



CERTIFICATE OF
ACHIEVEMENT

Technology & Logistics

Enroll today.

This Certificate of Achievement is designed for students who intend to pursue a management career in the Logistics industry. This program will prepare students by developing their skills and understanding of concepts pertaining to Distribution Operations, flow of goods and documents, Inventory Software, communication skills, teamwork, applied math and much more!

10 Classes

24 units in total! Units are transferable to California State Universities and will apply toward other certificates.



Jobs Available

Estimated Hourly Rate: \$20 to \$25

Freight Forwarder
Front-Line Supervisor of Transportation
** Additional job opportunities available!*



Additional Degrees Offered

A.S. Degree in Technology & Logistics
**Opportunity to transfer to CSUs and National University.*



EAST LOS ANGELES COLLEGE
TECHNOLOGY AND LOGISTICS PROGRAM

1301 Avenida Cesar Chavez
Monterey Park, CA 91754
323.265.8954



REGISTER:

www.elaclogistics.com
323. 265. 8954

Course Subjects & Descriptions for *Certificate of Achievement: Technology & Logistics*

LOGISTICS:

101 Technology in Global Logistics

(1 Unit: CSU) Lecture, 1 hour

This course introduces the technology that is used within global logistics. The emphasis is on state-of-the-art technologies and practices found within the mobile workforce and dynamic worksite environments that enable global commerce. Topics include handheld devices used in sales, inventory, and real-time tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, an introduction to global value networks, and a survey of global supply chain logistics careers.

102 Concepts in Global Logistics

(2 Units: CSU) Lecture, 2 hours

This course introduces the concepts, terminology, and practices found within the government regulations and commercial operations of global supply chains logistics, which are applicable throughout the manufacturing, distribution, wholesale, retail, and various transportation industries.

103 Inventory in Global Logistics

(2 Units: CSU) Lecture, 2 hours

This course introduces basic records and inventory management principles, practices, and software applications that support global supply chain logistics. The course teaches standard inventory concepts, procedures, and technologies that are used to maintain Records Information Management systems that sustain global manufacturers, distribution centers, wholesale suppliers, retail networks, and transportation industries.

104 Logistics: Cornerstone Essentials

(3 Units: CSU) Lecture, 3 hours

This course 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. Successful completion of this course prepares students to be eligible to take a foundation level material handling industry certification exam.

105 Green Logistics and GIS Technology

(3 Units: CSU) Lecture, 3 hours

This course introduces environmentally sustainable concepts, technology, and 'Green' sustainable logistics practices within transportation geography, along with mid-technical level material handling competencies. Fundamental Geographic Information System (GIS) functions are introduced through hands-on training with route scheduling software. Successful completion of this course prepares students to be eligible to take a mid-level logistics industry material handling certification exam.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

32 Business Communications

(3 Units: CSU) Lecture, 3 hours

Advisories: CAOT 31, and CAOT 1 or 62

In this introductory course in business writing logical thought and critical evaluation of communication are stressed. Topics covered include the techniques of writing all types of business letters, with emphasis on the application letter; review of the fundamentals of grammar, spelling, and punctuation; and development of business vocabulary. Students develop oral communication skills through presentation of reports.

35 Concepts in Information Systems

(3 Units: UC: CSU) (C-ID Bus 140) Lecture, 3 hours

This course provides students with the basis for understanding the concepts of information systems and their role in business. Emphasis is placed on the components of the computer, including the system unit and input, output, storage, and communication devices; application software; systems software; networks and the Internet; and privacy and security issues. Concepts and methods are applied through the completion of hands-on computer-based projects using spreadsheet and database software that seek solutions to business problems.

48 Customer Service

(3 Units: CSU) Lecture, 3 hours

This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

82 Microcomputer Software Survey in the Office

(3 Units: CSU) Lecture, 2 hours; Laboratory, 3 hours

Advisory: CAOT 1 or CAOT 62.

This course provides hands-on training in the introduction to the basic concepts and functions of the Microsoft Office Suite including Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint (presentation graphics).

Select ONE of the following courses:

133 How to Succeed in an Online Course

(1 Unit)

Lecture, 0.5 hour; Laboratory, 1 hour

This course is intended for students wishing to enroll for the first time in an online class. It covers the basic navigation of the online environment including how to post to forums, take quizzes, submit assignments, and other common online skills focusing on, but not limited to etudes, as well as the soft skills needed to be successful in an online environment

OR

145 ePortfolio

(1 Unit: CSU) Lecture, 1 hour; Laboratory, 1 hour

Advisory: CAOT 1 or CAOT 62

This course is a basic first course in planning and designing an electronic portfolio that can be used throughout the student's program of study in any field. The electronic portfolio can be used as an ongoing professional resource to display students' achievements and progress, showcase experiences and collections of works, as well as used as a valuable job search tool. This course focuses on the techniques and skills needed to develop the electronic portfolio, the contents of which are stored digitally and are accessible on the Internet.