**REPORT OF NEW PROGRAM**

**THAT REQUIRES LESS THAN 18 UNITS OF COURSEWORK**

**Develped for Logistics Clerk, Logistics Coordinator**

Office Use Only: TOP Code: 0501.00

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| College: Los Angeles Harbor College  Division/Department: Business/Business  Contact Person: Stanley Sandell Phone: (310) 233-4181 |
| Program Title: Skills Certificate in Logistics |
| Catalog Description:  This skill certificate is designed for students who want a fast-track course of study that will prepare them for an entry level career in the Logistics industry. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, and warehousing software will be explored and covered.  Program Start Semester and Year: Spring Semester 2017 |
| | REQUIRED COURSES | | | | --- | --- | --- | | **Course** | **Description** | **Units** | | Business 001 | Introduction to Business | 3 | | Business 060 | Business Documents Processing | 1 | | Business 130 | Introduction to Supply Chain Management | 3 | | CIS 001 | Principals of Business Computer Systems | 3 | | CAOT 085 | Microcomputer Office Applications: Spreadsheets | 3 | | CAOT 129 | Technology in Global Logistics | 1 | | INTBUS 001 | International Business | 3 | |  | Total | 17 | |  |  |  | |

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Chair, College Curriculum Committee | | | |
| Signature: |  | Date: |  |
| President, Academic Senate | | | |
| Signature: |  | Date |  |
| Vice President, Academic Affairs | | | |

COURSE DESCRIPTIONS

**BUS 001 (3.00 Units)**

**INTRODUCTION TO BUSINESS**

3.00 hours lecture

**Grading: Letter Graded**

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.

**Transfer Credit: UC/CSU**

**BUS 060 (1.00 Units)**

**BUSINESS DOCUMENTS PROCESSING**

3.00 hours lab

**Grading: Letter Graded**

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.

**Transfer Credit: Non Transferable**

**BUS 130 (3.00 Units)**

**INTRODUCTION TO SUPPLY CHAIN**

**MANAGEMENT**

3.00 hours lecture

**Grading: Letter Graded**

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 related components of a supply chain.

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**Transfer Credit: Non Transferable**

**CO INFO 001 (3.00 Units)**

**PRINCIPLES OF BUSINESS COMPUTER**

**SYSTEMS I**

3.00 hours lecture and 1.00 hour lab

**Grading: Letter Graded**

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.

**Transfer Credit: UC/CSU**

**CAOT 085 (3.00 Units)**

**MICROCOMPUTER OFFICE APPLICATIONS:**

**SPREADSHEET**

1.00 hour lecture and 4.00 hours lab

*Recommended Preparation: Computer keyboard ability.*

**Grading: Letter Graded**

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. CAOT. 85 may not be substituted for CIS 16. CIS 16 may not be substituted for CAOT 85. This class is offered once a year. Instruction for this course is offered in the classroom and on-line to fit the busy schedule of students.

**Transfer Credit: CSU**

**CAOT 129**

**Technology in Global Logistics (1) 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.

**Transfer Credit: CSU**

**INTBUS 001**

**INTERNATIONAL BUSINESS 001 3.00 UNITS**

**INTERNATIONAL TRADE (CSU)**

This course covers the accelerating global economy and internationalization of business. It reviews international economics, finance, and trade affecting international business decisions and operations. The course includes multinational enterprises legal, political, and socio-cultural issues, survey of global strategic management. It covers the basis of starting and operating an import and export business.

Transfer Credit: CSU