

Kingdom of Saudi Arabia

Al Baha University

Faculty of Administrative and Financial Sciences

COURSE SPECIFICATION

Planning and Production Control

Business Administration

16011806

2015

Course Specification

Institution	Al-Baha University
College/Department:	Faculty of Administrative and Financial Sciences

A Course Identification and General Information

1. Course title:	Planning and Production Control
Course Code:	16011806
2. Credit hours:	3
3. Program(s) in which the course is offered.	Business Administration
4. Name of faculty member responsible for the course	Abdelhady elsmany
5. Level/year at which this course is offered:	Level 8 4 th year
6. Pre-requisites for this course (if any)	
7. Co-requisites for this course (if any)	
8. Location if not on main campus	

B Objectives

<p>1. Upon completion of this course, the student should be able to:</p> <p>By the end of the course the students will be able to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Demonstrate knowledge and understanding of different branches of production Planning and Quality Control <input type="checkbox"/> <input type="checkbox"/> Evaluate the applicability of particular materials for specific design requirements <input type="checkbox"/> <input type="checkbox"/> Know and understand the basic Production processes and select the appropriate process to produce various products
<p>2. Briefly describe any plans for developing and improving the course that are being implemented. (eg increased use of IT or web based reference material, changes in content as a result of new research in the field)</p> <p>A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, and performance. Methodology will be selected to best meet student needs.</p>

C. Course Description (Note: General description in the form to be used for the Bulletin or Handbook should be attached)

1 Topics to be Covered		
Topic	No of Weeks	Contact hours
Overview of Production Planning and Control	2	6
Forecasting Fundamentals	2	6
Capacity Management	1	3
Inventory Management	2	6
Sales and Operations Planning	2	6
Material Requirement Planning	2	6

Lean Production and JIT	2	6
The Master Schedule	2	6

2 Course components (total contact hours per semester):			
Lecture: 45	Tutorial: Varies	Practical/Fieldwork/Internship: None	Other:

3. Additional private study/learning hours expected for students per week. (This should be an average :for the semester not a specific requirement in each week) None

4. Development of Learning Outcomes in Domains of Learning

For each of the domains of learning shown below indicate:

- A brief summary of the knowledge or skill the course is intended to develop;
- A description of the teaching strategies to be used in the course to develop that knowledge or skill;
- The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

a. Knowledge

(i) Description of the knowledge to be acquired

Upon completion of the course the student will be able to understand Analysis, design and management of production systems.
 Topics include productivity measurement, forecasting techniques, project planning, line Balancing, inventory systems, aggregate planning, master scheduling, operations scheduling, and modern approaches to production management such as Just-In-Time production.

What managers do and describe the evolution of management theory; describe the manager's changing work environment and responsibilities both domestically and globally; summarize the challenges of the planning function, explain the elements of strategic planning, and describe how managers make decisions; explain the challenges of organizing a firm, building an effective workforce, and how managers address organizational change; understand the factors that influence a manager's ability to lead, motivate, and communicate with employees as individuals and in teams as well as effective techniques for dealing with those issues; explain the control function and describe various effective control techniques used to manage for productivity and

improve quality.
<p>(ii) Teaching strategies to be used to develop that knowledge</p> <p>The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation. Lectures will provide the framework for directing independent student learning activity and skills development. As such, students will be presented with relevant information, tasks and source material in lectures that will enable self-directed learning.</p>
<p>(iii) Methods of assessment of knowledge acquired</p> <p>The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Although a specific length is not mandated, responses should be well thought out and add value to the class discussion.</p> <p>Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.</p>
<p>b. Cognitive Skills</p>
<p>(i) Cognitive skills to be developed</p> <p>Upon completion of the course the student will be able to describe production planning and control related problems in manufacturing systems. The course will enhance the knowledge in the area of production and planning. The topics covered will further augment his knowledge in the area of forecasting methods, workforce planning, inventory control, Capacity Management, materials requirements planning, operations scheduling. Recent developments in production planning such as just-in-time (JIT) inventory systems, with the fundamental concepts underlying organization and control of production processes are also included in the syllabus.</p>
<p>(ii) Teaching strategies to be used to develop these cognitive skills</p> <p>The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation. Lectures will provide the framework for directing independent student learning activity and skills development. As such, students will be presented with relevant information, tasks and source material in lectures that will enable self-directed learning.</p>
<p>(iii) Methods of assessment of students cognitive skills</p> <p>The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Although a specific length is not mandated, responses should be well thought out and add value to the class discussion.</p> <p>Assignments and examination questions will consist of problem-solution and objective</p>

<p>type questions and will be derived from text and lecture material and class handouts.</p>
<p>c. Interpersonal Skills and Responsibility</p>
<p>(i) Description of the interpersonal skills and capacity to carry responsibility to be developed</p> <p>Students will integrate processes of production planning related problems. It blends quantitative and qualitative material, theoretical and practical perspectives, and thus, bears relevance for academic as well as industrial pursuits. The introduction consists of the production and operations management strategy. The topics covered include simple forecasting methods, workforce planning, inventory control, production planning, materials requirements planning, operations scheduling, and project management. Recent developments in production management such as just-in-time (JIT) inventory systems.</p>
<p>(ii) Teaching strategies to be used to develop these skills and abilities</p> <p>The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation.</p>
<p>(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility</p> <p>Student's contributions to the topic-related discussions will be assessed by instructor who will lead, oversee, and/or facilitate class discussions. Instructor will assess students ability and willingness to apply standards of ethical behavior when making judgments or taking personal actions and demonstrate effective listening and feedback.</p>
<p>d. Communication, Information Technology and Numerical Skills</p>
<p>(i) Description of the skills to be developed in this domain.</p> <p>Upon completion of the course, students will be able to recognize elements in the production planning process, understand the utilization of technology resources, learn various techniques to analyze organizational environment and production planning develop organization skills needed for office management; develop skills to manage office; develop principles of drafting reports and memorandums; preparation of project reports</p>
<p>(ii) Teaching strategies to be used to develop these skills</p> <p>The teaching strategies will be lecture, discussion and problem solving oriented. Students will be encouraged to ask questions and provide comments as considered appropriate.</p>
<p>(iii) Methods of assessment of students numerical and communication skills</p> <p>The student is required to respond to topic-related discussion questions after every</p>

chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.			
e. Psychomotor Skills (if applicable) Not Applicable			
(i) Description of the psychomotor skills to be developed and the level of performance required			
(ii) Teaching strategies to be used to develop these skills			
(iii) Methods of assessment of students psychomotor skills			
5. Schedule of Assessment Tasks for Students During the Semester			
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
1	Short Assignments	4 - 12	10%
2	Discussion Question and Quize	4 - 12	10%
3	Mid Examination	7	30%
4	Final Examination	17	50%

D. Student Support

1. Arrangements for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)

Instructor will be available for student consultation and academic advice on office hours during working days. Additional assistance by appointment only.

E Learning Resources

1. Required Text(s) The Fundamentals of Production Planning and Control(Stephen N.Chapman) PEARSON
2. Essential References
3- Recommended Books and Reference Material (Journals, Reports, etc) Fortune Magazine Forbes Magazine

Barons People Management Oxford English Dictionary or Collins Dictionary and a Thesaurus.
4. Electronic Materials, Web Sites etc Textbook Online Learning Center with free student resources: http://highered.mcgraw-hill.com/sites/0072920378/student_view0/index.html
5- Other learning material such as computer-based programs/CD, professional standards/regulations Not Required

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)
1. Accommodation (Lecture rooms, laboratories, etc.) Classes will be held in classroom in conjunction with business computer laboratory, and will accommodate approximately twenty-five (25) students.
2. Computing resources Not Required
3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list) Not Required

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching Evaluations of performance and teaching effectiveness will be administered to the students at the end of the course. A questionnaire will be used in order to determine appropriateness of communication of course expectations (learning objectives), communication of course requirements (e.g., assessment), student perception of the quality of classroom teaching, adequacy of assessment feedback, and accessibility of learning resources and support.
2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department Evaluations will be conducted by colleagues of the instructor who have expertise in the course/discipline. Evaluations will result from information obtained through classroom visits and review of course materials and instructional contributions.
3 Processes for Improvement of Teaching Instructor will conduct evaluations from a number of sources including, but not limited to, student questionnaires, peer reviews, department focus groups, and self-evaluations. Instructor will collect and respond to feedback on their teaching from colleagues, peers, and students on a continual basis. Instructor and department will utilize a systematic approach to evaluate information obtained from feedback to make appropriate improvement of teaching that is firmly based on professional practices.

4. Processes for Verifying Standards of Student Achievement (eg. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)

To help instructor review the extent of the students achievement, a mid-course and end of course rating scale will be utilized in an effort to survey goals for student learning. Based on the survey results, instructor will collect data to verify student's perceived strengths and weaknesses. The purpose of collecting evidence of student achievement is to help to establish baseline data to monitor improvements in student learning over time. A summary of a description of students' current levels of achievement of will be provided to student upon completion. Conference between instructor and student will be available, upon request, to discuss students' achievement review.

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

Periodic focus groups will be conducted by instructor, faculty of the department, and department administrators to critique appropriateness of learning outcomes, content choice and concurrency, teaching and assessment methods, match between all of the above.

Faculty In charge

Dr. Abdelhady Elsmany

Head of Department

Dr Mohammed Makni

Vice Dean (Academic Affair)

Dr Najeeb Al Mater

Dean

Dr Mohammed Al Zehrani