



**Business &
Industry
Services**

**Continuing
Education**

**Workforce
Development**



Who We Are

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

ACCREDITATION

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

NOTICE OF NONDISCRIMINATION

Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record in its programs and activities

PERSONS WITH DISABILITIES

Persons with disabilities should self-identify to the Student Accessibility Services office and indicate that they need 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 arrangements that meet the organization's needs.

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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. The GREAT Center actively supports the businesses, organizations, and job seekers in the Greater New Haven area. Programs are credit-free but are typically tied to industry-recognized credentials and may be eligible for college credit or continuing education units (CEUs). SCHOLARSHIPS AVAILABLE! See page 8 for SNAP information.

BUSINESS TRAINING PROGRAMS

- Associate Professional in Human Resources (aPHR) Training
- Bookkeeping Certificate
- Business Analyst Certificate
- Business Professional Certificate: Office Assistant Track
- Business Professional Certificate: Property & Casualty Insurance Track
- Hospitality Certification
- Real Estate Principles & Practices
- Servsafe® Food Handler & Safety Training
- Servsafe® Food Safety Management Training
- Small Business Center

HEALTHCARE TRAINING PROGRAMS

- Central Sterile Supply Certificate
- Certified Nurse Aide (CNA) Certificate
- Community Health Worker Certificate
- Medical Interpreter Certificate
- Medical Office Assistant Certificate
- Patient Care Technician (PCT) Certificate
- Pharmacy Technician Certificate

TRADE & TECHNOLOGY TRAINING PROGRAMS

- Commercial Drone Operations Certificate
- Digital Media and Web Design Certificate
- General Industry Tradesman Certificate
- IT Academy
- Security Guard Card Certificate
- Skill Up for Manufacturing

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

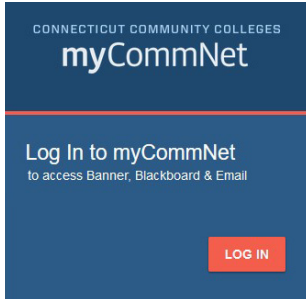


Technology Support

HOW TO ACCESS YOUR OFFICE 365 EMAIL ACCOUNT THROUGH MYCOMMNET

MyCommNet is the portal that provides the ability to access information with a single sign-on. This easy sign-on enables access to college email, financial aid, student records, etc.

1. Go to [myCommNet](#) site. Click **LOG IN**



2. **NET ID:** Enter your 8-digit student/NetID number followed by @ student.commnet.edu
Example: **0001234@student.commnet.edu**



Sign in

NetID (e.g. 12345678@student.commnet.edu)

Can't access your account?

Back

Next

3. **PASSWORD:** The initial password is a combination of:

- First 3 letters of your birthday month
- (1st letter capitalized)
- The & symbol
- Last 4 digits of your social security number
Example: **Mar&123**

When prompted, create a new unique password.

NOTE: if the initial password does not work, call the IT hotline at 860-723-0221



← 00001234@student.commnet.ed

Enter password

.....

[Forgot my password](#)

Sign in



Operating Systems: Windows 8 or newer; Mac OS 10.12.x or newer.

Browsers: Firefox 57 or higher, Google Chrome 63 or higher, Microsoft Edge 42 or higher, Safari 12 or higher (Mac only).

Note: mobile browsers and apps should not be used for classwork.

Software: Courses may require some or all the software listed below (Windows/Mac)

- Adobe Reader
- Adobe Flash
- Adobe Shockwave
- Apple QuickTime
- Windows Media Player
- Microsoft Silverlight

Note: most class software is available free of charge. Students do not have access to install software on Gateway loaner laptops.



Help Articles

Browse self-help articles for your technology needs



Password Reset

Reset Forgotten NetID Password



Chat

Click here for Chat

GCC IT Online Help-Desk Support 24/7 Phone - 860-723-0221 Online Chat , Create Case , or Service Now Request

Math & English Boot Camp

FREE



WHAT IS A BOOT CAMP?

Gateway is offering free prep courses in the subject areas of math and English. These 'Boot Camps' are for degree and/or certificate seeking 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 - 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.

**For more information contact
Kaitlyn Kos - Room S215
(203) 285-2203
KKos@gatewayct.edu**

Bookkeeping Certificate



Certified Bookkeepers are key team members in a Certified Public Accounts office.

The four modules in this certificate program focus on preparing the student for the AIPB Certified Bookkeeper exams by helping them master the skills and knowledge required for certification

The six subjects covered in the program are:

- Bookkeeping Practices
- Correcting and Adjusting Entries
- Depreciation and Payroll
- Inventory, Internal Controls and Fraud Prevention

A Certificate of Completion will be awarded to students who successfully complete all four Bookkeeping modules in the program (81) hours.

Recommended prerequisites for this certificate are Word, Excel, and QuickBooks classes. (These classes will be required for WIOA and SNAP E&T Participants)

To achieve the Certified Bookkeeper credential and designation, submit an application to the **American Institute of Professional Bookkeepers (AIPB)**, pass the credentials exams and fulfill the employment requirements. This application is optional but recommended for employment.

27 Sessions | CRN 2018 CEU 8.1
 Tuesday & Thursday, March 14 - June 15
 6:00 PM - 9:00 PM - N211 - TRAD
 Brenda Burton Seldon \$2390
Cost includes Textbooks

To Register
Call (203) 285-2300
or Scan Here ➔



BOOKKEEPING CERTIFICATE PROGRAM SCHEDULE

Course	CRN	Date	Day	Time	Modality
Bookkeeping Practices	2019	3/14 - 3/30	Tue. & Thu.	6:00 PM - 9:00 PM	N211 - TRAD
Mastering Correcting and Adjusting Entries	2020	4/4 - 4/25	Tue. & Thu.	6:00 PM - 9:00 PM	N211 - TRAD
Mastering Depreciation and Payroll	2021	4/27 - 5/23	Tue. & Thu.	6:00 PM - 9:00 PM	N211 - TRAD
Mastering Inventory, Internal Controls and Fraud Prevention - *Exams Included	2022	5/25 - 6/15	Tue. & Thu.	6:00 PM - 9:00 PM	N211 - TRAD

SNAP & WIOA Approved

Business Analyst Certificate

Endorsed
By IIBA

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 & GENERAL SKILLS

Students will learn the basic Business Analyst framework and job responsibilities. The students will:

- Spend the majority of the time on enterprise analysis, project lifecycle, critical thinking, and documentation.
- Learn how to identify business problems, collaborate on solutions, develop specifications (with traceability), and implement.
- Work on a mock run of a project by developing business justification and will work on a PowerPoint presentation including Project Mission, Pros and Cons, High level requirements, Requirement estimations, Project plan, Testing phase and implementation to gain an understanding of the System Development Life Cycle (SDLC).

Course will be a combination of lecture and computer-based training. Speakers may include the following: Business Analysts (BA) in the Waterfall and Agile Domains, Project Managers, Cyber Security BA's, Data Analytics BA's, IT Recruiters, and IIBA academics to explain the ECBA application process.

This module will expose students to Excel tables, formatting, pivot tables, pivot reporting, VBA, macros, and other functions.

At the conclusion of the course, students will prepare for the ECBA exam focusing on documented questions and

answers available from multiple sources. **Payment plans** are available: 1/3 due upon registration, 1/3 due mid class, 1/3 due prior to exam voucher distribution. Tuition includes: BABOK (Business Analysis Body of Knowledge) Guide Course Materials

BUSINESS ANALYST CORE COMPETENCIES AND ECBA PREP

24 Sessions | CRN 2017

CEU 4.6

Monday & Wednesday, March 8 - May 31

(No class on May 29)

6:00 PM - 8:00 PM - LRON

Kevin Mills

\$1499

NEW!! DATA VISUALIZATION USING EXCEL

Excel can be extremely powerful for visualizations, as well as data management, data cleaning, predictive modeling, and even regression analysis. In this class the students will learn how to import, analyze, understand, and present findings on datasets for any business, large or small. This is the perfect class for anyone who wants to offer a skill and service to their current or potential employer that will help them shine above other applicants. This is a great class to pair with the Business Analyst (ECBA®) Certification.

6 Sessions | CRN 2034

CEU 0.9

Tuesday & Thursday, March 14 - 30

6:00 PM - 7:30 PM - TRAD

Eric Brushett

\$149

WIOA Approved

For more information
Call (203) 285-2300 or
Scan Here ➔



Business Professional Certificate

This certificate 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. **All books and exams are included in the cost of the training.**

Students can add a specialty track to this training in the following areas, Office Assistant, Property & Casualty Insurance, Associate Professional in Human Resources (aPHR). Students pick one of these areas to specialize in before they complete the program. Certificate awarded upon completion:

Office Assistant Track (Six Sigma Certification)

Property & Casualty Insurance Track (Property & Casualty Insurance State Certification)

Associate Professional in Human Resources (aPHR)

BUSINESS PROFESSIONAL CERTIFICATE SCHEDULE

Course	CRN	Date	Day	Time	Modality	Cost
Associate Professional in Human Resources (aPHR)	2077	1/4 - 3/1	Mon. & Wed.	6:00 PM - 9:00 PM	N103 - LRON	\$1760
Conflict Resolution	2050	1/30 - 2/13	Mon. & Wed.	6:00 PM - 9:00 PM	N006 - TRAD	\$315
Essentials for your Career (SNAP)	2030	2/3 - 3/31	Fri.	10:00 AM - 12:00 PM	N103 - TRAD	\$315
Microsoft Word® Daytime option	1985	2/7 - 3/2	Tue. & Thu.	9:30 AM - 1:00 PM	N201 - TRAD	\$480
Microsoft Word® Evening option	1986	2/7 - 3/2	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	\$480
Office Procedures, Time Management, and Project Management	1991	3/6 - 3/20	Mon. & Wed.	6:00 PM - 9:30 PM	N004 - TRAD	\$275
Microsoft Excel® Daytime option	1987	3/7 - 3/30	Tue. & Thu.	9:30 AM - 1:00 PM	N201 - TRAD	\$440
Microsoft Excel® Evening option	1988	3/7 - 3/30	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	\$440
Office Communication/Customer Service Dealing with Difficult People	1992	3/27 - 4/10	Mon. & Wed.	6:00 PM - 9:30 PM	N004 - TRAD	\$275
Microsoft Access®	1989	4/4 - 4/27	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	\$440
Taking Minutes	1993	4/12 - 4/26	Mon. & Wed.	6:00 PM - 9:30 PM	N004 - TRAD	\$275
Property and Casualty Insurance Basics	1998	5/1 - 6/21	Mon. & Wed.	6:00 PM - 9:00 PM	N201 - TRAD	\$275
Microsoft PowerPoint®	2044	5/2 - 5/16	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	\$370
Associate Professional in Human Resources (aPHR)	2031	5/2 - 6/20	Tue. & Thu.	6:00 PM - 9:00 PM	N103 - TRAD	\$1760
Microsoft Outlook®	1996	5/18 - 5/23	Tue. & Thu.	6:00 PM - 10:00 PM	N201 - TRAD	\$150
Business System Applications	1997	5/23 - 6/8	Tue. & Thu.	6:00 PM - 10:00 PM	N201 - TRAD	\$415
Six Sigma White Belt Certification®	SUM 2023	6/13 - 6/22	Tue. & Thu.	6:00 PM - 9:30 PM	N004 - TRAD	\$275

► For detailed class descriptions, see page 24.

SNAP & WIOA Approved

For more information
Call (203) 285-2300 or
Scan Here ➡



Hospitality Certification



HOSPITALITY AND TOURISM TRAINING SCHEDULE - ROOM S112

Course	CRN	Date	Day	Time	Mo- dality	Cost
Hospitality & Tourism Certification - Winter	2005	1/3 - 1/13	Mon. to Fri.	9:30 AM - 3:30 PM	TRAD	\$1950
Hospitality & Tourism Certification - Summer	2013	6/5 - 6/16	Mon. to Fri.	9:30 AM - 3:30 PM	TRAD	\$1950
Hospitality & Tourism Certification - Fall	FALL 2023	8/7 - 8/18	Mon. to Fri.	9:30 AM - 3:30 PM	TRAD	\$1950

This program will explore the following areas:

- Communication & Networking
- Lodging Operations
- Residential Dining
- Event Planning Basics
- Culinary Skills from knife basics to understanding service
- Learn what it takes to operate a successful local business

The Credentials you will earn:

- Connecticut Hospitality Awareness Training Program Certification or CHAT
- ServSafe Food Handler
- TIPS Training Intervention Procedures

🚌 Cost includes U-Pass.



SNAP & WIOA Approved

For more information
Call (203) 285-2300 or
Scan Here ➡



Real Estate Principles & Practices



REAL ESTATE PRINCIPLES & PRACTICES

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.**

The course covers the following:

- Brokerage, listing agreements
- Buyer/Seller representation
- Ownership of real estate

- Contracts /Regulations
- Commissions/Financing

23 Sessions | CRN 2011 CEU 6.0
On-line and Remote Learning
Wednesday, February 1 - May 3
12:30 PM - 5:30 PM - LRON
Robert B. Myers \$605

23 Sessions | CRN 2012 CEU 6.0
Tuesday & Thursday, March 14 - May 30
6:00 PM - 9:00 PM - N004 - TRAD
Jenell Lawson \$605

To Register
Call (203) 285-2300
or Scan Here ➔



WIOA Approved

Small Business Center

Business Startup Assistance from the Community Economic Development Fund

Business Advice available at no charge

Gateway Community College

The Small Business Center at Gateway is conveniently located on the first floor of the South building in Room S105.

Thinking of starting a business?

Growing a new enterprise?

CEDF is a community lender supporting small business with advice and educational programming.



Visit
Room
S105

Celeste is ready to assist you!

As CEDF's Business Relationship Coordinator, Celeste Tapia can offer student entrepreneurs and small business owners the help you need and connect you through CEDF to community organizations for business coaching and educational services.

**Office hours on
Friday Mornings**

Available at the
**Small Business
Center**
for your questions
about your
business

More information :

✉ ctapia@cedf.com

☎ (203) 443-0746

📅 **Book a meeting**
<https://calendly.com/ctapia-cedf>



Central Sterile Supply Certificate

NEW



A Central Sterile Supply Processing Technician is responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing the medical devices and supplies needed in patient care, especially during surgery. This role is important in preventing infections.

The central sterile supply department of a health care facility is the hub of all activity surrounding supplies and equipment needed for surgery, obstetrics, and other patient care areas.

Central sterile supply processing technicians are trained in principles, methods, and control of sterilization processes. Training also includes cleaning, processing, packaging, distributing, storing and inventory control of sterile goods, instruments, trays, and equipment.

Students will keep records associated with sterilization monitors, orders, charges to patients, and inventory.

Students who complete this program are eligible to sit for the Sterile Processing Technical Certification examination offered by the Certification Board of Sterile Processing and Distribution (CBSPD).

Through this training program, students can become certified technicians in 10 weeks.

20 Sessions | CRN 2007 | Option 1

Dates: Monday & Wednesday, January 18 - April 5

(No class on February 20)

Time: 5:30 PM to 9:30 PM - N211

Taliaferro Martin

80 hour class

20 Sessions | CRN 2008 | Option 2

Dates: Monday & Wednesday, April 17 - June 28

(No class on May 29 & June 19)

Time: 5:30 PM to 9:30 PM - N211

Taliaferro Martin

80 hour class

All clinical hours completed at Yale-New Haven Hospital

Cost \$2020

U-PASS, Exam & Books included

For more information
Call (203) 285-2300 or
Scan Here ➔



Certified Nurse Aide (CNA) Certificate

***Information Sessions** will be held the second Wednesday of the month at 10:00 AM in room N103. Sessions are **MANDATORY**. Each student must attend at least one session before registering for a class.

DAYTIME: *MANDATORY ORIENTATION (TRAD)
WEDNESDAY, JANUARY 18, FROM 10:00 AM - 12:00 PM
Class Dates: Monday through Thursday, January 23 - March 10

CRN: 2023 - Room: N005
Classroom Skills Training: January 23 - March 2
Monday through Thursday (9:30 AM - 3:30 PM)
CPR Training: Friday, February 3 (10 AM - 2:00 PM)
Clinical: Monday through Friday, March 6 - 10 (6:45 AM - 3:30 PM)

EVENING: *MANDATORY ORIENTATION (TRAD)
WEDNESDAY, MARCH 8, FROM 5:30 PM - 7:00 PM
Class Dates: Monday through Thursday, March 14 - May 19

CRN: 2024 - Room: N005
Classroom Skills Training: March 14 - May 11
Monday through Thursday (5:30 PM - 9:30 PM)
CPR Training: Friday, March 31 (10 AM - 2:00 PM)
Clinical: Monday through Friday, May 8 - 12 (3:00 PM - 11:00 PM)

DAYTIME: *MANDATORY ORIENTATION (TRAD)
WEDNESDAY, MARCH 15, FROM 10:00 AM - 12:00 PM
Class Dates: Monday through Thursday, March 20 - May 5

CRN: 2025 - Room: N005
Classroom Skills Training: March 20 - April 27
Monday through Thursday (9:30 AM - 3:30 PM)
CPR Training: Friday, March 31 (10 AM - 2:00 PM)
Clinical: Monday through Friday, May 1 - 5 (6:45 AM - 3:30 PM)

DAYTIME: *MANDATORY ORIENTATION (HYBR))
FRIDAY, MAY 19, FROM 9:30 AM - 11:00 AM
Class Dates: Monday through Friday, May 19 - June 23

CRN: 2026 - Room: N005
Online Training: May 19 - June 23
Classroom Skills Training: June 5 - June 16
Monday through Thursday (9:30 AM - 3:30 PM)
CPR Training: Friday, March 31 (10 AM - 2:00 PM)
Clinical: Monday through Friday, June 19 - 23 (6:45 AM - 3:30 PM)

SNAP & WIOA Approved



If you're interested in providing high-quality professional patient care, a career as a Certified Nurse Aide (CNA) could be ideal for you. As a CNA, you will work with registered nurses, physicians, and dietitians to administer optimum medical care.

Students will be responsible for carrying out daily operations of hospitals or nursing care facilities. Compassion and care significantly increase the success rate for elderly, disabled, and ill patients to accomplish basic living needs.

Learn all delivery aspects of personal care to patients, including:

- Monitoring Patients' Conditions
- Recording Vital Signs (body temperature, heart rate, blood pressure)
- Assisting with Mobility
- Providing Oral and Dental Care
- Bathing, Dressing, Cleaning, and Feeding

Cost \$2000

- Cost includes U-Pass, required textbook and classroom skill materials.

**For more information
Call (203) 285-2300 or
Scan Here ➔**



Programa de Entrenamiento Para Trabajadores de Salud Comunitaria



Un trabajador de salud comunitaria (TSC) complementa equipos de atención médica capacitados clínicamente compuestos por médicos, asistentes médicos y enfermeras, entre otros. Los TSC llevan a cabo una amplia gama de responsabilidades que facilitan el acceso a los servicios de atención médica y ayudan a los pacientes a alcanzar las metas en sus planes de cuidado.

Ejemplos incluyen:

- Conexión positiva con la comunidad.
- Ayudar a otros a encontrar acceso a servicios sociales y de atención médica.
- Manejo de casos y coordinación del cuidado.
- Brindar servicios de apoyo a domicilio
- Entrenando y promoviendo la buena salud

El entrenamiento incluye Primeros auxilios de salud mental, CPR & Primeros Auxilios.

OBJETIVOS DEL PROGRAMA

- Analizar los problemas de salud y las desigualdades desde la salud pública y las perspectivas culturales.
- Resumir el proceso de organización comunitaria, promoción y desarrollo de políticas según corresponda al alcance de la práctica para los trabajadores de salud comunitarios.
- Discuta y demuestre una evaluación de salud no clínica, asesoramiento y planificación de coordinación de servicios y asesoramiento centrado en el cliente.

- Evaluar y aplicar habilidades profesionales, incluido el establecimiento de objetivos para la colocación de aprendizajes santías, la ética y el alcance de la práctica, los límites profesionales, la humildad cultural y las prácticas de autocuidado.
- Programa de Entrenamiento Para Trabajadores de Salud Comunitaria
- Evaluar los sistemas de prestación de atención médica, incluida la elegibilidad y los recursos de la comunidad para proporcionar servicios de enlace adecuados a los clientes.
- Describa y demuestre el dominio de los principios y la práctica de la humildad cultural al trabajar con diversos clientes y comunidades.
- Diseñe, prepare y facilite una capacitación o presentación de educación de salud grupal que demuestre el trabajo en equipo efectivo a nivel de grupo y habilidades de resolución de conflictos.

32 Sesiones | CRN 2006

CEU 13.0

Lunes y Miércoles, 13 de Marzo - 28 de Junio

18:00 - 21:00 | N006 | TRAD

Sábado, 18 de Marzo - 24 de Junio

9:00 AM - 12:00 PM - HÍBRICO (HYBR)

Prácticas: Julio y Agosto

Un plan de pago está disponible

\$ 2540

El costo incluye el U-Pass.

SNAP & WIOA Approved

Medical Office Assistant Certificate



The Medical Office Assistant Certificate 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, including numerous parts of coded medical insurance forms. Length of the program: 21 weeks. **All books and exams are included in the cost of the training.**

MEDICAL OFFICE ASSISTANT SCHEDULE

Course	CRN	Date	Day	Time	Modality	Cost
Medical Terminology/Anatomy & Physiology	1999	1/23 - 2/27	Mon. & Wed.	6:00 PM - 9:00 PM	N003 - TRAD	\$530
Essentials for your Career (SNAP)	2030	2/3 - 3/31	Fri.	10:00 AM - 12:00 PM	N103 - TRAD	\$315
Microsoft Word® Daytime option	1985	2/7 - 3/2	Tue. & Thu.	9:30 AM - 1:00 PM	N201 - TRAD	\$480
Microsoft Word® Evening option	1986	2/7 - 3/2	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	\$480
Coding: ICD-9 & ICD-10, CPT-4 & HCPCS	2000	3/6 - 4/5	Mon. & Wed.	6:00 PM - 10:00 PM	N003 - TRAD	\$770
Microsoft Excel® Daytime option	1987	3/7 - 3/30	Tue. & Thu.	9:30 AM - 1:00 PM	N201 - TRAD	\$440
Microsoft Excel® Evening option	1988	3/7 - 3/30	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	\$440
Medicare & Medicaid Reimbursement Systems	2001	4/10 - 4/24	Mon. & Wed.	6:00 PM - 10:00 PM	N003 - TRAD	\$385
Commercial Insurance & Managed Care Reimbursement Systems	2002	4/26 - 5/10	Mon. & Wed.	6:00 PM - 10:00 PM	N003 - TRAD	\$385
Medical Administrative Specialist	2048	5/8 - 6/5	Tue. & Thu.	6:00 PM - 9:30 PM	N006 - TRAD	\$500

► For detailed class descriptions, see page 24.

SNAP & WIOA Approved

Pharmacy Technician Certificate



PHARMACY TECHNICIAN CERTIFICATE

This comprehensive, 134-hour course prepares students for an entry-level position in a retail pharmacies, hospitals, and nursing homes. 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
- Pharmacy law
- Review of the Top 100 drugs (generic and brand name)
- Indication and significant side effects
- Professionalism, conversion factors in dosage calculations
- IV flow rate and solving compounding problems

Strong math skills up to single-variable algebra are required.

The course cost does not include the PTCB exam fee. It is designed and instructed by the CT Pharmacists Association.

Being a convicted felony no longer excludes a student from sitting for the national PTCB exam; students are evaluated on a case-by-case basis.

🚗 Cost includes U-Pass and The National Exam.

30 Sessions | CRN 2003 CEU 8.4

Tuesday & Thursday, February 7 - May 18

6:00 PM - 9:00 PM - N006 - HYBR

CT Licensed Pharmacist \$1740

A payment plan is available.

30 Sessions | Fall 2023 CEU 8.4

Tuesday & Thursday, September 5 - December 19

(No class on November 23)

6:00 PM - 9:00 PM - N006 HYBR

CT Licensed Pharmacist \$1740

A payment plan is available.

SNAP & WIOA Approved

Medical Interpreter Certificate Training



Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary.

The course provides intensive practice via oral, role plays on a variety of medical topics.

The student will also be introduced to VRI (Video Remote Interpreting) and OPI (Over the Phone Interpreting).

Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate Exam.

Students must be fully bilingual and must be fluent in English and one other language.

This program meets the National Board of Medical Interpreter Certification training requirement and prepares you to pass the national certification exam.



Upon successful completion of the course, students will receive a certificate of completion from the college and may elect to apply for national certification. Certification fees are not included.

Students must possess a high school diploma or equivalent. Because a language assessment is required, students must register at least two weeks in advance.

20 Sessions | CRN 2009
Tuesday & Thursday, February 14 - April 27
(No class on March 14 & 16)
6:00 PM - 9:00 PM - LRON CEU 6.0
\$1200

20 Sessions | SUMMER 2023
Tuesday & Thursday, June 6 - August 17
(No class on July 4 & 6)
6:00 PM - 9:00 PM - LRON CEU 6.0
\$1200

For more information
Call (203) 285-2300 or
Scan Here ➔



Commercial Drone Operations Certificate

NEW



The first part of the program **Commercial Drones** is designed for beginners as a foundation for entry and preparation for successfully passing the FAA drone pilot examination.

The second part of the program, **Cloud Connected Drone Operations**, prepares the beginner student on a path to learn entrepreneurship highlighting industry use cases. Each course will take approximately 4 months. The course is offered entirely online and can be started at any time.

MODULE 1: INTRODUCTION TO COMMERCIAL DRONES

Focus: Prepare students for the Federal Aviation Administration (FAA) Part 107 Certified Drone Pilot examination. There is a separate FAA registration fee of \$160 for the examination.

From drone science and engineering to weather theory, the role of the FAA regulations and safety procedures is to prepare students to become certified commercial drone operators. Students will also learn about cloud computing and other technologies that are transforming the Unmanned Aerial Vehicle (UAV) industry. This course is offered entirely online and can be started at any time.

Topics:

- Drone systems, Aerodynamics & Performance
- Weight and balance
- Aeronautical decision-making
- Airports and the National Airspace
- Aviation weather and UAV procedures
- Federal Aviation Regulations
- FAA exam and certification
- Introduction to cloud technology
- IoT and AI
- A hybrid cloud with edge capabilities
- Market demand for commercial UAV solutions
- Unmanned Aircraft Systems (UAS) 101

The instructional materials required for this course are included and will be available online.

Prerequisite: None. Beginners are welcome! **Cost:** \$1250

MODULE 2: CLOUD CONNECTED DRONE OPERATIONS

This course highlights mission planning, operations management and many use cases across industries. It is offered entirely online and can be started at any time.

Topics:

- Introduction to Total Planetary Protection
- Mission planning
- Managing operations
- Full life cycle management with TPP
- Industry overview
- Unmanned Aircraft Systems (UAS) 102
- Business plan and services
- Financial services
- Mission assets

The instructional materials required for this course are included and will be available online.

Prerequisite: Introduction to Commercial Drones or the FAA Part 107 License. **Cost:** \$1600

For more information
Call (203) 285-2300 or
Scan Here ➔



IT Academy



Connecticut State College and Universities (CSCU), in partnership with AWS Web Services, Inc. and Google, offer workforce training in Information Technology. The IT Academy programming houses industry recognized certification training to leverage employment and career development and advancement. Tracks include IT Support, Web Development, Information Security, and Network/Cloud Maintenance. Each training builds upon the last, within its track, to produce a kaleidoscope of skills and competencies.

The IT Support track, taken in its entirety, is 233 contact hours of instruction securing stackable credentials useful for career growth, employment opportunities, and professional development.

IT ACADEMY SCHEDULE

Course	CRN	Date	Day	Time	Modality	Cost
Google IT support Certificate (NCC)	2036	1/24 - 6/29	Tue. & Thru.	7:00 PM - 9:30 PM	LRON	\$999
IT Boot Camp	2037	1/30 - 2/22	Mon. & Wed.	6:00 PM - 9:00 PM	TRAD	\$500
CompTIA A+	2014	2/27 - 5/17	Mon. & Wed.	6:00 PM - 9:00 PM	S316 - HYBR	\$2615
CompTIA Network +	2038	4/17 - 6/2	Mon. & Wed.	8:00 AM - 9:30 AM	LRON	\$1500
Google IT support Certificate	2045	5/22 - 7/17	Mon. & Wed.	6:00 PM - 9:00 PM	LRON	\$999
AWS Cloud Foundations	2039	5/23 - 6/15	Tue. & Thru.	6:00 PM - 9:00 PM	LRON	\$845

For more information
Call (203) 285-2300 or
Scan Here ➔



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
jarnold-barry@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 employers and more will recruit from the class for open positions.



Equal Opportunity program, auxiliary aids and services available to individuals with disabilities. Please let us know in advance if special accommodations are required.

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.

General Industry Tradesman Certificate

Students secure general industry health, safety, and critical thinking certifications necessary to work as a tradesman. Once completed, the student chooses a specific track to leverage the next level of safety and foundational skills in their trade of choice.

Be sure to check out the fast-track in Manufacturing, which allows you to jump directly to the trade of Manufacturing Technology.

GENERAL INDUSTRY (MANDATORY)

LEAN Six Sigma White Belt (14 Hours)

OSHA 10 Certification (General Industry, Manufacturing or Construction)

TRACK/SPECIALTY

Track 1: Warehouse, Inventory and Logistics

Powered Industrial Forklift OSHA Certification (Warehousing)

Introduction to Commercial Drones

Track 2: Construction

OSHA 30 Certification

CPR/First Aid

Introduction to Commercial Drones

Fast-Track 3: Manufacturing

Skill Up for Manufacturing

Beginner CNC Machinist

For more information
Call (203) 285-2300 or
Scan Here ➔



BEGINNER CNC BASIC OPERATOR TRAINING

The training will to run 2 weeks and prepare the student to take the Haas Operator Certification exam. Students learn the basics of CNC setup, offsets, tooling, programming, canned cycles, G & M codes, and mechanical inspection, blueprint reading, safety, and an introduction of Master Cam.

This course will prepare you to take the Haas CNC Basic Mill and Basic Lathe Certification.

Full scholarships are available. Eligibility is required.

Pre-Requisites: Skill Up For Manufacturing certificate of completion and/or work experience in a machine shop is needed.

Completion of the HAAS Basic Mill and Basic Lathe on-line coursework is needed to qualify for scholarship funding. Login to: <https://learn.haascnc.com> for coursework.

8 Sessions | CRN 2049

CEU 2.4

Monday through Thursday, April 17 - 27

3:00 PM - 6:00 PM

Louis Roettger

Fee: Scholarship

BECOME CERTIFIED! Upon successful completion of on-line and in-classroom coursework, Haas CNC testing is now available through Gateway.

Exam: Basic CNC Operator Examination (For Official HAAS CNC Certification)

Cost: \$120

**Must Schedule with Program Coordinator, Pam Walsh
(203) 285-2142**

► For detailed class descriptions, see page 24.

WIOA Approved

Class Delivery Methods

Course Modalities: Gateway Community College is working hard to ensure you have a successful Spring semester. A great number of courses have been converted to a virtual format.



TRAD = ON GROUND COURSE (WEB ENHANCED)

Definition: Traditional courses are offered by GWCC on campus in a face-to-face format.

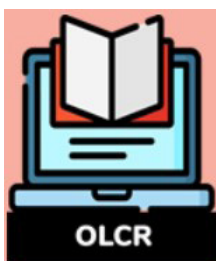
Technology: Blackboard is used to present course material and support on-ground learning.



ONLN = FULLY ONLINE COURSE

Definition: Course instruction is fully online via Blackboard. Coursework is delivered asynchronously through Blackboard. Tools used may include discussion boards, assignments, testing, web links, videos, group work, and journals. Students must meet due dates set by the course syllabus.

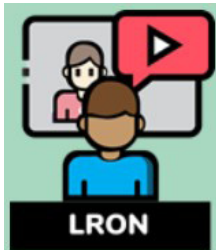
Technology: Students need a reliable computer with internet connection.



OLCR = ONLINE WITH CLASSROOM COMPONENT

Definition: Course instruction via Blackboard. May require an on-ground orientation and/or proctored assessments. Coursework is delivered asynchronously through Blackboard. These courses use various online tools that include (but are not limited to) discussion boards, assignments, testing, web links, videos, group work, journals, etc. Students must meet all due dates and deadlines set by the course syllabus. Students are required to attend an on-ground or virtual orientation and proctored exams.

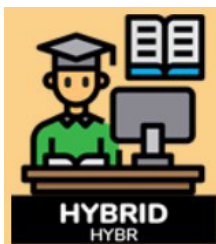
Technology: Students need a reliable computer with internet connection.



LRON = LIVE/REMOTE ONLINE COURSE

Definition: Course instruction is through Blackboard but may require on-ground orientation and/or proctored assessments. Coursework is delivered asynchronously through Blackboard. Various additional tools will be introduced. Students must meet due dates set by the course syllabus. Students are required to attend an on-ground or virtual orientation and proctored exams.

Technology: Students need a reliable computer with internet connection.



HYBR = HYBRID SCHEDULING

Definition: Live virtual classes are held at specified times using Teams or WebEx. Coursework is delivered synchronously through Blackboard. Various additional tools will be introduced. Students must meet due dates set by the course syllabus. No on campus attendance is permitted.

Technology: Students need a reliable computer with internet connection.

CRNs & Class Descriptions

AMAZON WEB SERVICES (AWS) CLOUD FOUNDATIONS

AWS Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

All course content is developed and maintained by AWS to ensure the learning reflects current services and best practices, and best practices.

8 Sessions | CRN 2039 CEU 2.4
 Tuesday & Thursday, Mayo 23 - June 15
 6:00 PM - 9:00 PM - LRON
 Tamika Warner \$845

ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES (aPHR) TRAINING

Want an exciting and rewarding career in Human Resources? Register for aPHR 10-week course that will prepare students for the exam to become an aPHR Professional. This training can lead to a career in Management or Human Resources. No prior experience required.

- Human resource development and retention
- Employee Relations
- Health safety and security

18 Sessions | CRN 2077 CEU 5.4
 Monday & Wednesday, January 4 - Mach 1
(No class on January 16 & February 20)
 6:00 PM - 9:00 PM - N103 - LRON
 Lisa J. Mack \$1760

The following areas are discussed in depth:

- HR Operations
- Recruitment and selection
- Compensation and benefits

18 Sessions | CRN 2031 CEU 5.4
 Tuesday & Thursday, May 2 - June 20
 6:00 PM - 9:00 PM - N103 - TRAD
 Lisa J. Mack \$1760

BOOKKEEPING PRACTICES

Accounting is the language of business, and bookkeeping plays an essential role in the operation of every successful business. In this course, students learn the accounting concepts and practices that underlie all accounting systems, whether manual or software based.

This course is often taken by business owners and managers and is a prerequisite for students planning to take the Bookkeeping Certification courses.

6 Sessions | CRN 2019 CEU 1.8
 Tuesday & Thursday, March 14 - 30
 6:00 PM - 9:00 PM - N211 - TRAD
 Brenda Burton Seldon \$775

Students receive an introduction to the entire accounting cycle, from transaction analysis to preparation of journals, ledgers, trial balances and financial statements, including the Balance Sheet, Income Statement and Statement of Owner's Equity.

BUSINESS SYSTEM 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.

5 Sessions | CRN 1997 CEU 2.0
 Tuesday & Thursday, May 23 - June 8
 6:00 PM - 10:00 PM - N201 - TRAD
 Nataysha S. Poindexter \$415

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.

Proper coding on medical billing statements and insurance forms is one of the keys to financial success in a medical practice.

10 Sessions | CRN 2000 CEU 4.0
 Monday & Wednesday, March 6 - April 5
 6:00 PM - 10:00 PM - N003 - TRAD
 Jean Carusone \$770

COMMERCIAL INSURANCE & MANAGED CARE REIMBURSEMENT SYSTEMS

The Commercial Insurance & Managed Care Reimbursement course is designed to teach students how to complete forms for commercial insurance companies, understand the claims process, entitlements and eligibility requirements. The program covers current reforms to the healthcare industry.

Students will understand the various types of health plans including HMOs, PPO, and POS.

5 Sessions | CRN 2002 CEU 2.0
 Monday & Wednesday, April 26 - May 10
 6:00 PM - 10:00 PM - N003 - TRAD
 Jean Carusone \$385

COMPTIA A+ CERTIFICATION, 220 SERIES EXAM PREP.

A+ 220-1002 covers the installation and configuration of operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, cloud computing fundamentals, operational procedures and the basics of networking and security/forensics.

Prerequisite: Knowledge of hardware and operating systems recommended. Textbooks, simulation subscription, and exam vouchers for A+ 220-1001 and 220-1002 are included in course fee. Tuition includes UPASS. Students must pass both the 220-1001 and 220-1002 exams to be certified.

24 Sessions | CRN 2014 CEU 7.2
 Monday & Wednesday, February 27 - May 17
 6:00 PM - 9:00 PM - S316 - HYBR
 Tamika Warner \$2615

CONFLICT RESOLUTION

The Conflict Resolution will provide specific skills for managing and preventing workplace disputes. Students will develop the following core skills:

- Problem Solving
- Reacting to difficult conversations

- Managing Perceptions
- Verbal and non-verbal communication

5 Sessions | CRN 2050 CEU 1.5
 Monday & Wednesday, January 30 - February 13
 6:00 PM - 9:00 PM - N006 - TRAD
 Kathy Townsend \$315

ESSENTIALS FOR YOUR CAREER (SNAP E+T STUDENTS)

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

Topics include: Resume Part I, How to Repair your Credit, Resume Part II, Saving for an Emergency, Cover Letters Part I, How to Build a Spending Plan (Budgeting 101), Cover Letters Part II, Interviewing 101.

8 Sessions | CRN 2030 CEU 2.4
 Friday, February 3 - March 31
 10:00 AM - 12:00 PM - N103 - TRAD
 Kandace Murray \$315

FIRST TIME SUPERVISOR - MANAGEMENT TRAINING

Making the transition from top performing employee to top performing supervisor is often difficult. Management styles define success of the supervisor, success of the team and success of the department.

Focus:

- How to build morale and a stronger team
- How to manage perceptions and conflicts
- How to gain strategies for time-management and improve problem-solving skills
- Smoothly make the transition from co-worker/ friend to supervisor

- How to know when to coach or when to discipline

How to know when to coach or when to discipline The two-day training provides solid management skills and supervisory examples needed to be successful in a new management role.

2 Sessions | CRN - 2032 | PART I CEU 1.4
 Thursday & Friday, March 30 & 31
 9:00 AM - 4:00 PM - N004 - TRAD
 Tameika Miller \$325

2 Sessions | CRN - 2033 | PART II CEU 1.4
 Thursday & Friday, April 6 & 7
 9:00 AM - 4:00 PM - N103 - TRAD
 Tameika Miller \$325

GENERAL INDUSTRY (Mandatory) LEAN SIX SIGMA WHITE BELT (14 HOURS)

This course 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.

OSHA 10 CERTIFICATION (GENERAL INDUSTRY, MANUFACTURING OR CONSTRUCTION)

OSHA 10 hour training is necessary for a safe and healthy work environment. This is a foundational course that covers general industry hazards. Workers taking this course are employed in industries such as healthcare, electrical, factory, warehouse, manufacturing, automotive and more.

GOOGLE IT SUPPORT CERTIFICATE

Google Career Certificates provide job seekers with access to more than 1.3 million in-demand jobs through rapid reskilling without the need for a college degree or prior experience. The IT Support Certificate covers concepts related to IT support jobs, including troubleshooting, customer service, networking, system administration, operating systems, and security.

Students will not only work with Linux, cloud computing and command-line interfaces, but they will learn how to assemble computers, write effective support documentation, route paths and subnets, manage device software, and more.

CRN 2036 - LRON CEU 15.0
 Tuesday, January 24 - June 27
 Thursday's added, May 18 - June 29

The 150 hour training utilizes a combination of 100 hours of self-directed online work and 50 hours of facilitated training with an instructor through live remote.

CRN 2045 - LRON
 Monday & Wednesday, May 22 - July 17
 6:00 PM - 9:00 PM
 Tamika Warner \$999

IT BOOT CAMP

This course will acquaint students with the computer terminology and devices that help manage information today. Students will gain insight into computer hardware and the Microsoft Windows operating system. The curriculum will also cover the installation of RAM, expansion cards, and peripheral devices.

Learn how to configure drivers and troubleshoot your Windows operating system, as well as how to reformat a hard drive, partition it, and load Windows.

7 Sessions | CRN 2037 CEU 2.4
 Monday & Wednesday, January 30 - February 22
(No class on February 20)
 6:00 PM - 9:00 PM - S316 - TRAD
 Tamika Warner \$500

<p>QUICKBOOKS (ACCOUNTING SOFTWARE) Students 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.</p>	<p>10 Sessions CRN 2015 Monday & Wednesday, May 22 - June 26 (No class on May 29) 6:00 PM - 9:00 PM - N103 - TRAD Brenda L. Burton Seldon</p>	<p>CEU 3.0 \$429</p>
<p>MASTERING CORRECTING AND ADJUSTING ENTRIES This course is part of the AIPB/Bookkeeping Certification. It covers everything the students need to know for error corrections, bank reconciliation, accruals and deferrals. Textbooks are included in the tuition.</p>	<p>7 Sessions CRN 2020 Tuesday & Thursday, April 4 - 25 6:00 - 9:00 PM - N211 - TRAD Brenda Burton Seldon</p>	<p>CEU 2.1 \$535</p>
<p>MASTERING DEPRECIATION AND PAYROLL This course is part of the AIPB National Bookkeeping Certification. It covers paying wages, withholding, depositing, and reporting taxes, correct use of government forms, and depreciation of financial statements, straight line, GAAP, production method, etc. Textbooks are included in the tuition.</p>	<p>7 Sessions CRN 2021 Tuesday & Thursday, April 27 - May 23 6:00 - 9:00 PM - N211 - TRAD Brenda Burton Seldon</p>	<p>CEU 2.1 \$535</p>
<p>MASTERING INVENTORY, INTERNAL CONTROLS AND FRAUD PREVENTION - EXAMS INCLUDED This course is part of the AIPB Bookkeeping Certification. The topics covered are accounting for inventory, inventory record keeping using the perpetual method, using the periodic method, and inventory cost. Textbooks and Exams (2) included in tuition</p>	<p>7 Sessions CRN 2022 Tuesday & Thursday, May 25 - June 15 6:00 - 9:00 PM - N211 - TRAD Brenda Burton Seldon</p>	<p>CEU 2.1 \$545</p>
<p>MEDICAL ADMINISTRATIVE SPECIALIST This course is designed to prepare students for medical administrative duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Students will learn the skills necessary to perform the major functions of a medical office including scheduling</p>	<p>appointments, compiling and recording medical charts, reports, and correspondence. 15 Sessions CRN 2048 Tuesday & Thursday, May 8 - June 5 6:00 PM - 9:30 PM - N006 - TRAD Elizabeth Acevedo</p>	<p>CEU 2.8 \$500</p>



[Facebook.com/GatewayGREATCenter](https://www.facebook.com/GatewayGREATCenter)

MEDICAL TERMINOLOGY/ANATOMY & PHYSIOLOGY

The Medical Terminology is taught from an anatomical approach. The 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.

10 Sessions | CRN 1999 CEU 3.0
 Monday & Wednesday, January 23 - February 27
(No class in February 20)
 6:00 PM - 9:00 PM - N003 - TRAD
 Jean Carusone \$530

MEDICARE & MEDICAID REIMBURSEMENT SYSTEMS

The Medicare & Medicaid Reimbursement class is designed to assist those individuals completing Medicare and Medicaid forms to fully understand the claims process, entitlements, eligibility requirements, fiscal agents, Medicare Part A & B, RBRVS, DRGs, and other payment mechanisms.

This class includes discussions about current reforms to Medicare and Medicaid, Medigap, & Medicare HMOs.

5 Sessions | CRN 2001 CEU 2.8
 Monday & Wednesday, April 10 - 24
 6:00 PM - 10:00 PM - N003 - TRAD
 Jean Carusone \$385

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.

8 Sessions | CRN 1989 CEU 2.8
 Tuesday & Thursday, April 4 - 27
 6:00 PM - 9:30 PM - N201 - TRAD
 Nateysha Poindexter \$440

MICROSOFT EXCEL®

Microsoft Excel is a helpful and powerful program for data analysis and documentation. In this course module students will earn.

- Spreadsheet principles
- Data entry, formatting formulas
- Master calculations and error corrections
- Create custom spreadsheet presentations
- How to track data and build models for analysis
- Build professional quality charts

8 Sessions | CRN 1987 - Daytime CEU 2.8
 Tuesday & Thursday, March 7 - 30
 9:30 AM - 1:00 PM - N201 - TRAD
 Bernice Anderson \$440

8 Sessions | CRN 1988 - Evening CEU 2.8
 Tuesday & Thursday, March 7 - 30
 6:00 PM - 9:30 PM - N201 - TRAD
 Nateysha Poindexter \$440

MICROSOFT OFFICE 2016 MCC CERTIFICATE

Increase your employability with this intensive 12-week course and receive an Office MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping

data and establishing relationships in Access; creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Included in the cost, is the MOS exam for each Office application. At the end of the training, students will take each of the five internationally recognized Microsoft Office Specialist Exams at MCC's Microsoft-approved testing center.

For more information, please call (203) 285-2300

<p>MICROSOFT OUTLOOK®</p> <p>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.</p>	<p>2 Sessions CRN 1996 Tuesday & Thursday, May 18 - 23 6:00 PM - 10:00 PM - N201 - TRAD Nateysha Poindexter</p>	<p>CEU 0.8 \$150</p>
<p>MICROSOFT POWERPOINT®</p> <p>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.</p>	<p>5 Sessions CRN 2044 Tuesday & Thursday, May 2 - 16 6:00 PM - 9:30 PM - N201 - TRAD Nateysha Poindexter</p>	<p>CEU 1.7 \$370</p>
<p>MICROSOFT WORD®</p> <p>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.</p>	<p>8 Sessions CRN 1985 - Daytime Tuesday & Thursday, February 7 - March 2 9:30 AM - 1:00 PM - N201 - TRAD Bernice Anderson</p>	<p>CEU 2.8 \$480</p>
<p> Cost includes U-Pass.</p>	<p>8 Sessions CRN 1986 - Evening Tuesday & Thursday, February 7 - March 2 6:00 PM - 9:30 PM - N201 - TRAD Nateysha Poindexter</p>	<p>CEU 2.8 \$480</p>
<p>OFFICE COMMUNICATION/CUSTOMER SERVICE/ DEALING WITH DIFFICULT PEOPLE</p> <p>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.</p>	<ul style="list-style-type: none"> • 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 	<p>5 Sessions CRN 1992 Monday & Wednesday, March 27 - April 10 6:00 PM - 9:30 PM - N004 - TRAD Margaret DeMarino</p> <p>CEU 1.7 \$275</p>
<ul style="list-style-type: none"> • Understand the payoffs and benefits of hospitality • Learn 10 ways to incorporate “host” behavior 	<ul style="list-style-type: none"> • Identifying network limitations and weaknesses • Implementing network security, standards and protocols <p>At the end of this course, successful students will demonstrate a basic understanding of emerging technologies including unified communications, mobile, cloud and virtualization technologies.</p>	<p>13 Sessions CRN 2038 Monday & Wednesday, April 17 - June 2 (No class on May 29) 8:00 AM - 9:30 AM - LRON Phil Barello</p> <p>CEU 4.2 \$1500</p>
<p>NETWORK+ CERTIFICATION EXAM PREPARATION</p> <p>The Network+ certification is the standardized internationally recognized credential for people who are striving to become network professionals. This course provides professionals with a structured setting in which to review CompTIA’s Network+ certification examination. This preparatory course will cover the following areas.</p>	<ul style="list-style-type: none"> • Establishing basic network design and connectivity • Understanding and maintaining network documentation 	

OFFICE PROCEDURES, TIME MANAGEMENT, AND PROJECT MANAGEMENT

Students learn techniques to increase efficiency with key office management strategies, including.

- Setting SMART goals, prioritizing, implementing project management strategies, and employing organizational techniques, including the use of “smart” devices
- Deal with typical problems of organization, from lost papers, to desk configuration, to interruptions
- Employ the acknowledge-plus rule to increase your assertiveness when managing projects
- Schedule meetings

- 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

5 Sessions | CRN 1991 CEU 1.7
 Monday & Wednesday, March 6 - 20
 6:00 PM - 9:30 PM - N004 -TRAD
 Margaret DeMarino \$275

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 including the coverage endorsements, exclusions and other unique features found in dwelling policies. 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 statutes and regulations

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

14 Sessions | CRN 1998 CEU 4.2
 Monday & Wednesday, May 1 - June 21
(No class on May 29)
 6:00 PM - 9:00 PM - N201 - HYBR
 Karen Bellamy \$275

SERVSAFE® FOOD HANDLER AND SAFETY TRAINING

This class will train you in the principles of food safety and sanitation, 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 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.

2 Sessions | CRN 2046 CEU 0.8
 Tuesday & Thursday, April 11 & 13
 5:30 PM - 9:00 PM - N102 - TRAD \$200

SIX SIGMA WHITE BELT CERTIFICATION

This course provides basic training in process improvements to reduce errors, time and waste in an organization. It creates an atmosphere of team work to improve customer satisfaction and organizational efficiencies.

This course is the first step in practicing process improvement and quality methods that can be used in all businesses.

4 Sessions | SUMMER 2023 CEU 1.7
 Tuesday & Thursday, June 13 - 22
 6:00 PM - 9:30 PM - Room N103 - TRAD \$275

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 . . .

9 Sessions | CRN 2047 CEU 3.2
 Tuesday & Thursday, April 18 - May 16
 5:30 PM - 9:00 PM - N102 - TRAD \$600

SECURITY GUARD CARD CERTIFICATE

Our Security Guard course satisfies the classroom training requirements for the state of Connecticut Security Guard Identification Card. Public Act #04-192 (updated in Public Act #08-73) mandates that all state of Connecticut security guards complete an 8-hour training course for certification.

Successful completion of this course will ensure that the student is eligible for certification and prepared for employment in a rewarding field.

2 Sessions | CRN 2035 CEU 0.8
 Tuesday & Thursday, April 4 & 6
 5:00 PM - 9:00 PM - N102 - TRAD \$400

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.

5 Sessions | CRN 1993 CEU 1.7
 Monday & Wednesday, April 12 - 26
 6:00 PM - 9:30 PM - N004 - TRAD
 Margaret DeMarino \$275

For more information
 Call (203) 285-2300 or
 Scan Here ➔



**TRACK 1: WAREHOUSE, INVENTORY AND LOGISTICS
POWERED INDUSTRIAL FORKLIFT OSHA CERTIFICATION (WAREHOUSING)**

This 3-day program covers how 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 OSHA standards.

**TRACK 2: CONSTRUCTION
OSHA 30 CERTIFICATION**

OSHA 30 training for general industry prepares supervisors and workers to avoid workplace safety and health risks. Topics covered include general worksite safety, avoiding common hazards, understanding workers' rights, employer responsibilities and more. Earn an official OSHA 30 card from the U.S. Department of Labor (DOL) — a common requirement for employment in construction and other industries.

**FAST-TRACK 3: MANUFACTURING
SKILL UP FOR MANUFACTURING**

- 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

INTRODUCTION TO COMMERCIAL DRONES

From drone science and engineering to weather theory, the role of the FAA regulations and safety procedures is to prepare students to become certified commercial drone operators. Students will also learn about cloud computing and other technologies that are transforming the Unmanned Aerial Vehicle (UAV) industry. This course is offered entirely online and can be started at any time.

CPR/FIRST AID

INTRODUCTION TO COMMERCIAL DRONES

From drone science and engineering to weather theory, the role of the FAA regulations and safety procedures is to prepare students to become certified commercial drone operators. Students will also learn about cloud computing and other technologies that are transforming the Unmanned Aerial Vehicle (UAV) industry. This course is offered entirely online and can be started at any time.

INTRO TO MANUFACTURING

25 Sessions | CRN 2051 CEU 10.0
Monday through Friday, February 27 - March 31
3:00 PM - 9:00 PM

*Please note: Classes will be held at Gateway Community College AND Eli Whitney Technical High School Machine Shop.



SNAP Education & Training Program



SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) EDUCATION AND TRAINING

The SNAP Employment and Training Program prepares and assists students by offering vocational training, career activities, case management, and support services. The following certificates are **FREE** to eligible SNAP recipients - program descriptions can be found in this catalog.

Any student interested in enrolling in the SNAP & E&T Program **MUST** attend one mandatory orientation session and meet the following requirements:



- Receive SNAP benefits
- Have high school diploma/GED
- Do NOT receive TFA benefits
- Have not previously enrolled in a SNAP E&T program

SNAP Mandatory Orientations are held on the 1st and 3rd Wednesdays every month.

To Register
Scan Here ➔



**For more information contact
Kandace Murray
KMurray@gatewayct.edu**

CERTIFICATES OFFERED

- Bookkeeping Professional National Certificate
- Business Professional W/ Associate Professional in Human Resources Certificate
- Business Professional W/ Six Sigma
- Business Professional W/Property & Casualty Insurance
- Central Sterile Supply
- Certified Nurse Aide
- Child Development Associate Credential
- Community Health Worker
- Comprehensive Automotive Repair and Service (CARS) Certificate
- CompTIA A+ - Desktop Support Specialist
- Culinary Arts Certificate
- Drug and Alcohol Recovery Certificate
- Honda PACT Certificate Program
- Hospitality and Tourism
- Medical Office Assistant
- Patient Care Technician
- Pharmacy Technician
- Security Officer Training (Guard Card)
- ServSafe Food Handler and Manager
- Professional Baker Certificate
- IT Certificate

American Job Center

INFORMATION SESSION + Q&A - ROOM N103

Don't miss out on the latest updates from the American Job Center



What's NEW

Job Opportunities

Career Guidance

Support Services

Virtual Workshops
& Online Events

Tuition Assistance
for Training



We'd love to see you among us for our AJC Information Session + Q&A, a brief presentation to highlight the programs, services, and opportunities at the American Job Centers.

Follow the information below for session details:

AJC Info Session + Q&A on the **1st Tuesday** of the month at **10 AM** & **3rd Thursday** at **1 PM!**

Topic: American Job Center Presentation - Darlena Young & Carli Knox Join Google Meets from PC, Mac, Linux, iOS or Android

<https://meet.google.com/ayw-niaa-smk>

Equal Opportunity program, auxiliary aids and services available to individuals with disabilities. Please let us know in advance if special accommodations are required.

**For more information contact: Darlena Young
(203) 624-1493 ext. 243 (office) | (203) 584-7987 (text only)
dyoung@workforcealliance.biz**

Motorcycle Rider Education

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

Class is held in room 131
Entrance is through the main doors
in the back parking lot.

CLASSES ARE OFFERED
APRIL THROUGH OCTOBER.



BASIC RIDER COURSE (BRC)

- BRC is a required course to apply for a Connecticut Motorcycle License
- BRC provides students with classroom and on-cycle instruction
- BRC teaches Awareness, Basic Skills, and Knowledge for rider safety
- BRC provides motorcycles for use during the course.
- BRC class size is limited to 12 riders.

Fee: \$240.00

BRC Requirements:

- Valid driver's license
- Over the ankle rubber soled boots, sturdy long pants, long sleeve shirt, full finger gloves, and eye protection
- Department of Transportation (DOT) approved motorcycle helmet
- Access to computer, printer, and Internet. (Student must take and pass the 3+ hour eCourse prior to first class)
- Email address required to obtain free coupon for eCourse
- eCourse **Completion Certificate MUST** be provided to instructor at first class. **The BRC eCourse must be completed within 30 days prior to class start date.**

EXPERIENCED RIDER COURSE (ERC)

- One-day course, designed to improve cornering, braking and swerving skills
- Class size limited to 12 riders

Fee: \$120.00

ERC Requirements:

- Valid motorcycle license
- Street-legal registered and insured motorcycle or scooter with a 50cc or larger engine
- Over the ankle rubber soled boots, sturdy long pants, long sleeve shirt, full finger gloves, eye protection, and DOT approved motorcycle helmet

REGISTRATION (ONLINE ONLY)

To register for a course, please complete the following:

- Email gw-motorcyclehelp@gwcc.commnet.edu and request the current schedule.
- Students should **choose three classes** that fit their schedule; they will automatically be enrolled in the first available course.
- The student will **receive a confirmation via email**, confirming the class enrollment. If the first, second, and/or third choice of classes are full, the student will be contacted and asked to choose another class/set of dates.
- A **registration link** will be sent via email after a seat is reserved.

Visit ride4ever.org to prepare for your course (download

The [Basic Rider Course Manual](#), [DMV Motorcycle Operators Manual](#) and study questions in advance), access safety information, and learn all the latest news.

IMPORTANT! NO EXCEPTIONS.

- 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



Registration Form



Workforce Development & Continuing Education
 20 Church Street, New Haven, CT 06510
 Fax to 203-285-2504
 Mail or submit in person to the address above
 Questions Call: 203 285-2302

_____ Date

Please check which of the following programs you are interested in:

- A+ CompTIA Computer Technician
- Bookkeeping National Certificate
- Business Professional & Office Assistant
- Certified Nurse Aide Training
- Community Health Worker Training
- Digital Media & Web Design Certificate
- Manufacturing Programs
- Medical Office Assistant Training
- Pharmacy Technician Certificate
- Real Estate Principles & Practice
- Security Guard Training
- ServSafe Food Handler & Manager Training

Term: Fall Spring Summer _____
 Banner ID Number: _____ D.O.B. (mm/dd/yyyy) _____

Last Name _____ First Name: _____ M.I. _____

Street Address _____

City _____ State _____ Zip Code _____

Email Address _____

Phone Number (Home) _____ (Cell) _____ (Work) _____

Please tell us about other training or certification you will like us to help you to achieve?

How did you hear about us? Newspaper/Magazine Ad Radio Ad Facebook Goggle Other _____

Are you currently working? <input type="checkbox"/> Yes <input type="checkbox"/> No Current Resume? <input type="checkbox"/> Yes <input type="checkbox"/> No	High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No College experience? <input type="checkbox"/> No <input type="checkbox"/> Some <input type="checkbox"/> AS <input type="checkbox"/> BS	Citizenship: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Student Visa <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other _____
Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Choose not to respond	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female What is your race? Choose one: <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Choose not to respond <input type="checkbox"/> Other _____	

- I understand:** Certain programs require placement testing in math and/or reading comprehension.
- I understand:** Certain programs require the students pass a criminal background check, meet physical exam and other related requirements to successfully complete the program.

CRN	Course Title	Course Time	Course Dates	Cost
Total				

After completing the registration form, you may email, mail, fax or drop off the forms at GCC's Office of Workforce Development & Continuing Education, Room N104 on the first floor. Further questions and inquiries call 203-285-2300

INSTRUCTIONS: PLEASE PRINT CLEARLY, AND PROVIDE YOUR SIGNATURE AT THE BOTTOM OF THE PAGE

First Name: _____ Last Name: _____ (M.I.): _____
 Maiden Name (if applicable): _____ Student ID @ _____
 Street Address: _____ City _____ State _____ Zip Code _____
 Phone Number (Home): _____ (Cell): _____ (Work): _____

METHOD OF PAYMENT

CHECK MONEY ORDER CASH (*Make an Appointment*) MASTERCARD VISA AMERICAN EXPRESS DISCOVER

Card Number: _____ *CVC Code: _____ Expiration Date: _____ / _____
mm yyyy

Name as it appears on the card: _____

*Remember to include 3-4 digit number on VISA, MasterCard, Discover, and American Express credit cards

CRN	Course Title	Course Time	Course Dates	Cost
Total				

REFUND POLICY: If you officially drop on the last business day before the first class meeting or prior – 100% refund. Requests must be made by Friday for courses starting on Monday. If you officially withdraw on the day of the first class meeting or later – NO REFUND.

Paying Out of Pocket (No financial aid or assistance)

Company/Employer Pay (Company reimbursement / write-off)

Assisted Pay (Scholarship)

Student Signature: _____

Date: _____

Mail-in to the address below
 Credit card, checks or money order only.

Bursar's Office
 Room N216 (Second floor of the North Building)
 Gateway Community College
 20 Church Street
 New Haven, CT 06510

Fax payment at (203) 203-285-2001

Cash payment, In-Person by appointment only.
Please do not mail cash!

To arrange your visit, contact the Bursar's Office at
 (203) 285-2002

Directions and Parking

How do I drive to the Gateway Downtown Campus?

In GoogleMaps, Waze or other applications enter 20 Church Street, New Haven, CT as the destination address.

From Hartford

- I-91 South to I-95 South (New York). Take Exit 46, Long Wharf (first exit on the right).
- At the bottom of the exit ramp, turn right onto Sargent Drive.
- Go straight. Turn left at the traffic light on Church Street and go over the bridge toward downtown New Haven. The college is on the left.

From New London

- I-95 South (New York). Take Exit 46, Long Wharf (first exit on the right).
- At the bottom of the exit ramp, turn right onto Sargent Drive.
- Go straight. Turn left at the traffic light on Church Street and go over the bridge toward downtown New Haven. The college is on the left.

From New York

- I-95 North to exit 1 toward Downtown New Haven.
- Make a slight right onto N Frontage Road.
- Turn Right onto Church Street. The college will be on your left.

How do I drive to the Gateway Parking Garage?

Follow the driving directions above and turn left onto Crown Street. The entrance to the Gateway parking garage will be on your left about halfway up the block.

How do I drive to the Temple Street Garage?

Follow the directions to the Downtown Campus and turn left onto Crown Street. The entrance to the Temple Street Garage is on the left after the entrance to the Gateway Garage. There is also an entrance from George Street and from Frontage Road.

How do I get from the Gateway Parking Garage into the Gateway campus?

There are elevators located in the southeast corner of each level of the parking garage.

Two entrances are available into the campus directly from the Gateway Garage. The entrance on the 4th floor of the garage provides access to the 3rd floor of the North Building.

The Lower level of the garage provides access to the 1st floor of the North Building.

How do I get from the Temple Street Garage into the Gateway campus?

From the Temple Street Garage follow the marked pedestrian exit routes and you can enter the buildings from the corners of Church and George Street or Church and Crown Street.

How do I park for free in the Gateway Parking Garage or the Temple Street Parking Garage?

Students, faculty and staff may park for free in the Gateway Garage or the Temple Street Garage by holding the barcode on their Gateway ID up to the reader at the entrance to the garage. The same procedure is followed to exit the garage.

Until the readers are activated students, faculty and staff may park in the Gateway Garage by showing their Gateway ID to the attendant at the garage entrance. Anyone parking in the Temple Street Garage needs to take a parking ticket and bring the ticket to a Gateway Security Desk (at the entrances) to have the ticket validated.

What are the hours of operation for the garages?

Gateway Garage:

Monday – Friday: 6:00 AM - 11:30 PM

Saturday: 7:00 AM – 5:00 PM

The garage is open on days when the college is open.

Temple Street Garage: open 24/7 everyday

Can visitors to the campus park for free in the garages?

The college validates parking for visitors who use the Temple Street Garage. Parking tickets should

be brought to a GCC security desk where they can be validated.

On occasion, parking spaces can be arranged in the GCC garage by previous arrangement.

How do I arrange for a security officer to walk me to my car, bus stop, or while waiting for my ride?

Please stop by any security desk (at the entrances) to arrange for an escort to your car, a nearby bus stop or while waiting for your ride at the curb. You may also call 203-285-2246 or extension 52246 to make arrangements for assistance.

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

GCC Closing & Delays (203) 285-2049



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

To realize this mission, Gateway Community College:

- Offers a broad range of credit and credit-free liberal arts and sciences, technical and career associate degrees and certificate programs, and courses leading to transfer, employment, and lifelong learning
- Encourages student success and inclusion through stimulating learning opportunities, innovative teaching, support services, and co-curricular activities
- Supports economic development through business, industry, government, and community partnerships.
- Strengthens our community through the sponsorship of intellectual, cultural, social, and recreational events and activities
- Engages students and community members as active, responsible leaders.

THE GREAT CENTER PROGRAMS INCLUDE:

- Amazon Web Services (AWS) Cloud Foundations
- Associate Professional in Human Resources (aPHR) Training
- Bookkeeping Certificate
- Business Analyst Certificate
- Business Professional (Office Assistant | Property & Casualty) Certificate
- Certified Nurse Aide (CNA) Certificate
- Central Sterile Supply Certificate
- General Industry Tradesman Certificate
- Commercial Drone Operations Certificate
- CompTIA A+ Certification
- Medical Interpreter Certificate
- Medical Office Assistance Certificate
- Patient Care Technician (PCT) Certificate
- Pharmacy Technician Certificate
- Real Estate Principles & Practices
- Security Guard Card Certificate
- Skill Up for Manufacturing

GatewayCT.edu/Great-Center

New Haven Campus
20 Church Street
New Haven, CT 06510

North Haven Location
88 Bassett Road
North Haven, CT 06473

Non-Profit Org.
US Postage
PAID
New Haven, CT
Permit No. 25

