FALL 2020 PROGRAM UPDATE

Gateway Community College is committed to offering a learning environment that protects the health and safety of students, faculty, staff, and visitors to our campus. Hybrid classes (a combination of classroom and online learning) will be offered for the Fall 2020 semester.

To ensure that students are prepared for hybrid classes, we need to make sure you have access to the following:

- Reliable Internet Access
- Computer with webcam availability
- Ability to login to BlackBoard Learn
- Ability to participate in WebEx and/or Microsoft Teams meetings
- Availability to virtually attend all class sessions according to schedule and designated time frame of the course

Please continue to check out website for class updates: www.gatewayct.edu/GREAT-Center and feel free to email us any questions at gw-thegreatcenter@gwcc.commnet.edu
Coronavirus (COVID-19) Pandemic Disclaimer

Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for the next academic year, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us – faculty, staff and students – to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Gateway Community College deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Gateway Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institutions reserve the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain non-academic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Gateway Community College is the health, safety and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in an evolving or remote learning environment.

The Gateway Community College community is looking forward to welcoming you back.
COVID-19 Mask & Social Distancing Guidelines Effective for the 2020-2021 AY or until rescinded

The COVID-19 Mask & Social Distancing Guidelines are in effect to foster a safe learning environment during the coronavirus (COVID-19) pandemic. Although the Connecticut State Colleges and Universities (CSCU) cannot guarantee a disease free environment, it is important for everyone to understand that we are in this together and it is required that everyone do their part to protect the health and personal well-being of others within our communities.

Therefore, the following rules are in effect:

1. Masks and Face Coverings.

   All students MUST wear masks or face coverings on campus, covering their mouth and nose. Students must wear a mask or face covering to enter and while present in any academic, administrative, residential, food service, or recreational building.

   Additionally, students must wear masks or face coverings in any outdoor location on campus (including walking to and from class), where six (6) feet of physical (social) distancing is not possible. All traditional in-person/on-ground classes will be off-limits to students who refuse to wear face coverings or masks. Students are permitted to remove their mask or face covering to eat and drink.

   Students who do not want to wear a mask or face covering may only participate in remote learning and online classes.

   If a student is not able to wear a mask due to a documented disability or medical reason, the student must seek an accommodation from Disability/AccessAbility Office prior to arriving on campus.

2. Social Distancing Requirement.

   Students must maintain six (6) feet of physical (social) distancing at all times on campus, whether indoors or outdoors. Residential students should refer to their Residence Hall Contract for further guidance on common areas and living spaces within the residence halls.

3. Enforcement.

   All faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to comply and not wear a mask or face covering, or keep it on, after receiving a warning/directive to put it on (and they are not exempt due to receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation.

   Students who fail to comply with the above rules are subject to immediate removal from the campus and the disciplinary procedures stated in the CSCU Student Code of Conduct.

   Possible sanctions for disciplinary violations range from a warning to expulsion from the institution.

Final Copy: 7/3/2020 EYW & ASJ
The mission of the G.R.E.A.T. Center, Gateway’s Resource, Education and Training Center, is to be the educator of choice for a high quality workforce. Our responsive and tiered approach meets the evolving educational and technological needs of students. We provide comprehensive skill development that supports our region’s economic advancement.

ACCREDITATION
Gateway Community College is accredited by the New England Commission of Higher Education (NECHE).

STATEMENT OF NON-DISCRIMINATION
Gateway Community College does not discriminate on the basis of race, color, gender, religious creed, age, national origin gender identity or expression, 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 (SDS) office 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/class, a 100% adjustment associated with the course fee is applied. Any student dropping a course prior to the first day of the semester/class will be refunded 100%.

CUSTOMIZED ON-SITE TRAINING
Gateway Community College (GCC) provides cost-effective on-site training programs for employers. GCC will tailor programs by making accommodations and arrangements that meet the needs of the organization.

Who We Are

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The GREAT Center Information Sessions

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

**HEALTH CARE TRAINING PROGRAMS**
- C.N.A. Certified Nurse’s Aide
- Community Health Worker
- Emergency Medical Responder (EMR)
- Medical Interpreter Training Certificate
- Medical Office Assistant (Includes Billing & Coding Modules)
- Mental Health First Aid
- Patient Care Technician
- Pharmacy Technician

**BUSINESS TRAINING PROGRAMS**
- Bookkeeping
- Bookkeeping National Credential
- Business Analyst
- Business Professional and Office Assistant
- Leadership for Everyone
- Property & Casualty Insurance Training
- Real Estate Principles & Practices
- ServSafe
- Supervisor Training

**TRADE & TECHNOLOGY TRAINING PROGRAMS**
- Desktop Support/A+ CompTIA/Network+
- Warehouse & Distribution with Forklift Certification
- Digital Media and Web Design Training Certificate
- Skill Up for Manufacturing

**CLICK THE IMAGE BELOW TO ACCESS OUR VIRTUAL INFORMATION SESSION FALL 2020 OR VISIT OUR WEBSITE GatewayCT.edu/GREAT-Center**

**Contact Us**

TEL: (203) 285-2300  
FAX: (203) 285-2504  
gw-thegreatcenter@gwcc.commnet.edu

Workforce Development  
Continuing Education

20 Church Street, New Haven, CT 06510  
Room N104: First floor of the North Building

Facebook.com/GatewayGREATCenter
American Job Center Information Sessions

Training & Job Search Help
Need one-on-one career planning? Think you need to get retrained? Want to offer an employer an incentive to hire you?
Workforce Alliance and the American Job Centers (AJC) offer free employment and training services in South Central CT. If you are unemployed, working below your level of education or potential, or entering the workforce for the first time, come find out about employment and training options. For more information contact Erika Lynch: (203) 285-2302 or ELynch@gatewayct.edu

Come and learn about AJC Service:
Help you find a Job
✓ Get tips on job searching, networking, writing a resume, or interviewing

Explore Careers
✓ Learn about self-assessments, career options, or career planning
✓ Target opportunities at every level using Career Ladders
✓ Find your focus through job readiness workshops and free online tools
✓ Growth Sectors defined

Tuition Assistance
✓ Explore training options and find local schools and programs
✓ Learn about certifications, apprenticeships, or licensed occupations
✓ Training assistance and job development

For more information
Contact
(203) 624-1493
https://www.workforcealliance.biz/
ESL Blended Courses

Blended classes offer noncredit students the opportunity to experience, first-hand, what a Credit Division class entails and is an ideal way to begin a pathway to pursue a college certificate or degree program.

Blended classes have a limited number of seats available for continuing education/noncredit students. A student may apply to ‘transfer’ the class for college credit. Prices and prerequisites may apply.

For more information please contact Erika Lynch: (203) 285-2300 or ELynch@gatewayct.edu

ENROLLMENT PROCESS:

Step One: Complete a College Application either online or in the Admission Office in room N207

Step Two: Take the Accuplacer or ESL Placement Exam

Step Three: Register for class in room N104

Step Four: Pay for classes & get your College ID

Step Five: Purchase any books or supplies needed for class

课程日程表：八月二十六日至十二月十五日

<table>
<thead>
<tr>
<th>课程</th>
<th>日</th>
<th>时间</th>
<th>房间</th>
<th>教师</th>
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课程日程表：九月九日至十二月十五日

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<td>Rita E. Creane</td>
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<tr>
<td>Pronunciation IV</td>
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<td>Susan Christiansen</td>
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<td>Writing VI</td>
<td>T &amp; R</td>
<td>07:00 PM - 08:30 PM</td>
<td>LRON</td>
<td>Susan Christiansen</td>
</tr>
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<td>05:25 PM - 06:55 PM</td>
<td>LRON</td>
<td>Susan M. Chenard</td>
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</table>
Course Modalities

Gateway Community College is in the process of updating our Fall 2020 course schedule to allow for proper social distancing and safety. The entire college community is working hard to ensure you have a successful fall semester.

A great number of our courses are being converted to a virtual format. We are offering fully online, LRON, and hybrid courses. A handful of courses will remain on ground. Those courses have an Instructional Method of TRAD. We will post more information on how TRAD courses will be held closer to the start of the semester.

Financial Education

Visit: https://www.gatewayct.edu/GREAT-Center/Financial-Education-Workshops

Join our mailing list and receive information about upcoming workshops.

Past workshops included:
- How to improve your credit score
- Digging out of debt
- How to consolidate debt
- How to save for emergencies
- Savings and investing in a world of tax reform
- Special need estate planning
- Money Matters – Basics in budgeting
- Keys to getting ahead financially

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

Take the first step to securing your financial future!

MONEY MANAGEMENT FOR LIFE

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION

✓ Currently employed (full or part-time)
✓ Desire to learn in a fast-paced environment
✓ Ability to respond positively to feedback from instructor
✓ High school diploma or GED
✓ Writing sample
FIRST TIME SUPERVISOR – MANAGEMENT TRAINING

Making the transition from top performing employee to top performing supervisor is often difficult. Don’t get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. At the end of the session you will:

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

This two-day training will provide you with solid management skills and supervisory "how-to's" that you need to be successful in your new management role.

CRN 4031 - PART I CEU 1.2
Thursday & Friday, October 8 & 9
9:00 AM - 4:00 PM - LRON
Frank Dixon $300.00

CRN 4034 - PART II CEU 1.2
Thursday & Friday, November 19 & 20
9:00 AM - 4:00 PM - LRON
Frank Dixon $300.00

REAL ESTATE PRINCIPLES & PRACTICES
(On-line and Remote Learning Class only)

Gateway Community College offers real estate education for students seeking to become real estate agents, property managers, homeowners or investors. Our Real Estate Principles and Practices course is taught by seasoned real estate professionals and successfully meets the minimum requirements for real estate licensing in the State of Connecticut.

For more information on Connecticut Real Estate Licensing, please refer to the Department of Consumer Protection (www.ct.gov/DCP or 860-713-6150). Upon course completion, students who intend to sit for the state licensing exam (PSI exam), at a separate and additional cost, must pass this course with a grade of 70 or better and attend the minimum 60 hours of classroom instruction required by the state. (Textbooks included and WIOA approved).

The course covers the following:

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

CRN 4014 CEU 6.0
Wednesday, September 2 - December 9
(No class on November 25)
💻 On-line and Remote Learning
12:30 PM - 5:30 PM - ONLN
Bob Myers $575.00

Facebook.com/GatewayGREATCenter
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. The total program length is 21 weeks and students will be Nationally Certified in Six Sigma White Belt. Fee: $4608.00. This training program is SNAP E&T and WIOA approved. All textbooks and exams are included in the program costs.

### Business Professional & Office Assistant Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>2467</td>
<td>8/4 - 8/21</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
<td>N201 - HYBR</td>
<td>$300.00</td>
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<tr>
<td>Introduction to Microsoft®</td>
<td>3985</td>
<td>8/25 - 9/1</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>N201 - TRAD</td>
<td>$135.00</td>
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<tr>
<td>Six Sigma White Belt Certification®</td>
<td>3986</td>
<td>9/2 - 9/16</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$250.00</td>
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<tr>
<td>Microsoft Word® Daytime option</td>
<td>3987</td>
<td>9/3 - 9/29</td>
<td>T &amp; R</td>
<td>9:30 AM - 1:00 PM</td>
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<td>Microsoft Word® Evening option</td>
<td>3988</td>
<td>9/3 - 9/29</td>
<td>T &amp; R</td>
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<td>LRON</td>
<td>$420.00</td>
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<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>3984</td>
<td>9/8 - 9/25</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
<td>N201 - HYBR</td>
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<tr>
<td>Conflict Resolution</td>
<td>3989</td>
<td>9/21 - 10/5</td>
<td>M &amp; W</td>
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<td>LRON</td>
<td>$300.00</td>
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<tr>
<td>Microsoft Excel® Daytime option</td>
<td>3990</td>
<td>10/1 - 10/27</td>
<td>T &amp; R</td>
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<td>LRON</td>
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<td>Microsoft Excel® Evening option</td>
<td>3991</td>
<td>10/1 - 10/27</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
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<td>$399.00</td>
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<tr>
<td>The ABC’S of Written Communication</td>
<td>3993</td>
<td>10/7 - 10/21</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$250.00</td>
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<tr>
<td>Office Procedures, Time Management, and Project Management</td>
<td>3992</td>
<td>10/26 - 11/9</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
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<td>Microsoft Access®</td>
<td>3994</td>
<td>10/29 - 11/24</td>
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<td>Office Communication/Customer Service Dealing with Difficult People</td>
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<td>11/11 - 11/30</td>
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<td>Microsoft PowerPoint®</td>
<td>3996</td>
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<td>T &amp; R</td>
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<td>Taking Minutes</td>
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<td>Microsoft Outlook®</td>
<td>3999</td>
<td>12/17 - 12/22</td>
<td>T &amp; R</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$135.00</td>
</tr>
<tr>
<td>Microsoft Project®</td>
<td></td>
<td>SPRING 2021</td>
<td>M &amp; W</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
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<td>Business System Applications</td>
<td></td>
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<td>6:00 PM - 10:00 PM</td>
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<td>TIMES</td>
<td>LOCATION</td>
<td>INSTRUCTOR</td>
<td>COST</td>
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<tr>
<td>ESSENTIALS FOR YOUR CAREER (SNAP E+T STUDENTS)</td>
<td></td>
<td>Monday through Friday</td>
<td></td>
<td>CEU 3.0</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>CRN 2467 - August 4 - 21</td>
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<td></td>
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<tr>
<td></td>
<td>CRN 3984 - September 8 - 25</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>3:00 PM - 5:00 PM - Room N201 - HYBR</td>
<td></td>
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<td>STAFF</td>
<td>$300.00</td>
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<td>INTRODUCTION TO MICROSOFT®</td>
<td>CRN 3985</td>
<td>Tuesday &amp; Thursday, August 25 - September 1</td>
<td>6:00 PM - 9:30 PM - Room N201 - TRAD</td>
<td>CEU 1.0</td>
<td>Bernice Anderson</td>
<td>$135.00</td>
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<tr>
<td>SIX SIGMA WHITE BELT CERTIFICATION</td>
<td>CRN 3986</td>
<td>Monday &amp; Wednesday, September 2 - 16</td>
<td>6:00 PM - 9:30 PM - LRON</td>
<td>CEU 1.4</td>
<td>Frank Dixon</td>
<td>$250.00</td>
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<td>MICROSOFT WORD®</td>
<td>CRN 3987 - Daytime option</td>
<td>Tuesday &amp; Thursday, September 3 - 29</td>
<td>9:30 AM - 1:00 PM - LRON</td>
<td>CEU 2.8</td>
<td>Bernice Anderson</td>
<td>$420.00</td>
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<td></td>
<td>CRN 3988 - Evening option</td>
<td>Tuesday &amp; Thursday, September 3 - 29</td>
<td>6:00 PM - 9:30 PM - LRON</td>
<td>CEU 2.8</td>
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<td>$420.00</td>
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<td>CONFLICT RESOLUTION</td>
<td>CRN 3989</td>
<td>Monday &amp; Wednesday, September 21 - October 5</td>
<td>6:00 PM - 9:00 PM - LRON</td>
<td>CEU 1.5</td>
<td>Kathy Townsend</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

VISIT OUR WEBSITE
GatewayCT.edu/GREAT-Center
Workforce Development / Continuing Education
## 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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
<th>Sessions</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3990</td>
<td>2.8</td>
<td>Tuesday &amp; Thursday, October 1 - 27 9:30 AM - 1:00 PM - LRON</td>
<td>Bernice Anderson</td>
<td>$399.00</td>
</tr>
<tr>
<td>3991</td>
<td>2.8</td>
<td>Tuesday &amp; Thursday, October 1 - 27 6:00 PM - 9:30 PM - LRON</td>
<td>Guy Simone</td>
<td>$399.00</td>
</tr>
</tbody>
</table>

## THE ABC’S OF WRITTEN COMMUNICATION
Getting it “write” is a critical skill for the office. Students will learn to compose clear and concise emails, “Up-level” your emails to develop goodwill and public relations, ensure the proper use of grammar and punctuation and proofread for perfection.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
<th>Sessions</th>
<th>Instructor</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>3993</td>
<td>1.7</td>
<td>Monday &amp; Wednesday, October 7 - 21 6:00 PM - 9:30 PM - LRON</td>
<td>Margaret DeMarino</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

## 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.

- ✓ 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
- ✓ Employ proper project management principles

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
<th>Sessions</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>3992</td>
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<td>Monday &amp; Wednesday, October 26 - November 9 6:00 PM - 9:30 PM - LRON</td>
<td>Margaret DeMarino</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
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<th>Fee</th>
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<tbody>
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<td>Guy Simone</td>
<td>$399.00</td>
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</tbody>
</table>

## 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

<table>
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<tr>
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<th>Sessions</th>
<th>Instructor</th>
<th>Fee</th>
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<td>Monday &amp; Wednesday, November 11 - 30 (No class on November 25) 6:00 PM - 9:30 PM - LRON</td>
<td>Margaret DeMarino</td>
<td>$250.00</td>
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</table>
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 3996
Tuesday & Thursday, December 1 - 15
6:00 PM - 9:30 PM - LRON
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.

CRN 3997
Monday & Wednesday, December 2 - 9
6:00 PM - 9:30 PM - LRON
Margaret DeMarino
$135.00

PRESENTATION SKILLS
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.

CRN 3998
Monday & Wednesday, December 14 - 30
6:00 PM - 9:30 PM - LRON
Margaret DeMarino
$250.00

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

CRN 3999
Tuesday & Thursday, December 17 - 22
6:00 PM - 10:00 PM - LRON
Guy Simone
$135.00

MICROSOFT PROJECT®
Successfully managing a project requires effective planning and adherence to industry best practices. Understanding the fundamentals of project management will prepare students to initiate a project and position it for success. This course will identify effective project management practices and their related processes.

SPRING 2021
Monday & Wednesday, January 4 - 20
(No class on January 18)
6:00 PM - 10:00 PM - LRON
STAFF
$375.00

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

SPRING 2021
Tuesday & Thursday, January 5 - 19
6:00 PM - 10:00 PM - LRON
Guy Simone
$375.00
The Bookkeeping Certificate Training Program is designed for individuals interested in entering the field of bookkeeping and working in payroll, accounting, accounts payable and accounts receivable. The curriculum covers digital applications with emphasis on QuickBooks for Windows. Length of the program: 22 weeks. Fee: $4155.00. Students may also add office assistant skills or additional computer training if needed. This training program is SNAP E&T and WIOA approved. All textbooks and exams are included in the program costs.

**Bookkeeping Schedule**

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Total</th>
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<tbody>
<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>2467</td>
<td>8/4 - 8/21</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
<td>N201 - HYBR</td>
<td>$300.00</td>
</tr>
<tr>
<td>Introduction to Microsoft® (optional)</td>
<td>3985</td>
<td>8/25 - 9/1</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>N201 - TRAD</td>
<td>$135.00</td>
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<tr>
<td>The American Institute of Professional Bookkeepers (AIPB)</td>
<td>4004</td>
<td>9/1 - 12/17</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:00 PM</td>
<td>N211 - HYBR</td>
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<tr>
<td>Microsoft Word® Daytime option</td>
<td>3987</td>
<td>9/3 - 9/29</td>
<td>T &amp; R</td>
<td>9:30 AM - 1:00 PM</td>
<td>LRON</td>
<td>$420.00</td>
</tr>
<tr>
<td>Microsoft Word® Evening option</td>
<td>3988</td>
<td>9/3 - 9/29</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$420.00</td>
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<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>3984</td>
<td>9/8 - 9/25</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
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<tr>
<td>Business Math</td>
<td>4000</td>
<td>9/14 - 9/28</td>
<td>M &amp; W</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
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<tr>
<td>Principles of Accounting</td>
<td>4002</td>
<td>9/30 - 11/2</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:30 PM</td>
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<td>Microsoft Excel® Daytime option</td>
<td>3990</td>
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<td>T &amp; R</td>
<td>9:30 AM - 1:00 PM</td>
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<td>3991</td>
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<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
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<tr>
<td>Introduction to Benefits Administration</td>
<td>4001</td>
<td>10/17 - 11/21</td>
<td>S</td>
<td>9:00 AM - 1:00 PM</td>
<td>N201 - HYBR</td>
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<tr>
<td>Accounting Software (Quickbooks)</td>
<td>4003</td>
<td>11/11 - 12/16</td>
<td>M &amp; W</td>
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<td>Business Law &amp; Ethics</td>
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<td>SPRING 2021</td>
<td>T &amp; R</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$320.00</td>
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</table>

**Essentials for your Career (SNAP E+T Students)**

Is designed to help students organize their career exploration process. Students will have the opportunity to reflect on their accomplishments and skill sets to develop a resume, cover letter, and tackle any job interview.

**Introduction to Microsoft® (Optional)**

This introductory class provides a foundation in Microsoft 2016® Windows 10® and is useful as a prerequisite to other desktop software applications including Excel® and Access® currently used in businesses.

**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. Cost includes U-Pass.

Monday through Friday
CRN 2467 - August 4 - 21
CRN 3984 - September 8 - 25
3:00 PM - 5:00 PM - Room N201 - HYBR
STAFF
$300.00

CRN 3985
Tuesday & Thursday, August 25 - September 1
6:00 PM - 9:30 PM - Room N201 - TRAD
Bernice Anderson
$135.00

CRN 3987 - Daytime option
Tuesday & Thursday, September 3 - 29
9:30 AM - 1:00 PM - LRON
Bernice Anderson
$420.00

CRN 3988 - Evening option
Tuesday & Thursday, September 3 - 29
6:00 PM - 9:30 PM - LRON
Guy Simone
$420.00
BUSINESS MATH
Business Math will review basic math skills and introduce students to the correct way to use a business calculator.

CRN 4000
Monday & Wednesday, September 14 - 28
6:00 PM - 10:00 PM - LRON
Tracy Goodale
$299.00

PRINCIPLES OF ACCOUNTING
This course provides students with a solid background in accounting theory with a focus on accounting practices for a service-based business merchandising/cash-based business, and accounting for payroll.

CRN 4002
Monday & Wednesday, September 30 - November 2
6:00 PM - 9:30 PM - LRON
Larcina Carrington Wynn
$429.00

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 3990 - Daytime option
Tuesday & Thursday, October 1 - 27
9:30 AM - 1:00 PM - LRON
Odell Cooper
$399.00

CRN 3991 - Evening option
Tuesday & Thursday, October 1 - 27
6:00 PM - 9:30 PM - LRON
Guy Simone
$399.00

INTRODUCTION TO BENEFITS ADMINISTRATION
(HYBRID CLASS – COMPUTER ACCESS REQUIRED)
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. The majority of this program will be taught online. You will have to attend the first and last classroom session on campus.

CRN 4001
Saturday, October 17 - November 21
9:00 AM - 1:00 PM - Room N201 - HYBR
Susan Pellerin
$399.00

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

CRN 4003
Monday & Wednesday, November 11 - December 16
(No class on November 25)
6:00 PM - 9:00 PM - LRON
Brenda L. Burton Seldon
$429.00

BUSINESS LAW & ETHICS
Business Law & Ethics provides knowledge and understanding of basic legal principles as they apply to accounting and business transactions. Students will learn analytical skills with exposure to the law.

SPRING 2021
Tuesday & Thursday, January 5 - 19
6:00 PM - 10:00 PM - LRON
$320.00
THE AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS OR AIPB

AIPB's mission is to achieve recognition of bookkeepers as accounting professionals; keep bookkeepers up to date on changes in bookkeeping, accounting and tax; answer bookkeepers' everyday bookkeeping and accounting questions and certify bookkeepers who meet high, national standards. Founded in 1987 with a current membership of 30,000.

Bookkeeper’s seeking to become nationally certified by AIPB must complete the requirements:

- At least two year’s full-time experience or the part-time or freelance equivalent, which may be obtained before or after passing the examination.
- Pass a four part national examination, including two parts given at any Prometric Test Center (there are over 300 nationwide).
- Code of Ethics must be signed by each applicant.

There is no required order in which to complete these steps. Experience requirements before or after taking the tests. Those who pass the certification tests before completing the experience requirements will receive a special letter from AIPB to show prospective employers.

There will be six subjects covered on the national certification exam. Applicants will be tested on four of these at a test center; adjusting entries, error correction, payroll and depreciation. They must achieve a grade of 75% to pass. Retakes can be scheduled after 30 days. The final exam covers Inventory, Internal Controls and Fraud Prevention. This exam is found at the back of the workbook received during class. Students must achieve a grade of 70% to pass. The instructor will submit the completed final exams to AIPB for grading. This training program is SNAP E&T and WIOA approved. All textbooks and exams are included in the program costs.

CRN 4004 CEU 9.0
Tuesday & Thursday, September 1 - December 17
(No class on November 26)
6:00 PM - 9:00 PM - Room N211 - HYBR
Brenda L. Burton Seldon $1025.00
Cost includes U-Pass.
Payment plans available.
Property & Casualty Insurance Training

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Total</th>
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<tbody>
<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>2467</td>
<td>8/4 - 8/21</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
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<td>Microsoft Word® Daytime option</td>
<td>3987</td>
<td>9/3 - 9/29</td>
<td>T &amp; R</td>
<td>9:30 AM - 1:00 PM</td>
<td>LRON</td>
<td>$420.00</td>
</tr>
<tr>
<td>Microsoft Word® Evening option</td>
<td>3988</td>
<td>9/3 - 9/29</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$420.00</td>
</tr>
<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>3984</td>
<td>9/8 - 9/25</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
<td>N201 - HYBR</td>
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<tr>
<td>Microsoft Excel® Daytime option</td>
<td>3990</td>
<td>10/1 - 10/27</td>
<td>T &amp; R</td>
<td>9:30 AM - 1:00 PM</td>
<td>LRON</td>
<td>$399.00</td>
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<tr>
<td>Microsoft Excel® Evening option</td>
<td>3991</td>
<td>10/1 - 10/27</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$399.00</td>
</tr>
<tr>
<td>The ABC’S of Written Communication</td>
<td>3993</td>
<td>10/7 - 10/21</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$250.00</td>
</tr>
<tr>
<td>Office Procedures, Time Management, and Project Management</td>
<td>3992</td>
<td>10/26 - 11/9</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$250.00</td>
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<tr>
<td>Property and Casualty Insurance Basics</td>
<td>4005</td>
<td>11/3 - 11/17</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:00 PM</td>
<td>N103 - TRAD</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

**ESSENTIALS FOR YOUR CAREER (SNAP E+T STUDENTS)**

Is designed to help students organize their career exploration process. Students will have the opportunity to reflect on their accomplishments and skill sets to develop a resume, cover letter, and tackle any job interview.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Total</th>
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<td>Essentials for your Career (SNAP E+T Students)</td>
<td>2467</td>
<td>8/4 - 8/21</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
<td>N201 - HYBR</td>
<td>$300.00</td>
</tr>
<tr>
<td>Microsoft Word® Daytime option</td>
<td>3987</td>
<td>9/3 - 9/29</td>
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<td>$420.00</td>
</tr>
<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>3984</td>
<td>9/8 - 9/25</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
<td>N201 - HYBR</td>
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</tr>
<tr>
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<td>3990</td>
<td>10/1 - 10/27</td>
<td>T &amp; R</td>
<td>9:30 AM - 1:00 PM</td>
<td>LRON</td>
<td>$399.00</td>
</tr>
<tr>
<td>Microsoft Excel® Evening option</td>
<td>3991</td>
<td>10/1 - 10/27</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$399.00</td>
</tr>
<tr>
<td>The ABC’S of Written Communication</td>
<td>3993</td>
<td>10/7 - 10/21</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$250.00</td>
</tr>
<tr>
<td>Office Procedures, Time Management, and Project Management</td>
<td>3992</td>
<td>10/26 - 11/9</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$250.00</td>
</tr>
<tr>
<td>Property and Casualty Insurance Basics</td>
<td>4005</td>
<td>11/3 - 11/17</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:00 PM</td>
<td>N103 - TRAD</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Monday through Friday
CRN 2467 - August 4 - 21
CRN 3984 - September 8 - 25
3:00 PM - 5:00 PM - Room N201 - HYBR
STAFF

**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.

Cost includes U-Pass.

CRN 3987 - Daytime option
Tuesday & Thursday, September 3 - 29
9:30 AM - 1:00 PM - LRON
Bernice Anderson

CRN 3988 - Evening option
Tuesday & Thursday, September 3 - 29
6:00 PM - 9:30 PM - LRON
Guy Simone

$300.00

$420.00

$420.00
**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.  

<table>
<thead>
<tr>
<th>CRN 3990 - Daytime option</th>
<th>CEU 2.8</th>
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<tbody>
<tr>
<td>Tuesday &amp; Thursday, October 1 - 27</td>
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<tr>
<td>9:30 AM - 1:00 PM - LRON</td>
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</tr>
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<td>Odell Cooper</td>
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<tr>
<th>CRN 3991 - Evening option</th>
<th>CEU 2.8</th>
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<tbody>
<tr>
<td>Tuesday &amp; Thursday, October 1 - 27</td>
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</tr>
<tr>
<td>6:00 PM - 9:30 PM - LRON</td>
<td>$399.00</td>
</tr>
<tr>
<td>Guy Simone</td>
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</tr>
</tbody>
</table>

**THE ABC’S OF WRITTEN COMMUNICATION**
Getting it “write” is a critical skill for the office. Students will learn to compose clear and concise emails, “Up-level” your emails to develop goodwill and public relations, ensure the proper use of grammar and punctuation and proofread for perfection.  

<table>
<thead>
<tr>
<th>CRN 3993</th>
<th>CEU 1.7</th>
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<tbody>
<tr>
<td>Monday &amp; Wednesday, October 7 - 11</td>
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<tr>
<td>6:00 PM - 9:30 PM - LRON</td>
<td>$250.00</td>
</tr>
<tr>
<td>Margaret DeMarino</td>
<td></td>
</tr>
</tbody>
</table>

**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.  

<table>
<thead>
<tr>
<th>CRN 3992</th>
<th>CEU 1.7</th>
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<tbody>
<tr>
<td>Monday &amp; Wednesday, October 26 - November 9</td>
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<tr>
<td>6:00 PM - 9:30 PM - LRON</td>
<td>$250.00</td>
</tr>
<tr>
<td>Margaret DeMarino</td>
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</table>

**PROPERTY AND CASUALTY INSURANCE BASICS**
An introduction to the basic terms, concepts and language found in property and casualty policies. Topics include:

- **Dwelling and Homeowners Policies** This unit explains the difference between a dwelling and a homeowner’s policy. The coverage endorsements, exclusions and other unique features found in dwelling policies. You will learn how the risk loss are either covered or excluded.

- **Personal Auto Insurance** This unit teaches the terms and basic concepts of the personal auto policy.

- **Commercial Package Policies** This unit describes some of the possible coverage forms endorsements and exclusions that are often found in the commercial package policy.

- **Other Types of Property and Liability Policies** This unit describes other types of Insurance such as equipment breakdown, commercial auto and workers compensation.

- **Applicable State Regulations** This unit focuses on the state-specific statues and regulations.

This class prepares you to sit for the Property & Casualty Exams for the State of Connecticut.  

<table>
<thead>
<tr>
<th>CRN 4005</th>
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<tbody>
<tr>
<td>Tuesday &amp; Thursday, November 3 - 17</td>
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</tr>
<tr>
<td>6:00 PM - 9:00 PM - Room N103 - TRAD</td>
<td>$250.00</td>
</tr>
<tr>
<td>Karen Bellamy</td>
<td></td>
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</tbody>
</table>
The Medical Office Assistant Training Program is designed to prepare the student with the specialized knowledge, administrative skills, and office protocols required to work successfully 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 and office skills, and the many parts of coded medical insurance forms. The best candidates for this program are individuals who want a career in a medical office. Length of the program: 21 weeks. Fee: $3813.00. This training program is SNAP E&T and WIOA approved. All textbooks and exams are included in the program costs.

**Medical Office Assistant Schedule**

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>2467</td>
<td>8/4 - 8/21</td>
<td>M - F</td>
<td>2:00 PM - 5:00 PM</td>
<td>N201 - HYBR</td>
<td>$300.00</td>
</tr>
<tr>
<td>Introduction to Microsoft® (optional)</td>
<td>3985</td>
<td>8/25 - 9/1</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>N201 - TRAD</td>
<td>$300.00</td>
</tr>
<tr>
<td>Medical Terminology / Anatomy &amp; Physiology</td>
<td>4006</td>
<td>8/31 - 10/5</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:00 PM</td>
<td>S200 - HYBR</td>
<td>$480.00</td>
</tr>
<tr>
<td>Microsoft Word® Daytime option</td>
<td>3987</td>
<td>9/3 - 9/29</td>
<td>T &amp; R</td>
<td>9:30 AM - 1:00 PM</td>
<td>LRON</td>
<td>$420.00</td>
</tr>
<tr>
<td>Microsoft Word® Evening option</td>
<td>3988</td>
<td>9/3 - 9/29</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$420.00</td>
</tr>
<tr>
<td>Essentials for your Career (SNAP E+T Students)</td>
<td>3984</td>
<td>9/8 - 9/25</td>
<td>M - F</td>
<td>3:00 PM - 5:00 PM</td>
<td>N201 - HYBR</td>
<td>$300.00</td>
</tr>
<tr>
<td>Microsoft Excel® Daytime option</td>
<td>3990</td>
<td>10/1 - 10/27</td>
<td>T &amp; R</td>
<td>9:30 AM - 1:00 PM</td>
<td>LRON</td>
<td>$399.00</td>
</tr>
<tr>
<td>Microsoft Excel® Evening option</td>
<td>3991</td>
<td>10/1 - 10/27</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:30 PM</td>
<td>LRON</td>
<td>$399.00</td>
</tr>
<tr>
<td>Coding: ICD-9 &amp; ICD-10, CPT-4 &amp; HCPCS</td>
<td>4007</td>
<td>10/7 - 11/9</td>
<td>M &amp; W</td>
<td>6:00 PM - 10:00 PM</td>
<td>S200 - HYBR</td>
<td>$700.00</td>
</tr>
<tr>
<td>UB-04 Form</td>
<td>4008</td>
<td>11/7 - 11/21</td>
<td>S</td>
<td>9:00 AM - 1:00 PM</td>
<td>LRON</td>
<td>$229.00</td>
</tr>
<tr>
<td>Medicare &amp; Medicaid Reimbursement System</td>
<td>4009</td>
<td>11/11 - 12/30</td>
<td>M &amp; W</td>
<td>6:00 PM - 10:00 PM</td>
<td>S200 - HYBR</td>
<td>$350.00</td>
</tr>
<tr>
<td>Commercial Insurance &amp; Managed Care Reimbursement Systems</td>
<td>4010</td>
<td>12/2 - 12/16</td>
<td>M &amp; W</td>
<td>6:00 PM - 10:00 PM</td>
<td>S200 - HYBR</td>
<td>$350.00</td>
</tr>
<tr>
<td>Certified Medical Administrative Specialist</td>
<td>4011</td>
<td>12/21 - 1/11</td>
<td>M &amp; W</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$450.00</td>
</tr>
</tbody>
</table>
## ESSENTIALS FOR YOUR CAREER (SNAP E+T STUDENTS)

Is designed to help students organize their career exploration process. Students will have the opportunity to reflect on their accomplishments and skill sets to develop a resume, cover letter, and tackle any job interview.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>ESSENTIALS FOR YOUR CAREER</td>
<td>3.0</td>
<td>2467</td>
<td>Monday through Friday</td>
<td>CEU 3.0</td>
<td>2467 - August 4 - 21</td>
<td>CRN 3984 - September 8 - 25</td>
<td>3:00 PM - 5:00 PM - Room N201 - HYBR</td>
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</table>

## INTRODUCTION TO MICROSOFT® (OPTIONAL)

This introductory class provides a foundation in Microsoft 2016® Windows 10® and is useful as a prerequisite to other desktop software applications including Excel® and Access® currently used in businesses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION TO MICROSOFT®</td>
<td>1.0</td>
<td>3985</td>
<td>Tuesday &amp; Thursday, August 25 - September 1</td>
<td>CEU 1.0</td>
<td>3985</td>
<td>Wednesday, August 26 - September 1</td>
<td>6:00 PM - 9:30 PM - Room N201 - TRAD</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL TERMINOLOGY/ANATOMY &amp; PHYSIOLOGY</td>
<td>3.0</td>
<td>4006</td>
<td>Monday &amp; Wednesday, August 31 - October 5</td>
<td>CEU 3.0</td>
<td>4006</td>
<td>Monday &amp; Wednesday, August 31 - October 5</td>
<td>6:00 PM - 9:00 PM - Room S200 - HYBR</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Course</th>
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<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MICROSOFT WORD®</td>
<td>2.8</td>
<td>3987</td>
<td>Tuesday &amp; Thursday, September 3 - 29</td>
<td>CEU 2.8</td>
<td>3987 - Daytime option</td>
<td>Tuesday &amp; Thursday, September 3 - 29</td>
<td>9:30 AM - 1:00 PM - LRON</td>
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<tr>
<td>MICROSOFT EXCEL®</td>
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<td>3988</td>
<td>Tuesday &amp; Thursday, September 3 - 29</td>
<td>CEU 2.8</td>
<td>3988 - Evening option</td>
<td>Tuesday &amp; Thursday, September 3 - 29</td>
<td>6:00 PM - 9:30 PM - LRON</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
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<th>Location</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>MICROSOFT EXCEL®</td>
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<td>3990</td>
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<td>CEU 2.8</td>
<td>3990 - Daytime option</td>
<td>Tuesday &amp; Thursday, October 1 - 27</td>
<td>9:30 AM - 1:00 PM - LRON</td>
</tr>
<tr>
<td>MICROSOFT EXCEL®</td>
<td>2.8</td>
<td>3991</td>
<td>Tuesday &amp; Thursday, October 1 - 27</td>
<td>CEU 2.8</td>
<td>3991 - Evening option</td>
<td>Tuesday &amp; Thursday, October 1 - 27</td>
<td>6:00 PM - 9:30 PM - LRON</td>
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Facebook.com/GatewayGREATCenter
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. Emphasis is placed on fundamentals of accurately identifying diseases, disorders and suspected conditions using the required ICD-9 & ICD-10 format.

CRN 4007 CEU 4.0
Monday & Wednesday, October 7 - November 9
6:00 PM - 10:00 PM - Room S200 - HYBR
Jean Carusone $700.00

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.

CRN 4008 CEU 0.9
Saturday, November 7 - 21
9:00 AM - 12:00 PM - LRON
Edward Leone $229.00

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.

CRN 4009 CEU 2.0
Monday & Wednesday, November 11 - 30
(No class on November 25)
6:00 PM - 10:00 PM - Room S200 - HYBR
Jean Carusone $350.00

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.

CRN 4010 CEU 2.0
Monday & Wednesday, December 2 - 16
6:00 PM - 10:00 PM - Room S200 - HYBR
Edward Leone $350.00

CERTIFIED MEDICAL ADMINISTRATIVE SPECIALIST

This class prepares individuals to take the Certified Medical Administrative Assistant or CMAA certification through National Health Association or NHA. The cost of the NHA exam is included in this class. Upon certification student will be ready to perform some or all of the following tasks:

• Gather/ review essential patient information
• Verify required documentation before patient information is released

CRN 4011 CEU 2.4
Monday & Wednesday, December 21 - January 11
6:00 PM - 10:00 PM - LRON
National Exam
Monday, January 11, 2021
6:00 PM - LRON
Jean Carusone $450.00
AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDERS

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

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<th>CRN</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room - TRAD</th>
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</thead>
<tbody>
<tr>
<td>4040</td>
<td>September 11th</td>
<td>Friday</td>
<td>10:00 AM - 3:00 PM</td>
<td>N005</td>
</tr>
<tr>
<td>4042</td>
<td>November 10th</td>
<td>Tuesday</td>
<td>4:00 PM - 9:00 PM</td>
<td>N005</td>
</tr>
<tr>
<td>4043</td>
<td>December 8th</td>
<td>Tuesday</td>
<td>4:00 AM - 9:00 PM</td>
<td>N005</td>
</tr>
</tbody>
</table>
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. This training program is SNAP E&T and WIOA approved. All textbooks and exams are included in the program costs.

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.

**Training includes Mental Health First Aid (MHFA)**

CRN 4015
Monday & Wednesday, August 31 - March 31
Room N312 - HYBR
Saturday - HYBR
(No class on November 25, December 19, 26 January 2, 9, 16, 18, February 13 & 15, March 20)
Monday & Wednesday, 6:00 PM - 9:00 PM
Saturday, 9:00 AM - 12:00 PM

Payment plans available. $2420.00
Cost includes UPASS.

**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.
CONTINUING EDUCATION OPPORTUNITIES FOR COMMUNITY HEALTH WORKERS & PATIENT NAVIGATORS

These workshops are designed for front-line workers who serve as a liaison between health and social services and the community to facilitate access to services and improve quality and cultural competency of service delivery. The most common job duties include assistance with access to medical services, community advocacy, and assistance with non-medical services, case management and providing social support to community members.

WORKSHOPS TOPICS:
- Paths to Certification & How to build your portfolio
- Improving your Case Notes
- Insurance Overview & Accessing Insurance Benefits
- Understanding Living Wills, Appointment of Healthcare Rep and Advanced Directives
- Overview of Acute & Chronic Medical Condition & Special Populations
- How to navigate a client with Breast Cancer
- How to navigate a client with Lung Cancer
- How to navigate a client with Colorectal Cancer
- How to navigate a client with Prostate Cancer
- CPR & First Aid

ADDITIONAL CLASSES INCLUDE:
- Mental Health First Aid
- Medical Terminology & Physiology

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 4006  CEU 3.0
Monday & Wednesday, August 31 - October 5
(No class on September 7)
6:00 PM - 9:00 PM - Room S200 - HYBR
Jean Carusone  $480.00

MENTAL HEALTH FIRST AID TRAINING
(HYBRID CLASS – COMPUTER ACCESS REQUIRED)
Mental Health First Aid is an 8-hour course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. $35.00

<table>
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<tr>
<th>CRN</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>4016</td>
<td>September 14th</td>
<td>Monday</td>
<td>5:00 PM - 9:00 PM</td>
<td>N300 - TRAD</td>
</tr>
<tr>
<td>4017</td>
<td>October 12th</td>
<td>Monday</td>
<td>5:00 PM - 9:00 PM</td>
<td>N300 - TRAD</td>
</tr>
<tr>
<td>4018</td>
<td>November 9th</td>
<td>Monday</td>
<td>5:00 PM - 9:00 PM</td>
<td>N300 - TRAD</td>
</tr>
</tbody>
</table>

Note: The first 4 hours are completed online and the second 4 hours are completed in the classroom.

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

Blended Learning

Mandatory Class Orientation - Section 1
August 21st from 9:00 AM - 12:00 PM - Room S211

Class Dates: Monday through Friday
August 24th - September 25th
Online class: August 24th - September 2nd
Classroom Skills Training: September 8th - 17th
Time: 9:00 AM - 4:00 PM
Clinical Week: September 21st through September 25th
Time: 6:45 AM - 3:30 PM

Mandatory Class Orientation - Section 2
September 25th from 9:00 AM - 12:00 PM - Room S211

Class Dates: Monday through Friday
September 28th - October 30th
Online class: September 28th - October 7th
Classroom Skills Training: October 8th through October 23rd
Time: 9:00 AM - 4:00 PM
Clinical Week: October 26th to 30th
Time: 6:45 AM - 3:30 PM

Mandatory Class Orientation - Section 3
October 30th from 9:00 AM - 12:00 PM - Room S211

Class Dates: Monday through Friday
November 2nd - December 11th
Online class: November 2nd - 11th
Classroom Skills Training: November 12th to December 4th
(No class November 25th through 27th)
Time: 9:00 AM - 4:00 PM
Clinical Week: December 7th through December 11th
Time: 6:45 AM - 3:30 PM

Mandatory Class Orientation - Section 4
December 11th from 9:00 AM - 12:00 PM - Room S211

Class Dates: Monday through Friday
December 14th - January 15th, 2021
Online class: December 14th - 23rd
Classroom Skills Training: December 28th to January 8th
(No class December 24th, 25th, 31st and January 1st)
Time: 9:00 AM - 4:00 PM
Clinical Week: January 11th through January 15th
Time: 6:45 AM - 3:30 PM

This program is State Approved by the Department of Public Health.
(Must present photo ID)
Come to our orientation session and learn:

BLENDED LEARNING OPTION

- Offering the course in an alternate delivery method makes the training an available option for those who experience barriers or obstacles preventing them from taking the course in a fully instructor led modality.

NURSE ASSISTANT TRAINING CLASSES

- Classes are 160 hours and include 30 hours of supervised Clinical Experience at a local nursing home facility.
- Program cost is $1300, which includes required textbook and classroom skill materials. (Pricing Subject to Change with 30 days notice).
- BLS CPR certification.

For more information
Contact The Great Center
(203) 285-2300
gw-thegreatcenter@gwcc.commnet.edu
At the end of training, students will have an opportunity to complete a clinical rotation in an area hospital. Also, students who complete the program successfully will be certified in Mental Health First Aid and eligible to take both the ECG and PCT National Certification Exams offered at Gateway Community College.

To register to this program, a student must have a current C.N.A License, CPR Certification and updated medical information for clinical rotation.

**ADVANCED CNA**

<table>
<thead>
<tr>
<th>CRN 4019</th>
<th>CEU 4.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Session 1: September 28 - October 15</td>
<td>Room S200 - HYBR</td>
</tr>
<tr>
<td>Session 2: November 2 - 19</td>
<td></td>
</tr>
</tbody>
</table>

Cost includes U-Pass.

PATIENT CARE TECHNICIAN TRAINING PROGRAM

Patient Care Technicians (PCTs) work hands-on with patients by helping them with their activities of daily living, taking vital signs, performing electrocardiography (ECG) and drawing blood. PCTs work in settings such as hospitals and rehabilitation centers. Since PCTs work with patients on a daily basis, they need to have solid communication skills and be empathetic and attentive to their patients’ needs. This training program is SNAP E&T and WIOA approved. All textbooks and exams are included in the program costs.

PCT training program will teach you:

- Drawing blood
- Administering ECG’s
- Mental Health First Aid
- 5 Specialized Geriatric Workshops
- C.N.A Skill Review

Supplies Needed:

- Blood Pressure Cuff and Stethoscope
- Two sets of scrubs (one set should be navy blue for the hospital clinical)

Facebook.com/GatewayGREATCenter
PHARMACY TECHNICIAN TRAINING

This comprehensive, 134-hour course prepares students for an entry-level position in a community, hospital or long-term care setting. Class time is divided between 84 didactic hours and 50 hours of at-home, web-based computer simulation assignments. This is also an excellent prep course for the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics include medical terminology specific to pharmacy, reading and interpreting prescriptions, patient and medication safety, and pharmacy law. A review of the Top 100 drugs, including generic and brand name, indication, and significant side effects, is covered. Pharmacy law, medication safety, and professionalism are also discussed. Students learn conversion factors and calculate dosages and IV flow rate and solve compounding problems.

Strong math skills up to single-variable algebra are required. The course fee does not include the PTCB exam fee. Anyone convicted of a felony is evaluated on a case-by-case basis to take the PTCB exam. This course is designed and instructed by the CT Pharmacists Association. This course is a PTCB-recognized education/training program. Also, note that being convicted of a felony no longer excludes a student from sitting for the national PTCB exam; they are evaluated on a case-by-case basis.

CRN 4021   CEU 8.4
Tuesday & Thursday, September 8 - December 17
(No class on November 26)
6:00 PM - 9:00 PM - Room N309 - HYBR $1200.00
Payment plans available
Cost includes U-Pass.

SPRING 2021  CEU 8.4
Tuesday & Thursday, February 2 - May 6
6:00 PM - 9:00 PM - Room N309 - HYBR $1200.00
Payment plans available
Cost includes U-Pass.

For more information
Contact
Erika Lynch
(203) 285-2302
ELynch@gatewayct.edu
Emergency Medical Responders are often the first on the scene of a health crisis, such as a heart attack, traffic accident, emergency childbirth or severe bleeding. EMRs must assess their patients to determine the problem and whether any preexisting medical conditions exist, while deciding on the correct initial treatment of the patient based on that assessment and the current situation they encounter.

Some of the duties EMRs provide include performing lifesaving CPR with defibrillation using an AED, stabilizing a patient for transport and reporting critical information to other EMS professionals. In their jobs, EMRs use equipment such as splints and bandaging to stabilize bone fractures or dress wounds. They also use advanced respiratory devices to provide oxygen to their patients. In some non-emergency jobs, EMRs transport patients from one specialized facility to another in an ambulance or chair-car so that they can take advantage of individualized treatments or care.

Emergency Medical Responders are the entry level of Emergency Medical Services (EMS) providers. As such, they have completed the first step toward the Emergency Medical Technician (EMT) level of training.

The care that EMRs can provide is the most basic of emergency services and very often, the most important. This program will consist of a formal 99+hour class which will include both extensive Cognitive and Psychomotor learning and demonstration of the required National Registry curriculum components.

This course is appropriate for Police, Firefighters and anyone interested in pursuing a career in Emergency Medical Services. This is an excellent entry into continuing on to become an EMT, PCT, CNA, LPN, RN, PA and even MD. This class will lead to formal certification as an EMR by the Connecticut Department of Public Health (DPH).

For more information to register, please contact: Erika Lynch (203) 285-2302 or email: ELynch@gatewayct.edu.

Program Requirements:

✓ Must be physically capable of bending, kneeling, lifting patients and equipment.
✓ All students must have a valid CT State Driver’s License.
✓ Attend a Mandatory Orientation:

Contact The Great Center
(203) 285-2300
gw-thegreatcenter@gwcc.commnet.edu

For more information
Contact The Great Center
(203) 285-2300
gw-thegreatcenter@gwcc.commnet.edu

Coming Spring 2021
This 50 hour certificate training program is designed to elevate participant skill and demonstrated knowledge essential in a variety of security career assignments. Through a series of classes, the student will leave with five certifications, encompassing first responder training and the required State of Connecticut course necessary to complete and apply for a security guard identification card. Each class is taught by an approved instructor and covers de-escalation and modern security techniques, use of force, ethical behavior, career pathways, CPR, basic first aid, NARCAN administration, mental health first aid, time management, report writing, and other related subjects relevant to security. For every certification, an exam is administered at the end of each class that students must pass. Adequate time for review and questions will be provided. The classes are primarily lecture based with time for breaks.

Reference materials will be provided and students should bring note taking materials such as pen and paper. Scholarships available*. For more information to register, please contact: The Great Center (203) 285-2300.

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict Resolution</td>
<td>3989</td>
<td>9/21 - 10/5</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:00 PM</td>
<td>LRON</td>
<td>$300.00</td>
</tr>
<tr>
<td>Protective Services Skills</td>
<td>3981</td>
<td>Additional information see chart on page 28</td>
<td></td>
<td></td>
<td></td>
<td>$750.00</td>
</tr>
<tr>
<td>Security Guard Card Certification*</td>
<td>3982</td>
<td>10/07</td>
<td>W</td>
<td>8:00 AM - 4:00 PM</td>
<td>N102 - TRAD</td>
<td>$300.00</td>
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<tr>
<td>Time Management and Report Writing</td>
<td>3983</td>
<td>11/2 - 11/11</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:00 PM</td>
<td>N102 - TRAD</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

For more information
Contact
Pam Walsh
(203) 285-2142
PWalsh@gatewayct.edu
CONFLICT RESOLUTION
The Conflict Resolution course will provide specific skills necessary for managing and preventing workplace disputes. Core skills the students will develop over the 5 weeks will include:

- Problem Solving
- Reacting to difficult conversations
- Managing Perceptions
- Verbal and non-verbal communication

CRN 3989  
CEU 1.5  
Monday & Wednesday, September 21 - October 5  
6:00 PM - 9:00 PM - LRON  
Kathy Townsend $300.00

PROTECTIVE SERVICES SKILLS
Private Security Officers currently outnumber law enforcement offers in the United States. The Protective Services Skills will cover First Responder training in CPR, First Aid, NARCAN and Mental Health First Aid.

The students will understand the skills necessary for employment, learn how to deal with stressful situations properly and promote better decision making.

CRN 3989  
CEU 4.6  
STAFF $750.00

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR</td>
<td>October 19th</td>
<td>M</td>
<td>4:00 PM - 9:00 PM</td>
<td>N005</td>
</tr>
<tr>
<td>First Aid</td>
<td>October 21st</td>
<td>W</td>
<td>6:00 PM - 9:00 PM</td>
<td>N005</td>
</tr>
<tr>
<td>NARCAN</td>
<td>October 26th</td>
<td>M</td>
<td>6:00 PM - 10:00 PM</td>
<td>N005</td>
</tr>
<tr>
<td>Mental Health First Aid</td>
<td>October 12th</td>
<td>W</td>
<td>5:00 PM - 9:00 PM</td>
<td>N005</td>
</tr>
</tbody>
</table>

SECURITY GUARD CARD CERTIFICATION
This eight hour course is taught by an instructor approved by the Commissioner of Emergency Services and Public Protection and covers first aid, public safety, use of force, basic criminal justice, and laws and regulations concerning search and seizure. To pass the class, a 50 question exam is administered at the end of class. Adequate time for review will be given.

Certification is also dependent upon passing a criminal background check. The applicant cannot have been convicted of a felony or sexual offense; some other offenses would be disqualifying.

CRN 3982  
CEU 0.8  
Thursday, October 7  
8:00 AM - 4:00 PM - Room N102 - TRAD  
Mark Basil $300.00

*Please note: Additional fees and requirements apply when submitting your application to the State. These fees and other items will be discussed in class by the instructor and are NOT due during the class. Students will also have the opportunity to be fingerprinted in class if they wish to do so.

TIME MANAGEMENT AND REPORT WRITING
The Time Management and Report Writing course will discuss the importance of accurate recall, confidentiality in documentation, and 5 W’s with H (Who, What, When, Why, Where and How) in writing. Students will learn how to write in a clear and objective language with proper use of grammar and punctuation.

CRN 3983  
CEU 1.2  
Monday & Wednesday, November 2 - 11  
6:00 PM - 9:00 PM - Room N102 - TRAD  
Jessica Tiriolo $250.00

For more information  
Contact The Great Center  
(203) 285-2300  
gw-thegreatcenter@gwcc.commnet.edu
SERVSAFE® FOOD HANDLER AND ALCOHOL/SAFETY TRAINING
This class will train you in the principles of food safety and sanitation and safe serves of alcoholic beverage in food service or hospitality work settings. Upon successful completion of this program you will have the opportunity to take both the National Restaurant Association’s ServSafe Food Handler and ServSafe Alcohol exam.

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

For the (8 hours) Food Handler Training you will learn the following: Basic Food Safety, Personal Hygiene, Cross-contamination and Allergens, Time and Temperature, Cleaning and Sanitation.

CRN 4026 CEU 3.2
Tuesday & Thursday, October 6 & 8
9:30 AM - 1:30 PM - LRON
STAFF $200.00

SERVSAFE® FOOD SAFETY MANAGEMENT TRAINING
The ServSafe program helps prepare you for the ServSafe Food Protection and Manager Certification exam. Training covers these concepts:

✓ The Importance of Food Safety
✓ Good Personal Hygiene
✓ Time and Temperature Control
✓ Preventing Cross-Contamination
✓ Cleaning and Sanitizing
✓ Safe Food Preparation
✓ Receiving and Storing Food
✓ Methods of Thawing, Cooking, Cooling and Reheating Food
✓ HACCP (Hazard Analysis and Critical Control Points)
✓ Food Safety Regulations
✓ And more . . .

CRN 4028 CEU 3.2
Tuesday & Thursday, October 13 - November 5
9:30 AM - 1:30 PM - Room LRON
STAFF $600.00

THIS TRAINING PROGRAM IS SNAP E&T AND WIOA APPROVED. ALL TEXTBOOKS AND EXAMS ARE INCLUDED IN THE PROGRAM COSTS.
PRINCIPLES OF FOOD PREPARATION

This 15-week course introduces basic concepts and methods of cooking in all facets of food service operation. Lectures, demonstrations, and hands-on experience in food production will be used. In the food lab, students will learn proper methods of broiling, grilling, sautéing, roasting, and baking, using examples of meat, fish, poultry, and vegetables. Students will learn meat and fish fabrication, proper knife skills, tool and equipment use, weights, measures, and recipe conversion. Menu planning, purchasing, and the serving of food will be covered. This course is also available as a Credit Division class. Prices may vary.

Enrollment Process:

- **Step One:** Complete a College Application either online or in the Admission Office in room N207
- **Step Two:** Take the Accuplacer or ESL Placement Exam
- **Step Three:** Register for class in room N104
- **Step Four:** Pay for classes & get your College ID
- **Step Five:** Purchase any books or supplies needed for class

PRINCIPLES OF BAKING

This 15-week course introduces the baking and pastry arts with intensive, hands-on laboratory training in a quantity food environment. Concentrates on the production and quality control of baked goods that are used in hotels, restaurants, resorts, and institutions. Laboratory classes emphasize basic ingredients and production techniques for breads, rolls, folded doughs, batters, basic cakes, pies, and creams. One hour of lecture / three hours of lab. This course is also available as a Credit Division class. Prices may vary.

**Instructor:** Andrew V. Randi  
**CRN:** 4046 - TRAD - Session 1  
**TIME**  
4:00 PM - 4:50 PM  
5:00 PM - 7:50 PM  
**ROOM**  
$120  
$113

**Instructor:** Andrew V. Randi  
**CRN:** 4047 - TRAD - Session 2  
**TIME**  
10:00 AM - 10:55 AM  
11:00 AM - 1:55 AM  
**ROOM**  
$118  
$113

ARTISAN BREAD

The artistry of baking can be richly rewarding and enjoyable when you possess a strong foundation in the basics. Learn about the ingredients and techniques used by the professionals to create delicious yeast breads and batter breads including herbed focaccia, buttery brioches buns, and sweetened loaves. The fee for this course includes book, apron, and supplies.

**Instructor:** Adrienne Kane  
**CRN:** 4048 - TRAD - Monday & Wednesday  
**TIME**  
11:00 AM - 11:50 AM  
12:00 PM - 2:50 PM  
**ROOM**  
$118  
$113
A+ ESSENTIALS - CORE I

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

A+ PRACTICAL APPLICATIONS - CORE II

This module covers the competencies for the second A+ exam which is targeted to individuals who work or intend to work in a remote-based work environment where client interaction, client training, operating system and connectivity issues are emphasized. Job titles include remote support technician, help desk technician, call center technician and computer specialist.

HANDS-ON PRACTICE LAB

Hands-On Practice Lab allow you to experience practical application of course concepts, exercise developing skills and much more!

This 80 hour certificate training prepares students for entry-level positions in the fields of help desk services and technical support. The courses within this certificate will provide students with the skills they need to understand both computer hardware and software as well as provide technical support to end users. Those who enroll in this certificate will leave with A+ certification sponsored by CompTIA. This certification is an internationally recognized credential backed by major computer hardware and software vendors, distributors, resellers and publications. No experience in the computer field is necessary to enroll in this certificate. However, it is recommended that students be familiar with basic computer operation and navigation of an operating system such as Windows XP. This training program is SNAP E&T and WIOA approved.

For more information
Contact
Pam Walsh
(203) 285-2142
PWalsh@gatewayct.edu
This program provides the skills and core competency areas, defined by MSSC’s industry-led, nationally validated skills standards, needed to understand the world of supply chain logistics. This course will cover product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations.

This training program is SNAP E&T and WIOA approved. All textbooks and exams are included in the program costs.

**SIX SIGMA WHITE BELT CERTIFICATION - SPRING 2021**

The Six Sigma White Belt is designed to provide the basic level of understanding of the Six Sigma Methodology. You will gain an understanding of basic definitions, history, and structure of the discipline. This certification is the entry level belt program that provides the foundation for the Six Sigma doctrine and principles.

**BLUE PRINT READING - 2021**

This course is for individuals in skilled trades or manufacturing who need a basic understanding of how to read blueprints used in the various technical fields involved in construction trades. The introductory-level course reviews the key concepts applicable to reading blueprints generated for a variety of skilled trade and technical applications including carpentry, electrical systems, plumbing systems, and sprinkler fitting systems in light commercial and residential construction.

**OSHA 10 CERTIFICATION - ONLN**

OSHA training is necessary for a safe and healthy work environment. Workers taking this course have jobs related to health care, electrical, factory, warehouse, manufacturing, storage and more. This OSHA 10 course covers general industry hazards not specific to those working construction-only jobs. On-line and Remote Learning. Fee: $80.00

**SUPPLY CHAIN LOGISTICS, CLA CERTIFICATE**

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

CRN 4023 CEU 3.0
Tuesday & Thursday, September 15 - October 15
5:30 PM - 8:30 PM - Room N305 - HYBR
Frank Dixon $1300.00

**GLOBAL INFORMATION SYSTEMS FOR SUPPLY CHAIN MANAGEMENT**

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

CRN 4025 CEU 1.5
Wednesday, October 14 - November 11
Section I: September 3 - 6
Section II: September 6 - 9
5:30 PM - 8:30 PM - Room N103 - TRAD
George Obeng
* Enrollment limited to 12 students

**POWERED INDUSTRIAL FORKLIFT CERTIFICATION**

In this week long program, you will learn to safely and properly carry, push, pull, lift, stack or tier materials using a powered industrial forklift. This certification will provide hands on training while meeting the basic operational and safety requirements for certification under the Occupational Health and Safety Administration's (OSHA's) standards.

CRN 4049 CEU 3.5
Monday through Friday, 9:00 AM - 4:00 PM
Section I: September 28 - October 2
Section II: October 5 - 9
Seymour, CT
Payment plans available
* Enrollment limited to 12 students
Digital Media and Web Design Training Certificate

**Media Technology certificate** courses are designed for students, working adults, artists, and designers interested in exploring the expanding fields of Digital Media and Web Design. The two certificate training programs are designed to provide training and hands-on experience in graphic arts and digital production printing technology. All courses may be taken individually or in total to earn the certificate. **Prerequisite:** Comfortable using Mac or Windows, keyboard, and mouse. Students will be tested to become an Adobe Certified Associate (ACA) in Adobe Photoshop upon completion of program.

The Print & Digital Media 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 Mac-based environment with some cross training in IBM/Microsoft-compatible platforms.

The Web Design Training provides the foundational skills required for those wishing to build website portfolios for personal and professional applications. Students with previous web design experience will also find current topics and new approaches to update their web design practices. Additional **Prerequisite:** Thumb Drive (32 gig) and a hosting site. **This training program is SNAP E&T and WIOA approved. All textbooks and exams are included in the program costs.**

### Digital Media and Web Design Schedule - Track I & Track II - Fall 2020 - Spring 2021

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Creative Suite - <strong>Track I</strong></td>
<td>4029</td>
<td>9/8 - 9/15</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:00 PM</td>
<td>N103 - TRAD</td>
<td>$135.00</td>
</tr>
<tr>
<td>Adobe Photoshop with ACA Certification - <strong>Track I &amp; II</strong></td>
<td>4030</td>
<td>9/17 - 10/20</td>
<td>T &amp; R</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$670.00</td>
</tr>
<tr>
<td>Website Fundamentals - <strong>Track II</strong></td>
<td>4027</td>
<td>10/5 - 10/21</td>
<td>M &amp; W</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$750.00</td>
</tr>
<tr>
<td>Adobe Illustrator - <strong>Track I</strong></td>
<td>4033</td>
<td>10/22 - 11/10</td>
<td>T &amp; R</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$500.00</td>
</tr>
<tr>
<td>Freelance and Job Seeking Essentials - <strong>Track I &amp; II</strong></td>
<td>4036</td>
<td>11/16 - 11/18</td>
<td>M &amp; W</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$135.00</td>
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<tr>
<td>Adobe InDesign - <strong>Track I</strong></td>
<td>4037</td>
<td>11/17 - 12/10</td>
<td>T &amp; R</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$550.00</td>
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<tr>
<td>Planning and Preparing a Website - <strong>Track II</strong></td>
<td>4035</td>
<td>12/9 - 12/21</td>
<td>M &amp; W</td>
<td>6:00 PM - 9:00 PM</td>
<td>LRON</td>
<td>$750.00</td>
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<tr>
<td>Build a Website using WordPress - <strong>Track I &amp; II</strong></td>
<td>4039</td>
<td>12/15 - 12/29</td>
<td>T &amp; R</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$600.00</td>
</tr>
<tr>
<td>Design Essentials &amp; Project Planning for the Graphics Industry - <strong>Track I</strong></td>
<td>SPRING 21</td>
<td>1/5 - 1/19</td>
<td>T &amp; R</td>
<td>6:00 PM - 9:00 PM</td>
<td>LRON</td>
<td>$299.00</td>
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<tr>
<td>Digital Printing &amp; Production Black &amp; White Color Combined - <strong>Track I</strong></td>
<td>SPRING 21</td>
<td>2/2 - 3/5</td>
<td>T &amp; R</td>
<td>6:00 PM - 10:00 PM</td>
<td>LRON</td>
<td>$459.00</td>
</tr>
</tbody>
</table>

**INTRODUCTION TO THE CREATIVE SUITE**

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

**CRN 4029**

Tuesday & Thursday, September 8 - 15
6:00 PM - 9:00 PM - Room N103 - TRAD
Amie Fanning

CEU 0.9

$135.00

For more information Contact THE GREAT CENTER (203) 285-2300
# ADOBE PHOTOSHOP WITH ACA CERTIFICATION
Learn and apply the fundamentals of design elements, typography and color theory to create graphics and website layouts.

Photo manipulation and retouching will also be covered. Cost includes U-Pass.

Optional:
Adobe Photoshop Certified Associate exam voucher.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
<th>Date Range</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4030</td>
<td>4.4</td>
<td>Tuesday &amp; Thursday, September 17 - October 20</td>
<td>6:00 PM - 10:00 PM - LRON</td>
<td>Kris Tonski</td>
<td>$670.00</td>
</tr>
</tbody>
</table>

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# WEBSITE FUNDAMENTALS
Code web pages from scratch using HTML. Organize text, add images, videos, and implement CSS to style content and create pleasing, modern web page designs.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
<th>Date Range</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4027</td>
<td>2.4</td>
<td>Monday &amp; Wednesday, October 5 - 21</td>
<td>6:00 PM - 10:00 PM - LRON</td>
<td>Kris Tonski</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

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# ADOBE ILLUSTRATOR
Learn to create original graphics for print and web applications using various vector drawing and painting techniques. This class will cover the fundamentals of:
- Document layouts & using color
- Working with Type
- Creating symbols and patterns
- Adding special effects

Hands-on assignments of logo, ad and poster creation will be covered, with emphasis on file preparation for digital output.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
<th>Date Range</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4033</td>
<td>2.4</td>
<td>Tuesday &amp; Thursday, October 22 - November 10</td>
<td>6:00 PM - 10:00 PM - LRON</td>
<td>Kris Tonski</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

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# FREELANCE AND JOB SEEKING ESSENTIALS
Begin a website portfolio of work. Learn the basics of communication with potential clients and employers. Pricing work, creating proposals and contracts will be covered.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
<th>Date Range</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4036</td>
<td>0.8</td>
<td>Monday &amp; Wednesday, November 16 &amp; 18</td>
<td>6:00 PM - 10:00 PM - LRON</td>
<td>Kris Tonski</td>
<td>$135.00</td>
</tr>
</tbody>
</table>

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# 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. Adobe InDesign is the best choice for many professional designers, publishers and artists.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CEU</th>
<th>Date Range</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>4037</td>
<td>2.8</td>
<td>Tuesday &amp; Thursday, November 17 - December 10</td>
<td>6:00 PM - 10:00 PM - LRON</td>
<td>Karin Krochmal</td>
<td>$550.00</td>
</tr>
</tbody>
</table>

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Facebook.com/GatewayGREATCenter
### PLANNING AND PREPARING A WEBSITE

Plan and strategize websites using a culmination of data gathering and prototype creation. The course will also cover hosting and managing websites using Dreamweaver and FTP.

<table>
<thead>
<tr>
<th>CRN 4035</th>
<th>CEU 1.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday &amp; Wednesday, December 9 - 21</td>
<td></td>
</tr>
<tr>
<td>6:00 PM - 9:00 PM - LRON</td>
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</tr>
<tr>
<td>Kris Tonski</td>
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<tr>
<td>$750.00</td>
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</table>

### BUILD A WEBSITE WITH WORDPRESS

Examine the world’s most popular tool to create websites using WordPress on a hosted server. Look under the hood of WordPress to examine its file structure. Create pages, blog posts, upload graphics, embed video, and customize your web pages using HTML and CSS. **Students will purchase and set up their own hosting account and domain name.** Prerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

<table>
<thead>
<tr>
<th>CRN 4039</th>
<th>CEU 1.6</th>
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<tbody>
<tr>
<td>Tuesday &amp; Thursday, December 15 - 29</td>
<td></td>
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<tr>
<td>(No class on December 24)</td>
<td></td>
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<tr>
<td>6:00 PM - 10:00 PM - LRON</td>
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</tr>
<tr>
<td>Kris Tonski</td>
<td></td>
</tr>
<tr>
<td>$600.00</td>
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</tr>
</tbody>
</table>

### 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 presentations will be highlighted. Page geometry, placement, overall layout, and file preparation for various types of printings and presentations will be highlighted.

<table>
<thead>
<tr>
<th>SPRING 2021</th>
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<tbody>
<tr>
<td>Tuesday &amp; Thursday, January 5 - 19</td>
<td></td>
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<tr>
<td>6:00 PM - 9:00 PM - LRON</td>
<td></td>
</tr>
<tr>
<td>Karin Krochmal</td>
<td></td>
</tr>
<tr>
<td>$299.00</td>
<td></td>
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</tbody>
</table>

### DIGITAL PRINTING & PRODUCTION – BLACK & WHITE / COLOR COMBINED

In this course module students will learn the foundations of digital printing technology and how to prepare files, set-up, operate, maintain and finish printed pieces from the output device within a workplace setting. This module includes both classroom instruction and hands-on experience with digital printing equipment in the Publication Services area of Gateway Community College. This class will also include actual business experience of production planning and bindery operations. **(Required for the Digital Certificate)**

<table>
<thead>
<tr>
<th>SPRING 2021</th>
<th>CEU 4.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday &amp; Thursday, February 2 - March 5</td>
<td></td>
</tr>
<tr>
<td>6:00 PM - 10:00 PM - LRON</td>
<td></td>
</tr>
<tr>
<td>Amie Fanning</td>
<td></td>
</tr>
<tr>
<td>$459.00</td>
<td></td>
</tr>
</tbody>
</table>

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For more information
Contact
Erika Lynch
(203) 285-2300
ELynch@gatewayct.edu
Why not leverage your college education and step into an exciting career as a Business Analyst. This is one of the in-demand fields within the IT sector and it doesn’t require a computer science or programming background. Information Technology Business Analyst job openings are expected to grow by 22% over the next 10 years and offer students an excellent career path that can provide excellent pay and benefits.

This comprehensive certification program is designed to provide qualified students with necessary skills and industry certification (IIBA/ECBA Certification) that can lead to a Business Analyst career. Industry experts will teach and expose students to problem analysis, requirement gathering, use cases, meeting organization, Agile system development, data mining, analytic and project management basics. This field may be of strong interest to individuals working in advertising and marketing, business strategy, research, or finance.

Prerequisites for this course include BA, BS or AS degree (does not need to be in computer science), general computer literacy, Microsoft Office experience and excellent written and verbal communication skills.

**BUSINESS ANALYST - CORE COMPETENCIES AND GENERAL SKILLS**

Students will learn the basic Business Analyst framework and job responsibilities. The course will spend majority of the time on enterprise analysis, requirement development, 'use case' development, project lifecycle, meeting coordination, critical thinking, teamwork/collaboration, prioritization and documentation. Students will learn how to identify business problem, collaborate on solution, develop specifications (with traceability) and implement. Course will be a combination of lecture and computer based training. This class is a hybrid course and meets in class once per week. You will meet in class on Mondays and work online on Wednesdays.

**DATA ANALYTICS WITH ADVANCED EXCEL**

The ability to analyze data is a powerful skill that contributes to better business decision outcomes. Data Analysts is a high demand skill set that is a key component in multiple career paths (including a Business Analyst). Microsoft Excel is one of the top tools for data analysis. This course will expose you to Excel tables, formatting, pivot tables, pivot reporting, VBA, macros and other functions. Course will then utilize the data, formatting and reporting to start the process of data analysis. You will meet in class on Mondays and work online on Wednesdays.

**INTERNATIONAL INSTITUTE OF BUSINESS ANALYSIS FOUNDATION (IIBA) - EXAM (ECBA) PREPARATION AND VOUCHER**

Students will prepare for the ECBA exam focusing on documented questions and answers available from multiple sources. Review will focus on items like projects, brainstorming collaboration, requirement gathering, prioritization, requirement architecture and other related subjects. You will meet in class on Mondays and work online on Wednesdays.

For more information

Contact

Pam Walsh
(203) 285-2142
PWalsh@gatewayct.edu

For more information

Contact

Pam Walsh
(203) 285-2142
PWalsh@gatewayct.edu
Manufacturing Programs

SKILL UP FOR MANUFACTURING

Manufacture Your Future
IS THIS YOU?

✓ Connecticut resident Minimum HS Diploma/GED
  18 years or older
✓ Interested in entry-level manufacturing jobs
✓ Open to advancement & potential career growth in manufacturing
✓ Computer Experience or Mechanically Inclined
✓ Good at Math

*FREE* to those who successfully complete an Assessment & Orientation session REQUIRED after application.

SUPPORT SERVICES include travel reimbursement, daycare assistance and required books, tools & clothing.

CASH STIPEND for successful completion of training benchmarks.

EARN 250 Pre-Apprenticeship Hours.

FAQs, Course Outline, Resources at www.workforcealliance.biz/skillup

For more information
Contact
Jean Arnold-Barry
(203) 867-4030 x 227
jbarry-arnold@workforcealliance.biz

APPLY TODAY @ workforcealliance.biz/skillup

Put your strengths to work and gain the skills needed to move quickly into manufacturing jobs!

Complete the initial application form online to attend

*FREE* 5-WEEK CLASS
at Gateway Community College, New Haven

MANUFACTURING EMPLOYER PARTNERS
These are some of the employers and more who will recruit from the class for open positions.

Funded by Workforce Alliance through the Apprenticeship Connecticut Initiative. Equal Opportunity Program. Auxiliary Aids Available Upon Request to Persons with Disabilities. Contact Disability Resource Coordinator Barbara Green at (203) 867-4030 x 239 or bgreen@workforcealliance.biz.
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 placement. 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 will be re-assessed 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. These courses will be offered during Summer and Winter Intersessions with morning and evening sessions available.

PRE-ALGEBRA MATH (085) BOOT CAMP
This Boot Camp is for students placing into Math Level A - Boot Camp or Math Level A2 - 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.

ELEMENTARY ALGEBRA MATH (095)
This Boot Camp is for students placing solidly into Math Level B - Math 095 (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.

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.
Step Forward Programs

STEP FORWARD I
Step Forward I is a comprehensive transition program for young adults with mild cognitive disabilities. This non-credit program focuses on interpersonal communication, daily living skills as well as workplace and college 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 include:
- Personal finances
- Interpersonal and workplace communications
- Daily living skills
- Self-advocacy and disability awareness
- Nutrition and fitness
- Community and campus-based social activities
- Vocational exploration and career planning

Upon completion of year one, the student’s team will recommend the following options:
- Repeat the first year
- Promotion to year two ***
- Program exit

*** Students recommended for the Step Forward II program will undergo preparation to take the Accuplacer exam during the spring of year one.

STEP FORWARD II & HIGH FUNCTIONING AUTISM SPECTRUM DISORDER PROGRAM (HFASD) ***
Step Forward II and the HFASD is a blended program designed for students who have successfully completed Step Forward I or who are academically qualified to enroll in classes at Gateway Community College and do not require the Step Forward I curriculum. The program offers an additional level of support and case management beyond the federally mandated ADA (disability) services.

Students in year II/HFASD will focus on their career objectives by engaging in related college level and or remedial coursework and internships. Students are required to attend non-credit seminars to enhance their study, time management, social and organizational skills.

Each student receives individualized academic and disability-related advising as well as case management. Students must apply for admission to Gateway Community College through the Step Forward dual application and take the placement test or submit SAT or ACT scores to determine appropriate classes. Students requiring academic accommodations must register for ADA (disability) services.

Topics covered in the Step Forward II/HFASD program include:
- Effective study skills and executive functioning skills development
- Understanding college expectations and goal setting
- Interpersonal communication and social skills
- Career exploration and resume writing
- Self-advocacy and disability awareness
- Community and campus-based social activities

*** This program is also appropriate for students with learning and/or psychological disabilities.

For more information
Contact
Jaime French
Step Forward Director
(203) 285-2505
JFrench@gatewayct.edu

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.
Pre-Business Workshops
What you should know when planning to launch a business
Second Wednesday of the Month
8:30 AM - 12:00 PM
Gateway Community College
Small Business Center, Room S105
• Business planning & Business Plan Creation
• Marketing your Business
• Accounting & Taxes
• Legal Considerations
• Leveraging Technology & the Internet

Evening Small Business Seminars
Targeted small business seminars delivered by experts
Check the NH SCORE website for more information:
https://newhaven.score.org/

Connecticut Basic Boating
This 10-hour course, taught by professionals from Connecticut Department of Energy and Environmental (DEEP) Boating Division fulfills the requirements for the Connecticut Safe Boating Certificate and the Personal Watercraft Operator’s Certificate. Students must attend all classes. Participants younger than 17 years old must be accompanied by an adult.

For more information about the course content or additional watercraft safety classes, please refer to the DEEP website.

The Connecticut Basic Boating course will prepare students for the DEEP Equivalency Exam. Become an experienced boater familiar with all the rules and regulations for safe boating on all Connecticut waters.

To pre-register or all events, call: 203-865-7645
On-site registration begins ten minutes prior to each event start.
All events are free of charge, but seating is limited.
Free parking is available in the Temple Street Garage.
Bring ticket to the Security Desk for validation.

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

New Haven SCORE
Small Business Center, S105
Gateway Community College, 20 Church Street
New Haven, CT 06510
https://newhaven.score.org

For more information
Contact The Great Center
(203) 285-2300
gw-thegreatcenter@gwcc.commnet.edu
Motorcycle Rider Courses

BASIC RIDER COURSE (BRC)

This course, which is required to apply for a Connecticut Motorcycle License, provides students with both classroom and on-cycle instruction. It will prepare students with the awareness, basic skills, and knowledge necessary for safe riding. Motorcycles are provided for use during the course and DOT approved helmets are available for loan if you can not bring your own. This course is the pre-requisite required for obtaining a motorcycle endorsement for your CT driver's license. Class size is limited to 12 riders. Be sure to provide a valid email address to receive the access (Coupon Code) for the required eCourse. Fee: 220.00

BRC Requirements: 1. Valid driver's license. 2. Valid email address to obtain Logging Code to take the mandatory eCourse. 3. eCourse Completion Certificate (must bring to your first class) 4. Access to a computer, printer and internet to take and pass the 3+ hour eCourse before motorcycle class starts. 5. Over the ankle rubber soled boots, sturdy long pants, long sleeve shirt, full finger gloves, and eye protection. The BRC eCourse must be completed within 30 days prior to your class start date.

EXPERIENCED RIDER-COURSE (ERC)

One-day course, designed to improve a riders cornering, braking and swerving skills necessary for riding safely on the street. Class size is limited to 12 riders. Fee: $100.00

ERC Requirements: 1. Valid motorcycle license. 2. A street-legal registered and insured motorcycle or scooter with an engine larger than 50cc. 3. Over the ankle rubber soled boots, sturdy long pants, long sleeve shirt, full finger gloves, eye protection, and DOT approved motorcycle helmet.

IMPORTANT NOTICES

✓ A $40 fee will be charged for rescheduling.
✓ Students must reschedule within two weeks prior to the start of the originally scheduled class and should be sure to double-check the dates.
✓ ALL sessions must be attended. There are no exceptions. Students who are LATE or MISS a class will be unable to complete the course. NO REFUND.
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 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 LOCATION

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

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

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

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

Institutional Policies

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

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

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

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

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

CLOSING & DELAYS INFOLINE
(203) 285-2049
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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:

- Bookkeeping Training Certificate
- Business Analyst Certificate
- Business Professional and Office Assistant Certificate
- Community Health Worker Training Program
- Desktop Support/A+ CompTIA Certificate
- Emergency Medical Responder (EMR)
- Medical Interpreter Training Certificate
- Medical Office Assistance Certificate
- Patient Care Technician Training Certificate
- Pharmacy Technician Certificate
- Print & Digital Media Publishing Training Certificate
- Property & Casualty Insurance Training
- Real Estate Principles & Practices
- Security Officer Certification Training
- ServSafe Food Handler & Alcohol Training
- Warehouse & Distribution with Forklift Certification

GatewayCT.edu/Great-Center