



north star computing

Computer Resource Center

NSC

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Mar - May 2018 Schedule

Training • Consulting • Rentals • Testing Center

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

SAVE AN EXTRA 5% ON VOUCHERS!!

Must be purchased by March 30, 2018

Receive a volume discount along with flexibility in scheduling with a booklet of training vouchers. You can save money now and decide later!
(see page 2 for more information on vouchers)



Accounting

QuickBooks Pro \$540
Apr 23-27 (M-F) 8:30-11:30



Learn how to use QuickBooks and do payroll yourself!

Desktop Publishing

Adobe Pro \$540
Scheduled upon request

Adobe InDesign \$540
Mar 14&15 (W&Th) 8:30-5:00
May 21&22 (M&T) 8:30-5:00

Adobe Illustrator \$540
Scheduled upon request

Adobe Photoshop \$540
Mar 19&20 (M&T) 8:30-5:00
May 14&15 (M&T) 8:30-5:00

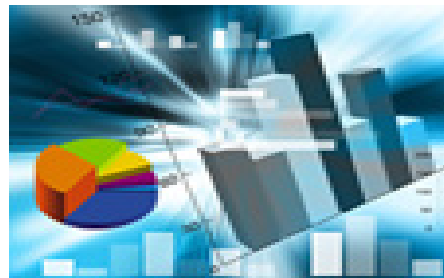
Publisher Complete \$540
May 28&29 (M&T) 8:30-4:30

Learn to edit Photos!
Create better Brochures, Business Cards, Flyers, and Newsletters!



Spreadsheets

Excel Complete \$540
Mar 21&22 (W&Th) 8:30-5:00
Apr 23-27 (M-F) 1:30-4:30
May 16&17 (W&Th) 8:30-5:00



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

Word Complete \$540
Mar 5&6 (M&T) 8:30-5:00
Apr 19&20 (Th&F) 8:30-5:00
May 3&4 (Th&F) 8:30-5:00

Do you know all of the great features of Word? Learn to use Styles, add a Table of Contents or an Index.



Beginners

Computer Basics \$215
Mar 1&2 (Th&F) 8:30-11:30
Apr 2&3 (M&T) 8:30-11:30
May 1&2 (T&W) 8:30-11:30

Typing \$215
(Includes Software)
Mar 1&2 (Th&F) 1:30-4:30
Apr 2&3 (M&T) 1:30-4:30
May 1&2 (T&W) 1:30-4:30

Job Skills \$540
Mar 7-9 (W-F) 1:00-5:00
Apr 4-6 (W-F) 1:00-5:00
May 7-9 (M-W) 1:00-5:00

Not sure where to begin?

Let us help you...

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



Presentations

PowerPoint \$430
May 10&11 (Th&F) 8:30-4:30

Learn to use PowerPoint's features efficiently!



Scheduling

Outlook \$320
Mar 7-9 (W-F) 8:30-11:30
Apr 4-6 (W-F) 8:30-11:30
May 7-9 (M-W) 8:30-11:30

Project \$540
Mar 26&27 (M&T) 8:30-4:30
May 30&31 (W&Th) 8:30-4:30



We can help you stay organized!

Databases

Access Complete \$540
Mar 12&13 (M&T) 8:30-5:00
May 23&24 (W&Th) 8:30-5:00

Medical Office & Coding

Med Off Practice \$1,075
Mar 12-15 (M-Th) 8:30-4:30
May 14-17 (M-Th) 8:30-4:30

Web Page Design

Dreamweaver \$540
Mar 28&29 (W&Th) 8:30-5:00
May 28&29 (M&T) 8:30-5:00

Expression Web \$540
Scheduled upon request



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.

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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Training Schedule

Mar - May 2018



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!