Enroll today.

This Skills Certificate is designed for students who desire a course of study that will provide a strong emphasis on communications and customer service skills in the Logistics and Goods Movement Industries.

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

Jobs Available
- Distribution Supervisor
- Expediting Clerk
- Additional job opportunities available!

Estimated Hourly Rate: $18 to $22

Additional Certificates and Degree Offered
- Certificate of Achievement in Technology and Logistics
- Associate Degree in Technology and 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
E-mail: medinaL2@elac.edu
Course Subjects & Descriptions for Skills Certificate: Logistics Specialist

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 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.

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).
Course Subjects & Descriptions for
Skills Certificate: Logistics Specialist

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.

32 Business Communications
(3 Units: CSU) Lecture, 3 hours)
Advisory: CAOT 31 or CAOT 1 CAOT 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.

MATH
105 or
110 or
115 or
125