

# Business & Office Technology Office Assistant, Certificate

**Provider:** Alaska's Institute of Technology

**Length:** 91 Days

**Cost:** \$7,808

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

## Website

<https://avtec.edu/avtec-program-page>

**Places:** Seward

Provides students with the technical skills and professional work habits for career success in today's business and industry. Computer operations and software applications are a major part of the program.

## Related Occupations

Billing and Posting Clerks

Cargo and Freight Agents

Customer Service Representatives

Data Entry Keyers

Executive Secretaries and Executive Administrative Assistants

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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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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