

Healthcare

MEDICAL ASSISTANT TRAINING PROGRAM

This program prepares students to assist medical providers by performing functions related to the administrative and clinical responsibilities of a medical office. 320 classroom hours and 160 practical hours.

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| NCHC140G | Medical Assistant. Training | Non-Credit |
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WORKREADYNH PROGRAM

WorkReadyNH is a practical, tuition-FREE Professional Development program open to NH residents that are 16+ years of age. This program focuses on the **soft skills** that help employees succeed in the workforce. Participants will enhance their resume and professional interview skills as well as review the essential workplace skills of reading, math and locating information.

Attend Online or In-Person! Participate in a blend of live, interactive classes and independent work. Learn and have fun in this simulated workplace setting to enhance and practice the powerful **soft skills** that employers want most. Participants will earn three highly recognized credentials upon the successful completion of this program.

For more information, please go to the following link to review the class & information sessions schedules as well as complete the enrollment form.

<https://www.greatbay.edu/business-community/business-training-center/workreadynh/>

Contact WorkReadyNH at 603-427-7636 or at ccsnh.edu/workreadynh

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| NCPD246G | WorkReadyNH Soft Skills | Non-Credit |
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Non-Credit Tuition Payment and Refund Policy

Tuition is required at the time of registration. Students registered for non-credit courses, workshops, or seminars must notify the Business & Training Center in writing at least three days prior to the first session and submit a Drop Form to receive a refund minus all fees, if applicable. If students registered online with a credit/debit card, there is a 7.0% transaction fee and \$1.99 administration fee that will be deducted from your refund. You can avoid these fees by paying with cash or check in person at the college. Students who cancel within 3 business days prior to the first session of class will not receive a refund. Students registered for credit-bearing courses are subject to the tuition refund per GBCC policy. Refunds take approximately four to six weeks to be processed. If the college cancels a class, tuition and fees will be refunded.

Funding for Training

Workforce Innovation and Opportunity Act (WIOA)

WIOA provides funds for many community education programs to qualified individuals. For qualification guidelines, speak with a counselor at the local NH Works office www.nhworks.org.

Trade Act

Trade Act provides funds for many Great Bay Community College programs to qualified individuals who lost their jobs to overseas markets. For qualification guidelines, speak with a counselor at the local NH Works office www.nhworks.org.

WorkInvestNH

The WorkInvestNH Grant is awarded to NH businesses to improve the capability of their workforce. This grant can reimburse employers up to one-half of the cost of training. To find out more about the grant, go to <https://www.nhes.nh.gov> and contact the Business & Training Center staff to discuss training solutions.