

Spring 2011
February 7 - June 6

Earn a Certificate in Logistics



www.elaclogistics.com

Logistics 101 — 1 UNIT

Introduction To Logistics In The Nontraditional Office

This short-term course explores the concepts of logistics in the nontraditional office setting. The emphasis is on state-of-the-art logistics technologies, procedures, and terminology relevant to the mobile workforce, worksite environment, and the “virtual office” environment.

Topics include:

- ◆ Handheld devices used in inventory and tracking
- ◆ GIS (Geographic Information Systems) used in distribution
- ◆ GPS (Global Positioning Satellites) used in transportation

Students are advised to attend the orientation session listed below:

Monday, April 4, 2011

5:00—6:00 p.m.

ELAC Campus, Room E7-404

Sec. 1578 Lec. 1:50 hrs TBA **ONLINE**
(9 Week Class—Starts 04/04/11, Ends 06/06/11)

Sec. 1816 Lec. W 8:20 a.m.—10:25 a.m. E7-404
(8 Week Class—Starts 02/07/11, Ends 04/01/11)

Logistics 102 — 2 UNITS

Business Terminology For Logistics

This course is designed to introduce standard warehousing terminology with applications throughout the manufacturing, wholesale, retail, and Logistics industries.

Students are advised to attend ONE of the orientation sessions listed below:

Monday, February 7, 2011

12:00—1:00 p.m. OR 5:00—6:00 p.m.

ELAC Campus, Room E7-418

Sec. 1507 Lec. 4:15 hrs TBA **ONLINE**
(8 Week Class—Starts 02/07/11, Ends 04/01/11)

Evening Class

Sec. 3337 Lec. T 6:50 p.m.—8:55 p.m. E7-404

Logistics 103 — 2 UNITS

Records Management For Logistics

This course introduces core records management principles, procedures, and office skills relating to inventory recordkeeping. Learn the standard terminology, practice, and computer technology that are used to maintain and share inventory records.

Students are advised to attend ONE of the orientation sessions listed below:

Tuesday, April 5, 2011

12:00—1:00 p.m. OR 5:00—6:00 p.m.

ELAC Campus, Room E7-404

Sec. 1555 Lec. 3:20 hrs TBA **ONLINE**
(10 Week Class—Starts 04/04/11, Ends 06/06/11)

Sec. 9603 Lec. TTh 8:20 a.m.—10:25 a.m. E7-415
(8 Week Class—Starts 02/07/11, Ends 04/01/11)

ELAC

For more information, contact:

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