



OAT

OFFICE ADMINISTRATION AND TECHNOLOGY

ocewd.org/OAT

one course.
all the skills.



LEEWARD COMMUNITY COLLEGE

OCEWD

*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*

**CAREER
COACH
SAYS**

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.