



**Spring 2012**  
**Classes Begin: February 6**  
**Classes End: June 4**

# **LOGISTICS Online Courses**

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### **LOGISTICS 101 Online— Section 1578 (8 Week Class - Starts 4/10/2012, Ends 6/4/2012)**

#### **Introduction to Logistics in the Nontraditional Office—1 UNIT**

This online 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, and a survey of the logistics/warehousing industry as well as job opportunities and careers.

#### **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 102 Online— Section 1507 (8 Week Class - Starts 2/6/2012, Ends 3/31/2012)**

#### **Business Terminology for Logistics—2 UNITS**

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

#### **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 Online— Section 1505 (8 Week Class - Starts 2/6/2012, Ends 3/31/2012)**

#### **Records Management for Logistics—2 UNITS**

This online course is designed to introduce core records management principles, procedures, and office skills relating to inventory recordkeeping. The course teaches the standard terminology, practice, and computer technology that is used to maintain and share inventory records.

#### **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**

[www.elaclogistics.com](http://www.elaclogistics.com)

*The Computer Applications and Office Technologies Department is located in the Technology Center, E7-420, 4th floor*

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