

**SPRING 2010
Gateway Community College
CONTINUING EDUCATION COURSE SCHEDULE**

BARTENDER TRAINING

Bartender Certification: A-Z Mixology

Interested in getting to the other side of the bar? This course will prepare you for a career or additional employment as a bartender. Some students have even started a business of their own! Learn the art and science of mixology from a professional. Presentation essentials, garnishes and special holiday recipes will be studied and practiced. Connecticut state statutes relative to alcohol and bartending will be explained. Placement assistance by the instructor will be available for those who qualify.

CRN: 1881 10 sessions: 2/2 – 4/6
Day: Tuesdays
Time: 7:30 - 9:30 p.m.
Location: Long Wharf - cafeteria
Course Fee: \$175 **plus \$50 lab fee**
Instructor: Zachilli

You must be at least 21 years old to participate in this class. Lab fee is payable to the instructor the first day of class.

BOATING

Connecticut Basic Boating

This 10-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and the Personal Watercraft Operator's Certificate. Students must attend all classes. Choose from the following three convenient offerings:

CRN: 1882 4 sessions: 3/16 – 3/25
Day: Tuesday and Thursday
Time: 6:30 - 9:00 p.m.
Location: North Haven - TBA
Course Fee: \$20
Instructor: DEP

CRN: 1883 4 sessions: 4/20 – 4/29
Day: Monday and Wednesday
Time: 6:30 - 9:00 p.m.
Location: North Haven - TBA
Course Fee: \$20
Instructor: DEP

CRN: 1885 4 sessions: 5/4 – 5/13
Day: Tuesday and Thursday
Time: 6:30 - 9:00 p.m.
Location: North Haven - TBA
Course Fee: \$20
Instructor: DEP

BUSINESS

Starting a Small Business

Start-up procedures and financing unique to small business operations; the development of a small business, from the initial concept through methods of acquiring capital, will be covered. The characteristics of the entrepreneur, development of a management team, and how to write a successful business plan will be emphasized.

CRN: 1884 6 sessions: 2/5 – 3/12
Day: Fridays
Time: 6:00 - 8:00 p.m.
Location: North Haven - 134
Course Fee: \$120
Instructor: McHugh

Managing a Small Business

This course builds on the concepts learned in "Starting a Small Business" and will emphasize practices essential to the success of a small business. Contents include control, buying, selling, credit, employees, bookkeeping, reasons for failure, plans for success, aspects of laws and regulations in addition to the issues of tax and insurance.

CRN: 1886 6 sessions: 4/9 – 5/14
Day: Fridays
Time: 6:00 - 8:00 p.m.
Location: North Haven - 134
Course Fee: \$120
Instructor: McHugh

Is Self-employment for Me?

An introduction will be made to the self-employment business concept. This interactive assessment workshop provides the framework and tools for participants to explore their readiness to be business owners and helps to define their business concept. Participants will identify their next action step which may include enrolling in First Step FastTrac® and/or meeting with a business advisor.

CRN: 1887 2 sessions: 1/22 and 1/29
Day: Friday
Time: 9:30 a.m. - 12:30 p.m.
Location: Small Business Resource Center, Long Wharf
Course Fee: Free (Includes materials)
Instructor: Sandra Cahill

Open business advising hours immediately following class (12:30 – 2:30 p.m.)

First Step FastTrac®

This is an interactive business development education program created by entrepreneurs for entrepreneurs. First Step FastTrac® was adapted from the FastTrac® family of programs to help entrepreneurs, new to business and/or their industry, hone the skills needed to create, manage, and grow successful businesses. The program includes a workbook, case study, practice exercises, guest speakers, business education and individual business coaching.

Each student, with the help of a business coach, develops a three-year feasibility plan with sales and cash flow projections to evaluate and develop their business concept. Certificate of Completion is awarded.

CRN 1888 13 Sessions 2/ 5 – 5/14
 (No class on 4/2)
Day: Friday
Time 9:30 a.m. – 12:30 noon
Location: Small Business Resource Center, Long Wharf
Course Fee: \$435 payable to Entrepreneurial Center, includes workbook (valued at \$50) and
 course materials
Instructor: Sandra Cahill

*Tuition assistance, of up to \$250, is available to low-income individuals through the Entrepreneurial Center. Assistance is awarded on a sliding scale. Applicant must provide proof of income. This program is WIA eligible. For more information contact Entrepreneurial Center at 860.768.5663.

How to License Your Artwork

Licensed artwork is an agreement between an artist and a company to reproduce an original image on specific products for a limited amount of time. Artists are paid royalties, usually every quarter. Royalties are based on the sales of products with your images on them. This is one way to increase sales and exposure of your artwork and to reach a larger audience.

This workshop describes the process of licensing artwork and guides students in each step of the process. Students will explore what type of artwork goes best on particular products, the trends in design, color, subject matter and some of the latest efforts in the industry towards greener more eco-friendly products.

Practical licensing contract negotiation practices will be covered as well as copyrights, advanced payments and standard royalty fees. In this course your portfolio will be reviewed. This will give students a greater knowledge and insight as to what are their artistic strengths and the best course of action to take in pursuing new clients. We will explore the different ways of contacting manufacturers so that you can propose and submit artwork.

Instructor Theresa Kasun has been licensing her artwork since 2000. She has been successful with several kitchen themed designs. Theresa's work has been reproduced on coasters, tempered glass cutting boards, napkins, oven mitts, kitchen towels, aprons, floor mats, metal range covers and other products at major department stores such as Bed Bath & Beyond, Linens & Things, Steinmart, and Target stores.

CRN: 1889 4 Sessions: 3/5 - 3/19
Day: Fridays
Time: 5:00 p.m. – 7:00 p.m.
Location: North Haven Campus - TBA
Course Fee: \$120
Instructor: Kasun

How to Make Money Painting Store Windows

Everyone can use extra cash when it comes to the holidays. If you are an artist, a painter or anyone interested in learning how to make extra money painting the windows of stores and shops in your neighborhood, this is the class for you. Theresa Kasun has over 15 years of experience painting the windows of pizzerias, pastry shops, laundry centers and countless other businesses for holidays and other occasions. Students will learn basic techniques of painting, what paint and brushes work best and how to approach local business owners to secure new clients. The paint that is used is non-toxic acrylic and water-soluble. Students will do mock up windows and learn first hand how to create images and apply paint.

CRN: 1890 1 Session: 4/10
Day: Saturday
Time: 10:00 a.m. – 12:00 noon
Location: North Haven Campus - TBA
Course Fee: \$30
Instructor: Kasun

How to Draw Wine and Food

When walking into a major department store there is a section of framed artwork. Wine and food are undoubtedly the most common images found in mass production. You may have purchased this artwork to hang in your kitchen, living room or dining room. Wouldn't an original drawing created by you be of greater interest to your family and friends? This class will explore the techniques of how to draw these popular images. Artists of all levels are welcome. We will use pencil and charcoal to explore simple techniques of how to draw the specifics of glass bottles and nuances of textures of different types of foods.

CRN: 1984 1 Session: 4/16
Day: Friday
Time: 6:30 – 8:30 p.m.
Location: North Haven Campus - TBA
Course Fee: \$30
Instructor: Kasun

COMPUTER APPLICATIONS

Introduction to Personal Computers

This is a great place to start or fill in your computer education. This course is designed for students with little or no computer experience. Basic computer concepts covering hardware and software, the keyboard, floppy and hard disks, other components, and understanding basic computer terminology and software applications will be covered.

CRN: 1891 2 Sessions: 1/12 and 1/14
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – 247
Course Fee: \$ 145
Instructor: Schulman

Introduction to Microsoft Windows (XP)

Learn the basics of Microsoft's popular operating system. Explore the use of windows, task bars, help features, and file management. Understand how to navigate your computer better. Although not required, Intro to Personal Computers or some computer and mouse experience is helpful.

CRN: 1892 3 sessions, 1/19 – 1/26
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – 247
Course Fee: \$ 170
Instructor: Schulman

Introduction to the Internet

Learn the basics of the Internet. Discover how to navigate the Internet for fun, information, shopping, and news. Explore using search engines to uncover all that is hard to find. Understand the basics of email and set up a free email account. Learn about viruses & spyware and how to keep your internet sessions safe. While not required, a basic knowledge of Windows is helpful.

CRN: 1893 2 Sessions: 1/28 and 2/2
Day: Tuesday and Thursday
Time: 6:00 - 8:30 p.m.
Location: Long Wharf - 247
Course Fee: \$145
Instructor: Schulman

Microsoft Word – Introduction to Word Processing

Word is a powerful authoring program that gives you the ability to create and share documents by combining a comprehensive set of writing tools with an easy-to-use graphical user interface. Word helps you to create professional looking documents more quickly than ever before. This course introduces you to the basic tool set you will need to get started to quickly construct documents from predefined parts and styles, to save your documents, and to share them with others.

CRN: 1894 3 sessions: 2/4 – 2/11
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf - 247
Course Fee: \$ 170
Instructor: Schulman

Microsoft Word - Intermediate Word Processing Word Level 2

Get more advanced with MS-Word. This class will expand your knowledge of paragraphing, tab settings, columns, sections, auto text, graphics, tables, charts as well as envelope label printing and tracking revision changes. Create and edit documents like you never have before!

CRN: 1895 3 Sessions: 2/16 – 2/23
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf - 247
Course Fee: \$ 170
Instructor: Schulman

Excel - Introduction to Business Applications

Focusing on using spreadsheets for business applications, participants will create spreadsheets using a variety of inputs, including formulas and formatting techniques. Inserting columns and rows and various printing techniques will be covered. Experience using Windows and a mouse are required.

CRN: 1896 3 sessions: 2/25 – 3/4
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf - 247
Course Fee: \$170
Instructor: Schulman

Excel - Intermediate Business Applications

In this course you will learn advanced functions for analyzing data, such as “what if” statements, loan calculations, filtering, sorting, specialized formatting, graphics, advanced formulas using multiple sheet calculations, templates, creating charts, pivot tables and more.

Unleash the power of Microsoft Excel for your business needs! A 160-page manual with easy step-by-step guides is supplied. *Excel Introduction or equivalent experience required.*

CRN: 1897 3 sessions: 3/9 – 3-16
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – 247
Course Fee: \$170
Instructor: Schulman

Excel - Advanced Business Applications

Excel in Excel! This course builds on the concepts introduced in the intermediate course and goes beyond. Advanced topics covered include Excel’s database features, error correction and validation, macros, workgroup sharing, creating more sophisticated spreadsheets and charts as well as other advanced features. A 200-page manual with easy step-by-step guides is supplied. *Excel Intermediate or equivalent experience required.*

CRN: 1899 3 sessions: 3/18 – 3/25
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – 247
Course Fee: \$170
Instructor: Schulman

Introduction to Microsoft Access

Learn the basics of Microsoft Access --a professional database manager-- to help you get your information under control. Learn how to make and use tables. Create and use forms for ease of input. Extract selective information using filters and queries (i.e., how many people live in CT over the age of 30 with brown hair). Create understandable reports. *Proficiency using Windows and mouse required.*

CRN: 1898 2 Sessions: 3/31 – 4/6
Day: Tuesday and Wednesday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – Room 247
Course Fee: \$145
Instructor: Schulman

Intermediate Microsoft Access

Take it to the next level. Expand your knowledge of tables (adding fields, changing properties). Understand and use wizards. Create expressions. Expand your knowledge of queries. Learn enhanced database design using multiple tables. Create reports for mailing labels and more. *Introduction to Access or equivalent experience is required.*

CRN: 1900 3 sessions: 4/8 – 4/15
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – 247
Course Fee: \$170
Instructor: Schulman

Introduction to Microsoft PowerPoint

Create screen shows for your organization using one of the major components of Microsoft Office. Learn how to make fliers, charts, graphs, overheads and presentations. Create slides/charts, text charts, bar and pie charts, and free-form drawings. Knowledge of the Windows operating system will make this class a better experience.

CRN: 1901 3 sessions: 4/20 – 4/27
Day: Tuesday and Thursday
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – 247
Course Fee: \$170
Instructor: Schulman

Introduction to QuickBooks Accounting

Manage your business accounting using QuickBooks Pro. Students will get an overview of this popular business accounting program. Topics to be covered include: adding employees, payroll basics, adding customers and utilizing customer notes, invoicing customers, entering and paying vendors/bills, inventory set up, basic sales tax management, and a look at end-of-month routines. This course offers a great introduction to managing your financial information in a business setting.

CRN: 1902 3 sessions: 4/29 – 5/6
Day: Tuesday and Thursday
Time: 6:00- 9:00 p.m.
Location: Long Wharf – 247
Course Fee: \$170
Instructor: Schulman

Intermediate QuickBooks Accounting

Continue with QuickBooks – This class emphasizes features that will enhance your everyday usage and setups. Creating and modifying Form Templates, Understanding Assets, Liability & Credit Card Accounts, Tracking & Paying Taxes Properly, as well as Estimating, Time Tracking & Job Costing, Creating and Customizing Reports & Graphs will be covered. Take better advantage of QuickBooks!

CRN: 1903 3 Sessions: 5/11 – 5/18
Day: Tuesday and Thursday
Time: 6:00 p.m. - 9:00 p.m.
Location: Long Wharf - 247
Course Fee: \$170
Instructor: Schulman

CULINARY ARTS: SOUPS AND SAUCES, DESSERTS, AND WINE

Applied Food Sanitation

Learn the principles of sanitation, proper food handling, and Hazard Analysis Critical Control Point (HACCP) practices. Take the National Restaurant Association Food Safety Certification Exam to become nationally certified to meet State of Connecticut requirements for Qualified Food Operator. The exam will be administered during the final class period. Purchase a new copy of the textbook in order to be eligible to take the exam. The book is available at the Long Wharf bookstore.

CRN: 1909 1 session: 1/6
Day: Wednesday
Time: 8:30 a.m. – 5:00 p.m.
Location: Long Wharf – TBA
Course Fee: \$79 **plus** Textbook Fee
Instructor: Palmquist

Classic French Pastries

Learn all the French classics including tart tartan, Napoleons, French style *petits fours* and *souffles*. Chef Mike Devlin has 15 years of experience as a pastry chef including 5 years as Executive Pastry chef at Universal Studios in Hollywood.

CRN: 1910 4 Sessions: 2/19 – 3/12
Day: Friday
Time: 6:00 p.m. – 9:00 p.m.
Location: Long Wharf – 106
Course Fee: \$99 **plus \$40 lab fee**
Instructor: Devlin

Lab fee paid to the instructor on the first day of class.

Artisanal Breads

Explore the various methods of producing high quality breads. We will use different types of starters and pre-ferments to produce bread worthy of the finest bakeries. Chef Mike Devlin has 15 years of experience as a pastry chef including 5 years as Executive Pastry chef at Universal Studios in Hollywood.

CRN: 1911 4 Sessions: 4/16 – 5/7
Day: Friday
Time: 6:00 p.m. – 9:00 p.m.
Location: Long Wharf – 106
Course Fee: \$99 **plus \$40 lab fee**
Instructor: Devlin

Lab fee paid to the instructor on the first day of class.

Breads and Desserts

This course offers intensive hands-on training in bread making and dessert preparation. Learn to prepare pies, tarts, tortes and cakes. Learn the characteristics of different types of flour and how they are used for Italian and French sweet and sour bread rolls. Enjoy tasting the results in the college dining room. Phil Weinberger has been in the family's bakery business 35 years. He has taught and trained many people to continue their careers as bakers. Weinberger was on the Food Network with Al Roker who promoted his famous chocolate *babka*.

CRN: 1912 4 sessions: 3/5 – 3/26
Day: Tuesdays
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – 106
Course Fee: \$99 **plus \$40 lab fee**
Instructor: Weinberger

Lab fee paid to the instructor on the first day of class.

Simple Cakes and Desserts

This course of simple cakes and desserts will accommodate most meals. It includes how to make cakes, fillings and icings, and how to assemble them into a finished product.

CRN: 1913 4 sessions: 5/14 – 6/4
Day: Tuesdays
Time: 6:00 - 9:00 p.m.
Location: Long Wharf – 106
Course Fee: \$99 **plus \$40 lab fee**
Instructor: Weinberger

Lab fee paid to the instructor on the first day of class.

Chardonnay, Chardonnay, and More Chardonnay!

Explore the various wines made from the great "Noble" grape and compare and contrast the styles of Chardonnay produced around the world. Learn the history of the grape growing regions and explore the various foods that match well with these styles of wine production. Students are encouraged to bring cheese and crackers and foods of their choice, and enjoy the informal atmosphere. Instructor Raymond P. Spaziani is director of the American Wine Society, New Haven chapter. He has served on the judging panels of Wine Maker Magazine, Amente del Vino, and the American Wine Society chapter and regional events. He is an award-winning home wine maker and an experienced educator.

CRN: 1914 1 session, 3/12
Day: Friday
Time: 6:30 - 9:00 p.m.
Location: Long Wharf - Dining Room
Course Fee: \$20 **plus \$17 lab fee**
Instructor: Spaziani

Lab fee is payable to the instructor first day of class.

CRN: 1915 one session, 3/26
Day: Friday
Time: 6:30 - 9:00 p.m.
Location: Long Wharf - Dining Room
Course Fee: \$20 **plus \$17 lab fee**
Instructor: Spaziani

Lab fee is payable to the instructor the first day of class.

Wines from the Heart of Africa!

Learn about the unique grape varieties from the African continent. These luscious wines have been produced for hundreds of years and only now are exploding on the American scene. Learn about the history and culture of these unique grape-growing regions. Students are encouraged to bring cheese and crackers, and other foods of choice and enjoy the informal atmosphere. Instructor Raymond P. Spaziani is director of the American Wine Society, New Haven chapter. He has served on the judging panels of Wine Maker Magazine, Amente del Vino, and American Wine Society chapter and regional events. He is an award-winning home wine maker and an experienced educator.

CRN: 1916 1 session: 4/9
Day: Friday
Time: 6:30 p.m. - 9:00 p.m.
Location: Long Wharf - Dining Room
Course Fee: \$20 plus **\$18 lab fee**
Instructor: Spaziani

Lab fee is payable to instructor the first day of class.

CRN: 1917 1 session, 4/30
Day: Friday
Time: 6:30 - 9:00 p.m.
Location: Long Wharf - Dining Room
Course Fee: \$20 **plus \$18 lab fee**
Instructor: Spaziani

Lab fee is payable to instructor the first day of class.

FOREIGN LANGUAGES AND CULTURE

Conversational French I

You too can "Parlez Français" through this introduction to basic conversational French. Students with little or no knowledge of the language will learn the most commonly used vocabulary and grammatical structures through in-class dialogues. Vocabulary will include words encountered while shopping, going to the post office and on a trip. Students are required to purchase Essential French published by Berlitz (\$10.95) and French Cassette (\$17.95) or CD Pack (\$19.95). All are available at Barnes & Noble on Broadway, New Haven.

CRN: 1918 7 sessions: 1/15 – 2/26
Day: Fridays
Time: 7:00 - 9:00 p.m.
Location: Long Wharf - TBA
Course Fee: \$145
Instructor: Cecile Cohen

Conversational French II

Sharpen your oral comprehension and pronunciation of French through the use of articles and texts, with emphasis on contemporary French culture. Some knowledge of the language is required.

CRN: 1919 7 sessions: 3/5 – 4/23
Day: Fridays (No class on 4/2)
Time: 7:00 - 9:00 p.m.
Location: Long Wharf – TBA
Course Fee: \$145
Instructor: Cecile Cohen

Conversational Spanish I

This course introduces basic conversational Spanish for those with little or no knowledge of the language. A conversational approach is emphasized with a minimal amount of grammar. This course is useful for travel and every day conversation. Students are required to purchase Spanish for Gringos, Vol. 2. \$11.95 at the Barnes & Noble Bookstore.

CRN: 1921 7 sessions: 1/15 – 2/26
Day: Friday
Time: 7:00 - 9:00 p.m.
Location: Long Wharf - TBA
Course Fee: \$145 plus text
Instructor: Perez-Cabello

Conversational Spanish II

This course continues Conversational Spanish I, emphasizing oral and written self-expression. Extensive drills on verbs and vocabulary building, as well as the principles of grammar are components of this class. Students are required to purchase Spanish for Gringos, Vol. 2., available at the Barnes & Noble Bookstore for \$11.95.

CRN: 1922 7 sessions: 3/5 – 4/23
Day: Friday (No class 4/2)
Time: 7:00 - 9:00 p.m.
Location: Long Wharf - TBA
Course Fee: \$145
Instructor: Perez-Cabello

Conversational Spanish III

Building on Conversational Spanish II, this course emphasizes advanced phonetic, oral, and written communication in complete sentences. More extensive emphasis is given to expressing oneself in everyday situations. Students will be encouraged to develop the fluency needed for a position that requires Spanish as a second language. Several excellent reasons to learn the Spanish language appropriately include: (1) over one billion people speak it -- why not you? (2) it looks great on your résumé; (3) it will expand your cultural horizons, and (4) you can make more friends as you travel to countries where Spanish is spoken and in the United States where Spanish is the second most spoken language. Students are not required to purchase a Spanish textbook. We will be creating one by reviewing the most important components of the Spanish language and by building a comprehensive vocabulary.

CRN: 1923 10 sessions: 5/7 – 7/16
 (No class 7/2)
Day: Fridays
Time: 7:00 - 9:00 p.m.
Location: Long Wharf – TBA
Course Fee: \$170
Instructor: Puerta-Lopez

Conversational Italian I

An introduction to basic conversational Italian touching on grammar and emphasizing the everyday use of the language is covered in this course.

CRN: 1924 7 sessions: 1/15 – 4/26
Day: Fridays
Time: 7:00 - 9:00 p.m.
Location: Long Wharf -TBA
Course Fee: \$145 **plus textbook fee**
Instructor: Fraenza

Conversational Italian II

Build on the lessons of Conversational Italian I. This course covers reading and grammar and offers instruction in advanced use of the language. Basic knowledge of the language is required.

CRN: 1925 7 sessions: 4/9 – 5/21
Day: Fridays
Time: 7:00 - 9:00 p.m.
Location: Long Wharf - TBA
Course Fee: \$145 **plus textbook fee**
Instructor: Fraenza

Conversational Chinese I

Explore a new language and Chinese culture through the study of the Mandarin Chinese dialect. This course provides a comprehensive set of language skills for the beginner and is ideal for tourists and business travelers. In this course you will learn culturally appropriate social greetings and expressions, and learn how to make travel arrangements, order food, and learn key phrases. Instructor Paochen Goering is a native speaker and experienced language instructor. See her YouTube presentation, “Chinese Language is Fun! #1.”
Choose one of the following sections:

CRN: 1927 10 sessions: 2/12 – 4/23
Day: Fridays
Time: 6:30 – 8:30 p.m.
Location: Long Wharf, TBA
Course Fee: \$170
Instructor: Paochen Goerig

CRN: 1928 10 sessions: 2/10 – 4/14
Day: Wednesdays
Time: 6:30 – 8:30 p.m.
Location: Hamden High School
Course Fee: \$170
Instructor: Paochen Goerig

Conversational Arabic I

Experience a new language and the cultures of the Arabic-speaking world through the study of this increasingly crucial world language. Conversational Arabic is ideal for tourists, business travelers, and for communicating with the increasing number of local Arabic speaking people. Learners will be presented with a comprehensive package of language skills including clear explanations for practical communications. Learners will be able to use culturally appropriate social greetings and expressions, order food in a Middle Eastern restaurant, and appreciate the cultural diversity of the Arabic-speaking world!

CRN: 1929 10 sessions: 1/15 – 3/19
Day: Fridays
Time: 7:00 – 9:00 p.m.
Location: Long Wharf, TBA
Course Fee: \$170
Instructor: Zenait

Conversational Portuguese I

Take a trip to one of the most exotic and culturally diverse countries in South America: Brazil! Come with us and explore the four corners of Brazil, starting with the Southeastern section, Rio de Janeiro and Carnaval! Next, we will stop at the extremely diverse Northeast section, where European, African and native cultures fuse together. Do you have a taste for beer, wine or cheese? Then let's take a trip to the South and Visit Brazil's Oktoberfest! What about the North? There we will discover one of the richest ecosystems: The Amazon. In addition to an introduction to the

culture and history of Brazil, you will learn about many tourist hot spots, the currency, and the basis of the Brazilian Portuguese language. This course is designed for people of all backgrounds who would like to learn about this amazing country and its enchanted language. Students are required to purchase Portuguese in 10 min a day by Kristine K. Kershul – Bilingual Books, Inc.; 3rd with CD-ROM edition (July 31, 2007) ISBN – 10: 1931873097; ISBN - 13 9781931873093 at the Barnes & Noble Bookstore.

CRN: 1930 10 sessions: 1/15 – 3/19
Day: Friday
Time: 7:00 – 9:00 p.m.
Location: Long Wharf, TBA
Course Fee: \$170.00
Instructor: Flavia Cruz

HEALTH CAREERS AND WELLNESS

Emergency Medical Technician-B (EMT-B)

Become a part of the Gateway Community College commitment to Allied Health and Emergency Services. Learn to provide care and comfort to the ill and injured members of your community, family, friends and co-workers. This Emergency Medical Technician Course meets and exceeds State of Connecticut curriculum requirements. Professional instructors with experience in all aspects of emergency services will provide extensive classroom and practical instruction in all types of basic life support emergency care. Topics include, but are not limited to cardiopulmonary resuscitation, patient assessment and treatment of traumatic injuries and medical emergencies, legal/ethical considerations and use of adjuncts and life saving interventions. Emphasis is placed on pediatric emergencies, disaster management and pre-hospital trauma life support. Students will have ample opportunities to practice skills on state of the art equipment and will have full access to the resource center on campus. Mandatory assignments include case study and project work as well as clinical observation at an approved hospital facility. Successful completion of this course qualifies the student to take the State of Connecticut Emergency Medical Technician certification examination. You must be 18 years or older to register or complete an age waiver form. Registration is on a first come first served basis. This is an intensive 2-session per week course. Strict attendance is required. Two mandatory Saturday sessions will be announced.

CRN: 1931 34 Sessions: 1/20 – 5/26
 (No classes on 1/18, 2/15)
Day: Monday and Wednesday
Time: 6:00 - 10:00 p.m.
Location: North Haven – 212
Course Fee: \$495 Non-Sponsored **(Text included)**
 \$450 Sponsored **(Text included)**
Instructor: Masters

CRN: 1932 34 Sessions: 1/19 – 5/20
Day: Tuesday and Thursday
Time: 6:00 - 10:00 p.m.
Location: North Haven – 212
Course Fee: \$495 Non-Sponsored **(Text included)**
 \$450 Sponsored **(Text included)**
Instructor: Masters

Sponsored students must obtain an official letter of sponsorship on letterhead from their company or department.

EKG Technologist Training

This course provides students with the “Hows and Whys” of EKG testing. Students will learn anatomy and physiology of the heart and circulatory system, basic EKG interpretation, medical terminology, and how to recognize emergency situations. A series of hands-on clinical sessions at Yale New Haven Hospital also will be included.

CRN: 1933 14 sessions: 2/2 – 5/4
Day: Tuesday
Time: 5:30 - 9:00 p.m.
Location: North Haven – TBA
Course Fee: \$425
Instructor: Pascale

Phlebotomy I

Get a comprehensive introduction to the principles and practices of drawing blood. This course provides students with the first phase toward national certification in phlebotomy and provides the training necessary for entry-level patient care positions in health care.

CRN: 1934 14 sessions: 1/21 – 4/22
 (No class 3/25)
Day: Thursdays
Time: 5:30 - 9:00 p.m.
Location: North Haven – TBA
Course Fee: \$425
Instructor: Blood

Phlebotomy II – Advanced Phlebotomy

This advanced phlebotomy course concentrates on the anatomy and physiology of the human body as well as the composition and physiology of blood. Professional practices, safety, communication, advances in technology, and legal implications also will be explored. This course prepares the practicing phlebotomy technician for certification from the National Phlebotomy Association. Non-practicing phlebotomy students will learn skills necessary for employment in health-care facilities. In addition to the classroom instruction, 80 hours of clinical hands-on practice are required for completion of this course. **Prerequisite:** Successful completion of Phlebotomy I or equivalent experience.

CRN: 1935 14 sessions: 1/22 – 4/30
 (No class 4/2)
Day: Fridays
Time: 5:30 - 9:00 p.m.
Location: North Haven – TBA
Course Fee: \$425
Instructor: Pascale

Infection Control in Health Care Settings

Learn about State and Federal regulations, outbreak management, control of Multi Drug Resistant Organisms (MDRO), isolation guidelines and other necessary information for an effective Infection Control Program. If you are new to infection control, seek to become an ICN, were just given this responsibility, or work in long-term care, assisted living, sub acute, or rehabilitation, this course is for you. Topics also include quality processes, data analysis, surveillance, policy and procedure development, food safety, exposure control, influenza, TB and isolation guidelines, and many proven established practices.

Instructor Karen Taylor, MSN, RN, ICP, has been a nurse for over 25 years and is an experienced infection control nurse educator. She is the past president of Infection Control Nurses of Connecticut and currently serves as a member of the board of directors, and is president of the New Haven chapter. Karen has presented throughout New England on topics related to infection prevention and control in the long-term health care setting.

CRN: 1936 10 Sessions: 2/19 – 4/30
 (No class 4/2)
Day: Fridays
Time: 9:00 a.m. – 1:30 p.m.
Location: North Haven – TBA
Course Fee: \$500, **plus textbook fee**
Instructor: Taylor

Magnetic Resonance Imaging: Principles and Applications

This comprehensive training course is offered to Radiologic Technologists who wish to advance technologically through certification or increase their knowledge of the continuously evolving advanced imaging modality of Magnetic Resonance Imaging (MRI). The course is geared toward providing knowledge and cognitive skills necessary to successfully perform the tasks required of a staff technologist practicing in MRI, as well as preparing technologists who wish to sit for the advanced examination. This multi-week course of study involves the following components as they pertain to the American Registry of Radiologic Technologists Examination in Magnetic Resonance Imaging:

- Patient Care
- MRI Safety
- Imaging Procedures
- Data Acquisition and Processing
- Physical Principles of Image Formation
- Certain Anatomy, Physiology and Pathology

A certificate will be issued upon successful completion of the course. Forty-five (45) **Category A** Continuing Education credits will be awarded pending ASRT approval.

CRN: 1873 15 sessions: 1/27 – 5/12
 (No class 3/24)
Day: Wednesdays
Time: 5:30 p.m. – 8:30 p.m.
Location: North Haven, 232
Course Fee: \$500.00, **plus the cost of a textbook**
Instructor: Theresa Ostrander, B.S., R.T. (R) (MR) (CT) (M)

For additional information, please contact Alice Pandolfi at apandolfi@gwcc.commnet.edu or 203-285-2391

HypnoBirthing - The Mongan Method - The Gold Standard of Birthing with Hypnosis

Use your own natural birthing instincts and become skilled in techniques to achieve a gentle, peaceful birth. Mother and her designated birth companion will learn to achieve deep levels of relaxation to eliminate the fear that causes tension and results in pain during childbirth. Uterine muscles are meant to work easily and freely and do so when mothers are relaxed and trust their bodies and their babies to birth the way nature intended. Five classes approximately two and a half hours each will be given in a small group environment.

Prerequisite: Completion of agreement and enrollment forms.

Lynn A. Lyons holds a Masters Degree in Clinical Psychology, graduated Phi Beta Kappa from the University of Connecticut and is certified with the National Guild of Hypnotists and the HypnoBirthing Institute

CRN: 1937 5 sessions: 3/6 – 4/3
Day: Saturdays
Time: 1:00 – 3:30 p.m.
Location: Long Wharf – TBA
Course Fee: \$250.00 per couple, (includes text and 2CDs)
Instructor: Lyons

Transformation From Within

Everyone has a Weltanschauung or worldview. At an early age after repeated experiences and input from family and friends, you may decide the world is friendly and pleasant or hostile and negative or even something in between. You may then begin to see situations, things and people "as you are", not "as they are." As a result, you may get caught in the past and not realize that your present and your future do not have to be a repeat or a continuation of your past. You can choose to change your thoughts and beliefs and consequently your resultant behavior.

Most psychological theory focuses on getting rid of the negative. This brief workshop will provide some concrete steps to shift your thinking and focus on increasing the positives in your life by utilizing your strengths. You can become as positive as the energy you expend to get there. You'll listen to specially metered music developed to lower blood pressure and heart rate and some guided imagery. Experience a relaxing "mind massage" to motivate you to achieve a more positive outlook.

CRN: 1938 2 sessions: 4/17 – 4/24
Day: Saturdays
Time: 10:00 a.m. – 11:30 a.m.
Location: Long Wharf – TBA
Course Fee: \$30 (**Includes handouts**)
Instructor: Lyons

Principles of Critical Care Nursing

Learn the principles of caring for ICU and ED patients, including the functions of ICU drugs, critical heart care, Swan-Ganz catheters, intra-aortic balloon pumps, pacemakers, ABGs and ventilators, SvO₂, multi-systems failure, neuro checks, and other critical nursing functions. Instructor John Baringer has been an ICU nurse for 20 years.

CRN: 1985 2 Sessions: 1/30 and 2/6
Day: Saturdays
Time: 8:30 a.m. – 3 p.m.
Location: North Haven – TBA
Course Fee: \$190
Instructor: Baringer

CRN: 1986 2 Sessions: 5/1 and 5/8
Day: Saturdays
Time: 8:30 a.m. – 3 p.m.
Course Fee: \$190
Location: Long Wharf – TBA

Twelve – Lead EKG

Learn how to read a 12- lead EKG as a diagnostic tool to determine potential problems that your patient may encounter. Locate MI sites, recognize axis deviation, bundle branch blocks and other anomalies, and identify problems on random samples. Instructor John Baringer has been an ICU nurse for 20 years.

CRN: 1987 1 Session: 2/13
Day: Saturday
Time: 8:30 a.m. – 3 p.m.
Location: North Haven – TBA
Course Fee: \$95
Instructor: Baringer

CRN: 1988 1 Session: 5/15
Day: Saturday
Time: 8:30 a.m. – 3 p.m.
Location: Long Wharf – TBA
Course Fee: \$95
Instructor: Baringer

Basic EKG Reading

Learn how to read EKG monitors and strips. Instructor John Baringer has been an ICU nurse for 20 years.

CRN: 1989 1 Session: 1/23
Day: Saturday,
Time: 10 a.m. – 12 p.m.
Location: North Haven – TBA
Course Fee: \$30
Instructor: Baringer

CRN: 1990 1 Session: 4/24
Day: Saturday,
Time: 10 a.m. – 12 p.m.
Location: Long Wharf – TBA
Course Fee: \$30
Instructor: Baringer

HOME AND HOBBY

Financial Workshop for Individual Investors

An overview of investing information, this course provides participants with a greater understanding of investing topics and choices in the current economic environment. Six two-hour sessions cover the basics of risk tolerance in making investments, financial strategies, planning for retirement and money issues that arise in retirement, estate planning and charitable giving, paying for education, mutual funds, investing in the stock market, and tax-free investing. Instructor John Longyear is a financial advisor for Edward Jones.

CRN: 1991 6 Sessions: 2/10 – 3/17
Day: Wednesdays
Time: 6:30 – 8:30 p.m.
Location: North Haven, TBA
Course Fee: \$40
Instructor: Longyear

CRN: 1992 6 Sessions: 3/31 – 5/5
Day: Wednesdays
Time: 6:30 – 8:30 p.m.
Location: North Haven, TBA
Course Fee: \$40
Instructor: Longyear

The Top 6 Secrets to Growing your Money for a Safe and Secure Retirement During a Financial Crisis

Topics include a quick review of the basics investing and how the landscape of investment choices has dramatically changed this decade and what lies ahead. It will debunk the popular myths that endanger retirement portfolios. You would spend some time talking about using stocks and bonds and how it can jeopardize your retirement and why mutual funds are not a panacea. You will also learn strategies to identify the next crisis before it destroys your retirement portfolio, along with how to know when the waters are safe to swim again.

Instructor Paul Schatz has a wealth of experience in equities, options and futures. While he is best known for his sector and index trading models, his technical driven strategies have taken him into other asset classes as well. Paul is a recognized pioneer and expert in the exchange traded fund (ETF) field, having employed them in his work since 1994. Additionally, he has consulted for many of today's ETF purveyors on new product development and is a highly sought after speaker in the field.

CRN: 1939 4 Sessions: 1/7 – 1/28
Day: Thursday
Time: 6:30 p.m. – 8:00 p.m.
Location: Long Wharf, TBA
Course Fee: \$40
Instructor: Schatz

Financial Planning Seminar

*How much of an impact has the turbulent market affected your savings? Did you have strategies in place, which protected your investments and savings from substantial losses? During this seminar, you will learn the essential strategies needed in today's **volatile** market; Asset Allocation & tax strategies to protect your investments & provide tax-free income at retirement. **2010 brings some big changes in tax laws. Find out if you can convert your existing IRA to a Roth.** You will learn about different types of investments, how to potentially utilize your assets, tax strategies and diversification techniques necessary to maximize your return on your money while taking less risk.*

CRN: 1993 3 Sessions: 4/15 – 4/29
Day: Thursday
Time: 6:30 p.m. – 8:00 p.m.
Location: North Haven, TBA
Course Fee: \$45
Instructor: Daniel

Materials fee: \$30.00 payable to the instructor at the first class.

Your instructor: Daniel L. Martin ChFC, CLU, CRPC a licensed instructor with over 28 years of experience advising individuals on their personal financial planning needs.

Calling All Quilters

This Community Service course offers Quilters of all levels, a hands-on, creative experience in Quilt Completion and Restoration. Beautiful quilts are donated but need completing. Some quilting and stitching knowledge is required. At Gateway Community College (GCC), the purpose of this course is to:

1. Complete one donated quilt.
2. Donate the completed quilt to the GCC Foundation for fund raising efforts.
3. Display a quilt on the new GCC campus in 2012.
4. Cultivate the Art of Quilting in the twenty first century.

The quilt project needs the talent and skills of individuals who care about, and appreciate **“Quilting as an American Art Form.”** Additionally, the quilt project is interested in engaging individuals who are dedicated to supporting GCC and the GCC student population during one of the toughest economic crisis in our nation’s history. Make a difference, support education with your quilting skills. Donate your time and talent to making a change in the lives of Gateway students and our community. Topics to be discussed include: The History of Quilts and Quilting, Quilt Patterns, Secret Messages, Textiles.

CRN **1940** 4 Sessions: 3/5 – 3/26
Day: Fridays
Time: 5:30 pm – 8:00 pm
Location: NH. TBA
Course Fee: \$20 and Lab Fee \$10.00 (per session payable to instructor)
Instructors: Mebane & Brown
(Most supplies are donated, but bring your favorite hoop, needle and scissors if you like.)

Basic Photography

Learn the ABC’s of basic photography in this course offered for beginners. F-stops, film speed, lenses and other features of a camera will be discussed. Students will produce beautiful thematic images using techniques of emphasis and simplification. Bring your camera to the first class session. An SLR camera (film or digital) is recommended. Students with a point and shot camera will not be able to take advantage of all this course offers.

CRN: 1941 5 sessions: 2/23 – 3/23
Day: Tuesdays
Time: 10:00 a.m. - 12:00 p.m.
Location: North Haven - TBA
Course Fee: \$99
Instructor: Pippa

CRN: 1942 5 sessions: 2/23 – 3/23
Day: Tuesdays
Time: 7:00 - 9:00 p.m.
Location: North Haven – TBA
Course Fee: \$99
Instructor: Pippa

Advanced Photography

Now that you’ve learned the basics, let’s get creative. Learn about filters, lenses, strobes, and different flash settings. Learn the difference between artificial, natural, and available light. Learn which equipment is needed for action photos and how to take pictures under challenging conditions. In addition, this course will cover child photography, location portraiture and using a portable studio.

CRN: 1943 5 sessions: 3/30 - 4/27
Day: Tuesdays
Time: 10:00 a.m. - 12:00 p.m.
Location: North Haven – TBA
Course Fee: \$99
Instructor: Pippa

CRN: 1944 5 sessions: 3/30 - 4/27
Day: Tuesdays
Time: 7:00 - 9:00 p.m.
Location: North Haven - TBA
Course Fee: \$99
Instructor: Pippa

How to Market Your Photos

Have you ever taken great photos, only to store them away in an album or shoe box? If so, this course is for you! Learn how to file and code your photos, prepare tear sheets, contact stock agencies, participate in gallery shows, copyright your photos, and create a portfolio of your work. In addition, learn how to locate and contact buyers, advertise your services, and prepare contracts.

CRN: 1945 1 session: 4/15
Day: Thursday
Time: 7:00 - 9:00 p.m.
Location: North Haven – TBA
Course Fee: \$35
Instructor: Pippa

The Photographer's Portfolio

The photographer's portfolio, whether for portraiture, sports, modeling, or commercial work, is an essential business tool for getting jobs and gaining clients. This course is designed to help students market themselves and their services to prospective clients with a professional photographic portfolio showing a cross section of their work that will appeal to the broadest audience. Opportunities for in-class photo shoots will be available, so bring your camera.

CRN: 1946 5 sessions: 5/11 – 6/8
Day: Tuesdays
Time: 10:00 a.m. - 12:00 p.m.
Location: North Haven – TBA
Course Fee: \$99
Instructor: Pippa

CRN: 1947 5 sessions: 5/11 – 6/8
Day: Tuesdays
Time: 7:00 - 9:00 p.m.
Location: North Haven - TBA
Course Fee: \$99
Instructor: Pippa

Understanding Digital Photography

This class will teach you how to use all the features of your new digital camera. Topics to be explained include resolution, white balance, file formats and compression, optical versus digital zoom, various picture modes and manual controls, etc. After you've taken the photos and transferred them to your computer, you'll learn techniques to store and catalog them so that you can find them again. Compare the various output choices such as prints or digital slideshows, do them yourself or have them done for you. Use of the Internet and e-mail will be discussed. Learn camera composition to improve your photos regardless of your camera type. A demo of the digital darkroom using Photoshop Elements will be presented.

CRN: 1948 2 sessions: 3/4 - 3/11
Day: Wednesdays
Time: 6:00 - 9:00 p.m.
Location: Long Wharf - 247
Course Fee: \$35
Instructor: Jensen

Enhance Photos with Photoshop Elements (Fundamentals)

Now that you have a digital camera what do you do with all those pictures? The course will show you how to organize and enhance all those files with Photoshop Elements. A 30-day trial version of the program is provided for you to load on your computer at home to follow along with the lessons. It is not necessary to own the program to take the course. Topics included: photo library organization, color correction, resizing photo files for different purposes, changing resolution, fixing “red eye”, lightening dark photographs, removing unwanted elements in photographs, etc. There is **media fee of \$15.00** for class materials, which will be collected the first night of class. Knowledge of how to use a personal computer is required. The instructor may be contacted for further information.

CRN: 1949 4 sessions: 3/17 -4/7
Day: Wednesdays
Time: 6:30 – 8:30 p.m.
Location: Long Wharf – 247
Course Fee: \$140 plus **\$15.00** media fee
Instructor: Jensen

Enhance Photos with Photoshop Elements (Essentials)

Builds on the fundamentals course with text on a picture, drawing shapes, painting with different brushes, creating collages, layers and selection to affect parts of an image, sharpening a blurry image, merging multiple images to create a panoramic, the magic of filters, and making scrapbook pages from scanned items, etc. There is **media fee of \$15.00** for class materials, which will be collected the first night of class. The instructor may be contacted for further information. *Prerequisite:* Recent completion and mastery of Photoshop Elements Fundamentals.

CRN: 1950 4 sessions: 4/14 – 5/5
Day: Wednesdays
Time: 6:30 – 8:30 p.m.
Location: Long Wharf – 247
Course Fee: \$140 **plus** media fee
Instructor: Jensen

Basic Video Production and Post Production Workshop

CRN: 1951 8 sessions, 1/4 – 1/23
 (No class 1/18)
Times: Mon. and Wed., 6:00 – 8:30 p.m.
 Sat. 2 – 4:00 p.m.
Location: SN Media Services
 319 Peck Street G-2
 New Haven, CT 06513
Course Fee: \$350
Instructor: Sebastian Neville

Automotive Maintenance for Women

Learn to diagnose basic car problems and analyze needed repairs in this free course offered as a public service.

CRN: 1952 2 Sessions: 3/15 and 3/17
Day: Monday and Wednesday
Time: 6:00 - 8:00 p.m.
Location: North Haven - TBA
Course Fee: Free
Instructor: Costanzo & McFarland

Hypnosis: Certified Hypnotherapist

This Hypnotherapy Certification meets all the requirements for membership in both the National Guild of Hypnotists (NGH) and the International Association of Clinical Therapists (IACT). This course is intended to enhance the professional practice of therapists and nurses or even open the doors to a new career.

The class follows the core curriculum of the Guild (NGH) but is enhanced with neuro-linguistic programming techniques (NLP) throughout the class. This course includes material for the beginner, intermediate and advanced levels of training. Each student will learn regression, parts therapy, NLP, Time Line Therapy, inductions and deepeners for adults and children, hypnosis for weight loss, smoking cessation and stress management, sports and academic motivation and many more therapeutic aspects of hypnotism.

This course includes an abundant amount of “hands-on” to ensure the successful completion of the course. You will receive support for 1 year from your instructor upon course completion. Tuition includes all textbooks, two quarterly hypnosis journal subscriptions, and a 1 year membership in the NGH and IACT hypnosis organizations. **Contact either instructor for addition information: Barbara Herr: 203-980-9601 or Dr. Tom Leutner: 203-606-7676.**

CRN: 1953 8 Sessions: 1/14 – 1/17
 2/4 – 2/7
Day: Thursday – Sunday
Time: 9:00 a.m. – 4:00 p.m.
Location: Shoreline Area
Course Fee: \$2,195.00
Instructor: Herr, Leutner

LEARN SELF – HYPNOSIS and Accomplish . . . ANYTHING!

In a radical departure from current self-improvement and self-hypnosis techniques you will learn how to make lasting changes in your life by following simple, step-by-step blueprints for achievement, personal mastery and emotional control. Team taught: Dr. Leutner and Barbara Herr utilize well-researched techniques of self-hypnosis, that will empower you to overcome your fears, lose weight or stop smoking, raise your self-esteem, significantly decrease the pains of childbirth and strengthen your most important relationships. It is a wonderful tool for self-improvement that resides in all of us. Embark on a journey of discovery that will lead you into a bright new future - one that you create and manifest your heart’s desires.

Contact the instructors for additional information: Dr. Tom Leutner @ (203) 606-7676 Barbara Herr @ (203) 980-9601

CRN: 1954 3 Sessions: 3/16 – 3/30
Day: Tuesday
Time: 7 p.m. - 9:00 p.m.
Location: LW, TBA
Course Fee: \$89
Instructor: Herr, Leutner

Orientation to Glass Blowing

Would you be interested in exploring the fundamentals of glass blowing? In this two-session orientation students will be exposed to the basic aspects of the craft. Through demonstrations and practice of basic operations in the hot glass shop, students will learn to identify and use tools and materials needed to create blown forms in glass. Students

will practice basic glass blowing skills by making a tumbler or paperweight. Appropriate safety practices and studio operations will be covered. Individual skill development and teamwork will be emphasized. This course is open to all students; no prior glassblowing experience is required. A materials fee of **\$20 per session** is payable to the instructor.

CRN: 1955 2 sessions: 2/3 – 2/10
Day: Wednesdays
Time: 6:30 – 9:30 p.m.
Location: Art Glass by Mathews
 59 North Harbor Street
 Branford, CT 06405
Course Fee: \$65
Instructor: Mathews

Introduction to Glass Blowing

Are you interested in learning the 2000-year old art form known as glass blowing? In this “hands-on” course you will learn the fundamental techniques and designs of the craft through demonstrations and practice sessions in the hot glass shop. Students will acquaint themselves with the tools and materials used to create blown form designs in glass. Working with clear glass, students will develop glass blowing skills by creating tumblers, bowls, plates, vases, and paperweights. Safe and efficient studio operations will be taught as well as individual skills and teamwork. This course is open to all students; no prior glassblowing experience is required.

A materials fee of **\$20 per session** is payable to the instructor.

CRN: 1956 10 sessions: 2/17 – 4/21
Day: Wednesdays
Time: 6:30 – 9:30 p.m.
Location: Art Glass by Mathews
 59 North harbor Street
 Branford, CT 06405
Course Fee: \$220
Instructor: Mathews

Calligraphy

An hour’s presentation on the history of writing and printing will be followed by an hour of practice using calligraphy pens for a selected alphabet. Another hour will be used to practice calligraphy in other alphabets. Students should come to this class with their own pens. Calligraphy pens can be purchased in felt tip or ink. The instructor will have some old felt tip pens available for students who choose to purchase their pens at a later time.

CRN: 1957 1 Session: 1/23
Day: Saturday
Time: 1:00 – 4:00 p.m.
Location: North Haven, TBA
Course Fee: \$25
Instructor: Baringer

CRN: 1958 1 Session: 4/24
Day: Saturday
Time: 1:00 – 4:00 p.m.
Location: Long Wharf - TBA
Course Fee: \$25
Instructor: Baringer

Introductory Guitar

With no experience learn to sing folk songs and to play guitar by playing chords. Also, learn how to tune a guitar and how to transpose keys to be able to play almost any song with the only chords you know.

CRN: 1959 4 sessions: 2/26 – 3/15
Day: Friday
Time: 6:00 – 7:00 p.m.
Location: North Haven, TBA
Course Fee: \$50
Instructor: Baringer

Human Resource Management Certificate

Human Resources Certificate **3 Requirements, 2 Electives**

Required Courses:

Human Resources Techniques
Labor Laws in the Workplace
Employment Discrimination

Electives (Choose 2):

Training & Development
Recruitment
Performance Management

Labor Laws In The Workplace

This course will present an overview of federal and state laws for both union and non-union workplaces. This will include federal and state laws governing the employer-union relationship, collective bargaining and collective bargaining agreements, and workers compensation laws.

CRN: 1960 3 Sessions: 3/31 – 4/14
Day: Wednesday
Time: 6:00 - 8:00 p.m.
Location: North Haven, TBA
Course Fee: \$130
Instructor: Collins

Training and Development

Addresses assessment tools for organizational and individual training needs (Is it really a training problem?), developing training programs that really work, and creating development plans that prepare your employees to meet the needs of the organization. This course is appropriate for those who manage training, deliver programs, or just want to make training more effective in an organization.

CRN: 1961 3 Sessions: 3/29 – 4/12
Day: Monday
Time: 6:00 – 8:00 p.m.
Location: North Haven, TBA
Course Fee: \$130
Instructor: Collins

Recruitment

Selecting the right people is critical to the success of every manager and every organization. This course covers all aspects of the selection process: identifying needed skills/knowledge/abilities, developing the right questions, conducting the interview, and making the right choice.

CRN: 1962 3 Sessions: 4/19 -5/3
Day: Monday
Time: 6:00 – 8:00 p.m.
Location: North Haven, TBA
Course Fee: \$130
Instructor: Collins

Human Resources Techniques

For individuals who want to launch a career in HR or those who need a comprehensive update. The course offers a complete survey of the field with a broad brush of the various facets within the field of Human Resources including job design, recruiting, orientation, training, compensation and benefits.

CRN: 1963 3 Sessions: 2/23 – 3/9
Day: Tuesday
Time: 6:00 - 8:00 p.m.
Location: North Haven, TBA
Course Fee: \$130
Instructor: Collins

Performance Management

Setting performance expectations, monitoring performance, and giving effective feedback are a supervisor's toughest challenges. Helping supervisors meet these challenges successfully can be one of HR's most demanding roles. Learn how to help the organization effectively manage employee performance, coach and counsel, hold people accountable, and increase productivity.

CRN: 1964 3 Sessions: 4/8 – 4/22
Day: Thursday
Time: 6:00 – 8:00 p.m.
Location: North Haven, TBA
Course Fee: \$130
Instructor: Collins

Employment Discrimination

This course addresses the various aspects of discrimination in the workplace, and the legal and ethical responsibilities of HR, management and leadership. Legislation and requirements impacting FMLA, ADA and other critical workplace issues will be covered.

CRN: 1965 3 Sessions: 4/28 – 5/12
Day: Wednesday
Time: 6:00 - 8:00 p.m.
Location: North Haven, TBA
Course Fee: \$120
Instructor: Collins

Calypso Dance

Work up a sweat by dancing to the Caribbean rhythm of CALYPSO!!! You will learn the latest line dances and flex those body parts to do the "LIMBO". Calypso is fast paced and energetic. You will have fun and lose a few pounds. So, become the life of the party. Get ready for the Caribbean cruise. Let's do the Soca-Calypso and "Feel-Hot-Hot-Hot." This class is open to women and men of all ages. Dress comfortably and bring water!

CRN: 1966 6 Sessions: 4/1 - 5/6
Day: Thursdays
Time: 6:30 p.m. - 8:00 p.m.
Location: North Haven - 231
Course Fee: \$55
Instructor: Armstrong

MUSIC AND ART

Piano Instruction

Learn to play the piano or expand your present abilities. This course emphasizes basic theory, technique, sight-reading, and finger dexterity. The John Thompson piano series and selected music geared to each student's level will structure the class.

CRN: 1967 5 sessions: 1/15 – 2/12
Day: Fridays
Time: 2:00 – 5:00 p.m.
Location: Long Wharf –253
Course Fee: \$150
Instructor: Ciaburri

CRN: 1968 5 sessions: 2/19 – 3/19
Day: Fridays
Time: 2:00 – 5:00 p.m.
Location: Long Wharf –253
Course Fee: \$150
Instructor: Ciaburri

CRN: 1969 5 sessions: 4/9 – 5/7
Day: Fridays
Time: 2:00 – 5:00 p.m.
Location: Long Wharf – 253
Course Fee: \$150
Instructor: Ciaburri

LEADERSHIP AND MANAGEMENT OF NON-PROFITS

Excellence in the Management of Non-Profits

Non-Profits play vital roles in our communities now more than ever. Well-run agencies achieve their missions and make a difference. Good organizational leadership requires knowledge of how non-profits work. Learn how a good non-profit is organized, how it works with state and federal agencies, and how it is governed. Become skilled in short and long range planning, fund raising and measuring your achievements.

CRN: 1970 6 sessions: 2/10 – 3/17
Day: Wednesdays
Time: 7:00 p.m. – 9:00 pm
Location: North Haven, TBA
Course Fee: \$140
Instructor: Macy

TEACHER PREPARATION COURSES

Teacher Training Seminar

Designed for beginning teachers and paraprofessionals who wish to advance the quality of teaching and learning. Prepare for State certification or enhance your knowledge of essential aspects of classroom instruction and support. Topics include: philosophy of education, sound teaching practices, what every teacher should know and be able to do, child learning and development, evidence-based reading instruction, behavior management, and No Child Left Behind legislation.

CRN: 1971 3 sessions: 3/6 – 3/20
Day: Saturdays
Time: 9:00 a.m. – 12:00 p.m.
Location: Long Wharf - TBA
Course Fee: \$169
Instructor: Grancher

PRAXIS I Test Preparation - Mathematics Assessment

Understanding and application of fundamental concepts of arithmetic, algebra and geometry will be covered as well as reasoning and problem-solving skills. Students will learn to interpret visual displays of quantitative data. This course is tailored to individual performance levels.

CRN: 1997 2 sessions: 4/10 – 4/17
Day: Saturdays
Time: 9:00 a.m. - 12:00 p.m.
Location: Long Wharf - TBA
Course Fee: \$120 plus **\$15 text fee**
Instructor: Grancher

PRAXIS I Test Preparation - Reading & Writing Assessment

Enhance literal, inferential and critical reading skills using selections from content areas. While emphasis placed on test-taking strategies, you will also write an effective essay using standard conventions of English.

CRN: 1972 2 sessions: 4/24 – 5/1
Day: Saturdays
Time: 9:00 a.m. - 12:00 p.m.
Location: Long Wharf - TBA
Course Fee: \$120 plus **\$15 text fee**
Instructor: Grancher

**Spring 2010 Workshops Offered by LeeAnn Krusemark,
April 20, 2009**

Introduction to Medical Insurance Billing

11:00 - 12:00

AT HOME STUDY: Introduction to Notary Public

12:00 - 1:00 PM

Seven Simple Secrets to Financial Freedom

1:00 - 3:00 PM

Beginner's Guide to Getting Published

3:00 – 5:30 PM

Meet the Publisher – Get Your Manuscript Critiqued

5:30 – 6:30 PM

Cash in with a Successful Home-Based Business

6:30 – 9:00 PM

Make Money with a Typing/WP Business

9:00 – 10:00 PM

Introduction to Notary Public – AT HOME STUDY

If you have ever thought about becoming a Notary, this is the place to discover:

1. What a Notary does
2. Your state's requirements
3. Your state's application and testing information
4. How much you can charge

This comprehensive, fact-filled workshop offers you the pros and cons of being a notary, including the lucrative aspect of loan signing. You will receive a **NATIONALLY APPROVED**, easy-to-read, at-home-study course manual, along with all the information needed to pass the test in your state!

CRN:	1973	one session:
Day:		Tuesday April 20
Time:		12:00 – 1:00
Location:		Long Wharf
Course Fee:		\$20 plus separate \$99 materials fee
Instructor:		Krusemark

Introduction to Medical Insurance Billing – AT HOME STUDY

Medical Insurance Billing is an in-demand field! No prior experience or terminology is required to work at a hospital, doctor's office, or even in your home. You will learn about:

1. The truths and myths of this industry
2. Different types of billing services
3. Computerized medical billing
4. Where to find inexpensive billing software

If you have ever thought about getting into this lucrative field, this is the time to do it! You will receive a comprehensive, **NATIONALLY RECOGNIZED**, easy-to-read, at-home-study course manual along with practice medical billing software.

CRN: 1975 1 session:
Day: Tuesday April 20
Time: 11:00- 12:00
Location: Long Wharf
Course Fee: \$20 plus separate **\$99 materials fee**
Instructor: Krusemark

Seven Simple Secrets to Financial Freedom: A Beginner's Guide

(THIS IS A POWER LUNCH -- BRING YOUR LUNCH, A PEN, AND AN OPEN MIND! -- Take a long lunch, leave early, go in late, whatever you have to do to be here and change your financial life!)

Does your money work for you or do you work for your money? This class is not taught by a financial guru using technical language you can't possibly understand. You will learn from LeeAnne Krusemark, a single Mom (who had her lights turned off more than once) turned home business entrepreneur, turned homeowner, turned publisher, turned real estate investor. This is not a get rich quick scheme; this is a plan of action to help others learn the path to financial freedom. In this fast paced workshop, you will learn:

1. How to get OUT of credit card debt and reduce bad credit
2. How to raise your credit limit AND lower your interest rate
3. How to use MORE credit to raise your credit score
4. How to BUY a home even if you have bad credit or are self employed
5. How to pay off your mortgage in half the time with LESS money
6. How to keep your home PROTECTED against lawsuits
7. How to become an ACTIVE INVESTOR FOR FINANCIAL FREEDOM!

Each one of these secrets is worth more than ten times the cost of this class. LeeAnne is now a guest lecturer nationwide and teaches online at more than 1,000 facilities worldwide, and the inspiration given to others has even been compared in writing to Oprah! This workshop is not for those already advanced in financial matters nor does it provide any legal advice. A **mandatory \$20 materials fee** is payable to instructor at the door for printed information to assist you in your journey to financial freedom.

SPECIAL NOTE: Due to the high demand for this instructor nationwide, this workshop can only be offered once a year.

CRN: 1974
Day: Tuesday April 20
Time: 1:00- 3:00 pm
Location: Long Wharf
Course Fee: \$40, plus a separate **\$20 materials fee**
Instructor: Krusemark

Meet the Publisher – Get Your Manuscript Critiqued

Have you ever wanted to talk to a real publisher? Are you tired of having your manuscripts critiqued by non-professionals? Bring your in-progress manuscript for a class critique of your poetry, article, short story, novel, non-fiction book, children's book, etc. You will then learn about the pros and cons of traditional publishing and self-publishing options. You can then leave a **COPY** of your manuscript with LeeAnne, now the owner of an author-friendly publishing house, for a professional critique (for an *optional* materials fee of \$50 for up to 25 *double-spaced* pages plus \$1/page thereafter) and a list of publishers and/or agents who are interested in your type of work. If you cannot attend, but would like your manuscript critiqued, call for details. A **mandatory \$10 materials fee** is payable to the instructor at the door for a detailed workbook comparing the different publishing options for your work and a writer's resource book.

SPECIAL NOTE: Due to the high demand for this guest instructor nationwide, this workshop can only be offered once a year.

CRN: 1977 1 session:
Day: Tuesday April 20
Time: 5:30- 6:30
Location: Long Wharf
Course Fee: \$20, plus \$10 separate materials fee
Instructor: Krusemark

Beginner's Guide to Getting Published

Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to:

- Become a “published” writer overnight
- Submit manuscripts the correct way
- Find the right publisher for your work
- Write irresistible query letters
- Learn 100 ways to make money as a freelance writer
- Obtain FREE future Q&A opportunities

If you really want to succeed, this step-by-step workshop, taught by a successful, published writer, is a must! A **mandatory \$20 materials fee** is payable to the instructor at the door for information designed to help you long after the workshop is over.

SPECIAL NOTE: Due to the high demand for this guest instructor nationwide, this workshop can only be offered once a year.

CRN: 1978 one session:
Day: Tuesday , April 20
Time: 3:00 – 5:30 pm
Location: Long Wharf
Course Fee: \$40, plus a separate **\$20 materials fee**
Instructor: Krusemark

\$Cash\$ in with a Successful Home-Based Business

Are you tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits at home by learning how to start a home-based business from a Chamber of Commerce past president and successful southern California entrepreneur. During this comprehensive, informative workshop, you will discover:

- More than 100 home business ideas
- Mandatory legal documentation
- Many ways to market your product/service
- How to take tax deductions (this workshop included!)
- FREE future Q&A opportunities

If you really want to succeed in a home business, this step-by-step workshop is a must! A **mandatory \$20 materials fee** is payable to the instructor at the door for information designed to help you long after the workshop is over.

SPECIAL NOTE: Due to the high demand for this guest instructor nationwide, this workshop can only be offered once a year.

CRN: 1998 1 Sessions:
Day: Tuesday April 20
Time: 6:30 – 9:00 pm
Location: Long Wharf
Course Fee: \$40, plus a separate \$20 materials fee
Instructor: Krusemark

Make \$Money\$ with a Typing/Word Processing Business

If you can type, then you can make money at home using your typewriter/word processor or computer. Having already learned all about home-based business success (*participants must have attended "How to \$Cash\$ in with a Successful Home-Based Business"*), you will then discover the secrets to profits in the typing/word processing business, including:

- How and where to find clients
- 50 ways to advertise/market your services
- Effective home office equipment choices
- 100 ways to make money with a computer
- FREE national networking information

There really is a need for your services; so why not have the freedom to be your own boss, set your own hours, and have the opportunity to make more money than you ever did before by attending this workshop?

Mandatory \$10 materials fee is payable to the instructor at the door for information designed to help you long after the workshop is over. 9:00- 10:00 PM

CRN: 1979 one session:
Day: Tuesday, April 20
Time: 9:00 – 10:00 pm
Location: Long Wharf
Course Fee: \$20, plus a separate \$10 materials fee
Instructor: Krusemark

CENTER FOR A SUSTAINABLE FUTURE Credit Free Programs in Energy and Sustainability

The Sustainable Building Advisor Certificate Program

The Sustainable Building Advisor Certificate Program is a nine-month, specialized training program, designed to enable graduates to advise employers or clients on strategies and tools for implementing sustainable building.

Who Should Participate?

- Architects and Engineers
- Tenant and Developer Representatives
- Construction and Capital Project Managers
- Other Building Industry Professionals
- Resource Conservation Specialists

Enhance your career through this in-depth and interactive training program designed for working professionals. Learn how to:

- Identify and articulate the key practices of sustainable building.
- Apply LEED™ and other relevant criteria or established guidelines.
- Analyze the costs and benefits of incorporating sustainable building measures.
- Work with architects, designers, builders, building operators, and utilities to improve a building's performance.
- Learn about financial incentives and technical assistance offered by governments, utilities and non-profit organizations.
- Develop sustainable design goals for project development.
- Assist in the education and training of staff in your facility or firm in sustainable building.

CRN: 1980 Two weekends a month from February through June
Day: Nine Sessions beginning Friday, February 12, 2010 - Saturday, June 12, 2010
Time: 9:00 am – 5:00 p.m. Fridays
 9:00 a.m. – 3:00 p.m. Saturdays
Location: North Haven – TBA
Course Fee: \$3,045.00
Instructor: Cornwell

Scholarships and Financial Assistance: Students who may be eligible for workforce or veterans' benefits, or other financial assistance, should contact Robyn Cornwell for additional information. Tel: (503) 927-9260.

For additional information, please see the latest program brochure posted on the Corporate and Continuing Education website.

Sustainable Business Development

This Friday afternoon seminar provides instruction in best strategies and practices in the development of a step-by-step "green" business plan, taught by financial management experts. Participants in this program will write and present a sustainable business proposal as a class exercise.

The transition to a greener economy will separate successful businesses from failures. The new *bottom line* will in large part come from energy efficiencies resulting from energy conservation and highly efficient architectural, transportation, and structural designs and the use of renewable and recyclable energy generation systems. Most organizations will have sustainability officers to guide the development of sustainable business practices. The question looms, "how do we get there?"

Sustainable Business Development is a *hands-on, mentored* and *practical* seminar series designed for established and new businesses seeking to create new business activities in the emerging *green* economy. Participants will learn practical business development and leadership skills, and will write and present their own business plan proposals as final class projects.

Special attention will be focused on the business development opportunities provided by the American Recovery and Reinvestment Act (ARRA) and other federal government programs that seek community collaboration and partnerships targeting local economic development.

Students who register for this program also may be interested in attending the grant-writing program scheduled earlier the same day. See "Grant Writing for Workforce and Economic Development" taught by Linda Kobylarz, CRN

The course will include interactive presentations by expert practitioners, onsite visits, and exercises that address issues, innovative strategies, and successful practices in sustainable business formation. Innovative business concepts and strategies will be assessed to determine the viability of incubating businesses to generate a vibrant new local economy.

Instructor Peter G. Curtis, Principal of WGC Limited, also leads the local chapter of Vets Link. Please contact Peter Curtis for additional program and scholarship information at (203) 499-9349.

CRN: 1981	12 Sessions: 2/12 – 5/7 (No class, 4/2)
Day:	Fridays
Time:	3:00 p.m. – 5:00 p.m.
Location:	North Haven – TBD
Course Fee:	\$350 (We are actively seeking scholarships, particularly for veterans)
Instructor:	Curtis

Grant Proposal Writing for Workforce and Economic Development

This early Friday afternoon seminar series will explore and coach students through the process of preparing and submitting a grant proposal, placing emphasis on funding opportunities through the American Recovery and Reinvestment Act (ARRA), other federal and state programs, foundations, and other sources.

As of August 5, 2009 there were over 34,000 active federal grant opportunities. Hundreds of private foundations add more opportunities every week. Every year there are millions of dollars just waiting for the right projects. Is your project one of them? This course is designed to help you develop and write successful grant proposals. Topics include:

- Sources of Grant Money (federal, state, community, foundation, corporate, other)

- Types of Grants
- Project Identification – Needs and benefits (solutions-based projects)
- “Best Fit” Analysis – Match your project to SGA requirements
- Project Design – Concept, development, delivery, evaluation, and more
- Writing the Grant Proposal – Step-by-step process in writing a fundable proposal

The goal of this course is for each participant to complete a first draft of a grant proposal.

This program brings together crucial concepts for creating the partnerships, the innovative ideas, the leadership strategies, and the valued organizational growth and sustainability represented by well-constructed grant proposals.

Students who register for this program also may be interested in attending the Sustainable Business Development Program scheduled later the same day. See “Sustainable Business Development taught by Peter Curtis, CRN.

Instructor Linda Kobylarz has 25 years of experience providing seminars in “21st Century Skills and Employability.” Please contact her for additional program information at: (860) 675-8003.

CRN: 1982

9 Sessions: 2/12 – 4/23

(No class 3/19, 4/2)

Day: Fridays
 Time: 12:30 – 2:30 p.m.
 Location: North Haven – TBD
 Course Fee: \$265.00
 Instructor: Kobylarz

Sustainable Health and Living

The everyday effects of climate change and the measures we can take to make our daily living practices more sustainable can improve the length and quality of life. This course examines the effects on life caused by the buildings in which we live, our transportation and food systems, the products we buy, our energy sources, community landscaping, urban design, and architecture, and how we deal with waste and recycling. Practical *green* measures we can implement to make our lives and our communities more sustainable will be examined. Participants will develop a comprehensive package of *green* measures that may demonstrate financial, health, and environmental benefits in the following objective aspects of sustainable life:

- Buildings (design, construction and demolition)
- Healthy Indoor Living
- Sustainable Aspects of Wellness
- Transportation
- Food and Nutrition (growing, processing & packaging, retail, etc.)
- Clothing and Consumer Goods (from sourcing of raw materials to final disposal)
- Renewable Energy Sources
- Communities (urban design, walkability, density, social needs etc)
- Waste and Recycling

The course will cover green trends in consumer shopping and the affect of the food we eat and the consumer products we buy on us and on our planet. Brainstorming sessions will consider issues raised and propose alternative solutions. A class exercise will list and prioritize problems and solutions and compile a final report.

CRN: 1983

10 Sessions: 2/11 – 4/23

(No class 4/2)

Day: Thursdays
 Time: 6:30 – 8:30 p.m.
 Location: North Haven – TBA
 Course Fee: \$175
 Instructor: Cornwell and Lombard

MOTORCYCLE RIDER COURSES – Spring 2010
Basic Rider Course (BRC)

The BRC begins by familiarizing students with the controls of the motorcycle. This course continues with development of the fundamental riding skills of shifting, braking, and cornering; then expands these basic skills into more advanced street riding techniques. Motorcycle sizes range from 125cc's to 350cc's and helmets are available as needed.

The BRC is especially suited for individuals with little or no riding experience

It's also a great refresher for anyone "getting back into" motorcycle riding

Experienced Rider Course (ERC)

Even if you've been riding for some time, there's always something new to learn in this ½ day course. Using your own motorcycle for the ERC, you will have the opportunity to fine tune your riding skills during advanced maneuvers such as stopping in the shortest distance, cornering, swerving, and tight turns.

REQUIREMENTS:

- Students must attend and participate in **ALL** sessions, in sequence, with **NO** exceptions
- Any absence will require the student to re-register for another course (**Starting from the beginning**)
- Any absence will require the student to re-pay for another course
- Students will register first come, first served basis

PRICES: BRC - \$200.00, Experience Rider Course - \$85.00, Private (1 Individual) - \$800.00, Semi-Private (2 Individuals) - \$400.00

Important:

If you think you may have a conflict with *any* of your sessions, for *any* reason, please choose another course being offered.

- Class will continue to run if it rains, snow etc. (**inclement weather**)
- Before registering for a class please make certain the class schedule is compatible with your schedule where as you will not be allowed to miss a day or tardiness. Tardiness may lead to you re-registering for another course and submitting re-payment.
- To Register – You must provide all three (3) completed forms:
 - State of CT/GWCC Rider Ed Registration
 - BRC/ERC Registration form
 - CT Rider ED Waiver/Liability Release (Adult and Minor versions)

Registrations may be mailed, but we recommend registering **IN-PERSON, via FAX (203) 285-2504**, due to the high demand of the courses. Payment is required when you register.

If you would like forms and course information mailed or e-mailed to you, please call the Motorcycle Rider Program Hotline at (203) 285-2085. Please leave your mailing/email address.

The hotline is for leaving your message(s) only.

For more Rider Course information and to check course availability Online:

- Visit Gateway's homepage www.gwcc.commnet.edu. Motorcycle Rider Program, click on "Learn more." All basic information on the Motorcycle Rider Education Program is here.
- To view the schedule and check seat availability go to www.my.commnet.edu. Under Public Resources, choose "Search for Courses."
- Select the following Search Criteria:
 - Term: Spring 2010 (or current semester)
 - By College: Gateway Community College
 - By Subject: Motorcycle (& Automotive-NC)*
 - By Level – Non Credit
 - Select the "Open" bullet to see only classes with seats available
 - Click the "Get Courses" button at the bottom of the page
- A list of available classes will appear. Class **locations** and **dates** are in the far right columns.

Location Key: INH = North Haven Gateway campus, IEW = Eli Whitney High School, Hamden

All classroom sessions meet at INH.

Ed 2 Go – Online Classes **www.ed2go.com/gateway**

"Please Drive Up" has a whole new meaning with our selection of convenient online courses! Update your skills, discover a new talent, or chart a career path at your own pace and at your convenience with our online courses.

Each course runs six weeks and consists of 12 lessons. Instructor facilitated classes include interactive quizzes, assignments, and tutorials; and online discussion areas supplement the lessons. Read your lessons and ask questions of your instructor at the times most convenient to you.

All you need to get started is Internet access, an e-mail address, and a Web browser. Additional requirements, if any, will be listed with the course description.

Below you will find a complete listing of our Ed2Go course offerings. The courses range in price from \$99 to \$129. For a full description of any course, just visit <http://www.ed2go.com/gateway> and click on Courses. If you find something you'd like to take, contact the Office of Continuing Education at 203-285-2080 to arrange the course.

Introduction to the Internet

Master the Ins and Outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email and more.

Course Fee: \$99

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Course Fee: \$99

Designing Effective Websites

Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective.

Course Fee: \$99

Introduction to Photoshop 7

An in-depth look at the most practical features of Photoshop 7.

Course Fee: \$99

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment!

Course Fee: \$99

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and non-fiction.

Course Fee: \$99

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

Course Fee: \$99

GRE Preparation Part I & II

Discover powerful strategies for success in the verbal and analytical sections of the GRE (Part I) and learn a variety of useful techniques for tackling the math section of the GRE (Part II).

Course Fee: \$129