

## **Training programs related to Procurement Clerks**

### **Alaska Career College**

Business Administration and Computer Technology - AAS, AAS  
Business Administration Human Resource Management, Certificate

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### **Alaska Computer Business Solutions LLC**

Access Boot Camp  
Access Level 1  
Access Level 2  
Access Level 3  
Access Level 4  
Acrobat Pro Level 1  
Acrobat Pro Level 2  
CyberSAFE Internet Security  
Excel Level 1  
Excel Level 2  
Excel Level 3  
Outlook 2013 Level 1  
Outlook 2013 Level 2  
Word Level 1  
Word Level 2  
Word Level 3

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### **Alaska Housing Finance Corporation**

Accuplacer Testing  
AlaskaHost Customer Service Essentials  
Basic Computer Skills Level 1  
Basic Computer Skills Level 2  
Basic Computer Skills Level 3  
Basic Keyboarding  
Computer Skills Level 3  
Internet Concepts and Applications  
Introduction to Personal Computers  
MS Digital Literacy Certification  
PC Repair  
Preparation for MOS Excel Certification  
Preparation for MOS Word Certification  
Proofreading  
Spreadsheets  
Using Your Galaxy Tablet  
Web Page Design  
Word Processing

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### **Alaska Job Corps**

Office Administration

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### **Alaska Technical Center**

Workplace Basics

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### **Alaska's Institute of Technology**

Business & Office Technology Office Assistant, Certificate  
MS Excel 2010 Level 1  
MS Excel 2010 Level 2  
MS Excel 2013

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**Amundsen Educational Center**

Computer Information Processor  
General Office Clerk  
Microsoft Excel  
Microsoft Outlook  
Microsoft PowerPoint  
Microsoft Word  
Office Occupations  
Quickbooks

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**Delta Career Advancement Center**

Business English  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Word

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**Galena Interior Learning Academy**

Computer Science

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**Ilisagvik College**

IC3 - Internet and Computing Core Certification, Certificate

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**Literacy Council of Alaska**

Computer Literacy

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**North Star Computing**

Effective Business Writing  
Excel Complete  
Outlook Complete  
Project  
Word Complete

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**Northern Industrial Training**

Microsoft Access / COMP001  
Microsoft Excel / COMP002  
Microsoft Office Introduction / COMP003  
Microsoft Office Powerpoint  
Microsoft Outlook / COMP004  
Microsoft Project / COMP005  
Microsoft Publisher / COMP006  
Microsoft Word / COMP007

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**Southwest Alaska Vocational and Education Center**

MS Access, Basic

MS Excel, Advanced  
MS Excel, Intermediate  
MS Suite, Certificate of Completion  
Personal Computers/Cell Phones, Introduction  
Quickbooks Certificate of Completion

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### **University of Alaska Anchorage**

Office Technology, CT1  
Office Technology, OEC

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### **University of Alaska Anchorage, Kenai**

Office Technology, CT1  
Office Technology, OEC

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### **University of Alaska Anchorage, Kodiak**

Office Foundations, OEC  
Office Occupations, CT2  
Office Technology, OEC  
Office Technology, CT1

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### **University of Alaska Anchorage, Mat-Su**

General Clerical, CT1  
Office Foundations, OEC  
Office Support, OEC  
Office Technology, CT1  
Office Technology, OEC

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### **University of Alaska Anchorage, Prince William Sound**

Office Occupations, AAS  
Office Occupations, CT2

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### **Vocational Training and Resource Center**

Advanced Microsoft Access  
Advanced Microsoft Excel  
Advanced Microsoft Outlook  
Advanced Microsoft Word  
Application Development with Access  
Application Development with Access 2016  
Creating Forms in Microsoft Word  
Data Analysis: Excel Pivot Tables  
Data Analysis: Excel Power Pivots  
Data Analysis: Excel PowerPivots  
Data Analysis: Pivot Tables  
Excel 2016 VBA  
Introduction to Computers & Windows  
Introduction to Microsoft Access  
Introduction to Microsoft Excel  
Introduction to Microsoft Outlook  
Introduction to Microsoft Word  
Introduction to OneNote

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## WinCertification

Basic Computers 15 Clock Hrs  
IC3 Computer Fundamentals Certification (IC3)  
Intro to Computing IC3 45 Clock Hrs  
Intro to Windows 30 Clock Hrs  
Introduction to MS Access  
Introduction to MS Excel  
Introduction to MS Word  
Introduction to PC  
Keyboarding 15/30/45 Clock Hrs  
Microsoft: Digital Literacy  
Microsoft: Windows Server

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