



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>. Please consult the web for updates that may occur during the year.

Description: Human Factors

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	8014	78189	2, 2008	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB004
Student contribution band:	2
ASCED code:	061399

STAFFING

Examiner: Ian Eddington
Moderator: Don Smith

OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

RATIONALE

Capital, whether viewed from the perspective of the individual, the firm, the nation, or the international community is a most valuable asset. Gains in the health, motivation, personality and efficiency status of human capital are passed on at all levels and contribute, through improvement in profitability and productivity, to a higher standard of living and welfare. This subject provides basic information and knowledge about the human factor and introduces loss prevention perspectives which emanate from that knowledge. The principles introduced in this subject apply as much to the leisure environment as they do to the work environment.

SYNOPSIS

This course provides basic information and knowledge about the human factor and promotes general loss prevention perspectives and insights based upon such knowledge. Topics covered include: anatomy and body systems, human anthropometry, ergonomics, the human machine interface and workplace layout and design, accident statistics and the rate trend and kinds of accidents that impact on the human body, the psychology of work, and implementing an ergonomics programme.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. understand selected human anatomical, physiological and psychological functions and their importance in the work and leisure environment (Assignment 1, Assignment 2, Assignment 3)
2. identify potential ergonomic hazards in the work environment (Assignment 1, Assignment 2, Assignment 3)
3. understand the role of human anthropometry in the design of work stations and the provision of optimal worker comfort (Assignment 1, Assignment 2, Assignment 3)
4. understand the procedures for implementing an ergonomically designed work station (Assignment 1, Assignment 2, Assignment 3)
5. apply key knowledge about the psychology of work, in day to day business activity (Assignment 1, Assignment 2, Assignment 3)
6. understand the importance of human factors on worker productivity (Assignment 1, Assignment 2, Assignment 3).

TOPICS

Description	Weighting (%)
1. Introduction and background	5.00
2. Anatomy and physiology	25.00
3. Workplace design	20.00
4. Ergonomic related disorders	20.00
5. The psychology of work: implementing an ergonomics program	30.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Nil to be purchased.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Alexander, DC 1986, *The practice and management of industrial ergonomics*, Prentice-Hall, Englewood Cliffs, New Jersey.

Bureau of National Affairs 1991, *Cumulative trauma disorder in the workplace: costs, prevention and progress*, Bureaus of National Affairs, Washington, DC.

Eastman Kodak Co 2004, *Ergonomic design for people at work*, 2nd edn, Wiley, Hoboken, New Jersey.

Kroemer, KHE & Grandjean, E 1997, *Fitting the task to the human: a textbook of occupational ergonomics*, 5th edn, Taylor & Francis, London.

Pheasant, S 1991, *Ergonomics, work and health*, Aspen Publishers, Gaithersburg, Maryland.

Putz-Anderson, V 1988, *Cumulative trauma disorders: a manual for musculoskeletal diseases of the upper limbs*, Taylor & Francis, New York.

Sanders, MS & McCormick, EJ 1993, *Human factors in engineering and design*, 7th edn, McGraw-Hill, New York.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	80.00
Private Study	85.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT 1	20.00	20.00	22 Aug 2008
ASSIGNMENT 2	30.00	30.00	26 Sep 2008
ASSIGNMENT 3	50.00	50.00	31 Oct 2008

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:
Students must attach an application for late submission to any assignment sent to the university after the due date.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:
There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Not applicable.

8 University Regulations:

Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at

<<http://www.usq.edu.au/corporateservices/calendar/part5.htm>>. Students should also read the Faculty of Business Policies and Procedures which can be found at <<http://www.usq.edu.au/business/aboutfob.htm>>.

ASSESSMENT NOTES

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner. (ii) Students must retain a copy of each assignment submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) The examiner will not accept submission of assignments by facsimile. (v) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements. (vi) In the event that a due date for an assignment falls on a local public holiday in their area, such as a show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.
- 2 Make-up work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non directed personal study.
- 3 Deferred work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. A temporary grade of IDM (Incomplete Deferred Make-up) may be granted.