



OFFICE ASSISTANT CERTIFICATE

Harper College Learning and Career Center in Prospect Heights

Prepare for entry level jobs as

an administrative assistant, secretary, or office services assistant.



Annual Median Salary

\$35,300*

\$16.99* per hour

Finish in

4 Months

PROGRAM

- Tuesdays and Thursdays, 9 a.m.-12 p.m. (August-December)
- Required 70-hour off-site internship
- An optional support course is also available for qualifying students
- Learn the latest Microsoft tools: Office 365 and Word 2016
- Ask about financial assistance
- Convenient location

Starting August 2016 **Fall Semester**

* O*Net and the Bureau of Labor Statistics

OFFICE ASSISTANT CERTIFICATE

Harper College Learning and Career Center
in Prospect Heights

Starting August 2016 (Fall Semester)

**Tuesdays and Thursdays, 9 a.m.-12 p.m.
(August-December)**

Develop skills in office software and business processes to qualify for entry-level administrative assistant opportunities in a variety of office settings.

Take 7 Courses to Earn 8 College Credits

(courses feature Microsoft Office 365 and Word 2016):

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Advanced Word
- Advanced Excel
- Office Assistant Capstone – includes a 70-hour required internship (flexible scheduling) at an area business

An optional support course is also available for qualifying students.
Your certificate can stand alone or count towards a degree program.

Tuition

\$119.25 per credit hour plus fees. (Fall 2016) Ask about financial assistance.

Affordable

\$24+ Million a Year Awarded in Scholarships and Grants

Services

Computers, Library, Free WiFi and Programs for Adult Learner Success Offered Right Here in Your Neighborhood

LET'S GET STARTED

CALL 847.925.6212 (English and Spanish)

CLICK harpercollege.edu/LCC

APPLY at harpercollege.edu/apply

VISIT Learning and Career Center at
1375 S. Wolf Road, Prospect Heights

