

BUS 251D - LEAN OFFICE 5S WORKPLACE ORG

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 records and file management, creating standardized work, and ergonomics. Group 2 course.

Credit Hours

1

Contact Hours

1

Lecture Hours

1

Recommended Prerequisites or Skills

Competencies

BUS 251C

General Education Outcomes supported by this course

Communications - Direct, Critical Thinking - Direct