



Computers and Technology

# OAT

## OFFICE ADMINISTRATION AND TECHNOLOGY



If you're looking to get employed in an office or business, our comprehensive training has you covered.

Our OAT program will prepare you for entry-level business and office positions. Develop hard and soft skills for today's workplace, including keyboarding and word processing, file management, language and interpersonal skills.

You may be eligible to **Receive a \$200 discount** if you have previously taken one of our Computers and Technology courses. Call **455-0477** for eligibility information.

COURSE HRS\*

**70**

COURSE NUMBER

**COM5900**

COST

**\$950**

\*4.6 SEMESTER HOUR EQUIVALENT

For course schedules, information, and registration:

**[ocewd.org/oat](http://ocewd.org/oat)**

LEEWARD COMMUNITY COLLEGE™

# OCEWD

OFFICE OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

**455-0477** › **OCEWD.ORG**



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& WORKFORCE DEVELOPMENT**

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Our OAT Program consists of customized versions of courses in our Computers and Technology section. We offer standalone versions of **Microsoft Word, Excel, and Access**, as well as courses to develop basic skills in keyboarding and operating systems. We also offer self-paced, **“Instructor Coached”** versions of some classes.

**For more information visit our website:  
[ocewd.org/computers-and-technology](http://ocewd.org/computers-and-technology)**

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Office Clerks (general), **age 55 and older**, on O’ahu, will likely retire within the next 10 years, creating a demand for new workers.

**3,401**

Source: EMSI 2015.3

## **CAREER COACH**

For more information about office jobs, and other careers, visit our Career Coach web page. You’ll find data for wages, industry outlook, retirees, and Leeward degree and non-credit programs to get you started. Easy, **FREE**, and available 24/7. All data is **LOCAL** and current, updated on a quarterly basis. Try Leeward’s Career Coach today:

**[leeward.hawaii.edu/careercoach](http://leeward.hawaii.edu/careercoach)**



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