



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
HEALTHCARE CAREER TRAINING					
NCHC140G	Medical Assistant	4/8/24-6/28/24	9:00-5:00 PM	M-F	\$5,650
NCHC140G	Medical Assistant	7/1/24-9/20/24	9:00-5:00 PM	M-F	\$5,650
NCHC140G	Medical Assistant	9/23/24-12/13/24	9:00-5:00 PM	M-F	\$5,650
	Licensed Nursing Assistant	1/26/24-2/16/24			\$2,200
MICROSOFT OFFICE TRAINING					
Classes Via Zoom					
NCCP121G	Intro to Excel (Also scheduled for 3/5/24-3/6/24)	1/23/24-1/24/24	9:00-12:00PM	TW	\$257
NCCP122G	Intermediate Excel (Also scheduled for 3/12/24-3/13/24)	1/30/24-1/31/24	9:00-12:00PM	TW	\$257
NCCP 123G	Macros, Pivot Tables & Logical Functions (Also scheduled for 3/19/24-3/20/24)	2/6/24-2/7/24	9:00-11:00AM	TW	\$210
In Person Classes at Portsmouth Campus					
NCCP121G	Intro to Excel	4/2/24-4/3/24	9:00-12:00PM	TW	\$257
NCCP122G	Intermediate Excel	4/9/24-4/10/24	9:00-12:00PM	TW	\$257
NCCP123G	Macros, Pivot Tables & Logical Functions	4/16/24-4/17/24	9:00-11:00AM	TW	\$210
Like Learning at Your Own Pace?					
Choose from a variety of online courses with flexible learning options to meet your schedule.					
Technology Bootcamps					
Software Development		Tech Sales			
UX/UI Design		Data Analytics			
Digital Marketing					
Career Training Certifications					
Certified Medical Administrative Assistant		Professional Bookkeeping with QuickBooks Online			
The Complete Project Manager		Optician Certification			
Pharmacy Technician		Medical Billing & Coding			
Fundamental Skills					
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!*



Great Bay
Community College
Business & Training Center
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www.greatbay.edu/business-community/schedule/

