



# north star computing

Computer Resource Center

NSC

## May - Jul 2026 Schedule

Training • Consulting • Rentals • Testing Center

Number of hours are approximate based on number of students

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



## Bring a friend or co-worker and save!



**BUY ONE GET ONE 15% OFF**  
of equal or lesser value!

Restrictions apply: New registrations only, applies to all classes \$540 or less and training completed no later than July 31, 2026

**\*\*Denotes a schedule change!!**

### Accounting

### Desktop Publishing

### Spreadsheets

### Word Processors

**QuickBooks Desktop \$540**  
\*\*May 29 (F) 9:00-5:00

**QuickBooks Online \$540**  
Jun 1 (M) 9:00-4:00

Learn to use  
the QuickBooks  
**ONLINE Version!**  
Easily get  
your financial  
paperwork  
organized!



**Publisher Complete \$540**  
Jun 2 (T) 9:00-4:00



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

**Excel Combined Basic/Intermediate \$540**  
\*\*May 4&5 (M&T) 8:30-12:00  
Jul 13-15 (M-W) 1:00-4:00

**Excel Advanced \$430**  
Jun 5 (F) 9:00-4:00

Do you **REALLY**  
understand how to create  
charts, write formulas,  
perform filtering, or sort  
correctly?



**Word Combined Basic/Intermediate \$540**  
Jun 4 (Th) 9:00-4:00



Are you efficient in Word or is  
your old system still working  
well enough for you?

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

Let us show you  
how easy it can be!

### Beginners

**Computer Basics \$215**  
\*\*May 27 (W) 9:00-4:00

**Typing \$215**  
Jul 17 (F) 9:00-4:00

**Job Skills \$540**  
Jun 5 (F) 9:00-4:00

It's **NEVER**  
too late!  
We can  
**HELP?**



### Presentations

**PowerPoint \$540**  
Jun 3 (W) 9:00-4:00



Are your  
**Presentations  
lacking?**

### Human Resources

**Basic SHRM Skills \$960**  
Jul 20-23 (M-Th) 9:00-12:00

**Basics of Human Resources \$960**  
Jul 20-23 (M-Th) 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 23 (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!

### Medical Office & Coding

**Med Off Practice \$1,075**  
Jul 27-30 (M-Th) 9:00-4:00

**Step by Step Med Coding \$1,617**  
Jul 17, 24, & 31 (3-F) 9:00-4:00

(This class includes coding books)

### Scheduling

**Outlook \$320**  
May 28 (Th) 9:00-4:00

**Project \$540**  
Jul 27 (M) 9:00-4:00

**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.

<p><b>Make Your Own Small Package</b> 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><b>Human Resource Skills</b> (up to 57 hrs) \$2,900 -Outlook -Excel Basic/Intermediate -QuickBooks -Word Basic/Intermediate -Job Skills -Basics of Human Resources</p>
<p><b>Make Your Own Large Package</b> 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><b>Intermediate Computer &amp; Office Skills</b> (up to 51hrs) \$2,560 -Access Complete -Typing Fundamentals -Job Skills -Excel Basic/Intermediate -Computer Basics -Word Basic/Intermediate -Outlook</p>
<p><b>Accounting, Computer &amp; Office Skills</b> (up to 51 hrs) \$2,560 -Job Skills -Excel Basic/Intermediate -Outlook -Word Basic/Intermediate -Quickbooks -Computer Basics -Typing Fundamentals</p>	<p><b>Medical Codes &amp; Terminology</b> (up to 58 hrs) \$2,650 -Computer Basics -Medical Office Practice -Step-by-Step Medical Coding</p>
<p><b>Basic Computer &amp; Office Skills</b> (up to 42 hrs) \$2,100 -Job Skills -Excel Basic/Intermediate -Typing Fundamentals -Outlook -Computer Basics -Word Basic/Intermediate</p>	<p><b>Secretarial, Computer &amp; Office Skills</b> (up to 59 hrs) \$2,560 -Medical Office Practice -Typing Fundamentals -Outlook -Word Basic/Intermediate -Job Skills -Computer Basics</p>
	<p><b>Job Readiness Package</b> (up to 30 hrs) \$1,090 -Job Skills -Computer Basics -Typing Fundamentals -Outlook</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.**



**north star computing**  
Computer Resource Center  
**(907) 452-7325**

# Training Schedule

**Apr - Jun 2026**



**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!**