

28516 - Work: Methods

Syllabus Information

Academic year: 2023/24

Subject: 28516 - Work: Methods

Faculty / School: 108 - Facultad de Ciencias Sociales y del Trabajo

Degree: 428 - Degree in Labour Relations and Human Resources

ECTS: 6.0

Year: 2

Semester: Second semester

Subject type: Compulsory

Module:

1. General information

The subject and its expected results respond to the following approaches and goals:

This is an introductory subject to the improvement of work in the company, therefore it aims to give an overview of how the work is developed in it, developing in an elementary way ideas and concepts that some may be expanded later in other subjects. The program will be divided into four distinct blocks. The first one is intended to provide basic knowledge on the evolution of the study of work methods, productivity. In a second part, , the course studies how the process of the workplaces and their environment is carried out, with the physical flows of materials and people in the company. In a third part, we will focus on how the working methods and the time study are carried out. And finally, in the fourth part, how to improve the method by carrying out a study of the positions, flow of materials and people.

These approaches and goals are aligned with the following Sustainable Development Goals (SDGs) of the United Nations Agenda 2030 (<https://www.un.org/sustainabledevelopment/es/>), in such a way that the acquisition of the learning results of the subject provides training and competence to contribute to some extent to their achievement: -Goal 8: Decent Work and Economic Growth

-Goal 4: Quality Education.

Context and meaning of the subject in the degree program

The main contribution of this subject is to provide the student with an understanding of how work improvement is carried out in the real world of organisations, since it is there where labour relations and human resource management take place.

Recommendations for taking the subject

Language of instruction: Spanish

Other information of interest:

- Planned students: 75 per group
- Practical groups: 2 per group

For the preparation of the subject they must be involved in the preparation and discussion of the different cases that will be presented to them, for which it will be necessary to assimilate the different theoretical concepts explained in class. In order to achieve the goals of the subject, regular attendance and active participation in the different work sessions is recommended.

2. Learning results

The student, in order to pass this subject, must demonstrate the following results...

Identify and understand the evolution of the study of work methods.

Understand what productivity is, how it is increased, workers' attitudes, errors, indicators, productivity measures.

Be able to understand the job study process.

Know how physical flows are managed in the company in its logistics environment. Understand how to conduct a study of work methods.

Understand how a time study is performed.

Be able to improve the work method, increase productivity and reduce absenteeism through the above mentioned techniques and ergonomics.

3. Syllabus

The program around which these learning activities will be developed is as follows:

UNIT 1: PRODUCTIVITY

1.1.- CONCEPT OF PRODUCTIVITY.

1.2.-PRODUCTIVITY ERRORS

1.3.- PRODUCTIVITY AND ITS FAILURES

1.4.- PRACTICAL CASES

UNIT 2: LOGISTICS SYSTEM OF THE COMPANY 2.1.- INTRODUCTION

2.2.- PROCUREMENT

2.3.- STORAGE: PARAMETERS, PROGRAMMING AND REVISION.

2.4.- SAFETY STOCK

2.5.- COSTS

2.6.- WILSON'S METHOD FOR MANAGING WAREHOUSES.

2.7.- PRACTICAL CASES

UNIT 3: STUDY OF METHODS

3.1.- DEFINITION AND PURPOSE OF THE STUDY

3.2.- PHASES OF THE STUDY

3.3.- SELECTION OF THE WORK

3.4.- STUDY OF THE WORK

3.5.- WORKING METHODS: RECORDING ACTIVITIES AND TYPES OF DIAGRAMS.

3.6.- PRACTICAL CASES

UNIT 4.- ERGONOMICS

4.1.- INTRODUCTION

4.2.- DESIGN OF WORKSTATIONS: SIEMENS METHOD

4.3.- ENERGY EXPENDITURE OR CONSUMPTION

4.4.- CALCULATION OF MAXIMUM ADMISSIBLE VALUES: REFA AND NIOSH METHOD.

4.5.- INDEX SIMPLE AND COMPOUND SURVEY

4.6.- PRACTICAL CASES

4. Academic activities

The programmed teaching and learning activities are:

- Lectures (T1)
- Dynamic activities (T2) : Resolution of case studies by groups
- Supervised work (T6): Group work on the application of one or several topics explained in class in a real company.

The subject has 6 ECTS credits, which implies 150 hours of student work. These 150 hours are structured in different types of activities.

Work with the student (66 hours):

Lectures (T1): 30 hours

Problems and cases (T2): 28 hours

Work tutoring (T6): 5 hours

Knowledge tests: 3 hours

Study and work of the student (84 hours):

5. Assessment system

The student must demonstrate that they have achieved the expected learning results through the following assessment activities.

There are two alternatives for the assessment of the subject: face-to-face or non-face-to-face.

Presential option:

Throughout the four-month period the student will have to participate in different training activities that will contribute to achieve the expected learning results. Participation in these activities is mandatory. These activities will consist of:

Theoretical-Practical Examination: It will be a multiple-choice test on the topics explained in class, with 34 questions and 5 answers, without penalty penalty, so the pass will be with 19 correct questions. It will be 75% of the grade. In order to be eligible to apply, it will be necessary to have submitted the T6 paper.

Case Studies (T2) . They will individually carry out cases of the different topics explained in class and will deliver and expose them the delivery of all the cases will be obligatory as well as the attendance of 80% of the classes. The average of all cases cases in order to pass the T2 will be 5. If they do not pass, they will have to take a final practical test on the cases seen. It will be 15% of the grade.

Supervised Works (T6) . A group work will be done on the application of what has been seen in class to a real or fictitious company the delivery of the work will be obligatory. It will be 10% of the grade.

In the final exam, the practical exam will only be averaged if a 3 or more is obtained in the theoretical exam.

Non-attendance option:

The theoretical-practical exam will be worth 50% and the practical exam of the cases seen in T2 will be worth 50% and the other 50% and must submit the T6 paper. The practical will only be averaged if you score 3 or more in the theory.