



north star computing

Computer Resource Center

NSC

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### Oct - Dec 2020 Schedule

Training • Consulting • Rentals • Testing Center

Number of hours are approximate based on number of students in the class.

Spring is Here!



Due to National COVID-19 concerns  
We have resumed our training,  
but we have limited seating!



No Shows will be charged and fall under 90 Day Retake Policy!

### Accounting

<b>QuickBooks Pro</b>	<b>\$540</b>
Oct 26-28 (M-W)	8:30-12:00
Dec 7-9 (M-W)	8:30-12:00

The New Year is almost here! Learn how to use QuickBooks to prepare for next year!



### Desktop Publishing

<b>Publisher Complete</b>	<b>\$540</b>
Nov 13 (F)	8:30-4:30

Create better Brochures, Business Cards, Flyers, and Newsletters!



### Spreadsheets

<b>Excel Complete</b>	<b>\$540</b>
Oct 26-28 (M-W)	1:00-4:00
Nov 4-6 (W-F)	9:00-12:00
Dec 7-9 (M-W)	1:00-4:00

Do you REALLY understand how to write formulas? Can you take 200 rows of data and create 4 reports in less than 30 seconds? We can show you how!



### Word Processors

<b>Word Complete</b>	<b>\$540</b>
Oct 16 (F)	8:30-5:00
Nov 4-6 (W-F)	1:00-4:00
Dec 10 (F)	8:30-5:00



We have come a long way since typewriters! Have you? Let us show you how easy it can be!

### Beginners

<b>Computer Basics</b>	<b>\$215</b>
Oct 12&13 (M&T)	9:00-12:00
Nov 2&3 (M&T)	9:00-12:00
Dec 1&2 (T&W)	9:00-12:00

<b>Typing</b>	<b>\$215</b>
(Includes Software)	
Oct 12&13 (M&T)	1:00-4:00
Nov 2&3 (M&T)	1:00-4:00
Dec 1&2 (T&W)	1:00-4:00

<b>Job Skills</b>	<b>\$540</b>
Oct 14&15 (W&Th)	1:00-4:00
Nov 9&10 (M&T)	1:00-4:00
Dec 3&4 (Th&F)	1:00-4:00

Not sure where to begin?

Give us a call and we can figure out what training you need to succeed.



### Presentations

<b>PowerPoint</b>	<b>\$430</b>
Oct 30 (F)	8:30-4:30

Are your presentations boring?



### Databases

<b>Access Complete</b>	<b>\$540</b>
Nov 12 (Th)	8:30-5:00



Save Money Buy Vouchers

See Page 2 for sizes available and Pricing

### 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.

### Medical Office & Coding

<b>Med Off Practice</b>	<b>\$1,075</b>
Oct 26-29 (M-Th)	8:30-4:00

<b>Step by Step Med Coding</b>	<b>\$1,617</b>
This class is scheduled as needed	
(This class includes 4 coding books)	



We can help you stay organized!

## 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 4-7 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 or more Classes

**Accounting, Computer & Office Skills** (80 hrs) \$2,560  
-Excel Complete -Job Skills  
-Outlook -Word Complete  
-Quickbooks -Computer Basics  
-Typing Fundamentals

**Basic Computer & Office Skills** (66 hrs) \$2,100  
-Job Skills -Excel Complete  
-Typing Fundamentals -Outlook  
-Computer Basics -Word Complete

**Intermediate Computer & Office Skills** (80hrs) \$2,560  
-Access Complete -Typing Fundamentals  
-Excel Complete -Job Skills  
-Computer Basics -Word Complete  
-Outlook

**Job Readiness Package** (39 hrs) \$1,020  
-Job Skills -Computer Basics  
-Typing Fundamentals -Lab time (12 hours)

**Medical Codes & Terminology** (78 hrs) \$2,470  
-Computer Basics -Medical Office Practice  
-Lab time (8 hours)  
-Step-by-Step Medical Coding

**Secretarial, Computer & Office Skills** (80hrs) \$2,560  
-Medical Office Practice -Typing Fundamentals  
-Outlook -Word Complete  
-Job Skills -Computer Basics

## Save Money with Training Vouchers!

Vouchers per Booklet	Cost**	Discount
20	\$1,815	13%
30	\$2,655	17%
50	\$4,270	20%
70	\$5,600	25%
100	\$7,470	30%

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 \$100 of a class and forget the change. You turn in enough vouchers to total the Hundreds only! Example: If you would like to take the Outlook class listed as \$320, you would turn in 3 vouchers and the class is paid for. The cost of the class cannot exceed \$540. 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 or lower 48
- 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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**nsc** (907) 452-7325

# Training Schedule

Oct - Dec 2020



**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!**