

# WORK AND TIME MANAGEMENT

1	Course Title:	WORK AND TIME MANAGEMENT
2	Course Code:	TEK3042
3	Type of Course:	Optional
4	Level of Course:	First Cycle
5	Year of Study:	3
6	Semester:	6
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	2.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Prof. Dr. BİNNAZ MERİÇ KAPLANGİRAY
15	Course Lecturers:	
16	Contact information of the Course Coordinator:	E-Mail: binnaz@uludag.edu.tr, Tel: 2942048 Adres: Uludağ Üniversitesi Tekstil Mühendisliği Bölümü Görükle/BURSA
17	Website:	
18	Objective of the Course:	Description of Efficiency and giving information about increasing efficiency techniques - To inform about mation and time study - Teaching time measurement and standard time calculations - Teaching basic concepts of the method study
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	
	1	To describe basic concept of efficiency and increasing efficiency techniques.
	2	Having ability to define flowcharts and practice it to human, machine and material flows.
	3	To be able to perform time measurement techniques.
	4	To rearrange workplaces.
	5	To make employees work efficiently with using efficiency assessment and work arrangement knowledge.
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21	Course Content:	
	<b>Course Content:</b>	
Week	Theoretical	Practice

1	The concept of efficiency ,description of factors affecting efficiency ,describing techniques which increase efficiency	
2	Definition of business analysis ,work measurement, the scope and aims of work measurement	
3	Collecting data for time measurement ,Types of flow and time , types of flow related to human ,types of flow related to production instrument ,types of flow related to raw material and types of time	
4	Important parameters for Samples of flowcharts	
5	Work measurement techniques, synthetic times ,analytical estimation method, predetermined motion-time systems ,work samples	
6	Method of directly measuring the time ,measuring point and methods of measuring ,measurement instruments	
7	Measurement of flow and time ,time measurement sheets ,evaluation of time measurement	
8	Midterm exam The number of scattering and exchanging methods	

Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical frequency of performance assessments		14	2.00	28.00
Practicals/Labs		0	0.00	0.00
Self study and preparation	Method analysis ,production activities in terms of method development	14	1.00	14.00
Homeworks		1	25.00	25.00
Projects	Levels of work study methods	2	15.00	30.00
Field Studies		0	0.00	0.00
Midterm Exams		1	8.00	8.00
Others	Textbooks, References and/or Other	0	0.00	0.00
Final Exams	Introduction to Clothing Production Management (A.J.Chuter, Blackwell Scientific Publications Ltd)	2	15.00	15.00
Total Work Load				128.00
Total work load/ 30 hr	work Sampling ,2.nd Edition (Ralph M.Daines)	4	4.00	4.00
ECTS Credit of the Course				3.00

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	40.00
Quiz	0	0.00
Home work-project	0	0.00
Final Exam	1	60.00
Total	2	100.00
Contribution of Term (Year) Learning Activities to Success Grade		40.00
Contribution of Final Exam to Success Grade		60.00
Total		100.00

Measurement and Evaluation Techniques Used in the Course																
24	ECTS / WORK LOAD TABLE															
25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	5	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0
ÖK2	4	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0
ÖK3	3	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0
ÖK4	3	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0
ÖK5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LO: Learning Objectives    PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			