MISSION STATEMENT
Gateway Community College offers high quality instruction and comprehensive services in an environment conducive to learning. We respond to the changing academic, occupational, technological, and cultural needs of a diverse population.

ACCREDITATION
Gateway Community College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.

STATEMENT OF NON-DISCRIMINATION
Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record in its programs and activities.

PERSONS WITH DISABILITIES
Persons with disabilities should self-identify to the Student Disability Services Office (SDS) and indicate that they are in need of auxiliary services and/or assistance to meet course/program requirements. Each campus building meets established standards with such special features as automatic doors, elevators, and restrooms designed to make the school accessible for students with disabilities.

REFUND POLICY/COURSE CANCELLATIONS
If the college cancels a course, you will automatically be granted a 100% adjustment of associated charges except the application fee. If you officially drop prior to the 1st day of the semester – 100% refund.

CUSTOMIZED ON-SITE TRAINING
Our on-site programs provide a cost-effective way to train your employees. We will tailor a seminar to meet the needs of your group, schedule it at your convenience, handle all the arrangements, and accommodate any number of people.

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CERTIFIED PROFESSIONAL FOOD & BEVERAGE SERVER

Throughout this course students will learn about professional food service and develop a personal style. A professional server has the opportunity for unlimited income, flexible hours, and a job that offers personal satisfaction and career advancement.

This course will provide classroom instruction combined with hands on experience. Materials for this training program were developed by industry professionals. Students will learn customer service; history and trends of the industry; types of food service operations, styles of service; professionalism; career planning; soft skills training, math, reading/writing, Point of Sale (POS or Register/Ordering) systems; and front and back of the house operations.

FOOD PREPARATION WORKER

Students will perform a variety of food preparation duties in the kitchen or “Back of the House”. Students will prep for lunches and learn the basic functions of managing a kitchen.

This is a 10-week program, including 8 weeks in classroom and 2-week internship. Internships at area restaurants will be required as well.

To be eligible for this class you must have the following:

- Must be receiving SNAP benefits.
- Must have a GED or high school diploma.
- Must be US Citizen.
- Non-citizens are eligible with appropriate documentation.
- SNAP clients cannot participate in training programs in which they cannot be employed by law.
- Students that have a “HOLD” within the college system will not be allowed to register for SNAP Training. ***HOLD: A hold is when the college does not allow you to register for classes because you either: owe money, do not have immunizations up to date, or have documentations missing in the system.
- Must take and pass a reading and math assessment

SOLID CREDENTIALS

Upon successful completion, students and both front and back of the house training will earn marketable certificates from the National Restaurant Association Education Foundation (NRAEF).

Certificates included ServSafe Food Safety, ServSafe Alcohol and Professional Server/Front of the House or Back of the House Course completion.

September 28 - November 19
Monday & Wednesday
9:30 AM - 3:00 PM - Room TBA
Tuesday & Thursday
9:30 AM - 12:30 PM - Room TBA

For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
Business Professional & Office Assistant Training Certificate

This certificate training program is designed to equip administrative support professionals with the technical skills as well as customer service skills needed to compete in a fast-paced office environment. Students will learn to prioritize tasks to streamline office procedures, to take minutes of meetings, to compose e-mails, to edit office correspondence and to provide excellent customer service. Classroom hours are conveniently arranged in the evening to accommodate working professionals. This program is 22 weeks. Students interested in adding a medical component to the training may include a Medical Terminology class to their training schedule.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
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<tr>
<td>ADVANCED CLASS</td>
<td>$335</td>
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INTRODUCTION TO MICROSOFT
This class provides a foundation in Microsoft 2013 Windows 7. The knowledge gained is useful as a prerequisite to other desktop software applications used in many businesses today, including, Excel and Access.

CRN 4277 - Session 1 CEU 1.0
Monday & Wednesday, August 24 - 31
6:00 PM - 9:30 PM - Room N201
Guy Simone $135.00

CRN 4278 - Session 2 CEU 1.0
Tuesday & Thursday, August 25 - September 1
6:00 PM - 9:30 PM - Room N201
Guy Simone $135.00

OFFICE PROCEDURES, TIME MANAGEMENT, AND PROJECT MANAGEMENT
Manage “desk stress,” amp up efficiency, and cut the clutter with key office management strategies, such as setting SMART goals, prioritizing, implementing project management strategies, and employing organization techniques, including the use of “smart” devices.

- Deal with typical problems of organization, from lost papers, to desk organization, to interruptions
- Employ the acknowledge-plus rule to increase your assertiveness when managing projects
- Discover the one-word secret to getting others to respect your time
- Create a “desk workbook” to manage systems and procedures and to provide support for office coverage
- Set up and maintain a tickler file
- Learn the key “keep or toss” guidelines
- Schedule meetings
- Employ proper project management principles

CRN 4315 CEU 1.7
Wednesday September 2 – 30
6:00 PM - 9:30 PM - Room N211
Margaret DeMarino $335.00
MICROSOFT EXCEL
Understand spreadsheet principles, formatting and building worksheets, incorporate text, numbers, calculations and error corrections. Use of formulas, creating charts, performing custom spreadsheet presentations and inserting notations. Learn to use Excel to track data, build models for analyzing data, and present data in a variety of professional looking charts.

CRN 4261          CEU 2.8
Thursday, September 3 - October 22
6:00 PM - 9:30 PM - Room N201
Guy Simone          $387.00

MICROSOFT ACCESS
Students will work on building and managing business data in a simple format. Includes design table and field construction, use of searches, sorts, queries and filters, and using Access to perform calculations of statistical data. Students will develop a business database in class.

CRN 4260          CEU 2.8
Thursday, October 29 - December 17
(No class November 26)
6:00 PM - 10:00 PM - Room N201
Guy Simone          $387.00

MICROSOFT WORD
Equips the student with the ability to effectively use the most in-demand word processing software today, starting with the menu bar and tool bars. This course will cover document formatting, the insertion of clip art into text, business protocols to word processed communications, changing and manipulating fonts, test passages, pagination, generation of form letters, labels and envelopes, executing mail merges and creating professional communiques.

CRN 4264          CEU 2.8
Tuesday, September 8 - October 27
6:00 PM - 9:30 PM - Room N201
Guy Simone          $387.00

MICROSOFT POWERPOINT
Comprehensive training in the design, development and use of effective business presentations incorporating text and graphics. The class will cover principles of desktop publishing, incorporating graphics and charts, editing, slide show presentation and development, customizing displays with computer-generated clip art, and other enhancements.

CRN 4263          CEU 1.7
Tuesday, November 3 - December 1
6:00 PM - 9:30 PM - Room N201
Guy Simone          $335.00

TAKING MINUTES
Keeping an accurate and concise record of meetings is a sought-after skill among office administrators. In this module, you will learn strategic tips and gain practical experience by minute-taking at “mock meetings.” We will explore various note taking styles and minutes formats and discuss common challenges.

CRN 4313          CEU 1.0
Wednesday November 11 - December 2
(No class November 25)
6:00 PM - 9:30 PM - Room N211
Margaret DeMarino    $229.00

THE ABC'S OF WRITTEN COMMUNICATIONS
Getting it “write” is a critical skill for the office professional—whether editing your boss's work or starting from scratch.

• Compose clear and concise emails
• “Up-level” your emails to develop goodwill and public relations
• Ensure the proper use of grammar and punctuation
• Proofread for perfection

CRN 4312          CEU 1.7
Wednesday October 7 - November 4
6:00 PM - 9:30 PM - Room N211
Margaret DeMarino    $335.00
OFFICE COMMUNICATION/CUSTOMER SERVICE/
DEALING WITH DIFFICULT PEOPLE

Today's office professional is also a public relations front person for his/her company. Learn how to provide exemplary customer service, whether dealing with customers, co-workers or management. This course looks at verbal communication and shows you how to communicate in a positive and effective way—even when dealing with difficult people.

- Understand the payoffs and benefits of hospitality
- Learn 10 ways to incorporate “host” behavior
- Learn the art of positive diplomacy to help the communication “get off on the right foot”
- Develop “default language” to use in the fact of “sticky” situations
- Learn how to listen actively rather than passively
- Avoid the 10 most common customer service mistakes

CRN 4289  CEU 1.0
Wednesday December 9 - 23
6:00 PM - 9:30 PM - Room N211
Margaret DeMarino $229.00

MICROSOFT OUTLOOK

Microsoft’s Outlook serves as a computer-based e-mail service, appointment book, and address book. It is a desktop personal information manager (or PIM). Students will learn how to use a universal In-box, contact database, the sophisticated calendar, and task pad.

CRN 4262  CEU 0.8
Tuesday, December 22 & 29
6:00 PM - 10:00 PM - Room N201
Guy Simone $229.00

MICROSOFT PROJECT

Successfully managing a project requires effective planning and adherence to industry best practices in every step of the process. By understanding the fundamentals of project management. Students will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes

SPRING 2016  CEU 1.2
Tuesday & Thursday, January 5 - 12
6:00 PM - 10:00 PM - Room N201
Odell Cooper $170.00

BUSINESS SYSTEMS APPLICATIONS

This class is designed to have the student use all of the applications within the Microsoft Office Suite. The class allows the student to create a project and learn to combine the uses of Microsoft Word, Excel, Access, PowerPoint and Microsoft Outlook. Prerequisites: Word, Excel, Access, PowerPoint and Outlook.

SPRING 2016  CEU 2.0
Tuesday & Thursday, January 14 - 28
6:00 PM - 10:00 PM - Room N201
Guy Simone $375.00

MICROSOFT EXCEL II

This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using pivot tables and pivot charts for analyzing data, and customizing workbooks.

You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. Before taking this course, students are recommended to complete the following Microsoft Office Excel 2010.

SPRING 2016  CEU 1.5
Monday & Wednesday, January 11 - 27 (No class January 18)
6:00 PM - 9:00 PM - Room N201
Odell Cooper $335.00
INTRODUCTION TO MICROSOFT
This class provides a foundation in the Microsoft 2013 Windows 7. The knowledge gained is helpful in order to continue learning other desktop software applications used in many businesses today, including, Excel® and Access®.
CRN 4277 - Session 1 CEU 1.0
Monday & Wednesday, August 24 - 31
6:00 PM - 9:30 PM - Room N201
Guy Simone $135.00
CRN 4278 - Session 2 CEU 1.0
Tuesday & Thursday, August 25 - September 1
6:00 PM - 9:30 PM - Room N201
Guy Simone $135.00

MICROSOFT EXCEL
Understand spreadsheet principles, formatting and building worksheets, incorporating text, numbers, calculations and error corrections. Use of formulas, creating charts, performing custom spreadsheet presentations and inserting notations. Learn to use Excel® to track data, build models for analyzing data, and present data in a variety of professional looking charts.
CRN 4261 CEU 2.8
Thursday, September 3 - October 22
6:00 PM - 9:30 PM - Room N201
Guy Simone $387.00

MICROSOFT WORD
Equips the student with the ability to effectively use the most in-demand word processing software today, starting with the menu bar and tool bars. This course will cover document formatting, the insertion of clip art into text, business protocols to word processed communications, changing and manipulating fonts, test passages, pagination, generation of form letters, labels and envelopes, executing mail merges and creating professional communiques.
CRN 4264 CEU 2.8
Tuesday, September 8 - October 27
6:00 PM - 9:30 PM - Room N201
Guy Simone $387.00

ADVANCED CLASS: PREREQUISITE (QUICKBOOKS)
Bookkeeping Professional National Certificate
The American Institute of Professional Bookkeepers or AIPB — is the bookkeeping profession's national association. AIPB's mission is to achieve recognition of bookkeepers as accounting professionals; keep bookkeepers up to date on changes in bookkeeping, accounting and tax; answer bookkeepers' everyday bookkeeping and accounting questions; and certify bookkeepers who meet high, national standards.

SEE PAGE 8
BUSINESS MATH
This class will review basic math skills as well as introduce students to the correct way to use a business calculator.

CRN 4290  CEU 2.0
Monday, September 28 - October 26
6:00 PM - 10:00 PM - Room N006
Maurice Johnson  $240.00

INTRODUCTION TO BENEFITS ADMINISTRATION
This course provides an overview of benefit systems including retirement, health and welfare benefits. Includes new approaches to health insurance and their impact on business. Students will also learn about the Human Resources Info System (HRIS), and to use HRIS to increase productivity, evaluate HRIS options, and make recommendations to senior management for implementation. Students will also practice how to communicate with all internal and external customers and learn problem-solving strategies for benefit situations.

CRN 4256  CEU 2.4
Thursday, October 8 - November 12
6:00 PM - 10:00 PM - Room N006
Susan Pellerin  $387.00

PRINCIPLES OF ACCOUNTING
This class provides students with a solid background in accounting theory with a focus on accounting practices for a service-based business and merchandising/cash-based business, as well as accounting for payroll.

CRN 4258  CEU 3.5
Monday & Wednesday, November 2 - December 7
(No class November 25)
6:00 PM - 9:30 PM - Room N006
Maurice Johnson  $429.00

ACCOUNTING SOFTWARE (QUICKBOOKS)
Students will learn to add and edit information, modify and customize forms, create invoices, and enter and pay bills using accounting software to complete the accounting cycle. Although other software will be reviewed, QuickBooks will be emphasized. QuickBooks software can help anyone in bookkeeping or accounting better manage expenses and income.

CRN 4267  CEU 2.4
Monday & Wednesday, December 9 - January 6
(No class December 23)
6:00 PM - 9:00 PM - Room N201
Brenda Seldon  $387.00

BUSINESS LAW & ETHICS
This class provides knowledge and understanding of basic legal principles as they apply to accounting and business transactions. Students will learn analytical skills with exposure to the law.

SPRING 2016  CEU 2.0
Tuesday & Thursday, January 5 - January 19
6:00 PM - 10:00 PM - Room N006
John Scott III  $320.00
The American Institute of Professional Bookkeepers or AIPB — is the bookkeeping profession’s national association. AIPB’s mission is to achieve recognition of bookkeepers as accounting professionals; keep bookkeepers up to date on changes in bookkeeping, accounting and tax; answer bookkeepers’ everyday bookkeeping and accounting questions; and certify bookkeepers who meet high, national standards. Founded in 1987 with a current membership of 30,000.

Bookkeeper’s seeking to become nationally certified by AIPB must complete the requirements:

- At least two year’s full-time experience or the part-time or freelance equivalent, which may be obtained before or after passing the examination.
- Pass a four part national examination, including two parts given at any Prometric Test Center (there are over 300 nationwide).
- Code of Ethics must be signed by each applicant.

There is no required order in which to complete these steps. Experience requirements before or after taking the tests. Those who pass the certification tests before completing the experience requirements will receive a special letter from AIPB to show to prospective employers.

There will be six subjects covered on the national certification exam. Applicants will be tested on four of these at a test center; adjusting entries, error correction, payroll and depreciation and must achieve a grade of 75% to pass. Retakes can be scheduled after 30 days. The test on the last two subjects; Inventory and Internal Controls & Fraud Prevention, is the final exam in the back of each of the workbooks received during class. Students must achieve a grade of 70% to pass. The instructor will submit the completed final exams to AIPB for grading.
Medical Office Assistant Training Certificate

This training program is designed to prepare the student with the specialized knowledge, administrative skills, and office protocols required in medical offices, long-term care facilities, and medical insurance companies. Today, medical office staff are required to have a strong background in insurance reimbursement, medical terminology, computer & office skills, and the many parts of coded medical insurance forms. The best candidates for this training are individuals who want to start a career in medical office. This program runs for 18 weeks.

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<thead>
<tr>
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<tr>
<td>Commercial Insurance &amp; Managed Care Reimbursement Systems</td>
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<tr>
<td>Medical Terminology</td>
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<td>ICD-9 and CPT-4 Coding</td>
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<tr>
<td>Introduction to ICD-10</td>
<td>$250</td>
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<td>PROGRAM TOTAL</td>
<td>$3439</td>
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**MEDICARE & MEDICAID REIMBURSEMENT SYSTEMS**

This course is designed to assist those individuals completing Medicare and Medicaid forms to understand the claims process, entitlements, eligibility requirements, fiscal agents, Medicare Part A & B, RBRVS, DRGs, and other payment mechanisms. This class includes discussions about current reforms to Medicare and Medicaid, Medigap, & Medicare HMOs.

CRN 4270  
Monday & Wednesday, August 24 - September 9  
(No class September 7)  
6:00 PM - 10:00 PM - Room N003  
Jean Carusone  $325.00

**INTRODUCTION TO MICROSOFT**

This class provides a foundation in Microsoft 2013 Windows 7. The knowledge gained is useful as a prerequisite to other desktop software applications used in many businesses today, including Excel and Access.

CRN 4277 - S1  
Monday & Wednesday, August 24 - 31  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  $135.00

CRN 4278 - S2  
Tuesday & Thursday, August 25 - September 1  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  $135.00

**VISIT OUR WEBSITE**
GatewayCT.edu/GREAT-Center
Workforce Development / Continuing Education
OFFICE PROCEDURES, TIME MANAGEMENT, AND PROJECT MANAGEMENT.

Manage “desk stress,” amp up efficiency, and cut the clutter with key office management strategies, such as setting SMART goals, prioritizing, implementing project management strategies, and employing organization techniques, including the use of “smart” devices.

- Deal with typical problems of organization, from lost papers, to desk organization, to interruptions
- Employ the acknowledge-plus rule to increase your assertiveness when managing projects
- Discover the one-word secret to getting others to respect your time
- Create a “desk workbook” to manage systems and procedures and to provide support for office coverage
- Set up and maintain a tickler file
- Learn the key “keep or toss” guidelines
- Schedule meetings
- Employ proper project management principles

CRN 4315  CEU 1.0
Wednesday September 2 – 30
6:00 PM - 9:30 PM - Room N211
Margaret DeMarino  $335.00

MICROSOFT EXCEL

Understand spreadsheet principles, formatting and building worksheets, incorporate text, numbers, calculations and error corrections. Use of formulas, creating charts, performing custom spreadsheet presentations and inserting notations. Learn to use Excel to track data, build models for analyzing data, and present data in a variety of professional looking charts.

CRN 4261  CEU 2.8
Thursday, September 3 - October 22
6:00 PM - 9:30 PM - Room N201
Guy Simone  $387.00

MICROSOFT WORD

Equips the student with the ability to effectively use the most in-demand word processing software today, starting with the menu bar and tool bars. This course will cover document formatting, the insertion of clip art into text, business protocols to word processed communications, changing and manipulating fonts, test passages, pagination, generation of form letters, labels and envelopes, executing mail merges and creating professional communiques.

CRN 4264  CEU 2.8
Tuesday, September 8 - October 27
6:00 PM - 9:30 PM - Room N201
Guy Simone  $387.00

COMMERCIAL INSURANCE & MANAGED CARE REIMBURSEMENT SYSTEMS

This course is designed to teach students how to complete forms for commercial insurance programs as well as understand the claims process, entitlements and eligibility requirements. It includes discussions about the current reforms to the healthcare industry. Students will become familiar with the various types of health plans such as HMOs, PPO, and POS.

CRN 4271  CEU 2.0
Monday & Wednesday, September 14 - 28
6:00 PM - 10:00 PM - Room N003
Rhonda W. Hixson  $325.00

MEDICAL TERMINOLOGY/ANATOMY & PHYSIOLOGY

This course teaches medical terminology from an anatomical approach. This class provides a comprehensive training in medical root words, prefixes, suffixes and abbreviations. Topics include disease conditions, skeletal and muscular systems, nervous/sensory systems, and the endocrine, urinary, gastrointestinal, cardiovascular, respiratory, and reproductive systems.

CRN 4275  CEU 3.0
Monday & Wednesday, September 30 - November 2
6:00 PM - 9:00 PM - Room N003
Jean Carusone  $480.00
THE ABC'S OF WRITTEN COMMUNICATIONS

Getting it “write” is a critical skill for the office professional—whether editing your boss’s work or starting from scratch.

- Compose clear and concise emails
- “Up-level” your emails to develop goodwill and public relations
- Ensure the proper use of grammar and punctuation
- Proofread for perfection

CRN 4312  CEU 1.7
Wednesday October 7 - November 4
6:00 PM - 9:30 PM - Room N211
Margaret DeMarino  $335.00

CODING: ICD-9 & ICD-10, CPT-4 & HCPCS

Learn the standard medical and insurance coding conventions for International Classification of Diseases and Current Procedural Terminology used by professional services in the healthcare industry. Coding basics and their proper uses in normal and special situations are covered. Emphasis is on fundamentals of accurately coding diseases, disorders and suspected conditions using the required ICD-9 & ICD-10 format. Proper coding and other procedures on medical billing statements and insurance forms, using 3-7 digit codes, CPT codes and HCPCS codes can be key to financial success in a medical practice.

CRN 4269  CEU 4.0
Monday & Wednesday, November 4 - December 21
(No class November 25)
6:00 PM - 10:00 PM - Room N003
Jean Carusone  $480.00

For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
The Professional Medical Coding Curriculum-PMCC is the official coding course developed by The American Academy of Professional Coders (AAPC). Instructors must be AAPC approved. This 147-hour prescribed course of study is designed to prepare students for the Certified Professional Coder exam, the AAPC’s 5-hour and 40 minutes National Certification Exam for physician practice coders. This comprehensive program includes detailed lessons in medical chart documentation, medical terminology, anatomy, ICD-10 diagnosis coding, CPT-4 coding for Anesthesia, Evaluation & Management (E&M) Services, Surgery, Radiology, Pathology & Laboratory Services, Medical Services, and a review of federal and payer coding concepts. Also included are lessons from the Healthcare Common Procedural Coding Level II manual for the coding of supplies and ancillary services. Each subject is presented in a module format. There are 22 modules of study. Each student has to show two years experience as a coder or pass an entrance exam. All PMCC students are required to become members of the American Academy of Professional Coders prior to the course start date. AAPC Membership is a prerequisite for either the CPC or CPC-A credential examination. The student is responsible for AAPC student membership ($70.00) and enrollment, which can be done on-line at AAPC.com, and for the cost of the examination ($300.00).

**PHARMACY TECHNICIAN TRAINING**

The Pharmacy Technician training program is a 60-hour comprehensive course to prepare students for an entry-level position in a community, hospital, or long-term care setting. Topics include pharmacy-specific medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rate, drug compounding, and dose conversion. Dispensing of prescription, inventory control, billing and reimbursement will also be discussed.

The course does not include the Pharmacy Technician Certification Board exam. Anyone convicted of a felony is not permitted to sit for the exam. The program is designed and instructed by the CT Pharmacists Association. Fluency in practical mathematics and algebra is necessary to perform pharmacy calculations.

**SUMMER 2015**

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<td>Monday, Tuesday &amp; Wednesday, June 22 - July 22</td>
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Payment plans available

**FALL 2015**

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Payment plans available
PATIENT NAVIGATOR TRAINING

The Gateway Community College Patient Navigator Training Program teaches students to proactively guide (navigate) patients through healthcare systems in order to achieve optimal health outcomes in a timely manner. Patient Navigator training is based upon the work of Dr. Harold P. Freeman who identified significant barriers to obtaining healthcare in poor and underserved patient populations resulting in significant health care disparities for those patients. Students will participate in 24 hours of classroom learning and complete community based navigator experience, including shadowing patient navigators at work, and other community experiences. (All students must be able to provide proof of immunizations and PPD results in order to complete the required observational time.)

ABOUT THE PROGRAM

Students completing this Patient Navigator training will assist patients through and around barriers while utilizing professional healthcare standards of: confidentiality, compassion, patient safety, and respect for patient autonomy, and cultural competency.

Students who successfully complete the GCC Patient Navigator training will:

- Identify common barriers that prevent patients from obtaining timely access to needed health care
- Demonstrate a basic understanding of U.S. healthcare and health insurance systems
- Describe methods and resources to assist patients obtain access to needed medical services
- Demonstrate an understanding of the need for respect, compassion, empathy, and culturally competent care when assisting patients
- Identify the elements of a basic patient navigator plan of care
- Describe elements of a healthcare professional’s behavior including effective communication techniques and self-care

CRN 4274 CEU 3.0
Tuesday, September 22 - November 24
6:00 PM - 9:00 PM - Room N101 $1100.00
Payment plans available

ORIENTATION DATES

All potential students must attend an orientation and assessment session to be considered for this program. Please call to register for one of the following dates:

Friday, September 11        9:00 AM – 1:00 PM
Friday August 14                 9:00 AM – 1:00 PM

- Identify common barriers that prevent patients from obtaining timely access to needed health care
- Demonstrate a basic understanding of U.S. healthcare and health insurance systems
- Describe methods and resources to assist patients obtain access to needed medical services
- Demonstrate an understanding of the need for respect, compassion, empathy, and culturally competent care when assisting patients
- Identify the elements of a basic patient navigator plan of care
- Describe elements of a healthcare professional’s behavior including effective communication techniques and self-care

CRN 4274 CEU 3.0
Tuesday, September 22 - November 24
6:00 PM - 9:00 PM - Room N101 $1100.00
Payment plans available

MEDICAL TERMINOLOGY ONLINE

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

CRN 4274 CEU 3.0
Tuesday, September 22 - November 24
6:00 PM - 9:00 PM - Room N101 $1100.00
Payment plans available
Emergency Medical Technician (EMT)

The Emergency Medical Technician program is a comprehensive 200-hour course designed to prepare a candidate to become nationally certified as an EMT. The successful student may seek employment as an ambulance EMT, firefighter, or police officer or complete training prior to entry into the Armed Forces. EMTs can expect entry-level positions to pay $15.00 or more hourly and can pursue further education as a licensed paramedic to advance in the EMTs field. Many certified EMTs continue in the healthcare field as physicians and nurses.

The program includes extensive laboratory sessions to develop the knowledge, skill and attitude of the EMT.

CRN 4272
Monday & Wednesday, November 2 - May 11
(No class November 25, December 23, January 18, February 15)
6:00 PM - 10:00 PM - Room N005 & N010
Joel Demers $999.00
Payment plans available

For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu

MODULE 1 - PREPARATORY
EMS systems, the role of the EMT, the safety and well-being of the EMT, legal and ethical issues, basic anatomy and physiology, pathophysiology, techniques of lifting and moving patients.

MODULE 2 - AIRWAY MANAGEMENT
Airway anatomy, airway management techniques, oxygen and oxygen equipment.

MODULE 3 - PATIENT ASSESSMENT
Assessment of the medical and trauma patients, vital sign assessment, taking a patient history, documentation, and communication.

MODULE 4 - MEDICAL EMERGENCIES
Pharmacology, respiratory, cardiac, diabetic, allergy, poisoning and overdose, environmental, behavioral and obstetrical / gynecological emergencies.

MODULE 5 - TRAUMA EMERGENCIES
Bleeding and shock, soft tissue and musculoskeletal injuries to the head, neck, spine, chest and abdomen.

MODULE 6 - INFANTS & CHILDREN
Physical and physiological differences between adult and pediatric patients, pediatric medical and trauma emergencies.

MODULE 7 - OPERATIONS
Ambulance operations, rescue and extrication, multiple patient situations, hazardous materials situations. Technology enhances the classroom experience with online assignments and video presentations. The student will participate in a high fidelity simulation lab in conjunction with the Gateway Community College Nursing School, and participate in a student internship at a major trauma center. After passing practical and cognitive examinations, the student will be eligible to sit for the National Registry of EMTs examination and earn State of Connecticut certification as an EMT.
CROSS SECTIONAL ANATOMY

This comprehensive 12-week course is offered to ARRT (American Registry of Radiologic Technologists) and/or NMTCB (Nuclear Medicine Technology Certification Board) certified technologists. Our course is designed to expand your knowledge of Cross Sectional Anatomy.

This course emphasizes the physical relationships of anatomic structures to one another. It develops a three-dimensional understanding of anatomy. Computer-generated sectional images will be used to display the relational anatomy in multiple planes, such as axial (transverse), sagittal, and coronal. It emphasizes the body's natural boundaries and spaces. Bony structures and soft tissue will be investigated.

A course completion certificate will be issued upon successful completion of the course.

No one will be allowed entrance after the first ten minutes of the session, and participants must stay for the entire length of the course to be granted a certificate.

CRN 4318
Tuesday, September 15 – December 01
6:30 PM - 9:00 PM - Room TBA
Marie Argentino $875.00

COMPUTED TOMOGRAPHY (CT SCAN)

This comprehensive 21.5 hour course is offered to ARRT (American Registry of Radiologic Technologists) and/or NMTCB (Nuclear Medicine Technology Certification Board) certified technologists. Our course is designed to expand your knowledge of Computerized Tomography (CT); and will provide participants with the knowledge and practical skills to operate CT equipment safely, and produce high quality cross sectional images. An on-site CT skills lab, as well as computer based instruction, will be incorporated into the course to reinforce principles and procedures. Supervised internship are available.

The course will cover the following topics as outlined in the Computed Tomography Certification Handbook, published by The American Registry of Radiologic Technologists:

- Contrast agents and IV procedures
- Cross-Sectional Anatomy
- CT procedures with simulation lab
- Image formation and quality
- Pathology
- Patient Care

A course completion certificate will be issued upon successful completion of the course. Twenty-one and a half (21.5) Category “A” Credits will be awarded ASRT (American Society of Radiologic Technologists) approval.

Per ASRT Policy: No one will be allowed entrance after the first ten minutes of the session, and participants must stay for the entire length of the course to be granted credit.

CT BASICS

CRN 4316
Thursday, September 10 – December 03
(No class November 26)
6:30 PM - 9:00 PM - Room N006
Robert Devito $1185.00

CT CLINICAL PRACTIUM

CRN 4317
October 22 - April 28, 2016
Patient Care Technician Training

A Patient Care Technician (PCT) or Patient Care Assistant (PCA) training consist of three individual training programs, Certified Nurse’s Aide (C.N.A), Phlebotomy and EKG training. These three trainings each described below, lead to employment at any local hospitals. Each requires successful completion of classroom training before entering any clinical rotations to be completed at a health care facility to provide hands on training required for either State or National licensing. All students are expected to behave in a professional manner during all parts of training. Each student is required to have scrubs and other items may be required for you to attend class and clinical.

REQUIRED PROGRAM PRE-REQUISITES

- Must be at least 18 years of age with valid identification
- High-school diploma or GED
- Clean background check (Note: Convicted felons may have difficulty finding employment in the healthcare industry)
- Reliable transportation to class and clinical
- Health Form and Proof of PPD test for Tuberculosis
- Copy of current Resume
- Academic Skills Assessment - call 203-285-2302 to schedule an appointment
- Artificial nails are not permitted

SUPPLIES

- Navy blue nursing uniform or scrubs, watch, white shoes.

CERTIFIED NURSE AIDE (C.N.A.) PROGRAM

Certified Nurse Aides (CNAs) play a frontline role in our healthcare delivery system. CNAs work under the direct supervision of a nurse and their duties include reporting vital patient information such as temperatures, pulses, and blood pressures. CNAs have direct patient contact assisting with daily activities, such as bathing, walking, and eating. This Certified Nurse Aide training program consists of lectures, skills development, and clinical training and is approved by the CT State Department of Public Health. Both classroom and clinical training must be successfully completed to sit for the state exam. This class requires additional medical screening.

SPRING 2016  
CEU 20.0
Monday & Thursday, February 29 – May 5
9:05 AM - 3:05 PM - Room N005  $2000.00

PHLEBOTOMY TECHNICIAN PROGRAM

The Phlebotomy Technician Program, prepares a student to draw blood from a patient in many different health care settings. This intensive training program designed to prepare individuals to become Patient Care Technicians in a hospital or as a Phlebotomy Technician. Once a students successfully completes both classroom and lab training, clinical site assignments are given. The clinical portion of the curriculum is completed off site at a healthcare facility, students are assigned to a clinical site (days and times may vary for each student). Upon successful completion of the entire training course, students will be eligible to sit for a national certifying exam.

CRN 4301 - Session 1  
CEU 9.8
Monday - Thursday, September 14 - October 29
4:35 PM - 8:25 PM - Room TBA

CRN 4302 - Session 2  
CEU 9.8
Monday - Thursday, November 2 – December 10
(No class November 25 & 26)
10:00 AM – 2:00 PM – N005  $1100.00

EKG TECHNICIAN PROGRAM

An EKG Technician is the person responsible for performing electrocardiograms. This diagnostic test provides information on a patient’s heart rhythm and rate. Students in this fast-paced program will learn to complete an EKG diagnostic test on a patient and to understand the meaning of the results as a Patient Care Technicians. Upon successful completion of the entire training course, students will be eligible to sit for a national certifying exam.

CRN 4303 - Session 1  
CEU 9.8
Monday - Thursday, September 14 - October 29
10:00 AM - 2:00 PM - Room N005  $1100.00

CRN 4304 - Session 2  
CEU 9.8
Monday - Thursday, November 2 – December 10
(No class November 25 & 26)
4:35 PM – 8:25 PM – TBA  $1100.00
Small Engine Repair & Technology

Classroom and hands-on training to learn to inspect, service and repair motorized power equipment. Jobs in this field may include working as a small engine mechanic or technician on generators, snow blowers, lawn mowers, personal watercraft, marine engines garden tractors or other small engines.

This 16-week course meets twice a week at the North Haven facility and is taught by tenured Gateway Automotive Department faculty. Curriculum aligns with subject matter competencies under the Equipment and Engine Training Council (EETC) Certification(s) in 2-Stroke, 4-Stroke and Electrical. Gateway is an approved EETC testing site.

Course content includes safety, tools, fuel, chemicals, starting and charging the equipment; training in inspection, disassembly, reconditioning, preventive maintenance and troubleshooting; and hands-on familiarity with a variety of equipment. Students are encouraged to seek out independent internship opportunities.

Tools and repair manuals will be available for use during class, provided by Connecticut’s Manufacturing, Energy and Transportation (CT-MET) Initiative.

This program is pending approval as related instruction for a small engine mechanic Registered Apprenticeship with the Connecticut Department of Labor. Other related instruction may include safety, math and blueprint reading. See program coordinator for details. A Registered Apprenticeship is an agreement between an employer and an employee.

CRN 4255 CEU 9.3
Tuesday & Thursday, September 1 - December 17
(No class November 26) 5:40 PM - 8:35 PM - Scott McFarland $1,200
Location: North Haven Campus, 88 Bassett Road, North Haven, CT

Real Estate

Gateway Community College offers this course necessary for those seeking to become a real estate salesperson. Our instructors are qualified real estate professionals, bringing years of experience and knowledge to the classroom! NOTE: The course meets the minimum requirements as set forth by the CT State Department of Consumer Protection (DCP), Real Estate Commission. Refer to www.ct.gov/dcp or contact the DCP at 860-713-6150 for more information.

REAL ESTATE PRINCIPLES & PRACTICES

This pre-licensing course is required by the State of Connecticut to become a real estate salesperson. You will be introduced to brokerage, listing agreements, buyer/seller representation, ownership of real estate, contracts, and liens.

Students who intend to sit for the State of Connecticut Real Estate PSI Exam (at a separate and additional cost) must pass this course with a grade of 70 or better and attend classes to meet a minimum of 60 mandatory classroom hours of instruction. (Textbooks included and WIA approved.)

For more information, contact 203-285-2300
CRN 4305 CEU 6.0
Monday & Wednesday, September 9 - November 25 6:00 PM - 9:00 PM - Room N102 Linda Ungerleider $499.00

PAYMENT IS DUE UPON REGISTRATION
To register, please call (203) 285-2300 or come to our downtown campus, Room N104
These two certificate training programs are designed to provide training and hands-on experience in graphic arts, as well as digital production printing technology. The desktop publishing program is designed to build upon relevant backgrounds, enhance previous industry experience with the most up to date computer skills, which are necessary today’s job market. This program is predominantly instructed in a Macintosh-based environment, with some cross training onto IBM/Microsoft-compatible platforms.

The digital printing & production program has been developed in partnership with Xerox Corporation. This certificate training program was created to enable a student to add digital printing to a current background in graphic design. Students may elect to take all of the courses together as a sequential block for classes, or they may elect to take courses individually, based on employment or personal needs.

### COURSE TITLE

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Introduction to the Mac</td>
<td>$249</td>
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<tr>
<td>Adobe Illustrator</td>
<td>$450</td>
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<tr>
<td>Adobe Photoshop</td>
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<tr>
<td>Adobe InDesign</td>
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<tr>
<td>Adobe Acrobat</td>
<td>$249</td>
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<tr>
<td>Design Essentials &amp; Project Planning</td>
<td>$299</td>
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<tr>
<td>Publishing to the Web using Wordpress</td>
<td>$249</td>
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<td>DESKTOP CERTIFICATE PROGRAM TOTAL</td>
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<td>Digital Printing &amp; Production Black &amp; White/ Color</td>
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### DIGITAL CERTIFICATE PROGRAM TOTAL

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<th>Cost</th>
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### INTRODUCTION TO THE MAC

This course is designed to make students comfortable with using Macintosh desktop technologies (hardware and software). Learn Mac operating system commands, graphical user interface (GUI), document management and shortcut keys. A wide range of software for desktop publishing applications and tools will be reviewed. Knowledge learned in this course is prerequisite for success in subsequent software classes.

CRN 4266  
CEU 1.2  
Tuesday & Thursday, September 22 - 29  
6:00 PM - 9:00 PM - Room N010  
Amie Fanning  
$249.00

### ADOBE ILLUSTRATOR

This course covers the fundamentals of this industry-leading graphics creation program. Items covered include working with the tools panel, using the workspace, image tracing, drawing, and creating shapes. Working with type, creating colors, using symbols, patterns, brushes, and adding effects will also be covered. Each class focuses on hand-on assignments, including creating graphics and designing a custom logo. Students will learn how to prepare files for digital output for both web and print applications. This course is designed to be taken by those who have basic Macintosh capabilities.

CRN 4280  
CEU 2.4  
Wednesday & Thursday, October 1 - 20  
6:00 PM - 10:00 PM - Room N010  
Kris Tonski  
$450.00

### ADOBE PHOTOSHOP

This class is designed to take students through the basic principles to the more advanced accepts of Photoshop. The emphasis is on the different uses in the publishing industry, especially for creating web graphics. Hands-on lessons address the basic uses of the layers palette, history palette, color balancing, content-aware tools, image resolution and filters. Class will also cover image adjustments, masking, composing, cloning and high dynamic range photography. Students will complete a project in composing while using their own photographs.

CRN 4282  
CEU 2.4  
Tuesday & Thursday, October 22 - November 10  
6:00 PM - 10:00 PM - Room N010  
Kris Tonski  
$450.00
ADOBE INDESIGN

This class covers document creation, basic tools, and importing text and graphics. Participants will become familiar with using styles for consistent appearance, master pages, tabs and tables, and measuring and placement. In this class, participants will gain an understanding of features and processes involved in effectively producing documents. Other sample topics include text, linking graphics, wrapping text around graphics, styles, and typography.

CRN 4281  CEU 2.8
Tuesday & Thursday, November 12 - December 8
(No class November 26)
6:00 PM - 10:00 PM - Room N010
Karin Krochmal  $450.00

ADOBE ACRONBAT

In this course, students will become familiar with creating PDF files from a variety of source files, adding navigation performing a comment review, and creating and distributing PDF forms. They will learn how to prepare PDF for web presentation, and commercial printing; optimize viewing of PDF’s; add security to documents; and use the new program interface. Students will create a PDF portfolio in Acrobat that features their personal work.

CRN 4279  CEU 1.6
Tuesday & Thursday, December 10 - 22
6:00 PM - 10:00 PM - Room N010
Kris Tonski  $249.00

DESIGN ESSENTIALS AND PROJECT PLANNING FOR THE GRAPHICS INDUSTRY

This course is geared toward the graphics industry to understand and coordinate type, image and artwork as well as the impact of color. Students will create an original project using Photoshop, Illustrator and InDesign. Learn page geometry, placement, overall layout, and other elements of design as well as how to prepare files for different kinds of printing and presentations.

SPRING 2016  CEU 1.5
Tuesday & Thursday, January 5 - 19
6:00 PM - 9:00 PM - Room N010
Karin Krochmal  $299.00
Precision Manufacturing Certificate

This credit-free program is designed to provide in-demand manufacturing skills needed to compete effectively in the rapidly changing global workplace. Courses feature significant hands-on experience and are sequenced to build on previous classroom/lab and work experiences. There are a total of 204 hours of classroom and lab training. This program can be completed in 27 weeks and is designed to upgrade existing skills in the manufacturing and machine trades. Prior manufacturing experience is preferred, although not required.

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<td>CNC Math Fundamentals</td>
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<td>Blueprint Reading</td>
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<td>CNC Math</td>
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<tr>
<td>Introduction to Computers for Manufacturing</td>
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<td>Geometric Dimensioning &amp; Tolerancing</td>
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<td>Total Quality Management</td>
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<td>Metrology Training</td>
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<td>Statistical Process Control</td>
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<td>Introduction to ISO 9001:2008</td>
<td>$149</td>
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<td>CNC Conventions &amp; Language</td>
<td>$460</td>
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<td>CNC Operations &amp; Set Up</td>
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<td>CNC Program Essentials</td>
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<tr>
<td>CNC Programing Techniques</td>
<td>$460</td>
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**CNC MATH FUNDAMENTALS**
This class teaches students fractions, decimals, ratio & proportion, signed numbers, and powers and roots. It is prerequisite to taking CNC Math. (Test out option available)

CRN 4335    CEU 1.2
Monday, September 14 - 28
6:00 PM - 10:00 PM - Room N004
Joseph Kardos $99.00

**BLUEPRINT READING**
This course covers the basics of reading mechanical blueprints. Both the English and Metric systems are discussed. Various topics are covered such as the alphabet of lines, detail and assembly drawings, pictorial drawings, orthographic projection, auxiliary views, section views, dimensions, tolerances, threads, title blocks, revision blocks, bill of materials and standards of drawing paper.

CRN 4291    CEU 1.5
Tuesday, September 1 - 29
6:00 PM - 9:00 PM - Room N004
Dana Scinto $229.00

**CNC MATH**
This class teaches students to apply trigonometric and geometric mathematical techniques, including equations and basic algebra to solve practical 2 - dimensional and 3 - dimensional problems. To make sure each student is ready to learn these techniques a review of fractions, decimals, ratio & proportion, signed numbers, powers and roots and linear measurements is required. All areas of math covered in class will have specific use to CNC and the Cartesian coordinate system, for example, boring compound angular holes in jigs and fixtures. Any student who feel they do not need to review their math skills in these areas (CNC Math Fundamentals) are able to request an opt-out test graded by the instructor before class.

CRN 4285    CEU 2.0
Monday, October 5 - November 2
6:00 PM - 10:00 PM - Room N004
Joseph Kardos $229.00
INTRO TO COMPUTERS FOR MANUFACTURING

Provides basic foundation in Microsoft operating systems and a basic understanding of computers and how they work in order to effectively learn and use any of the more popular manufacturing software applications in the workplace today. This includes introductions to AutoCAD, MasterCAM and CNC.

CRN 4259  CEU 0.9
Wednesday, September 16 - 30
6:00 PM - 9:00 PM - Room N010
Joseph Kardos  $149.00

GEOMETRIC DIMENSIONING AND TOLERANCING

This course studies the industry accepted in the American National Standards Institute (ANSI) / American Society of Mechanical Engineers (ASME) Y14.5-1994. This standard creates a unified symbolic language through which engineering requirements are specified on prints with respect to actual function and relationship of part features. Subject matters include the application of five categories of symbols: form, profile, run out, orientation, and location. Critical topics such as datums, feature control frames, and modifiers will also be discussed.

CRN 4284  CEU 2.4
Wednesday, October 7 - December 2
(No class November 25)
6:00 PM - 9:00 PM - Room N006
Dana Scinto  $425.00

TOTAL QUALITY MANAGEMENT

Develops the concepts of a total quality system, including policies, objectives and organizations. Reviews such topics as cost of quality; planning; improvement techniques; reliability; supplier relations and evaluations; inspection; measurement and process control techniques; and customer and consumer relations.

CRN 4287  CEU 1.2
Monday, November 9 - 30
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge  $229.00

METROLOGY

Metrology is the science of measurement as it applies to manufacturing processes. This course will study the various types of measuring devices and instrumentation widely used in the manufacturing industry. Students will learn to differentiate between precision and semi-precision. Proper use of scaled and vernier instruments, micrometers, dial indicators/calipers, gage pins and blocks will be discussed and demonstrated. Comparative methods using sine plates and height and surface gages will also be covered. Students will learn the correct method of inspection based upon the accuracy of a component feature to be measured.

CRN 4288  CEU 1.2
Tuesday, October 6 - 27
6:00 PM - 9:00 PM - Room N003
Paul Delandra  $229.00

STATISTICAL PROCESS CONTROL

Presents a practical aid to management adapted from the science of statistics. The scope of study ranges from basic statistical concepts to techniques for the cost and quality control with emphasis on control by charting and acceptance sampling. The computer is utilized as an aid in calculation and control chart preparation.

CRN 4283  CEU 2.7
Tuesday & Thursday, November 17 - December 17
(No class November 26)
6:00 PM - 9:00 PM - Room N003
Samuel Eskridge  $425.00

INTRODUCTION TO ISO 9001:2008

Provides an affordable path for small- to mid-sized companies to become ISO compliant by training employees or potential employees in implementation. ISO 9001:2008 provides an effective mechanism for interaction among participants in an enjoyable workshop format. The ISO 9001:2008 format provides ample opportunities for gaining insight into a variety of implementation strategies.

CRN 4265  CEU 0.6
Tuesday, November 3 & 10
6:00 PM - 9:00 PM - Room N003
Samuel Eskridge  $149.00
CNC CONVENTIONS & LANGUAGE

This class introduces basic concepts and techniques of NC and CNC processes with emphasis on CNC machining conventions and software. Coordinate geometry, axis of motion and the Cartesian coordination system are thoroughly explained with accompanying exercises. Instruction covers current standard CNC language fundamentals and the use of simulation software.

CRN 4286  CEU 3.2
Monday & Wednesday, December 7 - January 4
(No class December 23)
6:00 PM - 10:00 PM - Room N010
Joseph Kardos  $460.00

CNC OPERATIONS & SET UP

Students will learn the use and type of tools used in CNC, along with work holding and tool holding devices used in CNC machining. Attendant material preparation is also covered. They will learn the transition from prints and machine language and instructions to machine set-ups and operations through solid hands-on projects.

SPRING 2016  CEU 3.2
Monday & Wednesday, January 6 - February 3
(No class January 18)
6:00 PM - 10:00 PM - Room N010
Joseph Kardos  $460.00

CNC PROGRAMMING TECHNIQUES

Class instruction will center around the areas of problem-solving and programming techniques with emphasis on complex part programming. Areas covered are contouring, sub routines/programs, tool compensation, offset, complex functions, and activities with multiaxis operations. Debugging tools and techniques are emphasized.

SPRING 2016  CEU 3.2
Monday & Wednesday, March 9 - April 4
6:00 PM - 10:00 PM - Room N012
Joseph Kardos  $460.00

Web Development JavaScript Certificate

This professional non-credit Certificate program has been designed to teach ‘in demand’ Web Development skills which includes JavaScript, HTML5, JQuery and exposure to CMS development (WordPress and Drupal). Employment or career advancement is the expected outcome for students enrolled in this program. Training will be concentrated, comprehensive, targeted and will utilize instructor and non-classroom study. Program is designed for 450+ total hours of study (with 250+ hours of independent study by the student) and will run for 26 weeks. Targeted students include those looking for career change, retraining, starting a software development career or looking at an entrepreneurial career. Students will be required to participate in an Internship program and create a ‘published’ Web Portfolio (your employment marketing tool and a mandatory course deliverable).

To enroll in this program you will be required to demonstrate competency in math and problem solving.

For more information contact Joe Ogle (203-285-2598) Jogle@gwcc.commnet.edu
# A+ CERTIFICATION

A+ Certification is achieved through a two-part testing program sponsored by CompTIA that certifies the competency of entry-level service technicians in the computer industry. This is an internationally recognized credential backed by major computer hardware and software vendors, distributors, resellers and publications. Earning A+ Certification means that the individual possesses the knowledge and skills essential for a successful entry-level computer service technician, as defined by experts from companies across the industry. In addition, A+ Certification is required in many Help Desk and Networking positions. The updated curriculum is based on two tests. However, both include hardware and operating systems concepts, along with additional topics such as security, safety and environment issues, communication and professionalism. Students can enroll in A+ Computer Technician training, without any experience in the field. However, it is recommended that students are familiar with basic computer operation and navigation of an operating system such as Windows XP.

## COURSE TITLE | COST
--- | ---
Introduction to PC Hardware | $299
A+ Essentials | $725
A+ Practical Applications | $725
**PROGRAM TOTAL** | **$1749**

## INTRODUCTION TO PC HARDWARE

This course begins with introduction to PC technology as identified by the objectives in CompTIA’s A+ Certification. The class provides the framework for understanding how a computer works from the inside out. It is the perfect start into PC hardware and operating systems.

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<th>CEU</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>4276</td>
<td>1.4</td>
<td>August 26 - September 9</td>
<td>6:00 PM - 9:30 PM</td>
<td>Room S316</td>
<td>Christopher Bassett</td>
<td>$299.00</td>
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## A+ ESSENTIALS

A+ Essentials includes the information become to competent in installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventative maintenance of basic personal computer hardware and operating systems.

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<tr>
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<td>3.5</td>
<td>September 12 - October 24</td>
<td>8:00 AM - 1:00 PM</td>
<td>Room S316</td>
<td>Christopher Bassett</td>
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## A+ PRACTICAL APPLICATIONS

This module covers the competencies for the second A+ exam which is targeted to individuals who work or intend to work in a remote-based work environment where client interaction, client training, operating system and connectivity issues are emphasized. Job titles include remote support technician, help desk technician, call center technician and computer specialist. Prerequisite: A+ Essentials.

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<td>$725.00</td>
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For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
COMPTIA NETWORK+

The Network+ Certification indicates technical competency in networking administration and support. [Network+ is a vendor neutral course that teaches students the fundamentals of networking.] Through lecture and hands-on training, students will learn basic networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client. This course helps students prepare for the Network+ Certification exam. This certification for individuals with some field experience in network administration and support. Although not required, A+ certification is recommended.

COMPTIA SECURITY+ ™

The CompTIA Security+ certification tests for security knowledge mastery of an individual with two years of on-the-job networking experience, with emphasis on security. The program covers industry-wide topics, including communication security; infrastructure security; cryptography; access control; authentication; external attack; and operational and organization security worldwide. CompTIA Security+ is an elective or prerequisite to advanced security certifications. The objectives of CompTIA Security+ were derived through input from industry, government and academia, a job task analysis, and a survey of more than 1,100 subject matter experts around the world.

COMPTIA STRATA GREEN IT

CompTIA Strata Green IT is a specialized certificate designed for the certified or seasoned professional. With this vendor-neutral certificate in hand, you demonstrate:

- A specialized knowledge of current green IT methodologies
- The ability to develop, deploy, and calculate true ROI for green IT initiatives
- Knowledge of significant cost-cutting, green IT techniques
- The skills to implement virtualization on IT systems
- Proven understanding of environmentally sound waste disposal
- Additionally, certificate holders can identify organizations and standards such as:
  - United Nations Intergovernmental Panel on Climate Change (IPCC)
  - United Nations Environmental Program (UNEP)
  - Agenda 21
  - International Federation of Consulting Engineers
  - Project Sustainability Management (FDIC’s PSM)
  - U.S. Environmental Protection Agency

It is recommended, but not required, that participants in this program have some technical experience along with A+ certification. It is ideal for IT management professionals.

For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
AutoCAD Certificate

Spring 2016

This certificate training program is designed to provide training and hands-on experience in graphic arts as well. This credit-free program is designed to prepare the student with in-demand computer-aided drafting (CAD) and design skills needed to compete in the rapidly changing global workplace. Courses feature significant hands-on experience and are sequenced to build on previous classroom/lab and work experiences. There are a total of 166 hours of classroom and lab training. The training covers both 2D and 3D applications and can be completed in 23 weeks. This program is designed to upgrade the student's existing skills in the design, drafting and/or engineering disciplines. Prior drafting or drawing experience is preferred, although not required.

**COURSE TITLE** | **COST**
--- | ---
CNC Math Fundamentals | $99
CNC Math | $229
Blueprint Reading | $229
Introduction to Computers for Manufacturing | $149
Geometric Dimensioning & Tolerancing | $425
AutoCAD Fundamentals | $460
AutoCAD 3D & Solids | $460
AutoCAD Illustration & Display | $460
Introduction to ISO 9001:2008 | $149
Total Quality Management | $229
3D Printing | $125
PROGRAM TOTAL | $3014

**AUTOCAD FUNDAMENTALS**
This course gives students a foundation in use of drawing commands and the environment, creating constructions and geometric figures and shapes, modifying and editing existing models, defining drawing content including dimensions, basic layouts and printing/plotting. Effective use of views and space is incorporated in all phases.

**AUTOCAD 3D & SOLIDS**
Students will learn about three-dimensional modeling including wireframes, primitives and composites, meshes and solids; this includes modification and editing techniques in all types of 3D/solids. Use of solid model details, and display and analysis of shapes is incorporated in drawing techniques.

**AUTOCAD ILLUSTRATION & DISPLAY**
This course will give students the knowledge to effectively display CAD drawings. Use of style settings, materials, rendering, surfaces, and lighting are explained and utilized. Activities to create custom and device specific materials, in conjunction with walkthroughs and flybys, give photographic realism to drawings.

**3D PRINTING**
Comprehensive coverage of current uses and techniques of 3D scanning and printing, including how this medium is being used. Step by step activities take in the creation of solid models through software - AutoCAD/Solidworks.

**VISIT OUR WEBSITE**
GatewayCT.edu/GREAT-Center
Workforce Development / Continuing Education
BECOME AN E-MAIL EXPERT!

The average office worker spends two and-a-half hours writing e-mails each day. In addition to the 147 e-mails he or she receives daily, this sets the scene for E-mail overload! This program explores the ABC's of e-mail from writing to proofing to organizing your e-mail to getting rid of the excess e-mail. It will show you how to write e-mails like a pro, establishing a rapport that can rival face-to-face contact. You will learn how to “adjust” your e-mail style to the recipient by taking into consideration their online personality. Note: This course will be given in a computer classroom.

CRN 4296 CEU 1.4
Friday, October 2 & 9
9:00 AM - 4:00 PM - Room N103
Margaret DeMarino
$170.00

GRAMMATICALLY CORRECT & PERFECTLY PUNCTUATED

End your grammar and punctuation woes. Learning writing rules can make your head spin – but not in this easy-to-absorb two-day workshop! You will have the time to put what you learn into practice using small group exercises and independent, online drills. You'll leave with a comprehensive and working knowledge of sentence structure and grammar and punctuation principle taught in a fun and functional way. Note: This course will be offered in a computer classroom, allowing for plenty of online drills and practice sessions.

CRN 4299 CEU 1.4
Friday, October 16 & 23
9:00 AM - 4:00 PM - Room N103
Margaret DeMarino
$170.00

For more information Contact:
(203) 285-2300

CONNECTICUT BASIC BOATING

This 10-hour course, taught by volunteers or employees of the Connecticut Department of Energy and Environmental (DEEP) Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and the Personal Watercraft Operator's Certificate. Students must attend all classes.

Participants less than 17 years of age must be accompanied by an adult.

For more information Contact: (203) 285-2300

CRN 4254
Tuesday & Thursday, September 8 - 15
6:30 PM - 9:00 PM - Room N006
DEEP
$25.00
WHAT IS A BOOT CAMP?
Gateway is offering free prep courses in the subject areas of Math and English. These ‘Boot Camps’ are for students wishing to refresh their basic skills and improve their ACCUPLACER scores. Attending a Boot Camp will provide students with the opportunity to become familiar with the Gateway campus, review their basic math and English skills, and build confidence. After successfully completing the Boot Camp, students may retake the ACCUPLACER test and possibly place out of MAT 085/095 or ENG 066. Boot Camps are for students who are motivated, hard-working and able to commit to attending all sessions of the program.

MATH BOOT CAMP

PRE-ALGEBRA MATH (085) MODEL A
• 3 week Math Boot Camp
• Monday through Friday, 3 hours per day

PRE-ALGEBRA MATH (085) MODEL B
• 6 week Math Boot Camp
• 3 days per week, 3 hours per day
• Seminars on college and career exploration, extra tutoring.

Both models cover addition, subtraction, multiplication, and division of whole numbers, integers, fractions, and decimals. Ratios, proportions and some beginning algebra topics are also included. Upon successful completion, students will receive one-on-one advising and be registered for the appropriate math course. We conveniently offer morning and evening sessions.

ELEMENTARY ALGEBRA MATH (095)
• 3 Week Math Boot Camp
• Monday through Friday, 3 hours per day

Topics include properties of real numbers, linear equations and inequalities in one variable, graphing linear equations in two variables, formulating equations of lines in two variables, an introduction to functions, solving systems of linear equations, rules of integral exponents and operations on polynomials. Upon successful completion, students will receive one-on-one advising and be registered for the appropriate math course. These will be offered during Summer and Winter Intersessions with morning and evening sessions available.

ENGLISH BOOT CAMP

ENGLISH MODEL A
• 3 week English/Reading Boot Camp
• Monday through Friday, 3 hours per day

ENGLISH MODEL B
• 6 week English/Reading Boot Camp
• 3 days per week, 3 hours per day
• Seminars on college and career exploration, extra tutoring

Both models will emphasize basic sentence skills, grammar, mechanics, paragraph writing, and reading comprehension. Upon successful completion, students will receive one-on-one advising and be registered for the appropriate English course. We conveniently offer morning and evening sessions.

For more information
Contact
Kaitlyn Kos - Room S215
(203) 285-2203
kkos@gatewayct.edu
GatewayCT.edu/Great-Center
IMPORTANT:
To register, you must provide all three (3) completed forms: BRC/ERC Motorcycle Rider Registration Form, CONREP/GCC Rider Education Program Registration Form, and Connecticut Rider Education Program Waiver and Release of Liability (Adult or Minor).

Students must attend and participate in all sessions, in sequence, with no exceptions. Any absence or tardiness will require the student to re-register for another course starting from the beginning and submitting re-payment for another course.

Registrations may be mailed, but we recommend registering in person or by fax (203) 285-2018, due to the high demand of the courses. Payment is required when you register.

ALL MOTORCYCLE RIDER TRAINING COURSES WILL TAKE PLACE AT GATEWAY’S NORTH HAVEN CAMPUS, 88 BASSETT ROAD., NORTH HAVEN, CT 06473. FOR MORE INFORMATION, PLEASE CALL (203) 285-2300.

BASIC RIDER COURSE SCHEDULE:
1). Log onto www.my.commnet.edu
2). Go to Other Public Resources
3). Select Search for Courses
4). Select a Term
5). Select Gateway CC
6). Select Open
8). Select Non-credit
7). Instruction Type (Leave alone)
8). Select a subject – Motorcycle (& Automotive-NC)
9). Select Get Courses

PRICES:
Basic Rider Course (BRC) - $200.00
Experienced Rider Course (ERC) - $85.00
Private (1 Individual) - $800.00
Semi-Private (2 Individuals) - $400.00
Fee for changes to schedule - $40.00

BASIC RIDER COURSE (BRC)
The BRC is designed to meet the State of Connecticut Rider Education Program mandatory requirement for training in order to receive a motorcycle endorsement on a person’s Connecticut Driver’s License. The BRC begins with development of the fundamental riding skills of turning, shifting, and braking; then expands these basic skills into more advanced street riding techniques. Training motorcycles, ranging in size from 125cc's to 350cc's, are provided. DOT-approved helmets are also provided. All sessions are conducted at Gateway’s North Haven campus. Students must attend and participate in all sessions, in sequence, with no exceptions. Any absence or late arrival will result in the student being dropped from the course and will require the student to register for another course, pay again, and start from the beginning. Only register for a BRC section that you know you will be able to make all classes on time. Students will be registered on a first come, first served basis.

EXPERIENCED RIDER COURSE (ERC)
If you have experience with riding and have been doing it for some time, there’s always something new to learn in this half-day course. Using your own motorcycle for the Experienced Rider Course (ERC), you will have the opportunity to fine tune your riding skills during advanced maneuvers such as stopping in the shortest distance, cornering, swerving, and tight turns.
**Step Forward Programs**

**HIGH FUNCTIONING AUTISM SPECTRUM DISORDER PROGRAM**

Designed for students on the autism spectrum who are academically qualified to enroll in classes at Gateway Community College. The program is designed to create an additional level of support, beyond the federally mandated ADA (disability) services. Students must apply for admission to Gateway Community College and take the placement test to determine appropriate classes. Students requiring academic accommodations must register for disability services.

Non-credit seminars are required to address disability-related issues. Topics will include social skills in the classroom, workplace and with peers, interpersonal communications, self-advocacy and disability awareness, time management and organizational skills, learning strategies, work readiness, and College 101: How to be Successful in College.

**STEP FORWARD I** is a 10-month transition program for young adults (18-21) with mild cognitive disabilities. This non-credit program focuses on interpersonal communication skills, career exploration and workplace readiness. In addition to classroom instruction, students are placed in a community or campus-based work experience. Topics covered in the Step Forward I program may include vocational exploration and career planning, job search essentials, personal finances, interpersonal and workplace communications, self-advocacy and disability awareness, and nutrition and fitness.

**STEP FORWARD II** is a 10-month transition program designed for students who have successfully completed Step Forward I. Students in year II will focus on the career objectives they have identified through their first year by engaging in related college coursework and internships. Students are required to attend non-credit seminars to enhance their study, time management and organizational skills. Each student receives individualized academic and disability-related advising as well as case management. Topics covered in the Step Forward II program may include time management, effective study skills, understanding college expectations, interpersonal communication, and goal setting.

**For more information**

**Contact**
Jaime French
(203) 285-2505
JFrench@gatewayct.edu

*Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record in its programs and activities.*
Directions to Gateway Community College

**DOWN TOWN NEW HAVEN CAMPUS**

FROM HARTFORD Take Interstate 91 South take first Exit (CT-34) towards Downtown New Haven. On CT-34 take first Exit onto North Frontage Road and take the first Right onto Church Street, the college will be on the left.

FROM NEW LONDON Take Interstate 95 South to Exit 47 (CT-34) toward Downtown New Haven. On CT-34 take first Exit onto North Frontage Road and take the first Right onto Church Street, the college will be on the left.

FROM BRIDGEPORT Take interstate 95 North to Exit 47 (CT-34) toward Downtown New Haven. On CT-34 take first Exit onto North Frontage Road and take the first Right onto Church Street, the college will be on the left.

**NORTH HAVEN CAMPUS**

FROM HARTFORD AND POINTS NORTH Take Interstate 91 South to Exit 12 (Washington Avenue). At the end of the ramp, turn left. Proceed to the 2nd traffic light and turn left onto Blakeslee Avenue. At the end of the road, turn left onto Bassett Road. The college is on the right (approximately ¼ mile).

Or

Take Route 15 South (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the ramp, turn left (Hartford Turnpike). At the next light, turn left onto Route 22. Proceed to the 6th traffic light and turn left onto Bassett Road. The college is on the right (approximately ¼ mile).

FROM NEW LONDON Take Interstate 95 West and Interstate 91 North to Exit 11. At the end of the ramp, turn right onto Route 22. Proceed to the 3rd traffic light and turn left onto Church Street, the college will be on the left.

FROM NEW HAVEN AND POINTS SOUTH Take Interstate 95 North and Interstate 91 North to Exit 11. At the end of the ramp, turn right onto Route 22. Proceed to the 3rd traffic light and turn left onto Bassett Road. The college is on the right (approximately ¼ mile).

Or

Take Route 15 North (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the ramp, turn right onto Route 22. Proceed to the 5th traffic light and turn left onto Bassett Road. The college is on the right (approximately ¼ mile).

Institutional Policies

**STATEMENT OF CHANGE**

The text of this document does not constitute a contract. The college reserves the right to change the information presented.

**UNIFORM CAMPUS CRIME REPORT**

In accordance with Connecticut Public Act 90-259 (the Campus Safety Act), GCC has prepared a Uniform Campus Crime Report consistent with the FBI’s Uniform Crime Reporting System. This report reflects the crime statistics on the property of the institution for the preceding academic year. A copy of the report may be obtained by request from the Dean of Administration.

**NO SMOKING POLICY**

Gateway Community College is a smoke-free institution.

**INCLEMENT WEATHER/EMERGENCY NOTICES**

Should inclement weather or an emergency force the cancellation of classes, the following stations will broadcast the announcement:

- WKCI (101.3 FM) • WTIC (1080 AM)
- WKSS (95.7 FM) • WELI (960 AM) • WTNH TV-8

**EMERGENCY CLOSING WEATHER INFOR LINE 203-285-2049**
SCORE offers **FREE Mentoring, Workshops, and Seminars** to help you start a new business or succeed in your existing business. SCORE volunteers provide confidential business mentoring services, both in person and online. There is no charge for mentoring, no matter how many sessions are needed. According to SBA, small business clients who receive 3+ hours of mentoring, report higher revenues and increased business growth.

**SMALL BUSINESS WORKSHOPS**

Pre-business planning workshops are held the second Wednesday of every month in the mornings. You will learn from experts in:

- Business planning
- Risk management
- Marketing
- Accounting
- Taxes
- Legal issues
- Technology & social media

Parking is free at Temple Street Garage—bring ticket for validation.

Time: 8:30 AM to 12:30 PM  
Place: Gateway Community College  
20 Church Street, New Haven 06511  
Room: S106 - Gateway Small Business Center  
Dates: Wednesdays, September 9, October 14, November 11, December 9, 2015, and January 3, 2016.  
Other workshops are held in the community.

Visit our website for details. NewHaven.SCORE.org

**SMALL BUSINESS SEMINARS**

Special topic seminars are held the third Wednesday of each month in the evenings. You will learn about special topics such as marketing, personal selling, financing, social media, business plans, and other current topics in more detail. No charge and RSVPs preferred, but walk-ins are welcome.

Time: 6:00 PM to 8:00 PM  
Place: Gateway Community College,  
20 Church Street, New Haven 06511  
Room: S106 - Gateway Small Business Center  
Dates: Wednesdays, September 16, October 21, November 18, December 16, 2015, and January 20, 2016.

**MENTORING**

SCORE will provide you with free and confidential business mentoring by business professionals. Appointments are necessary. Email counseling is also available.

SCORE New Haven Chapter located at Gateway Community College, 20 Church Street, New Haven, CT 06511.

For more information  
Contact  
New Haven SCORE  
(203) 865-7645  
or visit us at  
NewHaven.SCORE.org
STATE OF CONNECTICUT  
BOARD OF REGENTS

FALL __________ SPRING __________

STUDENT I.D. @ ____________ SOC. SEC. __ / __ / ____ D.O.B. __ / __ / ____
______________________________________________________________
NAME (LAST)   FIRST     M.I. / FORMER NAME
□ PLEASE CHECK IF THIS IS A NEW ADDRESS

__________________________________________________________________________
ADDRESS

__________________________________________________________________________
CITY/STATE/ZIP

TELEPHONE: ( ) __________________ ( ) __________________
HOME     WORK

E-MAIL ADDRESS __________________@ ________________

SEX: □ MALE  CITIZENSHIP: □ U.S. CITIZEN □ STUDENT VISIA
□ FEMALE    □ PERMANENT RESIDENT    □ OTHER

Ethnicity:  □ Hispanic/Latino □ Non-Hispanic/Non-Latino □ Choose not to respond (None)

What is your race? Choose one or more:
□ (10) White   □ (20) Black or African American  □ (45) Asian
□ (50) American Indian or Alaskan Native □ (80) Native Hawaiian or Other Pacific Islander □ (90) Other
□ (60) Choose not to respond

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Master Card                          Visa
(circle one)

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Expiration Date:

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Total amount of charge:

$ __________________

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Signature

Gateway Community College
20 Church Street
New Haven, CT 06510
Telephone: (203) 285-2302
Fax: (203) 285-2504
STATE OF CONNECTICUT  
BOARD OF REGENTS

FALL _______ SPRING _________

STUDENT I.D.@ ______________ SOC. SEC. / / D.O.B. / / 

NAME (LAST) FIRST M.I. / FORMER NAME

□ PLEASE CHECK IF THIS IS A NEW ADDRESS

__________________________________________________________________________

ADDRESS

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CITY/STATE/ZIP

TELEPHONE: ( ) ___________________( ) _____________________

HOME WORK

E-MAIL ADDRESS ______________________@ ______________________

SEX: □ MALE  CITIZENSHIP: □ U.S. CITIZEN □ STUDENT Visa  
□ FEMALE □ PERMANENT RESIDENT □ OTHER

Ethnicity: □ Hispanic/Latino □ Non-Hispanic/Non-Latino □ Choose not to respond (None)

What is your race? Choose one or more:

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Master Card                          Visa
(circle one)

Expiration Date:

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Total amount of charge:

$ ______________

____________________________________

Signature

SEX: □ MALE  CITIZENSHIP: □ U.S. CITIZEN □ STUDENT Visa  
□ FEMALE □ PERMANENT RESIDENT □ OTHER

Ethnicity: □ Hispanic/Latino □ Non-Hispanic/Non-Latino □ Choose not to respond (None)

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STUDENT’S SIGNATURE     DATE

DATA ENTRY    DATE
Gateway Community College is committed to enhancing the overall quality of life in the Greater New Haven area. As such, the college provides high quality educational and support services, advocates partnerships with business, industry and government, and encourages leadership and responsibility in the community.

Students at Gateway Community College come from all walks of life — from urban and suburban homes, from a variety of age groups and ethnic backgrounds, and from a broad range of previous academic and work experiences.

PROGRAMS INCLUDE:

• A+ CompTIA Computer Technician Training
• AutoCAD Certificate
• Bookkeeping Certificate Training
• Business & Office Assistant Certificate
• Desktop Publishing / Digital Printing & Production
• Emergency Medical Technician (EMT)
• Medical Office Assistance Certificate
• Patient Care Technician
• Patient Navigator Training
• Precision Manufacturing Certificate
• Professional Food & Beverage Server
• Real Estate Principles & Practices
• Small Engine Repair Technology
• The Professional Medical Coding Curriculum-PMCC
• Writing Training Programs

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