

# Introduction to Computers & Windows

**Provider:** Vocational Training and Resource Center

**Length:** 1 Days

**Cost:** \$139

**Cost Unit:** Cost of the entire program

## Website

<http://www.vtrc.org/vtrcCIS/CClassDescriptions/incomputers.htm>

**Places:** Juneau

Students will get the most out of this course if they are new to computers. If students are experienced computer users, they may also benefit from this course.

## Related Occupations

Billing and Posting Clerks

Cargo and Freight Agents

Data Entry Keyers

Information and Record Clerks, All Other

Insurance Claims and Policy Processing Clerks

Office Clerks, General

Order Clerks

Payroll and Timekeeping Clerks

Procurement Clerks

Production, Planning, and Expediting Clerks

Receptionists and Information Clerks

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Social Science Research Assistants

Statistical Assistants

Word Processors and Typists

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