Gateway Community College

Spring 2013

Business
&
Industry
Services

Continuing
Education

Workforce
Development
Institute

“Educational Excellence for Workforce Development”
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, 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 The Board of Regents of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the system office of the Board of Regents.

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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WORKFORCE DEVELOPMENT INSTITUTE

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

OFFICE OF BUSINESS & INDUSTRY SERVICES

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Vincze</td>
<td>(203) 285-2310</td>
<td><a href="mailto:jvincze@gatewayct.edu">jvincze@gatewayct.edu</a></td>
</tr>
</tbody>
</table>

Gateway Community College
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 minutes are encouraged to take a keyboarding course which will count as three undergraduate credits upon successful completion. 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.

### INTRODUCTION TO MICROSOFT
This class provides a foundation in Microsoft Windows 7 operating system. 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 2214**  
CEU 1.0  
Tuesday & Thursday, February 12 - 19  
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.

**CRN 2215**  
CEU 2.8  
Thursday, February 21 - April 11  
6:00 PM - 9:30 PM - Room N201  
Odell Cooper  
$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 2216**  
CEU 2.8  
Tuesday, February 26 - April 16  
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 2217            CEU 2.8
Thursday, April 18 - May 30
6:00 PM - 10:00 PM - Room N201
Odell Cooper $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 2218            CEU 1.7
Tuesday, April 23 - May 21
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                CEU 0.8
Tuesday, May 28 - June 4
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 timelines. 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.

CRN CEU 1.2
Tuesday & Thursday, June 11 - 20
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 Outlook. Prerequisites: Word, Excel, Access, PowerPoint and Outlook.

CRN CEU 2.0
Tuesday & Thursday, June 25 - July 11
(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. $482.00

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, 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>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Microsoft</td>
<td>$128</td>
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<td>Microsoft Excel</td>
<td>$369</td>
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<td>Microsoft Word</td>
<td>$369</td>
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<tr>
<td>Business Math</td>
<td>$229</td>
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<tr>
<td>Principles of Accounting</td>
<td>$409</td>
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<tr>
<td>Introduction to Benefits Administration</td>
<td>$369</td>
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<tr>
<td>Business Law &amp; Ethics</td>
<td>$299</td>
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<tr>
<td>Accounting Software (QuickBooks)</td>
<td>$365</td>
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<tr>
<td>Keyboarding for Information Processing (BOT 111)</td>
<td>$482</td>
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<tr>
<td>Application Fee for Credit Courses</td>
<td>$20</td>
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<tr>
<td><strong>PROGRAM TOTAL</strong></td>
<td><strong>$3039</strong></td>
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</table>

**INTRODUCTION TO MICROSOFT**

This class provides a foundation in the Microsoft Windows 7 operating system. 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 2214 CEU 1.0
Tuesday & Thursday, February 12 - 19
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.

CRN 2215 CEU 2.8
Thursday, February 21 - April 11
6:00 PM - 9:30 PM - Room N201
Odell Cooper $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 2216 CEU 2.8
Tuesday, February 26 - April 16
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 2220 CEU 2.0
Tuesday, March 19 - April 16
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 2221               CEU 3.5
Monday & Wednesday, April 22 - May 22
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.
CRN                   CEU 2.4
Tuesday & Thursday, June 6 - 25
6:00 PM - 10:00 PM - Room N201
Jean Carsone            $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 2222               CEU 2.4
Saturday, April 27 - June 8
(No class May 25)
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.
CRN                   CEU 2.0
Monday & Wednesday, May 29 - June 12
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. $482.00
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

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 2243  
CEU 1.2  
Monday & Wednesday, February 11 - 20  
(No class February 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 2244  
CEU 0.8  
Monday & Wednesday, February 25 - 27  
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 “scriptings” that get results
- Ways to handle the stickiest customer service situations

CRN 2245  
CEU 1.6  
Monday & Wednesday, March 4 - 13  
6:00 PM - 10:00 PM - Room N211  
Margaret DeMarino $280.00

SALES & MARKETING

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

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

CRN 2246  
CEU 1.6  
Monday & Wednesday, March 18 - 27  
6:00 PM - 10:00 PM - Room N211  
Margaret DeMarino $280.00
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 which will enable 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 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.

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<tr>
<td>Introduction to the Mac</td>
<td>$249</td>
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<td>Color Correction &amp; Management</td>
<td>$229</td>
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<td>Adobe Illustrator - Introduction</td>
<td>$259</td>
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<tr>
<td>Adobe Illustrator - Advanced</td>
<td>$259</td>
</tr>
<tr>
<td>Adobe Photoshop - Introduction</td>
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<tr>
<td>Adobe Photoshop - Advanced</td>
<td>$259</td>
</tr>
<tr>
<td>Adobe InDesign - Introduction</td>
<td>$259</td>
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<tr>
<td>Adobe InDesign - Advanced</td>
<td>$259</td>
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<tr>
<td>Adobe Acrobat</td>
<td>$249</td>
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<tr>
<td>Design Essentials &amp; Project Planning</td>
<td>$299</td>
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<td><strong>DESKTOP CERTIFICATE PROGRAM TOTAL</strong></td>
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</table>

**THE FOLLOWING TWO CLASSES REQUIRE PHOTOSHOP, ADOBE ACROBAT AND INDESIGN AS PREREQUISITES**

**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 2223**  
Tuesday & Thursday, April 9 - May 7  
6:00 PM - 10:00 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 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 2224**  
Tuesday & Thursday, May 9 - June 6  
6:00 PM - 10:00 PM - Room N009  
Amie Fanning  
$459.00

VISIT OUR WEBSITE  
GatewayCT.edu  
Workforce Development / Continuing Education
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>
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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>
</tr>
<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>
<td>$429</td>
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<tr>
<td>Keyboarding for Information Processing (BOT 111)</td>
<td>$482</td>
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<tr>
<td>Application Fee for Credit Courses</td>
<td>$20</td>
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<tr>
<td><strong>PROGRAM TOTAL</strong></td>
<td><strong>$2834</strong></td>
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**MEDICARE & MEDICAID REIMBURSEMENT SYSTEMS**

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

- CRN 2225
- Monday & Wednesday, January 28 - February 11
- 6:00 PM - 10:00 PM - Room N003
- Donna SanGiovanni
- $310.00

**INTRODUCTION TO MICROSOFT**

This class provides a foundation in the Microsoft Windows 7 operating system. 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 2214
- CEU 1.0
- Tuesday & Thursday, February 12 - 19
- 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 2231
- CEU 2.0
- Monday & Wednesday, February 13 - March 4
- (No class February 18)
- 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 2232  CEU 3.0
Monday & Wednesday, March 6 - April 8
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 2234  CEU 3.2
Monday & Wednesday, April 10 - May 6
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  CEU 3.6
Monday & Wednesday, May 22 - June 24
(No class May 27)
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 2233  CEU 1.6
Monday & Wednesday, May 8 - May 20
6:00 PM - 10:00 PM - Room N003
Ann A. Pelliccio $237.00

**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. $482.00

**VISIT OUR WEBSITE**

GatewayCT.edu
Workforce Development / Continuing Education

**WAYS TO ENROLL**

By Mail: Please use the Registration Form - page 30
By Fax: (203) 285-2504
By Phone: (203) 285-2302
Walk in: Please call ahead if you plan to visit the office.
Patient Care Technician Training

This program requires successful completion of all classroom training before entering any clinical rotations. A clinical rotation is completed at a health care facility to help students get "hands on" training required for either State license or National certification. Professional and ethical behavior is expected during all parts of training. Each student is required to purchase Scrubs and other items that may be required for you to attend classes and clinicals.

REQUIRED PROGRAM PRE-REQUISITES

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

SUPPLIES

• Navy blue nursing uniform or scrubs

EKG TECHNICIAN PROGRAM

An EKG technician is the person responsible for performing electrocardiograms. This diagnostic test provides information on a patient’s heart rhythm and rate. EKGs are also performed before and after operations, during physicals, and examinations of patients over 40. Also for patients with a history of heart disease, when patients are experiencing chest pains and when the doctor deems it necessary. The well trained EKG technician is an integral part of the management of patients with heart disease. The EKG technician may also clean equipment, maintain and process data reports.

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

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

PHLEBOTOMY TECHNICIAN PROGRAM

The Phlebotomy Technician Program, an intensive, single-semester training program, is designed to prepare individuals for work in the healthcare field as Phlebotomy Technicians. Students must complete the required classroom and laboratory prior to clinical placement. Upon successful completion of the training course, students will be eligible to sit for a national certifying exam. Certification is a key component of finding work following graduation from the training program.

For more information
Contact
Erika Lynch
(203) 285-2302
Elynch@gatewayct.edu
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. Instructors with experience in all aspects of Emergency Medical Services 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 (CPR), patient assessment and treatment of traumatic injuries and medical emergencies, legal/ethical considerations, 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. Registration is on a first-come, first-served basis. Students must pass a medical screening within 3 months before the first day of class.

CRN 2259  CEU 16.8
Monday, Wednesday & Friday
January 7 - April 22
Monday & Wednesday - 6:00 PM - 10:00 PM - Room N005
Friday - 6:00 PM - 10:00 PM - Room N201
Joel Demers
Textbook included $950.00

CARDIOPULMONARY RESUSCITATION TRAINING PROGRAM (CPR)
In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an automatic external defibrillator (AED), and relieve choking in a safe, timely and effective manner.

• Critical concepts of high-quality CPR
• The American Heart Association Chain of Survival
• 1-Rescuer CPR and AED for adult, child and infant
• 2-Rescuer CPR and AED for adult, child and infant
• Differences between adult, child and infant rescue techniques
• Bag-mask techniques for adult, child and infant
• Rescue breathing for adult, child and infant
• Relief of choking for adult, child and infant

CRN 2269  CEU 0.4
Monday, January 14
1:00 PM - 5:00 PM - Room N005
Joel Demers $85.00

CRN 2267  CEU 0.4
Monday, January 30
10:00 AM - 2:00 PM - Room N005
Joel Demers $85.00

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

The Pharmacy Technician training program is a 60-hour comprehensive course designed to prepare students for an entry-level position in a community, hospital, or long-term care setting. The program is designed and instructed by the CT Pharmacists Association. Topics include pharmacy-specific medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, intravenous (IV) flow rate, drug compounding, and dose conversion. Dispensing of prescriptions, 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.) Fluency in practical mathematics and algebra is necessary to perform pharmacy calculations.

CRN 2235  CEU 6.0
Tuesday & Thursday, March 5 - May 9  6:00 PM - 9:00 PM - Room N005  $899.00

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 110-hour course of study is designed to prepare students for the Certified Professional Coder exam, the AAPC’s 5-hour National Certification Exam for physician practice coders. This comprehensive program includes detailed lessons in medical chart documentation, medical terminology, anatomy, ICD-9 diagnosis coding, CPT-4 coding for Anesthesia, Evaluation & Management 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. NEXT OFFERING FALL 2013.

Patient Navigator Program

The Gateway Community College Patient Navigator Training Program will teach students to proactively guide (navigate) patients through local 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. He 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 24 hours of observational clinical activity shadowing patient navigators at work. Students successfully completing the entire course of study will be awarded a Patient Navigator Certificate of Completion. Call for pre-requisites, information and screening process.

CALL (203) 285-2302 FOR DETAILS
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
---|---
Mathematics for Manufacturing & CAD | $329
Blueprint Reading | $239
Introduction to Computers for Manufacturing | $149
Geometric Dimensioning & Tolerancing | $459
CNC-I - Introduction to Computerized Numerical Control Programming | $459
CNC-II - Advanced Computerized Numerical Control Programming | $459
Introduction to ISO 9001:2008 | $199
Total Quality Management | $229
Statistical Process Control | $459
**PROGRAM TOTAL** | **$2981**

### 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 2237**
  - CEU 1.5
  - Thursday, April 4 - May 2
  - 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 2238**
  - CEU 0.6
  - Wednesday, April 24 - May 1
  - 6:00 PM - 9:00 PM - Room N201
  - Joseph Kardos | $149.00

### 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 2239**
  - CEU 2.4
  - Saturday, April 27 - June 8
  - 8:30 AM - 12:30 PM - Room N004
  - **(No Class May 25)**
  - Frank Renaldi | $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.

CRN: CEU 3.0
Tuesday & Thursday, May 21 - June 20
6:00 PM - 9:00 PM - Room TBA
Joseph Kardos $459.00

CNC-II ADVANCED 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 actual component projects.

CRN: CEU 3.0
Tuesday & Thursday, June 25 - July 30
(No class July 4)
6:00 PM - 9:00 PM - Room TBA
Joseph Kardos $459.00

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: CEU 0.6
Wednesday, July 31 - August 7
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge $199.00

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

CRN: CEU 2.7
Tuesday & Thursday, August 1 - 29
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge $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: CEU 1.2
Wednesday, August 14 - 28
6:00 PM - 9:00 PM - Room N004
Samuel Eskridge $229.00

WAYS TO ENROLL

By Mail: Please use the Registration Form - page 30
By Fax: (203) 285-2504
By Phone: (203) 285-2302
Walk in: Please call ahead if you plan to visit the office.
AutoCAD Certificate

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.

<table>
<thead>
<tr>
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<tr>
<td>Mathematics for Manufacturing and Computer Aided Design</td>
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<td>Blueprint Reading</td>
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<tr>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>$459</td>
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<tr>
<td>AutoCAD I Basic Training</td>
<td>$459</td>
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<tr>
<td>AutoCAD II Advanced Training</td>
<td>$355</td>
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<tr>
<td>AutoCAD 3D Training</td>
<td>$355</td>
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<tr>
<td>Introduction to ISO 9001:2008</td>
<td>$199</td>
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<tr>
<td>Total Quality Management</td>
<td>$229</td>
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<td><strong>PROGRAM TOTAL</strong></td>
<td><strong>$2773</strong></td>
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</table>

**MATHEMATICS FOR MANUFACTURING AND COMPUTER AIDED DESIGN**

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

<table>
<thead>
<tr>
<th>CRN 2236</th>
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<tr>
<td>Monday, April 1 - May 15</td>
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<tr>
<td>6:00 PM - 9:00 PM - Room N004</td>
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**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.

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**INTRO TO COMPUTERS FOR MANUFACTURING**

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<tr>
<td>Wednesday, April 24 - May 1</td>
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<tr>
<td>6:00 PM - 9:00 PM - Room N201</td>
<td>$149.00</td>
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For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
GEOMETRIC DIMENSIONING AND TOLERANCING
This course studies the industry accepted 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 2239 CEU 2.4
Saturday, April 27 - June 8
8:30 AM - 12:30 PM - Room N004
(No Class May 25)
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.

CRN 3215 CEU 3.2
Monday & Wednesday, May 20 - June 17
6:00 PM - 10:00 PM - Room S306
Joseph Kardos $239.00

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.

CRN 6003 CEU 2.4
Monday & Wednesday, June 19 - July 8
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.

CRN 7242 CEU 2.4
Monday & Wednesday, July 10 - 29
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 7706 CEU 0.6
Monday, July 1 & 8
6:00 PM - 9:00 PM - Room TBA
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 8008 CEU 1.0
Monday & Wednesday August 21 September 2
6:00 PM - 9:00 PM - Room TBA
Samuel Eskridge $229.00

CALL (203) 285-2302 FOR DETAILS
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 7.

<table>
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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>$659</td>
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<tr>
<td>A+ Practical Applications</td>
<td>$659</td>
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<tr>
<td>PROGRAM TOTAL</td>
<td>$1617</td>
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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 2241 CEU 3.5
Saturday, March 2 - April 20
(No class March 30)
8:30 AM - 1:30 PM - Room S316
Christopher Bassett $659.00

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 2242 CEU 3.5
Saturday, April 27 - June 15
(No class May 25)
8:30 AM - 1:30 PM - Room S316
Christopher Bassett $659.00

VISIT OUR WEBSITE
GatewayCT.edu
Workforce Development / Continuing Education
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.

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

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

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

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

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

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

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

WELLNESS IN THE WORKPLACE
This one day workshop provides the participant with six (6) rules and exercises that lead to a healthy, effective and highly productive workplace.

- What are the skills that I have that can make a contribution to the project?
- Where and when can I make a contribution?
- Who can those skills help and how do they fit in the team?
- What benefit will there be for those I work with, and for myself?
- What benefit will there be for the team and the project?
- What must I say no to in order to achieve excellent results and eliminate stress.

Participants will be sent pre-work to prepare for this workshop.

CRN 2257 CEU 0.6
Tuesday, March 26
8:30 AM - 4:00 PM - Room TBA
John A. Vincze $145.00

MANAGE, MENTOR, MOTIVATE
Participants will learn to recognize the five distinct phases of a colleague’s disengagement. Then they will explore what they can do to promote. It will take time but it works at work, at home, in the community and at play.

CRN 2256 CEU 0.6
Tuesday, April 2
8:30 AM - 4:00 PM - Room TBA
John A. Vincze $145.00

“I SEE WHAT YOU MEAN”
This three day workshop is invaluable to all employees who support their managers, supervisors or colleagues on pressing projects. Managers and Directors should attend as well. Learn what to include and what to eliminate. Learn what to graph and what to illustrate. Learn what to provide with sound and when.

Participants will be sent pre-work to prepare for this workshop.

CRN 2258 CEU 0.6
Tuesday, May 7 - 21
8:30 AM - 4:00 PM - Room TBA
John A. Vincze $375.00

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 agent. 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 attended a minimum of 60 mandatory classroom hours of instruction. **(Textbooks included and WIA approved.)**

CRN 2255 CEU 6.0
Monday & Wednesday, January 28 - April 17
(No class February 18)
6:00 PM - 9:00 PM - Room N010
John Proto $499.00

For more information Contact
John Vincze (203) 285-2310
jvincze@gatewayct.edu
Railroad Electronics Technician Certificate

The new nine-course, non-credit Railroad Electronics Technician program, which launched on November 1, 2011, promises to offer a fast path to possible employment. That’s because the railway industry locally expects to create at least 50 new job openings over the next 18 months to help ensure that people and materials get safely from Point A to Point B. But new and more sophisticated equipment requires highly skilled technicians to help with repair and maintenance of signals, train cars, subways and other equipment. This rigorous program is designed to train those technicians with up to 12 hours of classroom and laboratory training each week for almost six months featuring instructors who have both practical experience and professional connections in the industry.

The courses are offered during the evenings from 6:40 p.m. to 9:40 p.m., usually Monday through Thursday, in order to make them available to working students. After participants successfully pass the program’s final exam, they will have the opportunity to test into a paid 20-week intensive railroad program.

Students who come from backgrounds that include telephone and cable technicians, automotive technicians, HVAC technicians, communications experts from the military, or those whose interests are in the electronics fields, are the most likely to find success in this program. Candidates who have a mechanical aptitude and who are willing to work and study hard can expect to find a number of public transportation companies, both public and private, waiting to review their credentials upon successful completion of the program.

The program is designed to satisfy the requirements for the Connecticut Works Business System, and the Railroad Engineering Technology credit program at GCC. Students who complete it successfully will also be prepared for testing in the railroad industry.

Small Engine Repair Training Program

Get hands-on training on repairing small engines, including lawn mower engines, motor boats and recreational vehicles. Employers prefer to hire mechanics who graduate from formal training programs and this Small Engine Repair certificate program will provide you the skills you need to succeed.

A Small Engine Repair Technician enjoys challenging, varied assignments, and flexible working hours. Small Engine Repair is becoming a wonderful and rewarding career choice.

Career Areas: Work for retail hardware and garden stores, equipment rental companies, and in established small engine repair shops. Many small engine repair technicians run their own businesses.

Who should take this course Small Engine Repair? This course is designed for any employee, supervisor or crew member who uses small-engine powered equipment regularly and wants the know-how to maintain, repair, tear down and rebuild small engines in-house. Here is a list of possible job titles:

- Division of public works
- Garage supervisor
- Landscape contractor
- Mechanic
- Road department staff
- Firefighter
- Golf course mechanic
- Lawn maintenance
- Motor pool foreman
- Water and waste water operators
- Fleet maintenance
- Golf course superintendent
- Master mechanic
- Parks maintenance worker

For more information Contact
John Vincze (203) 285-2310
jvincze@gatewayct.edu
Culinary Arts

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 2203
Wednesday, March 27
8:00 AM - 4:30 PM - Room N002
Jane B. Masse $225.00

INTRODUCTION TO PASTRY AND DESSERT

This course offers hands-on training in pastry and baking. Learn to prepare gourmet desserts and traditional Italian pastry and cookies. The instructor always creates and experiments with new desserts, and uses only the best quality ingredients.

CRN 2228
Wednesday, January 16 - 30
6:00 PM - 10:00 PM - Pastry Fusions, North Branford
Frank Appuzzo $175.00

CRN 2229
Wednesday, February 6 - 20
6:00 PM - 10:00 PM - Pastry Fusions, North Branford
Frank Appuzzo $175.00

Gourmet Cooking

This recreational cooking program is designed for those that are longing for diverse culinary experiences with a variety of ethnic offerings taught by a leading culinary professionals.

CUISINE OF PROVENCE AND THE FRENCH RIVIERA

Cook the foods of places such as Cannes, St. Tropez, Monaco, and Nice. Provence and the Cote d'Azur is a land of warm-hearted people and delicious cuisine. Learn how to make Ratatouille, Salad Nicoise, and Apricot Tart to name a few of the dishes we will create.

SPRING IN PARIS

We will cook Parisian Bistro Food, Regional French Cuisine, and French Ethnic Food. Paris is a cosmopolitan center that produces some of the best gastronomy in the world. Immerse yourself in the fine cuisine of this illuminating city including Coq Au Vin, Colombo Lamb, and Chocolate Mousse

NEW VEGETARIAN ENTERTAINING

Come learn dazzling and spectacular recipes for a new type of vegetarian cuisine. Impress your guests with healthy, beautiful, and delicious foods. Herb and Feta Polenta topped with Sun-Dried Tomato Tempanade is one of many delicious dishes being highlighted.

VEGETARIAN GOURMET

You will gain knowledge about different types of vegetarianism by cooking a variety of recipes that rely on nature’s bounty for their inspiration. We will prepare Samosas with Tomato Chutney and Berry Mousse to name just a few recipes.

TAPAS PARTY

Add a new twist on your next dinner or cocktail party by learning several simple recipes for classic Spanish plates made to share. Shortcut Spinach Empanadillas, Sizzling Shrimp with Garlic and Roasted Eggplant salad and more!

CALL (203) 285-2300 FOR MORE DETAILS
Gourmet Cooking

BEAUTY CUISINE
Come learn how to make a mealtime makeover to make you feel wonderful on the inside and out. One of the many dishes we will prepare is a Roasted Vegetable Salad with Ginger Vinaigrette.

UNDER THE TUSCAN SUN
Tuscan food is a pure and simple gastronomy that depends on the best of what the land has to offer. Preparation of this fabulous region of Italy will be our focus which includes Wild Mushroom Lasagna, and Lemon Cake.

REGIONAL CARIBBEAN COOKING
Come explore the foods from this beautiful region where inspiration is drawn from the diversity of its people and their histories. Jerk Pork Tenderloin, Tropical Trifle and Passion Friut Mojitos to name a few of the dishes we will prepare.

APPETIZERS REGION BY REGION
Each class will compose cocktail snacks from particular regions. There are Spanish tapas, Greek mezes, Venetian Cicchetti, Latin American Pinchos, Chinese Dim Sum, and many innovative combinations of ingredients that people all over the world use to create delicious small bites.

THE NOUVELLE CUISINE OF ASIA
Vietnamese chefs like to refer to their cooking as "the nouvelle cuisine of Asia." And indeed, with the heavy reliance on rice, wheat, soy, legumes, fragrant herbs, a variety of vegetables, minimal use of oil, and treatment of meat as a condiment rather than a main course, Vietnamese food is among the healthiest on the globe.

THE CUISINE OF BRAZIL
Brazil is home to many immigrant groups, including Africans, Portuguese, Spaniards, Italians, Germans, Syrians, Lebanese and Asians. Sign up for this cooking class and learn how to make this exquisite and eclectic cuisine. Some of the delights we will prepare includes Frigideira a seafood frittata.

COOKING FOR PARENTS
In this class, you will be given an arsenal of recipes and methods that demystify the kitchen and teach you how to get your family to eat healthy nutritional foods like Oven Fried Chicken and Flawless Peach Tart.

SPA FOOD AT HOME
We will learn about the principles of spa food – using fresh ingredients, relying on diverse plant based foods, experimenting with a variety of cooking methods, mastering appealing plate design, and understanding portion control as a foundation to learn about healthy eating. We will create nutritious, low fat cuisine that is beautiful and satisfying like Portabellla Mushroom Pizza.

LEAN LUNCHES FOR PEOPLE ON THE GO
Just say no to fast food and long cafeteria lines! Say yes to smaller waistlines and better health! With a good lunch box, and our easy-to-make recipes, you can enjoy a delicious lunch wherever you are and whenever you choose. Curried Chicken Salad, and Hummus & Veggie Wraps are a couple of the foods we will prepare to keep you away from the vending machine.

CHINESE TAKE-OUT
Chinese food is popular with people all over the world. Take this fun class and you'll be on your way to making the Chinese food you love instead of or calling for less health conscious take out.

SOUTH OF THE BORDER
Mexico is our neighbor to the south, and in America we have happily adopted many of their food traditions, recipes, and made salsa one our favorite condiments. Menu includes Chicken Quesadillas, Fish Tacos and more.

BREAKFAST BLAST
Preparing breakfast is a great way to start the day. Come learn how to make the best breakfast dishes ever. Caramel French Toast, Good Morning Muffins and Morning Ham are a few of the items at the breakfast table.
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 2226
Thursday, March 21 - 28
6:00 PM - 8:00 PM - Room TBA
Paula Lin $129.00

INTERMEDIATE VOICE OVER
CRN 2227
Thursday, April 11 - 18
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 2206
Friday, January 18 - March 1
7:00 PM - 9:00 PM - Room N102
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 2207
Friday, March 8 - April 26
7:00 PM - 9:00 PM - Room N102
Miguel Arturo Perez-Cabello $199.00
Call (203) 285-2300 for details.

YOGA NIDRA
Experience the power of the ancient proven art of yoga with a certified Amrit Yoga Instructor Scott Arena. Amrit Yoga is designed to build strength, focus, inner peace and happiness. This practice contributes to the overall quality of your well-being and vitality. Amrit Yoga preserves and honors the authentic tradition behind the yoga postures so that you can release the body’s natural healing powers.

Amrit Yoga 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 2230
Thursday, February 7 – March 28
6:15 PM – 7:30 PM – Room S120
Scott Arena $199.00
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 2204
Tuesday, January 29 - February 26
7:00 PM - 9:00 PM - Room N102
Andrew Pippa $129.00

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

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 2205
Tuesday, March 5 - April 2
7:00 PM - 9:00 PM - Room N102
Andrew Pippa $129.00

CONNECTICUT BASIC BOATING
This 10-hour course, taught by volunteers or employees of the Connecticut Department of Environmental Protection (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 by an adult.

CRN 2201
Monday & Wednesday, March 18 - 27
6:30 PM - 9:00 PM - Room N003
DEP $20.00

CRN 2208
Monday & Wednesday, May 13 - 22
6:30 PM - 9:00 PM - Room TBA
DEP $20.00

CRN 2202
Monday & Wednesday, April 15 - 24
6:30 PM - 9:00 PM - Room N002
DEP $20.00
Motorcycle Rider Courses

IMPORTANT:

*To register, you must provide all three (3) completed forms: State of CT/GCC Rider Ed Registration, BRC/ERC registration form, and CT Rider Education Waiver/Liability Release (Adult or Minor).

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.

Due to the high demand for these courses, we recommend registering in person or by fax (203) 285-2018. Payment is required when you register. 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.

BASIC RIDER COURSE SCHEDULE:

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

PRICES:

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

BASIC RIDER COURSE (BRC)

The BRC is designed to meet the State of Connecticut Rider Education Program mandatory requirement for training in order to receive a motorcycle endorsement on a person’s Connecticut Driver’s License. The BRC begins with development of the fundamental riding skills of turning, shifting, and braking; then expands these basic skills into more advanced street riding techniques. DOT-approved helmets and training motorcycles, ranging in size from 125cc's to 350cc's, are provided. All sessions are conducted at Gateway’s North Haven campus. Students must attend and participate in all sessions, in sequence, with no exceptions.

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.

North Haven Campus
88 Bassett Road
North Haven, CT 06473

WAYS TO ENROLL

By Mail: Please use the Registration Form - page 30
By Fax: (203) 285-2504
By Phone: (203) 285-2300
Walk in: Please call ahead if you plan to visit the office.
Technical and Business Development Knowledge and Skills for Greening Our Economy

The Center for a Sustainable Future (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. This Spring, 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.

<table>
<thead>
<tr>
<th>PROGRAM</th>
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<tbody>
<tr>
<td>Solar PV For Your Home or Business B</td>
<td>2272</td>
<td>Grant Proposal Writing</td>
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<tr>
<td>Solar Thermal for your Home or Business</td>
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<td>24-Hour solar Thermal for Licensed Plumbers</td>
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<td>24-Hour Course for Licensed Plumbers B</td>
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<td>Advanced Solar PV</td>
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<td>Geothermal Systems</td>
<td>2270</td>
<td>Battery Based PV: Stand Alone</td>
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<td>Solar Fundamentals April</td>
<td>2280</td>
<td>NABCEP Entry – Level PV Exam-Review</td>
<td>2279</td>
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<tr>
<td>Sustainable Business Development Topics</td>
<td>2252</td>
<td>Battery Based PV: Grid Tied</td>
<td>2275</td>
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<tr>
<td>Sales Presentation : Solar PV Technical Sales</td>
<td>2284</td>
<td>Building Science for Practitioners</td>
<td>2281</td>
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<tr>
<td>System Design: Solar PV Technical Sales</td>
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</table>

Course schedules and Course Registration Numbers (CRNs) also may be found on the Connecticut Community College Banner Registration System. Please visit: http://www.commnet.edu

To find out whether you are eligible for green educational benefits, contact the local offices of the CT labor department or workforce development board in your area or one of the offices below to begin the application process NOW!

For Veterans: Advocacy and Assistance, Tel: (860) 866-7355 or
GWCC Career Services: Tel: (203) 285-2144
For Full Time Workers: Employers may apply for 50% of green training costs.
CT Department of Labor: (203) 859-3454 or (203) 859-3452

Dr. David N. Cooper, Director
Center for a Sustainable Future
Phone: (203) 285-2323 dcooper@gatewayct.edu

Theresa Kasun
Phone: (203) 285-2448 tkasun@gatewayct.edu
Registration Fax: (203) 285-2018
STEP FORWARD I is a 10-month transition program for young adults (18-21) with mild cognitive disabilities. This non-credit program focuses on interpersonal communication skills, career exploration and workplace readiness. In addition to classroom instruction, students are placed in a community or campus-based work experience. Topics covered in the Step Forward I program may include vocational exploration & career planning, job search essentials, personal finances, interpersonal & workplace communications, self-advocacy & disability awareness, and nutrition & fitness.

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

Applicants to the Step Forward Program should meet the following criteria:

- Be a young adult (approximately 18 - 21) with a high school diploma or GED.
- Or:
  - Be a high school student who has completed 12th grade and is eligible for an additional transition year in order to meet transition goals and objectives (5th year senior).
- Have documentation of a mild cognitive impairment.
- Have a history of special education services.
- Be motivated to work and maintain regular attendance.
- Successfully complete the application and required admittance documents.
- Have transportation to campus and job/internship sites.

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.

Services include case management to students in order to monitor student progress by providing academic and disability-related counseling, referrals to appropriate college and community-based resources. Assistance with college procedures including admissions, financial aid, academic advising, registration and disability services also included.

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
SPRING 2013

January 21    Martin Luther King Day (COLLEGE CLOSED)
January 22    Last Day of Extended Registration before Classes Begin
January 23    Professional Day
January 24    College Day
January 25    First Day of Regular Semester
February 1    Last day to Add Classes (until 7:00 p.m.)
February 18   President’s Day (COLLEGE CLOSED)
March 5       Last Day to Make up Incompletes from Fall 2012
March 15      Mid-Term Deficiency Reports Due from Faculty
March 25 - 30 Spring Recess (No Classes)
April 12      Last Day to Withdraw from Individual Classes
May 9         Last Day of Classes
May 10 - 16   Final Examinations
May 20        Last Day to Submit Final Grades (by 12 noon)
May 23        Graduation
May 27        Memorial Day (COLLEGE CLOSED)
May 31        Semester Ends

Workforce Development & Continuing Education Office Locations

<table>
<thead>
<tr>
<th>Business &amp; Industry</th>
<th>John Vincze</th>
<th>Suite N104</th>
<th>(203) 285-2310</th>
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<tbody>
<tr>
<td>Workforce Development</td>
<td>Erika Lynch</td>
<td>Suite N013</td>
<td>(203) 285-2302</td>
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<tr>
<td>Step Forward</td>
<td>Jaime French</td>
<td>Suite N108</td>
<td>(203) 285-2505</td>
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<tr>
<td>Continuing Education</td>
<td>Michelle Fraser</td>
<td>Suite S215</td>
<td>(203) 285-2082</td>
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REGISTRATION
Business & Industry Services
Continuing Education
Workforce Development Institute

STATE OF CONNECTICUT
BOARD OF GOVERNORS FOR HIGHER EDUCATION

FALL __________ SPRING __________

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

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

PLEASE CHECK IF THIS IS A NEW ADDRESS

ADDRESS_________________________________________________________

CITY/STATE/ZIP

TELEPHONE: (              ) _______________________ (              ) _____________________

HOME     WORK

E-MAIL ADDRESS _______________________@ ________________

SEX: □ MALE □ FEMALE

CITIZENSHIP: □ U.S. CITIZEN □ STUDENT VISA □ 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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<thead>
<tr>
<th>CRN</th>
<th>COURSE TITLE</th>
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TOTAL

__________________________
STUDENT’S SIGNATURE     DATE

__________________________
DATA ENTRY   DATE

Master Card                     Visa
(circle one)

__________________________
Expiration Date:

__________________________
Total amount of charge:

$________________

__________________________
Signature
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 emergency force the cancellation of classes, the following stations will broadcast the announcement:

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

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

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

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

GatewayCT.edu