

OIS: Administrative Assistant

Associate in Applied Science Degree

Why Office Information Systems?

It is always important to continue exploring educational opportunities, and the Office Information Systems program at Bay College offers some rewarding options for students who strive for employment in a professional office setting. In addition to training in technology, software applications, and office procedures, heavy emphasis will also be placed on development of communication, teamwork, and customer service needed on the job.

Why Bay College?

The [Office Information Systems Administrative Assistant program](#) at Bay College is designed to prepare students for entry-level positions in administrative support roles. The course offerings in Office Information Systems prepare students to work in a variety of medical, as well as general, office settings. To benefit students, all courses in Office Information Systems are offered online or in hybrid format.

Beyond Bay College

Students interested in transferring to a four-year institution to obtain a bachelor's degree or higher may find opportunities in the following areas of study:

- **Medical Transcription**
- **Medical Records and Health Information Technology**
- **Clerical**
- **Executive Administration**
- **Office and Administrative Support**

Career Opportunities

Students can complete an Associate in Applied Science Degree in Office Information Systems Administrative Assistant and can choose to pursue the following fields:

- **Administrative**
- **Management**
- **Office Services**
- **Data Entry**
- **Human Resources (HR)**
- **Administrative Healthcare**
- **Reception**

Contact

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Office Information Systems/Administrative Assistant, AAS

Award Granted Upon Completion: Associate in Applied Science in Office Systems/Administrative Assistant
Credits/Contacts Required: 60/61

CIP Code: 520401

General Education Requirements (Min. 15 Credits)

Course #	Course Name	Cr
ENGL 101	Rhetoric & Composition	3
BUSN 177	Mathematics of Business	3
XXXX xxx	Social & Behavioral Science or Humanities Elective	3
XXXX xxx	General Education Electives	6

Program Requirements (Min. 45 Credits)

Course #	Course Name	Cr
ACCT 100	Practical Accounting	4 or
ACCT 101	Accounting Principles I	4
BUSN 105	Professional Workplace Skills	2
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
CIS 140	Database 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

Approved Electives (8 Credits)

Course #	Course Name	Cr
ACCT 105	Accounting with Computers	3
ACCT 110	Payroll Accounting	3
BUSN 160	Introduction to Business	3
BUSN 250	Business Law I	3
BUSN 253	Marketing	3
BUSN 264	Social Media Marketing	3
CIS 115	Using Microsoft Windows	3
CIS 135	Introduction to Cybersecurity	2
CIS 210	Web Page Design & Structure	3
CIS 215	Web Publishing	3
CIS 240	Advanced Database Applications	3
HLTH 118	Medical Terminology I	3
OIS 170	Electronic Medical Office Records	3
OIS 218	Machine Transcription	2
OIS 220	Medical Insurance Billing	3
OIS 230	Medical Coding	3
OIS 270	Health Information Management	3
OIS 271	OIS Internship Education	1
OIS 272	OIS Internship Education	2
OIS 273	OIS Internship Education	3

Note(s)

* MATH 105, MATH 107, MATH 110, or MATH 210 also accepted.

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

+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion. Internships & Co-ops may require student to pass a criminal background check.

Suggested Sequences Per Semester

First Semester

Course #	Course Name	Cr/Ct
BUSN 105	Professional Workplace Skills	2
CIS 101	Computer Concepts & Applications	4
CIS 123	Microsoft PowerPoint	1
OIS 150	Word Processing Applications	4
OIS 191	Business English & Proofreading	3
OIS 102	Computer Keyboarding Skill Development	1

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

Second Semester

Course #	Course Name	Cr/Ct
BUSN 177	Mathematics of Business	3
CIS 125	Business Technology Tools	2
ENGL 101	Rhetoric & Composition	3
OIS 250	Advanced Word Processing Applications	3
XXXX xxx	General Education Electives	3/3

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

Third Semester

Course #	Course Name	Cr/Ct
ACCT 100	Practical Accounting	4 or
ACCT 101	Accounting Principles I	4

BUSN 195	Business Communications	3
CIS 140	Database Applications	3
XXXX xxx	Social & Behavioral Sciences or Humanities Elective	3
XXXX xxx	Approved Electives	3/3

Third Semester Total - Credit(s): 16 | Contacts: 16

Fourth Semester

Course #	Course Name	Cr/Ct
CIS 130	Spreadsheet Applications	3
OIS 260	Office Technology & Procedures	4
XXXX xxx	Approved Electives	5/5
XXXX xxx	General Education Elective	3/3

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