



Technology & Logistics

Certificate of Achievement

Level II - Advanced Level



This program is designed for students who desire a course of study that will provide more emphasis on communications and customer service skills along with a Logistics and Goods Movement background. The additional courses are CSU transferable and will apply toward many other CAOT certificates and AA Degree programs.

CAOT 142 Business Terminology for Logistics	2 UNITS
CAOT 143 Records Management for Logistics	2 UNITS
CAOT 144 Introduction to Logistics in the Nontraditional Office	1 UNIT
CAOT 32 (CSU) Business Communications	3 UNITS
CAOT 48 (CSU) Customer Service	3 UNITS
CAOT 82 (CSU) Microcomputer Software Survey in the Office	3 UNITS
MATH 105 Arithmetic (or higher Math level)	3 UNITS

17 Units