Start this semester!

This Skills Certificate is designed for students who want a fast-track course of study that will enable them to enter the job market with the latest entry-level knowledge for the Logistics and Goods Movement Industries.

**Classes**

- CAOT 82 (CSU*)
- Logistics 101 (CSU*)
- Logistics 102 (CSU*)
- Logistics 103 (CSU*)
- 1 Math Course

*Units are transferable to California State Universities.*

**Jobs Available**

- Operations Coordinator
- Transportation Supervisor

*Additional job opportunities available!*

**Estimated Hourly Rate:** $14 to $17

**Additional Certificates and Degree Offered**

- Technology and Logistics - Level 2
- Certificate of Achievement in Technology and Logistics
- Associate Degree in Technology and Logistics

* Opportunity to transfer to CSUs and National University

**REGISTER:**

- www.elaclogistics.com
- E-mail: medinaL2@elac.edu
Course Subjects & Descriptions for Skills Certificate: Logistics Clerk

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 work site 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 chain 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.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES:

82 Microcomputer Software Survey in the Office
(3 Units: CSU) Lecture, 3 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).

MATH
105 or
110 or
115 or
125

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