MISSION STATEMENT
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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 program for employees. GCC will tailor a seminar to meet the organization’s needs schedule programs at the convenience of the employer, handle all arrangements, and accommodate any number of employees requested.

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<td>A+ CompTIA/ Computer Technician Training/Certification</td>
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Erika Lynch
TEL: (203) 285-2302
FAX: (203) 285-2504
ELynch@gatewayct.edu

Great Center
TEL: (203) 285-2300
FAX: (203) 285-2504
wedwards@gatewayct.edu

Jaime French
TEL: (203) 285-2505
FAX: (203) 285-2504
JFrench@gatewayct.edu

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The GREAT Center Information Sessions

The GREAT 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.**

---

**HEALTH CARE TRAINING PROGRAMS**

- C.N.A. Plus
- Pharmacy Technician
- EMT & EMT Refresher/ CPR
- Community Health Worker
- Patient Navigator
- Medical Office Assistant (Includes Billing & Coding Modules)

- American Academy of Professional Coders (AAPC)

**INFORMATION SESSION**
Tuesday, December 29
10:00 AM - 12:00 PM - Room N102

Wednesday, January 6
10:00 AM - 12:00 PM - Room N102

---

**BUSINESS TRAINING PROGRAMS**

- Business Professional w/ Office Assistant
- Bookkeeping
- Bookkeeping National Certificate
- Medical Office Assistant (Includes Billing & Coding Modules)

- Real Estate
- Writing Training Programs

**INFORMATION SESSION**
Tuesday, January 12
10:00 AM - 12:00 PM - Room N102

---

**MANUFACTURING & TECHNOLOGY TRAINING PROGRAMS**

- Precision Manufacturing
- AutoCAD
- A+ CompTIA, Network & Security+
- Small Engine Repair

- Desktop Publishing/ Digital Printing
- Web Developer Certificate

**INFORMATION SESSION**
Tuesday, January 19
10:00 AM - 12:00 PM - Room N102

---

TO LEARN MORE CONTACT THE GREAT CENTER: (203) 285-2300
Business Professional & Office Assistant Training Certificate

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

### COURSE TITLE

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
</tr>
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<tbody>
<tr>
<td>Introduction to Microsoft</td>
<td>$135</td>
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<tr>
<td>Office Procedures, Time Management, and Project</td>
<td>$335</td>
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<td>Management</td>
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<tr>
<td>Microsoft Excel</td>
<td>$387</td>
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<td>Microsoft Word</td>
<td>$387</td>
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<tr>
<td>The ABC’S of Written Communication</td>
<td>$335</td>
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<td>Microsoft Access</td>
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<td>Microsoft PowerPoint</td>
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<td>Taking Minutes</td>
<td>$229</td>
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<td>Office Communication/Customer Service/Dealing</td>
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<td>with Difficult People</td>
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<td>Microsoft Outlook</td>
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<td>Microsoft Project</td>
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<td>Business Systems Application</td>
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### 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 2303 - Session 1**
  - CEU 1.0
  - Monday & Wednesday, January 20 - 27
  - 6:00 PM - 9:30 PM - Room N201
  - Guy Simone $135.00

- **CRN 2304 - Session 2**
  - CEU 1.0
  - Tuesday & Thursday, February 2 - 9
  - 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 2299**
  - CEU 1.7
  - Wednesday, February 3 - March 2
  - 6:00 PM - 9:30 PM - Room N004
  - Margaret DeMarino $335.00
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 2305 - Session 1
Thursday, February 11 - March 31
9:30 AM - 1:00 PM - Room N201
STAFF
$387.00

CRN 2306 - Session 2
Thursday, February 11 - March 31
6:00 PM - 9:30 PM - Room N201
Guy Simone
$387.00

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 2308 - Session 1
Tuesday, February 16 - April 5
9:30 AM - 1:00 PM - Room N201
STAFF
$387.00

CRN 2307 - Session 2
Tuesday, February 16 - April 5
6:00 PM - 9:30 PM - Room N201
Guy Simone
$387.00

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 2300
Wednesday, March 9 - April 6
6:00 PM - 9:30 PM - Room N201
Margaret DeMarino
$335.00

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 2309
Thursday, April 7 - May 26
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 2310
Tuesday, April 12 - May 10
6:00 PM - 9:30 PM - Room N201
Guy Simone
$335.00

TAKING MINUTES
Keeping an accurate and concise record of meetings is a sought-after skill among office administrators. 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 2301
Wednesday, April 13 - 27
6:00 PM - 9:30 PM - Room N201
Margaret DeMarino
$229.00
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 2302                CEU 1.4
Wednesday, May 4 - 25
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 2311                CEU 0.8
Tuesday, May 17 & 24
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.

CRN 2312                CEU 1.2
Tuesday & Thursday, May 31 - June 7
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.

SUMMER 2016              CEU 2.0
Tuesday & Thursday, June 9 - 23
6:00 PM - 10:00 PM - Room N201
Guy Simone               $375.00

INFORMATION SESSION

(203) 285 - 2300
Tuesday, January 12
10:00 AM - 12:00 PM - Room N102
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  |  COST
---|---
Introduction to Microsoft  |  $135
Microsoft Excel  |  $387
Microsoft Word  |  $387
Business Math  |  $299
Introduction to Benefits Administration  |  $399
Accounting Software (QuickBooks)  |  $399
Principles of Accounting  |  $429
Business Law & Ethics  |  $320
**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 2305 - Session 1  |  CEU 2.8
Thursday, February 11 - March 31  
9:30 AM - 1:00 PM - Room N201  
STAFF  |  $387.00

CRN 2306 - Session 2  |  CEU 2.8
Thursday, February 11 - March 31  
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 2308 - Session 1  |  CEU 2.8
Tuesday, February 16 - April 5  
9:30 AM - 1:00 PM - Room N201  
STAFF  |  $387.00

CRN 2307 - Session 2  |  CEU 2.8
Tuesday, February 16 - April 5  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  |  $387.00

**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 2303 - Session 1  |  CEU 1.0
Monday & Wednesday, January 20 - 27  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  |  $135.00

CRN 2304 - Session 2  |  CEU 1.0
Tuesday & Thursday, February 2 - 9  
6:00 PM - 9:30 PM - Room N201  
Guy Simone  |  $135.00
BUSINESS MATH
Business Math will review basic math skills and introduce students to the correct way to use a business calculator.
CRN 2315  CEU 2.0
Monday, February 29 - March 28
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 2317  CEU 2.4
Saturday, April 2 - May 7
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 2318  CEU 3.5
Monday & Wednesday, April 4 - May 11
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.
SUMMER 2016  CEU 2.4
Tuesday & Thursday, June 2 - 30
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.
CRN 2282  CEU 2.0
Monday & Wednesday, June 13 - June 27
6:00 PM - 10:00 PM - Room N006
John Scott III  $320.00

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

Facebook.com/GatewayCT.edu
**PRE - REQUISITES**

**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 to prospective employers.

There will be six subjects covered on the national certification exam. Applicants will be tested on four of these at a test center; adjusting entries, error correction, payroll and depreciation and must achieve a grade of 75% to pass. Retakes can be scheduled after 30 days.

The test on the last two subjects; Inventory and Internal Controls & Fraud Prevention, is the final exam in the back of each of the workbooks received during class. Students must achieve a grade of 70% to pass. The instructor will submit the completed final exams to AIPB for grading.

**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 2318  
Monday & Wednesday, April 4 - May 11  
6:00 PM - 9:30 PM - Room N006  
Maurice Johnson  
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SUMMER 2016  
Tuesday & Thursday, June 2 - 30  
6:00 PM - 9:00 PM - Room N201  
Brenda Seldon  
$399.00

**FALL 2016**

Monday & Wednesday, September 7 - December 14  
6:00 PM - 9:00 PM - Room N211  
Brenda Seldon  
$925.00
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 programs are individuals who want a career in a medical office. This is an 18 week program.

### COURSE TITLE

- 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

### 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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Credits</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>2294</td>
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<td>Monday &amp; Wednesday, January 11 - 27</td>
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<td>Room N003</td>
<td>Jean Carusone</td>
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<td>Tuesday &amp; Thursday, February 2 - 9</td>
<td>6:00 PM - 9:30 PM</td>
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<td>Guy Simone</td>
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For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu

SNAP Approved
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 2295 CEU 2.0
Monday & Wednesday, February 1 - 17 (No class February 15)
6:00 PM - 10:00 PM - Room N003
STAFF $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 2305 - Session 1 CEU 2.8
Thursday, February 11 - March 31
9:30 AM - 1:00 PM - Room N201
STAFF $387.00

CRN 2306 - Session 2 CEU 2.8
Thursday, February 11 - March 31
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 communiqué.

CRN 2308 - Session 1 CEU 2.8
Tuesday, February 16 - April 5
9:30 AM - 1:00 PM - Room N201
STAFF $387.00

CRN 2307 - Session 2 CEU 2.8
Tuesday, February 16 - April 5
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 2293 CEU 3.0
Monday & Wednesday, February 22 - March 23
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 2292 CEU 4.0
Monday & Wednesday, March 28 - April 27
6:00 PM - 10:00 PM - Room N003
Jean Carusone $600.00
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.

FALL 2016  CEU 1.7
Wednesday, September 7 - October 5
6:00 PM - 9:30 PM - Room N004
Margaret DeMarino  $335.00

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.

FALL 2016  CEU 1.7
Wednesday, October 12 - November 9
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 2296  CEU 0.9
Saturday, February 27 - March 12
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
The American Academy Professional Coders (AAPC)

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).

CRN 2334 CEU 14.7
Tuesday & Thursday, January 5 - June 21
6:00 PM - 9:00 PM - Room N211
Jean Carusone $2,275.00

PHARMACY TECHNICIAN TRAINING

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

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

CRN 2314 CEU 6.0
Tuesday & Thursday, March 1 - May 5
6:00 PM - 9:00 PM - Room N005 $925.00
Payment plans available

SUMMER 2016 CEU 6.0
Monday, Tuesday, & Wednesday, June 20 - August 3
(No class July 4)
6:00 PM - 9:00 PM - Room N004 $925.00
Payment plans available
PATIENT NAVIGATOR TRAINING

The Gateway Community College 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 24 hours of classroom training and complete community based navigator experience, including shadowing patient navigators in the workplace, and other community experiences. (All students must provide proof of immunizations and PPD results in order to complete the required observational time.)

ABOUT THE PROGRAM

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

Students who successfully complete the GCC Patient Navigator Program will have the ability to:

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

CRN 2297  CEU 3.0  
Tuesday, March 8 - May 10  
6:00 PM - 9:00 PM - Room N101  
$1100.00

Payment plans available

COMING FALL 2016
INTRODUCTION TO COMMUNITY INTERPRETER

Introduction to Community Interpreting is a program for multilingual professionals who are able to speak, read, and write English and a second language fluently. Community interpreting is a broad and flexible field, encompassing work in healthcare, legal services, education and social services. Students will be introduced to the vocabulary used in these environments.

As a community interpreter, you’re in a position to facilitate access to legal, educational, medical, and social services. You’ll be 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 the last class attendance will be taken on campus and mandatory to successfully complete the class

CRN 2298  CEU 3.0  
First Day Class: Wednesday, March 9  
6:00 PM - 9:00 PM - Room N103  
Last Day Class: Tuesday, June 22  
6:00 PM - 9:00 PM - Room N103  
$480.00
THE EMT REFRESHER TRAINING PROGRAM

The EMT Refresher training program meets the NREMT and CT OEMS requirements to renew EMT and EMR certifications. Throughout this 30 hour course, students will complete a refresher in American Heart Association BLS (CPR/AED) for Healthcare Providers as part of this program. If a student is not required to renew their CPR certification at the time of the class he/she is not required to attend.

Topics covered in the training are as follows:

- Safety and Wellbeing of the EMS Provider
- Scene Size-Up
- Airway Management
- Patient Assessment
- Medical Emergencies
- Trauma Emergencies
- Immobilization
- OB/GYN/Pediatric Emergencies
- Newly required Transitions program

Skills practiced include airway management, trauma patient assessment, medical patient assessment, spinal immobilization, splinting, and cardiac arrest management.

Upon completion of course topics, participants will test for renewal of EMT or EMR certification.

Participants must be currently certified as an EMT or EMR in Connecticut or be seeking Connecticut EMT certification through reciprocity. This course is also recommended as a review course for individuals that are preparing for NREMT testing or have failed the NREMT written examination three times and are seeking to obtain additional examination attempts.

CRN 2337
Monday & Wednesday, May 23 - June 27
(No Class May 30)
6:00 PM - 9:00 PM - Room N005
Joel Demers $275.00
Payment plans available

EMT TRAINING PROGRAM

FALL 2016
Monday & Wednesday, September 12 - March 8
6:00 PM - 10:00 PM - Room TBA
Joel Demers $275.00
Payment plans available
Certified Nurse's Aide Training PLUS

This program is for students looking to be trained as a Certificated Nurse’s Aide (C.N.A) with training and basic review of Phlebotomy & EKG skills. We are partnering with Yale-New Haven Hospital (YNHH) to offer successful students a Patient Care Associate (PCA) clinical rotation once they completed classroom training and C.N.A certification. Each student will also be CPR certified and complete High Reliability Orientation or HRO training which is required by YNHH. This training will run for approximately 12 weeks and hours will vary based on clinical rotation. All students must have a flexible schedule.

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

CERTIFIED NURSE AIDE (CNA) PROGRAM

Certified Nurse Aides (CNAs) play a frontline role in our healthcare delivery system. CNAs work under the direct supervision of a nurse and their duties include reporting vital patient information such as temperatures, pulses, and blood pressures. CNAs have direct patient contact assisting with daily activities, such as bathing, walking, and eating. This Certified Nurse Aide training program consists of lectures, skills development, and clinical training. 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.

CRN 2335       CEU 20.0
Monday, Wednesday & Friday, February 29 - June 24
7:30 AM - 12:00 PM - Room N005
STAFF           $2400.00

PHLEBOTOMY TECHNICIAN PROGRAM

The Phlebotomy Technician Program, prepares a student to draw blood from a patient in various health care settings. This session will provide an overview of the techniques, tests completed and important role this plays in providing a accurate diagnoses.

EKG TECHNICIAN PROGRAM

EKG Technician is responsible for performing electrocardiograms. This diagnostic test provides information on a patient’s heart rhythm and rate. This session will give you an overview of this test and how it is used.

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

SUMMER 2016
Tuesday, June 7 - 21
4:45 PM - 8:00 PM - Room N006
Lynn Roller $445.00
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.

REQUIREMENTS

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.

CRN 2336
Monday & Wednesday, February 1 - May 16
9:30 AM - 2:30 PM - Room N004
STAFF $1800

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

SNAP Approved
ServSafe Food Handler & Alcohol Training

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 any food service or hospitality work setting. 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 learn the following:
- 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.

CRN 2329 - Session 1
Tuesday & Thursday, March 1 - 17
9:30 AM - 2:30 PM - Room TBA
STAFF $500.00

CRN 2330 - Session 2
Monday & Wednesday, May 9 - 25
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/GatewayCT.edu
Small Engine Repair & Technology

The Small Engine Repair & Technology program provides classroom and hands-on training to learn to inspection, service and repair of motorized power equipment. This field prepares an individual for occupations such as a small engine mechanic, technician for generators, snow blowers, lawn mowers, tractors, technician for personal watercraft, 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 2320  CEU 9.3
Monday & Wednesday, January 25 - May 11
(No class February 15)
6:05 PM- 9:00 PM - Scott McFarland  $1,200
Location: North Haven Campus,
88 Bassett Road, North Haven, CT

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

Real Estate

Gateway Community College provides a program for those seeking to become a real estate agent. The instructors are qualified real estate professional, with many years of experience and knowledge. NOTE: The course meets the minimum requirements as set forth by the CT State Department of Consumer Protection (DCP), Real Estate Commission. Refer to www.ct.gov/dcp or contact the DCP at 860-713-6150 for more information.

REAL ESTATE PRINCIPLES & PRACTICES
The course cover the following:

• Brokerage, listing agreements.
• Buyer/Seller representation.
• Ownership of real estate.
• Contracts.

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 sessions to meet a minimum of 60 mandatory classroom hours of instruction. (Textbooks included and WIA approved.)

For more information, contact 203-285-2300

CRN 2342  CEU 6.0
Monday & Wednesday, February 1 - April 11
(No class February 15)
6:00 PM - 9:00 PM - Room N102
STAFF  $499.00
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 | COST
--- | ---
Introduction to the Mac | $249
Adobe Illustrator | $450
Adobe Photoshop | $450
Adobe InDesign | $450
Adobe Acrobat | $249
Design Essentials & Project Planning | $299
Publishing to the Web using Wordpress | $249

**DESKTOP CERTIFICATE PROGRAM TOTAL** | $2396

Digital Printing & Production Black & White/ Color Combined | $459

**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.

**FALL 2016** | CEU 0.9
--- | ---
Tuesday & Thursday, September 20 - 27 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.

**FALL 2016** | 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.

**Basic Macintosh capabilities is required to take this class.**

**FALL 2016** | 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.

FALL 2016 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 ACROBAT
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.

FALL 2016 CEU 1.6
Tuesday & Thursday, December 8 - 20
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.

FALL 2016 CEU 1.5
Tuesday & Thursday, December 27 - January 10
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.

FALL 2016 CEU 1.2
Monday, November 14 - 28
6:00 PM - 10:00 PM - Room N010
Kris Tonski $249.00
### COURSE TITLE

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<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
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<tr>
<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>
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<td>Geometric Dimensioning &amp; Tolerancing</td>
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<td>Total Quality Management</td>
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<td>Metrology Training</td>
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<td>Statistical Process Control</td>
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<td>Computer Numerical Control (CNC) Conventions &amp; Language</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 2322  
CEU 1.2  
Tuesday & Thursday, March 1 - 8  
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 2324  
CEU 1.5  
Monday, March 2 - 30  
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 2323  
CEU 2.0  
Tuesday & Thursday, March 10 - 24  
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 2328  CEU 0.9
Tuesday & Thursday, March 29 - April 5
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 2331  CEU 2.4
Monday & Wednesday, April 11 - May 4
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 2332  CEU 1.2
Monday & Wednesday, May 9 - 18
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 2333  CEU 1.2
Tuesday, April 12 - May 3
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.

SUMMER 2016  CEU 2.7
Monday & Wednesday, June 1 - 29
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 2327  CEU 0.6
Monday & Wednesday, May 23 & 25
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.

SUMMER 2016
Monday & Wednesday, July 11 - August 3
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.

FALL 2016
Monday & Wednesday, August 22 - September 19
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.

FALL 2016
Monday & Wednesday, September 21 - October 17
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.

FALL 2016
Monday & Wednesday, October 19 - November 14
6:00 PM - 10:00 PM - Room N012
Joseph Kardos  $460.00
## AutoCAD Certificate

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.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COST</th>
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<tbody>
<tr>
<td>Computer Numerical Control (CNC)</td>
<td>$99</td>
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<tr>
<td>Math Fundamentals</td>
<td>$99</td>
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<tr>
<td>Computer Numerical Control (CNC) Math</td>
<td>$229</td>
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<td>Blueprint Reading</td>
<td>$229</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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<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>
<td>$460</td>
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<tr>
<td>Introduction to ISO 9001:2008</td>
<td>$149</td>
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<td>Total Quality Management</td>
<td>$229</td>
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<tr>
<td>3D Printing</td>
<td>$125</td>
</tr>
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<td><strong>PROGRAM TOTAL</strong></td>
<td><strong>$3014</strong></td>
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</tbody>
</table>

## AUTOCAD 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.

- **CRN 2321**
  - CEU 3.2
  - **Tuesday & Thursday, May 10 - June 2**
  - 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.

- **SUMMER 2016**
  - CEU 3.2
  - **Tuesday & Thursday, June 7 - 30**
  - 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.

- **SUMMER 2016**
  - CEU 3.2
  - **Tuesday & Thursday, July 5 - 28**
  - 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.
### 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. 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 environmental issues, communication and professionalism. Students can enroll in A+ Computer Technician training, without any experience in the field. However, it is recommended that students are already 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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<tr>
<td>Introduction to PC Hardware</td>
<td>$299</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>
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</table>

### INTRODUCTION TO PC HARDWARE

This PC Hardware program is an introduction to PC technology as identified by the objectives in CompTIA’s A+ Certification. The class provides the framework for understanding how computers work from the inside out. It is the perfect starter for PC hardware and operating systems.

- **CRN 2325**  
  - **CEU 1.0**  
  - **Wednesday, January 6 - 20**  
  - **6:00 PM - 9:30 PM - Room S316**  
  - **Christopher Bassett**  
  - **$299.00**

### A+ ESSENTIALS

A+ Essentials provides the information for Competency in installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventative maintenance of basic personal computer hardware and operating systems.

- **CRN 2326**  
  - **CEU 3.5**  
  - **Saturday, January 23 - March 5**  
  - **8:00 AM - 1:00 PM - Room S316**  
  - **Christopher Bassett**  
  - **$725.00**

### A+ PRACTICAL APPLICATIONS

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

- **CRN 2338**  
  - **CEU 3.5**  
  - **Saturday, March 12 - April 30**  
  - **(No class March 26)**  
  - **8:00 AM - 1:00 PM - Room S316**  
  - **Christopher Bassett**  
  - **$725.00**

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

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

CEU 4.0

Wednesday, March 2 - May 4
6:00 PM - 10:00 PM - Room TBA
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.

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.

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

Facebook.com/GatewayCT.edu
Web Development Certificate

PROGRAM DESCRIPTION
This 26 week, professional certification program is designed to teach ‘in demand’ web development skills including PHP, MySQL, jQuery, HTML5 and CSS3. Training is concentrated into a total of 400+ hours of study, including 200+ hours with instructor and 200+ hours of faculty assigned web based ‘homework’.

The non-credit Web Development Certificate program is an ideal professional development option for those seeking a career change or retraining as a software developer or entrepreneur. Students in this program are required to participate in an internship and to create a published Web Portfolio.

PAYMENT INFORMATION
Cost: $3500

ADMISSION REQUIREMENTS
GED or High School Diploma

Prospective students will demonstrate competency in computer literacy, math, logic and reasoning.

GRADUATES 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

JOB DESCRIPTION
Multiple employment or career outcomes are possible ranging from building websites, testing website installations or maintaining websites.

EMPLOYMENT OUTLOOK
2020 employment forecasts indicate there will be a 22% growth for software computer programmers. Salary Expectations: $30K+ for an entry level software developer.

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

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

For more information Contact: (203) 285-2300

CRN 2340
Tuesday & Thursday, April 19 - 28
6:00 PM - 9:00 PM - Room N003
DEEP $25.00

CRN 2341
Tuesday & Thursday, May 10 - 19
6:00 PM - 9:00 PM - Room N003
DEEP $25.00
**Writing Training Programs**

**BECOME AN E-MAIL EXPERT!**

The average office worker spends two and-a-half hours writing e-mails each day and receives 147 e-mails daily. this sets the scene for E-mail overload! Explore the ABC's of e-mail from writing to proofing to organizing along with getting rid of the excess e-mails. Learn to write e-mails like a pro and establish a rapport that can rival any face-to-face contact. Earn to “adjust” your e-mail style to the recipient by considering their online personality.

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

CRN 2354 CEU 1.2  
Friday, March 18 and April 1  
(No class March 25)  
9:00 AM - 4:00 PM - Room N103  
Margaret DeMarino $170.00

**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 2351 CEU 1.2  
Friday, April 8 & 15  
9:00 AM - 4:00 PM - Room N103  
Margaret DeMarino $170.00

**BECOME A BETTER BUSINESS WRITER**

You will be coached to bring your writing to the next level in this "hands-on-computer" writing class. This "wordshop" is filled with tips and techniques to help you develop your natural writing style, removing the stress and the mess from the writing process when working on reports, proposals, emails, and other writing projects. Led by a professional writer with over 20 years of teaching writing to state employees, this workshop will "train" you to think more like a writer and show you tools that really work—from "whole brain" techniques, to simplified structures, to the “responder style,” and much more. Even better—this three-session “wordshop” provides plenty of practice sections with individual and small-group feedback, plus time to work on actual work projects! This is the last writing workshop you will ever need!

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

CRN 2352 CEU 1.8  
Friday, April 22 - May 6  
9:00 AM - 4:00 PM - Room N103  
Margaret DeMarino $285.00

For more information  
Contact  
The GREAT Center  
(203) 285-2300
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
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 (TYTC)

COME AND LEARN HOW YOU CAN RECEIVE FREE TRAINING.

Eligible Youth (16-24) years-old and:

✓ High School Graduates
✓ Low income
✓ Unemployed

TODAY’S YOUTH TOMORROW’S CAREERS

Out of School? Out of Work? Out of Options?

We have OPPORTUNITIES!

The WIOA Out-of School Youth Program is a FREE program designed specifically for Youth (16-24 years old) whom 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

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

Facebook.com/GatewayCT.edu

For more information
Contact
The GREAT Center
(203) 285-2300
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:** $200

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:** $85

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:** $200

**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.

All classes held at
88 Bassett Road,
North Haven, CT 06473

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.
SCORE Workshops & Seminar

New Haven SCORE Chapter
Gateway Community College,
20 Church Street, New Haven, CT
Small Business Center, S105

Small Business Evening Seminars
Wednesdays, 6:00 PM – 8:00 PM

JANUARY 20, 2016
THE PAINLESS APPROACH TO BUSINESS PLANNING
A hands-on approach to developing a business plan and its significance using a real business plan model.

FEBRUARY 17, 2016
SOCIAL MEDIA MARKETING TECHNIQUES FOR GROWING A BUSINESS
Learn how to get the most out of using social media techniques to grow your business.

MARCH 16, 2016
PURCHASING POWER AND TIPS FOR THE PROFESSIONAL BUYER
Explores critical aspects of general purchasing execution in small businesses and provides guidance to buyers when making important buying decisions.

APRIL 20, 2016
YOUR GUIDE TO EXPORTING FOR SMALL BUSINESSES
This seminar will assist you in assessing your readiness to export, present the elements of an exporting business plan and providing resources to find buyers, financing sources, and foreign investment projects.

MAY 18, 2016
SMALL BUSINESS VALUATION. PLANNING TO SELL OR GROW YOUR BUSINESS?
This seminar presents procedures and methods used to estimate the economic value of the owner’s interest in a small business.

Comprehensive Startup Business Workshops
Wednesdays, 8:30 AM - 12:00 PM

TOPICS INCLUDE:
- Business Plan Basics
- Marketing Strategies
- Funding and Loans
- Legal Issues
- Accounting and Bookkeeping
- Taxation, Insurance Needs
- Website and Internet Strategies.

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<tr>
<td>January 13, 2106</td>
<td>SBA</td>
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<tr>
<td>February 10, 2016</td>
<td>Webster Bank</td>
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<td>March 9, 2016</td>
<td>Connecticut Investment Corporation</td>
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<td>April 13, 2016</td>
<td>First Niagara</td>
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<td>May 11, 2016</td>
<td>Liberty Bank</td>
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<td>June 18, 2016</td>
<td>Peoples United Bank</td>
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<tr>
<td>July 13, 2016</td>
<td>CT Economic Development Fund</td>
</tr>
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</table>

TO PRE-REGISTER FOR ALL EVENTS
CALL (203) 865-7645

On-site registration begins ten minutes prior to each event. Seminars and workshops are free of charge but seating is limited.

Free parking is available in the Temple Street Garage
Bring ticket for validation at the Security Desk.
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 CAMPUS

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

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

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

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

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

Institutional Policies

STATEMENT OF CHANGE

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

UNIFORM CAMPUS CRIME REPORT

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

NO SMOKING POLICY

Gateway Community College is a smoke-free institution.

INCLEMENT WEATHER/EMERGENCY NOTICES

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

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

EMERGENCY CLOSING WEATHER INFOLINE 203-285-2049
FALL ________ SPRING __________
STATE OF CONNECTICUT
BOARD OF REGENTS

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

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

☐ PLEASE CHECK IF THIS IS A NEW ADDRESS

__________________________________________________________________________
ADDRESS

___________________________________________________________________________
CITY/STATE/ZIP

TELEPHONE: (              ) _______________________ (              ) _____________________
HOME     WORK

E-MAIL ADDRESS _______________________@ ________________

SEX: ☐ MALE      CITIZENSHIP: ☐ U.S. CITIZEN ☐ STUDENT VisA
☐ FEMALE      ☐ PERMANENT RESIDENT      ☐ OTHER

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

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

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TOTAL

__________________________________________                                              ______________________
STUDENT’S SIGNATURE     DATE     DATA ENTRY   DATE

Master Card                          Visa
(circle one)

__________________________
Expiration Date:

__________________________
Total amount of charge:

$ ____________

__________________________
Signature
The GREAT Center - Inquiry Form

DATE: ______________________ TIME: ___________  □ Adult  □ Youth (16-24)
FIRST NAME: ___________________ LAST NAME: __________________
PRIMARY PHONE: ___________________ SECONDARY PHONE: __________________
E-MAIL ADDRESS: _______________________
Tell us what other training or certification you are seeking:

Please check below the program(s) you are considering or in which you plan to enroll.

Automotive
□ Basic Auto Service Technician
□ Motorcycle Rider
□ Small Engine Repair & Technology

Business
□ Bookkeeping Certificate
□ Business Professional (Microsoft 13)
□ Business Professional with Office Assistant

Communications
□ Desktop Publishing
□ Digital Printing and Production

Computer/IT
□ A+ CompTIA Technician
□ Computer for Seniors
□ Advanced CompTIA (Networking, Security, Strata Green)
□ Web Development/JavaScript Certificate

Food
□ ServeSafe Food Handler & Alcohol Training

Health/Medical
□ American Academy of Professional Coders (AAPC)
□ Breast Sonography
□ Certificate Nurse Aide (C.N.A.) Program
□ Cross Sectional Anatomy
□ Community Health Worker
□ Computed Tomography (CT) Technology
□ Emergency Medical Technology (EMT)/ Refresher
□ Medical Office Assistant Certificate
□ Patient Care Technician (EKG, Phlebotomy)
□ Patient Navigator
□ Pharmacy Technician

Manufacturing
□ AutoCAD Certificate for Manufacturing
□ Precision Manufacturing Certificate

Personal Enrichment
□ Business Writing Programs
□ CT Boating

Real Estate
□ Real Estate Principles & Practices

SNAP
□ SNAP E&T Programs

Step Forward
□ Step Forward Program

Transportation
□ Transportation, Distribution & Logistics (TDL)

How did you hear about us?
□ Adult Education
□ American Job Center / Dept. of Labor
□ Family
□ Friend
□ I'm a credit student
□ My employer
□ Other/Explain
□ Print/Web Ad or Search

FOR STAFF USE

Referred to:
□ Vicki Bozzuto
□ Other Department
□ Jaime French
□ Ann Harrison
□ Erika Lynch
□ Ada Rivera

Submitted by:
□ Ann Marie Bonvini
□ Vicki Bozzuto
□ Wanda Edwards
□ Vicky Teel
□ Student Worker
□ Other

Responded by:
□ Phone
□ Email
□ Date:

SNAP DOCUMENTATION
□ Picture ID
□ Proof of SNAP benefits (DSS card and budget sheet)
□ Social Security Number

More specific information about our programs can be found at our website:
www.gatewayct.edu/Great-Center
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