



The Business and Training Center at Great Bay Community College, located at the College's Portsmouth campus is designed to offer high quality workforce training for companies and individuals. Non-credit certificate programs are offered in Medical Assisting, Medical Administrative Assistant and Advanced Manufacturing as well as professional development courses including Microsoft Excel, leadership, supervision, mindfulness and more. The BTC also offers customized industry-specific training programs in partnership with Seacoast area businesses. Contact us for more information 603-427-7653 or via email GreatBayBTC@ccsnh.edu

COURSE	TITLE	DATES	TIMES	DAYS	TUITION
CAREER TRAINING					
NCHC140G	Medical Assistant Program	7/6/21-9/24/21	9:00-5:00 PM	MTWRF	\$5,650
NCAM250G	CNC Bootcamp (Rochester Campus)	7/12/21-8/6/21	8:00-4:30 PM	MTWRF	\$3,550
NCHC33G	Project Search I	8/30/21-12/18/21	9:00-3:00 PM	MTWRF	\$8,100
NCHC140G	Medical Assistant Program	9/27/21-12/17/21	9:00-5:00 PM	MTWRF	\$5,650
NCHC145G	Medical Administrative Assistant	9/27/21-12/17/21	9:00-2:00 PM	MTWR	\$4,500
SUPERVISION AND BUSINESS COMMUNICATIONS					
NCHC126G	Be Fiercely Human/SoftSkills workshop	5/21/21-5/21/21	1:00-4:00 PM	F	\$111
NCBU103G	Communication Skills for Supervisors	10/5/21-10/12/21	9:00-10:30 AM	T	\$119
NCBU170G	Introduction to Nonprofit Management	10/5/21-10/26/21	6:00-9:00 PM	T	\$265
NCHC125G	Transforming Uncertainty into Innovation: Leadership Practices for Navigating Change	10/19/21-11/9/21	6:00-7:30 PM	T	\$140
NCBU137G	Manager as Coach	10/26/21-11/2/21	9:00-10:30 AM	T	\$119
NBU138G	Giving Feedback	11/9/21-11/16/21	9:00-10:30 AM	T	\$119
NCBU139G	Emotional Intelligence	11/30/21-12/7/21	9:00-10:30 AM	T	\$119
DIGITAL DESIGN					
NCCP143G	Adobe InDesign for Beginners	5/4/21-5/25/21	6:00-8:00 PM	T	\$260
NCCP144G	Adobe Illustrator for Beginners	6/1/21-6/29/21	6:00-8:00 PM	T	\$260
NCCP140G	Fundamentals of Graphic Design	9/8/21-10/6/21	6:00-8:00 PM	W	\$260
NCCP142G	Introduction to Adobe Creative Cloud	10/18/21-11/15/21	6:00-8:00 PM	M	\$260
NCCP141G	Typography	10/20/21-11/17/21	6:00-8:00 PM	W	\$260
NCCP 143G	Adobe InDesign for Beginners	11/22/21-12/20/21	6:00-8:00 PM	M	\$260
NCCP144G	Adobe Illustrator for Beginners	11/24/21-12/22/21	6:00-8:00 PM	W	\$260
MICROSOFT OFFICE TRAINING					
NCCP122G	Intermediate Excel	5/11/21-5/13/21	9:30-11:30 AM	TWR	\$162
NCCP123G	Advanced Excel	5/18/21-5/20/21	9:30-11:30 AM	TWR	\$162
NCCP121G	Intro to Excel	10/5/21-10/7/21	9:30-11:30 AM	TWR	\$219
NCCP122G	Intermediate Excel	10/12/21-10/14/21	9:30-11:30 AM	TWR	\$219
NCCP123G	Advanced Excel	10/19/21-10/21/21	9:30-11:30 AM	TWR	\$219
ANALYTICS					
NCCP401G	Tableau - Desktop Specialist - Fundamentals	10/12/21-12/9/21	5:30-8:30 PM	TR	\$1,100
NCCP404G	Data Visualization MicroCredential	10/12/21-4/21/22	5:30-8:30 PM	TW	\$3,000
NCCP402G	Tableau Desktop Certified Associate - Intermediate	1/4/22-2/24/22	5:30-8:30 PM	TW	\$1,100
NCCP403G	Tableau Desktop Certified Professional - Advanced	3/1/22-4/21/22	5:30-8:30 PM	TW	\$1,100
MARKETING					
NCBU140G	Social Media Marketing	10/4/21-10/24/21	6:00-7:00 PM	M-S	\$799
NCBU140G	Social Media Marketing	11/1/21-11/21/21	6:00-7:00 PM	M-S	\$799

For more information on courses, contact: 603-427-7653, email: GreatBayBTC@ccsnh.edu
or visit our website: www.greatbay.edu/training

To register: <https://gbcc.coursestorm.com>