

**FACULTY OF SOCIETY AND SCIENCE
STUDY COURSE DESCRIPTION**

Course Title:	Productivity				
Course code (LAIS):	<i>The course will be registered LAIS after receiving the accreditation</i>				
Study programme:	Tourism experience design and entrepreneurship				
Level of Study programme:	<input type="checkbox"/>	1st level professional higher education			
	<input checked="" type="checkbox"/>	Professional Bachelor			
	<input type="checkbox"/>	Professional Master			
	<input type="checkbox"/>	Academic Master			
	<input type="checkbox"/>	PhD level			
Type of Study programme:	<input type="checkbox"/>	Compulsory course (Part A)			
	<input type="checkbox"/>	Professional specialization courses (Part B, compulsory)			
	<input type="checkbox"/>	Professional specialization optional courses (Part B, optional)			
	<input type="checkbox"/>	Elective courses (Part C)			
Course Workload:	Credits	ECTS	Academic hours	Contact hours	Independent work hours
full time studies:	2	3	80	32	48
part-time studies:				10	70
Course Author/ Tutor:	Inese Ebele				
	Lecturer, Mg.oec., Mg.sc.soc.				
	inese.ebele@va.lv				
	Consultations: according to the consultation schedule for each semester				
Study form:	Full time studies/ part-time studies				
Study year, semester:					
full time studies:	3 rd year, 6 th semester				
part-time studies:	3 rd year, 6 th semester				
Language:	Latvian/English				
Prerequisites for the Course: <i>(if necessary)</i>	Introduction to business				
Course Summary:	The aim of the course is to introduce the basics of business efficiency methods, to reveal the possibilities of using several methods in the form of games and to generally supplement knowledge, skills and competences about efficiency, the experience of companies in the implementation of continuous improvements and to analyze the best examples of increasing efficiency.				
Course Methods, including description of the organization of students' individual work and tasks:	Lectures, seminars, solving tasks and situation analysis, discussions, individual work, tests, exam.				
Assessment:	Exam				
Requirements for Credits:	<p>All independent works must be prepared on time and submitted within the specified deadlines.</p> <p>All works require a positive evaluation.</p> <p>Papers must be prepared in accordance with the methodological guidelines and instructions mentioned in this study course description.</p> <p>It is mandatory to attend seminars and practical classes. In case of missed seminars or practical classes, the student must take a written test on the relevant questions.</p> <p>The ethics code of Vidzeme University must be followed.</p> <p>The exam (or final paper) can be taken only if all the requirements of the study course have been met.</p> <p>The study course attendance rules must be followed.</p> <p>Explanation of ratings: excellent (10) – knowledge, skills and competence exceed the requirements specified in</p>				

	<p>the course description; excellent (9) – knowledge, skills and competence fully meet the requirements specified in the course description; very good (8) – the requirements specified in the course description are fully met, however, in certain issues there is not enough deep understanding or the student needs support in decision-making in order to use the knowledge independently in solving more complex problems; good (7) – in general, the requirements specified in the course description are fulfilled, however, sometimes the inability to use the acquired knowledge independently can be detected; almost good (6) – the requirements specified in the course description are fulfilled, however, at the same time, an insufficiently deep understanding of the problem and the inability to use the acquired knowledge can be detected; average (5) – in general, the requirements specified in the course description have been mastered, however, insufficient knowledge of some topics and the inability to use the acquired knowledge can be detected; almost average (4) – in general, the requirements specified in the course description have been mastered, however insufficient understanding can be found even at the level of basic concepts, there are significant difficulties in the practical use of the acquired knowledge; weak (3) – knowledge is superficial and incomplete, the student is unable to use it to complete tasks; very weak (2) – there is only superficial knowledge of certain topics, most of the requirements specified in the course description have not been met; very, very weak (1) – lack of understanding and knowledge of the topics covered in the course</p>																					
Abiding by the Academic Ethics	<p>Students must abide by the academic and research ethics, Vidzeme University of Applied Sciences Ethics Regulations, incl.:</p> <ul style="list-style-type: none"> - study papers must be independently developed; - the study work should reference all statements, ideas and data used that have been authored by someone else; - appropriate data acquisition methods should be used in the acquisition of data, the research ethics must be respected, empirical data must be collected independently and cannot be distorted or falsified; - the examination must be carried out by the student independently, without the use of supporting materials and/or consultations with other students, unless the lecturer states otherwise. <p>In the event of non-compliance with the academic and research ethics, punishment is imposed in accordance with the ViA Ethics Regulations and the study course must be re-taken, unless the punishment is exmatriculation.</p>																					
Learning Outcomes the evaluation methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="549 1312 1007 1346">Learning Outcomes</th> <th data-bbox="1007 1312 1453 1346">The evaluation methods and criteria</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="549 1346 1453 1379">Knowledge</td> </tr> <tr> <td data-bbox="549 1379 1007 1514">Knowledge of process management and improvement project theory, world examples and the ability to apply this theory to specific cases in organizational processes</td> <td data-bbox="1007 1379 1453 1514">Test, individual work, exam</td> </tr> <tr> <td data-bbox="549 1514 1007 1581">Knowledge of how to coordinate own, group and project work</td> <td data-bbox="1007 1514 1453 1581">Test, individual work, exam</td> </tr> <tr> <td colspan="2" data-bbox="549 1581 1453 1615">Skills</td> </tr> <tr> <td data-bbox="549 1615 1007 1704">Skill in communication and engagement with stakeholders, evaluating contribution and risks</td> <td data-bbox="1007 1615 1453 1704">Test, individual work, exam</td> </tr> <tr> <td data-bbox="549 1704 1007 1805">Skills to define a problem and make systematic changes to standardize operations</td> <td data-bbox="1007 1704 1453 1805">Test, individual work, exam</td> </tr> <tr> <td data-bbox="549 1805 1007 1861">Skills to coordinate own, group and project work</td> <td data-bbox="1007 1805 1453 1861">Test, individual work, exam</td> </tr> <tr> <td colspan="2" data-bbox="549 1861 1453 1895">Competency</td> </tr> <tr> <td data-bbox="549 1895 1007 1973">Able to critically evaluate the operation and efficiency of individual processes, their stages and elements</td> <td data-bbox="1007 1895 1453 1973">Test, individual work, exam</td> </tr> </tbody> </table>	Learning Outcomes	The evaluation methods and criteria	Knowledge		Knowledge of process management and improvement project theory, world examples and the ability to apply this theory to specific cases in organizational processes	Test, individual work, exam	Knowledge of how to coordinate own, group and project work	Test, individual work, exam	Skills		Skill in communication and engagement with stakeholders, evaluating contribution and risks	Test, individual work, exam	Skills to define a problem and make systematic changes to standardize operations	Test, individual work, exam	Skills to coordinate own, group and project work	Test, individual work, exam	Competency		Able to critically evaluate the operation and efficiency of individual processes, their stages and elements	Test, individual work, exam	
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Course Compulsory literature:	<ol style="list-style-type: none"> 1. Babris Sandris, Kaļķis Henrijs, Pikšs Mārtiņš, Sorokins Vladislavs Praktiskais LEAN, Biznesa efektivitātes asociācija, 2021., ISBN 978-9934-23-341-8 2. Babris Sandris, Kaļķis Henrijs, Mūrnieks Jānis, Piekuss Uldis Lean risinājumi efektīvākam biznesam, Biznesa efektivitātes asociācija, 2016., ISBN 978-9984- 																					

	31-555-3 3. Corbett Thomas TOC grāmatvedība, B4B, 2013.
Course additional literature:	1. Anderson Katie, Shook John, Yoshino Isao, Learning To Lead, Leading To Learn: 2. Lessons From Toyota Leader Isao Yoshino On A Lifetime Of Continuous Learning 2020. 3. Bergeron France, Gaudet Joanne Lean: Manage Work As A Flow System, 3rd Edition, 2020. 4. Dee Jacob Velocity: Combining Lean, Six Sigma And The Theory Of Constraints 5. To Achieve Breakthrough Performance - A Business Novel, 2015. 6. Goldratt Eliyahu M., Cox Jeff Mērķis, B4B, 2014. 7. Biznesa efektivitātes asociācija www.efektivs.lv
Course confirmation date:	31.08.2022.
Date of course description update:	

Study Course Plan for full time (FT) studies and part-time (PT) studies:

Date	Theme	Academic hours				Study Form/ Organization of independent work of students and task description
		FT contact hours	FT independent work hours	PT contact hours	PT independent work hours	
<i>The date is specified before the implementation of the course</i>	The essence of Lean and 5 principles. History and the house of Toyota. Types of losses (examples in the service and manufacturing sectors).	5	8	2	11	Lectures, seminar, analysis of situations, discussions.
	Loss detection and prevention methods. Loss detection (standing in a chalk circle, shadowing, etc.). Determination of the main causes (5 whys, fish bone, Pareto, etc.). Performance management. Standardization (SOP). Loss control tools (Poka Yoke; Andon).	10	15	3	22	Lectures, seminars, solving tasks and analyzing situations, discussions, individual work.
	Basics of 5S and SMED. The essence of the method. 5S stages (examples from production and services). Introduction to the SMED method: history, principles of operation, application and benefits.	5	8	1	12	Lectures, seminars, analysis of situations, discussions, individual work.
	Basic principles of TOC. Lean or TOC. Basic principles of TOC. Process flow, finding the bottleneck and steps to eliminate it. Business impact of TOC. Task "My Efficient Factory".	5	8	1	12	Lectures, seminars, solving tasks and analysis of situations, discussions, test.
	Introduction to Change Management. Facilitating and inhibiting factors of effective change management. Practical exercises for effective change implementation.	5	8	2	11	Lectures, seminars, and analysis of situations, discussions, individual work.
	Application of business efficiency methods	2	1	1	2	Exam
Hours total:		32	48	10	70	