



MCRC/On-Track Training Program Schedule Summer Term 2010

Manchester Community Resource Center 177 Lake Ave. Manchester, NH 03103

PH: 603-647-8967

FAX: 603-647-8971

MONTH-MAY							
Class Name	Start Date	End Date	Schedule	Room	Fee	Instructor	Prerequisites
Intro to Computers	5/4/10	5/13/10	T & Th 10am – 12noon	Tech Lab A	FREE	Francis	None
Intro to Key Office Applications	5/18/10	6/10/10	T & Th 9:00am – 12noon	Tech Lab A	\$220	Warner	<i>Must have basic computer skills or Intro to Computers</i>
Healthcare Foundations	5/18/10	6/10/10	T & Th 1:00pm – 4:00pm	Health Lab	\$420	Kortz	None
MONTH-JUNE							
IC3 Certification Preparation	6/14/10	8/16/10	M & W 9:00am – 12noon	Tech Lab A	\$650	Warner	Intro to Key Office Applications or <i>basic MS Office skills</i>
Administrative Assistant	6/21/10	10/15/10	M, W, F 1:00pm – 4:00pm	Classrm 3	\$1800	Wolf/Warner/Kortz	IC3
MONTH-JULY							
Intro to Key Office Applications	7/6/10	7/29/10	T & Th 1:00pm – 4:00pm	Tech Lab A	\$220	Warner	<i>Must have basic computer skills or Intro to Computers</i>
Intro to Computers Seminar	7/10/10	7/17/10	Sat. 9:00am – 1:00pm	Tech Lab A	FREE	Acharya	None
Healthcare Foundations	7/12/10	8/4/10	M & W 5:30pm – 8:30pm	Health Lab	\$420	Kortz	None
Health Unit Coordinator	7/26/10	11/19/10	M, W, F 1:00pm – 4:00pm	Health Lab	\$1800	Kortz	IC3 & Healthcare Foundations
MONTH-AUGUST							
IC3 Certification Preparation	8/3/10	9/30/10	T & Th 9:00am – 12noon	Tech Lab A	\$650	Warner	Intro to Key Office Applications or <i>basic MS Office skills</i>
Pharmacy Technician	8/23/10	12/17/10	M, W, F 5:30pm – 8:30pm	Health Lab	\$1800	Kortz/Alger	Intro to Key Office Applications & Healthcare Foundations

Full Payment, Payment Arrangements, or Funding Approval must be in place **3 business days** before class start date to be considered *registered* for a program and have a seat reserved.

Minimum class size for all computer classes is 4.

www.ontracktraining.org

Minimum class size for all career training is 3.

Maximum class size for all classes is 10.

