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Course Description: Operations Management

1- Basic Information:

Course Name	Operations Management
Course ID	OPM.22
Contact Hours (Synchronized Sessions)	28
Contact Hours with the tutor outside the	17
Synchronized Sessions	17
Contact Hours (Registered Sessions)	
Exam	120
Registered Sessions Work Load	130
Synchronized Session Work Load	
Credit Hours	7
Course Level	7

2- Pre-Requisites:

Course	ID
Principles Of Management	PCM.101

3- Course General Objectives:

Demonstrating efficiency and effectiveness while constantly improving product quality is the biggest challenge faced by manufacturing or service companies. While the pressures of the turbulent business environment vary across industries - and the strategies used to move forward despite those pressures as well - companies all have one fundamental thing in common: they manage processes within the company, an operational system. Everything is operation aim for operational excellence! The Operations Management course will give the tools to understand the components of a system (simple or complex), model their interactions and take action to correct what is not working properly. We will understand that a competitive company has a vision and a mission, broken down into operational strategies and objectives, which make it possible to orient the operational system and to use resources in the most efficient way possible. We will gradually integrate notions of inventory and supply chain management, value creation, the contribution of technology and more. Most importantly, we will see that achieving or maintaining a successful operating system requires constant adjustments, which involves measuring the achievement of objectives and correcting any discrepancies with the right combination of material and human resources and efficient processes,



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you can increase the productivity, competitiveness and profitability of our organization. In this course, students will understand the functions of operations management and apply techniques to ensure efficient and effective production of goods and services. This course introduces methods and concepts used to support the operations management function. The major problems of production management discussed in this course include production planning, production scheduling and control, forecasting, aggregate planning, scheduling, MRP & JIT, and recent advances in operations planning and control. We shall focus on the decision problems that confront operations managers. We will discuss commonly occurring application problems such as the development of a manufacturing and service strategy, capacity planning, quality management, and location analysis. For all problems, solution techniques will be presented.

4- Intended Learning Outcomes (ILO):

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items.

The student should demonstrate the necessary capabilities to carry out the following activities:

Code	Intended Learning Outcomes
ILO1	Explain the role of operations management and identify operational and administrative
	processes, and discuss the key challenges posed in operations management.
11 02	Accommodate the objectives of operations management and characterize how operations
1202	management meets the requirements of maximizing profits whilst minimizing costs.
	Understand the input-process-output framework, the extensions of it, examine the types of
ILO3	transformation processes occurring within operations, and apply them to a wide range of
	operations
11 04	Be able to demonstrate the application of the process perspective on organizations and
1204	social phenomena more generally.
11 05	Develop terminology, concepts, ideas, and tools to deal with production problems and
1205	issues in order to obtain a competitive advantage through operations.
11 06	Identify the inefficiency and ineffectiveness in production and operations process, and
1200	propose the adequate changes or major redesigns to improve the process.
11.07	Identify the roles and responsibilities of operations managers in different organizational
1207	contexts and the challenges they face
	Analyze processes using appropriate performance measures, such as flow time,
1208	productivity, and throughput in different situations in the process.



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ILO9	Describe the boundaries of an operations system, and recognize its interfaces with other functional areas within the organisation and with its external environment.
ILO10	To develop an understanding of how the operations, have strategic importance and can
	provide a competitive advantage in the workplace.
ILO11	To understand techniques of location and facility planning; line balancing; job designing; and
	capacity planning in operations management.
ILO1 2	Analyze and evaluate various facility alternatives and their capacity decisions, develop a
	balanced line of production & scheduling and sequencing techniques in operation
	environments
ILO1 3	Acquainted with the agile production method, concepts, tools and techniques, including
	the concepts of JIT in Toyota production system.
ILO1 4	Evaluate a number of frameworks in the design and delivery of products/services, and
	develop aggregate capacity plans and MPS in operation environments.
ILO15	Demonstrate how operations can achieve a "flow" of products and services that always
	delivers exactly what customers want, in exact quantities, exactly when needed, exactly
	where required, and at the lowest possible cost.
ILO 16	Understand the theory and implementations of quality control activities for different
	industries.
ILO 17	Explain how operations function within broader operations networks and supply chains, and
	assess the operational issues between a customer and supplier within the supply chain and
	competing supply chain
ILO 18	Explain the general approaches to operations improvement, and introduce a number of
	specific improvement tools and techniques.
ILO 19	Explain the fundamental methods of operations planning and control, including resource
	planning and control systems.

5- Course Syllabus (24 hours of total Recorded Sessions, 24 hours of total synchronized sessions)

• **RS**: Recorded Sessions; **SS**: Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Туре	Additional Notes
ILO1	Chapter One: Introduction to Operations Management 1.1. What is Operations Management? 1.2. Operations function and conversion processes 1.3. Why should you study operations	4	4	 Exercises Assignments Seminars Projects Practices Case study 	Read additional articles



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management?	
1.4. Operations Management Evolution	
1.4.1. Artisanal manufacturing	
1.4.2. Mass production	
1.4.3. The modern era	
1.4.4. Production of goods and	
services	
1.5. Today's operations management	
environment	
1.6. Operations management in practice	
1.7. How does it all fit together within the	
Operations Department	
1.8. Managing operations across the	
organization	
1.9. Systems of operations and	
production in industrial plants	
1.9.1. System concept.	
1.9.2. Efficiency of production	
svstems	
1.9.3. Production system and	
processes.	
1.10. Operations and production systems	
in service facilities	
1.10.1. System of operations and	
production in service facilities.	
1.10.2. Types of services and their	
impact on productive systems.	
1.10.3. Distinguishing	
characteristics of process and	
production systems in service	
facilities.	
1.11. The importance of production and	
operations management	
1.12. The goal of managing operations	
1.12.1. Operating performance	
targets	
1.13. Characteristics of productive	
operations management	
1.14. Concept of production and	
productivity	



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	 1.14.1. Effectiveness and Efficiency 1.14.2. The importance of productivity 1.14.3. The importance of productivity at the organization level 1.14.4. The importance of productivity at the national level 1.14.5. Factors affecting productivity 1.15. Productivity management course 1.15.1. Productivity metrics and indicators 1.15.2. Multifactorial productivity 1.15.3. Partial or qualitative productivity 1.15.4. Total or total productivity 1.15.5. The elements for improving productivity 1.16. Mission and Policy Operations 1.17. Roles of operations management in the organization 1.18. Operations management functions and responsibilities 1.19. Operations Management Lifecycle Approach 1.20. Process management problems 				
	1.19. Operations Management Lifecycle Approach 1.20. Process management problems				
	1.21. Administrative positions for				
	1.22. Practical case				
	1.23. References Sources				
	Chapter Two: Operations Strategy and			X Exercises	
ILO2	<u>Competitiveness</u> 2.1. Concept of strategy	2	2	 Assignments Seminars 	Read additional
	2.2. Strategy hierarchy	۷	2	 Projects Practices 	a. 110103
	2.3. Operations Strategies 2.3.1. Concept and definition of			Case study	



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	oper 2.3.2 2.3.3 2.3.4 man 2.3.4 2.3.6 oper 2.3.7 coor integ 2.3.7 coor 2.4. Indic effectivene 2.5. Perfor 2.6. Com operations 2.7. Compo 2.8. Comp 2.8. Comp 2.8. Comp 2.8. Comp 2.9. Rank ranking wir 2.10. Comp 2.11. Core 2.12. Ident 2.13. Produ 2.14. Pract 2.15. Refei 2.16. Chap	ations strategy 2. Strategy levels and patterns 3. Strategic concerns 4. Strategic roles Operation agement 5. Operations strategy models 6. Characteristics of a ations strategy 7. Requirements for tempora dination and structura ration of operations 8. Entrances to effective ations strategy cators for measuring the ss of the operations strategy moperations petition strategies between and production systems petitive advantage and key criteria ing of qualifications versu oners petitive priorities competency (core capabilities ify core competencies uctivity ical case rences Sources ter Questions	s n n n y s y					
IL	.03 3.1. The co proc 3.2. The m proc 3.3. Decision capa	epartment and Strategic lanning encept and definition of luction capacity ain classifications of luction capacity planning ons related to production acity	4	4	XXXXX	Exercises Assignments Seminars Projects Practices Case study	Read additional articles	



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3.4. Adjustment of production capacity			
3.5. Energy use rate			
3.6. Labor utilization rate			
3.7. Periodic time of delivery			
3.8. Cyclic manufacture time or flow time			
3.9. Manufacturing cycle efficiency			
3.10. Workload or load			
3.11. Work overload			
3.12. Low workload			
3.13. Production capacity			
3.14. Determinants of production			
capacity			
3.15. Types of production capacity			
3.15.1. Theoretical energy			
3.15.2. Technical or designer			
energy			
3.15.3. Maximum power			
3.15.4. Available production			
capacity			
3.15.5. Planned energy			
3.15.6. Possible energy			
3.15.7. Actual energy			
3.15.8. Normal energy			
3.15.9. Projected actual capacity			
3.15.10. Rated power			
3.15.11. Energy efficient			
3.15.12. Static energy			
3.15.13. Economic energy			
3.16. The importance of production			
capacity			
3.17. Adjustment of production capacity			
3.18. Bottlenecks or bottlenecks			
3.19. What are joint capabilities			
strategies?			
3.20. Calculate efficiency and usage			
metrics.			
3.21. Describe the factors that determine			
errective capacity.			
3.22. Steps in the capacity planning			
process.			



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	 3.23. Determination of capacity in a sequential process 3.24. Use breakeven analysis to assess capacitance alternatives. 3.25. Ability to plan products and services 3.26. Determine and measure capacity 3.27. Determinants of effective power 3.28. Capacity Alternatives Assessment 3.29. Practical case 3.30. References Sources 3.31.Chapter Questions 					
ILO4	 <u>Chapter Four: The location of the facility</u> <u>and the management of the organization</u> <u>and internal arrangement of the</u> <u>establishments</u> 4.1. Site analysis 4.2. Site selection strategy 4.3. Fit the site to the region 4.4. The main factors in deciding on the location of the facility 4.5. Ways to search for the best location for the facility 4.6. Evaluate factors and make site decisions 4.7. Site analysis techniques: 4.7.1. Break-even point method, 4.7.2. Point Classification Method, Central Gravity Method, 4.7.3. Transportation methods 4.7.4. Center of gravity method 4.7.5. Loading distance method 4.8. Wait line theory (single channel only) 4.9. Basic facility planning concept 4.10. Factory interior concept 4.11. The need and importance of internal arrangement 4.12. Objectives and advantages of internal arrangement 	2	2	X X X X X	Exercises Assignments Seminars Projects Practices Case study	Read additional articles Solve additional exercises



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	4.13. The main types of internal					
	arrangement of the site					
	4.13.1. Ranking is based on					
	product					
	4.13.2. Ranking based on					
	operations (functional)					
	4.13.3. Ranking is based on the					
	fixed location of the product					
	4.13.4. The synthesis of the internal					
	arrangement					
	4.13.5. Modern forms of interior					
	arrangement					
	4.13.5.1. Manufacturing cells					
	4.13.5.2.Flexible manufacturing					
	systems					
	4.14. The effect of the internal					
	arrangement of the factory on the various					
	activities in the factory					
	4.15. Practical case					
	4.16. References Sources					
	4.17. Chapter Questions					
	Chapter Five: Demand Forecasting					
	<u>Management</u>					
	5.1 Dradiction concept					
	5.2. Trands in customer domand					
	5.3 Forecast variables on demand					
	5.4 General steps in the forecasting					
	nrocess			×	Exercises	
	5.5 Importance and applications of			×	Assignments	Read additional
ILO5	forecasting in production / operations	4	4	×	Seminars	articles
	management	•		×	Projects	Solve additional
	5.6. Forecast prospects			×	Practices	exercises
	5.7. Forecasting methods models			×	Case study	
	5.7.1. Qualitative methods of					
	forecasting					
	5.7.1.1. Fast instant forecast					
	5.7.1.2. Executive judgment					
	(top to bottom)					
	5.7.1.3. Sales team reviews					



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	(bottom to top)				
	5.7.1.4. Prediction based on				
	cross-effects analysis				
	5.7.1.5. Delphi method				
	5.7.1.6. Market surveys				
	5.7.2. Quantitative methods of				
	forecasting				
	5.7.2.1. Causal (economic)				
	prediction methods (degree)				
	5.7.2.2. The method of least				
	squares				
	5.7.2.3. Exponential				
	homogeneity				
	5.7.2.4. Regression				
	relationship				
	5725 The coefficient of				
	determination				
	5.7.3. Methods of time series				
	analysis				
	5.7.3.1. Simple moving				
	average				
	5732 Weighted moving				
	average				
	5.8 Common prediction assumptions				
	5.9 Demand patterns				
	5 10 Forecast accuracy metrics				
	5 11 Measurement of forecast errors				
	5 12 Choose an appropriate forecasting				
	method				
	5.13. Application to different functional				
	areas				
	5.14. How Computers Help Predict				
	5.15. Practical case				
	5.16. References Sources				
	5.17. Chapter Questions				
	Chapter Six: Supply Chain Management			Exercises	Decide d'Ille aut
				S Assignments	Read additional
ILUG	6.1. Managing key flows in the supply	4	4	Seminars	articles
	chain			E Projects	Solve additional
	6.2. Foundational Elements of Supply			E Practices	exercises



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Chain Management	🗵 Case study
6.3. Supply Chain Distribution	
6.4. Implement supply chain management	
6.5. Supply Chain Design	
6.6. Logistics services	
6.7. Transportation	
6.7.1. Trucking	
6.7.2. Railroads	
6.7.3. Air Freight	
6.7.4. Waterway	
6.7.5. pipe lines	
6.7.6. Multimodal / multimodal	
shipping	
6.8. The role of inventory in the supply	
chain	
6.9. Stock and material management	
6.9.1. Inventory Concepts	
6.9.2. Reasons to keep inventory	
6.9.3. Inventory costs	
6.10. Inventory modeling	
6.10.1. Classic Inventory Form	
6.10.2. Continuous and periodic	
inventory systems	
6.10.3. Basic EOQ model (with and	
without discount)	
6.10.4. ABC inventory form	
6.10.5. Calculate stock order	
quantities	
6.10.6. Re-order point and	
optimum number of orders	
6.11. Distribution management	
6.11.1. Goods distribution	
6.12. Communication and technology in	
the supply chain	
6.12.1. EDI Electronic Data	
Interchange	
6.12.2. Barcode	
6.12.3. RFID radio frequency	
identification device	
6.13. Supply Chain Collaboration	



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	 6.14. Collaborative Planning, Forecasting, and Renewal CPFR 6.15. VMI Vendor Managed Inventory 6.16. Supply chain performance metrics 6.17. SCM's Supply Chain Management within: OM how it all fit together 6.18. SCM across the organization 6.19. Trends in supply chain management 6.19.1. Socially responsible supply chain management 6.20. Practical case 6.21. References Sources 6.22. Chapter Questions 					
ILO7	 Chapter Seven: Just-in-Time JIT and Lean Production System 7.1. JIT just-in-time system philosophy 7.2. JIT Just-in-Time System Items 7.3. Just-in-time manufacturing JIT 7.4. JIT benefits 7.5. JIT implementation 7.5.1. JIT implementation in industries 7.5.2. JIT implementation in services 7.6. System Characteristics "Just In Time" 7.7. Supply chain issues 7.7.1. Procurement according to JIT 7.8. Disadvantages of JIT 7.9. Agile production system 7.10. Use lean production to improve flow and traction 7.11. Using lean production to master organizational processes 7.12. JIT and LEAN Systems for Operations Management: How Do They All Fit Together? 7.13. JIT and LEAN systems throughout the organization 7.14. The five practical steps for organizing a workplace 	2	2	X X X X X	Exercises Assignments Seminars Projects Practices Case study	Read additional articles Solve additional exercises



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	 7.15. The PDCA Course 7.16. Use of standard work to improve operations 7.17. Lean production strategies and tactics to eliminate waste 7.18. Use lean production to reduce waste and simplify the flow of value 7.19. Value-adding activities and value-adding activities 7.20. Practical case 7.21. References Sources 7.22. Chapter Questions 				
ILO	Project Construction Chapter Eight: Quality Management 8.1. Definition of quality 8.2. Pioneers of quality 8.2. Edwards Deming (1900-1993) 8.2.2. Edwards Deming (1900-1993) 8.2.3. Joseph Goran (1904-2008) 8.2.4. Philip Crosby (1926-2001) 8.2.5. Armand Wegenbaum (1920-2014) 8.3. What is Statistical Quality Control? 8.4. Sources of difference: common and specific causes 8.5. Methods of controlling statistical processes 8.6. Quality improvement tools 8.6.1. Checklists 8.6.2. Map of cause and effect 8.6.3. Frequency distribution 8.6.4. Scatter map 8.6.5. Pareto analysis 8.6.6. Flow maps 8.6.7. Maps of statistical control of operations 8.7. Six Sigma quality 8.8. Sampling accept 8.9. Implications for managers	2	2	 Exercises Assignments Seminars Projects Practices Case study 	Read additional articles Solve additional exercises



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	 8.10. Statistical quality control in services 8.11. Statistical Quality Control (SQC) in OM Operations Management 8.12. Statistical Quality Control (SQC) throughout the organization 8.13. Quality costs 8.13.1. Prevention costs 8.13.2. Evaluation costs 8.13.3. Costs of internal failure 9.12.4. External failure 				
	8.14. customers satisfaction 8.15. Engage employees 8.16. Practical case 8.17. References Sources				
ILO9	 8.18. Chapter Questions <u>Chapter Nine: Resource Planning</u> <u>Technology and Operations</u> <u>Management</u> 9.1. Enterprise resource planning 9.2. Evolution of the ERP system 9.3. Benefits of ERP 9.4. Cost of ERP systems 9.5. Material planning systems 9.6. Overview of MRP 9.7. Types of demand 9.8. MRP goals 9.9. MRP input 9.10. MRP Blast Process Manufacturing Systems: Evolution and Competitiveness 9.11. Classification of process technology 9.12. Computer Integrated Manufacturing (CIM) 9.13. Computer Aided Design (CAD) 9.14. Technology Group (GT) 9.15. Computer Aided Operations Planning (CAPP) 	2	2	 Exercises Assignments Seminars Projects Practices Case study 	Read additional articles Solve additional exercises
	9.16. Robots 9.17. Computer Aided Operations Planning (CAPP				



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	 9.18. Manufacturing planning and control system 9.19. Advanced MRP systems 1.20. Optimum Production Technology (OPT) 9.21. Practical case 9.22. References Sources 9.23. Chapter Questions 				
ILO10	Chapter Ten: Maintenance and Modernization Management 10.1. Introduction to M & DC-TPM Productivity Total Maintenance 10.2. The objectives of the comprehensive production maintenance system PQCDSM 10.3. The main features of a comprehensive production maintenance system 10.4. TPM Pillars 10.5. Maintenance Management 10.6. Basic approaches to maintenance 10.6.1. Autonomous Maintenance 10.6.2. Planned Maintenance 10.6.3. Preventive and curative maintenance 10.7. Means and goals of measuring maintenance 10.8. Calculate reliability estimates 10.9. Why usually fail comprehensive productive maintenance? 10.10. The twelve steps to implement a comprehensive productive maintenance program 10.11. Maintenance regulation and control 10.12. Implement a comprehensive productive maintenance program 10.13. The relationship between the comprehensive production maintenance	2	2	 ☑ Exercises ☑ Assignments ☑ Seminars ☑ Projects ☑ Practices ☑ Case study 	Read additional articles Solve additional exercises



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program (TPM) and the comprehensive			
guality system (TQM)			
10.14. The impact of project conditions on			
the maintenance system			
10.15. Maintenance management and			
maintenance management systems on			
the computer			
10.16. Determine the methods of carrving			
out maintenance work according to the			
type of system to be maintained			
10.17. The six main losses according to			
the concept of comprehensive productive			
maintenance			
10.18. The benefits and positive results			
of implementing a comprehensive			
productive maintenance system			
10.19. Factors that determine the			
efficiency and effectiveness of			
maintenance			
10.20. A measure of performance			
efficiency			
10.21. Calculate the overall efficiency of			
the equipment			
10.22. Overall effectiveness of the			
equipment			
10.23. Losses in potency			
10.24. Measuring the development of the			
overall effectiveness of equipment and its			
essential components			
10.25. The relationship of the overall			
effectiveness of the equipment to the			
overall effectiveness of the performance			
of the equipment			
10.26. Some tools to improve the overall			
effectiveness of equipment			
10.27. Practical case			
10.28. References Sources			
10.29. Chapter Questions			



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6-Assessment Criteria (Related to ILOs)

ISC	Interactive Sync	hronized (Collaboration	Ex	Exams		Rpt	Reports
PF2F	Presentations	and	Face-to-Face	PW	Practice W	'orl	k	
	Assessments							

"0		Intended		Asse	ssmer	nt Type	
Code	ILO	Results	ISC	PW	Ex	PF2F	Rpt
ILO1	Explain the role of operations management and identify operational and administrative processes, and discuss the key challenges posed in operations management.	Depth and systematic understanding of knowledge in operation management.	V				~
ILO2	Accommodate the objectives of operations management and characterize how operations management meets the requirements of maximizing profits whilst minimizing costs.	Deep understanding of the objectives of operations management in organization areas, and merging theory with practice to achieve effectiveness in managing operations.	~				~
ILO3	Understand the input–process– output framework, the extensions of it, examine the types of transformation processes occurring within operations, and apply them to a wide range of operations	can undertake analysis of complex, incomplete or contradictory areas of knowledge communicating the outcome effectively	V				~



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ILO4	Be able to demonstrate the application of the process perspective on organizations and social phenomena more generally.	can identify key areas of problems and choose appropriate tools / methods for their resolution in a considered manner, and ability to suggest changes to improve the process	~		~
ILO5	Develop terminology, concepts, ideas, and tools to deal with production problems and issues in order to obtain a competitive advantage through operations.	The ability to model production problems and the ability to solve them	V		~
ILO6	Identify the inefficiency and ineffectiveness in production and operations process, and propose the adequate changes or major redesigns to improve the process.	Demonstrate a level of conceptual understanding that will allow him critically to evaluate methodologies and argue alternative approaches	~		~
ILO7	Identify the roles and responsibilities of operations managers in different organizational contexts and the challenges they face	Shows originality in solving problems in organizational contexts.	~		~
ILO8	Analyze processes using appropriate performance measures, such as flow time, productivity, and throughput in different situations in the	The ability to model production problems and the ability to solve them	V		~

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	process.						
ILO9	Describe the boundaries of an operations system, and recognize its interfaces with other functional areas within the organisation and with its external environment.	Can act autonomously in planning and implementing tasks at a professional or equivalent level Key / Transferable Skills	~			~	
ILO10	To develop an understanding of how the operations, have strategic importance and can provide a competitive advantage in the workplace.	Understand the importance of operations strategy to gain competitive advantage	~	V	V		~
ILO11	To understand techniques of location and facility planning; line balancing; job designing; and capacity planning in operations management.	Ability to adjust site planning and process design.	V	V	V	*	~
ILO12	Analyze and evaluate various facility alternatives and their capacity decisions, develop a balanced line of production & scheduling and sequencing techniques in operation environments	Ability to suggest changes and redesign to improve the process and ability to develop a productive plan and schedule it through a project or job.	~	~	~	✓	~
ILO13	Acquainted with the agile production method, concepts, tools and techniques, including the concepts of JIT in Toyota production system.	The ability of the studenttodistinguishthefunctionofproductionandprocesseswithin	V	V	V	✓	~

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ILO14	Evaluate a number of frameworks in the design and delivery of products/services, and develop aggregate capacity plans and MPS in operation environments.	the supply chain, and enables the student to link the concept of quality to production and processes Ability to design new products and amend production capacity plans	~	✓	~	✓	×
ILO15	Demonstrate how operations can achieve a "flow" of products and services that always delivers exactly what customers want, in exact quantities, exactly when needed, exactly where required, and at the lowest possible cost.	The ability to know and meet customers' requests.	V	V	v	~	~
ILO16	Understand the theory and implementations of quality control activities for different industries.	Link the concept of quality to production and processes, and clarify task and make appropriate use of the capacities of group members.	~			~	~
IL017	Explain how operations function within broader operations networks and supply chains, and assess the operational issues between a customer and supplier within the supply chain and competing supply chain	Explain the relationship of the production function and processes within the loops of the supply chain				V	~
ILO18	Explain the general approaches to operations improvement, and introduce a number of specific	Reflecting self- performance and others'	✓			~	✓



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	<i>improvement tools and techniques.</i>	performance to improve operations.				
ILO19	Explain the fundamental methods of operations planning and control, including resource planning and control systems.	Adapt skills and design or develop new skills or procedures for new situations.	~		~	~

7- Practice Tools:

Tool Name	Description						
	Enterprise Resource Planning (ERP)						
ERP	Enterprise Resource Planning (ERP) is made of many business						
	streamline workflows throughout the company.						

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