

Fall 2010

August 30 - December 19

# Earn a Certificate in Logistics

Launch your career in one of the fastest growing industries in Southern California—Logistics\*. Discover your talents, develop your skills, and create your future by taking college courses to complete a skills certificate that you can earn in one semester. BELOW are 3 of the 5-7 courses needed to complete the Level 1 and Level 2 TECHNOLOGY & LOGISTICS SKILLS CERTIFICATE. Go to [www.elaclogistics.com](http://www.elaclogistics.com) or pick up a Logistics brochure in E7-418 (Technology Center) for a complete certificate listing of classes.

- ◆ Learn from working Logistics professionals
- ◆ Discover state-of-the-art technologies
- ◆ Explore how the global supply chain affects our everyday lives
- ◆ Find out about real-world work processes



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

\* The portions of the Logistics industry under study are companies that manage the movement of goods in the marketplace.

ELAC

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## Explore the concepts of Logistics!

**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

Sec. 1504 Lec. 2:05 hrs TBA ONLINE  
(8 Week Class—Starts 08/30/10, Ends 10/22/10)

Sec. 1858 Lec. M. 12:10 p.m.—2:15 p.m. E7-404  
(8 Week Class: Starts 10/25/10, Ends 12/13/10)

## Develop your spelling & vocabulary in Logistics!

**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.

Sec. 1505 Lec. 4:15 hrs TBA ONLINE  
(8 Week Class—Starts 08/30/10, Ends 10/22/10)

Sec. 9601 Lec T 10:35 a.m.—12:40 p.m. E7-404

## Get Organized in Logistics!

**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.

Sec. 1555 Lec. 4:15 hrs TBA ONLINE  
(8 Week Class—Starts 10/25/10, Ends 12/17/10)

Sec. 9602 Lec Sat. 9:00 a.m.—11:05 a.m. E7-404

**Technology & Logistics  
Skill Certificate  
Level 1—Beginning Level**

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



**Technology & Logistics  
Certificate of Achievement  
Level II—Advanced Level**

<b>CAOT 32</b> Business Communications	<b>3 UNITS</b>
<b>CAOT 48</b> Customer Service	<b>3 UNITS</b>
<b>TOTAL</b>	<b>17 UNITS</b>