

Business & Training Center Non-Credit Professional Development **Fall 2017**

CRN	CRSE	TITLE	DATES	DAYS	TIMES	TUITION
BUSINESS TRAINING						
Communication & Supervision						
17184	NCBU 126G	Frontline Supervision (Rochester Campus)	9/27-10/19	WR	9:00-12:00 PM	\$599
17185	NCBU 127G	Smart Supervision for Managers (Rochester Campus)	10/25-11/16	WR	9:00-12:00 PM	\$599
Community Leadership & Nonprofit Management						
18511	NCBU172G	Grant Writing	9/20-10/11	W	6:00-9:00 PM	\$199
18512	NCBU173G	Leadership in Nonprofit Organization	10/2-10/23	M	6:00-9:00 PM	\$199
Microsoft (R) Office						
17180	NCCP 121G	Introduction to Excel	10/11-10/12	WR	9:00-12:00 PM	\$149
17181	NCCP 122G	Intermediate Excel	10/18-10/19	WR	9:00-12:00 PM	\$149
17182	NCCP 123G	Advanced Excel	10/25-10/26	WR	9:00-12:00 PM	\$149
18556	NCCP 126G	PowerPoint Presentations	11/1-11/2	WR	9:00-12:00 PM	\$149
18566	NCCP 127G	Introduction to Access	11/8-11/9	WR	9:00-12:00 PM	\$149
Office Administration						
17177	NCBU 113G	Office Skills & Technology	9/22-11/17	F	9:00-12:00 PM	\$399
Principles of Operations Management Certificate						
17190	NCBU 107G	Principles of Inventory Management (Rochester Campus)	9/25-11/27	M	5:30-8:30 PM	\$699
HEALTHCARE						
Red Cross Nursing Assistant Program – Register at the Red Cross 603-225-6697 x215						
N/A	N/A	LNA Red Cross Nursing Assistant - Evenings	8/7-10/3	MTWR	5:30-9:45 PM	\$1250
Medical Assistant Training Program						
17174	NCHC 140G	Medical Assistant	10/30-12/22	MTWR	9:00-5:00 PM	\$5,500
			10/30-12/22	F	8:00-4:00 PM	
17172	NCHC 141G	Medical Assistant Practicum (Off Site) (For students who took CRN 32668 8/9-9/29 at Pease)	10/2-10/27	MTWRF	9:00-5:00 PM	
18006	NCHC 141G	Medical Assistant Practicum (Off Site) (For students who took CRN 32831 8/7-9/29 in Rochester)	10/2-10/27	MTWRF	9:00-5:00 PM	
Medical Office Specialist Certificate Training						
17187	NCHC 145G	Medical Office Specialist	9/25-12/14	MTWR	9:00-2:00 PM	\$4,500
Workforce Transition Program for Young Adults						
17171	NCHC 033G	SEARCH I	9/5-12/22	MTWRF	9:00-3:00 PM	\$7,200
LAW ENFORCEMENT Great Bay Police Testing Alliance						
50001	NCPT 004G	Entry-level Police Exam	10/14	Sa	9:00-12:00 PM	\$50
TECHNOLOGY						
Precision Machining and CNC (Computer Numerical Control)						
17186	NCAM 320G	Introduction to Solidworks	9/12-11/2	TR	6:00-8:00 PM	\$849
17176	NCAM 300G	CNC Production Certificate	10/2 - 11/10	MTWRF	8:00-5:00PM	\$5,500
18481	NCAM 300G	CNC Production Certificate	11/13 - 12/22	MTWRF	8:00-5:00PM	\$5,500
Outdoor Power Equipment						
17183	NCPE 001G	Small Engine Repair	9/21-11/9	R	5:00-8:30 PM	\$399
Electrical Code Update						
17191	NCEW 001G	National Electrical Code Update	12/2-12/3	Sat/Sun	7:30-4:00 PM	\$150

