



north star computing

Computer Resource Center

816 28th Avenue, Ste 100  
Fairbanks, AK 99701  
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www.nsctraining.com  
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January - May 2012 Schedule

Training • Consulting • Rentals • Testing Center

Accounting

<b>QuickBooks Pro (15 Hrs)</b>	<b>\$490</b>
Feb 6-10 (M-F)	8:30-11:30
Apr 9-13 (M-F)	8:30-11:30

**TAX Season is HERE!** Learn how to use QuickBooks and save money all year long...

Beginners

<b>Computer Basics (6 Hrs)</b>	<b>\$195</b>
Feb 2&3 (Th&F)	1:30-4:30
Mar 1&2 (Th&F)	8:30-11:30
Apr 5&6 (Th&F)	1:30-4:30
May 3&4 (Th&F)	8:30-11:30

<b>Typing (6 Hrs)</b>	<b>\$195</b>
(Includes Software)	
Feb 2&3 (Th&F)	8:30-11:30
Mar 1&2 (Th&F)	1:30-4:30
Apr 5&6 (Th&F)	8:30-11:30
May 3&4 (Th&F)	1:30-4:30

<b>Job Skills (15 Hrs)</b>	<b>\$490</b>
Jan 9-13 (M-F)	1:30-4:30
Mar 19-23 (M-F)	8:30-11:30
May 7-11 (M-F)	8:30-11:30

Computers For Sale

Classroom Computers for Sale



Software Included  
Call for Details

Databases

<b>Access Complete (15 Hrs)</b>	<b>\$490</b>
Jan 19&20 (Th&F)	8:30-5:00
Feb 13&14 (M&T)	8:30-5:00
Mar 8&9 (Th&F)	8:30-5:00
Apr 19&20 (Th&F)	8:30-5:00
May 17&18 (Th&F)	8:30-5:00

Desktop Publishing

<b>Publisher (6 Hrs)</b>	<b>\$195</b>
Mar 19&20 (M&T)	1:30-4:30
May 1 (T)	8:30-4:30



**\*\*\*NEW CLASS\*\***  
Create Dynamic PDF Documents and fillable forms with Adobe Acrobat Professional

<b>Adobe Acrobat Pro (15 Hrs)</b>	<b>\$490</b>
Feb 28&29 (T&W)	8:30-5:00
<b>Adobe InDesign (15 Hrs)</b>	<b>\$490</b>
Jan 26&27 (Th&F)	8:30-5:00
Mar 29&30 (Th&F)	8:30-5:00
May 10&11 (Th&F)	8:30-5:00
<b>Adobe Illustrator (15 Hrs)</b>	<b>\$490</b>
Mar 8&9 (Th&F)	8:30-5:00
<b>Adobe Photoshop (15 Hrs)</b>	<b>\$490</b>
Feb 16&17 (Th&F)	8:30-5:00
Apr 26&27 (Th&F)	8:30-5:00

Presentations

<b>PowerPoint (12 Hrs)</b>	<b>\$390</b>
Feb 23&24 (Th&F)	8:30-4:30
Apr 2&3 (M&T)	8:30-4:30

Scheduling

<b>Outlook (9 Hrs)</b>	<b>\$290</b>
Feb 27-29 (M-W)	1:30-4:30
Apr 23-25 (M-W)	8:30-11:30
<b>Project (15 Hrs)</b>	<b>\$490</b>
Mar 27&28 (T&W)	8:30-5:00
May 21&22 (M&T)	8:30-5:00

NEW TRAINING AVAILABLE

We've added a new class  
**Adobe Acrobat Professional**

February 28 & 29, 2012

Learn to work with Dynamic PDF Documents and Fillable Forms!



Spreadsheets

<b>Excel Unit 1 (9 Hrs)</b>	<b>\$290</b>
Feb 6-8 (M-W)	1:30-4:30
Mar 14-16 (W-F)	8:30-11:30
May 7-9 (M-W)	1:30-4:30
<b>Excel Unit 2 (9 Hrs)</b>	<b>\$290</b>
Jan 24-26 (T-Th)	1:30-4:30
Mar 21-23 (W-F)	1:30-4:30
May 14-16 (M-W)	1:30-4:30

Take Unit 1 & 2 together with Excel Complete and save \$90!

<b>Excel Complete (15 Hrs)</b>	<b>\$490</b>
Feb 6-10 (M-F)	1:30-4:30
Apr 9-13 (M-F)	1:30-4:30

Do you know what a PivotTable is? Are Formulas or Charts difficult? Let us show you an easier way!



Onsite Training

Have a training room at your location?

If you have a group of people to train, onsite training may be just what you need.

- We will drive across town or travel ANYWHERE in the US!
- We can bring computers with us!
- Call us for ideas!



We offer standard discounts when you sign up for four or more classes. See page 2 of this schedule or call for details.

Word Processors

<b>Word Unit 1 (9 Hrs)</b>	<b>\$290</b>
Feb 27-29 (M-W)	8:30-11:30
Apr 23-25 (M-W)	1:30-4:30
<b>Word Complete (15 Hrs)</b>	<b>\$490</b>
Jan 23&24 (M&T)	8:30-5:00
Mar 5&6 (M&T)	8:30-5:00
May 30&31 (W&Th)	8:30-5:00

Do you know how to use all of the great features of Word? Table of Contents, Cross References and Footnotes?



Classroom & Equip Rentals

Teaching a class of your own? Need a place to host it? We have fully equipped classrooms available for rent.

Web Page Design

<b>Dreamweaver (15 Hrs)</b>	<b>\$490</b>
Jan 30&31 (M&T)	8:30-5:00
Mar 12&13 (M&T)	8:30-5:00
May 24&25 (Th&F)	8:30-5:00
<b>Expression Web (15 Hrs)</b>	<b>\$490</b>
Feb 21&22 (T&W)	8:30-5:00
Apr 16&17 (M&T)	8:30-5:00

## Specialized Skills & Package Training Options

Specialized Skills Training is an intensive training program designed to teach you fundamental computer and office skills. You may choose dates and times from the front of the schedule that work best for you.

### Make Your Own Small Package

10% discount

Pick 4 classes and receive a 10% discount. Offer applies if you prepay in full for all classes and there is no refund.

-Pick any 4 Classes

### Make Your Own Large Package

15% discount

Pick 8 classes and receive a 15% discount. Offer applies if you prepay in full for all classes and there is no refund.

-Pick any 8 Classes

### Accounting, Computer & Office Skills (80 hrs) \$1,995

-Excel Unit 1 -Job Skills  
-Outlook -Word Unit 1  
-Quickbooks -Computer Basics  
-Typing Fundamentals -Lab time (12 hours)

### Basic Computer & Office Skills (70 hrs)

\$1,750

-Job Skills -Excel Unit 1  
-Typing Fundamentals -Outlook  
-Computer Basics -Word Unit 1  
-Lab time (16 hours)

### Intermediate Computer & Office Skills (80hrs) \$1,985

-Excel Unit 1 -Typing Fundamentals  
-Excel Unit 2 -Job Skills  
-Computer Basics -Word Unit 1  
-Outlook -Word Unit 2  
-Lab time (8 hours)

### Job Readiness Package (40 hrs) \$965

-Job Skills -Computer Basics  
-Typing Fundamentals -Lab time (12 hours)

### Medical Codes & Terminology (80 hrs) \$2,350

-Computer Basics -Medical Office Practice  
-Lab time (8 hours)  
-Step-by-Step Medical Coding

### Secretarial, Computer & Office Skills (80hrs) \$2,025

-Medical Office Practice -Typing Fundamentals  
-Outlook -Word Unit 1  
-Job Skills -Word Unit 2  
-Lab time (8 hours) -Computer Basics

## Save Money with Training Vouchers!

Vouchers per Booklet	Cost	Discount
20	\$1,650	13%
30	\$2,365	17%
50	\$3,800	20%
70	\$4,985	25%
100	\$6,650	30%
140	\$8,645	35%
175	\$9,975	40%

If you know you would like to train multiple employees in various subjects, but don't yet know exactly who, when or which classes you need, vouchers are for you! Each voucher is redeemable towards 3 hours of a class. You turn in enough vouchers to total the estimated number of class hours listed. Example: If you would like to take the Excel Unit 1 class listed as up to 9 hours, you would turn in 3 vouchers. The cost of the class cannot exceed \$490. Vouchers are good for one year from date of purchase and are nonrefundable.

*Receive a volume discount along with flexibility in scheduling with a booklet of training vouchers. You can save money now and decide later!*

## Training at Your Location

### Have a training room at your location? Let us come to you!

**Choose from any of the classes in our catalog - if you don't see what you need, just ask!**

- Classes include books for all students and 90 days of telephone support
- We specialize in creating customized classes

**Need computer training and can't come to Fairbanks? We love to travel!**

- We are willing to travel anywhere in the state
- We can bring computers with us
- Our instructors will work with you to create a customized training schedule to make the most of our time there and to meet your specific needs

**Call us for more information.**



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(907) 452-7325

# Training Schedule

January - May 2012



**Let our experienced instructors make you more productive at work.**

## Policies

- ☑ **90 Day Retake Policy:** This policy applies to most classes. You may retake the class for free within 90 days as long as the class is running and space is available.
- ☑ **90 Days phone support:** If you need assistance with any material we have covered in class, call or email us.
- ☑ **Cancellation Policy:** We require a 24 hour (work day) cancellation notice (longer for some). If notice is not given, you will be billed in full for the course and fall under the 90 Day Retake as described above (except custom & rentals).
- ☑ Class price includes course materials.
- ☑ Coffee, tea, hot chocolate, water, and candy are provided free of charge (our location only).
- ☑ We also offer group training, one-on-one tutoring and training at your location.

**Please call for details on any of these policies!**