

## IT 374 TIME AND MOTION STUDY

### Course Description

#### COURSE TITLE / NUMBER:

IT 374 Time and Motion Study

#### INSTRUCTOR:

Dr. Terry Waugh

Office: Farrington 224 Office Phone 936-294-1198

Office Hours: Tue./Thur. 9:00 to Noon MWF by appointment

Main Agriculture Office Phone: 936-294-1215

Email: [trw006@shsu.edu](mailto:trw006@shsu.edu)

#### TEXT:

Motion and Time Study: Design and Measurement of Work, Seventh Edition, Ralph M. Barnes. Text is required

#### COURSE OBJECTIVES:

To provide students knowledge on systematic and practical approaches of current motion and time study techniques which can be used in industrial and agriculture settings. Students will use problem-solving skills and creativity to determine the ideal method or approach to obtain a solution to increase efficiency.

#### COURSE REQUIREMENTS:

The student is expected to participate in class activities and discussion. All class members will be expected to participate in their work groups and in the presentations. Each group will present their research to the class on their assigned date. The group presentation should include a polished power point presentation, group paper, class activity with questions and answers given by work groups. All group members must be prepared to present on assigned dates.

#### POLICY CONCERNING LATE ASSIGNMENTS AND MISSED EXAMS

There will be in class quizzes totaling 225 pts, a group project 225 pts, a midterm exam and final exam (both essay) 225 pts each, it would be a rare exception that a student could make up a missed exam. If for some very good reason you can not take exam on given date contact me for arrangements. Real life emergencies will always be given consideration.

**ATTENDANCE POLICY:**

I am required to record attendance. Students are asked to sign-in for each class, if you do not sign-in you are considered absent. I will not deduct your grade if you are absent, however it will effect your grade if you miss required material or a in class quiz. I expect everyone to treat each other and myself with respect as I will always treat you with respect. Absolutely no eating or drinking in this classroom, no hats, no phone, no text messages. We have a large amount of students in this class, we want as little distractions as possible. Your participation in group work is key to your success in this class. Make every attempt to be on time.

**GRADES AND ASSIGNMENTS:**

The class will be broken into cooperative work groups. Each work group will present their projects to the class and lead discussion on their assigned date. I will give quizzes randomly with random values. The midterm and final exam will be 12 questions all essay where any subject we covered is fair game. It would be prudent to make backup copies of all assignments

**SPECIFIC GRADING CRITERIA:**

Quizzes will total	225 pts
Group Project	225 pts
Mid Term	225 pts
Final	<u>225 pts</u>
<b>Total</b>	<b>900 pts</b>

Final grades will be based upon the following scale:

- A - 810 - 900
- B - 720 - 809
- C - 630 - 719
- D - 540 - 629

**ASSIGNMENT DATES:**

These dates are subject to change:

Groups projects and paper as assigned to each group

Quizzes will be random by date and value

Midterm Exam will be given on March 6<sup>th</sup> , location will be announced

Final Exam on May 8<sup>th</sup>, 2008, Location will be announced

**CLASS STRUCTURE:**

Tue. will be lecture and new material Thur. will consist of group presentations, Q&A by assigned groups, and some new material. Quizzes can be given on any day. The midterm and final will consist of twelve questions to be answered in class. All are essay questions that must be answered completely . Any paper to me should be typed in **Arial font #12** the midterm and final should **not be over twelve pages**. Your MT and final will be typed and sent to me and delivered to me in printed form.

**COURSE OUTLINE:**

1. Productivity
2. Definition and Scope of Motion and Time Study
3. History of Motion and Time Study
4. The general problem solving process
5. Work methods design
6. Process Analysis
7. Activity Charts- Man and Machine parts
8. Operation Analysis
9. Micro-motion Study
10. Fundamental and motions
11. Motion study and micro-station study, equipment making the motion pictures
12. Film analysis
13. The use of fundamental hand motions
14. Principles of motion economy as related to the use of the human body
15. Principles of motion economy as related to the design of tools and equipment
16. Motion study, mechanization, and automation
17. Standardization written standard practice
18. Time study: time study equipment,, machining the time study
19. Time study: determining the rating factor

**SUDENTS WITH DISABILITIES:**

Arrange a conference with instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired.