Administrative professionals are at the information center of every office, and their titles reflect the shifting role they play and the increased responsibilities they have assumed. These titles include administrative assistant, executive assistant, receptionist or information clerk, payroll assistant, information/database specialist.

The CIOS program prepares entry-level, experienced or workforce re-entry level office workers to successfully engage in business office environments where communication, technical, organizational, interpersonal and teamwork skills are essential to business success. CIOS courses also cover topics that help prepare students for the Microsoft Office certification examinations and the Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) certification examinations.

The OECs are designed to give students skills in a specific occupational field and indicate competence in a technical and professional area. Students must receive a satisfactory grade (C or higher, or P) in all required CIOS courses to be awarded an OEC.

Programs of Study

Occupational Endorsement Certificates

- OEC in Corporate Specified Skills (http://catalog.uaa.alaska.edu/undergraduateprograms/ctc/computerinformationandofficesystems/oec-corporatespecifiedskills)
- OEC in Office Foundations (http://catalog.uaa.alaska.edu/undergraduateprograms/ctc/computerinformationandofficesystems/oec-officefoundation)
- OEC in Office Support (http://catalog.uaa.alaska.edu/undergraduateprograms/ctc/computerinformationandofficesystems/oec-officesupport)