



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	1/12/2026-4/3/2026	9:00-5:00 PM	M-F	\$5,900
NCHC140G	Medical Assistant	4/6/2026-6/26/2026	9:00-5:00 PM	M-F	\$5,900
NCHC140G	Medical Assistant	6/29/2026-9/18/2026	9:00-5:00 PM	M-F	\$5,900
NCHC140G	Medical Assistant	9/21/2026-12/15/2026	9:00-5:00 PM	M-F	\$5,900
NCHC143G	Phlebotomy Training	1/13/2026-3/5/2026	8:00-12:00 PM	TTh	\$1,600
NCHC143G	Phlebotomy Training	4/7/2026-5/28/2026	8:00-12:00 PM	TTh	\$1,600
NCHC143G	Phlebotomy Training	6/30/2026-8/20/2026	8:00-12:00 PM	TTh	\$1,600
NCHC143G	Phlebotomy Training	9/22/2026-11/12/2026	8:00-12:00 PM	TTh	\$1,600
	Licensed Nursing Assistant	2/2/2026-3/27/2026			\$2,200
	Licensed Nursing Assistant	3/30/2026-5/22/2026			\$2,200
	Licensed Nursing Assistant	6/29/2026-8/21/2026			\$2,200
	Licensed Nursing Assistant	9/28/2026-11/20/2026			\$2,200
CULINARY ARTS					
NCCY100G	Culinary Arts & Sustainable Foodways	2/17/2026-5/6/2026	5:30-8:30PM*	M-W	\$8,500
NCCY100G	Culinary Arts & Sustainable Foodways	9/14/2026-12/9/2026	5:30-8:30PM*	M-W	\$8,500
			*Plus externship hours		
MICROSOFT OFFICE TRAINING					
Classes Live Via Zoom					
NCCP121G	Introduction to Excel	3/10/2026-3/11/2026	9:00-12:00PM	TW	\$257
NCCP122G	Intermediate Excel	3/17/2026-3/18/2026	9:00-12:00PM	TW	\$257
NCCP123G	Macros, Pivot Tables & Logical Functions	3/24/2026-3/25/2026	9:00-11:00AM	TW	\$210
Classes In-Person at Great Bay Community College					
NCCP121G	Introduction to Excel	4/7/2026-4/8/2026	9:00-12:00PM	TW	\$257
NCCP122G	Intermediate Excel	4/14/2026-4/15/2026	9:00-12:00PM	TW	\$257
NCCP123G	Macros, Pivot Tables & Logical Functions	4/21/2026-4/22/2026	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.					
Career Training Certifications					
Certified Medical Administrative Assistant		Professional Bookkeeping with QuickBooks Online			
The Complete Project Manager		Optician Certification			
HVAC/R		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			
Leadership Development		Bookkeeping Certificate			
A to Z Grant Writing		... and More!			

**Start
Here!**



**Great Bay
Community College**
Business & Training Center
ROCHESTER • PORTSMOUTH

Scan the QR Code or visit our website for more information and registration:
www.greatbay.edu/business-community/schedule/

