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

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

STATEMENT OF NON-DISCRIMINATION The College does not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless under controlling CT general statute or a bona fide occupational qualification excluding persons in one of the above protected groups).

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

REFUND POLICY/COURSE CANCELLATIONS If the college cancels a course, you will automatically be granted a 100% adjustment of associated charges except the application fee.

TUITION, LABORATORY & STUDIO FEES

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

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

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THE WORKFORCE DEVELOPMENT INSTITUTE

<table>
<thead>
<tr>
<th>Name</th>
<th>TEL:</th>
<th>FAX:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erika Lynch</td>
<td>(203) 285-2302</td>
<td>(203) 285-2504</td>
<td><a href="mailto:elynch@gatewayct.edu">elynch@gatewayct.edu</a></td>
</tr>
</tbody>
</table>

THE OFFICE OF BUSINESS & INDUSTRY SERVICES

<table>
<thead>
<tr>
<th>Name</th>
<th>TEL:</th>
<th>FAX:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Vincze</td>
<td>(203) 285-2310</td>
<td>(203) 285-2504</td>
<td><a href="mailto:jvincze@gatewayct.edu">jvincze@gatewayct.edu</a></td>
</tr>
</tbody>
</table>
This certificate training program is designed to equip administrative support professionals with the technical skills needed to compete in a fast-paced office environment. The classroom/lab hours are conveniently arranged in the evening to accommodate working professionals. The total training time is 148 hours of classroom and lab activities. Students interested in building their typing skills to 30-35 words per minute are encouraged to take a Keyboarding course which will count as three undergraduate credits. This program is 22 weeks and students interested in adding a medical component to the training can ask to include a Medical Terminology class to their training schedule.

### COURSE TITLE | COST
--- | ---
Introduction to Microsoft | $128
Microsoft Excel | $369
Microsoft Word | $369
Microsoft Access | $369
Microsoft PowerPoint | $319
Microsoft Project | $159
Microsoft Outlook | $219
Business Systems Application | $359
Keyboarding for Information Processing (BOT 111) | $515
Application Fee for Credit Courses | $20
**PROGRAM TOTAL** | **$2826**

### INTRODUCTION TO MICROSOFT
This class provides a foundation in Microsoft 2010 Windows 7. The knowledge gained is useful as a prerequisite to other desktop software applications used in many businesses today, e.g., Excel and Access.

CRN 4236  CEU 1.0  
Tuesday & Thursday, August 27 - September 3  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  $128.00

### MICROSOFT EXCEL
Understand spreadsheet principles, formatting and building worksheets, incorporating text, numbers, calculations and error corrections, use of formulas, creating charts, perform custom spreadsheet presentations and inserting notations. You can also use Excel to track data, build models for analyzing data, and present data in a variety of professional looking charts.

CRN 2687  CEU 2.4  
Tuesday & Thursday, July 9 - August 1  
6:00 PM - 9:00 PM - Room N201  
Guy Simone  $350.00

CRN 4237  CEU 2.8  
Thursday, September 5 - October 24  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  $369.00

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

CRN 4238  CEU 2.8  
Tuesday, September 10 - October 29  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  $369.00
MICROSOFT ACCESS

This class 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. You will develop a business database in class.

CRN 4239   CEU 2.8
Thursday, October 31 - December 19
(No class November 28)
6:00 PM - 10:00 PM - Room N201
Guy Simone  $369.00

MICROSOFT POWERPOINT

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

CRN 4244   CEU 1.7
Tuesday, November 5 - December 3
6:00 PM - 9:30 PM - Room N201
Guy Simone  $319.00

MICROSOFT OUTLOOK

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

CRN 4241   CEU 0.8
Tuesday, December 10 & 17
6:00 PM - 10:00 PM - Room N201
Guy Simone  $219.00

MICROSOFT PROJECT

Microsoft Project is a tool for organizing a project plan with various tasks and associated time lines. Students will learn how to manage team resources and tasks as well as learn effective strategies in communicating the status of the project. They will also gain the knowledge and skills necessary to create a project schedule by organizing tasks as related to other job responsibilities.

WINTER 2014   CEU 1.2
Tuesday & Thursday, January 2 - 14
6:00 PM - 9:00 PM - Room N103
Odell Cooper  $159.00

BUSINESS SYSTEMS APPLICATIONS

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

WINTER 2014   CEU 2.0
Tuesday & Thursday, January 16 - 30
(No class July 4)
6:00 PM - 10:00 PM - Room N103
Guy Simone  $359.00

CREDIT COURSE
KEYBOARDING FOR INFORMATION PROCESSING
(BOT 111)
Provides a mastery of the keyboard and correct stroking techniques by means of the touch method. Practical examples include simple tabulation, letters, memoranda, short reports and the correct business formatting protocols needed on the job. $515.00

REFER TO THE COLLEGE CREDIT COURSE SCHEDULE FOR DATES, TIMES AND LOCATIONS

Visit the college website at GatewayCT.edu and see what's in it for you!
The Bookkeeping Certificate Training Program is designed for individuals interested in entering the field of bookkeeping, in areas such as payroll, accounting, bookkeeping, accounts payable, and accounts receivable. The curriculum covers computer applications with the emphasis on the computerized accounting package QUICKBOOKS for Windows.

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

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
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<tbody>
<tr>
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<tr>
<td>Business Math</td>
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<td>Principles of Accounting</td>
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<tr>
<td>Introduction to Benefits Administration</td>
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<tr>
<td>Business Law &amp; Ethics</td>
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<td>Accounting Software (QuickBooks)</td>
<td>$365</td>
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<tr>
<td>Keyboarding for Information Processing (BOT 111)</td>
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<td>Application Fee for Credit Courses</td>
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<td>PROGRAM TOTAL</td>
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**INTRODUCTION TO MICROSOFT**

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

CRN 4236 
Tuesday & Thursday, August 27 - September 3
6:00 PM - 9:30 PM - Room N201
Guy Simone $128.00

**MICROSOFT EXCEL**

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

**Session 1 CRN 2687**
Tuesday & Thursday, July 9 - August 1
6:00 PM - 9:00 PM - Room N201
Guy Simone $350.00

**Session 2 CRN 4237**
Thursday, September 5 - October 24
6:00 PM - 9:30 PM - Room N201
Guy Simone $369.00

**MICROSOFT WORD**

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

**Session 1 CRN 2688**
Tuesday & Thursday, June 4 - 27
6:00 PM - 9:00 PM - Room N201
Guy Simone $350.00

**Session 2 CRN 4238**
Tuesday, September 10 - October 29
6:00 PM - 9:30 PM - Room N201
Guy Simone $369.00

**BUSINESS MATH**

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

CRN 4242
Monday, September 23 - October 28
(No class October 14)
6:00 PM - 10:00 PM - Room N006
Maurice Johnson $229.00
PRINCIPLES OF ACCOUNTING
This class provides students with a solid background in accounting theory with a focus on accounting practices for a service-based business and merchandising/cash-based business, as well as accounting for payroll.

CRN 4243  CEU 3.5
Monday & Wednesday, November 4 - December 9
(No class November 27)
6:00 PM - 9:30 PM - Room N006
Maurice Johnson $409.00

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

WINTER 2014  CEU 2.4
Tuesday & Thursday, January 7 - 30
6:00 PM - 9:00 PM - Room N201
Luz Miranda $365.00

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

CRN 4245  CEU 2.4
Saturday, November 2 - December 14
(No class November 30)
9:00 AM - 1:00 PM - Room N006
Susan Pellerin $369.00

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

WINTER 2014  CEU 2.0
Monday & Wednesday, January 6 - 22
(No class January 20)
6:00 PM - 10:00 PM - Room N006
John Scott III $299.00

CREDIT COURSE
KEYBOARDING FOR INFORMATION PROCESSING (BOT 111)
Provides a mastery of the keyboard and correct stroking techniques by means of the touch method. Practical examples include simple tabulation, letters, memoranda, short reports and the correct business formatting protocols needed on the job. $515.00

REFER TO THE COLLEGE CREDIT COURSE SCHEDULE FOR DATES, TIMES AND LOCATIONS

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

Great customer service singles out a company as one-to-remember, inspires customer experiences that create branding and buzz, and provides the gateway to success in a challenging business climate. Everyone plays a part in delivering extraordinary customer service—and employees who succeed in providing it are soon recognized as pivotal to an organization’s success. This workshop will help you develop such skills—whether you’re the boss, a mid-level supervisor, a front-line employee, or someone simply smart enough to be proactive about positioning themselves for success in a competitive job market. Gateway is pleased to announce an intensive, short duration, high-impact customer service program geared toward a wide variety of employees, supervisors and managers. You’ll learn tips and strategies for everything from catering to customer’s six essential needs, to adopting the top 15 communication keys, to discovering sure-fire ways to effectively deal with difficult people, to developing a thorough understanding of what makes the customer tick—and buy!

CUSTOMER SERVICE COMMUNICATION

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

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

CRN 4246 CEU 1.2
Wednesday, September 4 - 18
6:00 PM - 10:00 PM - Room N211
Margaret DeMarino $210.00

TELEPHONE CUSTOMER SERVICE

Every time the telephone rings, there’s a new opportunity to exceed customer needs. You will learn:

- The differences between statements, questions, and objections
- The main customer types and how to deal with each
- Strategies for increasing listening skills
- Methods for handling “chatty” callers, angry callers, etc.
- Ways to deal with “tele-stress”
- Methods for conveying technical and visual information over the phone and vocal exercises

CRN 4247 CEU 0.8
Wednesday, September 25 - October 2
6:00 PM - 10:00 PM - Room N211
Margaret DeMarino $140.00

CUSTOMER SERVICE "FACE TO FACE"

Create outstanding customer service in this fun and functional model. You’ll learn:

- The customer’s six basic needs
- The four basic types of customers
- Ways to exceed customer service standards
- A six-step procedure for effective problem solving
- Effective phrases and “scripting” that get results
- Ways to handle the stickiest customer service situations

CRN 4308 CEU 1.6
Wednesday, October 9 - 30
6:00 PM - 10:00 PM - Room N211
Margaret DeMarino $280.00

SALES & MARKETING

Whether you’re selling someone on your company, cross-selling a product, or up-selling a value-added feature, you will want to know more about

- “Buying Psychology”
- Buyer’s Pain, Buyer’ Gain, and Buyer’s Fear
- The four stages of “Buying Readiness”
- Selling by personality type
- The five different types of sales calls
- Developing a “natural script”
- Handling objections and closing techniques
- Developing sales stamina
- “Setting the Table” for future salespeople
- Successful Networking
- Effective development and use of written marketing materials

CRN 4336 CEU 1.6
Saturday, October 26 - November 23
(No class November 9)
9:00 PM - 1:00 PM - Room N211
Margaret DeMarino $280.00
This certificate training program is designed to prepare the student with the specialized knowledge, administrative skills, and office protocols required in medical offices, long-term care facilities, and medical insurance companies. Today, medical office staff are required to have a strong background in insurance reimbursement, medical terminology, medical software, and the many parts of coded medical insurance forms. The best candidates for this training are individuals with strong organizational, clerical, interpersonal and computer skills. Previous office-related working experience is a huge plus! There are a total of 164 classroom and lab training hours. Students interested in building their typing skills to 30-35 words per minute are encouraged to take a keyboarding course which will count as three undergraduate credits upon successful completion. This program is 22 weeks and students in this program may be eligible to take the Certificate Patient Account Technician (CPAT) exam offered by the American Association of Healthcare Administrative Management (AAHAM).

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
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<tbody>
<tr>
<td>Medicare &amp; Medicaid Reimbursement Systems</td>
<td>$310</td>
</tr>
<tr>
<td>Introduction to Microsoft Windows</td>
<td>$128</td>
</tr>
<tr>
<td>Commercial Insurance &amp; Managed Care Reimbursement Systems</td>
<td>$310</td>
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<tr>
<td>Medical Terminology</td>
<td>$459</td>
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<tr>
<td>ICD-9 and CPT-4 Coding</td>
<td>$459</td>
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<tr>
<td>Medical Office Practices &amp; Procedures</td>
<td>$237</td>
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<tr>
<td>Medical Office Software</td>
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<tr>
<td><strong>PROGRAM TOTAL</strong></td>
<td><strong>$2867</strong></td>
</tr>
</tbody>
</table>

**MEDICARE & MEDICAID REIMBURSEMENT SYSTEMS**

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

- **CRN 4248**
  - CEU 2.0
  - Monday & Wednesday, August 26 - September 11
  - (No class September 2)
  - 6:00 PM - 10:00 PM - Room N003
  - Donna SanGiovanni $310.00

**INTRODUCTION TO MICROSOFT**

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

- **CRN 4236**
  - CEU 1.0
  - Tuesday & Thursday, August 27 - September 3
  - 6:00 PM - 9:30 PM - Room N201
  - Guy Simone $128.00

**COMMERCIAL INSURANCE & MANAGED CARE REIMBURSEMENT SYSTEMS**

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

- **CRN 4249**
  - CEU 2.0
  - Monday & Wednesday, September 16 - 30
  - 6:00 PM - 10:00 PM - Room N003
  - Rhonda W. Hixson $310.00
**MEDICAL TERMINOLOGY**

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

CRN 4250          CEU 3.0  
Monday & Wednesday, October 2 - November 6  
(No class October 14)  
6:00 PM - 9:00 PM - Room N003  
Donna SanGiovanni $459.00

**ICD-9 AND CPT-4 CODING**

Learn the standard medical and insurance coding conventions for Current Procedural Terminology and International Classification of Diseases used by professional services in the healthcare industry. Coding basics and their proper uses in normal and special situations are covered. Emphasis is on fundamentals of accurately coding diseases, disorders and suspected conditions using the required ICD-9 format. Proper coding and other procedures on medical billing statements and insurance forms, using 5-digit codes, CPT codes and 2-digit modifiers can be key to financial success in a medical practice.

CRN 4251          CEU 3.2  
Monday & Wednesday, November 11 - December 9  
(No class November 27)  
6:00 PM - 10:00 PM - Room N003  
Donna SanGiovanni $459.00

**MEDICAL OFFICE SOFTWARE**

Introduction to patient management software currently used widely in the healthcare industry. The course concentrates on providing specialized training in the automated management of patients, medical activities/histories, charge accruals, insurance coding, billing, insurance reimbursement, payments and collections.

CRN 4253          CEU 3.6  
Monday & Wednesday, December 11 - January 27  
(No classes December 23, 25,30 & January 1,20)  
6:00 PM - 10:00 PM - Room N201  
Rhonda W. Hixson $429.00

**MEDICAL OFFICE PRACTICES AND PROCEDURES**

This course provides students with a foundation of the legal responsibilities within the medical world today. Students will learn the role of a medical biller, as well as efficient telephone etiquette, appointment scheduling, management of patient records, and effective office communication.

CRN 4252          CEU 1.6  
Saturday, November 16 - December 14  
(No class November 30)  
9:00 AM - 1:00 PM - Room N003  
Ann A. Pelliccio $237.00

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**CREDIT COURSE**

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

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

**REFER TO THE COLLEGE CREDIT COURSE SCHEDULE FOR DATES, TIMES AND LOCATIONS**

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**WAYS TO ENROLL**

By Mail: Please use the Registration Form on page 30 and mail to Gateway Community College, 20 Church Street, New Haven, CT 06510, Attn: Registrar's Office - N214  
By Fax: (203) 285-2504  
By Phone: (203) 285-2302

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**VISIT OUR WEBSITE**

GatewayCT.edu  
Workforce Development / Continuing Education
PATIENT NAVIGATOR TRAINING PROGRAM

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

EMERGENCY MEDICAL TECHNICIAN-B (EMT-B)

This Emergency Medical Technician course meets and exceeds State of Connecticut curriculum requirements. It is a student centered learning environment with a strong emphasis on computers, taught by Professional instructors with experience in all aspects of Emergency Services, and will provide extensive classroom and practical instruction in all types of basic life support emergency care. Topics include, but are not limited to, cardiopulmonary resuscitation, patient assessment and treatment of traumatic injuries and medical emergencies, legal/ethical considerations, and use of adjuncts and lifesaving interventions. Emphasis is placed on pediatric emergencies, disaster management, and pre-hospital trauma life support. Students will have ample opportunities to practice skills on state-of-the-art equipment and will have full access to the resource center on campus. Mandatory assignments include case study and project work, as well as clinical observation at an approved hospital facility. Successful completion of this course qualifies the student to take the State of Connecticut Emergency Medical Technician certification examination. You must be 18 years or older to register or complete an age waiver form. This class requires every student to pass a medical screening before the first day of class.

PHARMACY TECHNICIAN TRAINING PROGRAM

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday, July 17</td>
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<tr>
<td>Wednesday, August 21</td>
<td>5:00 PM – 9:00 PM</td>
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<tr>
<td>Saturday, September 14</td>
<td>9:00 AM – 1:00 PM</td>
</tr>
</tbody>
</table>

CRN 4377
Tuesday, October 1 - November 26
6:00 PM - 9:00 PM - Room N211 $1100.00

Payment plans available

CRN 4274
Tuesday & Thursday, October 1 - December 10
(No class November 28)
6:00 PM - 9:00 PM - Room N005 $925.00

CRN 4327
Monday, Wednesday, Friday
September 4 - December 16
(No classes October 14, November 27 & 29 )
Monday & Wednesday - 6:00 PM - 10:00 PM - Room N005
Friday - 6:00 PM - 10:00 PM - Room N201
Joel Demers $999.00

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.
Patient Care Technician Training

What is ACE?

ACE (Accelerating Connections to Employment) gives students the opportunity to attend career preparation programs at Gateway Community College and move quickly into employment. By combining the basic skills with technical training, students are better prepared to continue their education. Patient Care Technicians earn from $14.50 - $22 per hour, working in hospitals, healthcare facilities and laboratories.

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


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

CERTIFIED NURSE AIDE

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

EKG TECHNICIAN

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

PHLEBOTOMY TECHNICIAN

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

Classes Begin Soon!

Contact Now for More Information.

Contact: Ralph Wright, Career Navigator, at 203-624-1493 x243 or at RWright.CTWORKS@ct.gov

ACE is funded by the U.S. Department of Labor and the Annie E. Casey Foundation
WHAT IS ACE?
ACE (Accelerating Connections to Employment) gives students who need more basic skill training the opportunity to attend career preparation programs at Gateway Community College and move quickly into employment. By combining the basic skills courses with technical training, students are better and more quickly prepared to continue their education. Certified Food and Beverage Server personnel can expect to earn $15-$20 per hour, working as wait staff and host in an upbeat and fast-paced business.

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

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

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

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

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

Classes Begin Soon! Contact Now for More Information.
Contact: Ralph Wright, Career Navigator, at 203-624-1493 x243 or at RWright.CTWBS@ct.gov
ACE is funded by the U.S. Department of Labor and the Annie E. Casey Foundation.
These certificate training programs are designed to provide training and hands-on experience in graphic arts, as well as digital production printing technology. They are designed to build upon relevant backgrounds, and thereby enhance previous industry experience with the most technical skills enabling the printing or publishing industry professional to compete in today’s job market. These programs are predominantly instructed in a Macintosh-based environment, with some cross-training onto IBM/Microsoft-compatible platforms.

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

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Mac</td>
<td>$249</td>
</tr>
<tr>
<td>Color Correction &amp; Management</td>
<td>$229</td>
</tr>
<tr>
<td>Adobe Illustrator - Introduction</td>
<td>$259</td>
</tr>
<tr>
<td>Adobe Illustrator - Advanced</td>
<td>$259</td>
</tr>
<tr>
<td>Adobe Photoshop - Introduction</td>
<td>$259</td>
</tr>
<tr>
<td>Adobe Photoshop - Advanced</td>
<td>$259</td>
</tr>
<tr>
<td>Adobe InDesign - Introduction</td>
<td>$259</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>$249</td>
</tr>
<tr>
<td>Adobe InDesign - Advanced</td>
<td>$259</td>
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<tr>
<td>Design Essentials &amp; Project Planning</td>
<td>$299</td>
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<td><strong>DESKTOP CERTIFICATE PROGRAM TOTAL</strong></td>
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<tr>
<td>Digital Printing &amp; Production I - Black &amp; White</td>
<td>$459</td>
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<tr>
<td>Digital Printing &amp; Production II - Color</td>
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<tr>
<td><strong>DIGITAL CERTIFICATE PROGRAM TOTAL</strong></td>
<td><strong>$3498</strong></td>
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</table>

**INTRODUCTION TO THE MAC**

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

CRN 4275  
Saturday, September 7 - 21  
9:00 AM - 1:00 PM - Room N009  
Lisa Sanderson  
$249.00

**COLOR CORRECTION & MANAGEMENT**

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

CRN 4276  
Saturday, September 28 - October 12  
9:00 AM - 12:00 PM - Room N009  
Lisa Sanderson  
$229.00
ADOBE ILLUSTRATOR - INTRODUCTION
This foundation course uses hands-on approach to learning the program. The work area, palettes, object creation and manipulation, drawing with the pen and pencil tools, image tracing and painting, as well as working with type are covered. This course is designed for those who have an understanding of the graphic capabilities of the Macintosh computer.

CRN 4277  CEU 1.2
Tuesday & Thursday, October 1 - 10
6:00 PM - 9:00 PM - Room N009
Matthew Pohl  $259.00

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

CRN 4278  CEU 1.2
Tuesday & Thursday, October 15 - 24
6:00 PM - 9:00 PM - Room N009
Matthew Pohl  $259.00

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

CRN 4254  CEU 1.2
Tuesday & Thursday, October 29 - November 7
6:00 PM - 9:00 PM - Room N009
Matthew Pohl  $259.00

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

CRN 4255  CEU 1.2
Tuesday & Thursday, November 12 - 21
6:00 PM - 9:00 PM - Room N009
Matthew Pohl  $259.00

ADOBE INDESIGN - INTRODUCTION
This course covers document creation, basic tools and importing text and graphics. Participants will become familiar with using styles for consistent appearance, master pages, tabs and tables, as well as measuring and placement.

CRN 4256  CEU 1.2
Tuesday & Thursday, November 26 - December 5
(No class November 28)
6:00 PM - 10:00 PM - Room N009
Karin Krochmal  $259.00

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

CRN 4257  CEU 1.6
Tuesday & Thursday, December 10 - 19
6:00 PM - 10:00 PM - Room N009
Matthew Pohl  $249.00
ADOBE INDESIGN - ADVANCED

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

WINTER 2014  CEU 1.5
Tuesday & Thursday, January 7 - 21
6:00 PM - 9:00 PM - Room N009
Matthew Pohl  $259.00

DESIGN ESSENTIALS AND PROJECT PLANNING FOR THE GRAPHICS INDUSTRY

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

CRN 4306  CEU 1.5
Monday & Wednesday, September 9 - 23
6:00 PM - 9:00 PM - Room N009
Karin Krochmal  $299.00

WINTER 2014  CEU 1.5
Tuesday & Thursday, January 23 - February 6
6:00 PM - 9:00 PM - Room N303
Karin Krochmal  $299.00

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

REQUIRED FOR THE DIGITAL CERTIFICATE ONLY

DIGITAL PRINTING & PRODUCTION I – BLACK & WHITE

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

CRN 4259  CEU 3.6
Monday & Wednesday, September 30 - November 4
(No class October 14 & 16)
6:00 PM - 10:00 PM - Room N009
Amie Fanning  $459.00

SPRING 2014  CEU 3.6
Tuesday & Thursday, February 11 - March 20
6:00 PM - 9:00 PM - Room N009
Amie Fanning  $459.00

DIGITAL PRINTING & PRODUCTION II – COLOR

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

CRN 4260  CEU 3.6
Monday & Wednesday, November 6 - December 9
(No class November 27)
6:00 PM - 10:00 PM - Room N009
Amie Fanning  $459.00

SPRING 2014  CEU 3.6
Tuesday & Thursday, March 25 - May 1
6:00 PM - 9:00 PM - Room N009
Amie Fanning  $459.00
This credit-free program is designed to prepare the student with in-demand manufacturing skills in order to compete effectively in the rapidly changing global workplace. Courses feature significant hands-on experience and are sequenced to build on previous classroom/lab and work experiences. There are a total of 174 hours of classroom and lab training. This program can be completed in 27 weeks and is designed to upgrade the student’s existing skills in the manufacturing and machine trades, so prior manufacturing experience is preferred, although not required.

### COURSE TITLE & COST

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
</tr>
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<tbody>
<tr>
<td>Mathematics for Manufacturing &amp; CAD</td>
<td>$329</td>
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<tr>
<td>Blueprint Reading</td>
<td>$239</td>
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<tr>
<td>Metrology Training</td>
<td>$229</td>
</tr>
<tr>
<td>Introduction to Computers for Manufacturing</td>
<td>$149</td>
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<tr>
<td>Introduction to ISO 9001:2008</td>
<td>$199</td>
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<tr>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>$459</td>
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<tr>
<td>Total Quality Management</td>
<td>$229</td>
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<tr>
<td>Statistical Process Control</td>
<td>$459</td>
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<tr>
<td>CNC-I - Introduction to Computerized Numerical Control Programming</td>
<td>$459</td>
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<tr>
<td>CNC-II - Computerized Numerical Control Programming</td>
<td>$459</td>
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<tr>
<td>CNC-III - Advanced Computerized Numerical Control Programming</td>
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<tr>
<td><strong>PROGRAM TOTAL</strong></td>
<td><strong>$3210</strong></td>
</tr>
</tbody>
</table>

### BLUEPRINT READING

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

- **CRN 4262** CEU 1.5
- Thursday, September 12 - October 10
- 6:00 PM - 9:00 PM - Room N004
- Frank Renaldi $239.00

### METROLOGY

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. 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, Height and Surface Gages will also be covered. Students will learn the correct method of inspection based upon the accuracy of a components feature to be measured.

- **CRN 4270** CEU 1.2
- Saturday, October 5 - 19
- 9:00 AM - 1:00 PM - Room N004
- Paul Delandra $229.00

### INTRO TO COMPUTERS FOR MANUFACTURING

Provides basic foundation in Microsoft DOS and Microsoft Windows operating systems needed in order to effectively learn and use any of the more widely used manufacturing software applications in the workplace today. Also provides a basic understanding of computers and how they work.

- **CRN 4263** CEU 0.6
- Wednesday, October 23 - 30
- 6:00 PM - 9:00 PM - Room N201
- Joseph Kardos $149.00
INTRODUCTION TO ISO 9001:2008
Provides an affordable path for small- to mid-sized companies to become ISO compliant. ISO 9001:2008 provides an effective mechanism for interaction among participants in an enjoyable workshop format. The ISO 9001:2008 format provides ample opportunities for gaining insight into a variety of implementation strategies.

CRN 4267  CEU 0.6
Monday & Wednesday, November 4 - 6
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge  $199.00

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

CRN 4264  CEU 2.4
Saturday, November 9 - December 14
8:30 AM - 12:30 PM - Room N004
Frank Renaldi  $459.00

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

CRN 4305  CEU 1.2
Monday & Wednesday, November 11 - 20
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge  $229.00

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

CRN 4268  CEU 2.7
Monday & Wednesday, November 25 - December 18
(No class November 27)
6:00 PM - 10:00 PM - Room N004
Samuel Eskridge  $459.00

CNC-I INTRODUCTION TO COMPUTERIZED NUMERICAL CONTROL PROGRAMMING
Basic concepts and techniques of CNC programming with emphasis on multi-axis machining and methods of handling part geometry. Instruction in current standard CNC language programming through use of simulation software and realistic exercises.

WINTER 2014  CEU 3.0
Monday & Wednesday, January 6 - February 10
(No class January 20)
6:00 PM - 9:00 PM - Room TBA
Joseph Kardos  $459.00

CNC-II COMPUTERIZED NUMERICAL CONTROL PROGRAMMING
Advanced problem-solving and programming techniques with emphasis on complex part programming. Transition from programming to hands-on set-ups and production using concrete component projects.

WINTER 2014  CEU 3.0
Monday & Wednesday, February 12 - March 19
(No class February 17)
6:00 PM - 9:00 PM - Room TBA
Joseph Kardos  $459.00

CNC-III ADVANCED COMPUTERIZED NUMERICAL CONTROL PROGRAMMING
Advanced programming and machining techniques are employed in the manufacture of complex components, requiring multi-stage set-ups and activities with multi-axis requirements. WINTER 2014
These certificate training programs are designed to provide training and hands-on experience in graphic arts as well. This credit-free program is designed to prepare the student with in-demand drafting and design skills needed to compete in the rapidly changing global workplace. Courses feature significant hands-on experience and are sequenced to build on previous classroom/lab and work experiences. There are a total of 166 hours of classroom and lab training. The training covers both 2D and 3D applications and can be completed in 23 weeks. This program is designed to upgrade the student’s existing skills in the design, drafting and/or engineering disciplines, so prior drafting or drawing experience is preferred, although not required.

**COURSE TITLE** | **COST**
--- | ---
Mathematics for Manufacturing and Computer Aided Design | $329
Blueprint Reading | $239
Introduction to Computers for Manufacturing | $149
Geometric Dimensioning & Tolerancing | $459
AutoCAD I Basic Training | $459
AutoCAD II Advanced Training | $355
AutoCAD 3D Training | $355
Introduction to ISO 9001:2008 | $199
Total Quality Management | $229
**PROGRAM TOTAL** | **$2773**

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

CRN 4261 | CEU 2.1
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Monday & Wednesday, September 9 - October 28
(No class October 14)
6:00 PM - 9:00 PM - Room N004
Joseph Kardos $329.00

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

CRN 4262 | CEU 1.5
--- | ---
Thursday, September 12 - October 10
6:00 PM - 9:00 PM - Room N004
Frank Renaldi $239.00

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

CRN 4263 | CEU 0.6
--- | ---
Wednesday, October 23 - 30
6:00 PM - 9:00 PM - Room N201
Joseph Kardos $149.00

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

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

CRN 4264  CEU 2.4
Saturday, November 9 - December 14
8:30 AM - 12:30 PM - Room N004
Frank Renaldi  $459.00

AUTOCAD I - BASIC TRAINING

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

FALL 2013  CEU 3.2
October TBA
6:00 PM - 10:00 PM - Room S306
Joseph Kardos  $459.00

AUTOCAD II - ADVANCED TRAINING

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

FALL 2013  CEU 2.4
November TBA
6:00 PM - 10:00 PM - Room S306
Joseph Kardos  $355.00

AUTOCAD 3D TRAINING

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

FALL 2013  CEU 2.4
December TBA
6:00 PM - 10:00 PM - Room S306
Joseph Kardos  $355.00

INTRODUCTION TO ISO 9001:2008

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

CRN 4267  CEU 0.6
Monday & Wednesday, November 4 - 6
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge  $199.00

TOTAL QUALITY MANAGEMENT

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

CRN 4305  CEU 1.0
Monday & Wednesday, November 11 - 20
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge  $229.00

CALL (203) 285-2302 FOR MORE DETAILS
A+ CERTIFICATION

A+ Certification is achieved through a two-part testing program sponsored by CompTIA that certifies the competency of entry-level service technicians in the computer industry. This is an internationally recognized credential backed by major computer hardware and software vendors, distributors, resellers and publications. Earning A+ Certification means that the individual possesses the knowledge and skills essential for a successful entry-level computer service technician, as defined by experts from companies across the industry. In addition, A+ Certification is required in many Help Desk and Networking positions. The updated curriculum is based on two tests. However, both include hardware and operating systems concepts, along with additional topics such as security, safety and environment issues, communication and professionalism. In order to enroll in A+ Computer Technician training, you do not need any experience in the field. However, it is recommended that you are 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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<tbody>
<tr>
<td>Introduction to PC Hardware</td>
<td>$299</td>
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<tr>
<td>A+ Essentials</td>
<td>$689</td>
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<tr>
<td>A+ Practical Applications</td>
<td>$689</td>
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<tr>
<td><strong>PROGRAM TOTAL</strong></td>
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</tr>
</tbody>
</table>

INTRODUCTION TO PC HARDWARE

This course begins the 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 4271  CEU 1.4
Saturday, September 7 - 21
9:00 AM - 1:30 PM - Room S316
Christopher Bassett  $299.00

A+ ESSENTIALS

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

CRN 4272  CEU 3.5
Saturday, September 28 - November 9
8:30 AM - 1:30 PM - Room S316
Christopher Bassett  $689.00

A+ PRACTICAL APPLICATIONS

This module covers the competencies for the second A+ exam which is targeted for 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 4273  CEU 3.5
Saturday, November 16 - January 18
(No classes November 30, December 21 & 28)
8:30 AM - 1:30 PM - Room S316
Christopher Bassett  $689.00

VISIT OUR WEBSITE
GatewayCT.edu
Workforce Development / Continuing Education

SNAP Approved
**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 aimed at individuals with some field experience in network administration and support. Although not required, A+ certification is recommended.

FALL 2013
October TBA
6:00 PM - 9:00 PM - Room S316
Christopher Bassett $999.00

**COMPTIA STRATA GREEN IT**

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

- A specialized knowledge of current green IT methodologies
- The ability to develop, deploy, and calculate true ROI for green IT initiatives
- Knowledge of significant cost-cutting, green IT techniques
- The skills to implement virtualization on IT systems
- Proven understanding of environmentally sound waste disposal

Additionally, certificate holders can identify organizations and standards such as:

- United Nations Intergovernmental Panel on Climate Change (IPCC)
- United Nations Environmental Program (UNEP)
- Agenda 21
- International Federation of Consulting Engineers
- Project Sustainability Management (FDIC’s PSM)
- U.S. Environmental Protection Agency

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

FALL 2013
Tuesday & Thursday, November 4 - 13
6:00 PM - 9:00 PM - Room N005
Christopher Bassett $399.00

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

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21
Leadership Training Programs

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

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

CRN 4282 CEU 1.2
Friday, September 13 & 20
9:00 AM - 4:00 PM - Room N004
Margaret DeMarino $170.00

GRAMMATICALLY CORRECT & PERFECTLY PUNCTUATED
End your Grammar and Punctuation Woes. Learning writing rules can make your head spin – but not in this easy-to-absorb two-day workshop! You will have the time to put what you learn into practice using small group exercises and independent, online drills. You’ll leave with a comprehensive and working knowledge of sentence structure and grammar and punctuation principles.

CRN 4283 CEU 1.2
Friday, September 27, October 4
9:00 AM - 4:00 PM - Room N004
Margaret DeMarino $170.00

POLISHING YOUR WRITING
The Art of Revising, Editing, and Proofreading. Whether you’re editing your own work or other people’s writing, this workshop will put the tools and techniques of professional writers, editors, and proofreaders at your fingertips!

CRN 4287 CEU 1.2
Friday, October 11 & 18
9:00 AM - 4:00 PM - Room N004
Margaret DeMarino $170.00

Real Estate

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

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

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

For more information, contact John Vincze at 203-285-2310 (jvincze@gatewayct.edu).

CRN 4285 CEU 6.0
Tuesday, October 1 - March 11
(No class December 24 & 31)
Section I - 12:00 PM - 3:30 PM - Room N004
Section II - 6:00 PM - 9:00 PM - Room N004
John Vincze $499.00
Math & Reading Boot Camp

A statewide initiative* to boost math and reading scores and eliminate the need for developmental pre-requisites makes it possible for Gateway’s Resource, Education And Training Center (The GREAT Center) to offer an Academic Skills Enhancement Program or “Boot Camp” to students entering a transportation sector-related training or degree program. There is no cost to the student to attend. Boot Camp students meet to use this online tool in an instructor-supported setting. The online tool is based on the ACCUPLACER exam and combines with extra help from experienced math and reading tutors to sharpen skills and increase test scores. Students are encouraged to take ACCUPLACER after “Boot Camp.” Higher scores may eliminate the need for developmental math and reading classes – SAVING TIME & MONEY! Eligible programs include:

Transit Electronics & Communications Technician Certificate: A non-credit program providing preparation for entry exams and electro-mechanical aptitude assessments required by transportation sector employers. (Spring 2014)

Railroad Engineering Associates Degree (Electro-Mechanical or Signaling & Communications): Provides preparation for technical career opportunities specifically within the rail industry, including repair and maintenance of railroad signaling and communication systems, as well as railcars.

Small Engine Repair Technology

Get hands-on training to repair all types of small engines: snow blowers, generators, lawn equipment and recreational vehicles.

This 36-hour program provides the skills and technology training necessary and offers the chance to test for the Equipment & Engine Training Council (EETC) certification in 2-stroke, 4-stroke, and electronics areas. Classes are taught by a tenured automotive instructor.

Employers prefer to hire mechanics who graduate from a formal training program and earn an industry-recognized credential. Career paths may include hardware and garden stores, landscape companies, equipment rental centers, appliance centers, maintenance departments and established small engine repair shops. With experience, many small engine technicians operate successful small businesses. Existing employees, supervisors, or crew members who use small-engine equipment regularly may take this to learn how to maintain, repair, tear-down and rebuild small engines in-house.

For schedule and pricing information, please contact Ann Harrison at (203) 285-2309 or aharrison@gatewayct.edu. Visit www.gatewayct.edu, Keyword: CT-MET.

General Automotive (Certificate and A.A.S. degree), and the General Motors-ASEP & AC Delco-TSEP (A.A.S. degree): These credit-based programs provide entry level mechanical skills to become skilled automotive technicians, and also to prepare for jobs in alternative energy transportation operations. General Motors-ASEP & AC Delco-TSEP programs require dealer or garage sponsorship. A one-year, Alternative Energy Transportation Technology credit certificate is also offered.

For more information on “Boot Camp” or any of the programs above, please contact Ann Harrison at (203) 285-2309 or aharrison@gatewayct.edu. Visit www.gatewayct.edu, Keyword: CT-MET.

*Gateway Community College is the lead in the Connecticut Manufacturing, Energy and Transportation (CT-MET) Initiative, a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the U.S. Department of Labor. CT-MET is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities. For TDD/TTY or relay service information, please call (203) 285-2233.
BAKING FOR BREAKFAST
Scones, biscuits, quick breads, and granola, there is so much more to breakfast than a bowl of cold cereal, or another slice of toast. In this 4-week course we will explore types of scones, biscuits (sweet and savory), yogurt cakes, orange-scented granola, and much more. Whether you are baking for a leisurely weekend brunch, or a weekday breakfast, this course will spruce up the most important meal of the day.

CRN 4312
Thursday, September 5 - 26
6:00 PM - 9:00 PM - Room TBA
Adrienne Kane $130.00

CRN 4314
Thursday, November 14 - December 12
(No class November 28)
6:00 PM - 9:00 PM - Room TBA
Adrienne Kane $130.00

PIES - SWEET AND SAVORY
Classic apple, pumpkin, and pecan pies are a buttery and delicious way to end any special meal, but what about a quiche or a roasted vegetable galette? Pies are as much for the main event as they are for dessert. This course teaches you both the sweet and the savory sides of pie making. Taking the intimidation out of pie dough, and the guess work out of fillings, while answering anything you need to know about whipping a pie up in no time—have fun with your rolling pin!

CRN 4313
Thursday, October 10 - 31
6:00 PM - 9:00 PM - Room TBA
Adrienne Kane $130.00

ADRIENNE KANE BIOGRAPHY
Adrienne Kane is a food writer, recipe developer, and food photographer. Her work has appeared both online, and in many print media sources.

She is the author of the memoir, Cooking and Screaming, the cookbook United States of Pie, and the forthcoming cookbook, United States of Bread.

APPLIED FOOD SANITATION
Learn the principles of sanitation, proper food handling, and Hazard Analysis Critical Control Point (HACCP) practices. Take the National Restaurant Association Food Safety Certification Exam to become nationally certified to meet the State of Connecticut requirements for the Qualified Food Operator. The exam will be administered during the final class. Textbook included.

CRN 4291
Wednesday, October 16
8:00 AM - 4:30 PM - Room TBA
Jane Masse $250.00
THREE DELICIOUSLY CREATIVE COOKING COURSES OFFERED MONTHLY

The foundation of cooking is to indulge your passions and senses. Designed for the gourmet cook or the novice foodie, our tips and techniques classes give you an overview in the topic and are meant to make you feel inspired and empowered to cook with authority. Classes are meant to stand alone or go together, anyway you take them, and they will make you feel like a celebrity chef when you make meals in your home kitchen.

NO RECIPES REQUIRED: COOKING FROM THE INTERNATIONAL PANTRY
Demystify ethnic markets and learn to prepare food from around the globe, including Asia, the Middle East, Mediterranean, North and Latin America and Africa.

- **4316** Thai/South Asian Pantry  Wednesday, September 25  6:30 PM - 9:30 PM
- **4318** Latin American Pantry  Wednesday, October 23  6:30 PM - 9:30 PM
- **4321** Indian Pantry   Wednesday, November 13  6:30 PM - 9:30 PM
- **4324** Mediterranean Pantry  Wednesday, December 4  6:30 PM - 9:30 PM

**NADINE NELSON $99.00 Each Class**

TIPS & TECHNIQUES
Indulge your passion and senses while you gain an understanding of techniques that will make you feel like a celebrity chef! Start with knife skills & work your way through feasting fowl, working with protein and vegetarian gourmet.

- **4315** Menu Planning    Thursday, September 26  6:30 PM - 9:30 PM
- **4319** Working with Fall’s Harvest Thursday, October 24  6:30 PM - 9:30 PM
- **4322** Holiday Entertaining like a Pro Thursday, November 14  6:30 PM - 9:30 PM
- **4325** Spa Cuisine at Home   Thursday, December 5  6:30 PM - 9:30 PM

**NADINE NELSON $99.00 Each Class**

PLATE YOUR MATE
Aphrodisiacs are on the menu, whether you are single or have a significant other, a sure fire way to capture the attention of your beloved is through their stomachs. Thursday night is the place to be in the kitchen, learning to cook a specific cuisine with practical information on the effects of food on the brain and body, engaging in the lifestyle of a culture as it relates to the romance and love for self and heritage, and partake in the intoxicating atmosphere food can provide. Don’t be shy as we mix, mingle and cook a meal fit for a king or queen and sit down to eat it also. Take home some tips that impress yourself and make you a star in your own kitchen so you can host legendary feasts for your loved ones and that special someone too!

- **4317** Fall in Paris  Friday, September 27  6:30 PM - 9:30 PM
- **4320** Spanish Fiesta  Friday, October 25  6:30 PM - 9:30 PM
- **4323** North African Nights  Friday, November 15  6:30 PM - 9:30 PM
- **4326** Under the Tuscan Sun  Friday, December 6  6:30 PM - 9:30 PM

**NADINE NELSON $99.00 Each Class**
VOICE-OVER CLASS
Gateway Community College successfully launched its first-ever Introduction to Voice Over (VO) class series and is offering the classes again by popular demand! The world of voice over is a remarkably fun, educating, and entertaining industry. In this overview series, professional voice over specialist and former radio personality Paula Lin takes you through the creative and business sides of voice over. Enjoy testing your vocal skills like a voice over talent who can provide recorded voice tracks for a wide variety of genres! Maybe your VOICE can be the CHOICE for a new recording project! Radio, TV, online, video, telephony -- the sky’s the limit! Join other students to see what you all can do in VOICE OVER! Call (203) 285-2300 for details.

INTENSIVE INTRODUCTION TO VOICE OVER
CRN 4298
Thursday, September 12 - 19
6:00 PM - 8:00 PM - Room TBA
Paula Lin $129.00

INTERMEDIATE VOICE OVER
CRN 4299
Thursday, October 10 - 17
6:00 PM - 8:00 PM - Room TBA
Paula Lin $129.00

CONVERSATIONAL SPANISH I
This course introduces basic conversational spanish for those with little or no knowledge of the language. A conversational approach is emphasized with a minimal amount of grammar. Learn useful Spanish for travel and everyday conversation. Textbook included.
CRN 4292
Friday, September 6 - October 18
7:00 PM - 9:00 PM - Room N010
Miguel Arturo Perez-Cabello $199.00
Call (203) 285-2300 for details.

CONVERSATIONAL SPANISH II
This course continues conversational Spanish I, emphasizing oral and written self-expression. Extensive drills on verbs and vocabulary building, and the principles of grammar. Textbook included.
CRN 4297
Friday, October 25 - December 12
(No class on November 29)
7:00 PM - 9:00 PM - Room N003
Miguel Arturo Perez-Cabello $199.00
Call (203) 285-2300 for details.

YOGA NIDRA
Yoga Nidra is for any skill level and is not just about performing postures, but about the consciousness with which you perform them. This series of classes will consist of 10 minutes of warm up and instruction, 45 minutes of yoga postures and 20 minutes of Yoga Nidra which is a powerful and restorative yoga typically done laying comfortably on your back.
CRN 4288
Thursday, September 12 - October 24
6:15 PM – 7:30 PM – Room S120
Scott Arena $199.00

SIGN LANGUAGE READING
The Sign Language Reader Training Program provides instruction in the language system most used by deaf persons. Comparisons are drawn between English and American Sign Language(ASL), with emphasis on the development of interpretation skills. People fluent in sign language may simultaneously keep words and signs in their minds as they read, according to an international team of researchers.
CRN 4300
Monday, October 7 - December 16
7:00 PM – 9:00 PM – Room TBA
Staff $175.00
BASIC PHOTOGRAPHY
Learn the ABC's of basic photography in this course offered for beginners. F-stops, film speed, lenses and other features of a camera will be discussed. Students will produce beautiful thematic images using techniques of emphasis and simplification. Each student must provide their own camera (SLR camera or a digital camera with manual settings).

CRN 4289
Tuesday, September 10 - October 8
7:00 PM - 9:00 PM - Room N010
Andrew Pippa $129.00

ADVANCE PHOTOGRAPHY
Now that you’ve learned the basics, let’s get creative. Learn about filters, lenses, strobes, and different flash settings. Learn the difference between artificial, natural, and available light. Learn which equipment is needed for action photos and how to take pictures under challenging conditions. In addition, this course will cover child photography, location portraiture and using a portable studio. Each student must provide their own camera (SLR camera or a digital camera with manual settings).

CRN 4290
Tuesday, October 15 - November 12
7:00 PM - 9:00 PM - Room N003
Andrew Pippa $129.00
DEEP $20.00

S.M.A.R.T PROFESSIONAL BARTENDING
Learn how to make special shots, highball drinks, cocktails, and tropical drinks! In addition to mixing drinks, this professional Bartending course also includes the state and national SMART certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Upon successful completion of the course, students will be qualified to work in any environment that serves liquor, including restaurants, club, hotels, and catering companies. Students will receive both a certificate of completion and the SMART certification. Prerequisite: Must be 18 years of age and provide a license or picture ID with date of birth.

CRN 4311
Saturday, October 19
10:00 AM - 1:00 PM - Room TBA
Saturday, October 26 & November 2
8:00 AM - 2:00 PM - Room TBA
Paul Rich $295.00

CONNECTICUT BASIC BOATING
This 10-hour course, taught by volunteers or employees of the Connecticut Department of Environmental (DEP) Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and the Personal Watercraft Operator's Certificate. Students must attend all classes. Participants less than 17 years of age must be accompanied with an adult.

CRN 4310
Monday & Wednesday, September 16 - 25
6:30 PM - 9:00 PM - Room TBA
DEEP $25.00

For more information
Contact
Michelle Fraser
(203) 285-2082
mfraser@gatewayct.edu
IMPORTANT:

To register, you must provide all three (3) completed forms: BRC/ERC Motorcycle Rider Registration Form, CONREP/GCC Rider Education Program Registration Form, and Connecticut Rider Education Program Waiver and Release of Liability (Adult or Minor).

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

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

ALL MOTORCYCLE RIDER TRAINING COURSES WILL TAKE PLACE AT GATEWAY’S NORTH HAVEN CAMPUS, 88 BASSETT ROAD., NORTH HAVEN, CT 06473. FOR MORE INFORMATION, PLEASE CALL (203) 285-2300 OR (203) 285-2082.

BASIC RIDER COURSE SCHEDULE:

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

PRICES:

Basic Rider Course (BRC) - $200.00
Experienced Rider Course (ERC) - $85.00
Private (1 Individual) - $800.00
Semi-Private (2 Individuals) - $400.00

WAYS TO ENROLL

By Mail: Please use the Registration Form on page 30 and mail to Gateway Community College, 20 Church Street, New Haven, CT 06510, Attn: Registrar’s Office - N214
By Fax: (203) 285-2018

BASIC RIDER COURSE (BRC)

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

EXPERIENCED RIDER COURSE (ERC)

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

MOTORCYCLE RIDER COURSE TRAINING LOCATION

North Haven Campus
88 Bassett Road
North Haven, CT 06473
Step Forward Programs

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

**STEP FORWARD II** is a 10-month transition program designed for students who have successfully completed Step Forward I. Students in year II will focus on the career objectives they have identified through their first year by engaging in related college coursework and internships. Students are required to attend non-credit seminars to enhance their study, time management and organizational skills. Each student receives individualized academic and disability-related advising as well as case management. Students are required to do an intensive internship within their field of interest. Topics covered in the Step Forward II program may include time management, effective study skills, understanding college expectations, interpersonal & workplace communications, self-advocacy & disability awareness, and nutrition & fitness.

**HIGH FUNCTIONING AUTISM SPECTRUM DISORDER PROGRAM**
Designed for students on the autism spectrum who are academically qualified to enroll in classes at Gateway Community College. The program is designed to create an additional level of support, beyond the federally mandated ADA (disability) services. Students must apply for admission to Gateway Community College and take the placement test to determine appropriate classes. Students requiring academic accommodations must register for disability services. Non-credit seminars are required to address disability-related issues. Topics will include social skills in the classroom, workplace and with peers, interpersonal communications, self-advocacy & disability awareness, time management & organizational skills, learning strategies, work readiness, and College 101: How to be Successful in College. For more information, contact Jaime French, Step Forward Director, 203-285-2505 - JFrench@gatewayct.edu

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**Technical and Business Development Knowledge and Skills for Greening Our Economy**

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

Most of our technical skills training take place in the college’s new state-of-the-art solar photovoltaic and solar thermal lab located on the North Haven campus. We are thankful for the financial support of the CT Clean Energy Finance and Investment Authority and the Northeast Photovoltaic Training Network in building this great new facility.

As our solar education program matured, we increased the number of our offerings. We will offer a new set of program options that include courses that are both shorter in length and less costly to attend. Also, our new schedule provides ways for NABCEP certification candidates to earn the 18 hours of advanced training that go beyond entry-level class hour requirements. For more information, contact Dr. David N. Cooper, Director at 203-285-2323 (dcooper@gatewayct.edu). or Theresa Kasun at 203-285-2448 (tkasun@gatewayct.edu).

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### CRN PROGRAM DATES TIME PRICE

<table>
<thead>
<tr>
<th>CRN</th>
<th>PROGRAM</th>
<th>DATES</th>
<th>TIME</th>
<th>PRICE</th>
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<tr>
<td>4302</td>
<td>Solar Fundamentals A</td>
<td>Wednesday, September 11 - October 2</td>
<td>10:40 AM - 1:35 PM</td>
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<td>4301</td>
<td>Solar Fundamentals B</td>
<td>Wednesday, September 11 - October 25</td>
<td>5:30 PM - 9:40 PM</td>
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<td>4303</td>
<td>Solar Photovoltaic Systems, Entry-Level PV</td>
<td>Wednesday, October 2 - November 20</td>
<td>5:30 PM - 9:40 PM</td>
<td>$780.00</td>
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<td>4304</td>
<td>Solar PV Grid Tied Battery Powered Systems</td>
<td>Saturday, December 7</td>
<td>10:00 AM - 2:00 PM</td>
<td>$100.00</td>
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Directions to Gateway Community College

DOWNTOWN NEW HAVEN CAMPUS

FROM HARTFORD Take Interstate 91 South take Exit 1 (CT-34) towards Downtown New Haven. On CT-34 take Exit 1 onto North Frontage Road and take the first Right onto Church Street, the college will be on the left.

FROM NEW LONDON Take Interstate 95 South to Exit 47 (CT-34) toward Downtown New Haven. On CT-34 take Exit 1 onto North Frontage Road and take the first Right onto Church Street, the college will be on the left.

FROM BRIDGEPORT Take interstate 95 North to Exit 47 (CT-34) toward Downtown New Haven. On CT-34 take Exit 1 onto North Frontage Road and take the first Right onto Church Street, the college will be on the left.

NORTH HAVEN CAMPUS

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

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

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

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

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

Institutional Policies

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

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

NO SMOKING POLICY
Gateway Community College is a smoke-free institution.

INCLEMENT WEATHER/EMERGENCY NOTICES
Should inclement weather or an emergency force the cancellation of classes, the following stations will broadcast the announcement:

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

EMERGENCY CLOSING WEATHER
INFORM 203-285-2049
Gateway Community College is committed to enhancing the overall quality of life in the Greater New Haven area. As such, the college provides high quality educational and support services, advocates partnerships with business, industry and government, and encourages leadership and responsibility in the community.

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

PROGRAMS INCLUDE:

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

GatewayCT.edu