

## Business & Training Center Non-Credit Professional Development **FALL 2018**

CRN	CRSE	TITLE	DATES	DAYS	TIMES	TUITION
<b>BUSINESS TRAINING</b>						
Communication & Supervision						
12798	NCBU 126G	Frontline Supervision (Rochester Campus)	9/26-10/18	WR	9:00-12:00 PM	\$599.00
12799	NCBU 127G	Smart Supervision for Managers (Rochester Campus)	10/24-11/15	WR	9:00-12:00 PM	\$599.00
Microsoft (R) Office						
12792	NCCP 121G	Introduction to Excel	10/9-10/10	TW	9:00-12:00 PM	\$149.00
12794	NCCP 122G	Intermediate Excel	10/16-10/17	TW	9:00-12:00 PM	\$149.00
12795	NCCP 123G	Advanced Excel	10/23-10/24	TW	9:00-12:00 PM	\$149.00
12796	NCCP 126G	PowerPoint	11/6-11/7	TW	9:00-12:00 PM	\$149.00
Community Leadership & Nonprofit Management						
12800	NCBU 170G	Intro to Nonprofit Management	9/17-10/8	M	6:00-9:00 PM	\$199.00
12801	NCBU 171G	Fundraising for Nonprofit Orgs	9/19-10/10	W	6:00-9:00 PM	\$199.00
12802	NCBU 172G	Grant Writing	10/15-11/5	M	6:00-9:00 PM	\$199.00
12803	NCBU 173G	Leadership in Nonprofit Orgs.	10/16-11/6	T	6:00-9:00 PM	\$199.00
12804	NCBU 174G	Community & Civic Engagement	10/17-11/7	W	6:00-9:00 PM	\$199.00
<b>HEALTHCARE</b>						
Home Health Aide						
12782	NCHC 131G	Home Health Aide R.A. Course	9/4-2/28	TR	9:00-12:00 PM	\$1,500.00
Red Cross Nursing Assistant Program – Register at the Red Cross 603-225-6697 x215						
N/A	N/A	LNA Red Cross Nursing Assistant - Evenings	10/22-12/20	MTWR	TBA	\$1,400
Medical Assistant Training Program						
12785	NCHC 140G	Medical Assistant Certificate Training (Rochester Campus)	10/29/2018-1/25/2019	MTWR	8:30-4:30 PM	\$5,500.00
		Medical Assistant Certificate Training (Rochester Campus)	10/29/2018-1/25/2019	F	8:00-4:00 PM	
		(off Campus)	10/29/2018-1/25/2019	MTWRF	9:00-5:00 PM	
12784	NCHC 140G	Medical Assistant Certificate Training	10/29/2018-1/25/2019	MTWR	9:00-5:00 PM	\$5,500.00
		Medical Assistant Certificate Training	10/29/2018-1/25/2019	F	8:00-4:00 PM	
		(off Campus)	10/29/2018-1/25/2019	MTWRF	9:00-5:00 PM	
Medical Office Specialist Certificate Training						
12786	NCHC 145G	Medical Office Specialist	9/4-11/29	MTWR	9:00-2:00 PM	\$4,500.00
12787	NCHC 145G	Medical Office Specialist	12/3-2/21	MTWR	9:00-2:00 PM	\$4,500.00
Workforce Transition Program for Young Adults						
12829	NCHC 033G	SEARCH I	9/4-12/21	MTWRF	9:00-3:00 PM	\$7,200.00
<b>LAW ENFORCEMENT Great Bay Police Testing Alliance</b>						
50001	NCPT 004G	Entry-level Police Exam	10/6/2018	Sat	9:00-12:00 PM	\$50
<b>TECHNOLOGY</b>						
Precision Machining and CNC (Computer Numerical Control)						
12790	NCAM 320G	Introduction to Solidworks (Rochester Campus)	10/22-12/14	MW	6:00-8:00 PM	\$849.00
Outdoor Power Equipment						
12797	NCPE 001G	OPE Small Engine Repair (At Seacoast School of Technology)	9/27-11/15	R	5:00-8:30 PM	\$399.00

