



# Business and Training Center

training for

## Today's Work Force

[www.greatbay.edu](http://www.greatbay.edu)

# Business and Training Center

### Project SEARCH-Seacoast Region

Project SEARCH-Seacoast Region is a collaborative program joining Community Partners of Dover, One Sky Community Services of Portsmouth, NH Vocational Rehabilitation Services, Great Bay Community College and Portsmouth Regional Hospital in offering an Intern based training program at the hospital for 18+year old students with special needs. The students will cycle thru a series of Intern rotations in the course of a school year and discover their interests, skills and futures in the Health Care field.

### Phlebotomy/Red Cross

The American Red Cross offers a Phlebotomy Certificate Training Program to qualified individuals who have the desire to join the healthcare team in this capacity. This course is designed to provide students with theoretical, practical and interpersonal skills required of an entry-level Phlebotomist. The 60 hour class is offered a twice a week, during a 5 week schedule.

### LNA/Red Cross

Students will learn how to care for patients/clients in long-term care facilities, home or hospital environments. Students will learn to provide care that allows clients to maintain an independent and quality lifestyle. Students will be eligible to apply for the state of NH licensing exam.

**To register contact the American Red Cross at: 603.225-6697 x215.**

### Personal Care Attendant

Join the rewarding field of home care giving! Assist elderly and/or disabled persons to lead fulfilling and satisfying lives in their own homes. Be part of this fast growing occupation. Upon completion of this 40-hour Personal Care Attendant course, students will receive a certificate of completion from GBCC. The course includes both classroom and simulated skill practice.

### START Hospitality Program (Skills, Tasks, And Results Training)

The START program is a one-year classroom and internship curriculum for students ages 18 and older with special needs. The program provides students the real world knowledge and skills for a long term career in the Hospitality Industry. Workplace and independent capabilities are built in through focused reading, writing and math skills development. This nationally recognized program is a collaboration by the American Hotel & Lodging Institute, the NH Lodging and Restaurant Association, the Strafford Learning Center and Great Bay Community College.

### Certificate in Product Inventory Management (CPIM)

Offered in collaboration with APICS, the Granite State Chapter #85. This program provides preparation for the Certificate in Product Inventory Management (CPIM) exam. A CPIM Certification is essential for professionals in product and inventory management, operations, supply chain management, procurement, materials management and purchasing.

Exam preparation is provided in the area of:

- *Basics of Supply Chain Management (Spring & Fall 2012)*
- *Execution & Control of Operations (Spring 2012)*
- *Master Planning of Resources (Summer 20112)*
- *Detailed Scheduling and Planning ( Summer 2012)*
- *Strategic Management of Resources (Fall 2012)*

### Small Engine Repair

For the home mechanic or the professional small engine technician, this series of workshops delivers the theory and hands on experience to maintain and repair a variety of outdoor power equipment and professional level training toward certification. As an Authorized Technician Certification Testing Center and accredited by the Equipment and Engine Training Council (EETC) and Outdoor Power Equipment and Engine Service Association (OPEESA) the course content follows the required guidelines and maintains the high standards mandated. Classes are held in a NATAF approved Automotive Technology laboratory.

### Machine Tool & CNC Technology: Introduction and Advanced

These two courses are held at the Richard W. Creteau Regional Technology Center in Rochester, NH, The first offers an introduction to the occupations and industry of machinists, tool and die makers, and related specialists. A second course offers an advanced level. Both courses include accident prevention, basic metallurgical properties and the development of knowledge and competency in the safe utilization, set up, operation and maintenance of machine tools. Graduates will be prepared for an entry-level position as an Operator and/or Technician. The 120 hour certificate program includes all books, materials and lab fees.

## Great Bay Community College

For more information contact:  
Christopher Lawrence  
Director, Community Education  
[clawrence@ccsnh.edu](mailto:clawrence@ccsnh.edu)  
603-427-7651



**Individuals can access the Workforce Investment Act**



# Great Bay Community College

Great Bay Community College (603) 427-7600  
 320 Corporate Drive  
 Portsmouth, NH 03801 Fax:(603) 334-6308  
 TDD (603) 668-1792  
 TDD/Voice: Relay New Hampshire (800) 735-2964

For a complete list of  
 all courses  
 offered this Spring  
 visit:

[www.greatbay.edu](http://www.greatbay.edu)

**Start Something  
 Great !**

## Business and Training Center Spring 2012 Courses

CRN	CRSE	TITLE	TERM	DAYS	TIME	COST
<b>Small Engine Repair Program</b>						
<b>Seacoast School of Technology in Exeter</b>						
20439	NCPE001	Small Engine Repair (Exeter)	1/24-3/20	T	5:30-8:30pm	\$349
20440	NCPE001	Small Engine Repair (Exeter)	3/27-5/22	T	5:30-8:30pm	\$349
\$49.50 Textbook and Study Guide- OPE Exam \$47.00						
20443	NCPE002	OPE Electrical System Certification	1/26-2/16	R	5:30-8:30pm	\$199
20444	NCPE002	OPE Electrical System Certification	3/29-4/19	R	5:30-8:30pm	\$199
\$56.00 Textbook - OPE Exam \$47.00						
20445	NCPE003	OPE Mobile Generator Certification	2/23-3/22	R	5:30-8:30pm	\$199
20447	NCPE003	OPE Mobile Generator Certification	5/3-5/24	R	5:30-8:30pm	\$199
\$45.00 Textbook - OPE Exam \$47.00						
<b>APICS CPIM Certificate Program</b>						
20253	NCBU98	Basics of Supply Chain Management	1/23-4/23	M	6:00-9:00pm	\$425
Books: \$256 - Discount courtesy of APICS NH Chapter 35						
20425	NCBU105	Execution and Control	1/25-4/18	W	6:00-9:00pm	\$425
Books: APICS members - \$212 - non-members \$274						
<b>START Hospitality Certificate Program</b>						
20298	TR601	START Hospitality - Part II	1/23-5/10	MTWR	9:00am-12:00pm	\$3750
<b>LNA - Red Cross Nursing Assistant Certificate Program</b> -Register at Red Cross 603-225-6697 x215						
		LNA-Red Cross Nursing Assistant	11/28-1/26	MTRF	9:00am-2:00pm	\$1525
		LNA-Red Cross Nursing Assistant	1/30-3/27	MTRF	9:00am-2:00pm	\$1525
		LNA-Red Cross Nursing Assistant	1/30-3/29	MTWR	5:00pm-10:00pm	\$1525
		LNA-Red Cross Nursing Assistant	4/2-5/29	MTRF	9:00am-2:00pm	\$1525
		LNA-Red Cross Nursing Assistant	4/2-5/31	MTWR	5:00pm-10:00pm	\$1525
<b>Phlebotomy-Red Cross Certificate Program</b> -Register at Red Cross 603-225-6697 x215						
		Phlebotomy-Red Cross	11/8-1/3	T/R	9:00am-1:00pm	\$1225
		Phlebotomy-Red Cross	1/9-3/7	M/W	5:00pm-9:00pm	\$1225
		Phlebotomy-Red Cross	1/10-3/1	T/R	9:00am-1:00pm	\$1225
		Phlebotomy-Red Cross	3/19-5/9	M/W	5:00pm-9:00pm	\$1225
		Phlebotomy-Red Cross	3/13-5/3	T/R	9:00am-1:00pm	\$1225
<b>Machine Tool and CNC Technology Program</b>						
<b>Richard W. Creteau Regional Technology Center in Rochester</b>						
20257	NCPD01	Intro. To Machine Tool and CNC	1/24-4/19	T/R	5-8:00pm	\$1500
20258	NCTD02	Advanced Machine Tool/CNC Tech.	1/24-4/19	T/R	5-8:00pm	\$1500
<b>Administrative Office Assistant Program</b>						
20256	NCPD 253	Office Skills & Technology	2/15-4/11	W	12:00-3:00pm	\$540
Three required courses-CIS 110, BUS 110 and an Elective have schedules listed elsewhere.						
<b>Personal Care Attendant Certificate Program</b>						
20347	NCHC 32	Personal Care Attendant	2/15-4/5	W/R	5:30-8:30 pm	\$499
<b>2011 National Electrical Code Update</b>						
20426	EW001	National Electrical Code Update	1/28-1/29	Sat/Sun	8:00am-5:00pm	\$150
<b>Project SEARCH Program</b>						
20421	NCHC 34	Search II	1/9-5/25	M-F	9:00am-3:00pm	\$6300