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.

TUITION, LABORATORY & STUDIO FEES

- If you officially drop prior to the 1st day of the semester – 100% refund
- If you officially drop the 1st day of the semester through the 14th calendar day – 50% refund
- If you officially drop/withdraw on the 15th day of the semester or later – NO 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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Institutional Policies

THE WORKFORCE DEVELOPMENT INSTITUTE

Erika Lynch
TEL: (203) 285-2302
FAX: (203) 285-2504
Elynch@gatewayct.edu

THE OFFICE OF BUSINESS & INDUSTRY SERVICES

John Vincze
TEL: (203) 285-2310
FAX: (203) 285-2504
Jvincze@gatewayct.edu
This certificate training program is designed to equip administrative support professionals with the technical skills as well as customer service skill needed to compete in a fast-paced office environment. The classroom hours are conveniently arranged in the evenings and on weekends 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.

**COURSE TITLE** | **COST**
--- | ---
Introduction to Microsoft | $128
Customer Service Communication | $210
Microsoft Excel I | $369
Microsoft Word I | $369
Telephone Customer Service | $140
Customer Service "Face to Face" | $280
Sales & Marketing | $280
Microsoft Access | $369
Microsoft PowerPoint | $319
Microsoft Project | $159
Microsoft Outlook | $219
Business Systems Application | $359
**PROGRAM TOTAL** | **$3201**

**INTRODUCTION TO MICROSOFT**
This class provides a foundation in Microsoft 2010 Windows 7. The knowledge gained is useful as a pre-requisite to other desktop software applications used in many businesses today, including, Excel and Access.

CRN 3103 | CEU 1.0
Tuesday & Thursday, February 4 - 11
6:00 PM - 9:30 PM - Room N201
Guy Simone | $128.00

**CUSTOMER SERVICE COMMUNICATION**
Look at almost any job posting and you will find the requirement: “good communication skills.” This course is power-packed with tips, techniques, and examples of how to communicate in ways that get results. You will learn:

- 14 key practices, including the value of the “I statement”
- The “Versus Scale” for determining communications strategy
- “Visual,” “Auditory,” and “Conceptual Styles”
- Personality and “Thinking Style”
- Body language

CRN 3104 | CEU 1.2
Wednesday, January 29 - February 12
6:00 PM - 10:00 PM - Room N211
Margaret DeMarino | $210.00

**MICROSOFT EXCEL I**
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 3105 | CEU 2.8
Thursday, February 13 - April 3
6:00 PM - 9:30 PM - Room N201
Guy Simone | $369.00

**ELECTIVE ADVANCE TRAINING**

| COURSE TITLE       | COST |
--- | --- |
Microsoft Word II | $375 |
Microsoft Excel II | $375 |
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: LI

CRN 3139  CEU 3.0
Monday, April 7 - June 16  
(No class May 26)
6:00 PM - 9:00 PM - Room N010
Odell Cooper  $375.00

MICROSOFT WORD I
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 3106  CEU 2.8
Tuesday, February 18 - April 8
6:00 PM - 9:30 PM - Room N201
Guy Simone  $369.00

MICROSOFT WORD II  
In this advanced course, students will navigate through the different tabs and the functions available within them are less prominent and more advanced. This course will cover some of the following functions and tools: track changes, protect feature, language tools, how to insert a hyperlink, screenshots, watermarks, footnotes/endnotes, and citations/bibliography.

CRN 3140  CEU 2.8
Saturday, March 22 - May 10  
(No class April 19)
9:00 AM - 1:00 PM - Room N010
Luz Miranda  $375.00

TELEPHONE CUSTOMER SERVICE
Every time the telephone rings, there’s a new opportunity to exceed customer needs. Students will learn:
- The differences between statements, questions, and objections
- The main customer types and how to deal with each
- Strategies for increasing listening skills
- Methods for handling “chatty” callers, angry callers, etc.
- Ways to deal with “tele-stress”
- Methods for conveying technical and visual information over the phone and vocal exercises

CRN 3107  CEU 0.8
Wednesday, February 19 & 26
6:00 PM - 10:00 PM - Room N211
Margaret DeMarino  $140.00

CUSTOMER SERVICE "FACE TO FACE"
Create outstanding customer service in this fun and functional model. Student will learn:
- The customer’s six basic needs
- The four basic types of customers
- Ways to exceed customer service standards
- A six-step procedure for effective problem solving
- Effective phrases and “scripting” that get results
- Ways to handle the stickiest customer service situations

CRN 3108  CEU 1.6
Wednesday, March 5 - 26
6:00 PM - 10:00 PM - Room N211
Margaret DeMarino  $280.00

SALES & MARKETING
Whether you’re selling someone on your company, cross-selling a product, or up-selling a value-added feature, you will want to know more about
- “Buying Psychology”
- Buyer's Pain, Buyer's Gain, and Buyer's Fear
- The four stages of “Buying Readiness”
- Selling by personality type
- The five different types of sales calls
- Developing a “natural script”

CRN 3109  CEU 1.6
Saturday, April 5 - May 3  
(No class April 19)
9:00 PM - 1:00 PM - Room N202
Margaret DeMarino  $280.00
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 3110  CEU 2.8
Thursday, April 10 - May 22
6:00 PM - 10:00 PM - Room N201
Guy Simone  $369.00

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 3111  CEU 1.7
Tuesday, April 15 - May 13
6:00 PM - 9:30 PM - Room N201
Guy Simone  $319.00

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.

SUMMER 2014  CEU 0.8
Tuesday, May 20 & 27
6:00 PM - 10:00 PM - Room N201
Guy Simone  $219.00

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

SUMMER 2014  CEU 1.2
Tuesday & Thursday, May 29 - June 10
6:00 PM - 9:00 PM - Room N010
Odell Cooper  $159.00

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, Power Point and Microsoft Outlook. Prerequisites: Word, Excel, Access, PowerPoint and Outlook.

SUMMER 2014  CEU 2.0
Tuesday & Thursday, June 12 - 26
6:00 PM - 10:00 PM - Room N010
Guy Simone  $359.00

VISIT OUR WEBSITE
GatewayCT.edu
Workforce Development / Continuing Education
The Bookkeeping Certificate Training Program is designed for individuals interested in entering the field of bookkeeping, and working in areas such as payroll, accounting, bookkeeping, accounts payable, and accounts receivable. The curriculum covers digital applications with the emphasis on the computerized accounting package Quickbooks for Windows.

This program can be completed in 189 hours. Students interested in building their typing skills to 30-35 words per minutes are encouraged to take a Keyboarding course which will count as three undergraduate credits upon successful completion.

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<tr>
<td>Business Math</td>
<td>$229</td>
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<tr>
<td>Principles of Accounting</td>
<td>$409</td>
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<tr>
<td>Introduction to Benefits Administration</td>
<td>$369</td>
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<tr>
<td>Business Law &amp; Ethics</td>
<td>$299</td>
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<tr>
<td>Accounting Software (QuickBooks)</td>
<td>$365</td>
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<tr>
<td>Keyboarding for Information Processing (BOT 111)</td>
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<td>Application Fee for Credit Courses</td>
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<td><strong>$3072</strong></td>
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**ELECTIVE ADVANCE TRAINING**

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**CREDIT COURSE**

**KEYBOARDING FOR INFORMATION PROCESSING (BOT 111)**

Provides a mastery of the keyboard and correct stroking techniques by means of the touch method. Practical examples include simple tabulation, letters, memoranda, short reports and the correct business formatting protocols needed on the job. $515.00

Refer to the college credit course schedule for dates, times and locations.
MICROSOFT WORD I

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 3106
Tuesday, February 18 - April 8
6:00 PM - 9:30 PM - Room N201
Guy Simone $369.00

MICROSOFT WORD II

In this advanced course, students will navigate through the different tabs and the functions available within them are less prominent and more advanced. This course will cover some of the following functions and tools: track changes, protect feature, language tools, how to insert a hyperlink, screenshots, watermarks, footnotes/endnotes, and citations/bibliography.

CRN 3140
Saturday, March 22 - May 10
(No class April 19)
9:00 AM - 1:00 PM - Room N010
Luz Miranda $375.00

BUSINESS MATH

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

CRN 3115
Monday, February 24 - March 24
6:00 PM - 10:00 PM - Room N006
Maurice Johnson $229.00

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 3116
Monday & Wednesday, March 26 - April 28
6:00 PM - 9:30 PM - Room N006
Maurice Johnson $409.00

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 3118
Saturday, March 8 - April 12
9:00 AM - 1:00 PM - Room N006
Susan Pellerin $369.00

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 3138
Monday & Wednesday, April 30 - May 28
(No class May 26)
6:00 PM - 9:00 PM - Room N201
Luz Miranda $365.00

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.

SUMMER 2014

CRN 3139
Saturday, June 7 - 21
9:00 AM - 1:00 PM - Room N006
Susan Pellerin $369.00

CRN 3140
Monday & Wednesday, June 2 - 16
6:00 PM - 10:00 PM - Room N006
John Scott III $299.00
This certificate 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, medical software, and the many parts of coded medical insurance forms. The best candidates for this training are individuals with strong organizational, clerical, interpersonal and computer skills. Previous office-related working experience is a huge plus! There are a total of 164 classroom and lab training hours.

This program is 22 weeks and students in this program may be eligible to take the Certificate Patient Account Technician (CPAT) exam offered by the American Association of Healthcare Administrative Management (AAHAM).

### COURSE TITLE | COST
--- | ---
Medicare & Medicaid Reimbursement Systems | $310
Introduction to Microsoft Windows | $128
Commercial Insurance & Managed Care Reimbursement Systems | $310
Medical Terminology | $459
ICD-9 and CPT-4 Coding | $459
Introduction to ICD-10 | $250
Medical Office Practices & Procedures | $237
Medical Office Software | $429

**PROGRAM TOTAL** | **$2582**

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**INTRODUCTION TO MICROSOFT**

This class provides a foundation in the Microsoft 2010 Windows 7. The knowledge gained is helpful in order to continue learning other desktop software applications used in many businesses today, e.g., Excel and Access.

**CRN 3103**  
Tuesday & Thursday, February 4 - 11  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  
$128.00

**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 3141**  
Monday & Wednesday, February 10 - 26  
(No class February 17)  
6:00 PM - 10:00 PM - Room N003  
Donna SanGiovanni  
$310.00

**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 3142**  
Monday & Wednesday, March 3 - 17  
6:00 PM - 10:00 PM - Room N003  
Rhonda W. Hixson  
$310.00

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**For more information**

**Contact**

Erika Lynch  
(203) 285-2302  
Elynch@gatewayct.edu
MEDICAL TERMINOLOGY
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 3143
Monday & Wednesday, March 19 - April 21
6:00 PM - 9:00 PM - Room N003
Donna SanGiovanni $459.00

ICD-9 AND CPT-4 CODING
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 format. Proper coding and other procedures on medical billing statements and insurance forms, using 5-digit codes, CPT codes and 2-digit modifiers can be key to financial success in a medical practice.
CRN 3144
Monday & Wednesday, April 23 - May 19
6:00 PM - 10:00 PM - Room N003
Donna SanGiovanni $459.00

MEDICAL OFFICE SOFTWARE
Introduction to patient management software currently used widely in the healthcare industry. The course concentrates on providing specialized training in the automated management of patients, medical activities/histories, charge accruals, insurance coding, billing, insurance reimbursement, payments and collections.
SUMMER 2014
CRN 3146
Tuesday, Thursday, March 4 - May 22
6:00 PM - 9:00 PM - Room N003
Jean Carusone $1200.00

INTRODUCTION TO ICD-10
The current ICD-9 version of coding will be phased out shortly and to give the students a jump on the latest version, ICD-10. This course will review the major differences in the two versions and get students better prepared to handle the change when it goes into effect in the Fall of 2014.
SUMMER 2014
CRN 3146
Tuesday, May 27 - June 24
6:00 PM - 9:00 PM - Room N003
Donna SanGiovanni $250.00
Health Career Training

PATIENT NAVIGATOR TRAINING PROGRAM
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.)

ORIENTATION
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:

- **Wednesday, January 15**
  - 5:00 PM – 9:00 PM
- **Wednesday, February 5**
  - 9:00 AM – 1:00 PM
- **Saturday, February 22**
  - 9:00 AM – 1:00 PM

CRN 3156
Tuesday, March 25 - May 20
6:00 PM - 9:00 PM - Room N211 $1100.00
Payment plans available

Pharmacy Technician Training

PHARMACY TECHNICIAN TRAINING PROGRAM
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.

CRN 3367  CEU 6.0
Tuesday & Thursday, March 4 - May 8
6:00 PM - 9:00 PM - Room N005 $925.00
Payment plans available

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

Seven modules comprise the program including extensive laboratory sessions to develop the knowledge, skill and attitude of the EMT. These modules include:

MODULE 1 - PREPARATORY
Topics covered in this module are: 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
Topics covered in this module: airway anatomy, airway management techniques, oxygen and oxygen equipment.

MODULE 3 - PATIENT ASSESSMENT
Topics covered in this module: assessment of the medical and trauma patients, vital sign assessment, taking a patient history, documentation, and communication.

MODULE 4 - MEDICAL EMERGENCIES
Topics covered in this module: pharmacology, respiratory, cardiac, diabetic, allergy, poisoning and overdose, environmental, behavioral and obstetrical/gynecological emergencies.

MODULE 5 - TRAUMA EMERGENCIES
Topics covered in this module: bleeding and shock, soft tissue and musculoskeletal, injuries to the head, neck, spine, chest and abdomen.

MODULE 6 - INFANTS & CHILDREN
Topics covered in this module: physical and physiological differences between adult and pediatric patients, pediatric medical and trauma emergencies.

MODULE 7 - OPERATIONS
Topics covered in this module are: 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 take the National Registry of EMTs examination and earn State of Connecticut certification as an EMT.

CRN 3157
Monday, Wednesday, Friday
February 19 - May 28
(No classes April 18 & May 26)
Monday & Wednesday - 6:00 PM - 10:00 PM - Room N005
Friday - 6:00 PM - 10:00 PM - Room N201
Joel Demers $999.00
Payment plans available

VISIT OUR WEBSITE
GatewayCT.edu
Workforce Development / Continuing Education
What is ACE?

ACE (Accelerating Connections to Employment) gives students the opportunity to attend career preparation programs at Gateway Community College and move quickly into employment. By combining basic skills with technical training, students are better prepared to continue their education.

ACE is funded by the U.S. Department of Labor and Annie E. Casey Foundation

PATIENT CARE TECHNICIAN

All three classes and clinical rotations are required to earn Patient Care Technician certification. Other requirements include High School diploma or GED; reading and math assessments, background check and drug screening. Acceptance into this program is not guaranteed—participants will be selected by lottery.

Four certifications can be earned upon successful completion of the three classes in this program: CNA State License; EKG National License; Phlebotomy National License; and the National License for Patient Care Technician.

CERTIFIED NURSE AIDE

Certified Nurse Aides work as part of a nursing team, reporting vital signs, as well as direct patient contact assisting with daily activities, such as bathing, walking and eating.

EKG TECHNICIAN

Students will learn to perform the test that provides information about the patient’s heart rhythm and heart rate. EKG (electrocardiogram) Technicians record the patient’s heart rate, maintain and process reports and keep the equipment clean.

PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician collects blood samples for lab analysis and maintains reports. The program offers intensive training, including classroom, laboratory and clinical work.

Deadline date: February 3, 2014
Class start date: February 24, 2014
Class Time: 9:00 am - 4:00 PM

CERTIFIED PROFESSIONAL FOOD & BEVERAGE SERVER

Throughout this course students will learn about 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.

Requirements include reading and math assessments, background check and drug screening. Internships at area restaurants and online work will be required as well.

This is a 16-week program, including 8 weeks in classroom and 8-week internship. Acceptance into this program is not guaranteed – participants will be selected by lottery.

DEVELOPING SKILLS

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 of the house operations.

SOLID CREDENTIALS

Upon successful completion, participants will earn marketable certificates from the National Restaurant Association Education Foundation (NRAEF), including Manage First Customer Service (NRAEF), ServSafe Food Safety, ServSafe Alcohol and Professional Server/Front of the House Course completion.

Deadline date: January 10, 2014
Class start date: January 27, 2014
Class Time: 9:00 am - 4:00 PM

For more information Contact
Ralph Wright
(203) 624-1493 x243
RWright.CTWBS@ct.gov

ACE is funded by the U.S. Department of Labor and the Annie E. Casey Foundation
These certificate training programs are designed to provide training and hands-on experience in graphic arts, as well as digital production printing technology. They are designed to build upon relevant backgrounds, and thereby enhance previous industry experience with the most technical skills for a printing or publishing industry professional to compete in today’s job market. These programs are predominantly instructed in a Macintosh-based environment, with some cross-training onto IBM/Microsoft-compatible platforms.

The digital program has been developed in partnership with Xerox Corporation. This certificate training program is structured so as to enable a student to complete all of the courses within 24 weeks. Students may elect to take all of the courses together as a sequential block of certificate training, or they may elect to take courses individually.

### COURSE TITLE | COST
--- | ---
Introduction to the Mac | $249
Color Correction & Management | $229
Adobe Illustrator - Introduction | $259
Adobe Illustrator - Advanced | $259
Adobe Photoshop - Introduction | $259
Adobe Photoshop - Advanced | $259
Adobe InDesign - Introduction | $259
Adobe Acrobat | $249
Adobe InDesign - Advanced | $259
Design Essentials & Project Planning | $299
**DESKTOP CERTIFICATE PROGRAM TOTAL** | **$2580**

Digital Printing & Production I - Black & White | $459
Digital Printing & Production II - Color | $459
**DIGITAL CERTIFICATE PROGRAM TOTAL** | **$3498**

### INTRODUCTION TO THE MAC
Hands-on course 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 training (Photoshop and Illustrator).

CRN 3147 | CEU 1.2
Saturday, April 5 - 26
**(No class April 19)**
9:00 AM - 1:00 PM - Room S324
Lisa Sanderson | $249.00

### COLOR CORRECTION & MANAGEMENT
This course is all about getting the colors desire in digital images. Topics for working with color will include: color theory; additive and subtractive models; color space; gamut; profiles; rendering intents; histograms; channels; duo-tone; soft-proofing; ink limit; color temperature and camera white balance. Introduces accurate monitor profiling for more consistent color reproduction across devices.

CRN 3158 | CEU 0.9
Saturday, May 3 & 10
8:30 AM - 1:00 PM - Room S324
Lisa Sanderson | $229.00
ADOBE ILLUSTRATOR - INTRODUCTION

This foundation course uses a hands-on approach to learning the program. The work area, palettes, object creation and manipulation, drawing with the pen and pencil tools, image tracing and painting, as well as working with type are covered. This course is designed for those who have an understanding of the graphic capabilities of the Macintosh computer.

SUMMER 2014 CEU 1.2
Tuesday & Thursday, May 13 - 22
9:00 AM - 12:00 PM - Room N010
Matthew Pohl $259.00

ADOBE ILLUSTRATOR - ADVANCED

Students will complete a series of complex exercises to develop their skills using the program. Exercises include: working with brushes; symbols; layers; effects; pattern creation; and drawing in perspective. Preparing files for output to a commercial printing press will be discussed. Students will create a final project that includes elements of the concepts covered.

SUMMER 2014 CEU 1.2
Tuesday & Thursday, May 27 - June 5
9:00 AM - 12:00 PM - Room N010
Matthew Pohl $259.00

ADOBE PHOTOSHOP - INTRODUCTION

This course is an overview of the Photoshop application. Emphasis is on tools for retouching photographs and tools for making selections on how to adjust tools from the options bar. Hands-on lessons address the basic uses of the layers palette, history palette, color balancing, content-aware tools, image resolution and filters. Uses of the Adobe Bridge will also be covered: setting metadata, key words, and automation.

SUMMER 2014 CEU 1.2
Tuesday & Thursday, June 10 - 19
9:00 AM - 12:00 PM - Room N010
Matthew Pohl $259.00

ADOBE PHOTOSHOP - ADVANCED

This course presents a more detailed view of some of Photoshop’s strongest features. Delve further into image adjustments, masking, composing, cloning, and high dynamic range photography. There will be in-depth coverage of how to correct raw files from digital cameras. Students will complete a project in composing while using their own photographs.

SUMMER 2014 CEU 1.2
Tuesday & Thursday, June 24 - July 3
9:00 AM - 12:00 PM - Room N010
Matthew Pohl $259.00

ADOBE INDESIGN - INTRODUCTION

This course 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 as measuring and placement.

SUMMER 2014 CEU 1.2
Wednesday, June 4 - 25
9:00 AM - 12:00 PM - Room N010
Karin Krochmal $259.00

ADOBE ACROBAT

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 PDFs for web presentation, and commercial printing; optimize viewing of PDFs; add security to documents; and use the new program interface. Students will create a PDF portfolio in Acrobat that features their personal work.

SUMMER 2014 CEU 1.7
Tuesday & Thursday, July 8 - 22
9:00 AM - 12:30 PM - Room N010
Matthew Pohl $249.00
ADOBE INDESIGN - ADVANCED

Adobe InDesign is a page layout application that delivers tight integration with other Adobe graphics applications, reduces elaborate design tasks to a few quick steps, and built-in support for publishing pages everywhere. In this course, you will gain an understanding of features and processes involved in producing effective documentation. Sample topics include: details of document setup and preflight; flowing text; linking graphics; wrapping text around graphics; nested styles; reprocessing content; book creation; and typography.

SUMMER 2014
Wednesday, July 2 - 30
9:00 AM - 12:00 PM - Room N010
Matthew Pohl $259.00

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.

SUMMER 2014
Tuesday & Thursday, July 24 - August 7
9:00 AM - 12:00 PM - Room N010
Karin Krochmal $299.00

REQUIRED FOR THE DIGITAL CERTIFICATE ONLY

DIGITAL PRINTING & PRODUCTION I – BLACK & WHITE

In this course module students will learn the foundations of digital printing technology, and how to set up, operate, maintain and finish printed pieces from the output device within a workplace setting. This module includes both classroom instruction and hands-on experience with Xerox digital printing equipment. This class will also include individually scheduled practical experience in the Publication Services area of Gateway Community College.

FALL 2014
Tuesday & Thursday, September 2 - 30
6:00 PM - 10:00 PM - Room N010
Amie Fanning $459.00

DIGITAL PRINTING & PRODUCTION II – COLOR

In this course module students will expand their printing skills into color digital printing technology as well as to the binding and finishing of documents. This module also includes both classroom instruction and hands-on experience with Xerox digital printing equipment. This class will also include individually scheduled practical experience in the Publication Services area of Gateway Community College.

FALL 2014
Tuesday & Thursday, October 21 - November 18
6:00 PM - 10:00 PM - Room N010
Amie Fanning $459.00

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

**COURSE TITLE**  **COST**
Mathematics for Manufacturing & CAD $329
Blueprint Reading $239
Metrology Training $229
Introduction to Computers for Manufacturing $149
Introduction to ISO 9001:2008 $199
Geometric Dimensioning & Tolerancing $459
Total Quality Management $229
Statistical Process Control $459
CNC-I - Introduction to Computerized Numerical Control Programming $459
CNC-II - Computerized Numerical Control Programming $459
**PROGRAM TOTAL** $3210
CNC-III - Advanced Computerized Numerical Control Programming $459

**MATHEMATICS FOR MANUFACTURING & CAD**
Teaches the application of trigonometric and geometric mathematical techniques to solve practical 2-dimensional and 3-dimensional problems, especially as suited to CNC and the Cartesian coordinate system. Coders special methods used in manufacturing problems such as boring compound angular holes in jigs and fixtures.

CRN 3150  CEU 2.1
Monday, April 7 - May 19
6:00 PM - 9:00 PM - Room N004
Joseph Kardos $329.00

**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 3151  CEU 1.5
Thursday, April 24 - May 22
6:00 PM - 9:00 PM - Room N004
Frank Renaldi $239.00

**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 3152  CEU 1.2
Saturday, April 26 - May 10
9:00 AM - 1:00 PM - Room N004
Paul Delandra $229.00

**INTRO TO COMPUTERS FOR MANUFACTURING**
Provides basic foundation in Microsoft DOS and Microsoft Windows operating systems needed in order to effectively learn and use any of the more popular manufacturing software applications in the workplace today. Also provides a basic understanding of computers and how they work.

SUMMER 2014  CEU 0.6
Wednesday, May 21 & 28
6:00 PM - 9:00 PM - Room N010
Joseph Kardos $149.00
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.

SUMMER 2014
Monday & Wednesday, June 2 & 4
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge $199.00

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.

SUMMER 2014
Tuesday & Thursday, May 27 - June 19
6:00 PM - 9:00 PM - Room N004
Staff $459.00

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.

SUMMER 2014
Monday & Wednesday, June 9 - 18
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge $229.00

STATISTICAL PROCESS CONTROL

Presents a practical aid to management adapted from the science of statistics. The course covers basic statistical concepts, and techniques for 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.

SUMMER 2014
CEU 2.8
Monday & Wednesday, June 23 - July 14
6:00 PM - 10:00 PM - Room N004
Samuel Eskridge $459.00

CNC-I INTRODUCTION TO COMPUTERIZED NUMERICAL CONTROL PROGRAMMING

Introduces basic concepts and techniques of CNC programming with emphasis on multi-axis machining and methods of handling part geometry. Instruction covers current standard CNC language programming through use of simulation software and realistic exercises.

SUMMER 2014
CEU 3.0
Tuesday & Thursday, June 24 - July 29
(No class July 3)
6:00 PM - 9:00 PM - Room N012
Joseph Kardos $459.00

CNC-II COMPUTERIZED NUMERICAL CONTROL PROGRAMMING

Advanced problem-solving and programming techniques with emphasis on complex part programming in milling and lathe. Students learn transition from programming language to machine and tooling set-ups and operation in achieves thorough hands-on projects.

FALL 2014
CEU 3.0
Tuesday & Thursday, August 26 - September 25
6:00 PM - 9:00 PM - Room N012
Joseph Kardos $459.00

CNC-III ADVANCED COMPUTERIZED NUMERICAL CONTROL PROGRAMMING

Students use advanced programming and machining techniques to manufacture complex components, requiring multi-stage set-ups and activities with 4th or 5th axis mill and live axis lathe.

FALL 2014
CEU 3.0
Tuesday & Thursday, September 30 - October 30
6:00 PM - 9:00 PM - Room N012
Joseph Kardos $459.00
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.

<table>
<thead>
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<td>$459</td>
</tr>
<tr>
<td>AutoCAD I Basic Training</td>
<td>$459</td>
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<tr>
<td>AutoCAD II Advanced Training</td>
<td>$355</td>
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<tr>
<td>AutoCAD 3D Training</td>
<td>$355</td>
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<tr>
<td>Introduction to ISO 9001:2008</td>
<td>$199</td>
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<tr>
<td>Total Quality Management</td>
<td>$229</td>
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<td>PROGRAM TOTAL</td>
<td>$2773</td>
</tr>
</tbody>
</table>

**MATHEMATICS FOR MANUFACTURING AND COMPUTER AIDED DESIGN**

Teaches the application of trigonometric and geometric mathematical techniques to the solution of practical 2-dimensional problems, as well as special mathematical methods for 3-dimensional manufacturing problems such as boring compound angular holes in jigs, fixtures, dies and tools.

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<td>Thursday, April 24 - May 22</td>
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**INTRO TO COMPUTERS FOR MANUFACTURING**

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<td>Wednesday, May 21 &amp; 28</td>
<td>$149.00</td>
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For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
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.

SUMMER 2014
Tuesday & Thursday, May 27 - June 19
6:00 PM - 9:00 PM - Room N004
Staff $459.00

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.

SUMMER 2014
Monday & Wednesday, June 2 & 4
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge $199.00

AUTOCAD I - BASIC TRAINING

This course introduces students to the AutoCAD environment and operations. Topics include simple and complex drawing commands and modification, basic constructions and geometry; text manipulations; dimensioning and basic print layouts.

SUMMER 2014
Monday & Wednesday, June 23 - July 16
6:00 PM - 10:00 PM - Room N010
Joseph Kardos $459.00

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.

SUMMER 2014
Monday & Wednesday, June 9 - 18
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge $229.00

AUTOCAD II - ADVANCED TRAINING

This course provides intermediate level studies for AutoCAD in both individual and group environments, including modifying and augmenting drawings; dynamic blocks and libraries; templates; external links and objects; professional visual presentations; printing/plotting; and customizing the workspace.

SUMMER 2014
Monday & Wednesday, July 21 - August 6
6:00 PM - 10:00 PM - Room N010
Joseph Kardos $355.00

AUTOCAD 3D TRAINING

This course is designed to provide studies of AutoCAD’s 3D features and, through extensive hands-on exercises, teach students to create true 3D objects. The course of study extends from basic wire-frame models, surfaces and solids to realistic 3-dimensional presentations and models. Prerequisites: Advanced AutoCAD or equivalent capability and computer skills including Windows fundamentals.

FALL 2014
Monday & Wednesday, August 25 - September 15
(No class September 1)
6:00 PM - 10:00 PM - Room N010
Joseph Kardos $355.00

CALL (203) 285-2302 FOR MORE DETAILS
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.

<table>
<thead>
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<tbody>
<tr>
<td>Introduction to PC Hardware</td>
<td>$299</td>
</tr>
<tr>
<td>A+ Essentials</td>
<td>$689</td>
</tr>
<tr>
<td>A+ Practical Applications</td>
<td>$689</td>
</tr>
<tr>
<td>PROGRAM TOTAL</td>
<td>$1671</td>
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</tbody>
</table>

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.

CRN 3154                          CEU 1.4
Saturday, February 1 - 15
8:30 AM - 1:00 PM - Room S316
Christopher Bassett $299.00

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.

CRN 3153                          CEU 3.5
Saturday, February 22 - April 5
8:00 AM - 1:00 PM - Room S316
Christopher Bassett $689.00

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.

CRN 3155                          CEU 3.5
Saturday, April 12 - May 10
(No classes April 19)
8:00 AM - 1:00 PM - Room S316
Tuesday & Thursday, May 13 - 27
6:00 PM - 9:00 PM - Room S316
Christopher Bassett $689.00

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.

SUMMER 2014
Tuesday, June 3 - August 5
6:00 PM - 10:00 PM - Room S316
Christopher Bassett $999.00

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.

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. NEXT OFFERING FALL 2014

EPA 40 CFR Part 745 (RRP) Training - Coming SOON in SEPTEMBER 2014

EPA’s new requirements (effective 4/22/10): EPA’s new Lead Renovation, Repair and Painting (RRP) rule sets up requirements for firms and individuals performing renovations in pre-1978 housing and child-occupied facilities, such as schools and day cares. The RRP Rule requires that renovators be trained in the use of lead safe work practices, that renovators and firms be certified, that providers of renovation training be accredited, and that renovators follow specific work practice standards. When the subject building is a pre-1978, all contractors working on this project must be EPA certified and trained in lead-safe work practices when conducting renovation, repair and painting activities that will disturb more than six square feet of painted surfaces on the interior of a building or more than twenty square feet on the exterior and all window replacements. Additional information on this rule, the training schedule and costs can be found at http://www2.epa.gov/lead. And at the Gateway Community College Web site http://www.gatewayct.edu/Great-Center
Leadership Training Programs

THE TWO-DAY WRITING CLINIC
This workshop will help you diagnose, troubleshoot, and fix your writing flaws and practices. Led by a professional writer, this workshop is the key to strengthening your writing skills in a computer lab with in-class exercises, small group critiques, and one-on-one guidance. You will gain insight into making your writing process more efficient, increasing your writing speed, and eliminating structural, as well as grammar and punctuation, flaws.

This is an opportunity to kick your writing skills up a notch, take the pain out of the writing process forever, or simply fine-tune. This course is made even better when paired with the two-day workshop Grammatically Correct & Perfectly Punctuated, which is scheduled to run consecutively.

CRN 3305
Friday, April 4 - 11
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 principles.

CRN 3306
Friday, April 25 - May 2
9:00 AM - 4:00 PM - Room TBA
Margaret DeMarino
$170.00

POLISHING YOUR WRITING
Learn the art of revising, editing, and proofreading. Whether you're editing your own work or other people's writing, this workshop will put the tools and techniques of professional writers, editors, and proofreaders at your fingertips!

CRN 3304
Friday, May 9 - 16
9:00 AM - 4:00 PM - Room N103
Margaret DeMarino
$170.00

VISIT OUR WEBSITE
GatewayCT.edu
Workforce Development / Continuing Education

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 http://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 John Vincze at 203-285-2310 (jvincze@gatewayct.edu).

CRN 3307
Monday & Wednesday, January 6 - April 2
(No class January 20 & February 17)
6:00 PM - 9:00 PM - Room N102
Linda Ungerleider
$499.00
Small Engine Repair & Technology

An intensive 45-hour Winter Intercession program that includes 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, garden tractors or other small engines.

Nine classes taught over three weeks cover 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.

During Spring 2014 semester, the class will participate in an on-campus practicum experience at no cost to the student. Students may also seek out independent internship opportunities (paid or unpaid). Classroom instruction and practicum will be taught by tenured Gateway automotive department faculty. Practicum will begin in February 2014.

Upon completion of the 45-hour classroom training plus Spring practicum, students will sit for Equipment and Engineering Training Council (EETC) Certification(s) in 2-Stroke, 4-Stroke and Electrical. One time testing fees are included in the cost of tuition.

Tool kits and repair manuals will be available for use during class, provided by Connecticut’s Manufacturing, Energy and Transportation (CT-MET) Initiative. Individual student texts and EETC study guides are included in tuition.

CRN 4550
Tuesday, Wednesday, Thursday, January 14 - January 30
12:00 PM - 5:00 PM - Room TBA
45-Hour Class, Texts & Study Guides, Plus One-Time EETC Testing: $1,500
Practicum: Begins February 2014 (Approximately 3 hours/week). FREE
Class and Practicum Location: North Haven Campus, 88 Bassett Road, North Haven, CT

Mandatory Orientation: All potential candidates must attend an orientation & pre-assessment session. Persons must bring a valid driver’s license and current resume. Technical knowledge and mechanical aptitude will be assessed. High school diploma or GED required.

Please call (203) 285-2309 to register or go online to GatewayCT.edu/Great-Center
Orientation Date: Friday, December 13
2:00 PM - 4:00 PM - Room N103
Downtown Campus, 20 Church Street, New Haven

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.

This program is funded by the Connecticut Manufacturing, Energy and Transportation Initiative, a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the U.S. Department of Labor. CT-MET is an equal opportunity program.

For more information
Contact
Ann Harrison
(203) 285-2309
aharrison@gatewayct.edu
GatewayCT.edu/Great-Center
Transportation Career Trainee Program
Grant Funded Training

The transportation industry needs skilled workers in maintenance, repair and operations jobs working on the roads, rails, busses, trains and engines that keep us all moving! Participants will earn an industry-recognized safety credential, strengthen vital skills, knowledge and abilities, and be introduced to a variety careers. Professionals with railroad, public transportation and mechanical experience teach key modules. Students will prepare for highly selective employment examinations, with a special focus on the railroad industry for those who are interested.

Candidates will be assessed for transferable skills and aptitude beginning with a mandatory orientation session. See dates below. Spots in the training will be determined after orientation. Participation is funded through CT-MET, Connecticut’s Manufacturing, Energy and Transportation Initiative.

MODULES:

- Blueprint and schematic diagram reading
- Locomotive electrical components: troubleshooting; maintenance and repair (basic electricity & electronics; electrical measuring; electrical circuits; motor controls; A/C controls)
- Signaling equipment and infrastructure; wireless and mobile communications systems; basic GPS and GIS functions
- Overview of vehicle operations; transit facility and maintenance practices
- Communication skills overview and mock interviews; technical resume assistance; leading industry guest speakers; professional development advisement. Job placement is not guaranteed
- Candidates should expect to participate in an unpaid job shadowing experience. Students may also seek out independent internship opportunities (paid or unpaid)

Candidates may be referred to Associate Degree or credit certificate programs related to transportation. Successful completion of the Transportation Career Trainee Program may be eligible for college credit. Contact program coordinator for details.

Monday - Thursday, March 3 - May 30
(No class May 22 & 26)
6:00 PM - 9:30 PM - Room TBA
Downtown Campus

Final week of class will be a daytime only 30-Hour
OSHA General Industry Training.
Tuesday - Friday, May 27- 30
8:30 AM - 4:30 PM
Downtown Campus

Mandatory Orientation: All potential candidates must attend an orientation & pre-assessment session to be considered for this program. Persons must bring a valid driver’s license and current resume. Math and reading ability will be measured as well as a technical knowledge in electrical, mechanical, and tools. Basic computer skills will be assessed. Applicants may be recommended for extra developmental instruction prior to training. HS Diploma or GED required.

Call or go online to register for one of the following dates: December 13, January 3 or January 17, 2014
Orientation time: 10:00 AM
Location: Downtown Campus, 20 Church Street, New Haven, Room N103

For more information
Contact
Ann Harrison
(203) 285-2309
aharrison@gatewayct.edu
GatewayCT.edu/Great-Center

This program is funded by the Connecticut Manufacturing, Energy and Transportation Initiative, a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the U.S. Department of Labor. CT-MET is an equal opportunity program.
# Transportation Career Trainee Program
## Orientation Registration

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How did you hear about this program?

The following documents are required. Please bring the following to Orientation:

- Valid driver license □ YES □ NO
- High School Diploma or GED □ YES □ NO
- Current Resume □ YES □ NO

Choose your registration date:

- December 13, 2013 □
- January 3, 2014 □
- January 17, 2014 □

All sessions begin at 10:00 AM - Room N103 - Downtown Campus - 20 Church Street, New Haven.

Please indicate if you have any of the following (check all that apply):

- Electrical experience □
- CDL A or B licenses with clean driving record □
- Large motor, AC/DC motor, and relay experience □
- Building maintenance or operations □
- Trade or technical school diploma □
- Engineering degree (Bachelor or Associate) □
- Shop machine and hand tool experience □
- Familiarity with electrical meters and testing devices □
- Engine maintenance or mechanical experience, especially diesel and hybrids □
- Heating, ventilation, air conditioning (HVAC) training or work history □

This program is funded by the Connecticut Manufacturing, Energy and Transportation Initiative, a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the U.S. Department of Labor. CT-MET is an equal opportunity program.
VOICE-OVER CLASS

Gateway Community College successfully launched its first-ever Introduction to Voice Over (VO) class series and is offering the classes again by popular demand! The world of voice over is a remarkably fun, educational, and entertaining industry. In this overview series, professional voice over specialist and former radio personality Paula Lin takes the students through the creative and business sides of voice over. Enjoy testing your vocal skills talent on recorded voice tracks for a wide variety of genres! Maybe your voice can be the choice for a new recording project! Radio, TV, online, video, telephony -- the sky's the limit! Join other students to see what you all can do in VOICE OVER! Call (203) 285-2300 for details.

INTENSIVE INTRODUCTION TO VOICE OVER

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<th>CRN</th>
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<td>3310</td>
<td>Thursday, March 13 - 20</td>
<td>Thursday, March 20</td>
<td>6:00 PM - 8:00 PM</td>
<td>Room N018</td>
<td>Paula Lin</td>
<td>$129.00</td>
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<td>3311</td>
<td>Thursday, April 10 - 17</td>
<td>Thursday, April 17</td>
<td>6:00 PM - 8:00 PM</td>
<td>Room N018</td>
<td>Paula Lin</td>
<td>$129.00</td>
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SIGN LANGUAGE FOR FIRST RESPONDERS

Upon completion of this 15 week course, students will have an introduction to American Sign Language.

Instruction includes fingerspelling and additional sign language systems used by deaf and hard of Hearing individuals, and special populations within deaf culture, through class and readings. Students will be able to demonstrate basic expressive and receptive sign language skills including vocabulary for first responders. Students learn be able to communicate using sign language within a variety of settings while continuing to develop and maintain self-confidence, fluency and communication competency.

CRN 3314
Thursday, February 13 - May 29
7:00 PM - 9:00 PM.
Eileen D. Baker $500.00

S.M.A.R.T PROFESSIONAL BARTENDING

Learn how to make special shots, highball drinks, cocktails, and tropical drinks! In addition to mixing drinks, this professional Bartending course also includes the state and national SMART certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Upon successful completion of the course, students will be qualified to work in any environment that serves liquor, including restaurants, club, hotels, and catering companies. Students will receive both a certificate of completion and the SMART certification.

Prerequisite: Must be 18 years of age and provide a license or picture ID with date of birth.

CRN 3309
Saturday, March 29 - April 12
8:00 AM - 1:00 PM - Room TBA
Paul Rich $350.00
Personal Development

PRAXIS I PRE-PROFESSIONAL SKILLS TESTS

The Praxis I Pre-Professional Skills Tests (PPST) measures basic reading, writing and mathematics skills for all candidates seeking entry into a teacher education program. Connecticut state law requires that all individuals seeking formal admission to a teacher education program or certification in Connecticut take and pass the Praxis I tests in Reading, Writing and Mathematics. This 6-Session course will provide specific test taking strategies for reading comprehension, mathematics, sentence correction, and essay writing.

CRN 3368
Tuesday, January 14 – February 18
6:00 PM - 9:00 PM.
Lecia Allman $250.00

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 with an adult.

CRN 3312
Monday & Wednesday, March 3 - 12
6:30 PM - 9:00 PM - Room N004
DEEP $25.00

CRN 3313
Monday & Wednesday, April 21 - 30
6:30 PM - 9:00 PM - Room N101
DEEP $25.00

SUMMER 2014
Monday & Wednesday, June 2 - 11
Monday & Wednesday, August 4 - 13
6:30 PM - 9:00 PM - Room TBA
DEEP $25.00

FALL 2014
Monday & Wednesday, September 8 -17
6:30 PM - 9:00 PM - Room TBA
DEEP $25.00

SOLAR ENERGY PROGRAMS

Gateway Community College offers renewable energy programs in solar photovoltaics and solar thermal are affiliated with the standards of the North American Board of Certified Energy Practitioners (NABCEP).

Most of our technical skills training take place in the college’s new state-of-the-art solar photovoltaic and solar thermal lab located on the North Haven campus. We are thankful for the financial support of the CT Clean Energy Finance and Investment Authority and the Northeast Photovoltaic Training Network in building this great new facility. For more information, contact Gail Burrington (203)285-2300 (e-mail: solaredge@yahoo.com)

CRN 4440
Solar PV grid-tied with Battery Power
Saturday, December 7, 2013

SPRING 2014 - Class offerings:

CRN 3377
Solar Fundamentals and Site Survey
Friday, February 21 & 28, March 7 & 14

CRN 3378
FREE Solar Cooker Workshop
Saturday, May 17

CRN 3382
Introduction to Solar Photovoltaic Attic Fans
Wednesday, March 26

CRN 3379
Battery Basics for Small PV
Wednesday, April 9

CRN 3380
Advanced PV Workshop: AC coupling
Saturday, April 26

VISIT OUR WEBSITE
GatewayCT.edu
Workforce Development / Continuing Education
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 OR (203) 285-2082.

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

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 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 & career planning, job search essentials, personal finances, interpersonal & workplace communications, self-advocacy & disability awareness, and nutrition & 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. Students are required to do an intensive internship within their field of interest. Topics covered in the Step Forward II program may include time management, effective study skills, understanding college expectations, interpersonal communication, and goal setting.

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 & disability awareness, time management & organizational skills, learning strategies, work readiness, and College 101: How to be Successful in College. For more information, contact Jaime French, Step Forward Director, 203-285-2505 - JFrench@gatewayct.edu

The Step Forward programs at Gateway Community College are designed to teach young adults functional academics, life skills and work readiness. In addition to classroom and community-based instruction, students participate in a year-long work experience to practice the skills necessary to become marketable employees. Featured above are Step Forward II students Monica Paul (center) and Paul Hipp (right) alongside their supervisor Mike Martone (left). Both students work in the Gateway mailroom where they assist Mr. Martone with sorting and delivering mail, organizing and disseminating office supplies and answering phones.
**REGISTRATION**  
Business & Industry Services  
Continuing Education  
Workforce Development Institute  

STATE OF CONNECTICUT  
BOARD OF REGENTS  

**FALL __________ SPRING __________**  

STUDENT I.D. @ ___________  
SOC. SEC. ___ / ___ / ___  
D.O.B. ___ / ___ / ___  

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

□ PLEASE CHECK IF THIS IS A NEW ADDRESS  

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ADDRESS  

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CITY/STATE/ZIP  

TELEPHONE: ( ) ___________( ) ___________  

HOME WORK  

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E-MAIL ADDRESS ___________ @ ___________  

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SEX: □ MALE  
CITIZENSHIP: □ U.S. CITIZEN □ STUDENT VISAP  
□ 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)  

Expiration Date:  

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Total amount of charge:  

$ ___________  

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Signature  

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

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STUDENT’S SIGNATURE DATE  
DATA ENTRY DATE  

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30
Directions to Gateway Community College

DOWNTOWN NEW HAVEN CAMPUS

FROM HARTFORD Take Interstate 91 South take Exit 1 (CT-34) towards Downtown New Haven. On CT-34 take Exit 1 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 Exit 1 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 Exit 1 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 Bassett Road. The college is on the right (approximately ¼ mile).

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 INFOLINE 203-285-2049
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:

• Medical Billing Associate Certificate
• Health & Wellness Careers Training
• Business Professional Certificate
• Bookkeeping Certificate Training Program
• Desktop Publishing / Digital Printing & Production
• Precision Manufacturing Certificate
• AutoCAD Certificate
• A+ CompTIA Computer Technician Training
• Leadership Training Programs
• Real Estate Principles & Practices
• Transportation Career Trainee Program
• Small Engine Repair Technology

GatewayCT.edu/Great-Center