

Summer 2010

5-week ONLINE Classes

(Begins: 7/6/2010; Ends: 8/7/2010)

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. See the ELAC catalog 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

CAOT 82 — 3 UNITS Rpt 2 (CSU) Microcomputer Software Survey In The Office

This course provides hands-on training in and introduction to the basic concepts and functions of Microsoft Office 2007 including basic fundamental operations of Word, Excel, Access, and PowerPoint.

Section #1405 17:35 hrs. TBA/week Paredes, G.



www.elaclogistics.com

* The Logistics industry is a variety of companies that move materials to manufacturers and goods to the marketplace.

ELAC

For more information, contact:
Elaine Shibata, Chair
Computer Applications and Office Technologies Department
Telephone: 323-265-8954 ♦ E-mail: shibatay@elac.edu
Building E7-4th Floor

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

Section #1406 3:20 hrs. TBA/week Garcia, D. D.

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.

Section #1407 7:05 hrs. TBA/week Garcia, D. D.