north star computing
Computer Resource Center

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nsc

Mar - May 2026 Schedule

Training • Consulting • Rentals • Testing Center
Number of hours are approximate based on number of students

Hoping Spring was Here?

We have served Alaska for 33 wonderful years and want to thank our customers for their support!
We can come to you!

Accounting

QuickBooks Desktop		**$540**
Mar 4-6	(W-F)	9:00-12:00
May 5-7	(T-Th)	9:00-12:00
QuickBooks Online		**$540**
Apr 23	(Th)	9:00-4:00

Learn how to use QuickBooks and do payroll yourself!

Beginners

Computer Basics		**$215**
Mar 2&3	(M&T)	9:00-12:00
Apr 9&10	(Th&F)	9:00-12:00
Typing		**$215**
Mar 2&3	(M&T)	1:00-4:00
Apr 9&10	(Th&F)	1:00-4:00
Job Skills		**$540**
Mar 10	(T)	9:00-4:00
Apr 24	(F)	9:00-4:00

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

Medical Office & Coding

Med Off Practice		**$1,075**
Apr 27-30	(M-Th)	9:00-4:00
Step by Step Med Coding		**$1,617**
Mar 10-12	(T-Th)	9:00-4:00
(This class includes coding books)		

Desktop Publishing

Publisher Complete		**$540**
Mar 12	(Th)	9:00-4:00

Free Delivery! get our weekly newsletter Sign up!

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

Presentations

PowerPoint		**$540**
Mar 11	(W)	9:00-4:00

Is this the only way you know how to present your ideas? Learn to use PowerPoint efficiently!

Human Resources

Basic SHRM Skills		**$960**
Apr 27-30	(M-Th)	9:00-12:00
Basics of Human Resources		**$960**
Apr 27-30	(M-Th)	1:00-4:00

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

Scheduling

Outlook		**$320**
Mar 9	(M)	9:00-4:00
Project		**$540**
Apr 24	(F)	9:00-4:00

Spreadsheets

Excel Combined Basic/Intermediate		**$540**
Mar 4-6	(W-F)	1:00-4:00
Apr 20-22	(M-W)	9:00-12:00
Excel Advanced		**$430**
Mar 13	(F)	9:00-4:00

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

Databases

Access Complete		**$540**
Mar 16	(M)	8:30-5:00

Save Money Buy Vouchers

See Page 2 for sizes available and Pricing

Word Processors

Word Combined Basic/Intermediate		**$540**
Apr 20-22	(M-W)	1:00-4:00

Do you know all of the great features of Word? Learn to use Tabs and Syles, be efficient with Shortcuts, or how to edit a PDF.

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

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

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

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

Medical Codes & Terminology (up to 58 hrs) $2,650
  -Computer Basics   -Medical Office Practice
  -Step-by-Step Medical Coding

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

Job Readiness Package (up to 30 hrs) $1,090
  -Job Skills   -Computer Basics
  -Typing Fundamentals   -Outlook

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.

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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Training Schedule

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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!