

EAST LOS ANGELES COLLEGE
Computer Applications & Office Technologies Department
TECHNOLOGY & LOGISTICS

The Manufacturing Skills Standards Council (MSSC) has partnered with ELAC by providing exams for a nationally recognized industry certification in the Logistics Industry. Working in collaboration with MSSC, ELAC's goal is to prepare more than 200 workers as Certified Logistics Associates (CLA) and Certified Logistics Technicians (CLT). The course materials and certification exams are being made available to employers/employees **FREE** of charge (a \$460 value). This opportunity is made possible because of a Department of Labor (DOL) grant that ELAC's Technology & Logistics Program recently received.

ELAC will also provide advanced hands-on technology training geared to the logistics industry. Some of these programs include technical competency for:

- Spreadsheets and Databases
- Green GIS Routing Software
- GPS, RFID, WMS applications
- Business writing and Customer Service
- Supervision for Industry



Technology & Logistics
Skills Certificate
Level I—Beginning Level

LOGISTICS 101 Introduction to Logistics in the Nontraditional Office	1 UNIT
LOGISTICS 102 Business Terminology for Logistics	2 UNITS
LOGISTICS 103 Records Management for Logistics	2 UNITS
CAOT 82 Microcomputer Software Survey in the Office	3 UNITS
MATH 105 Arithmetic (or higher Math level)	3 UNITS
TOTAL	11 UNITS

Additional
two classes
needed for
the Level 2

Technology & Logistics
Skills Certificate
Level II—Advanced Level

CAOT 32 Business Communications	3 UNITS
CAOT 48 Customer Service	3 UNITS
TOTAL	17 UNITS

RECOMMENDED FOR NEW and ENTRY-LEVEL EMPLOYEES

ELAC LOGISTICS MATERIAL HANDLING CERTIFICATION	
Skills Certificate	
Course Name & Number	Units
LOGISTICS 101 Introduction to Logistics in the Nontraditional Office	1
LOGISTICS 102 Business Terminology for Logistics	2
LOGISTICS 103 Records Management for Logistics	2
LOGISTICS 104 Logistics: Cornerstone Essentials *	3
LOGISTICS 105 Green Logistics and GIS Technology **	3
TOTAL	11

RECOMMENDED FOR STUDENTS WITH LOGISTICS
WORK EXPERIENCE and VETERANS

TWO LOGISTICS INDUSTRY CERTIFICATIONS	
Course Name & Number	Units
LOGISTICS 104: Cornerstone Essentials * Foundational Knowledge	3
LOGISTICS 105: Green Logistics & GIS Technology ** Mid-Level Technical	3
TOTAL	6

* MSSC Certified Logistics Associate (CLA) National Certification.
 ** MSSC Certified Logistics Technician (CLT) National Certification.

ELAC

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EAST LOS ANGELES COLLEGE

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

TECHNOLOGY & LOGISTICS

COLLEGE CREDIT COURSES

SPRING SEMESTER 2012

February 6 - June 4

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

ONLINE — ORIENTATION SESSION REQUIRED

Monday, April 10, 2012

12:00 p.m.—1:00 p.m., ELAC Campus, Room E7-406

OR 5:00 p.m.—6:00 p.m., ELAC Campus, Room E7-404

Logistics 101 Sec. 1578 Lec. 1:30 hrs TBA
(8 Week Online Class — Starts 04/10/12, Ends 6/04/12)

ON CAMPUS

Logistics 101 Sec. 1816 Wed. Lec. 8:20 a.m.—10:25 a.m. E7-404
(8 Week Class—Starts 02/06/12, Ends 03/31/12)

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.

ONLINE — ORIENTATION SESSION REQUIRED

Monday, February 6, 2012

12:00 p.m.—1:00 p.m. OR 5:00 p.m.—6:00 p.m.

ELAC Campus, Room E7-418

Logistics 102 Sec. 1507 Lec. 4:15 hrs TBA
(8 Week Online Class — Starts 02/06/12, Ends 03/31/12)

ON CAMPUS

Logistics 102 Sec. 3337 T Lec. 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.

ONLINE — ORIENTATION SESSION REQUIRED

Monday, February 6, 2012

12:00 p.m.—1:00 p.m. OR 5:00 p.m.—6:00 p.m.

ELAC Campus, Room E7-418

Logistics 103 Sec. 1505 Lec. 4:15 hrs TBA
(8 Week Online Class—Starts 02/06/12, Ends 03/31/12)

ON CAMPUS

Logistics 103 Sec. 1870 TTh Lec. 1:45 p.m.—3:50 p.m. E7-404
(8 Week Class — Starts 04/10/12, Ends 06/04/12)

LOGISTICS 104 and 105 students must attend **ONE** orientation session at the locations shown below:

LOCATION: ELAC Campus — Room E7-418

Monday, February 6, 2012 12:00 p.m. — 1:00 p.m.

Monday, February 6, 2012 5:00 p.m. — 6:00 p.m.

LOCATION: ELAC Campus — Room E7-404

Saturday, February 4, 2012 12:00 p.m. — 1:00 p.m.

During the orientation session, an assessment interview may qualify a student for FREE study and exam material worth \$460. Recommended qualifications are: Completion of Logistics 101, 102, and 103 or Prior Industry Experience or Being an Honorably Discharged Veteran.

LOGISTICS 104—3 UNITS

Logistics - Cornerstone Essentials

Successful completion of this course will prepare students to sit for a MSSC CLA (Certified Logistics Associate) National Logistics Certification Exam.

Introduces the fundamental knowledge, skills and competencies to accomplish the critical workplace activities that are common to all logistics facilities across a global supply chain.

Logistics 104 Sec. 4302 Wed. Lec. 6:50 p.m. — 10:00 p.m. E7-404
& Sat. 9:00 a.m. — 12:10 p.m. E7-404

(8 Week Class—Starts 02/06/2012, Ends 03/31/2012)

Logistics 104 Sec. 9601 Mon. Lec. 6:50 p.m. — 10:00 p.m. E7-404
& Sat. 1:00 p.m. — 4:50 p.m. E7-404

(8 Week Class—Starts 04/14/2012, Ends 06/04/2012)

LOGISTICS 105—3 UNITS

Green Logistics and GIS Technology

Successful completion of this course will prepare students to sit for MSSC CLT (Certified Logistics Technician) National Logistics Certification Exam.

Introduces environmentally sustainable concepts, technology and “Green” sustainable logistics practices within transportation geography, along with mid-technical level material handling competencies.

Logistics 105 Sec. 9602 Mon. Lec. 6:50 p.m. — 10:00 p.m. E7-404
& Sat. 1:00 p.m. — 4:55 p.m. E7-404

(8 Week Class—Starts 02/06/2012, Ends 03/31/2012)

Logistics 105 Sec. 9603 Wed. Lec. 6:50 p.m. — 10:00 p.m. E7-404
& Sat. 9:00 a.m. — 12:25 p.m. E7-404

(8 Week Class—Starts 04/10/2012, Ends 06/02/2012)

Logistics

