



north star computing

Computer Resource Center

NSC

Mar - May 2024 Schedule

Training • Consulting • Rentals • Testing Center

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

816 28th Avenue, Ste 100
Fairbanks, AK 99701
Phone: (907) 452-7325
Fax: (907) 452-6717
www.nsctraining.com
lisa@nsctraining.com

Accounting

QuickBooks Desktop \$540

Apr 23-25 (T-Th) 9:00-12:00

QuickBooks Online \$540

May 20-22 (M-W) 9:00-12:00

Get Ready for the next Tax Season Now! Learn how to use QuickBooks and save money all year long...



Beginners

Computer Basics \$215

Mar 1 (F) 9:00-4:00

Apr 22 (M) 9:00-4:00

Typing \$215

Mar 1 (F) 9:00-4:00

May 3 (F) 9:00-4:00

Job Skills \$540

Mar 4&5 (M&T) 1:00-4:00

May 1&2 (W&Th) 1:00-4:00



Learning to use a computer does not have to be frustrating! We make it easy!

Medical Office & Coding

Med Off Practice \$1,075

Mar 11-14 (M-Th) 8:30-4:00

Step by Step Med Coding \$1,617

Mar 14,15,18 (Th,F,M) 9:00-4:00

(This class includes coding books)

Desktop Publishing

Publisher Complete \$540

Apr 26 (F) 8:30-4:30

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



Presentations

PowerPoint \$430

Apr 29 (M) 8:30-4:30

Are your Presentations lacking?



Human Resources

Basic SHRM Skills \$960

Mar 6-8 (W-F) 9:00-4:00

Basics of Human Resources \$960

Mar 6-8 (W-F) 9:00-4:00

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



Scheduling

Outlook \$320

Mar 4&5 (M&T) 9:00-12:00

May 1&2 (W&Th) 9:00-12:00

Project \$540

May 9 (Th) 9:00-4:00

Hoping Spring was Here?



We have served Alaska for 30 wonderful years and want to thank our customers for their support! We can come to you!



Spreadsheets

Excel Combined Basic/Intermediate \$540

Mar 11-13 (M-W) 9:00-12:00

Apr 23-25 (T-Th) 1:00-4:00

Excel Advanced \$430

May 20&21 (M&T) 1:00-4:00



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!

Databases

Access Complete \$540

Apr 30 (T) 8:30-5:00



Save Money Buy Vouchers

See Page 2 for sizes available and Pricing

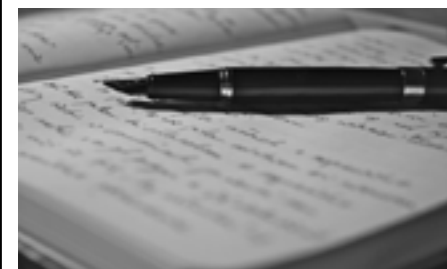
Word Processors

Word Combined Basic/Intermediate \$540

Mar 11-13 (M-W) 1:00-4:00

May 6-8 (M-W) 1:00-4:00

Know any shortcuts? Familiar with Table of Contents, Indexes, Cross References or How to Properly Use Tabs, Tables or Styles?



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 (51 hrs) \$2,560
-Job Skills -Excel Basic/Intermediate
-Outlook -Word Basic/Intermediate
-Quickbooks -Computer Basics
-Typing Fundamentals

Basic Computer & Office Skills (42 hrs) \$2,100
-Job Skills -Excel Basic/Intermediate
-Typing Fundamentals -Outlook
-Computer Basics -Word Basic/Intermediate

Human Resource Skills (57 hrs) \$2,900
-Outlook -Excel Basic/Intermediate
-QuickBooks -Word Basic/Intermediate
-Job Skills -Basics of Human Resources

Intermediate Computer & Office Skills (51hrs) \$2,560
-Access Complete -Typing Fundamentals
-Job Skills -Excel Basic/Intermediate
-Computer Basics -Word Basic/Intermediate
-Outlook

Medical Codes & Terminology (58 hrs) \$2,650
-Computer Basics -Medical Office Practice
-Lab time (8 hours)
-Step-by-Step Medical Coding

Secretarial, Computer & Office Skills (59 hrs) \$2,560
-Medical Office Practice -Typing Fundamentals
-Outlook -Word Basic/Intermediate
-Job Skills -Computer Basics

Job Readiness Package (30 hrs) \$1,020
-Job Skills -Computer Basics
-Typing Fundamentals -Lab time (12 hours)

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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(907) 452-7325

Training Schedule

Mar - May 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!