

# Business Administration Human Resource Management, Certificate

**Provider:** Alaska Career College

**Length:** 14 Months

**Website**

<http://www.alaskacareercollege.edu>

**Places:** Anchorage

Emphasis is on business and technical skills such as the Microsoft Office suite software, office procedures, records management, business law and ethics, business accounting, and payroll, QuickBooks, the internet, keyboarding, desktop publishing, sales.

## Related Occupations

Billing and Posting Clerks  
Bookkeeping, Accounting, and Auditing Clerks  
Brokerage Clerks  
Business Teachers, Postsecondary  
Cargo and Freight Agents  
Compensation and Benefits Managers  
Compensation, Benefits, and Job Analysis Specialists  
Executive Secretaries and Executive Administrative Assistants  
Human Resources Managers  
Human Resources Specialists  
Insurance Claims and Policy Processing Clerks  
Labor Relations Specialists  
Office Clerks, General  
Payroll and Timekeeping Clerks  
Procurement Clerks  
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive  
Statistical Assistants  
Tax Preparers  
Training and Development Managers  
Training and Development Specialists  
Word Processors and Typists

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