case study in relevant to the manufacturing systems.	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- Recall the mathematical background required in plant site selection, productivity measurement, production flow line analysis and plant layout.	Lectures, Tutorials, Case Study	Homework, Quizzes, Written Exams Case Study Presentation & Report
a2- Recognize techniques used in product and process design and plant layout.		

(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies

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b1- Explore manufacturing systems through the application of mathematical models.	Lectures, Tutorials Case Study	Homework, Quizzes, Written Exams Case Study Presentation & Report
b2- Investigate the suitable product and process planning and design for given products.		

© 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- Choose plant layout and material flow equipment	Lectures, Tutorials, Case Study	Homework, Quizzes, Written Exams Case Study Presentation & Report
c2- Demonstrate an ability to select methods and tools used in manufacturing systems.		

(D) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
d1- Assesses effective cooperation as a part of a team in discussion group for a real case study.	Lectures, Tutorials, Case Study	Homework, Quizzes Written Exams Case Study Presentation & Report
d2- Deliver and present reports for a re-a- case study in relevant to the manufacturing systems.		

IV. Course Content:					
A – Theoretical Aspect:					
Order	Units / Topic List	Learning Outcomes	Sub Topics List	Number of Weeks	Contact hours
1.	Introduction to Industrial	b2	- Classification of Industry,	1	2

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	Engineering Role.		<ul style="list-style-type: none"> - The Different Between Service and Manufacturing Industry. - Different Between Production and Productivity and Their Measurements. 		
2.	Industrial Facility Location and Plant Building	a1,b1	<ul style="list-style-type: none"> - Factors Influencing Plant Location/Facility Location - General and Specific Locational Factors for Manufacturing Plant. - Location Models: - Factor Rating Method, - Weighted Factor Rating Method, - Load-Distance Method, - Centre of Gravity and Break-Even Analysis. 	1	2
3.	Modes of Production	a1,a2,b2	<ul style="list-style-type: none"> - Fundamentals of Production System Types (Process, Product, Batch and Assembly Production Lines) - Differences and Their Features. 	1	2
4.	Production Planning and Design	a2,b2	<ul style="list-style-type: none"> - Product Planning, - The Steps Required for Producing New Products Including the Material Quantity and Sources, - Degree of Equipment Technology and Production Sequence Using International Symbols. - Practical Case Study for Producing Engineering 	1	2

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			Drawing Wood Ruler Using the Above Methodology.		
5.	Plant Layout Planning and Design	a1,a2,b1,b2,c1,c2,d1,d2	<ul style="list-style-type: none"> - Scope and Problems of Layout Planning for Different Production Modes. - Types and the Different of Plant Layouts Focusing on Process, Product and Cellular Production Layout. - Production Flow Analysis - Process Layout Flow Analysis, Traffic and Distance Matrix Using From/To Chart, Column Diagram and String Diagram. - Assignment Modeling Application for Plant Layout to Select the Optimum Location for a New Machine/Line on Candidate Positions for an Existing Production Line. - Optimum Routing Analysis and Selection. - Assembly Line Balancing Process Design Using Trails/Error and Weight Techniques. - Design Material/Product Handling for Assembly Production Line 	3	6
6.	Mid-Term Exam	a1,a2,b1,b2,c1,c2,d1,d2	- All Previous Topics	1	2

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7.	Plant Layout Planning and Design	a1,a2,b1,b2,c1,c2,d1,d2	<ul style="list-style-type: none"> - Scope and Problems of Layout Planning for Different Production Modes. - Types and the Different of Plant Layouts Focusing on Process, Product and Cellular Production Layout. - Production Flow Analysis - Process Layout Flow Analysis, Traffic and Distance Matrix Using From/To Chart, Column Diagram and String Diagram. - Assignment Modeling Application for Plant Layout to Select the Optimum Location for a New Machine/Line on Candidate Positions for an Existing Production Line. - Optimum Routing Analysis and Selection. - Assembly Line Balancing Process Design Using Trails/Error and Weight Techniques. - Design Material/Product Handling for Assembly Production Line 	1	2
8.	Production, Scheduling, Planning and Control	b1,b2,c2,d1,d2	<ul style="list-style-type: none"> - Scope of Production Scheduling - Process Scheduling, Sequencing Using Johnson Role. 	3	6

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			<ul style="list-style-type: none"> - Process Scheduling: Dispatching Using Several Roles FIFO, LIFO, Etc - Batch Production Scheduling, - The Economic Batch Quantity EBQ and the Production Range. - Inventory Control - Production Capacity, Plant Loading 		
9.	Engineering Management Application for Plant Extension	b1,c2	<ul style="list-style-type: none"> - Critical Path Analysis CPA, - Activities and Project Time - Pert and Resource Allocation 	1	2
10.	Industrial Cost Analysis	b1	<ul style="list-style-type: none"> - Types of Production Cost - Break-Even Point Analysis - Wages and Incentives - Deprecation 	1	2
11.	Review	a1,a2,b1,b2,c1,c2,d1,d2	- All Topics	1	2
12.	Final Exam	a1,a2,b1,b2,c1,c2,d1,d2	- All Topics	1	2
Number of Weeks /and Units Per Semester				16	32

B - Tutorial Aspect:				
Order	Tasks/ Experiments	Number of Weeks	Contact hours	Learning Outcomes
1.	Introduction to Industrial Engineering Role.	2	4	b2
2.	Industrial Facility Location and Plant Building	1	2	a1,b1

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3.	Modes of Production	1	2	a1,a2,b2
4.	Production Planning and Design	1	2	a2,b2
5.	Plant Layout Planning and Design	4	8	a1,a2,b1,b2,c1,c2,d1,d2
6.	Production, Scheduling, Planning and Control	3	6	b1,b2,c2,d1,d2
7.	Engineering Management Application for Plant Extension	1	2	b1,c2
8.	Industrial Cost Analysis	1	2	b1
Number of Weeks /and Units Per Semester		14	28	

V. Teaching strategies of the course:

- Lectures
- Tutorials
- Case Studies

VI. Assignments:

No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	<ul style="list-style-type: none"> • Facility Layout Extensions using: <ol style="list-style-type: none"> 1. From/To Chart, 2. String and Column Diagrams, 3. Travel and Distance Matrixes 	a1,a2,b1,b2	2 nd and 3 rd weeks	3
2	<ul style="list-style-type: none"> • Flow Analysis Techniques Applications on Selecting the Suitable Plant Layout 	a1,a2,b1,b2,c1,c2,d1,d2	4 th and 5 th weeks	3
3	<ul style="list-style-type: none"> • Assembly Line Design/Balancing – Trail and Errors and Weight Techniques 	a1,a2,b1,b2,c1,c2,d1,d2	6 th week	3
4	<ul style="list-style-type: none"> • Production Planning and Control: <ul style="list-style-type: none"> - Production Capacity, - Pant Loading, - Sequencing, - Dispatching, 	b1,b2,c2,d1,d2	7 th and 8 th weeks	2

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	<ul style="list-style-type: none"> - Economic Batch Quantity (EBQ), - Inventory Control, - Productivity Measurement 			
5	<ul style="list-style-type: none"> • Engineering Management: <ul style="list-style-type: none"> - Critical Path Analysis CPA, - Pert And Resource Allocation For Plant Extension 	b1,c2	9 th week	2
6	<ul style="list-style-type: none"> • Industrial Cost Analysis: <ul style="list-style-type: none"> - Production Cost Break-Even Analysis, - Depreciations, - Wages and Incentives 	b1	10 th week	2
Total				15

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

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Six Writing Assignments	3 rd , 6 th , 9 th and 10 th weeks	15	10 %	a1,a2,b1,b2,c1,c2,d1,d2
2	Quizzes (3)	4 th , 7 th and 11 th	10	6.67 %	a1,a2,b1,b2,c1,c2,d1,d2
3	Attendance and Course Works	Weekly	15	10 %	a1,a2,b1,b2,c1,c2,d1,d2
4	Mid-Term Written Test	8 th week	20	13.33 %	a1,a2, b1,b2,c1,c2
5	Final Exam (Theoretical)	16 th week	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).*

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1- Required Textbook(s) (maximum two).	
	<ol style="list-style-type: none"> Shankar R., (2004). "Industrial Engineering and Management" First Edition, Galgotia Publication Pvt. Ltd, Ansari Road, Daryaganj, New Delhi, S. ANIL KUMAR and N. SURESH, 2008, "Production and Operation Management with Skill Development", Caselets and Cases, Second Edition". New Age International (P) Limited Publishers, New Delhi India,.
2- Essential References.	
	<ol style="list-style-type: none"> Fred E. Meyers "Manufacturing Facility Design and Material Handling 2nd Edition" (Prentice Hall, 2000) ISBN: 0-13-674821-X. Katsundo Hitomi: 2008 "Introduction to Manufacturing Systems Engineering (5th Ed.)" (Kyoritsu Publishing, ISBN978-4-320-08172-7, in Japanese.
3- Electronic Materials and Web Sites etc.	
	<p>Web sites free download software related to Industrial Engineering topics:</p> <ol style="list-style-type: none"> Pant layout and assembly line balancing Production planning and control, sequencing, Inventory control, EBQ Project management CPA <p>Engineering cost analysis</p>

I. Course Policies:	
1	<p>Class Attendance:</p> <p>- 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 considered as an exam failure. If the student is absent due to illness, he/she should bring an approved statement from university Clinic.</p>
2	<p>Tardy:</p> <p>- For lateness in attending the class, the student will be initially notified. If he repeats late in attending class he will be considered absent.</p>
3	<p>Exam Attendance/Punctuality:</p> <p>- 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.</p>
4	<p>Assignments & Projects:</p> <p>- 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</p>
5	<p>Cheating:</p> <p>- 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</p>

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6	<p>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.</p>
7	<p>Other policies:</p> <ul style="list-style-type: none"> - 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.

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

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Course Plan of Introduction to Industrial Engineering

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

II. Course Identification and General Information:						
1.	Course Title:	Introduction to Industrial Engineering.				
2.	Course Code & Number:	ME361.				
3.	Credit hours:	C.H				TOTAL CR. HRS.
		Th.	Seminar/Tu	Pr	Tr.	
		2	2	-	-	3
4.	Study level/ semester at which this course is offered:	Fourth Year-Second Semester.				
5.	Pre –requisite (if any):	Technical Writing.				
6.	Co –requisite (if any):	Engineering Project Management (ME372).				
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 Tutorials.				
11.	Location of teaching the course:	Mechanical Engineering Department.				

III. Course Description:

This course will be an introduction to Industrial Engineering covering some topics for the fourth year of Mechanical Engineering students. This course will offer the opportunity to

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understand some techniques on plant layout for different manufacturing systems types, assembly line balancing, flow analysis, production planning, scheduling, project management and industrial cost analysis. The **students** will gain some skills to design, improve and install of integrated systems of people, materials and equipment for industrial enterprise.

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

- Brief summary of the knowledge or skill the course is intended to develop:
 1. Recall the mathematical background required in plant site selection, productivity measurement, production flow line analysis and plant layout.
 2. Recognize techniques used in product and process design and plant layout.
 3. Explore manufacturing systems through the application of mathematical models.
 4. Investigate the suitable product and process planning and design for given products.
 5. Choose plant layout and material flow equipment.
 6. Demonstrate an ability to select methods and tools used in manufacturing systems.
 7. Assesses effective cooperation as a part of a team in discussion group for a real case study.
 8. Deliver and present reports for a re- case study in relevant to the manufacturing systems.

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V. Course Content:				
<ul style="list-style-type: none"> Distribution of Semester Weekly Plan Of course Topics/Items and Activities. 				
A – Theoretical Aspect:				
Order	Topics List	Sub Topics List	Week Due	Contact Hours
1.	Introduction to Industrial Engineering Role.	<ul style="list-style-type: none"> - Classification of Industry, - The Different Between Service and Manufacturing Industry. - Different Between Production and Productivity and Their Measurements. 	1 st week	2
2.	Industrial Facility Location and Plant Building	<ul style="list-style-type: none"> - Factors Influencing Plant Location/Facility Location - General and Specific Locational Factors for Manufacturing Plant. - Location Models: - Factor Rating Method, - Weighted Factor Rating Method, - Load-Distance Method, - Centre of Gravity And Break Even Analysis. 	2 nd week	2
3.	Modes of Production	<ul style="list-style-type: none"> - Fundamentals of Production System Types (Process, Product, Batch and Assembly Production Lines) - Differences and Their Features. 	3 rd week	2
4.	Production Planning and Design	<ul style="list-style-type: none"> - Product Planning, - The Steps Required for Producing New Products Including the Material Quantity and Sources, - Degree of Equipment Technology and Production Sequence Using International Symbols. - Practical Case Study for Producing Engineering Drawing Wood Ruler Using the Above Methodology. 	4 th week	2

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5.	Plant Layout Planning and Design	<ul style="list-style-type: none"> - Scope and Problems of Layout Planning for Different Production Modes. - Types and the Different of Plant Layouts Focusing on Process, Product and Cellular Production Layout. - Production Flow Analysis - Process Layout Flow Analysis, Traffic and Distance Matrix Using From/To Chart, Column Diagram and String Diagram. - Assignment Modeling Application for Plant Layout to Select the Optimum Location for a New Machine/Line on Candidate Positions for an Existing Production Line. - Optimum Routing Analysis and Selection. - Assembly Line Balancing Process Design Using Trails/Error and Weight Techniques. - Design Material/Product Handling for Assembly Production Line 	5 th to 7 th weeks	6
6.	Mid-Term Exam	- All Previous Topics	8 th week	2
7.	Plant Layout Planning and Design	<ul style="list-style-type: none"> - Scope and Problems of Layout Planning for Different Production Modes. - Types and the Different of Plant Layouts Focusing on Process, Product and Cellular Production Layout. - Production Flow Analysis - Process Layout Flow Analysis, Traffic and Distance Matrix Using From/To Chart, Column Diagram and String Diagram. - Assignment Modeling Application for Plant Layout to Select the Optimum Location for a New Machine/Line on Candidate Positions for an Existing Production Line. 	9 th week	2

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		<ul style="list-style-type: none"> - Optimum Routing Analysis and Selection. - Assembly Line Balancing Process Design Using Trails/Error and Weight Techniques. - Design Material/Product Handling for Assembly Production Line 		
8.	Production, Scheduling, Planning and Control	<ul style="list-style-type: none"> - Scope of Production Scheduling - Process Scheduling, Sequencing Using Johnson Rule. - Process Scheduling: Dispatching Using Several Roles FIFO, LIFO, Etc - Batch Production Scheduling, - The Economic Batch Quantity EBQ and the Production Range. - Inventory Control - Production Capacity, Plant Loading 	10 th to 12 th weeks	6
9.	Engineering Management Application for Plant Extension	<ul style="list-style-type: none"> - Critical Path Analysis CPA, - Activities and Project Time - Pert and Resource Allocation 	13 th week	2
10.	Industrial Cost Analysis	<ul style="list-style-type: none"> - Types of Production Cost - Break-Even Point Analysis - Wages and Incentives - Deprecation 	14 th weeks	2
11.	Review	<ul style="list-style-type: none"> - All Topics 	15 th week	2
12.	Final Exam	<ul style="list-style-type: none"> - All Topics 	16 th week	2
Number of Weeks /and Units Per Semester			16	32

B – Tutorials Aspect:			
Order	Topics List	Week Due	Contact Hours
1	Introduction to Industrial Engineering Role.	1 st , 2 nd week	4
2	Industrial Facility Location and Plant Building	3 rd week	2
3	Modes of Production	4 th week	2
4	Production Planning and Design	5 th	2
5	Plant Layout Planning and Design	6 th to 9 th	8

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6	Production, Scheduling, Planning and Control	10 th to 12 th weeks	6
7	Engineering Management Application for Plant Extension	13 th week	2
8	Industrial Cost Analysis	14 th weeks	2
Number of Weeks /and Units Per Semester		14	28

VI. Teaching strategies of the course:	
<ul style="list-style-type: none"> - Lectures, - Tutorials, - Case Studies. 	

VII. Assignments:				
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	<ul style="list-style-type: none"> • Facility Layout Extensions using: <ul style="list-style-type: none"> 4. From/To Chart, 5. String and Column Diagrams, 6. Travel and Distance Matrixes 	a1,a2,b1,b2	2 nd and 3 rd weeks	3
2	<ul style="list-style-type: none"> • Flow Analysis Techniques Applications on Selecting the Suitable Plant Layout 	a1,a2,b1,b2,c1,c2,d1,d2	4 th and 5 th weeks	3
3	<ul style="list-style-type: none"> • Assembly Line Design/Balancing – Trail and Errors and Weight Techniques 	a1,a2,b1,b2,c1,c2,d1,d2	6 th week	3
4	<ul style="list-style-type: none"> • Production Planning and Control: <ul style="list-style-type: none"> - Production Capacity, - Plant Loading, - Sequencing, - Dispatching, - Economic Batch Quantity (EBQ), - Inventory Control, - Productivity Measurement 	b1,b2,c2,d1,d2	7 th and 8 th weeks	2
5	<ul style="list-style-type: none"> • Engineering Management: <ul style="list-style-type: none"> - Critical Path Analysis CPA, - Pert And Resource Allocation For Plant Extension 	b1,c2	9 th week	2

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Dean of the Faculty
 Prof. Dr. Mohammed AL-Bukhaiti

Academic Development Center & Quality Assurance
 Assoc. Prof. Dr. Huda Al-Emad

Rector of Sana'a University
 Prof. Dr. Al-Qassim Mohammed Abbas



6	<ul style="list-style-type: none"> • Industrial Cost Analysis: <ul style="list-style-type: none"> - Production Cost Break-Even Analysis, - Depreciations, - Wages and Incentives 	b1	10 th week	2
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	Six Writing Assignments	3 rd , 6 th , 9 th and 10 th weeks	15	10 %
2	Quizzes (3)	4 th , 7 th and 11 th weeks	10	6.67 %
3	Attendance and Course Works	Weekly	15	10 %
4	Mid-Term Written Test	9 th week	20	13.33 %
5	Final Exam (Theoretical)	16 th week	90	60 %
Total			150	100 %

IX. Learning Resources:	
<ul style="list-style-type: none"> • <i>Written in the following order: (Author - Year of publication – Title – Edition – Place of publication – Publisher).</i> 	
1- Required Textbook(s) (maximum two).	
	<ol style="list-style-type: none"> 1. Shankar R. (2004), "Industrial Engineering and Management" First Edition, Galgotia Publication pvt. Ltd. Ansari Road, Daryaganj, New Delhi 2. S. ANIL KUMAR and N. SURESH, 2008, "Production and Operation Management (with skill development, caselets and cases) Second Edition". New Age International (P) Limited Publishers, New Delhi India.
2- Essential References.	
	<ol style="list-style-type: none"> 1. Fred E. Meyers "Manufacturing Facility Design and Material Handling 2nd Edition" (Prentice Hall, 2000) ISBN: 0-13-674821-X.

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	2. Katsundo Hitomi: “Introduction to Manufacturing Systems Engineering (5th Ed.)” (Kyoritsu Publishing, 2008) ISBN978-4-320-08172-7, in Japanese
3- Electronic Materials and Web Sites etc.	
	Web sites free download software related to Industrial Engineering topics: <ol style="list-style-type: none"> 1. Pant layout and assembly line balancing 2. Production planning and control, sequencing, Inventory control, EBQ 3. Project management CPA 4. Engineering cost analysis

II. Course Policies:	
1	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 considered as an exam failure. If the student is absent due to illness, he/she should bring an approved statement from university Clinic.
2	Tardy: - For lateness in attending the class, the student will be initially notified . If he repeats late in attending class he will be considered absent .
3	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.
4	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
5	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
6	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: - 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 .

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- Lecture notes and assignments **may be** given directly to students using soft or hard copy.

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