



MCRC/On-Track Training Program Schedule Winter/Spring Term 2010

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

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MONTH-JANUARY							
Class Name	Start Date	End Date	Schedule	Room	Fee	Instructor	Prerequisites
Intro to Computers	1/11/10	1/25/10	M & W 10:00am – 12N	Tech Lab A	FREE	Francis/Wolf	None
Intro to Key Office Applications	1/19/10	2/11/10	T & Th 1:00pm – 4:00pm	Tech Lab A	\$220	Warner	<i>Must have basic computer skills or Intro to Computers</i>
Administrative Assistant	1/25/10	6/18/10	M, W, F 9:00am – 12N	Classrm 3	\$1800	Wolf/Warner	IC3
Health Unit Coordinator	1/25/10	6/18/10	M, W, F 1:00pm – 4:00pm	Health Lab	\$1800	Kortz	IC3 & Healthcare Foundations
Pharmacy Technician	1/25/10	6/18/10	M, W, F 5:30pm – 8:30pm	Health Lab	\$1800	Kortz/Alger	Intro to Key Office Applications & Healthcare Foundations
MONTH-FEBRUARY							
Healthcare Foundations	2/9/10	3/11/10	T & Th 9:00am – 12noon	Health Lab	\$420	Kortz/Francis	None
IC3 Certification Preparation	2/16/10	4/22/10	T & Th 9:00am – 12noon	Tech Lab A	\$650	Warner	Intro to Key Office Applications or <i>basic MS Office skills</i>
MONTH-MARCH							
Intro to Key Office Applications	3/2/10	3/25/10	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	3/13/10	3/20/10	Sat. 9:00am – 1:00pm	Tech Lab A	FREE	Acharya	None
MONTH-APRIL							
IC3 Certification Preparation	4/6/10	6/10/10	T & Th 1:00pm – 4:00pm	Tech Lab A	\$650	Warner	Intro to Key Office Applications or <i>basic MS Office skills</i>
Healthcare Foundations	4/17/10	5/22/10	Sat 9:00am – 1:00pm	Health Lab	\$420	Kortz	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.

www.ontracktraining.org

Minimum class size for all career training is 3.

Maximum class size for all classes is 10.

