

Business & Training Center Non-Credit Professional Development **SPRING 2019**

CRN	CRSE	TITLE		DATES	DAYS	TIMES	TUITION
BUSINESS TRAINING							
Communication & Supervision							
23565	NCBU 126G	Frontline Supervision	(Rochester Campus)	2/11-3/11	MW	9:00-12:00 PM	\$599.00
23566	NCBU 127G	Smart Supervision for Managers	(Rochester Campus)	4/22-5/15	MW	9:00-12:00 PM	\$599.00
23567	NCBU 135G	Train the Trainer (NEW!)	(Rochester Campus)	1/14-2/4	MW	9:00-12:00 PM	\$425.00
23568	NCBU 136G	Communicating for Positive Results (NEW!)	(Rochester Campus)	3/25-4/3	MW	9:00-12:00 PM	\$325.00
Microsoft (R) Office							
23559	NCCP 121G	Introduction to Excel		2/19-2/20	TW	9:00-12:00 PM	\$149.00
23561	NCCP 122G	Intermediate Excel		1/15-1/16	TW	5:30-8:30 PM	\$149.00
23560	NCCP 122G	Intermediate Excel		3/5-3/6	TW	9:00-12:00 PM	\$149.00
23562	NCCP 123G	Advanced Excel		3/19-3/20	TW	9:00-12:00 PM	\$149.00
23563	NCCP 126G	PowerPoint		4/2-4/3	TW	9:00-12:00 PM	\$149.00
Community Leadership & Nonprofit Management							
23569	NCBU 170G	Intro to Nonprofit Management		1/7-2/4	M	6:00-9:00 PM	\$199.00
23570	NCBU 171G	Fundraising for Nonprofit Orgs		2/25-3/18	M	6:00-9:00 PM	\$199.00
23572	NCBU 172G	Grant Writing		5/6-6/3	M	6:00-9:00 PM	\$199.00
23751	NCBU 174G	Community Leadership & Civic Engagement		4/1-4/22	M	6:00-9:00 PM	\$199.00
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		1/7-2/25	MTWR	5:15-9:15 PM	\$1,400
Medical Assistant Training Program							
23548	NCHC 140G	Medical Assistant & Practicum	(Pease Campus & Off Campus)	1/28-4/19	MTWR	9:00-5:00 PM	\$5,500
		Medical Assistant & Practicum	(Pease Campus & Off Campus)		F	8:00-4:00 PM	
23555	NCHC 140G	Medical Assistant & Practicum	(Pease Campus & Off Campus)	4/22-7/5	MTWR	9:00-5:00 PM	\$5,500
		Medical Assistant & Practicum	(Pease Campus & Off Campus)		F	8:00-4:00 PM	
Medical Office Specialist Certificate Training							
23557	NCHC 145G	Medical Office Specialist		TBD	MTWR	9:00-2:00 PM	\$4,500.00
Workforce Transition Program for Young Adults							
23547	NCHC 034G	SEARCH II	(Portsmouth Regional Hospital)	1/2-5/24	MTWRF	9:00-3:00 PM	\$7,200.00
LAW ENFORCEMENT Great Bay Police Testing Alliance							
50002	NCPT 004G	Entry-level Police Exam		2/2	Sat	9:00-12:00 PM	\$50
TECHNOLOGY							
Precision Machining and CNC (Computer Numerical Control)							
23558	NCAM 320G	Introduction to Solidworks	(Rochester Campus)	2/5-4/4	TR	6:00-8:00 PM	\$849.00
23945	NCAM 330G	Digital Radiography	(Rochester Campus)	1/15-2/28	TR	5:30-8:45 PM	\$980.00
Outdoor Power Equipment							
23564	NCPE 001G	OPE Small Engine Repair	(Details pending. Please contact us for more information.)				

For complete program info and course descriptions, please visit www.greatbay.edu/courses/business-training.

For general questions, please call **603-427-7652**.

To register for classes, please visit www.greatbay.edu/btc-reg or call **603-427-7610**.

