Course Subjects & Descriptions for
Associate in Science Degree: Technology & Logistics

A total of 60 Units are required to complete an A.S. Degree in Technology & Logistics.

I. Complete the following 11 Courses (27 Units):

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 foundational-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.

106 Leadership in Global Logistics
(3 Units: CSU) Lecture, 3 hours

This course is designed to provide 21st Century leadership skills and theories in a logistics environment. This course introduces the logistics environment, leading vs. managing, the key elements of leadership, the interrelationship between trait and behavioral leadership theories, influencing, communicating, coaching/mentoring, conflict resolution, team logistics leadership, ethics and diversity, and developing a logistics leadership culture.

107 E-Commerce for Global Logistics and Entrepreneurs
(3 Units: CSU) Lecture, 3 hours

This course explains how electronic commerce technological infrastructure, economic forces and international characteristics are transforming 21st century business. Course case studies focus on how companies use e-commerce to create new products and services that require advanced processing methods and supply chain logistics operations. Additional topics include e-commerce definitions (B2B, B2C, C2C, B2G), social networking, mobile commerce, e-commerce application/software, e-security, Web marketing, online auctions and e-payment.

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.

<u>Select ONE of the following courses:</u>

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.

II. Complete 15 Units from the following Elective Courses:

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES:

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).

85 Microcomputer Office Applications: Spreadsheet
(3 Units: CSU) Lecture, 2 hours; Laboratory, 3 hours
Advisory: CAOT 1 or CAOT 62.

This course is designed to teach office spreadsheet applications using the PC and a spreadsheet program. Students learn to create, edit, format, and print worksheets. Emphasis is placed on preparing computerized worksheets by inserting formulas and functions to analyze data and simplifying office accounting procedures.

86 Microcomputer Office Applications: Database
(3 Units: CSU) Lecture, 2 hours; Laboratory, 3 hours
Advisory: CAOT 1 or CAOT 62

This course teaches the fundamentals of database creation and management. Students learn to create, edit, format, and print database objects, including tables, forms, reports, queries, and macros. Creating and using PivotTables and sharing database information with other software applications are also covered.

92 Computer Windows Application
(2 Units: CSU) Lecture, 1.5 hours; Laboratory, 1 hour
Advisory: CAOT 1 or CAOT 62

This course provides an in-depth study of a Windows operating system, Windows 7. Covers the Windows 7 environment, the Windows 7 desktop, folder and file management, personal information management and communication, developing a personal work environment, and customizing the computer using the control pane.

111 Microcomputer Office Applications: Electronic Communications
(2 Units: CSU) Lecture, 1.5 hours; Laboratory, 1 hour
Advisory: CAOT 82

This course emphasizes the use of Microsoft Outlook for e-mail, calendar and scheduling, and managing contacts. This course also provides a brief introduction to the use of Microsoft Windows 7 speech recognition feature.

140 Technology in the Virtual Office
(3 Units: CSU) Lecture, 2 hours; Laboratory, 1 hour

This course is designed to teach the fundamental use of office devices and online technologies that make up for today's virtual office. Students learn to use PCs, tablets, smart phones, and other handheld devices to send, retrieve, and manage information. Office uses of scanners, wireless devices, and communication technologies such as Voice over Internet Protocol (VoIP), Wi-Fi, Bluetooth technologies, mobile apps, blogs, social media, cloud computing, storage, security, and other online collaboration tools are covered.

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.

INTERNATIONAL BUSINESS

1 International Trade
(3 Units: CSU) Lecture, 3 hours

This foundation course in international trade provides a global Logistics and international marketing perspective to importing and exporting. From world trade agreements and regulations to practices and procedures, the course surveys the global business environment,
international supply chain management, international market entry, international contracts, terms of trade, terms of payment, currency of payment, documentation, U.S. Customs, and competive advantage strategies.

3 Export Procedures I
(3 Units: CSU) Lecture, 3 hours

This course provides hands-on working knowledge in the business of exports, its procedures and required documentation. The course covers the export transaction from inception to receipt of payment. Topics include: evaluation of a company's export readiness and potential, market research, identification of the best export markets, costing, quotations, letters of credit, major export products, marketing, terms of sale, marine insurance, transportation, sales contracts, documentation, and U.S. export controls.

4 Import Procedures I
(3 Units: CSU) Lecture, 3 hours

This course focuses on international trade strategies and techniques and presents an overview of importing terms. The concepts of management, finance, operations, law, communications, marketing and ethics as they apply to imports are discussed. Topics include: overseas purchasing, import operations, U.S. government regulations, finance, documentation, record keeping, international trade treaties, and global culture. Additionally, the class covers bilateral trade relations, unique country profiles, and product sourcing modalities. U.S. and World Customs duty rate structure and the role of customs brokers and freight forwarders are highlighted. International currency transactions, storage, distribution and transportation are also discussed.

GEOGRAPHY

25 Introduction to Geographic Information Systems and Laboratory
(4 Units: UC:CSU) (C-ID GEOG 155) Lecture, 2 hours; Laboratory, 4 hours
Note: Credit given for only one of Geography 25 or Geographic Information Systems 25.

Geographic Information Systems (GIS) describe the specific software and set of techniques designed to manipulate, interpret and display geographic data. This course examines the basic principles and methods of GIS, including: computer representation of geographic data, map projections, coordinate systems, vector and raster data models, spatial analysis, and effective map design. In the laboratory students acquire hands-on experience with geospatial concepts, GIS functionalities, and mapping techniques.

SUPERVISION

1 Elements of Supervision
(3 Units: CSU) Lecture, 3 hours

This course is a basic introductory course covering, in general terms, the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, management employee relations, and related topics.

ACCOUNTING

1 Introductory Accounting I
(5 Units: UC:CSU) (C-ID ACCT 110) Lecture, 5 hours
Note: Business Administration majors who intend to transfer to a four-year college are advised to take this course their third semester.

This course is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

OR

21 Bookkeeping and Accounting I
(3 Units: UC:CSU) Lecture, 3 hours
Note: Accounting 21 plus 22 are equivalent to Accounting 1. Maximum UC Credit is 5 units. Both Accounting 21 and 22 must be taken for credit to be given.

This course is the equivalent of the first half of Accounting 1. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, financial statements, and statement analysis. It includes issues relating to asset, revenue and expense recognition, internal controls, bank reconciliation, inventory valuation, and ethics.

III. Complete LACCD GENERAL EDUCATION PLAN 21 Units

* A total of 60 Units are required to complete an A.S. Degree in Technology & Logistics.