



# ***Technology & Logistics Skills Certificate 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.

<b>LOGTIC 101</b> Introduction to Logistics in the Nontraditional Office	<b>1 UNIT</b>
<b>LOGTIC 102</b> Business Terminology for Logistics	<b>2 UNITS</b>
<b>LOGTIC 103</b> Records Management for Logistics	<b>2 UNITS</b>
<b>CAOT 32 (CSU)</b> Business Communications	<b>3 UNITS</b>
<b>CAOT 48 (CSU)</b> Customer Service	<b>3 UNITS</b>
<b>CAOT 82 (CSU)</b> Microcomputer Software Survey in the Office	<b>3 UNITS</b>
<b>MATH 105</b> Arithmetic (or higher Math level)	<b>3 UNITS</b>

**17 Units**