



north star computing

Computer Resource Center

NSC

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Dec - Feb 2018 Schedule

Training • Consulting • Rentals • Testing Center

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

Gift Certificates for Computer Basics \$99 *Happy Holidays!*

Restrictions Apply: While supplies last. Training must be completed by Mar 31, 2018. Must mention this ad!

Accounting

QuickBooks Pro	\$540
Dec 4-8 (M-F)	8:30-11:30
Feb 5-9 (M-F)	8:30-11:30



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

Desktop Publishing

Adobe Pro	\$540
<i>Scheduled upon request</i>	
Adobe InDesign	\$540
Jan 30&31 (T&W)	8:30-5:00
Adobe Illustrator	\$540
<i>Scheduled upon request</i>	
Adobe Photoshop	\$540
Jan 24&25 (W&Th)	8:30-5:00
Publisher Complete	\$540
Dec 11-13 (M-W)	1:00-5:00
Feb 26-28 (M-W)	8:30-12:00

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



Spreadsheets

Excel Complete	\$540
Dec 4-8 (M-F)	1:30-4:30
Feb 5-9 (M-F)	1:30-4:30

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



Word Processors

Word Complete	\$540
Dec 14&15 (Th&F)	8:30-5:00
Feb 19&20 M&T	8:30-5:00



Do you know shortcuts or how to use all of the great features of Word? Table of Contents, Indexes, Cross References and Styles?

Beginners

Computer Basics	\$215
Dec 1 (F)	8:30-4:30
Jan 19 (F)	8:30-4:30
Feb 1&2 (Th&F)	8:30-11:30

Typing	\$215
(Includes Software)	
Jan 23 (T)	8:30-4:30
Feb 1&2 (Th&F)	1:30-4:30

Job Skills	\$540
Jan 26&29 (F&M)	8:30-4:30
Feb 21-23 (W-F)	1:00-5:00



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

Presentations

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



Do you know how to animate your presentation? Learn to use PowerPoint's features efficiently!

Databases

Access Complete	\$540
Jan 22&23 (M&T)	8:30-5:00

FlowCharts & Diagrams

Visio Complete	\$540
<i>Scheduled upon request</i>	

--- NEW CLASS! ---

Scheduling

Outlook	\$320
Dec 11-13 (M-W)	8:30-11:30
Feb 21-23 (W-F)	8:30-11:30
Project	\$540
Jan 24&25 (W&Th)	8:30-4:30



We can help you stay organized!

Web Page Design

Dreamweaver	\$540
<i>Scheduled upon request</i>	
Expression Web	\$540
<i>Scheduled upon request</i>	



Save Money Buy Vouchers

See Page 2 for sizes available and Pricing

Classroom & Equip Rentals

Teaching a class of your own? Need a place to host it? We have a fully equipped classroom available for rent.

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 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.



Training Schedule

Dec - Feb 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!