

# MCRC/On-Track Training Program Schedule Winter/Spring

Manchester Community Resource Center 177 Lake Ave. Manchester, NH 03103 PH: 603-647-8967 FAX: 603-647-8971

Class Name	Start Date	End Date	Schedule	Room	Fee	Prerequisites
<b>JANUARY</b>						
Human Services Assistant	01-10-11	04-08-11	M – F 9:00am – 12noon	Classrm 3	\$1500	None
Health Unit Coordinator	01-10-11	05-20-11	M, W, F 1:00pm – 4:00pm	Classrm 3	\$1800	IC3 Computer Skills Healthcare Foundations
Pharmacy Technician	01-10-11	05-20-11	M, W, F 5:30pm – 8:30pm	Health Lab	\$1800	Intro to Key Office Applications Healthcare Foundations
<b>FEBRUARY</b>						
Intro to Computers	02-01-11	02-10-11	T & Th 1:00pm – 3:00pm	Tech Lab A	FREE	None
Intro to Key Office Applications	02-15-11	03-17-11	T & Th 9:00am – 12noon	Tech Lab A	\$220	<i>Must have basic computer skills</i> or Intro to Computers
Healthcare Foundations	02-15-11	03-24-11	T & Th 1:00pm – 4:00pm	Classrm 3	\$480	None
<b>MARCH</b>						
IC3 Certification Preparation	03-22-11	05-26-11	T & Th 9:00am – 12noon	Tech Lab A	\$650	Intro to Key Office Applications or <i>basic MS Office skills</i>
Intro to Key Office Applications	03-22-11	04-14-11	T & Th 1:00pm – 4:00pm	Tech Lab A	\$220	<i>Must have basic computer skills</i> or Intro to Computers
<b>APRIL</b>						
Intro to Computers	04-09-11	04-16-11	Sat 9:00am – 1:00pm	Tech Lab A	FREE	None
Administrative Assistant	04-18-11	08-19-11	M, W, F 9:00am – 12noon	Classrm 3	\$1800	IC3 Computer Skills
Healthcare Foundations	04-19-11	05-26-11	T & Th 1:00pm – 4:00pm	Classrm 3	\$480	None

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.

Minimum class size for all career training is 3.

Maximum class size for all classes is 10.

If enrollments do not meet minimum class sizes, courses may be postponed or cancelled.



[www.ontracktraining.org](http://www.ontracktraining.org)

**Upcoming Courses:** Pharmacy Technician 6/2011 - 10/2011; Health Unit Coordinator 6/2011 - 10/2011; Human Services 9/2011 - 12/2011