Who We Are

The mission of the G.R.E.A.T. Center, Gateway’s Resource, Education and Training Center, is to be the educator of choice for a high quality workforce. Our responsive and tiered approach meets the evolving educational and technological needs of students. We provide comprehensive skill development that supports our region’s economic advancement.

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

When Gateway Community College cancels any course, a 100% adjustment associated with the course fee is applied except the application fee. Any student dropping a course prior to the first day of the semester will be refunded 100%.

CUSTOMIZED ON-SITE TRAINING

Gateway Community College provides a cost-effective on site training programs for employees. GCC will tailor programs by making accommodations and arrangements that meet the needs of the organization.

CONTACT US

DROP IN
Room N104: First floor of the North Building

EMAIL
wedwards@gatewayct.edu

WRITE
Workforce Development & Continuing Education
Gateway Community College
20 Church Street
New Haven, CT 06510 - N104
Phone: 203-285-2300
Fax: 203-285-2504

MEET OUR STAFF

Dean of Workforce Development & Continuing Education
Vicki Bozzuto (203) 285-2300

Workforce Development & Continuing Education Administrative Assistant:
Wanda Edwards (203) 285-2426

Director of Step Forward:
Jaime French (203) 285-2505

Workforce Development & Continuing Education Coordinator:
Merilee Baker Roussat (203) 285-2128

Business Industry Services: (203) 285-2300

Real Estate Principles & Practices
Pam Walsh (203) 285-2142
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## ACCOUNTING & BOOKKEEPING
- **Bookkeeping Certificate**
  - Accounting Software QuickBooks
  - Business Law & Ethics
  - Introduction to Benefits Administration
  - Principles of Accounting
- **Bookkeeping National Certificate**

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  - Introduction to Microsoft
  - Microsoft Access
  - Microsoft Excel
  - Microsoft Outlook
  - Microsoft PowerPoint
  - Microsoft Word
  - Office Procedures
  - Project Management
  - Taking Minutes
  - Time Management
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  - **Digital Printing & Production**
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    - Adobe Illustrator
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- **Certified Nurse Aide (C.N.A.) Program**
- **Certified Strength & Conditioning Specialist**
- **Cross Sectional Anatomy**
- **Community Health Worker**
- **Emergency Medical Technician (EMT)**
- **Community Interpreter**
- **Medical Office Assistant**
- **Patient Navigator**
- **Pharmacy Technician**

## MANUFACTURING & TECHNOLOGY
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- **Help Desk Support / A+ CompTIA Certificate**
  - A+ Essentials
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  - Computer Numerical Control (CNC) Math
  - Computer Numerical Control (CNC) Operations & Set Up
  - Computer Numerical Control (CNC) Program Essentials
  - Geometric Dimensioning & Tolerancing
  - Introduction to Computers for Manufacturing
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- **First Time Supervisor**

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- **ServSafe Food Handler & Alcohol Training**
- **Small Engine Repair**
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## SCORE (SMALL BUSINESS SEMINAR)

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## NO COST PROGRAMS
The G.R.E.A.T. Center Information Sessions

The G.R.E.A.T. Center, Gateway's Resource Education and Training Center, offers fast-paced training in high-growth occupations. Come to an information session and learn about our programs for Spring 2016. *Improve your skills to improve your life.*

<table>
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<th>HEALTH CARE TRAINING PROGRAMS</th>
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<td>✓ C.N.A. Plus</td>
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<td>✓ EMT &amp; EMT Refresher/ CPR</td>
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<td>✓ Community Health Worker</td>
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<td>✓ Patient Navigator</td>
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<td>✓ Medical Office Assistant</td>
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<td>(Includes Billing &amp; Coding Modules)</td>
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</tbody>
</table>

**INFORMATION SESSION**

**Date:** Wednesday, August 17  
**Time:** 10:00 AM - 12:00 PM - Room N102  
**Time:** Wednesday, August 10  
**Time:** 5:00 PM - 6:00 PM - Room N102

| BUSINESS TRAINING PROGRAMS | √ Real Estate  
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<td>✓ Business Professional w/ Office Assistant</td>
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<td>✓ Bookkeeping National Certificate</td>
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<tr>
<td>✓ Medical Office Assistant</td>
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<tr>
<td>(Includes Billing &amp; Coding Modules)</td>
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**INFORMATION SESSION**

**Date:** Thursday, August 11  
**Time:** 5:00 PM - 6:00 PM - Room N102

| MANUFACTURING & TECHNOLOGY TRAINING PROGRAMS | √ Desktop Publishing/ Digital Printing  
<table>
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<td>✓ Precision Manufacturing</td>
<td>√ Web Development Certificate</td>
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<td>✓ AutoCAD</td>
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<tr>
<td>✓ A+ CompTIA, Network &amp; Security+</td>
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<tr>
<td>✓ Small Engine Repair</td>
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</tbody>
</table>

**INFORMATION SESSION**

**Date:** Tuesday, August 9  
**Time:** 5:00 PM - 6:00 PM - Room N102

TO LEARN MORE CONTACT THE GREAT CENTER: (203) 285-2300
INTRODUCTION TO MICROSOFT
This introductory class provides a foundation in Microsoft 2013 Windows 7 and is useful as a prerequisite to other desktop software applications including, Excel and Access currently used in businesses.

CRN 4119 - Session 1  
CEU 1.0
Monday & Wednesday, August 24 - 31  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  
$135.00

CRN 4120 - Session 2  
CEU 1.0
Tuesday & Thursday, September 1 - 8  
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 organizational 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 4107  
CEU 1.7
Wednesday, August 31 - September 28  
6:00 PM - 9:30 PM - Room N004  
Margaret DeMarino  
$335.00

COURSE TITLE | COST
--- | ---
Introduction to Microsoft | $135
Office Procedures, Time Management, and Project Management | $335
Microsoft Excel | $387
Microsoft Word | $387
The ABC'S of Written Communication | $335
Microsoft Access | $387
Microsoft PowerPoint | $335
Taking Minutes | $229
Office Communication/Customer Service/Dealing with Difficult People | $249
Microsoft Outlook | $229
Microsoft Project | $170
Business Systems Application | $375

PROGRAM TOTAL | $3553

Students interested in adding a medical component to the training may include a Medical Terminology class to their schedule.
MICROSOFT EXCEL
Understand spreadsheet principles, formatting, building worksheets, master calculations and error corrections. Learn formulas, create charts, custom spreadsheet presentations, track data, build models for analysis and present various professional looking charts.

CRN 4123 - Session 1  CEU 2.8
Thursday, September 15 - November 3
9:30 AM - 1:00 PM - Room N201
STAFF  $387.00

CRN 4189 - Session 2  CEU 2.8
Thursday, September 15 - November 3
6:00 PM - 9:30 PM - Room N201
STAFF  $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 4138  CEU 2.8
Tuesday & Thursday, November 8 - December 6
(No class November 24)
6:00 PM - 9:30 PM - Room N201
Guy Simone  $387.00

MICROSOFT POWERPOINT
Create, design and develop presentations using PowerPoint. The class will cover principles of desktop publishing, incorporate graphics and charts, create slide show presentations and customize displays using computer-generated clip art.

CRN 4150  CEU 1.7
Tuesday & Thursday, December 8 - 22
6:00 PM - 9:30 PM - Room N201
Guy Simone  $335.00

MICROSOFT WORD
Learn the most effective word processing software currently in demand. Menu/tool bar, document formatting, clip art, fonts, pagination, form letters, envelopes, mail merges and professional communiques will be covered.

CRN 4125 - Session 1  CEU 2.8
Tuesday, September 13 - November 1
9:30 AM - 1:00 PM - Room N201
STAFF  $387.00

CRN 4188 - Session 2  CEU 2.8
Tuesday, September 13 - November 1
6:00 PM - 9:30 PM - Room N201
Guy Simone  $387.00

TAKING MINUTES
Keeping an accurate and concise record of meetings is a sought-after skill among office administrators. This module will cover strategic tips that will provide practical experience by minute-taking at “mock meetings.” Learn various note taking styles and formats and discuss common challenges.

- Learn what to leave in and what to take out
- Discover how to take minutes when you aren't an expert on the topic
- Learn ways to nutshell information—even when you don't completely understand it!

CRN 4127  CEU 1.0
Wednesday, November 9 - 30
(No class November 23)
6:00 PM - 9:30 PM - Room N201
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 4126  CEU 1.7
Wednesday, October 5 - November 2
6:00 PM - 9:30 PM - Room N201
Margaret DeMarino  $335.00
OFFICE COMMUNICATION/CUSTOMER SERVICE/DEALING WITH DIFFICULT PEOPLE

Today’s office professional is a public relations front person for his/her company. This staff member provides exemplary communication with customers, co-workers and management. This program reviews verbal communication and illustrates how to interact positively and effectively – even with difficult people.

- Understand the payoffs and benefits of hospitality
- Learn 10 ways to incorporate “host” behavior
- Learn the art of positive diplomacy
- Develop “default language” to use in “sticky” situations
- Learn to listen actively not passively
- Avoid 10 common customer service errors

CRN 4128 CEU 1.4
Wednesday, December 7 - 28
6:00 PM - 9:30 PM - Room N004
Margaret DeMarino $249.00

MICROSOFT OUTLOOK

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

CRN 4148 CEU 0.8
Tuesday & Thursday, December 27 & 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. Understanding the fundamentals of project management will prepare students to initiate a project and position it for success. This course will identify effective project management practices and their related processes.

SPRING 2017 CEU 1.2
Monday & Wednesday, January 4 - 23
(No class January 16)
6:00 PM - 10:00 PM - Room N201
Odell Cooper $170.00

BUSINESS SYSTEMS APPLICATIONS

Business Systems Applications will offer students the opportunity to use all application of the Microsoft Office Suite. A project will be created and the following applications will be utilized: Microsoft Word, Excel, Access, Power Point and Outlook.

SPRING 2017 CEU 2.0
Tuesday & Thursday, January 12 - 26
6:00 PM - 10:00 PM - Room N201
Guy Simone $375.00

For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
Gateway Community College offers real estate education for students seeking to become a real estate agent, property manager, homeowner or investor. Our Real Estate Principles and Practices Course is taught by seasoned real estate professionals and successfully meets the minimum requirements for real estate licensing in the State of Connecticut. For more information on Connecticut Real Estate Licensing, please refer to the Department of Consumer Department (www.ct.gov/DCP or 860-713-6150).

Upon course completion, students who intend to sit for the state licensing exam (PSI exam), at a separate and additional cost, must pass this course with a grade of 70 or better and attend the minimum 60 hours of classroom instruction, required by the state.

REAL ESTATE PRINCIPLES & PRACTICES
The course covers the following:

✓ Brokerage, listing agreements
✓ Buyer/Seller representation
✓ Ownership of real estate
✓ Contracts /Regulations
✓ Commissions/Financing

(Textbooks included and WIOA approved.)

For more information
Contact
Pam Walsh
(203) 285-2142
PWalsh@gatewayct.edu

CRN 4093
CEU 6.0
Monday & Wednesday, September 12 - December 7
(No class November 23)
10:00 AM - 1:00 PM - Room N001
Bill Sadick $499.00

CRN 4094
CEU 6.0
Tuesday & Thursday, October 4 - December 22
6:00 PM - 9:00 PM - Room N001
Bill Sadick $499.00
The Bookkeeping Certificate Training Program is designed for individuals interested in entering the field of bookkeeping and working in payroll, accounting, accounts payable and accounts receivable. The curriculum covers digital applications with emphasis on QuickBooks for Windows. This is a 22-week program. Students may also add office assistant skills or additional computer training if needed.

### COURSE TITLE

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Microsoft</td>
<td>$135</td>
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<tr>
<td>Microsoft Excel</td>
<td>$387</td>
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<tr>
<td>Microsoft Word</td>
<td>$387</td>
</tr>
<tr>
<td>Business Math</td>
<td>$299</td>
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<tr>
<td>Introduction to Benefits Administration</td>
<td>$399</td>
</tr>
<tr>
<td>Accounting Software (QuickBooks)</td>
<td>$399</td>
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<tr>
<td>Principles of Accounting</td>
<td>$429</td>
</tr>
<tr>
<td>Business Law &amp; Ethics</td>
<td>$320</td>
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</tbody>
</table>

**PROGRAM TOTAL**

$2755

### MICROSOFT EXCEL

Microsoft Excel covers spreadsheet principles, building worksheets, incorporating text, numbers, calculations, error corrections, formulas, charts and presentations. Learn to use Excel® to track data, build analytical models and present professional charts.

- **CRN 4123 - Session 1**
  - CEU 2.8
  - Thursday, September 15 - November 3
  - 9:30 AM - 1:00 PM - Room N201
  - STAFF
  - $387.00

- **CRN 4189 - Session 2**
  - CEU 2.8
  - Thursday, September 15 - November 3
  - 6:00 PM - 9:30 PM - Room N201
  - Guy Simone
  - $387.00

### MICROSOFT WORD

Microsoft Word is the most in-demand word processing software. The course covers document formatting, clip art insertion, business protocols to word process communications, fonts, pagination, generation of form letters, labels and envelopes, mail merges and creation of professional communique.

- **CRN 4125 - Session 1**
  - CEU 1.0
  - Monday & Wednesday, August 24 - 31
  - 6:00 PM - 9:30 PM - Room N201
  - Guy Simone
  - $135.00

- **CRN 4120 - Session 2**
  - CEU 1.0
  - Tuesday & Thursday, September 1 - 8
  - 6:00 PM - 9:30 PM - Room N201
  - Guy Simone
  - $135.00

Facebook.com/Go2GCC
BUSINESS MATH
Business Math will review basic math skills and introduce students to the correct way to use a business calculator.

CRN 4195  CEU 2.0
Monday, September 12 - October 10
6:00 PM - 10:00 PM - Room N006
Maurice Johnson  $299.00

INTRODUCTION TO BENEFITS ADMINISTRATION
This Benefits Administration program provides an overview of benefit systems including retirement, health and welfare and reviews approaches to health insurance and its impact on business. Students will be introduced to the Human Resources Info System (HRIS) where they will learn how to increase productivity, evaluate HRIS options, and make recommendations to senior management for implementation. Students will practice communication with internal and external customers and explore problem-solving strategies for various benefit situations.

CRN 4129  CEU 2.4
Saturday, October 8 - November 12
9:00 AM - 1:00 PM - Room N006
Susan Pellerin  $399.00

PRINCIPLES OF ACCOUNTING
Principles of Accounting 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, and accounting for payroll.

CRN 4130  CEU 3.5
Monday & Wednesday, October 17 - November 16
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. Other software will be reviewed but QuickBooks will be emphasized as this software can help anyone in bookkeeping or accounting better manage expenses and income.

CRN 4154  CEU 2.4
Monday & Wednesday, November 28 - December 28
(No class December 26)
6:00 PM - 9:00 PM - Room N201
Brenda Seldon  $399.00

BUSINESS LAW & ETHICS
Business Law & Ethics 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 2017  CEU 2.0
Monday & Wednesday, January 4 - 23
(No class January 16)
6:00 PM - 10:00 PM - Room N006
John Scott III  $320.00
THE AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS OR AIPB

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 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. They must achieve a grade of 75% to pass. Retakes can be scheduled after 30 days.

The final exam covers Inventory, Internal Controls and Fraud Prevention. This exam is found at the back of the workbook received during class. Students must achieve a grade of 70% to pass. The instructor will submit the completed final exams to AIPB for grading.

**PRINCIPLES OF ACCOUNTING**

Principles of Accounting 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, and accounting for payroll.

**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. Other software will be reviewed but QuickBooks will be emphasized as this software can help anyone in bookkeeping or accounting better manage expenses and income.
The Medical Office Assistant Training Program is designed to prepare the student with the specialized knowledge, administrative skills, and office protocols required to successfully work in medical offices, long-term care facilities, and medical insurance companies.

In the present healthcare environment, medical office staff is required to have a knowledge of insurance reimbursements, medical terminology, computer & office skills, and the many parts of coded medical insurance forms.

The best candidates for this program are individuals who want a career in a medical office. This is a 18 weeks program.

**MEDICARE & MEDICAID REIMBURSEMENT SYSTEMS**

The Medicare & Medicaid Reimbursement class is designed to assist those individuals completing Medicare and Medicaid forms to fully 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 4149  
CEU 2.0
Monday & Wednesday, August 29 - September 14
(No class September 5)
6:00 PM - 10:00 PM - Room N003
Jean Carusone  $325.00

**INTRODUCTION TO MICROSOFT**

This introductory class provides a foundation into the Microsoft 2013 Windows 7 application. The knowledge gained is helpful in order to continue learning additional desktop software applications used in businesses today, including, Excel® and Access®.

CRN 4119  -  Session 1  
CEU 1.0
Monday & Wednesday, August 24 - 31
6:00 PM - 9:30 PM - Room N201
Guy Simone  $135.00

CRN 4120  -  Session 2  
CEU 1.0
Tuesday & Thursday, September 1 - 8
6:00 PM - 9:30 PM - Room N201
Guy Simone  $135.00

**COURSE TITLE**  | **COST**
--- | ---
Medicare & Medicaid Reimbursement Systems  | $325
Introduction to Microsoft  | $135
Commercial Insurance & Managed Care Reimbursement Systems  | $325
Microsoft Excel  | $387
Microsoft Word  | $387
Medical Terminology  | $480
CODING: ICD-9 & ICD-10, CPT-4 & HCPCS  | $600
Office Procedures, Time Management, and Project Management  | $335
The ABC’S of Written Communication  | $335
UB-04 Form  | $229
**PROGRAM TOTAL**  | **$3538**

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

Facebook.com/Go2GCC
COMMERCIAL INSURANCE & MANAGED CARE REIMBURSEMENT SYSTEMS
The Commercial Insurance & Managed Care Reimbursement course is designed to teach students how to complete forms for commercial insurance companies, understand the claims process, entitlements and eligibility requirements. The program covers current reforms to the healthcare industry. Students will understand the various types of health plans including HMOs, PPO, and POS.

CRN 4131  CEU 2.0
Monday & Wednesday, September 19 - October 3
6:00 PM - 10:00 PM - Room N003
Edward Leone
$325.00

MICROSOFT EXCEL
Microsoft Excel covers spreadsheet principles, building worksheets, incorporating text, numbers, calculations, error corrections, formulas, charts and presentations. Learn to use Excel® to track data, build analytical models and present professional charts.

CRN 4123 - Session 1  CEU 2.8
Thursday, September 15 - November 3
9:30 AM - 1:00 PM - Room N201
STAFF
$387.00

CRN 4189 - Session 2  CEU 2.8
Thursday, September 15 - November 3
6:00 PM - 9:30 PM - Room N201
Guy Simone
$387.00

MICROSOFT WORD
Microsoft Word is the most in-demand word processing software. The course covers document formatting, clip art insertion, business protocols to word process communications, fonts, pagination, generation of form letters, labels and envelopes, mail merges and creation of professional communique.

CRN 4125 - Session 1  CEU 2.8
Tuesday, September 13 - November 1
9:30 AM - 1:00 PM - Room N201
STAFF
$387.00

CRN 4188 - Session 2  CEU 2.8
Tuesday, September 13 - November 1
6:00 PM - 9:30 PM - Room N201
Guy Simone
$387.00

MEDICAL TERMINOLOGY/ANATOMY & PHYSIOLOGY
The Medical Terminology program teaches 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, endocrine, urinary, gastrointestinal, cardiovascular, respiratory, and reproductive systems.

CRN 4147  CEU 3.0
Monday & Wednesday, October 5 - November 7
6:00 PM - 9:00 PM - Room N003
Jean Carusone
$480.00

CODING: ICD-9 & ICD-10, CPT-4 & HCPCS
The Coding class demonstrates the use of standard medical and insurance coding conventions for International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) used by professional services in the healthcare industry. Coding basics and their proper uses in normal and special situations are covered. Emphasis is placed on fundamentals of accurately identifying diseases, disorders and suspected conditions using the required ICD-9 & ICD-10 format. Proper coding on medical billing statements and insurance forms, is one of the keys to financial success in a medical practice.

CRN 4132  CEU 4.0
Monday & Wednesday, November 9 - December 14
(No class November 23)
6:00 PM - 10:00 PM - Room N003
Jean Carusone
$600.00
THE ABC’S OF WRITTEN COMMUNICATIONS

Getting it “write” is a critical skill for the office professional -whether editing someone else’s work or creating your own communication.

- 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 4126
Wednesday, October 5 - November 2
6:00 PM - 9:30 PM - Room N201
Margaret DeMarino
$335.00

UB-04 FORM

The UB-04, also known as the Form CMS-1450, is the uniform institutional provider hardcopy claim form suitable for use in billing multiple third party payers.

The UB-04 is the only hardcopy claim form that the Centers for Medicare & Medicaid Services (CMS) accepts from institutional providers (e.g., Hospitals, Skilled Nursing Facilities, Home Health Agencies, etc.) which meet the ASCA exceptions or which have been granted a waiver.

Learn the tips and tricks from a certificated billing and coding specialist.

CRN 4134
Saturday, October 8 - 22
9:00 AM - 12:00 PM - Room N102
Edward Leone
$229.00

OFFICE PROCEDURES, TIME MANAGEMENT, AND PROJECT MANAGEMENT.

The Office Procedures, Time and Project Management Programs exposes the student to learning techniques and technology that reduces stress and chaos to create an efficiently well run office by setting SMART goals, prioritizing and implementing project management strategies and employing organizational options such as “smart” devices.

Areas covered include:

- Organizational problems, interruptions, lost paperwork, desk organization.
- How to increase assertiveness when managing projects by using the acknowledge-plus rule.
- How to get staff members to respect your time by using the one word secret.
- Create a “desk workbook” to manage systems and procedures 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 4107
Wednesday, August 31 - September 28
6:00 PM - 9:30 PM - Room N004
Margaret DeMarino
$335.00

CRN 4134
Saturday, October 8 - 22
9:00 AM - 12:00 PM - Room N102
Edward Leone
$229.00

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).

SPRING 2017

Part 1: Anatomy and Physiology Review
Tuesday & Thursday, January 24 - March 2
6:00 PM - 9:00 PM - Room N211
Jean Carusone
$600.00

Part 2: AAPC Prep Class
Tuesday & Thursday, March 7 - June 29
6:00 PM - 10:00 PM - Room N211
Jean Carusone
$1675.00

Payment Plans available

PHARMACY TECHNICIAN TRAINING

The Pharmacy Technician training program is a 60-hour comprehensive course to prepare students for an entry-level pharmacy technician 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 4135
Tuesday & Thursday, October 4 - December 13
(No class November 24)
6:00 PM - 9:00 PM - Room N003
$925.00

Payment plans available

SPRING 2017

Tuesday, & Thursday, March 7 - 11
6:00 PM - 9:00 PM - Room N004
$925.00

Payment plans available
PATIENT NAVIGATOR TRAINING
The Patient Navigator Training Program teaches students to proactively guide (navigate) patients through healthcare systems to achieve optimal health outcomes for a patient in a timely manner. Students will participate in 30 hours of classroom training and complete community based navigator experience, including shadowing patient navigators in the workplace, and other community activities. (All students must provide proof of immunizations and PPD results in order to complete the required observational time.)

INTRODUCTION TO COMMUNITY INTERPRETER
The Introduction to Community Interpreting is for multilingual professionals who are able to speak, read, and write English and a second language fluently. Community interpreting is abroad and flexible field, encompassing work in healthcare, legal services, education and social services. Students are qualified to work for state agencies, municipal agencies, non-governmental organizations, neighborhood clinics and hospitals.

In order to register for this training course, eligible participants must complete a pre-assessment to determine language proficiency and High School Diploma or GED.

MEDICAL TERMINOLOGY ONLINE
The Medical Terminology program 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 regard to each term. Root terms are combined with prefixes and suffixes as learning will culminate in the interpretation of several paragraphs of medical notes.

NOTE: The first class and last class attendance will be taken on campus. It is mandatory to successfully complete the class.

| Option 1: Patient Navigator Training | Option 2: Introduction to Community Interpreter | Option 3: Patient Navigator Training
Medical Terminology - Total Cost $1500.00 | Medical Terminology - Total Cost $1500.00 | Introduction to Community Interpreter - Total Cost $1750.00 |
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<td>6:00 PM - 9:00 PM - Room N101</td>
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<td>Medical Terminology</td>
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<td>(No class November 24)</td>
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**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 4144**
Monday & Wednesday, September 12 - March 15
(No class November 23, December 26)
(No class January 2 & 16, February 20)
6:00 PM - 10:00 PM - Room N005 & N010
Joel Demers
Cost: $999
*Payment plans available*

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<table>
<thead>
<tr>
<th>MODULE 1 - PREPARATORY</th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<th>MODULE 2 - AIRWAY MANAGEMENT</th>
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<tr>
<td>Airway anatomy, airway management techniques, oxygen and oxygen equipment.</td>
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<tr>
<th>MODULE 3 - PATIENT ASSESSMENT</th>
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<tr>
<td>Assessment of the medical and trauma patients, vital sign assessment, taking a patient history, documentation, and communication.</td>
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<tr>
<th>MODULE 4 - MEDICAL EMERGENCIES</th>
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<tbody>
<tr>
<td>Pharmacology, respiratory, cardiac, diabetic, allergy, poisoning and overdose, environmental, behavioral and obstetrical / gynecological emergencies.</td>
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<tr>
<th>MODULE 5 - TRAUMA EMERGENCIES</th>
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<tbody>
<tr>
<td>Bleeding and shock, soft tissue and musculoskeletal, injuries to the head, neck, spine, chest and abdomen.</td>
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<tr>
<th>MODULE 6 - INFANTS &amp; CHILDREN</th>
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<tr>
<td>Physical and physiological differences between adult and pediatric patients, pediatric medical and trauma emergencies.</td>
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<tr>
<th>MODULE 7 - OPERATIONS</th>
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<tr>
<td>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.</td>
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For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
Are you interested in being a coach in a competitive athletes program or military/protective services personnel? The National Strength and Conditional Association, offers a Certified Strength & Conditioning Specialist credential that might be right for you!

Certified Strength and Conditioning Specialists (CSCSs) are professionals who apply scientific knowledge to train athletes for the primary goal of improving athletic performance. They conduct sport-specific testing sessions, design and implement safe and effective strength training and conditioning programs and provide guidance regarding nutrition and injury prevention.

Recognizing that their area of expertise is separate and distinct, CSCSs consult with and refer athletes to other professionals when appropriate. Gateway Community College offers a prep class for the Certified Strength & Conditioning Specialist or CSCS credentialing exam. This class will prepare you to take the exam in a hands on learning environment.

Prerequisite Requirements:

- You must a Bachelor’s degree or higher
- Current understanding for Anatomy and Physiology (this will not be taught during this class)
- CPR/AED certification

CRN
Wednesday, August 26 - December 16
(No Class November 23)
12:15 PM - 3:05 PM – Room S120
Todd Degree $555.00

For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
CERTIFIED NURSE AIDE (CNA) PROGRAM

This program is for students looking to be trained as a Certificated Nurse’s Aide (C.N.A). Each student will also be CPR certified and complete Mental Health First Aid. This training will run for approximately 9 weeks and hours will vary based on clinical rotation. All students must have a flexible schedule.

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. It 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.

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

- One set of navy blue nursing scrubs
- Watch with a second hand
- Clean white shoes

SNAP Approved

CRN 2217 CEU 20.0
Monday, Tuesday, Wednesday & Thursday
June 20 - August 26
3:30 PM - 8:00 PM - Room N005
$2000.00

Facebook.com/Go2GCC
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. This class is designed to expand your current knowledge of Cross Sectional Anatomy. The 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 certificate will be issued upon successful completion of the program.

Per ASRT Policy: Participants must attend all scheduled sessions. No one will be allowed entrance after the first ten minutes of the session. Participants must stay for the entire duration.

PAYMENT IS DUE UPON REGISTRATION
To register, please call (203) 285-2300
New Haven Campus, Room N104

BREAST SONOGRAPHY DIDACTIC COURSE FOR MAMMOGRAPHERS

This didactic course is designed to prepare registered mammographers for the American Registry of Radiologic Technologist (ARRT) Breast Sonography Examination.

On-ground lectures content, assessments, and case evaluations will be incorporated to reinforce the principles/procedures presented.

The materials will be presented in a progressive manner. All modules will align with the ARRT Breast Sonography Credit Specifications.

The course will cover the following topics as outlined by the ARRT content specifications for the Breast Sonography Examination:

- Physics, Instrumentation, and Equipment Operation
  - Clinical Image Production and Evaluation
  - Anatomy, Physiology, and Pathology
  - Interventional Breast Sonography Procedures

Participants must complete the Clinical Experience Requirements in compliance with the ARRT Breast Sonography Application on their own. The college does not participate in the clinical educational preparation required by the ARRT Certification Specification.

A course achievement certificate will be issued upon successful completion. Twelve (12) Category ‘A’ credits will be awarded pending American Society of Radiologic Technologists (ASRT) approval.

Per ASRT Policy: Participants must attend all scheduled sessions. No one will be allowed entrance after the first ten minutes of the session. Participants must stay for the entire duration.
A Community Healthcare Worker (CHW) complements clinically-trained health care teams comprised of physicians, physician assistants, and nurses, among others. CHWs carry out a broad range of responsibilities that facilitate access to health care services and help support patients to achieve goals in their care plans.

Examples include:

- Positively connecting to the community
- Helping others find access to healthcare and social services
- Managing cases and coordinating care
- Delivering home-based support services
- Coaching and promoting good health

Bilingual speakers are encouraged to apply.

PROGRAM OBJECTIVES

- Analyze health issues and inequalities from public health and cultural perspectives.
- Summarize the process of community organizing, advocacy, and policy development as appropriate to the scope of practice for community health workers.
- Discuss and demonstrate non-clinical health assessment, advising, and service coordination planning and client-centered counseling.
- Assess, and apply professional skills including establishment of goals for internship placement, ethics, and scope of practice, professional boundaries, cultural humility, and self-care practices.
- Evaluate health care delivery systems including eligibility and community resources in order to provide appropriate linkage services to clients.
- Describe and demonstrate mastery of cultural humility principles and practice in working with diverse clients and communities.
- Design, prepare and facilitate a group health education training or presentation demonstrating effective group level teamwork and conflict resolution skills.

CRN 2336
Monday, Tuesday, Wednesday & Thursday
May 16 - July 28
9:30 AM - 2:00 PM - Room N004

Internship: August 1 - 26

STAFF

$1800.00

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

 SNAP Approved

Facebook.com/Go2GCC
SERVSAFE FOOD HANDLER & ALCOHOL TRAINING

This class will train you in the principles of food safety and sanitation and safe serves of alcoholic beverage in food service or hospitality work settings. Upon successful completion of this program you will have the opportunity to take both the National Restaurant Association's ServSafe Food Handler and ServSafe Alcohol exam.

For the Food Handler Training you will learn the following:

✓ Basic Food Safety
✓ Personal Hygiene
✓ Cross-contamination and Allergens
✓ Time and Temperature
✓ Cleaning and Sanitation

For the alcohol training you will:

✓ Understand Alcohol Laws and Responsibilities
✓ Evaluate Intoxication Levels
✓ Check Identification
✓ Deal with difficult situations

PASSING GRADE

Students must achieve at least a 75% score to receive the ServSafe Food Handler Certificate of Achievement.

Tuesday & Thursday, October 17 - November 17
9:30 AM - 2:30 PM - Room TBA

STAFF $500.00

Find us on Facebook and see all the courses and events that The GREAT Center has to offer

Facebook.com/Go2GCC
Desktop Publishing and Digital Printing & Production certificate training programs are designed to provide training and hands-on experience in graphic arts, and digital production printing technology.

The Desktop Publishing program is designed to build upon relevant backgrounds and enhance previous industry experience with the most up to date computer skills necessary in today’s job market. The instruction is in a Macintosh-based environment with some cross training in IBM/Microsoft-compatible platforms.

The Digital Printing & Production certificate program adds digital printing to a current background in graphic design. A student may elect to take all courses together as a sequential block of classes or elect to take courses individually, based on employment or personal needs. This program has been developed in partnership with Xerox Corporation.

### COURSE TITLE

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
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<tr>
<td>Introduction to the Mac</td>
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<tr>
<td>Adobe Illustrator</td>
<td>$450</td>
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<tr>
<td>Adobe Photoshop</td>
<td>$450</td>
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<tr>
<td>Adobe InDesign</td>
<td>$450</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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**DESKTOP CERTIFICATE PROGRAM TOTAL** $2396

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<tr>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>Digital Printing &amp; Production Black &amp; White/ Color Combined</td>
<td>$459</td>
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**DIGITAL CERTIFICATE PROGRAM TOTAL** $2855

### INTRODUCTION TO THE MAC

This course is designed to help students understand the basics of using Macintosh desktop technologies, Mac operating system commands, graphical user interface (GUI), document management and shortcut keys will be taught. A wide range of software for desktop publishing applications and tools will be reviewed. The knowledge obtained in this course is prerequisite for successful completion of subsequent software classes.

**CRN 4151**

Tuesday & Thursday, September 20 - October 18
6:00 PM - 9:00 PM - Room N010
Amie Fanning $249.00

### ADOBE PHOTOSHOP

Adobe Photoshop teaches everything from basic principles to advanced aspects of Photoshop. The emphasis is on various uses in the publishing industry especially the creation of web graphics. Hands-on lessons address basic uses of the following:

- Layers and history palette, color balancing, content-aware tools, image resolution and filters
- Image adjustment, masking, composing, cloning and high dynamic range photography

Each student will complete a project in composing while using their own photographs.

**CRN 4140**

CEU 2.4
Tuesday & Thursday, September 29 - October 18
6:00 PM - 10:00 PM - Room N010
Kris Tonski $450.00

### ADOBE ILLUSTRATOR

Adobe Illustrator covers the fundamentals of the industry-leading graphics creation program. Information taught in this class include:

- Tools panel, workspace, image tracing, drawing and shape creation.
- Type, color creation, symbols, patterns, brushes and effects.
- Hands on assignments with graphic creation and design of custom logos.
- File preparation for digital output for web and print.

**CRN 4142**

CEU 2.4
Tuesday & Thursday, October 20 - November 8
6:00 PM - 10:00 PM - Room N010
Kris Tonski $450.00
ADOBE INDESIGN

Adobe InDesign provides the standards for document creation through basic tools and the importing of text and graphics. Instruction will include the use of style for consistent appearance, master pages, tabs, tables, measuring and placement, text, linking graphics, styles and typography to produce presentable documents.

CRN 4143  CEU 2.8
Tuesday & Thursday, November 10 - December 6
(No class November 24)
6:00 PM - 10:00 PM - Room N010
Karin Krochmal  $450.00

ADOBE ACRONBAT

Adobe Acrobat familiarizes the student with creating PDF (Portable Document Format) documents from various source files, adding navigation, performing comment review, creation and distribution. Class participants will prepare PDFs for web presentation, commercial printings, and security. All students will create a PDF portfolio in Acrobat that features their personal work.

CRN 4141  CEU 1.2
Tuesday & Thursday, December 8 - 15
6:00 PM - 10:00 PM - Room N010
Kris Tonski  $249.00

DESIGN ESSENTIALS AND PROJECT PLANNING FOR THE GRAPHICS INDUSTRY

Class participants will create an original project using Photoshop, illustrator and InDesign to understand and coordinate type, image, artwork and the impact of color. Page geometry, placement, overall layout, and file preparation for various types of printings and presentations will be highlighted.

CRN  4109  CEU 1.5
Tuesday & Thursday, December 20 - January 10
(No Class December 27 & 29)
6:00 PM - 9:00 PM - Room N010
Karin Krochmal  $299.00

PUBLISHING TO THE WEB USING WORDPRESS

Wordpress is the world's most powerful publishing and blogging platform. Class participants will complete a wordpress.com hosted website for their personal blog or business use by choosing theme templates, adding blog posts, image galleries and video to their website. Choosing a domain and hosting options will be included in the discussion.

CRN 4124  CEU 1.6
Monday, November 14 - December 5
6:00 PM - 10:00 PM - Room N010
Kris Tonski  $249.00

REQUIRED FOR THE DIGITAL CERTIFICATE ONLY

DIGITAL PRINTING & PRODUCTION – BLACK & WHITE / COLOR COMBINED

In this course module students will learn the foundations of digital printing technology and how to prepare files, 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 in the Publication Services area of Gateway Community College. This class will also include actual business experience of production planning and bindery operations

SPRING 2017  CEU 4.0
Tuesday & Thursday, January 12 - February 14
6:00 PM - 10:00 PM - Room N010
Amie Fanning  $459.00

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

VISIT OUR WEBSITE
GatewayCT.edu/GREAT-Center
Workforce Development / Continuing Education
WEB DEVELOPMENT CERTIFICATE

This 26 week, professional certification program, is designed to teach ‘in demand’ web development skills including PHP, MySQL, jQuery, HTML5 and CSS3. This non-credit Web Development Certificate program prepares students for professional web developer careers, including those who are interested in developing functional aspects of websites including database integration, programming, and other server-side components.

This is an ideal professional development option for those seeking to become more competitive in the job market or make a career change. Graduates of this program will have the skills to:

- Develop, debug and maintain code on commercial websites
- Design, query and optimize relational databases
- Utilize version control systems and cloud computing resources.

Prospective students must have GED or High School Diploma. In addition, students need to have experience with computer software and have the ability to demonstrate competency in computer literacy, math, logic and reasoning.

COURSE TITLE | COST
-- | --
HTML5 & CSS3 | $700
JavaScript & jQuery | $800
PHP & MySQL | $1400
Web Applications | $700

PROGRAM TOTAL | $3600

HTML5 & CSS3

Students will learn the best practices for building modern websites based on HTML5 and CSS3. The course begins with the structure of HTML documents; HTML tags and attributes; and semantic markup. From there we progress to the basics of Cascading Style Sheets; classes and ids; units of measurement; and floats and positions. The course is very much applied – with students learning how to turn progressively more complex mockups into HTML and CSS.

SPRING 2017

Tuesday & Thursdays, September 8 - October 20
(Online support available on Wednesdays)
5:30 PM - 8:30 PM - Room TBA
Colin Ryan | $700.00

JAVASCRIPT & JQUERY

This course begins with a primer of JavaScript and builds on that to move in depth into jQuery and highly dynamic frontend applications. Initial topics include the Document Object Model; principles of programming like variables, functions, conditionals, and loops; and events and event listeners. The jQuery component expands on these concepts and adds AJAX and JSON while covering a wide range of jQuery functions. The course is built around weekly prompts that challenge students to turn code skeletons into fully formed applications. The course culminates with each student creating their own custom jQuery application from scratch, including coming up with idea, defining the application logic, and building the user interface.

CRN 4166 | CEU 4.8
Tuesday & Thursdays, October 25 - December 22
(No class November 24)
(Online support available on Wednesdays)
5:30 PM - 8:30 PM - Room N103
Instructor: Colin Ryan | $800.00

For more information
Contact
Merilee Baker Roussat
(203) 285-2128
MBakerRoussat@gatewayct.edu

SNAP Approved
PHP & MYSQL

This course is geared towards students with an understanding of web development basics such as HTML, CSS, and JavaScript. We begin by covering programming fundamentals – variables, arrays, conditionals, loops – and proceed to Object-Oriented PHP. PHP topics include: classes and methods; public, private, and protected scope; static and abstract classes; object inheritance; MVC and application routing. Students will also learn how to receive frontend requests via AJAX and store state using cookies and sessions. The MySQL portion of the course will introduce the concept of a relational database and then cover MySQL field types, indices, statements, and joins.

The MySQL portion of the course will introduce the concept of a relational database and then cover MySQL field types, indices, statements, and joins.

SPRING 2017 CEU 8.4
Tuesday & Thursdays, January 10 - April 13
(Online support available on Wednesdays)
5:30 PM - 8:30 PM - Room N103
Colin Ryan $1400.00

WEB APPLICATIONS

The web applications course is aimed at students who have a strong grasp of HTML and CSS, frontend scripting experience in JavaScript or jQuery, and a solid foundation in PHP and MySQL. This course utilizes PHP, MySQL, JavaScript/jQuery, CSS, and HTML to develop fully fleshed out, public facing, RESTful applications that may utilize any number of 3rd party APIs. The goal is to deepen students’ understanding of the web development process through conceptualization, creation, testing, deployment, and iteration. Students will be expected to have their local development environment setup prior to the first class and to be ready to deploy their first application at the end of week one.

SPRING 2017 CEU 3.6
Tuesday & Thursdays, April 18 - May 25
(Online support available on Wednesdays)
5:30 PM - 8:30 PM - Room TBA
Colin Ryan $700.00

INTERMEDIATE WORDPRESS

Gateway Community College provides a program for a hands-on intermediate WordPress course to enhance your website. This training course takes your site to the next level. You will learn how to thoroughly customize themes, find the right plug-in for your needs, and understand responsive design (for smartphones / tablets) and how to optimize your site for Google search. This hands-on course will provide you with the skills necessary to manage and customize WordPress websites. Topics covered will include:

- WordPress installation
- Website configuration and settings
- Improving the look of your site through themes, widgets and menus
- Customized themes
- Caching, hosting and plug-ins
- Anti-spam techniques
- File template structure
- How to create custom post types
- Jetpack: enhance your site with additional tools through WordPress.com

Learning Outcomes

After completing the class, you will have:

- In-depth knowledge about WordPress configuration
- A suite of plugins to enhance your site to your needs
- The ability to configure WordPress to your preferences
- The ability to use industry-standard developer tools
- An understanding of site security and Search Engine Optimization
- Practical knowledge of advanced plugins

This course is aimed at those who already use WordPress. Previous programming experience not required, but some CSS and HTML knowledge is helpful. Students have the option to work on their own existing WordPress website or will need to purchase a domain and basic hosting account with a commercial web host prior to the first class.

CRN 4190 CEU 1.8
Monday & Wednesday, September 7 - 26
5:30 PM - 8:30 PM - Room N010
Kris Tonski $300.00
INTERMEDIATE MICROSOFT POWERPOINT

This course will build upon the basics of PowerPoint teach you how to develop a more dynamic, interactive and productive presentation. Following a review of the use of graphics, animation and sound, you’ll learn how to include clip art, graphs, diagrams and animations to bring your presentations to life. Learn to control global settings by using slide masters and to apply effects such as transitions and timings. Work with images and discover how to include media files and animation in a presentation as well as embed external resources, and create hyper links. Prerequisite: Experience with the basics of PowerPoint.

CRN 4167        CEU 0.3
Tuesday, November 15
9:00 AM - 11:30 PM - Room N103
Robin Wilson        $95.00

INCLUSIVE LEADERSHIP: SUCCESSFULLY MANAGING A MULTICULTURAL WORKFORCE

If you are a supervisor or manager, this dynamic hands-on workshop will help you develop and practice the knowledge and skills necessary to become a more effective and inclusive workforce leader in today's multicultural environment. By the end of this session, you will be able to explain the impact of culture and values in the workplace, define the positive characteristics of an inclusive leadership style, practice concrete strategies for communicating more effectively across cultures, and develop techniques for anticipating and preventing cross-cultural conflicts before they happen.

CRN 4169        CEU 0.6
Tuesday, October 11
9:00 AM - 4:00 PM - Room N102
Christie Ward        $199.00

HARNESS THE POWER OF NETWORKING

Networking isn’t just about making connections. It’s about building sustaining and mutually beneficial relationships. In this day and age, it’s more about who you know, versus what you know. Yet many people struggle to make strategic connections and tap into the ones they already have. Networking doesn’t come easy one and it’s often uncomfortable. Knowing how to make connections and to put them to work for you are essential to your bottom line. In fact, for both businesses and individuals, networking is the key ingredient to success. This workshop explores the building blocks of networking from a perspective that makes it easy and relaxed. You will receive tools and tips to help you establish new connections and utilize existing ones. It will also, give you strategies to make networking feel more natural. Learn to get the most from the connections you make.

At the end of the introduction session you will:

✓ Network with more confidence and naturally
✓ Think strategically about networking
✓ Utilize your connections more effectively
✓ Start and close conversations with ease

CRN 4171        CEU 0.6
Thursday, October 13
9:00 AM - 4:00 PM - Room N103
Christie Ward        $199.00

IT’S NOTHING PERSONAL: IMPROVING CROSS-CULTURAL COMMUNICATION IN THE WORKPLACE

In a multicultural work environment, how do you respond to the differing cultural norms and values of your customers and peers without taking those differences too personally and evaluating them negatively? The answer to that question is what you will explore in this fun and engaging intercultural communication skills workshop, which is open to all employees. By the end of this session, you will have gained a set of practical skills and concrete tools for communicating effectively with co-workers, clients, and suppliers across diverse cultures. You will also learn how to recognize key barriers to clear communication, and develop concrete strategies for overcoming those barriers.

CRN 4171        CEU 0.6
Thursday, October 13
9:00 AM - 4:00 PM - Room N103
Christie Ward        $199.00

Find us on Facebook and see all the courses and events that The GREAT Center has to offer

Facebook.com/Go2GCC
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 exposure 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.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
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<td>Computer Numerical Control (CNC) Math Fundamentals</td>
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<tr>
<td>Blueprint Reading</td>
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<tr>
<td>Computer Numerical Control (CNC) Math</td>
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<tr>
<td>Introduction to Computers for Manufacturing</td>
<td>$149</td>
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<tr>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>$425</td>
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<tr>
<td>Total Quality Management</td>
<td>$229</td>
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<tr>
<td>Metrology Training</td>
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<tr>
<td>Statistical Process Control</td>
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<tr>
<td>Introduction to ISO 9001:2008</td>
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<td>Computer Numerical Control (CNC) Conventions &amp; Language</td>
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<td>Computer Numerical Control (CNC) Operations &amp; Set Up</td>
<td>$460</td>
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<td>Computer Numerical Control (CNC) Program Essentials</td>
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**COMPUTER NUMERICAL CONTROL (CNC) MATH FUNDAMENTALS**

CNC Math Fundamentals teaches students fractions, decimals, ratios & proportions, signed numbers, powers and roots. It is a prerequisite to taking CNC Math. (Test out option is available).

CRN 4108
Monday, September 12 - 26
6:00 PM - 10:00 PM - Room N004
Joseph Kardos
$99.00

**BLUEPRINT READING**

Blueprint reading covers the basics of reading mechanical blueprints. Both English and Metric systems are discussed. Topics covered include 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 4114
CEU 1.5
Tuesday, August 30 - September 27
6:00 PM - 9:00 PM - Room N004
Dana Scinto
$229.00

**COMPUTER NUMERICAL CONTROL (CNC) MATH**

CNC Math teaches students to apply trigonometric and geometric mathematical techniques, including equations and basic algebra to solve practical 2-dimensional and 3-dimensional problems. Prior to learning these techniques, there will be a required review of fractions, decimals, ratios & proportions, signed numbers, powers and roots and linear measurements. All areas of math covered in class will have specific use to CNC and the Cartesian coordinate system. An example of its use is found in boring compound angular holes in jigs and fixtures. If a student feels knowledgeable enough and does not need to review their math skills in CNC Math Fundamentals, they can request an opt-out test graded by the instructor before class.

CRN 4112
CEU 2.0
Monday, October 3 - 31
6:00 PM - 10:00 PM - Room N004
Joseph Kardos
$229.00
INTRODUCTION TO COMPUTERS FOR MANUFACTURING

Introduction to Computers for Manufacturing provides a basic foundation in Microsoft operating systems, an understanding of computers and how they work to effectively learn and use any of the popular manufacturing software applications in today's workplace. Included in this class are introductions to AutoCAD, MasterCAM and CNC.

CRN 4113
Wednesday, October 5 - 19
6:00 PM - 9:00 PM - Room N010
Joseph Kardos
$149.00

GEOMETRIC DIMENSIONING AND TOLERANCING

Geometric Dimensioning and Tolerancing studies the industry accepted standards of the American National Standards Institute (ANSI) / American Society of Mechanical Engineers (ASME) Y14.5-1994. This standardization creates 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 of datum, feature control frames, and modifiers will be discussed.

CRN 4115
Tuesday & Thursday, October 4 - 27
6:00 PM - 9:00 PM - Room N006
Dana Scinto
$425.00

TOTAL QUALITY MANAGEMENT

Total Quality Management develops the concepts of a total quality system, including policies, objectives and organizations. Topics in this class include cost of quality, planning, improvement techniques, reliability, supplier relations and evaluations; inspection, techniques in measurement/process control, and customer and consumer relations.

CRN 4118
Monday & Wednesday, November 7 - 16
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 be covered and students will learn the correct method of inspection based upon the accuracy of a component feature to be measured.

CRN 4117
Tuesday, November 1 - 22
6:00 PM - 9:00 PM - Room N003
Paul Delandra
$229.00

STATISTICAL PROCESS CONTROL

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 cost and quality control with an emphasis on control by charting and acceptance sampling. The computer is utilized as an aid in calculation and control chart preparation.

CRN 4116
Monday & Wednesday, November 21 - December 21
(No class November 23)
6:00 PM - 9:00 PM - Room N003
Samuel Eskridge
$425.00

INTRODUCTION TO ISO 9001:2008

The 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 program provides ample opportunities for gaining insight into a variety of implementation strategies.

CRN 4153
Tuesday, December 6 - 13
6:00 PM - 9:00 PM - Room N003
Samuel Eskridge
$149.00
COMPUTER NUMERICAL CONTROL (CNC) CONVENTIONS & LANGUAGE

Computer Numerical Control (CNC) Conventions & Language 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.

SPRING 2017  
Monday & Wednesday, January 4 - February 1  
(No class January 16)  
6:00 PM - 10:00 PM - Room N010  
Joseph Kardos  
$460.00

COMPUTER NUMERICAL CONTROL (CNC) OPERATIONS & SET UP

Computer Numerical Control (CNC) Operations & Set Up will teach the use and type of tools used in CNC. Work holding/tool holding devices used in CNC machining will be highlighted. Focus will include attendant material preparation, transition from prints and machine language and instructions to machine set-ups and operations through solid hands-on projects.

SPRING 2017  
Monday & Wednesday, February 6 - March 6  
(No class February 20)  
6:00 PM - 10:00 PM - Room N010  
Joseph Kardos  
$460.00

COMPUTER NUMERICAL CONTROL (CNC) PROGRAM ESSENTIALS

Computer Numerical Control (CNC) Program Essentials will teach students coding structures and format, syntax and command usage in basic programming, along with employment of such conventions as absolute/incremental positioning and tooling considerations and direction. Program editors and simulations will be used to create models and actual part programs for subsequent loading into and running on CNC machines.

SPRING 2017  
Monday & Wednesday, March 8 - April 13  
6:00 PM - 10:00 PM - Room N012  
Joseph Kardos  
$460.00

COMPUTER NUMERICAL CONTROL (CNC) PROGRAMING TECHNIQUES

Computer Numerical Control Programming Techniques 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 2017  
Monday & Wednesday, April 5 - May 1  
6:00 PM - 10:00 PM - Room N012  
Joseph Kardos  
$460.00
This certificate training program is designed to provide training and hands-on experience in graphic arts. This credit-free program prepares 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 166 hours of classroom/lab training over 23 weeks. The program includes both 2D and 3D applications. It 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

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<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>$425</td>
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<tr>
<td>AutoCAD Fundamentals</td>
<td>$460</td>
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<tr>
<td>AutoCAD 3D &amp; Solids</td>
<td>$460</td>
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<tr>
<td>AutoCAD Illustration &amp; Display</td>
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<tr>
<td>Introduction to Computers for Manufacturing</td>
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<td>Total Quality Management</td>
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<td>PROGRAM TOTAL</td>
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</tbody>
</table>

### AUTOCADE FUNDAMENTALS

AutoCAD Fundamentals offers 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.

**SPRING 2017**  
CEU 3.2  
Tuesday & Thursday, January 3 - 26  
6:00 PM - 10:00 PM - Room N010  
Joseph Kardos  
$460.00

### AUTOCAD 3D & SOLIDS

AutoCAD 3D & Solids will familiarize students with three-dimensional modeling. Wireframes, primitives and composites, meshes and solids will be discussed including modification and editing techniques in 3D/solids. Solid model details with display and analysis of shapes is incorporated into the drawing techniques.

**SPRING 2017**  
CEU 3.2  
Tuesday & Thursday, January 31 - February 23  
6:00 PM - 10:00 PM - Room N010  
Joseph Kardos  
$460.00

### AUTOCAD ILLUSTRATION & DISPLAY

AutoCAD Illustration & Display provides students with the knowledge to effectively display CAD drawings. The use of style settings, materials, renderings, surfaces, and lighting are explained and utilized. Photographic realism to drawings is accomplished through activities to create custom and device specific materials, in conjunction with walkthroughs and flybys.

**SPRING 2017**  
CEU 3.2  
Tuesday & Thursday, February 28 - March 23  
6:00 PM - 10:00 PM - Room N010  
Joseph Kardos  
$460.00

### 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
This certificate prepares students for entry-level positions in the fields of help desk services and technical support. The courses within this certificate will provide students with the skills they need to understand both computer hardware and software as well as provide technical support to end users. Those who enroll in this certificate will leave with A+ certification sponsored by CompTIA.

This certification is an internationally recognized credential backed by major computer hardware and software vendors, distributors, resellers and publications. No experience in the computer field is necessary to enroll in this certificate. However, it is recommended that students be familiar with basic computer operation and navigation of an operating system such as Windows XP.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
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<td>Introduction to PC Hardware</td>
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<tr>
<td>A+ Essentials</td>
<td>$725</td>
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<tr>
<td>A+ Practical Applications</td>
<td>$725</td>
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<tr>
<td><strong>PROGRAM TOTAL</strong></td>
<td><strong>$1749</strong></td>
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</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 4152  
Wednesday, August 31 - September 7  
8:00 AM - 1:00 PM - Room S319  
Christopher Bassett  
$299.00

**A+ ESSENTIALS**

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

CRN 4121  
Saturday, September 10 - October 22  
8:00 AM - 1:00 PM - Room S316  
Christopher Bassett  
$725.00

**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 4122  
Saturday, October 29 - December 17  
(No class November 26)  
8:00 AM - 1:00 PM - Room S316  
Christopher Bassett  
$725.00

For more information  
Contact  
Merilee Baker Roussat  
(203) 285-2128  
MBakerRoussat@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 is for those with some field experience in network administration and support. Although not required, A+ certification is recommended.

SPRING 2017
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. The program covers industry-wide topics, including communication and infrastructure security; cryptography; access control; authentication; external attack; and operational and organizational 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.

Find us on Facebook and see all the courses and events that The GREAT Center has to offer

Facebook.com/Go2GCC

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 Stainability 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.

This program is ideal for IT management professionals.
The Small Engine Repair & Technology program provides classroom and hands-on training to learn to inspect, service and repair motorized power equipment. This field prepares an individual for occupations such as a small engine mechanic, technician for generators, snow blowers, lawn mowers, tractors, personal watercraft and marine engines.

This 16-week course meets twice/week at Gateway North Haven. Instruction is provided 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 equipment; inspection disassembly, reconditioning training
- Preventive maintenance, troubleshooting; and hands-on familiarity of various 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.

CRN 4091
CEU 9.3
Tuesday & Thursday, September 8 - December 8
(No class October 10)
6:05 PM - 9:00 PM - Scott McFarland
$1,200.00
Location: North Haven Building
88 Bassett Road, North Haven, CT

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.

Automotive Lube Technician

This 60 hour training is modeled after leading manufacturers and is provided by tenured Gateway Automotive Department faculty.

Through a combination of state-of-the-art computer-based instruction, hands-on training and proficiency testing students will become skilled in providing comprehensive preventive maintenance as well as attain the following:

- AOCA Lube Technician Certification
- Understanding of all automotive systems
- Customer Service and Sales Techniques
- SP2 Certification

Upon completion of this program, you will have the skills and knowledge to pursue jobs in shops both big and small as a Lube Technician.

All tools and learning materials are included in this course. Participants are required to have a GED / High School Diploma.

For additional information, please contact Merilee Baker Roussat (203) 285-2128

SPRING 2017
Instructor: Scott McFarland
Cost: $1,200.00 (Payment plans are available)
Location: 88 Bassett Road, North Haven, CT 06473

PAYMENT IS DUE UPON REGISTRATION
To register, please call (203) 285-2128
Merilee Baker Roussat
MBakerRoussat@gatewayct.edu
**NEW**

**Skilled Trades**

**TRANSPORTATION, DISTRIBUTION & LOGISTICS, (TDL) TECHNICIAN CERTIFICATE**

This program provides the skills and core competency areas, defined by MSSC’s industry-led, nationally validated skills standards, needed to understand the world of supply chain logistics, including product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations.

<table>
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<td>Global Information Systems for Supply Chain Management</td>
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<td>Hand and Power Tool Safety</td>
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**OSHA 10 CERTIFICATION**

The OSHA Training meets the 10 contact hours to become OSHA 10 certified. The program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers’ rights, employer responsibilities, and how to file a complaint.

CRN 4196  CEU 1.5
Tuesday, Wednesday & Thursday, September 13 - 15
6:00 PM - 9:30 PM - Room N102
Instructor: Mike Maloney  $200.00

**GLOBAL INFORMATION SYSTEMS FOR SUPPLY CHAIN MANAGEMENT**

Students will gain insight into how GIS systems are used to map supplier locations, distribution centers, and the routing of vehicles to ensure fast and efficient delivery of products.

CRN 4180  CEU 1.5
Friday, September 23 - October 21
5:30 PM - 8:30 PM - Room N103
Instructor: George Obeng  $300.00

**HAND AND POWER TOOL SAFETY**

This class covers general safety guidelines for using hand and power tools as regulated by OSHA.

CRN 4183  CEU 1.2
Tuesday & Thursday, October 20 - November 8
5:00 PM - 7:00 PM - Room N004
Instructor: Marc Anderson  $195.00

**SUPPLY CHAIN LOGISTICS**

Upon successful completion of this course, you will receive the foundational-level Certified Logistics Associate (CLA) Certificate, and be prepared to become frontline material handling workers within all supply chain facilities: factories, warehouses, distribution centers and transporters.

CRN 4176  CEU 3.0
Tuesday & Thursdays, November 15 - December 22
(No class November 24)
5:30 PM - 8:30 PM - Room N004
Instructor: Pat Early  $999.00

**POWERED INDUSTRIAL FORKLIFT CERTIFICATION**

This week long training will provide you with the necessary hours and information to become OSHA certified to operate the following machines for any employer in the USA.

- Sit-Down Propane Forklift
- Sit-Down Electric Forklift
- Electric Pallet Jack
- Stand-up Electric Forklift
- Order Picker

CRN 4179  CEU 1.2
Monday through Friday, November 7 - 11
9:00 AM - 5:00 PM  Room TBA
Seymour, CT  $500.00
BUSINESS WRITING BOOT CAMP
Tasked with generating reports and proposals for your management team or office? This “wordshop” will equip you with the tools and techniques you need to strengthen your proposals, procedures, reports, and other specialized correspondence to get the results you desire—in the shortest amount of time! Eliminate writer’s block and author’s angst in this special class, which is designed to help you up your game by implementing proven organization and writing techniques, including clustering, targeted free-writing, nutshelling, and much more. A variety of writing exercises, along with one-on-one “training,” will be provided throughout the course to help you address key areas for improvement. Get in great writing shape and become a writing warrior, able to take on writing tasks in a more efficient and effective manner—without even breaking a sweat!

Note: This course will be given in a computer classroom.

CRN 4090       CEU 1.8
Friday, September 16 - 30
9:00 AM - 4:00 PM - Room N103
Margaret DeMarino   $300.00

GRAMMATICALLY CORRECT & PERFECTLY PUNCTUATED
This easy-to-absorb two day workshop will end your grammar and punctuation woes. Time will be allotted to put what you learn into practice using small group exercises and independent, online drills.

The result of taking this class will provide the student with a comprehensive working knowledge of sentence structure, grammar and punctuation principles 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 4088       CEU 1.2
Friday, October 21 & 28
9:00 AM - 4:00 PM - Room N103
Margaret DeMarino   $285.00

FIRST TIME SUPERVISOR – MANAGEMENT TRAINING
Making the transition from top performing employee to top performing supervisor is often difficult. Don’t get caught making the same mistakes over and over, nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department.

This one-day training will provide you with solid management skills and supervisory "how-to's" that you need to be successful in your new management role. At the end of the session you will:

✓ Understand how to build morale and a stronger team
✓ Manage perceptions and conflicts
✓ Gain strategies for time-management and improve your problem-solving skills
✓ Smoothly make the transition from co-worker/friend to supervisor
✓ Coach employees to excellence and recognize when to coach and when to discipline

CRN 4095       CEU 1.2
Tuesday & Wednesday, December 6 & 7
9:00 AM - 4:00 PM - Room N102
Frank Dixon   $300.00
INTRODUCTION TO THE MAC

The fundamentals of the Macintosh Operating System will be covered in this class. This class is suited for those who are new to the Mac that have prior experience in a PC environment. Macintosh systems are gaining popularity in the business world due to their compatibility with mobile devices, virus protection, and ease of use. Navigating the interface, using applications, keyboard shortcuts, connecting accessories, internet/wifi, printing, and setting system preferences will be covered.

CRN 4204  CEU 0.6
Friday, September 12
9:00 AM - 4:00 PM - Room N303
Kris Tonski  $95.00

MARKETING WITH PHOTOSHOP

Creating eye catching flyers using Adobe Photoshop In this class participants will learn the tools of Adobe Photoshop used to make eye catching flyers. The use of shapes, special effects, colors, photos and text will be covered. Participants will learn file formats for both print and web applications and have a completed digital file and printed piece ready for use.

Note: This course will be given in a computer classroom.

CRN 4200  CEU 0.6
Monday, October 17
9:00 AM - 4:00 PM - Room N303
Kris Tonski  $95.00

INTRODUCTION TO ILLUSTRATOR

Creative effective marketing pieces using Adobe Illustrator In this class participants will learn the tools of Adobe Illustrator used to make printed flyers or posters. Document layout, page guides, margins and bleed will be covered. Participants will learn to create shapes, colors, patterns, and format blocks of text with images. Participants will have a completed digital file and letter-sized printed piece ready for use.

CRN 4203  CEU 0.6
Monday, November 7
9:00 AM - 4:00 PM - Room N303
Kris Tonski  $95.00

INTRODUCTION TO INDESIGN

Creating professional brochures using Adobe InDesign In this class participants will learn the basic tools of Adobe InDesign used to make eye catching brochures for use in printed applications. Page layout including margins, guides and bleeds will be covered. Participants will learn how to format blocks of text, including text wrapping with images, and creation of paragraph and character styles. Participants will have a completed digital file and printed piece ready for use.

CRN 4199  CEU 0.6
Monday, December 12
9:00 AM - 4:00 PM - Room N303
Kris Tonski  $95.00

For more information
Contact
Merilee Baker Roussat
(203) 285-2128
MBakerRoussat@gatewayct.edu
MUSIC PRODUCTION & AUDIO ENGINEERING CERTIFICATE

Come and learn the ins and outs of the recording business from both an artistic and operational view! In collaboration with Breed Productions, Gateway’s new, 22 week, non-degree certificate will provide students with the fundamentals of electronic music, audio technology, music writing and production. In addition, professionals in the Music Production Industry will offer tools and techniques for networking and gaining entry into the music business.

This is an ideal program for persons seeking an entry level position in the music production/engineering field as well as for those pursuing music recording/producing careers.

The core components include:

- Introduction to Music Technology
- Digital Production
- Software: Logic X and Protools
- Audio Technology Basics
- Components of Electronic and Computer Music
- Fundamentals of Song Writing and Composition

CRN 4173    CEUs 8.8
Tuesday, September 13 - February 23
(No class November 23, December 26)
(No class January 2 & 16, February 20)
5:00 PM - 7:00 PM - Room N101
Tuesday, 5:00 PM - 7:00 PM
House of Vibe Recording Studio,
971 Boston Post Rd, West Haven, CT
Thursdays 5:00 PM - 7:00 PM
Breed Productions
(Payment plans available)
$2200.00

VIDEO EDITING

In this course, students will learn to edit video in a digital, non-linear editing format utilizing Apple’s Final Cut Pro X.

An introduction to the fundamentals of digital video editing, this course will prepare students for planning and capturing digital video footage. Students will be assembling and editing acquisition footage into short movies using Apple Final Cut Pro and outputting final programs to Quick Time movies.

TOPIC SUMMARY

- Working with the interface
- Importing Footage
- Organizing the Footage
- Basic Editing
- Connected Clips/Secondary Timeline
- Audio Editing
- Working with Effects
- Adding Titles and Graphics

CRN 2251    CEUs 0.0
Friday, June 3 - July 29
(No Class July 1)
6:00 PM - 9:00 PM - Room N303 (MAC LAB)
Victor Hogg
$250.00

Find us on Facebook and see all the courses and events that The GREAT Center has to offer

Facebook.com/Go2GCC
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 into a higher level course therefore saving TIME and MONEY. Boot Camps are for students who are motivated, hard-working and able to commit to attending all sessions of the program.

PRE-ALGEBRA MATH (085) BOOT CAMP
This Boot Camp is for students placing into Math Level A-Boot Camp or Math Level B1 – Math 085 (Elementary Algebra with Pre-Algebra).
Topics covered will include 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)
This Boot Camp is for students placing solidly into Math Level B2 - Math 095 or Math 095A,B,C (Elementary Algebra Foundations).
Topics covered will 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
This Boot Camp is for students placing into Boot Camp or English Level A (ENG 066).
This course 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
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.

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.

For more information
Contact
Jaime French
(203) 285-2505
JFrench@gatewayct.edu
TODAY’S YOUTH TOMORROW’S CAREERS

The WIOA Out-of School Youth Program is a FREE program designed specifically for Youth (16-24 years old) who have not attended any school in the last 90 days, and have a High School Diploma or a GED. Eligibility is also based on individuals who have had to drop out of school, have a disability, are currently homeless, a runaway, in foster care or aged out of foster care, are subject to the juvenile or adult judicial system, are low-income and require additional assistance to enter or complete an educational program or to secure or hold employment, and/or have other barriers to employment.

Eligible students will also:

✓ Take College 101 (Personal and Career Development) classes
✓ Personal Finance workshops
✓ Participate in a Professional Internship in their program choice
✓ Cover Letter and Resume’ writing assistance

PROGRAMS AVAILABLE

✓ Medical Office Assistant
✓ Bookkeeper
✓ Business Professional & Office Assistant
✓ Transportation, Distribution & Logistic (TDL) Technician

COME AND LEARN
HOW YOU CAN RECEIVE FREE TRAINING.

Eligible Youth (16-24) years-old and:
✓ High School Graduates
✓ Low income
✓ Unemployed

Find us on Facebook and see all the courses and events that The GREAT Center has to offer

Facebook.com/Go2GCC

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

VISIT OUR WEBSITE
GatewayCT.edu/GREAT-Center
Workforce Development / Continuing Education
Motorcycle Rider Courses

BASIC RIDER COURSE (BRC)
Provides students with both classroom and on-cycle instruction. Prepares students with the awareness and knowledge necessary for safe riding. **Motorcycles and helmets are provided.** Class size is limited to 12 students.

**Requirement:** Students must have either a valid driver’s license or a motorcycle permit (students do not need both). BRC students who successfully complete the course may be entitled to a 10% motorcycle insurance discount; students should contact their agent for details. **Fee:** $220

EXPERIENCED RIDER-COURSE (ERC)
A one-day, on-cycle only course designed to improve students’ braking, evasive maneuvers, and turning skills. Course will provide students with ‘street strategies’ necessary for survival.

**Requirements:** a street-legal motorcycle or scooter, **valid motorcycle license**, registration, and insurance card. Class size is limited to 12 riders. **Fee:** $100

SIDECAR AND TRIKE EDUCATION (S/TEP) ALSO KNOWN AS 3-WHEELS
The Sidecar and Trike Education Program (S/TEP) is provided for those interested in learning to safely drive a Sidecar, Trike or Spyder. The S/TEP includes both basic level instruction (for new drivers with little or no Sidecar, Trike, Spyder or Motorcycle experience) and advanced instruction (for Sidecar, Trike or Spyder drivers with some experience). The “advanced” section is simply the second half of the basic course. **Fee:** $220

REGISTRATION BEGINS ON MARCH
Registration is on a first-come, first-served basis. Students should choose three CRN classes that fit their schedule; they will be automatically enrolled in the first available course.

There are (3) forms to register:
- State CONREP/GWCC Rider Education Program Registration form
- BRC/ERC Registration form
- Liability FERPA/Waiver (versions for Adults and Minors)

HOW TO REGISTER
**In person:** Registrar hours: Monday through Friday, 9:00 am to 4:00 pm; Wednesdays 9:00 AM to 7:00 PM
Registrar Office, 20 Church Street, New Haven, CT 06510

**By fax:** Send to (203) 285-2018, ATTN: Registrar Office

**By mail:** Mail to Gateway Community College Registrar Office, 20 Church Street, New Haven, CT 06510

PAYMENT
Payment can be made by:
- Check (payable to GWCC)
- Money order, MasterCard, Visa or Discover

A confirmation will be sent to students who have registered by fax or mail.

Call The GREAT Center Motorcycle Program at (203) 285-2300 or visit GatewayCT.edu/GREAT-Center

For specific questions, email GW-MotorcycleHelp@GatewayCT.edu

Visit www.Ride4Ever.org to view the student handbook, frequently asked questions and other items of interest.

IMPORTANT NOTICES
- To reschedule a class, students must reschedule within two weeks prior to the start of the originally scheduled class. **Be sure to double-check dates.**
- A $40 fee will be charged for rescheduling.
- **ALL** sessions must be attended in their entirety. Students who are **LATE** or **MISS** a class will be unable to complete the course. Refunds are **NOT** given.
Pre-Business Workshops
What you should know when planning to launch a business
Second Wednesday of the Month
8:30 AM - 12:00 PM
Gateway Community College
Small Business Center, Room S105
- Business planning & Business Plan Creation
- Marketing your Business
- Accounting & Taxes
- Legal Considerations
- Leveraging Technology & the Internet

Evening Small Business Seminars
Targeted small business seminars delivered by experts
Third Wednesday of the Month
6:00 PM - 8:00 PM
Gateway Community College
Small Business Center, Room S105

Check the NH SCORE website for more information:
https://newhaven.score.org/

NH SCORE volunteers provide free, confidential business mentoring by appointment.
Call 203-865-7645 to schedule a session.
Health Careers Advancement Project

Health Careers Advancement Project

Turn Your Dream of a Career in Healthcare Into a Reality

You could be eligible for FREE Short-term Job-related Training in the Healthcare field through the Health Careers Advancement Project.

To be eligible, you must be committed to succeed AND:
• Receive TANF Assistance, OR
• Meet income guidelines
• Have high school diploma or GED
• Pass drug screening/background check

Assistance may be available for:
• Child care
• Transportation
• Training-related clothing

Stop Dreaming! Your future career begins today.

Choose from these Career Trainings:
• Community Health Worker
• Certified Nursing Assistant (CNA)
• Patient Care Technician (PCT)
• Medical Office Assistant
• Emergency Medical Technician
• Patient Navigator
• Phlebotomy Tech
• Pharmacy Tech
• Human Services Assistant
• Medical Billing & Coding
• HIM (Health Information Management)

To register for an information session, call or email:
New Haven: Career Navigator Sherreida Reid at (203) 624-1493 x207
sreid@workforcealliance.biz
Or
Meriden: Career Navigator Matt Damiano at (203) 238-3688 x307
mdamiano@workforcealliance.biz

Workforce Alliance
Delivering Employment Solutions

Main Office: 560 Ella T. Grasso Blvd., New Haven, CT 06519 • Main Phone: 203-867-4030
Web: http://www.workforcealliance.biz

This document was supported by Grant HHS-90FX0041 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS. HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities.
Directions to Gateway Community College

**DOWNTOWN 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 BUILDING**

**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 building 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 building 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 building is on the right (approximately ¾ 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 building 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 building 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 INFORLINE 203-285-2049**
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**TOTAL**

__________________________  ______________________
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)/ Refresher
• Medical Office Assistance Certificate
• Patient Care Technician
• Patient Navigator Training
• Precision Manufacturing Certificate
• Real Estate Principles & Practices
• ServeSafe Food Handler & Alcohol Training
• Small Engine Repair Technology
• The Professional Medical Coding Curriculum-PMCC
• Writing Training Programs

GatewayCT.edu/Great-Center