

# LOS ANGELES HARBOR COLLEGE

## Business Division



### Skills Certificate in Logistics COLLEGE CREDIT COURSES



## Spring 2017 Course Offerings

February 6th - June 5th

### **BUSINESS 001—3 UNITS**

#### **Introduction to Business (UC:CSU)**

This survey course introduces the various technical specialties used in a business including: organization, entrepreneurship, international business, marketing, finance, human resource management, and production. The student is exposed to many different aspects of the world of business throughout the course and can evaluate potential careers.

|           |      |                     |      |
|-----------|------|---------------------|------|
| Sec. 0900 | T TH | 9:35 am - 11:00 am  | T211 |
| Sec. 0902 | M W  | 9:35 am - 11:00 am  | T208 |
| Sec. 0903 | M W  | 11:10 am - 12:35 pm | T211 |
| Sec. 3034 | Tue  | 6:50 pm - 10:00 pm  | T208 |

#### **ONLINE COURSES**

|           |      |                 |          |
|-----------|------|-----------------|----------|
| Sec. 7606 | Onl. | 3:10 hrs/wk TBA | Internet |
|-----------|------|-----------------|----------|

\*Contact [dr.mcginness@gmail.com](mailto:dr.mcginness@gmail.com) as soon as you register.

### **BUSINESS 038—3 UNITS**

#### **Business Computation (CSU)**

This course covers basic mathematics as it applies to business problems. The student will examine questions related to banking, interest, investments, mortgages, taxes, financial statements and business statistics.

|           |      |                 |          |
|-----------|------|-----------------|----------|
| Sec. 7668 | Onl. | 3:10 hrs/wk TBA | Internet |
|-----------|------|-----------------|----------|

### **BUSINESS 60 — 1 UNIT**

#### **Business Document Processing**

Beginning/introductory keyboarding class for computer users. No credit if taken by CAOT majors. Course should be taken by Business and CIS majors and those interested in taking courses on computers for word processing, spreadsheets, graphics, and desktop publishing. (These classes are offered as a web-enhanced course, a form of blended learning and requires internet access and an email account)

|           |      |                   |      |
|-----------|------|-------------------|------|
| Sec. 0915 | M W  | 8:00 am - 9:40 am | T210 |
| Sec. 0916 | T Th | 2:00 pm - 3:40 pm | T210 |

### **BUSINESS 130—3 UNITS**

#### **Introduction to Supply Chain Management**

This course is an overview of the entire supply chain and its key elements. It covers basic concepts and terminology used in demand planning, inventory planning, material planning, distribution planning, fulfillment planning, and relate components of supply chain.

|           |      |                  |          |
|-----------|------|------------------|----------|
| Sec. 7666 | ONL. | 3:10 hrs/wk TBA- | Internet |
|-----------|------|------------------|----------|

### **COMPUTER INFOR. SYSTEMS 001—3 UNITS**

#### **Principles of Business Computer Systems I (UC: CSU)**

This is an introduction to the principles and functioning of computer systems used in business. Topics pertain to operating systems, word processing, spreadsheet, database and internet through hands-on assignments using the computer. This course does not teach keyboarding skills.

|           |      |                     |      |
|-----------|------|---------------------|------|
| Sec. 0980 | T Th | 9:35 am - 11:00 am  | T206 |
| & Lab     | T Th | 11:10 am - 11:40 am | T206 |
| Sec. 0981 | M W  | 9:35 am - 11:00 am  | T206 |
| & Lab     | M W  | 11:10 am - 11:40 am | T206 |

|           |   |                    |      |
|-----------|---|--------------------|------|
| Sec. 3046 | M | 6:00 pm - 9:10 pm  | T206 |
| & Lab     | M | 9:10 pm - 10:10 pm | T206 |

|           |   |                    |      |
|-----------|---|--------------------|------|
| Sec. 3047 | T | 6:00 pm - 9:10 pm  | T206 |
| & Lab     | T | 9:10 pm - 10:10 pm | T206 |

|           |      |                 |          |
|-----------|------|-----------------|----------|
| Sec. 7669 | Onl. | 3:10 hrs/wk TBA | Internet |
|-----------|------|-----------------|----------|

### **CAOT 085—3 UNITS**

#### **Microcomputer Office Applications: Spreadsheets**

Course provides hands-on experience with spreadsheets. Students learn to create, edit, format and print worksheets, graphs and reports. Covers use of formulas, functions and macros to analyze data and automate tasks.

|           |     |                   |          |
|-----------|-----|-------------------|----------|
| Sec. 7512 | M   | 1:50 pm - 4:20 pm | T210     |
| & Lab     | TBA | 3:10 hrs/wk TBA   | Internet |

### **CAOT 129—1 UNIT**

#### **Technology in Global Logistics (CSU)**

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 used in distribution, GPS used in transportation, an introduction to global value networks, and a survey of supply chain logistics careers.

\*Refer to LAHC.EDU for updated course listings. Not offered in Spring 2017.



**For more information about completing this certificate, you may contact:**

Eddie Galeana  
Project Technician - Global Trade and Logistics  
(310) 233-4042  
[galeane@elac.edu](mailto:galeane@elac.edu)

# **Warehouse Associate/Logistic Clerk**

## **6-Month Skills Certificate Program**

Warehouse Associates play a pivotal role in the supply chain by performing a variety of jobs in the warehouse and distribution centers. Some tasks include loading and unloading materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles; maintaining “working clean” conditions, supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations; verifying inventory computations by comparing them to physical counts of stock, and investigate discrepancies and adjust errors handling and packaging of products, labeling them correctly, and doing basic packing work; and receive, store, move and pack outgoing materials, equipment, and other items from warehouse.

These jobs require steady hands and hand-eye coordination, as well as an orientation to detail. There is no minimum education requirement, although to be considered, an applicant would have to have experience in receiving, shipping, and production. The college credits earned in this skills certificate may be transferred towards a 2 or 4 year degree, and reinforce the skills that will get you noticed as a new applicant.

Los Angeles Harbor College Career Pathways combine academic and technical skills training, with workplace readiness in high-growth industry sectors that offer promising employment opportunities and competitive salaries. Your training will expose you to required on-the-job occupational skills, while giving you the career support you’ll need to accomplish your long-term educational goals.

### **ARE YOU READY TO GET STARTED?**

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galeane@lahc.edu

***Get an Education, Get a Job  
Get a Better Education, Get a Better Job***