



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.-11:45 a.m. (August-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 2017 **Fall Semester**

* O*Net and the Bureau of Labor Statistics

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(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):

- 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 available Tuesday and Thursday from 12-1:15 p.m. for qualifying students. Your certificate can stand alone or count towards a degree program.

Tuition

\$125 per credit hour plus fees. (Fall 2017)
Ask about financial assistance.

Affordable

\$23 Million in Scholarships and Grants Awarded in the 2015-2016 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

APPLY at harpercollege.edu/apply

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

