



north star computing

Computer Resource Center

NSC

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### Feb - Apr 2018 Schedule

Training • Consulting • Rentals • Testing Center

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

# Happy Valentines Day!



## Sign up 2 or more for the same class & save 20%

Restrictions Apply: New registrations only, applies to all classes \$540 or less, training completed by April 30, 2018.

### Accounting

<b>QuickBooks Pro</b>	<b>\$540</b>
Feb 5-9 (M-F)	8:30-11:30
Apr 23-27 (M-F)	8:30-11:30

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



### Desktop Publishing

<b>Adobe Pro</b>	<b>\$540</b>
<i>Scheduled upon request</i>	
<b>Adobe InDesign</b>	<b>\$540</b>
Mar 14&15 (W&Th)	8:30-5:00
<b>Adobe Illustrator</b>	<b>\$540</b>
<i>Scheduled upon request</i>	
<b>Adobe Photoshop</b>	<b>\$540</b>
Mar 19&20 (M&T)	8:30-5:00
<b>Publisher Complete</b>	<b>\$540</b>
Feb 26-28 (M-W)	8:30-12:00



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

### Presentations

<b>PowerPoint</b>	<b>\$430</b>
Feb 26-28 (M-W)	1:00-5:00



Still doing presentations the old way? Learn to use PowerPoint to its fullest potential!

### Scheduling

<b>Outlook</b>	<b>\$320</b>
Feb 21-23 (W-F)	8:30-11:30
Mar 7-9 (W-F)	8:30-11:30
Apr 4-6 (W-F)	8:30-11:30
<b>Project</b>	<b>\$540</b>
Mar 26&27 (M&T)	8:30-4:30



Let us show you how to get organized and be more efficient!

### Spreadsheets

<b>Excel Complete</b>	<b>\$540</b>
Feb 5-9 (M-F)	1:30-4:30
Mar 21&22 (W&Th)	8:30-5:00
Apr 23-27 (M-F)	1:30-4:30

Do you know what a Pivot Table is? Are Formulas or Charts difficult? Let us show you how easy it can be!



### Word Processors

<b>Word Complete</b>	<b>\$540</b>
Feb 19&20 (M&T)	8:30-5:00
Mar 5&6 (M&T)	8:30-5:00
Apr 19&20 (Th&F)	8:30-5:00



Do you know how to use all of the great features of Word? Learn to use Styles to add consistency to your document. Look professional with an Automatic Table of Contents or Index.

### Beginners

<b>Computer Basics</b>	<b>\$215</b>
Feb 1&2 (Th&F)	8:30-11:30
Mar 1&2 (Th&F)	8:30-11:30
Apr 2&3 (M&T)	8:30-11:30

<b>Typing</b>	<b>\$215</b>
(Includes Software)	
Feb 1&2 (Th&F)	1:30-4:30
Mar 1&2 (Th&F)	1:30-4:30
Apr 2&3 (M&T)	1:30-4:30

<b>Job Skills</b>	<b>\$540</b>
Feb 21-23 (W-F)	1:00-5:00
Mar 7-9 (W-F)	1:00-5:00
Apr 4-6 (W-F)	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.



### Databases

<b>Access Complete</b>	<b>\$540</b>
Mar 12&13 (M&T)	8:30-5:00

### Medical Office & Coding

<b>Med Off Practice</b>	<b>\$1,075</b>
Feb 6-9 (T-F)	8:30-4:30
Mar 12-15 (M-Th)	8:30-4:30

### Web Page Design

<b>Dreamweaver</b>	<b>\$540</b>
Mar 28&29 (W&Th)	8:30-5:00
<b>Expression Web</b>	<b>\$540</b>
<i>Scheduled upon request</i>	



### 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.

### Save Money Buy Vouchers

See Page 2 for sizes available and Pricing

## 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 3 hours of a class. You turn in enough vouchers to total the estimated number of class hours listed. Example: If you would like to take the Outlook class listed as up to 9 hours, you would turn in 3 vouchers. 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

Feb - Apr 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!**