

Office Assistant Certificate

Why Office Assistant?

The [Office Assistant certificate program](#) at Bay College 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.

Beyond Bay College

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**

Contact

Bay College

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baycollege.edu

Office Assistant, Certificate

Award Granted Upon Completion: Certificate in Office Assistant
Credits/Contacts Required: 30/31

Major code: 04/480
CIP Code: 520401

Requirements (Min. 30 Credits)

Course #	Course Name	Cr
BUSN 195	Business Communications	3
CIS 101	Computer Concepts & Applications	4
CIS 123	Microsoft PowerPoint	1#
CIS 125	Business Technology Tools	2#
CIS 130	Spreadsheet Applications	3#
OIS 102	Computer Keyboarding Skill Development	1
OIS 150	Word Processing Applications	4#+
OIS 191	Business English & Proofreading	3+
OIS 250	Advanced Word Processing Applications	3#
OIS 260	Office Technology & Procedures	4#
XXX xxx	Approved Electives	2

* Approved Electives (Min. 2 Credits)

Course #	Course Name	Cr
ACCT 100	Practical Accounting	4 or
ACCT 101	Accounting Principles I	4
BUSN 105	Professional Workplace Skills	2
BUSN 177	Mathematics of Business	3
BUSN 264	Social Media Marketing	3
CIS 115	Using Microsoft Windows	3
CIS 140	Database Applications	3
OIS 108	Document Processing	2
OIS 117	Records Management	2
OIS 170	Electronic Medical Office Records	3
OIS 218	Machine Transcription	2

Suggested Sequences Per Semester

First Semester

Course #	Course Name	Cr/Ct
CIS 101	Computer Concepts & Applications	4
CIS 123	Microsoft PowerPoint	1#
OIS 102	Computer Keyboarding Skill Development	1
OIS 150	Word Processing Applications	4#+
OIS 191	Business English & Proofreading	3+
XXX xxx	Approved Electives	2

First Semester Total - Credit(s): 15 | Contacts: 16

Second Semester

Course #	Course Name	Cr/Ct
BUSN 195	Business Communications	3
CIS 125	Business Technology Tools	2#
CIS 130	Spreadsheet Applications	3#
OIS 250	Advanced Word Processing Applications	3#
OIS 260	Office Technology & Procedures	4#

Second Semester Total - Credit(s): 15 | Contacts: 15

Note(s)

These courses must be taken within five years of graduation to meet certificate requirements.

+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.