

# BUS 251A - LEAN OFFICE FACILITATION

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## Course Description

Through structured classroom and hands-on skill building, the student will learn the concepts and application of Lean Office philosophies, processes and tools. These include team chartering, problem solving, and facilitating improvement teams. Group 2 course.

## Credit Hours

1

## Contact Hours

1

## Lecture Hours

1

## Recommended Prerequisites or Skills Competencies

MTH 23 or placement into MTH 111, ENG 111

## General Education Outcomes supported by this course

Communications - Direct, Critical Thinking - Direct