



Office Assistant Certificate

About the Certificate

This certificate provides students with the basic technology and communication skills needed in entry level office positions. All courses may also be applied to the Office Systems/Administrative Assistant Associate degree.

Why Complete an Office Assistant Certificate?

This certificate can benefit students in many ways by:

- Enhancing their employability and giving them useful skill-sets
- Creating confidence and proficiencies in computer applications
- Allowing them to build their business communication skills
- Acting as a stepping stone to further their education by getting an Associate in Applied Science degree.



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OFFICE ASSISTANT

Course Information

Students must complete all course requirements for this certificate. It is strongly advised that students meet with their Bay College advisor prior to scheduling courses.

Course Requirements for Certificate

Course Number	Course Name	Credit/Contact Hours
BUSN195	Business Communications	3/3
CIS101	Computer Concepts & Applications	4/4
CIS123	Microsoft PowerPoint	1/1
CIS130	Spreadsheet Applications	3/3
OIS108	Document Processing	2/3
OIS117	Records Management	2/2
OIS150	Word Processing Applications	4/4
OIS191	Business English & Proofreading	3/3
OIS250	Adv. Word Processing Applications	3/3
OIS260	Office Technology & Procedures	4/4
XXXX-xxx	Approved Electives	7/7
	TOTAL CREDITS	minimum 36

Approved Elective Options (choose minimum 7)

Course Number	Course Name	Credit Hours
CIS115	Using Microsoft Windows	3
CIS125	Business Technology Tools	2
CIS140	Database Applications	3
ENGL145	Tech. & Report Writing	3
OIS218	Machine Transcription	2
OIS234	Desktop Publishing & Design	4

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit <http://www.baycollege.edu/gainfulemployment>. Bay College / MCAM is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities. TTY users please call 1-877-878-8464 or visit www.michigan.gov/mdcr.