



# 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](http://baycollege.edu)