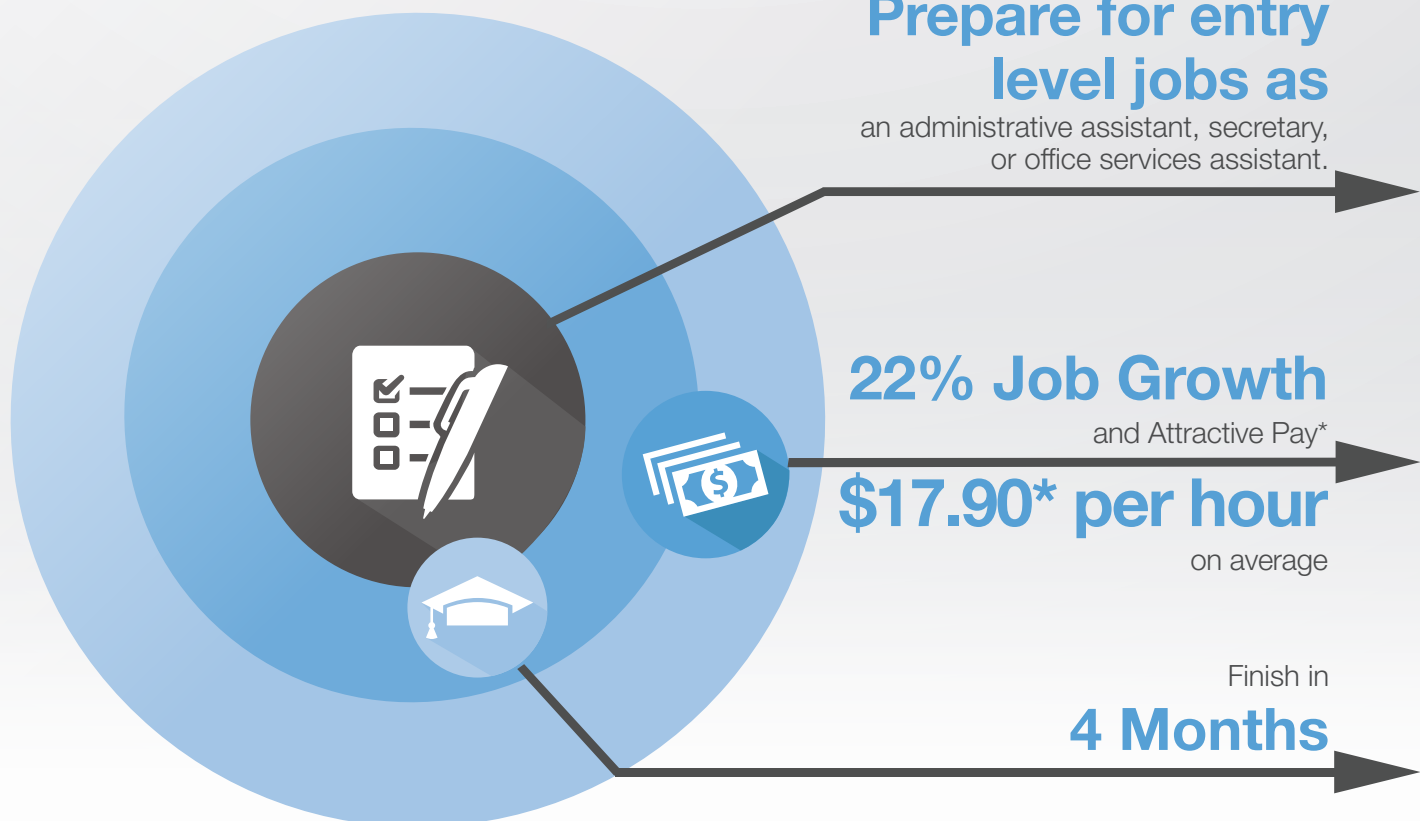




OFFICE ASSISTANT CERTIFICATE

Harper College Learning and Career Center in Prospect Heights



PROGRAM

- Morning Program, August to December
- Required 70-hour off-site internship
- An optional support course is also available for qualifying students
- Learn the latest Microsoft tools, including Office 365
- Ask about financial assistance
- Convenient location

Starting August 2018 **Fall Semester**

* O*Net and the Bureau of Labor Statistics

OFFICE ASSISTANT CERTIFICATE

Harper College Learning and Career Center
in Prospect Heights

Starting August 2018 (Fall Semester)

Morning Program

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):

- Word Processing Software (CAS 105)
- Spreadsheet Software (CAS 115)
- Presentation Software (CAS 135)
- Database Software (CAS 125)
- Advanced Word Processing Software (CAS 205)
- Advanced Spreadsheet Software (CAS 215)
- Office Assistant Capstone – includes a 70-hour required internship (flexible scheduling) at an area business (CAS 290)

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

In-District Tuition

\$129.75 per credit hour plus fees. (Fall 2018)
Ask about financial assistance.

Affordable

Over \$24 Million in Scholarships and Grants Awarded
in the 2016-2017 Academic Year.

Services

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

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation. 24255 AB 5/18

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

