



# OAT

## OFFICE ADMINISTRATION AND TECHNOLOGY

[ocewd.org/OAT](http://ocewd.org/OAT)

one course.  
all the skills.



# Office Administration and Technology (OAT)

(COM5900)

**\*70 Hrs (5 weeks) | Cost: \$950**

If you're looking for work in an office our comprehensive training has you covered. The OAT program will prepare you for entry-level business and office positions through soft skills (language and interpersonal skills) and customized versions of our computer classes. Besides basic keyboarding and computer operation, you'll learn **Microsoft Word, Excel, and Access.**

A small class setting, and curriculum designed for those who are not familiar with a computer, provide a comfortable learning environment for all. Register today and build the confidence you need to land a job in any office.



*\*4.6 semester hour equivalent*

**CAREER  
COACH  
SAYS**

**744 jobs** were posted in the last six months (in Honolulu) for Office Clerks (general).

**LEEWARD.EMSICC.COM** - *\*Source: EMSI 2017.3*

## **RECEIVE \$200 DISCOUNT ON OAT**

If you have previously taken one of our Computers and Technology courses you may be eligible for a **\$200 Discount** on our OAT class. Call **455-0477** for eligibility information. Certain restrictions apply.