

## Data Entry Keyers (43-9021)

**Occupation description:** Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes Word Processors and Typists (43-9022).

### Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
<b>Alaska</b>	223	239	7.2	12	15	29
<b>United States</b>	203,800	160,600	-21.2	9,400	11,800	16,870

#### Job outlook

**Alaska:** Alaska's employment growth is low with low employment opportunities. [Read more.](#)

### 2018 Wages

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
<b>United States</b>	16.22	10.80	12.90	15.47	18.71	23.08
<b>Alaska</b>	18.85	12.65	14.94	18.02	22.81	27.29
<b>Anchorage/Mat-Su Area</b>	18.73	12.96	14.67	18.05	22.49	25.92
<b>Balance of State</b>	19.76	10.35	10.70	18.83	26.88	30.11

### Labor Force Indicators

#### 2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
309	41	13.3	30.7	24.4

#### 2016 Potential Supply

<b>Qualified but working in another occupation</b>	116
<b>Currently employed in a lower paid occupation</b>	14
<b>UI claimants previously working in occupation</b>	28

#### 2016 ALEXsys Employment Data

<b>Number of registrants</b>	877
<b>Number of job position postings</b>	22
<b>Ratio of registrants to job position postings</b>	39.9

## Typical Entry-level Education, Experience, and/or On-the-job Training

**Education:** High school diploma or equivalent

**Work experience:** None

**On-the-job training:** Short-term on-the-job training

## Training Resources

	Degree
<b>Alaska Computer Business Solutions LLC (Anchorage)</b>	
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	

	Degree
<b>Alaska Housing Finance Corporation (Anchorage)</b>	
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	

<b>Degree</b>
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**Alaska Technical Center (Kotzebue)**

Workplace Basics	
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<b>Degree</b>
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**Amundsen Educational Center (Soldotna)**

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

<b>Degree</b>
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**AVTEC (Seward)**

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

<b>Degree</b>
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**Galena Interior Learning Academy (Galena)**

Computer Science	
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<b>Degree</b>
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**Iisagvik College (Barrow)**

IC3 - Internet and Computing Core Certification	Certificate
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<b>Degree</b>
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**Literacy Council of Alaska (Fairbanks)**

Computer Literacy	
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<b>Degree</b>
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**Nine Star Education and Employment Services (Anchorage)**

Technology and Skills Training	
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	<b>Degree</b>
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**North Star Computing (Fairbanks)**

Effective Business Writing	
Excel Complete	
Outlook Complete	
Project	
Word Complete	

	<b>Degree</b>
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**Northern Industrial Training (Palmer)**

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	

	<b>Degree</b>
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**Partners for Progress in Delta, Inc (Delta Junction)**

Business English	
Microsoft Excel	
Microsoft PowerPoint	
Microsoft Word	

	<b>Degree</b>
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**Southwest Alaska Vocational and Education Center (Igiugig)**

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

	<b>Degree</b>
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**University of Alaska Anchorage (Anchorage)**

Office Technology	CT1
Office Technology	OEC

Degree	
<b>University of Alaska Anchorage, Kenai (Soldotna)</b>	
Office Technology	CT1
Office Technology	OEC

Degree	
<b>University of Alaska Anchorage, Kodiak (Kodiak)</b>	
Office Technology	CT1
Office Technology	OEC

Degree	
<b>University of Alaska Anchorage, Mat-Su (Palmer)</b>	
Office Technology	CT1
Office Technology	OEC

Degree	
<b>Vocational Training and Resource Center (Juneau)</b>	
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	

Degree	
<b>WinCertification (Red Devil)</b>	
Basic Computers 15 Clock Hrs	
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	
Keyboarding 15/30/45 Clock Hrs	
Microsoft Digital Literacy	
Microsoft: Windows Server	
Various online courses	

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Department of Labor and Workforce Development, Research and Analysis Section  
P.O. Box 115501  
Juneau, Alaska 99811-5501  
Phone: 907.465.4500, Fax: 907.523.9654  
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