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

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BAY COLLEGE

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

Certificate 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 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.