# Course Description

**Department**  
09 Engineering and Management

**Course title**  
Lean Management & Lean Administration

**Hours per week (SWS)**  
4

**Number of ECTS credits**  
4

**Course objective**  
The aim of the course is to provide students with the necessary tools and methods to carry out lean work processes and designs in administration and production. Students will experience the success of perfection in the complete value chain from the placing of the customer’s order to its final distribution via engineering, procurement and production. The integrated course concept promotes a systematic analysis of processes and structures. It enables students to learn effective and comprehensive methods to implement waste-free collaboration as well as lean work systems in administration and production. Having successfully completed the module students will be familiar with the most important lean principles and methods. Students will therefore be able to systematically uncover and eliminate waste in an industrial administration and production environment.

**Prerequisites**  
Master students only.  
Engineering and Business Administration background assumed  
Basics in Management of Production and Logistics  
Priority to exchange students that are enrolled at the department of Engineering and Management!

**Recommended reading**  
Mike Rother & John Shook: “Learning to See”, latest edition  

**Teaching methods**  
The module is delivered mostly in business simulation mode (self-experienced) to an international, intercultural and interdisciplinary audience.  
There are some complementary:  
• lectures and discussions  
• case studies  
Additional reading and individual research are required.  
Distance Learning (DL) is not available but the course is supported by:  
• videos  
• Moodle

**Assessment methods**  
The module is assessed by:  
• 1 x problem solving and collaboration in the two business simulations (Lean Production / Lean Administration)  
• 1 x course paper on key issues addressed in the course  
The two assessments are of equal value.

**Language of instruction**  
English

**Name of lecturer**  
Prof. Dr. Andreas Rieger

**Email**  
andreas.rieger@hm.edu

**Course content**  
• Theories, scope and organization of international trade  
• The significance of currency  
• Social responsibility and ethics  
• Culture, negotiation and communication  
• Formulating international strategies  
• International marketing and global alliances  
• Organization, staffing, training and compensation  

Lecture sessions will be accompanied by course work and case work. There will be time for Internet research and discussion. Additional research and reading is expected.