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. In addition to training in technology, software applications, and office procedures, heavy emphasis will also be placed on the development of soft skills such as, communication, teamwork, and customer service.

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

Contact

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