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north star computing

Computer Resource Center

NSC

May - Jul 2024 Schedule

Training • Consulting • Rentals • Testing Center

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

Accounting

QuickBooks Desktop	\$540
Jun 24-26 (M-W)	9:00-12:00
QuickBooks Online	\$540
May 20-22 (M-W)	9:00-12:00
Jul 22-24 (M-W)	9:00-12:00

Learn how
to use
QuickBooks
and do
payroll
yourself!



Beginners

Computer Basics	\$215
Jun 3&4 (M&T)	9:00-12:00
Jul 8&9 (M&T)	9:00-12:00
Typing	\$215
May 13 (M)	9:00-4:00
Jul 8&9 (M&T)	1:00-4:00
Job Skills	\$540
Jun 21 (F)	9:00-4:00

Need HELP?
Let us
help you...



Medical Office & Coding

Med Off Practice	\$1,075
May 6-9 (M-Th)	8:30-4:00
Step by Step Med Coding	\$1,617
Jul 29-31 (M-W)	9:00-4:00
(This class includes coding books)	

Desktop Publishing

Publisher Complete	\$540
Jun 28 (F)	8:30-4:30
Create better Brochures, Business Cards, Flyers, and Newsletters!	



Presentations

PowerPoint	\$430
Jun 27 (Th)	8:30-4:30
Is this the only way you know how to present your ideas? Learn to use PowerPoint efficiently!	



Human Resources

Basic SHRM Skills	\$960
Jun 3-7 (M-F)	1:00-5:00
Basics of Human Resources	\$960
Jun 3-7 (M-F)	1:00-5:00
Need to improve your knowledge, Prep for an Exam or Learn how to Conduct Interviews, Meetings & Much more!!!	



Scheduling

Outlook	\$320
Jun 17 (M)	9:00-4:00
Project	\$540
May 9 (Th)	9:00-4:00

Bring a friend or co-worker and save!



BUY ONE GET ONE 25% OFF
of equal or lesser value!

Restrictions apply: New registrations only, applies to all classes \$540
or less and training completed no later than July 31, 2024

Spreadsheets

Excel Combined Basic/Intermediate	\$540
May 6-8 (M-W)	9:00-12:00
Jun 24-26 (M-W)	1:00-4:00
Excel Advanced	\$430
May 20&21 (M&T)	1:00-4:00

Do you spend hours
getting the information
you need from your
spreadsheets? Let us
show you an easier way!



Databases

Access Complete	\$540
May 17 (F)	8:30-5:00



**Save Money Buy
Vouchers**

See Page 2 for sizes available and Pricing

Word Processors

Word Combined Basic/Intermediate	\$540
May 6-8 (M-W)	1:00-4:00
Jun 5-7 (W-F)	9:00-12:00



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

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.**

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 (up to 51 hrs) \$2,560

-Job Skills -Excel Basic/Intermediate
-Outlook -Word Basic/Intermediate
-Quickbooks -Computer Basics
-Typing Fundamentals

Basic Computer & Office Skills (up to 42 hrs) \$2,100

-Job Skills -Excel Basic/Intermediate
-Typing Fundamentals -Outlook
-Computer Basics -Word Basic/Intermediate

Human Resource Skills (up to 57 hrs) \$2,900

-Outlook -Excel Basic/Intermediate
-QuickBooks -Word Basic/Intermediate
-Job Skills -Basics of Human Resources

Intermediate Computer & Office Skills (up to 51hrs) \$2,560

-Access Complete -Typing Fundamentals
-Job Skills -Excel Basic/Intermediate
-Computer Basics -Word Basic/Intermediate
-Outlook

Medical Codes & Terminology (up to 58 hrs) \$2,650

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

Secretarial, Computer & Office Skills (up to 59 hrs) \$2,560

-Medical Office Practice -Typing Fundamentals
-Outlook -Word Basic/Intermediate
-Job Skills -Computer Basics

Job Readiness Package (up to 30 hrs) \$1,020

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

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.

Volume discount with flexibility in scheduling using 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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Computer Resource Center

(907) 452-7325

Training Schedule

May - Jul 2024



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!