Add. 3		Course program for the first, second and third degree of studies			
1.	Course title	Work Study			
2.	Code	302			
3.	Study group(s)	IEM (Industrial Engineering and Management)			
4.	The organizer of the study program (unit, institute, department)	Faculty of Mechanical Engineering - Skopje, Ss. Cyril and Methodius University in Skopje			
5.	Level (first, second, third degree)	First			
6.	Academic year / semester	Summer	7.	Number of ECTS credits	6
8.	Professor	Prof. Robert Minovski, PhD			
9.	Preconditions for enrolling the course	No			
10.	Purpose of the course program (competences): The essential competences that should be acquired during this course are: (1) to be able to use methods for time analysis and time measurement, as a basis for further design of other systems, like (a) Production Planning and Control, (b) Compensation System, etc., (2) to be familiar with a methodology for work rationalization/ improvement, together of accompanying methods and (3) to be familiar with the basic principles of the compensation of the working force.				

11. Contents of the course program:
1. Introduction to the Work Study
2. Work Measurement
    a. Definition of the Time Standard
    b. Need for Time Measurement
    c. Types of Time Standards
    d. Structure of the Time Standard
    e. Methods for Determination of the Time Standard
    f. Monitoring of the Implementation of the Time Standard
3. Work Rationalization
    a. Need for Work Rationalization
    b. Methodology for Work Rationalization
    c. Some Specific Approaches for Work Rationalization
4. Compensation of the Working Force
    a. The Role of the Compensation of the Working Force
    b. Basic Principals of the Compensation of the Working Force

12.	Study methods: Interactive classes, exercises, team work on the project assignments (self-running assignments) with presentations, autonomous learning (home studying).			
13.	Total available time period	6 ECTS x 30 hours = 180 hours		
14.	Available time assessment	30 + 30 + 0 + 20 + 100 = 180 hours		
15.	Educational activity module	15.1.	Teaching lectures	30 hours
		15.2.	Practice, seminars, team work	30 hours
16.	Other activity module	16.1.	Project assignments	
		16.2.	Selfrunning assignments	20 hours
		16.3.	Home studying	100 hours
17.	Evaluation methods			
	17.1.	Tests		80 points
	17.2.	Projects		10 points
	17.3.	Activity and participation		10 points
18.	Evaluation criteria (points and marks)		Under 50	5 (five) (F)
			51 - 60 points	6 (six) (E)
			61 - 70 points	7 (seven) (D)

		71 - 80 points	8 (eight) (C)
		81 - 90 points	9 (nine) (B)
		91 - 100 points	10 (ten) (A)
19.	Signature and final exam requirements	Realized activity 17.2	
20.	Language used for performing the teaching	Macedonian language	
21.	Method used for following the teaching quality	Questionnaires and other forms of continuous evaluation	

22.	References					
	Main references					
22.1.		No.	Author	Title	Publisher	Year
		1.	R. Minovski, D. Jovanoski	Work Study	University of Ss. Cyril and Methodious	To be published
		2.	-	Actual materials for the project assignment	-	-
		3.				
22.2.	Additional references					
		No.	Author	Title	Publisher	Year
		1.				