



The Business & Training Center (BTC) offers short-term, high quality training for the Seacoast's workforce. Our year-round schedule of courses are targeted to meet the skills most required by area employers. In addition, we can also customize a program to meet an employer's specific needs.

COURSE	TITLE	DATES	TIMES	DAYS	TUITION
<b>HEALTHCARE CAREER TRAINING</b>					
NCHC140G	Medical Assistant	4/7/25-6/27/25	9:00-5:00 PM	M-F	\$5,900
NCHC140G	Medical Assistant	6/30/25-9/19/25	9:00-5:00 PM	M-F	\$5,900
NCHC140G	Medical Assistant	9/22/25-12/12/25	9:00-5:00 PM	M-F	\$5,900
NCHC143G	Phlebotomy Training	1/14/25-3/6/25	8:00-12:00 PM	TTh	\$1,600
NCHC143G	Phlebotomy Training	4/8/25-5/29/25	8:00-12:00 PM	TTh	\$1,600
NCHC143G	Phlebotomy Training	7/1/25-8/21/25	8:00-12:00 PM	TTh	\$1,600
NCHC143G	Phlebotomy Training	9/23/25-11/13/25	8:00-12:00 PM	TTh	\$1,600
	Licensed Nursing Assistant	1/21/25-2/28/25			\$2,200
<b>CULINARY ARTS</b>					
NCCY100G	Culinary Arts & Sustainable Foodways	2/28/25-5/9/25	5:30-8:30PM*	M-Th	\$8,500
NCCY100G	Culinary Arts & Sustainable Foodways	9/8/25-12/5/25	5:30-8:30PM*	M-Th	\$8,500
<i>*Plus externship hours</i>					
<b>MICROSOFT OFFICE TRAINING</b>					
<b>Classes Via Zoom</b>					
NCCP121G	Intro to Excel	3/4/25-3/5/25	9:00-12:00PM	TW	\$257
NCCP122G	Intermediate Excel	3/11/25-3/12/25	9:00-12:00PM	TW	\$257
NCCP123G	Macros, Pivot Tables & Logical Functions	3/18/25-3/19/25	9:00-11:00AM	TW	\$210
<b>In Person at Portsmouth Campus</b>					
NCCP121G	Intro to Excel	4/1/25-4/2/25	9:00-12:00PM	TW	\$257
NCCP122G	Intermediate Excel	4/8/25-4/9/25	9:00-12:00PM	TW	\$257
NCCP123G	Macros, Pivot Tables & Logical Functions	4/15/25-4/16/25	9:00-11:00AM	TW	\$210
<b>Like Learning at Your Own Pace?</b>					
<b>Choose from a variety of online courses with flexible learning options to meet your schedule.</b>					
<b>Technology Bootcamps</b>					
Software Development		Tech Sales			
UX/UI Design		Data Analytics			
Digital Marketing					
<b>Career Training Certifications</b>					
Certified Medical Administrative Assistant		Professional Bookkeeping with QuickBooks Online			
The Complete Project Manager		Optician Certification			
Pharmacy Technician		Medical Billing & Coding			
<b>Fundamental Skills</b>					
Intro to Biology		Intro to Chemistry			
Data Analysis		WordPress Websites			
Project Management		Digital Marketing			
Computer Skills for the Workplace		Fundamentals of Supervision and Management			
Soft Skills Suite		Bookkeeping Certificate			
Leadership Development		Social Media for Small Business			
A to Z Grant Writing		... and More!			

Start  
Here!

