



north star computing

Computer Resource Center

NSC

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Fairbanks, AK 99701
Phone: (907) 452-7325
Fax: (907) 452-6717
www.nsctraining.com
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Jul - Sep 2024 Schedule

Training • Consulting • Rentals • Testing Center

Number of hours are approximate based on number of students



Buy One Get One 1/4 OFF
of equal or lesser value!



Restrictions: New registrations only, limit 1 per person/same student,
applies to classes \$540 or less, excludes onsite, and training completed
no later than Sep 30, 2024

Accounting

QuickBooks Desktop \$540
Aug 6 (T) 8:30-5:00

QuickBooks Online \$540
Jul 22-24 (M-W) 9:00-12:00

Learn how to use
QuickBooks and save TIME
& MONEY all year long...



Desktop Publishing

Publisher Complete \$540
Aug 7 (W) 8:30-4:30

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



Spreadsheets

Excel Combined Basic/Intermediate \$540
Jul 22-24 (M-W) 1:00-4:00
Sep 11-13 (W-F) 1:00-4:00

Excel Advanced \$430
Jul 19 (F) 9:00-4:00



Do you REALLY understand
how to write formulas? Can
you take properly sort data
and create subtotals in less
than 30 seconds? We can
show you how!

Word Processors

Word Combined Basic/Intermediate \$540
Jul 16 (T) 8:30-5:00
Sep 26 (Th) 8:30-5:00



Are you efficient in Word
or should you still be on a
Typewriter?

Do you know how to use the
great features of Word?

Let us show you
how easy it can be!

Beginners

Computer Basics \$215
Aug 5 (M) 9:00-4:00
Sep 9&10 (M&T) 9:00-12:00

Typing \$215
Jul 26 (F) 9:00-4:00
Aug 12 (M) 9:00-4:00

Job Skills \$540
Aug 8 (Th) 9:00-4:00
Sep 27 (F) 9:00-4:00



Not sure where
to begin?
Give us a call and
we can figure out
what training you
need to succeed.

Presentations

PowerPoint \$430
Jul 15 (M) 8:30-4:30

Enough said... Come learn!



Human Resources

Basic SHRM Skills \$960
Sep 16-20 (M-F) 1:00-4:00

Basics of Human Resources \$960
Sep 16-20 (M-F) 1:00-4:00

Need to improve your
knowledge, Prep for an
Exam or Learn how
to Conduct Interviews,
Meetings & Much
more!!!



Databases

Access Complete \$540
Jul 25 (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

Med Off Practice \$1,075
Sep 23-26 (M-Th) 8:30-4:00

Step by Step Med Coding \$1,617
Sep 23-25 (M-W) 9:00-4:00
(This class includes coding books)

Scheduling

Outlook \$320
Aug 9 (F) 9:00-4:00

Project \$540
Jul 15 (M) 9:00-4:00

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.

<p>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</p>	<p>Human Resource Skills (up to 57 hrs) \$2,900 -Outlook -Excel Basic/Intermediate -QuickBooks -Word Basic/Intermediate -Job Skills -Basics of Human Resources</p>
<p>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</p>	<p>Intermediate Computer & Office Skills (up to 51hrs) \$2,560 -Access Complete -Typing Fundamentals -Job Skills -Excel Basic/Intermediate -Computer Basics -Word Basic/Intermediate -Outlook</p>
<p>Accounting, Computer & Office Skills (up to 51 hrs) \$2,560 -Job Skills -Excel Basic/Intermediate -Outlook -Word Basic/Intermediate -Quickbooks -Computer Basics -Typing Fundamentals</p>	<p>Medical Codes & Terminology (up to 58 hrs) \$2,650 -Computer Basics -Medical Office Practice -Lab time (8 hours) -Step-by-Step Medical Coding</p>
<p>Basic Computer & Office Skills (up to 42 hrs) \$2,100 -Job Skills -Excel Basic/Intermediate -Typing Fundamentals -Outlook -Computer Basics -Word Basic/Intermediate</p>	<p>Secretarial, Computer & Office Skills (up to 59 hrs) \$2,560 -Medical Office Practice -Typing Fundamentals -Outlook -Word Basic/Intermediate -Job Skills -Computer Basics</p>
	<p>Job Readiness Package (up to 30 hrs) \$1,020 -Job Skills -Computer Basics -Typing Fundamentals -Lab time (12 hours)</p>

Save Money with Training Vouchers!

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

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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Training Schedule

Jul - Sep 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!