

# FALL 2021 BTC MICROCREDENTIAL PROGRAMS and Workshops



NHTI's Business and Training Center understands the needs of today's workforce, businesses, and organizations by providing the best instructors and targeted training that delivers results. The NHTI microcredential represents a commitment to building and applying skills in a professional setting to improve processes, relationships and outcomes.

All of our microcredentials and workshops are synchronous, live and 100% on-line.

## FEATURED PROGRAM



### Simple Marketing Concepts

**Mondays, Oct. 18-Nov. 8; 1-3 p.m.**  
**Cost: \$149**

This course is designed to cover the most important principles of product and service marketing. You will learn how to apply the 4 P's of the Marketing Mix (Product, Price, Place, and Promotion), as well as how to do a proper analysis of your business and external environments. By walking through the concepts with real-life examples, you will have the ability to apply insight to your own operations. Participants will also spend time working through their mission, vision, and core values with the purpose of preparing for strategic planning.

[Register Here](#)

## COURSE SCHEDULES

### Data Analytics for Business

**Tuesdays, Sept. 14-Oct. 19**  
**10 a.m.-12 p.m.**

Advances in computing power have led to an explosion in the amount of data available for analysis. Businesses have to learn to take advantage of the opportunities to analyze this data. This series covers an introduction to analytics and common analytics tools and methods, showing what it means to lead with data while actively working with visual datasets to develop best practices, tell a story, and make an impact. **Cost: \$725**

[Register](#)

### 7 Habits of Highly Effective People

**Wednesdays, Oct. 6-Nov. 17**  
**8:30-10:30 a.m.**

This course is based on Stephen R. Covey's book, which after 30 years continues to be a best-seller because it ignores trends and pop psychology and focuses on the timeless principles of fairness, integrity, honesty, and human dignity for personal effectiveness, leadership development and change. This proven process of personal and interpersonal growth leads to a plan for turning your ideas and good intentions into action. Course fee includes - 7 Habits Planning Kit and access to interactive mobile apps. **Cost: \$695**

[Register](#)

### Google Pro

**Thursdays, Oct. 7-Nov. 18**  
**3-5 p.m.**

Presented in a series of sessions, this comprehensive series is for new and current Google Workspace users who want to build their foundational skills. Advanced tips and tricks will be included to individualize the challenge for all user levels. Each session will cover a different app and the fundamental concepts of security, sharing and streamlining workflow.. **Cost: \$279**

[Register](#)

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**BTC microcredential courses are open for individual and group enrollment.**  
**Visit [NHTI.edu/btc](https://nhti.edu/btc) today for details.**

## Lean Business Practices

ONLINE: Fridays, Oct. 8-Nov. 12  
9-11 a.m.

Lean thinking is used in many industries and businesses. Originally developed for manufacturing, it's primarily about solving problems and is applied in most any type of business or organization. In this course, you'll explore and discuss basic principles and thinking. Hands-on or visual demonstrations will be used to emphasize concepts. **Cost: \$499**

Register

## Mindful Communications in Professional Settings

Thursdays, Oct. 14-Dec. 16  
4-6:30 p.m.

This course is designed around the fact that each moment of our lives is unique and unpredictable. You will learn how to accurately assess internal and external factors involved in any given communication experience and make effective choices about how to communicate productively. Graduate credit add on option. **Cost: \$495**

Register

## Frontline Management

Tuesdays, Sept. 21-Nov. 9  
9-11 a.m.

Meeting organizational demands in an efficient and an effective way can be challenging, frustrating, and seemingly never-ending. To succeed, the frontline manager must have the technical skills to lead and supervise staff and the people skills to cultivate and maintain a culture where employees are recognized as the most important asset – and are consistently treated that way. **Cost: \$825**

Register

## Introduction to QuickBooks (PC Desktop Version)

Wednesday, Sept. 29  
8:30-10:30 a.m.

A business owner/manager may have a great understanding of the products and services, but maybe not the day-to-day operations. As a result, important things start falling through the cracks. QuickBooks is great software that helps get your business organized, and it is designed for people without an accounting background. This seminar will get you started and help you get some great results with QuickBooks. **Cost: \$149**

Register

## Excel 101

Thursdays, Oct 7 and 14  
8:30 a.m.-12:30 p.m.

Professionals working with data and numbers need working knowledge of spreadsheet applications. If your organization uses Microsoft Excel, this hands-on course will teach you how to set up and work with fully formatted spreadsheets. Topics include the basics, terminology, formatting, spreadsheet management, and working with numbers. **Cost: \$249**

Register

## Excel 102

Thursdays, Oct 21 and 28  
8:30 a.m.-12:30 p.m.

Microsoft Excel has become the main program to handle large amounts of data, charts, financial models, math formulas, reports, and just about everything else pertaining to business – but using it can still be a mystery. This training will help you get more productive and efficient in using Excel. Topics include macros, formulas, Pivot tables, and advanced filters. **Cost: \$249**

Register

## G Suite Educator – Level 1

Wednesdays, Feb. 3-17  
3-5 p.m.

The Google Educator L1 series consists of instructor-led, hands-on activities that directly supplement Google's online training and what you need for a successful examination to become a Google L1 Certified Educator. It will solidify your foundation skills for all of the G Suite apps and fill in the gaps to help you level up and continue to expand productivity and pedagogy. **Cost: \$149**

Register

## G Suite Educator – Level 2

Wednesdays, Nov. 3-17  
3-5 p.m.

Prove your educator expertise as a Google tools super user and enthusiast with this certification. The training includes a series of online activities to build your skills with core and extended tools such as Blogger, Scholar, and advanced word processing. Take this core knowledge to the next level by learning new ways to use the tools to innovate, engage, create, and collaborate in the classroom. **Cost: \$149**

Register

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