Gateway
Community College

FALL 2022

Gateway Community College

Business & Industry Services

Continuing Education

Workforce Development

Facebook.com/GatewayGREATCenter

Gateway's Resource, Education and Training Center
The **GREAT** Center
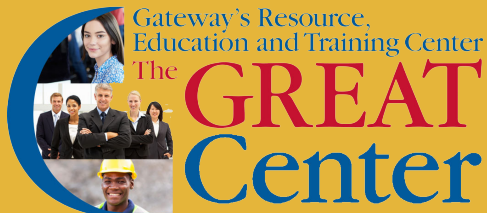
GatewayCT.edu

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. 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).

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.

Table of Contents

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
- Corporate Training
- Culinary Training
- Hospitality Certification
- Real Estate Principles & Practices
- Servsafe® Food Handler & Safety Training
- Servsafe® Food Safety Management Training

HEALTHCARE TRAINING PROGRAMS

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

TRADE & TECHNOLOGY TRAINING PROGRAMS

- Amazon Web Services (AWS) Cloud Foundations
- Automotive & Engine Repair
- Commercial Drone Operations Certificate
- CompTIA A+ Certification
- Digital Media and Web Design Certificate
- Google IT Support Certificate
- Security Guard Card Certificate
- Skill Up for Manufacturing
- Warehouse & Distribution with Forklift Certification

Click on the image below and learn about our latest information session.

The G.R.E.A.T. Center Information Session
Presented By
Erika Lynch

Gateway Community College

Fall in love with *your* future!

Gateway's Resource, Education and Training Center
The GREAT Center
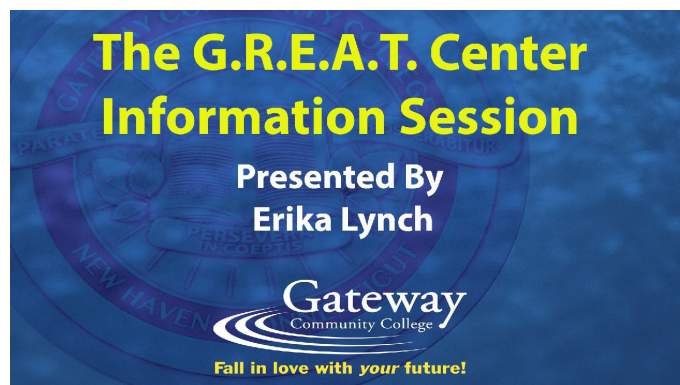
CONTACT US

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

VISIT OUR WEBSITE
GatewayCT.edu/GREAT-Center

Technology Support

HOW TO ACCESS YOUR OFFICE 365 EMAIL ACCOUNT THROUGH MYCOMMNET

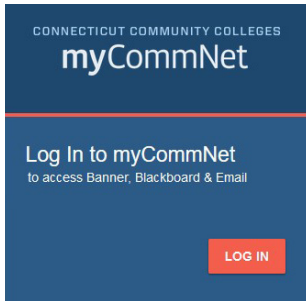MyCommNet is the portal that provides the ability to access information with a single sign-on. This easy sign-on enables access to college email, financial aid, student records, etc.

1. Go to **myCommNet** site. Click **LOG IN**

CONNECTICUT COMMUNITY COLLEGES
myCommNet

Log In to myCommNet
to access Banner, Blackboard & Email

LOG IN

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

CSCU Login Portal
Connecticut Community Colleges

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

CSCU Login Portal
Connecticut Community Colleges

← 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 you for the AIPB Certified Bookkeeper exams by helping you 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 (93) 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, you must submit an application to the *American Institute of Professional Bookkeepers (AIPB)*, pass their credentials exams and fulfill the employment requirements. This application is optional but recommended for employment.

6 Sessions | CRN 3917   CEU 9.3
Tuesday & Thursday, August 30 - December 15
(No class on November 24)
6:00 PM - 9:00 PM - N211 - TRAD
Brenda Burton Seldon $2390
Cost includes Textbooks

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

BOOKKEEPING CERTIFICATE PROGRAM SCHEDULE

Course	Date	Day	Time	Modality
Bookkeeping Practices	8/30 - 9/29	Tue. & Thu.	6:00 PM - 9:00 PM	N211 - TRAD
Mastering Correcting and Adjusting Entries	10/4 - 10/25	Tue. & Thu.	6:00 PM - 9:00 PM	N211 - TRAD
Mastering Depreciation and Payroll	10/27 - 11/17	Tue. & Thu.	6:00 PM - 9:00 PM	N211 - TRAD
Mastering Inventory, Internal Controls and Fraud Prevention - *Exams Included	11/22 - 12/15	Tue. & Thu.	6:00 PM - 9:00 PM	N211 - TRAD

SNAP & WIOA Approved

Business Analyst Certificate

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.

Embedded throughout the course is the ability to analyze data. This is a powerful skill that contributes to better business decision outcomes.

This module will expose you to Excel tables, formatting, pivot tables, pivot reporting, VBA, macros, and other functions. Student will then utilize the data, formatting, and reporting to start the process of data analysis.

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
- ❑ IIBA Membership (1 year)
- ❑ Exam Voucher

BUSINESS ANALYST CORE COMPETENCIES AND ECBA PREP

35 Sessions | CRN 3920   CEU 10.0
Monday & Wednesday, August 29 - December 28
(No class on September 5 & December 26)
6:00 PM - 9:00 PM - HYBR
Kevin Mills $3375

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

WIOA Approved

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
Introductions to College Learning	Multiple sessions available				N103 - TRAD	$150
Microsoft Word® Daytime option	3921	9/6 - 9/29	Tue. & Thu.	9:30 AM - 1:00 PM	N201 - TRAD	$456
Microsoft Word® Evening option	3922	9/6 - 9/29	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	$456
Conflict Resolution	3928	9/12 -9/26	Mon. & Wed.	6:00 PM - 9:00 PM	N006 - TRAD	$315
Essentials for your Career (SNAP)	3979	9/23 - 11/11	Fri.	9:00 AM - 12:00 PM	N103 - TRAD	$315
Office Procedures, Time Management, and Project Management	3929	9/26 - 10/10	Mon. & Wed.	6:00 PM - 9:30 PM	N004 - TRAD	$275
Microsoft Excel® Daytime option	3923	10/4 - 10/27	Tue. & Thu.	9:30 AM - 1:00 PM	N201 - TRAD	$440
Microsoft Excel® Evening option	3924	10/4 - 10/27	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	$440
The ABC's of Written Communication	3930	10/12 - 10/26	Mon. & Wed.	6:00 PM - 9:30 PM	N004 - TRAD	$275
Office Communication/Customer Service Dealing with Difficult People	3931	10/31 - 11/14	Mon. & Wed.	6:00 PM - 9:30 PM	N004 - TRAD	$275
Microsoft Access®	3925	11/1 -11/29	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	$440
Taking Minutes	3932	11/16 - 12/5	Mon. & Wed.	6:00 PM - 9:30 PM	N004 - TRAD	$150
Associate Professional in Human Resources (aPHR)	3933	11/28 - 2/1	Mon. & Wed.	6:00 PM - 9:00 PM	LRON	$1760
Microsoft PowerPoint®	3926	12/1 - 12/15	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	$370
Six Sigma White Belt Certification®	3964	12/8	Fri.	8:00 AM - 4:00 PM	N004 - TRAD	$275
Microsoft Outlook®	3927	12/20 - 12/22	Tue. & Thu.	6:00 PM - 10:00 PM	N201 - TRAD	$150
Property and Casualty Insurance Basics	SPRING 23	1/2 - 2/15	Mon. & Wed.	6:00 PM - 9:00 PM	N201 - TRAD	$275
Business System Applications	SPRING 23	1/3 - 1/17	Tue. & Thu.	6:00 PM - 10:00 PM	LRON	$415

▶ **For detailed class descriptions, see page 27.**

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Corporate Training

INDUSTRY CERTIFICATIONS (PD)

TRADE CERTIFICATIONS: BUILDING MAINTENANCE, MANUFACTURING, TRANSPORTATION

Tittle	Date	Day	Time	MODALITY	COST
Business Analyst Certificate	8/29 - 12/28	Mon. & Wed.	6:00 PM - 9:00 PM	HYBR	$3375
Conflict Resolution - 15 hrs.	9/12 - 9/26	Mon. & Wed.	6:00 PM - 9:00 PM	LRON	$315
First Time Supervisor I - 12 hrs.	10/6 - 10/7	Thu. & Fri.	9:00 AM - 4:00 PM	N004 - TRAD	$325
First Time Supervisor II - 12 hrs.	11/17 - 11/18	Thu. & Fri.	9:00 AM - 4:00 PM	N004 - TRAD	$325
Forklift OSHA - 40 hrs.	11/28 -11/30	Mon., Tue. & Wed.	8:00 AM - 4:00 PM	Seymour, CT - TRAD	$840
LEAN Six Sigma (White Belt) - 8 hrs.	12/8	Thu.	9:00 AM - 4:00 PM	N004 - TRAD	$275
LEAN Six Sigma (Yellow Belt) - 15 hrs.	9/14 - 10/5	Mon., Wed., Fri.	6:00 PM - 8:00 PM	N102 - TRAD	$375
Managing Employers and Building Teams - 8 hrs.	12/15 -12/16	Thu. & Fri.	9:00 AM - 1:00 PM	LRON	$175
OSHA-10 (15 to 17 hrs. to complete) OSHA-10 (15 to 17 hrs. to complete)	10/17 - 10/28 11/7 - 11/18	Self Paced		ONLN	$85
OSHA-30	9/22 - 10/7	Thu. & Fri.	9:00 AM - 4:00 PM	N102 - TRAD	$475

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

SCORE Small Business Workshops and Seminars

FREE

Pre-Business Workshops

What you should know when planning to launch a business.

When: the second Wednesday of the Month

Time: 8:30 AM - 12:00 PM

Where: SCORE New Haven

Gateway Community College

Room S105

20 Church Street

New Haven, CT 06510

Tel: (203) 865-7645

- Business planning & Business Plan Creation
- Marketing your Business
- Accounting & Taxes
- Legal Considerations
- Leveraging Technology & the Internet.

New Haven SCORE

Free Mentoring

New Haven SCORE's volunteers provide free, confidential business mentoring by appointment.

Please call 203-865-7645 to schedule a session.

Evening Small Business Seminars

Targeted small business seminars delivered by experts

Check the NH SCORE website for more information:

https://newhaven.score.org/

New Haven SCORE

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

To pre-register to 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.

Culinary Training

OLD WORLD BREADS

Old-World Breads are handcrafted, all natural breads made without preservatives or enhancers. From simple ingredients to delicious Old-World flavors!

Various subjects include:

- Leavening Agents – Chemical to Natural
- Multiple Flour Types – Whole Grains
- Shaping and Cutting

CRN	Date	Day	Time	Cost
2202	6/13 - 6/15	Mon. & Wed.	5:00 PM - 9:00 PM	$99
2204	7/27 - 7/29	Wed. & Fri.	5:00 PM - 9:00 PM	$99
2205	8/8 - 8/10	Mon. & Wed.	5:00 PM - 9:00 PM	$99
2208	8/22 - 8/24	Mon. & Wed.	5:00 PM - 9:00 PM	$99
3982	12/14 - 12/15	Wed. & Thu.	6:00 PM - 10:00 PM	$99

Lab Fee: $30 | Instructor: Andrew Randi

PIZZA MAKING

Learn from the best! New Haven's reputation highlights the original and #1 Italian pizza in the country. Participate in this once in a lifetime opportunity.

- Making and shaping pizza dough
- Creating classic and modern toppings

CRN	Date	Day	Time	Cost
2201	6/6 - 6/8	Mon. & Wed.	5:00 PM - 9:00 PM	$99
2243	7/11 - 7/13	Mon. & Wed.	5:00 PM - 9:00 PM	$99
2203	7/20 - 7/22	Wed. & Fri.	5:00 PM - 9:00 PM	$99
2206	8/15 - 8/17	Mon. & Wed.	5:00 PM - 9:00 PM	$99
2209	8/29 - 8/31	Mon. & Wed.	5:00 PM - 9:00 PM	$99

Lab Fee: $30 | Instructor: Christopher Gentile

HOLIDAY OFFERINGS

HOLIDAY COOKIES

The magic of the holidays begins with the classic plate of cookies. This is sure to be a jammed packed, yet delightfully happy and fun culinary experience for all! The student will learn to bake classic sugar, gingerbread, and almond spritz cookies, along with tips and tricks to achieve the perfect crisp texture. The fun continues as you decorate and understand the techniques to layer icing, mix colors, line work, and detailing. Each participant will take home a total of 3 dozen cookies: one dozen of each variety.

2 Sessions | CRN 3984   CEU 0.6
Monday & Tuesday, December 19 & 20
6:00 PM - 9:00 PM - S113 - TRAD
Lab Fee $30 $75
Louis Fusco

BUILD A CHARCUTERIE PLATTER

It's party time! Everyone loves a charcuterie platter for their tablescape. This culinary experience covers steps to beautify your gathering and will include assembly technique, themes, sauces, and presentation. Students will learn the art of different food parings, seasonal ingredients, traditional themes and creativity. Each participant will take home a unique charcuterie platter of their own to enjoy at their own holiday celebration.

1 Session | CRN 3983   CEU 0.4
Wednesday, December 21
6:00 PM - 10:00 PM - S116 - TRAD
Lab Fee $30 $49
Louis Fresco

Hospitality Certification

HOSPITALITY AND TOURISM TRAINING SCHEDULE

Course	CRN	Date	Day	Time	Modality	Cost
Hospitality Certification - Fall - Session 1	2199	6/6 - 6/17	Mon. to Fri.	9:30 AM - 3:30 PM	TRAD	$1850
Hospitality Certification - Fall - Session 2	2200	8/8 -8/19	Mon. to Fri.	9:30 AM - 3:30 PM	TRAD	$1850
Hospitality Certification - Winter	SPRING 23	1/2 - 1/13	Mon. to Fri.	9:30 AM - 3:30 PM	TRAD	$1850

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

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

14 Sessions | CRN 3934   CEU 6.0
Wednesday, August 31 - December 7
(No class on November 23)
On-line and Remote Learning
12:30 PM - 5:30 PM - LRON
Bob Myers $605

23 Sessions | CRN 3974   CEU 6.0
Monday & Wednesday, October 10 - December 28
(No class on November 23)
6:00 PM - 9:00 PM - N004 - TRAD
Sajida Farooqui $605

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

WIOA Approved

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; and the cleaning, processing, packaging, distributing, storing and inventory control of sterile goods, instruments, trays, and equipment.

You will also 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.

CRN 4026
Dates: Monday & Wednesday, October 3 - December 12
(No class on November 23)
Time: 5:30 PM to 9:30 PM - N211
80 hour class
All clinical hours completed at Yale-New Haven Hospital
Cost $1980
U-PASS, Exam & Books included

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

Certified Nurse Aide (CNA) Certificate

Daytime: Traditional Class (TRAD)

Monday through Friday

August 31st - October 12th

CRN: 3935 - Room: N005
Classroom Skills Training: August 31st - September 30th
No class on September 5
Time: 9:30 AM - 3:30 PM
CPR Training: September 8th | 10 AM - 2:00 PM
Clinical: October 3rd - October 12th
Time: 6:45 AM - 3:30 PM

Daytime: Traditional Class (TRAD)

Monday through Friday

October 24th - December 7th

CRN: 3936 - Room: N005
Classroom Skills Training: October 24th - December 23rd
No class on November 24th & 25th
Time: 9:30 AM - 3:30 PM
CPR Training: November 3rd | 10 AM - 2:00 PM
Clinical: November 28th - December 7th
Time: 6:45 AM - 3:30 PM

Daytime: Hybrid Class (HYBR)

Orientation: December 9th

Time: 9:00 AM - 11:00 AM

CRN: 3937 - Room N005
Online class: December 12th - December 26th
Skills Training: December 27th - January 6th
Time: 9:30 AM - 3:30 PM
Clinical: January 9th - 13th
Time: 6:45 AM - 3:30 PM

Evening: Traditional Class (TRAD)

Tuesday, Wednesday & Thursday

September 13th - November 11th

CRN: 3938 - Room: N005
Classroom Skills Training: September 12th - November 9th
Time: 5:30 PM - 9:30 PM
Clinical: November 14th - 18th
Time: TBA

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.

You will be responsible for carrying out the daily operations of the hospital or nursing care facility. Your compassion and care will significantly help the elderly, disabled, and ill, as you help patients with the needs of basic living.

Learn how to deliver all 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 contact
The Great Center
(203) 285-2300
gw-thegreatcenter@gwcc.commnet.edu**

Community Health Worker (CHW) Certificate

A Community Health 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. Training includes Mental Health First Aid (MHFA). **All books and exams are included in the cost of the training.**

CHW Responsibilities 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.

43 Sessions | CRN 3939   CEU 12.6
Monday & Wednesday, September 12 - December 19
6:00 PM - 9:00 PM | TRAD
Saturday, September 17 - December 17
9:00 AM - 12:00 PM - HYBR
Internship: January 2 - 31 2023
**A payment plan is available** $2516
🚌 **Cost includes U-Pass.**

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, 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.

SNAP & WIOA Approved

Medical Office Assistant Certificate
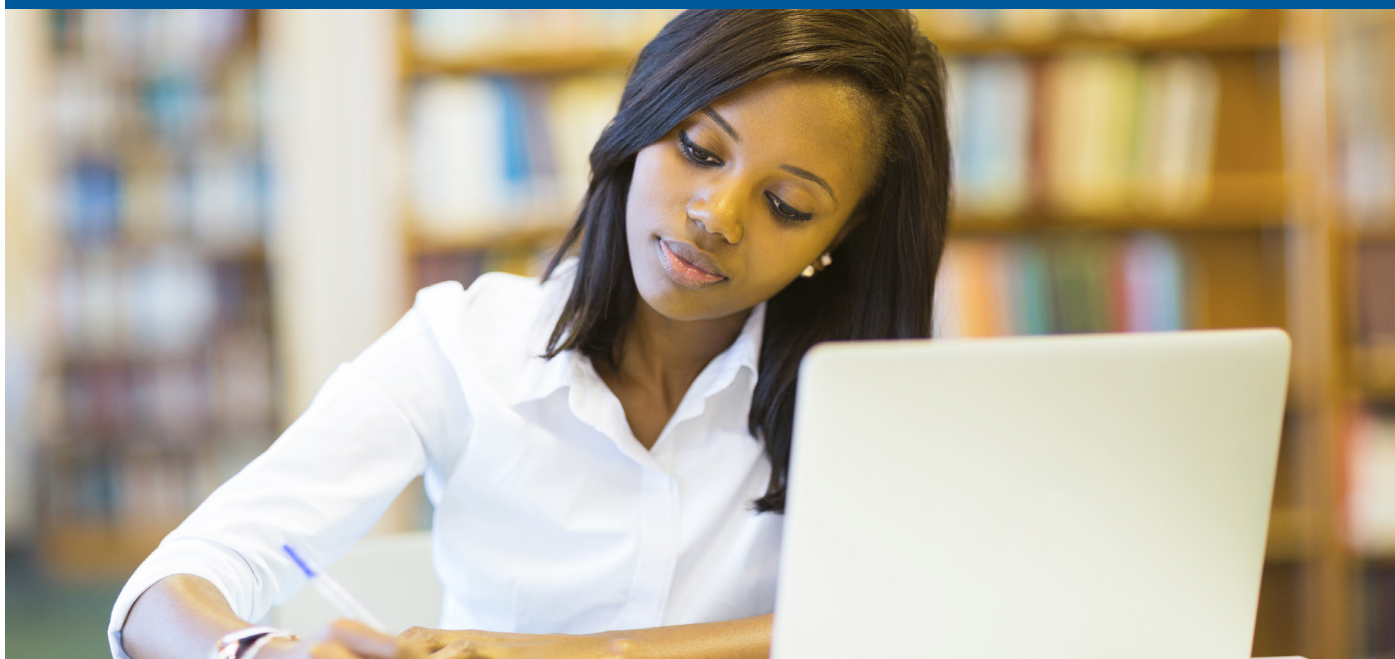
The Medical Office Assistant Certificate is designed to prepare the student with the specialized knowledge, administrative skills, and office protocols required to work successfully in medical offices, long-term care facilities, and medical insurance companies. In the present healthcare environment, 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
Introductions to College Learning	Multiple sessions available				N103 - TRAD	$150
Medical Terminology/Anatomy & Physiology	3940	8/29 - 10/3	Mon. & Wed.	6:00 PM - 9:00 PM	N003 - TRAD	$530
Microsoft Word® Daytime option	3921	9/6 - 9/29	Tue. & Thu.	9:30 AM - 1:00 PM	N201 - TRAD	$456
Microsoft Word® Evening option	3922	9/6 - 9/29	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	$456
Essentials for your Career (SNAP)	3979	9/23 - 11/11	Fri.	9:00 AM - 12:00 PM	N103 - TRAD	$315
Microsoft Excel® Daytime option	3923	10/4 - 10/27	Tue. & Thu.	9:30 AM - 1:00 PM	N201 - TRAD	$440
Microsoft Excel® Evening option	3924	10/4 - 10/27	Tue. & Thu.	6:00 PM - 9:30 PM	N201 - TRAD	$440
Coding: ICD-9 & ICD-10, CPT-4 & HCPCS	3941	10/5 - 11/7	Mon. & Wed.	6:00 PM - 10:00 PM	N003 - TRAD	$770
Medicare & Medicaid Reimbursement Systems	3942	11/9 -11/28	Mon. & Wed.	6:00 PM - 10:00 PM	N003 - TRAD	$385
Commercial Insurance & Managed Care Reimbursement Systems	3943	11/30 - 12/14	Mon. & Wed.	6:00 PM - 10:00 PM	N003 - TRAD	$385
Medical Administrative Specialist	TBA	11/1 -12/22	Mon. & Wed.	6:00 PM - 10:00 PM	N201 - TRAD	$500

▶ **For detailed class descriptions, see page 27.**

SNAP & WIOA Approved

Patient Care Technician (PCT) Certificate

PATIENT CARE TECHNICIAN (PCT) CERTIFICATE

Patient Care Technicians (PCTs) work hands-on with:

- Daily living activities
- Taking vital signs
- Performing electrocardiography (ECG)
- Drawing blood

PCTs work in settings such as hospitals and rehabilitation centers.   Since PCTs work daily with patients, solid communication skills, empathy and "attention to detail are required.

Additional PCT training programs will include:

- 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 navy blue set for clinical rotation)

At the end of training, students will have an opportunity to complete a clinical rotation in an area hospital. Students who complete the program successfully will be certified in Mental Health First Aid and be eligible to take both the ECG and PCT National Certification Exams offered at Gateway Community College. All textbooks and exams are included in program costs.

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

ADVANCED CNA

12 Sessions | CRN 3944	CEU 4.8
Monday through Thursday, October 3 - 20	
9:00 AM - 1:00 PM - N003 - TRAD	$1116

🚌 **Cost includes U-Pass**

PATIENT CARE TECHNICIAN

32 Sessions | CRN 3945	CEU 12.8
Monday through Thursday, October 24 - December 22	
(No class on November 23)	
9:00 AM - 1:00 PM - N003 - TRAD	$2516

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 3946   CEU 8.4
Tuesday & Thursday, September 6 - December 15
6:00 PM - 9:00 PM - N006 HYBR
CT Licensed Pharmacist $1716
A payment plan is available.

30 Sessions | SPRING 2023   CEU 8.4
Tuesday & Thursday, February 7 - May 18
6:00 PM - 9:00 PM - N006 - HYBR
CT Licensed Pharmacist $1716
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.

TransFluenciEDU

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 4046   CEU 6.0
Tuesday and Thursday, October - December 13
(No class on November 24)
6:00 PM - 9:00 PM - LRON $1200

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

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

Requirements For Both Courses

- ❑ PC or Mac device
- ❑ Windows 7 or later operating systems
- ❑ Mac 10.10 Yosemite or later
- ❑ Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- ❑ Adobe Acrobat Reader

Comptia A+ Certification
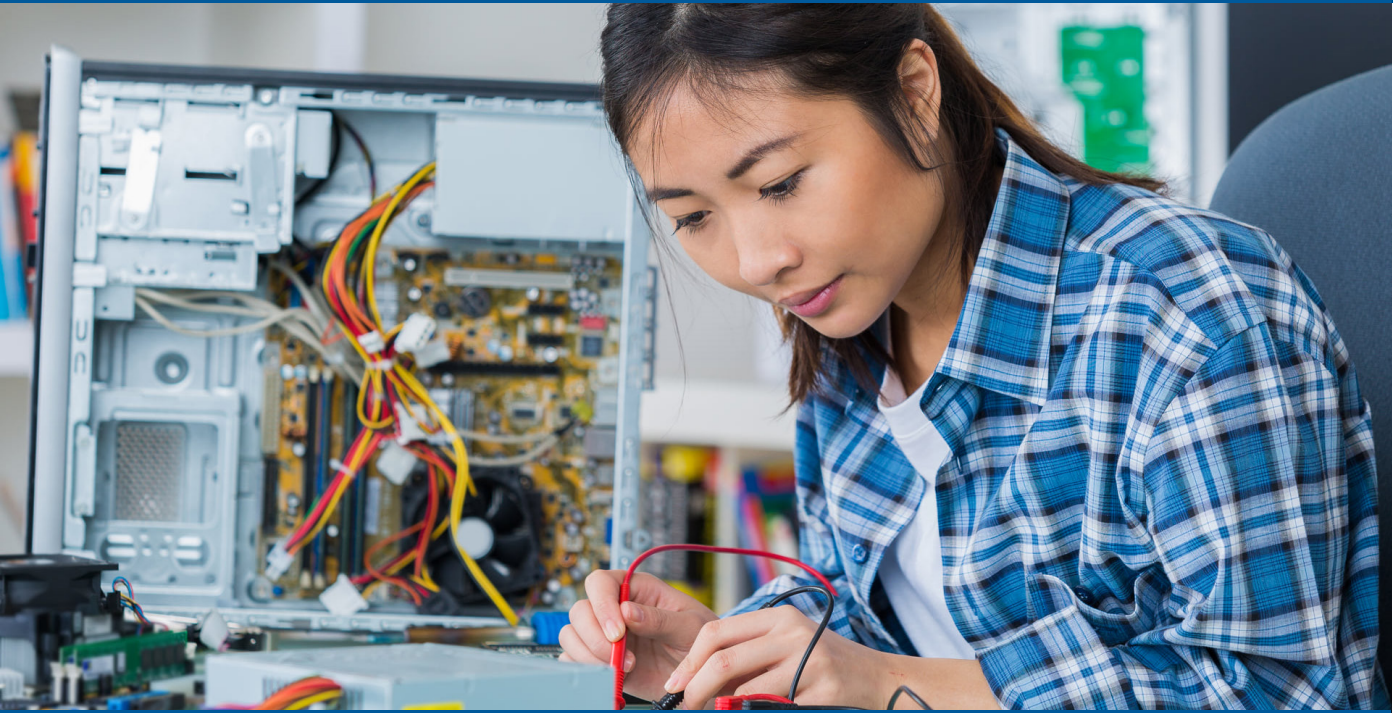
This 72-hour certificate training prepares students for entry-level positions in the fields of help desk services and technical support. The courses within this certificate provide students with the skills needed to understand both computer hardware and software. Technical support is also provided to 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. However, it is recommended that students be familiar with basic computer operation and navigation of operating systems such as Windows XP.

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

COMPTIA A+ CERTIFICATION SCHEDULE

Course	CRN	Date	Day	Time	Modality	Cost
CompTIA CORE-1 & CORE-2	3947	9/12 - 12/7	Mon. & Wed.	6:00 PM - 9:00 PM	S316 - HYBR	$2575
Exam	TBA			🚌 **Cost includes U-Pass.**		

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 targeted to individuals working or intend to work in a remote-based work environment where client interaction, client training, operating systems and connectivity issues are emphasized. Job titles include remote support technician, help desk technician, call center technician and computer specialist.

Digital Media and Web Design Certificate

Digital Media and Web Design 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 are tested and upon successful completion of the program will be an Adobe Certified Associate (ACA) in Adobe Photoshop.

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

DIGITAL MEDIA AND WEB DESIGN CERTIFICATE SCHEDULE

Course	CRN	Date	Day	Time	Modality	Cost
Introductions to College Learning	Multiple sessions available				N103 - TRAD	$150
Adobe Photoshop with ACA Certification - *T- I &II*	3948	9/6 - 10/4	Tue. & Thu.	6:00 PM - 10:00 PM	TRAD	$816
Website Fundamentals - *Track II*	3950	9/12 - 10/17	Mon.	6:00 PM - 10:00 PM	N103 - TRAD	$825
Adobe InDesign - *Track I*	3949	10/6 - 10/27	Tue. & Thu.	6:00 PM - 10:00 PM	TRAD	$600
Build a Website using WordPress - *T- I &II*	3951	11/1 - 11/10	Tue. & Thu.	6:00 PM - 10:00 PM	N103 - TRAD	$660
Freelance and Job Seeking Essentials - *T- I &II*	3952	11/15 - 11/17	Tue. & Thu.	6:00 PM - 10:00 PM	N103 - TRAD	$150
Digital Printing & Production Black & White Color Combined - *Track I*	3987	11/28 - 12/21	Mon. & Wed.	6:00 PM - 10:00 PM	N010 - TRAD	$480
Design Essentials & Project Planning for the Graphics Industry - *Track I*	3953	11/29 - 12/13	Tue. & Thu.	6:00 PM - 9:00 PM	LRON	$330

▶ **For detailed class descriptions, see page 27.**

SNAP & WIOA Approved

IT Academy

Connecticut State College and Universities (CSCU), in partnership with Amazon Web Services (AWS), 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
CompTIA A+	3947	9/12 - 12/7	Mon. & Wed.	6:00 PM - 9:00 PM	S316 - HYBR	$2575
AWS Cloud Foundations	3968	10/27- 12/8	Tue. & Thru.	6:30 PM - 8:30 PM	LRON	$845
Google IT support Certificate	SPRING 23				ONLN	$999

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

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 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..

Warehouse & Distribution with Forklift Certification

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. The course covers product receiving and storage, order processing, packaging and shipment. Also included are inventory control, hazardous materials, evaluation of transportation modes, customs, dispatch and tracking operations.

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

WAREHOUSE & DISTRIBUTION WITH FORKLIFT CERTIFICATION SCHEDULE

Course	CRN	Date	Day	Time	Modality	Cost
Six Sigma White Belt Certification	3954	8/29 - 9/12	Mon. & Wed.	6:00 PM - 9:30 PM	N103 - HYBR	$275
Supply Chain Logistics, CLA Certificate	3955	9/13 - 10/13	Tue. & Thu.	5:30 PM - 8:30 PM	N103 - HYBR	$1399
Osha 10 Certification	3958	10/18 - 11/3	Tue. & Thu.	9:00 AM - 12:00 PM	N103 - TRAD	$85
Global Information Systems For Supply Chain Management	3956	10/19 - 11/16	Wed.	6:00 PM - 9:00 PM	N103 - TRAD	$315
Powered Industrial Forklift Certification	3957	11/28 - 11/30	Mon. to Wed.	8:00 AM - 4:00 PM	Seymour - TRAD	$840

SNAP & 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.
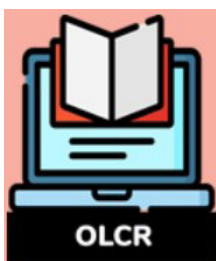
OLCR = ONLINE WITH CLASSROOM COMPONENT

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.
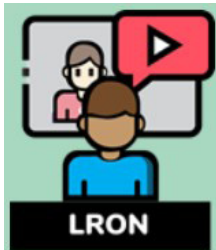
LRON = LIVE/REMOTE ONLINE COURSE

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.
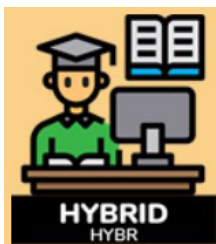
HYBR = HYBRID SCHEDULING

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

ACCOUNTING SOFTWARE (QUICKBOOKS)

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.

10 Sessions | CRN 3916   CEU 3.0
Monday & Wednesday, October 31 - December 5
(No class on November 23)
6:00 PM - 9:00 PM - N006 - TRAD
Brenda L. Burton Seldon $475

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.

7 Sessions | CRN 3949   CEU 2.8
Tuesday & Thursday, October 6 - 27
6:00 PM - 10:00 PM - LRON
Karin Krochmal $600

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.

9 Sessions | CRN 3948   CEU 3.6
Tuesday & Thursday, September 6 - October 10
6:00 PM - 10:00 PM - TRAD
Kristine Tonski $816

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.

12 Sessions | CRN 3968   CEU 2.4
Tuesday & Thursday, October 27 - December 8
(No class on November 23)
6:30 PM - 8:30 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 student for the exam to become an aPHR Professional. This training can lead to a career in Management or in the Human Resource field. No prior experience required

The following areas are discussed in depth:

- HR Operations
- Recruitment and selection
- Compensation and benefits

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

18 Sessions | CRN 3933   CEU 5.4
Monday & Wednesday, November 28 - February 1
(No class on January 16 & 20)
6:00 PM - 9:00 PM - TRAD
Reeshemah Norfleet $1260

aPHR Exam Prep - SPRING 2023
Monday & Wednesday, January 30 & February 1
6:00 PM - 9:00 PM $500

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.

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.

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

10 Sessions | CRN 3918   CEU 3.5
Tuesday & Thursdays - August 30 - September 29
6:00 PM- 9:00 PM - N211 - TRAD
Brenda Burton Seldon $775

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 learn to prepare and plan a website along with purchase and set up their own hosting account and domain name.

Prerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

4 Sessions | CRN 3951   CEU 1.6
Tuesday & Thursday, November 1 - 10
6:00 PM - 10:00 PM - N103 TRAD
Deborah Donofrio $660

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 | SPRING 2023   CEU 2.0
Tuesday & Thursday, January 3 - 17
6:00 PM - 10:00 PM - LRON $375

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 3941   CEU 4.0
Monday & Wednesday, October 5 - November 7
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 3943   CEU 2.0
Monday & Wednesday, November 30 - December 14
6:00 PM - 10:00 PM - N003 - TRAD
Jean Carusone $385

COMPTIA A+ CERTIFICATION, 220 SERIES EXAM PREP.

A+ 220-1001 prepares you to be an entry-level IT professional. This designation covers the installation, configuration and maintenance of personal computers, laptops, and printers; as well as the principles of physical and TCP/IP networks.

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.

Students must pass both the 220-1001 and 220-1002 exams to be certified.

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 U-PASS

24 Sessions | CRN 3947   CEU 7.2
Monday & Wednesday, September 12 - December 7
(No class on November 23)
6:00 PM - 9:00 PM - S316 - HYBR
Tamika Warner $2575

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 3928   CEU 1.5
Monday & Wednesday, September 12 - 26
6:00 PM - 9:00 PM - N006 - TRAD
Kathy Townsend $315

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.

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

3 Sessions | CRN 3953   CEU 1.5
Tuesday & Thursday, November 29 - December 13
6:00 PM - 9:00 PM - LRON
Karin Krochmal $330

DIGITAL PRINTING & PRODUCTION - BLACK & WHITE / COLOR COMBINED

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.

The class includes actual business experience of production planning and bindery operations. *(Required for the Digital Certificate)*

8 Sessions | CRN 3987   CEU 3.2
Monday & Wednesday, November 28 - December 21
6:00 PM - 10:00 PM - TRAD
Amie Fanning $480

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 3979   CEU 2.4
Friday, September 23 - November 11
9:00 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

The two-day training provides solid management skills and supervisory examples needed to be successful in a new management role.

2 Sessions | CRN - 3959 | PART I	CEU 1.2
Thursday & Friday, October 6 & 7	
9:00 AM - 4:00 PM - N004 - TRAD	$325
2 Sessions | CRN - 3960 | PART II	CEU 1.2
Thursday & Friday, November 17 & 18	
9:00 AM - 4:00 PM - N103 - TRAD	$325

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.

2 Sessions | CRN 3952	CEU 0.8
Tuesday & Thursday, November 15 - 17	
6:00 PM - 10:00 PM - N103 TRAD	
Deborah Donofrio	$150

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.

5 Sessions |CRN 3956	CEU 1.5
Wednesday, October 19 - November 16	
6:00 PM - 9:00 PM - N103 - TRAD	
George Obeng	$315

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.

SPRING 2023	CEU 10.0
March 29 - May 24	
6:00 PM - 9:00 PM - ONLN	$999

INTRODUCTIONS TO COLLEGE LEARNING

Learn how to effectively use devices and software before training begins. This class will cover setting up your Gateway email account, teach you how to use TEAMs & WebEx for remote class and make sure your home devices are compatible for college learning.

CRN	Date	Day	Time	Room	Cost
3985	8/23 - 8/25	Tue. & Thu.	6:00 PM - 8:00 PM	N103	$150
3986	8/30 - 9/1	Tue. & Thu.	10:30 AM - 12:30 PM	N103	$150
Modality: TRAD					
Deborah Donofrio					

LEAN SIX SIGMA YELLOW BELT

This course introduces professionals to the basic framework, skills and tools of Lean Six Sigma. You'll learn how Lean Six Sigma can be used to establish efficient processes, while delivering consistent levels of customer quality. This class prepares you to work with teams where LEAN practices are deployed and identify opportunities for process improvement.

The student will learn about the concept of continuous improvement, process flow, single minute exchange of die (SMED), applications and real-life problem solving strategies. Pre-requisite: White Belt.

5 Sessions	CRN 3975	CEU 1.5
Monday & Wednesday, September 14 - October 5	
6:00 PM - 8:00 PM - N102 - TRAD	
John Griglun	$375

MANAGING EMPLOYEES AND REBUILDING TEAMS

This two-day course will examine the most common types of employee behaviors. On day one the class will review best practices in organizational policies and confidentiality, identify risks if the behavior is not corrected and offer strategies for constructively managing the difficult or disruptive employee. The second day of the class will focus on establishing trust in a safe, co-working environment.

Business and Industry Training and Certifications available to regional employers for:

❑ Upskilling workforce
❑ Employee CEU's
❑ Professional Development

2 Sessions	CRN 3965	CEU 0.8
Thursday & Friday, December 15 & 16	
9:00 AM - 1:00 PM - LRON	
Reeshemah Norfleet	$175

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.

7 Sessions	CRN 3972	CEU 2.1
Tuesday & Thursdays - October 4 - October 25	
6:00 - 9:00 PM - N211 - TRAD	
Brenda Burton Seldon	$535

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.

7 Sessions	CRN 3919	CEU 2.1
Tuesday & Thursdays, October 27 - November 17	
6:00 - 9:00 PM - N211 - TRAD	
Brenda Burton Seldon	$535

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

7 Sessions	CRN 3973	CEU 2.1
Tuesday & Thursdays - November 22 - December 15	
6:00 - 9:00 PM - N211 - TRAD	
Brenda Burton Seldon	$545

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 appointments, compiling and recording medical charts, reports, and correspondence.

NEW PROGRAM
15 Sessions   CEU 6.0
November 1 - December 22
6:00 PM - 10:00 PM - TRAD
Elizabeth Acevedo $500

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 3940   CEU 3.0
Monday & Wednesday, August 29 - October 3
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 3942   CEU 2.0
Monday & Wednesday, November 9 - 28
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.

5 Sessions | CRN 3925   CEU 2.8
Tuesday & Thursday, November 1 - 29
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 3923 - Daytime   CEU 2.8
Tuesday & Thursday, October 4 - 27
9:30 AM - 1:00 PM - N201 - TRAD
Bernice Anderson $440

8 Sessions | CRN 3924 - Evening   CEU 2.8
Tuesday & Thursday, October 4 - 27
6:00 PM - 9:30 PM - N201 - TRAD
Nateysha Poindexter $440

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.

2 Sessions | CRN 3927	CEU 0.8
Tuesday & Thursday, December 20 - 22	
6:00 PM - 10:00 PM - N201 - TRAD	
Nateysha Poindexter	$150

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.

5 Sessions | CRN 3926	CEU 1.7
Tuesday & Thursday, December 1 -15	
6:00 PM - 9:30 PM - N201 - TRAD	
Nateysha Poindexter	$370

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.**

8 Sessions | CRN 3921 - Daytime	CEU 2.8
Tuesday & Thursday, September 6 - 29	
9:30 AM - 1:00 PM - N201 - TRAD	
Bernice Anderson	$456
8 Sessions | CRN 3922 - Evening	CEU 2.8
Tuesday & Thursday, September 6 - 29	
6:00 PM - 9:30 PM - N201 - TRAD	
Nateysha Poindexter	$456

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

5 Sessions | CRN 3931	CEU 1.7
Monday & Wednesday, October 31 - November 14	
6:00 PM - 9:30 PM - N004 - TRAD	
Margaret DeMarino	$275

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

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 3929   CEU 1.7
Monday & Wednesday, September 26 - October 10
6:00 PM - 9:30 PM - N004 -TRAD
Margaret DeMarino $275

OSHA 10 CERTIFICATION

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.

6 Sessions |CRN 3958   CEU 1.5
Tuesday & Thursday, October 18 - November 3
9:00 AM - 12 PM - N103 TRAD $85

OSHA 30 CERTIFICATION

OSHA 30-hour training for general industry prepares supervisors and workers to avoid workplace safety and health risks. Topics covered in OSHA 30-Hour training 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.

4 Sessions |CRN 3971   CEU 3.0
Thursday & Friday, September 22 - October 7
9:00 AM - 4 PM - N102 TRAD
John I Griglun $475

POWERED INDUSTRIAL FORKLIFT CERTIFICATION

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.

5 Sessions | CRN 3957   CEU 2.4
Monday, Tuesday & Wednesday, November 28 - 30
8:00 AM - 4:00 PM - TRAD
249 Pearl Street, $840
Seymour, CT 06483
A payment plan is available.

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

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 statues and regulations

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

13 Sessions | SPRING 2023   CEU 4.0
Monday & Wednesday, Janury 2 - February 15
6:00 PM - 9:00 PM - N201 - HYBR
Karen Bellamy $250

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 3961   CEU 0.8
Tuesday & Thursday, September 27 - 29
5:30 PM - 9:00 PM - N102 - TRAD
Raquel Rivera-Pablo $200

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 3962   CEU 3.2
Tuesday & Thursday, October 4 - November 1
5:30 PM - 9:00 PM - N004 - LRON
Raquel Rivera-Pablo $600

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 | CRN 3954	CEU 1.7
Monday & Wednesday, August 29 - September 12	
(No class on September 5)	
6:00 PM - 9:30 PM - Room N103 - TRAD	$275
1 Session | CRN 3964	CEU 0.8
Friday, December 8	
9:00 AM - 4:00 PM - N004 - TRAD	$275

SUPPLY CHAIN LOGISTICS, CLA CERTIFICATE

Upon successful completion of this course, class participants will receive the foundational-level Certified Logistics Associate (CLA) Certificate. New job opportunities will become available including frontline material handling staff within all supply chain facilitate such as factories, warehouses, distribution center and transporters.

6 Sessions | CRN 3955	CEU 3.0
Tuesday & Thursday, September 13 - October 13	
5:30 PM - 8:30 PM - N103 - TRAD	$1399

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 2234 | Option 1	CEU 0.8
Tuesday & Thursday, June 28 - 30	
5:00 PM - 9:00 PM - N102 - TRAD	
John Izzo	$400
2 Sessions | CRN 3966 | Option 2	CEU 0.8
Tuesday & Thursday, October 18 & 20	
6:00 PM - 10:00 PM - N004 - TRAD	
John Izzo	$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 3932	CEU 1.7
Monday & Wednesday, November 16 - December 5	
6:00 PM - 9:30 PM - N004 - TRAD	
Margaret DeMarino	$150

THE ABC'S OF WRITTEN COMMUNICATION

Getting it "write" is a critical skill for any office. Students will learn to compose clear and concise emails. Develop terminology skills to increase goodwill and improve public relations. Ensure all communication has been proofread for proper grammar and punctuation.

5 Sessions | CRN 3930	CEU 1.7
Monday & Wednesday, October 12 - 26	
6:00 PM - 9:30 PM - N004 - TRAD	
Margaret DeMarino	$275

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.

6 Sessions | CRN 3950	CEU 2.4
Monday, September 12 - October 17	
6:00 PM - 10:00 PM - N103 TRAD	
Deborah Donofrio	$825

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.

All students interested in enrolling in the SNAP E&T Program need to 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

For more information contact
Kandace Murray
KMurray@gatewayct.edu

CERTIFICATES OFFERED

- Bookkeeping Certificate
- Business Professional Certificate: Office Assistant Track
- Business Professional Certificate: Property & Casualty Insurance Track
- Central Sterile Supply
- Certified Nurse Aide (CNA) Certificate
- Child Development Associate (CDA)
- Community Health Worker (CHW) Certificate
- CompTIA A+ Certification
- Digital Media and Web Design Certificate
- Hospitality Certification
- Medical Office Assistant Certificate
- Patient Care Technician (PCT) Certificate
- Pharmacy Technician Certificate
- Security Guard Card Certificate
- ServSafe Food Handler
- ServSafe Management Training
- Warehouse & Distribution with Forklift Certification

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 & Singquel Short
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.**

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: $220.00

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: $100.00

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

CLASSES ARE OFFERED APRIL THROUGH OCTOBER.

REGISTRATION (ONLINE ONLY)

To register for a course, please complete the following:

- Email gw-motorcyclehelp@gwcc.commnet.edu **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

Gateway Community College

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

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 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

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

Payment Form

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 and 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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New Haven Campus
20 Church Street
New Haven, CT 06510

North Haven Location
88 Bassett Road
North Haven, CT 06473

Gateway
Community College

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.

T**HE 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
- Commercial Drone Operations Certificate
- Community Health Worker (CHW) Certificate
- Comptia A+ Certification
- Culinary Training
- Digital Media and Web Design 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
- Warehouse & Distribution with Forklift Certification

GatewayCT.edu/Great-Center