

# Keyboarding 15/30/45 Clock Hrs

**Provider:** WinCertification

**Length:** 45 Hours

**Website**

<http://www.wincertification.com>

**Places:** Anchorage

This course is designed to give students an opportunity to master the skills of keying and formatting documents using the "touch" method of key stroking.

## 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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