OAT
OFFICE ADMINISTRATION
AND TECHNOLOGY
ocewd.org/OAT

one course.
all the skills.

Leeward Community College is an EEO/AA institution.
Pricing and other details are subject to change without prior notice.
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 PowerPoint.

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

576 jobs were posted in the last year (in Honolulu) for Office Clerks (general).

LEEWARD.EMSICC.COM - *Source: EMSI 2019.1

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.