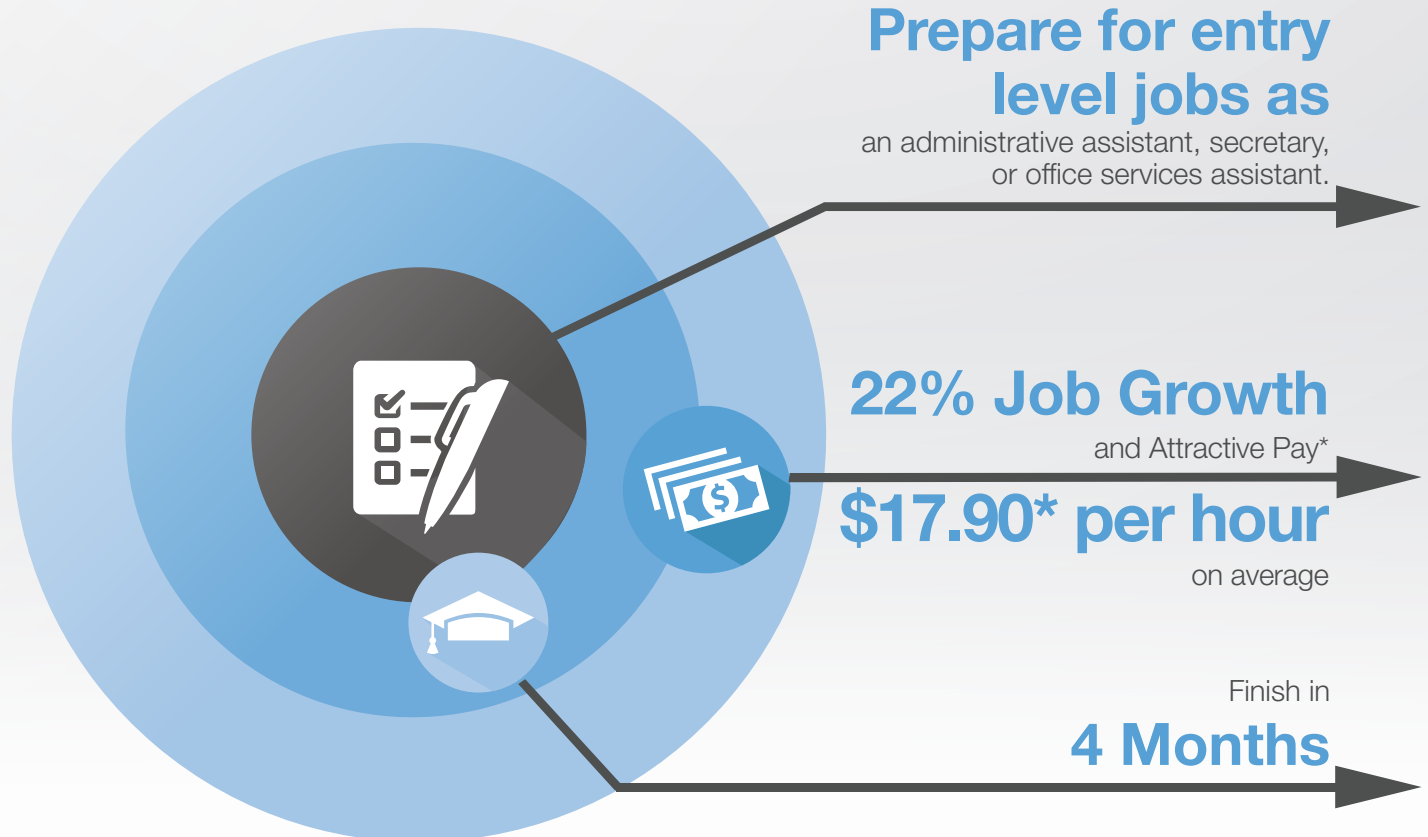




# OFFICE ASSISTANT CERTIFICATE

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.

## LET'S GET STARTED

**CALL** 847.925.6212 (English and Spanish)

**CLICK** [harpercollege.edu/LCC](http://harpercollege.edu/LCC)

**APPLY** at [harpercollege.edu/apply](http://harpercollege.edu/apply)

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

