

Training programs related to Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Alaska Career College

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

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
Visio Level 1
Visio Level 2
Word Level 1
Word Level 2
Word Level 3

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

Alaska Job Corps

Office Administration

Alaska Technical Center

Workplace Basics

Alaska's Institute of Technology

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

Amundsen Educational Center

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

Charter College, Anchorage

Business Office Administration, Certificate

Delta Career Advancement Center

Business English
Microsoft Excel
Microsoft PowerPoint
Microsoft Word

Galena Interior Learning Academy

Computer Science

Ilisagvik College

IC3 - Internet and Computing Core Certification, Certificate
Office Administration, AAS
Office Administration I, Certificate
Office Administration II, Certificate

Literacy Council of Alaska

Computer Literacy

North Star Computing

Effective Business Writing
Excel Complete
Outlook Complete
Project
Word Complete

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

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

University of Alaska Anchorage

Administrative Office Support, OEC
Office Support, OEC
Office Technology, CT1
Office Technology, OEC

University of Alaska Anchorage, Kenai

Administrative Office Support, OEC
Office Support, OEC
Office Technology, CT1
Office Technology, OEC

University of Alaska Anchorage, Kodiak

Administrative Office Support, OEC
Office Support, OEC
Office Technology, OEC
Office Technology, CT1

University of Alaska Anchorage, Mat-Su

Administrative Office Support, OEC
Office Technology, CT1
Office Technology, OEC

University of Alaska Fairbanks, CTC

Administrative Assistant, OEC

University of Alaska Southeast, Juneau

Administrative Office Support, OEC

University of Alaska Southeast, Ketchikan

Administrative Office Support, OEC

University of Alaska Southeast, Sitka

Vocational Training and Resource Center

Administrative Assistant
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
Introduction to Visio Professional

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
