CONTINUING EDUCATION
SCHEDULE OF CLASSES

SPRING 2020
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HOW TO REGISTER

You may register:

Online:
1. Visit www.gaston.edu and click on the WebAdvisor icon.
2. Select the yellow Continuing Education icon.
3. Select “Register and Pay for Continuing Education classes.”
4. Search the course topic using only one key word of the course title.
5. Select the course for which you would like to register.
6. Complete the online registration form and payment information. Be prepared to pay with a credit card using Visa, MasterCard, Discover, or American Express.

Walk-In:
Monday-Thursday
8:30a – 5:00p
Friday
8:30a-4:00p
Dallas Campus
Myers Center, 2nd Floor
201 Highway 321 South
Dallas, NC 28034

Like us on Facebook
Gaston College Continuing Education Department

JUMP START YOUR CAREER

Become better prepared for interviews and opportunities for employment in local advanced Manufacturing, Retail, Clerical, Customer Service and Service industries in this short-term training. An investment of 32 hours in training can have an exciting impact on your future.

Call 704.922.2244 for more information.
What is the cost for a Continuing Education class?
The tuition for state-supported classes is based on course length and set by the North Carolina General Assembly. Technology and usage fees have been included in the advertised costs for applicable courses.

Classes that are self-supported vary in price; the cost is listed under the course description. Payment is expected at the time of registration. All costs must be paid for a student to be officially registered. Please register and pay for the class prior to the class start date.

What is your refund policy?
Full refunds will be made if a student officially withdraws from an occupational course prior to the first class meeting or if the course is cancelled by the college due to insufficient enrollment. Seventy-five percent refund of the tuition, but not fees, will be made if a student officially withdraws from an occupational course after the beginning date but prior to the 10 percent point of the scheduled course hours or during the first 10 days of a contact-hour course. Refunds of self-supported and personal enrichment courses may be made if adequate course fees remain to cover all course expenses. (The refund policy is subject to change. Refunds will be issued in accordance with the current state and college policy.)

How do I register for an ed2go online course?
Registration and payment for ed2go classes at www.ed2go.com/gaston/. Please visit the website and follow these steps:

1. Search for and select the class.
2. Select “Add to Cart.”
3. Select the start date.
4. Sign in.
5. Choose your payment option and purchase class.
6. Enjoy your class!

If you have questions about ed2go class registration, please email us at ConEd@gaston.edu.

How much will my textbook cost?
The cost of a textbook listed in the course description may change without notification and does not include sales tax. Please consult the Gaston College Bookstore before writing a check for a textbook. A bookstore is located on each of our three campuses.

When will my class meet?
- In each course description the class times are given followed by “a” (a.m./morning) or “p” (p.m./evening)
- Class meeting days are given in each course description: M (Monday), T (Tuesday), W (Wednesday), TH (Thursday), F (Friday), S (Saturday), SU (Sunday)
- The class location is given with a three (3) letter designation corresponding to locations given on page 13.

What happens if the class changes?
For the rare occurrence when a class needs to be changed to another date or location, the information will be posted on WebAdvisor. All registered students will be contacted by phone and/or email. If you register several weeks before the class, it is advisable to always check WebAdvisor to confirm class meeting time and location a few days beforehand.
Center for Workforce Excellence
NEW Course Offering this Spring!

Whether you are a seasoned professional or just starting out in the workforce, taking our CWE classes will give you a competitive edge!

LeadingEdge supervisory training is designed to provide new and existing supervisors with the tools needed for effective management of personnel in today’s fast-paced work environment. Participants can enroll in the complete certificate program or in individual courses. (See pages 7-8.) For more information contact: Emily Hansley 704.748.5259 or hansley.emily@gaston.edu

Need skills? Get trained!
Gaston College’s Center for Workforce Excellence offers in-demand career development training that Gaston and Lincoln county companies seek for available job openings. Courses and short-term certificate programs enable participants to start a new career quickly or further enhance current skills. Local companies can utilize the Center for Workforce Excellence programs as a screening tool when hiring for entry-level positions.

American Heart Association Courses - HYBRID
Are you looking for a flexible and convenient way to meet your AHA training needs? Courses offered include Basic Life Support CPR, Heartsaver First Aid, CPR and AED for the Workplace, Bloodborne Pathogens, Advanced Cardiac Life Support, and Pediatric Advanced Life Support.

Three simple steps:
1. Go to www.onlineaha.org and click on “Courses” or “Find a Course” to choose the course you desire. There are courses available to meet the needs of healthcare professionals, workplace, daycare centers, and the public. Take course online and print certificate upon completion.
2. Contact the EMS Office at gcems@gaston.edu, or by calling 704.922.6241 for skills check-off costs and to schedule an appointment.
3. Attend the practice and skills check-off session and receive an official AHA eCard.

ASQ Certified Quality Engineer Refresher Course - ONLINE
Designed to prepare quality professionals for the Certified Quality Engineer (CQE) examination that leads to CQE Certification from ASQ, this course will review the significant sections of the CQE Body of Knowledge including Simple Quality Tools, Statistical Techniques, Hypothesis Testing, Sampling Plans, Reliability, Quality Planning, Metrology, Auditing, Product and Process Design, Control of Non-conforming Product and Corrective Action. 24 hours - $695 (includes primer and solutions books)
ASQ Certified Quality Technician Refresher Course - ONLINE
This course will prepare professionals to take the American Society for Quality’s Certified Quality Technician (CQT) examination. ASQ’s CQT certification requires a comprehensive knowledge of quality philosophy and the ability to apply quality processes and quantitative methods to help the organization’s quality system achieve its goals. The Certified Quality Technician, in support of and under the direction of quality engineers or supervisors, analyzes and solves quality problems, prepares inspection plans and instructions, selects sampling plan applications, prepares procedures, trains inspectors, performs audits, analyzes quality costs and other data, and applies fundamental statistical methods for process control.
24 hours - $695
(includes primer and solutions books)

Please note: ASQ has established education and experience requirements for the CQT certification. Check www.asq.org for details. The above tuition costs do not include the ASQ exam application fee.

Building Maintenance Certification
This in-demand career pathway introduces participants to the skills which will prepare you to perform a variety of duties required for effective maintenance of apartments and other commercial buildings. Our experienced instructors will provide you with the knowledge and skills to start a new career or enhance your knowledge in the areas of Employability skills, OSHA safety, HVAC, Carpentry, Electrical and Plumbing. The convenient evening schedule makes it achievable to work and attend classes. Successful completion will result in participants receiving a Building Maintenance Certification from Gaston College.
180 hours - $191

This course is not offered every semester. Please contact us at ConEd@gaston.edu or 704.922.2244 to be put on list if interested for fall 2020 class.

Introduction to Construction Trades–NCCER
This National Center for Construction Education and Research (NCCER) program will provide you with the basic skills necessary to work in both the construction and trades environments. Completion of this course is required before taking additional NCCER trade-specific programs. Key content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Material Handling.
72 Hours - $191

This course is not offered every semester. Please contact us at ConEd@gaston.edu or 704.922.2244 to be put on list if interested for fall 2020 class.

TEAS Prep
Gaston College offers a four-day, low cost prep class for the TEAS Test. Students who complete the 4-day class will receive a certificate of completion and 0.5 point toward their Gaston College ADN and PN application. The class will prepare test takers for all four parts of the TEAS Test: 1. Mathematics; 2. Science: Biology, Chemistry, Anatomy, and Physiology; 3. Reading; 4. English and Language Usage. Additional study guide included in cost of the course.
16 Hours - $125

Certified Medical Administrative Assistant (CMAA) - ONLINE
Become a valuable member of the healthcare team that creates effective patient flow, allowing the practice to operate efficiently, increase revenue, and provide a positive experience for the patient. Upon completion of this program you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered
by National Healthcareer Association (NHA). The registration fee for this exam is included with this program. You may begin this program at any time and will be given six months to complete the training. Visit https://career-training.ed2go.com/Gaston/. For more information email ConEd@gaston.edu.

160 Hours - $1,495

CBCS Medical Billing and Coding - ONLINE

 CBCS Medical Billing and Coding is an ideal program for students new to a medical career. If you’re seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding. You will build a foundation of medical vocabulary to help you better understand the contents of a patient’s medical record, as well as notes from practicing physicians. In addition, you’ll learn current medical coding standards, so you can be successful within the industry. Upon completion of this program, you will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam, offered by the National Healthcareer Association (NHA). The registration fee for this exam is included with this program. This program is entirely online and is completed at your own pace. When you register, you receive twelve (12) months to complete this program. Visit https://career-training.ed2go.com/Gaston/. For more information email ConEd@gaston.edu.

340 Hours - $2,295

Electronic Notarization (E-Notary) Training

Become an e-Notary (electronic Notary) by successfully completing this class. This course covers the technology that allows documents to be electronically signed and notarized within a secure environment. **To qualify to take this class, you must be a commissioned Notary in North Carolina.** Information about the approved electronic notary solution providers will be covered. Once you are registered, be sure to bring a current photo ID to each class. Required textbook is included in the price of the course.

4 hours - $83

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<tr>
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<td>9a-1p</td>
<td>LC 123</td>
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Notary Public

This is a required course to obtain a commission as a Notary Public in North Carolina. Highly recommended to all current Notaries as a refresher course. State prerequisites: Must be at least 18 years of age or legally emancipated, reside in or have a regular place of work or business in North Carolina, have a high school diploma or equivalent, and be able to speak, read, and write the English language. No felony conviction or civil judgment. Reside legally in the United States. Once you are registered, be sure to bring a current photo ID to each class. Required textbook (North Carolina Notary Public Manual, 2016) is available in the college bookstore and must be purchased before entering the Notary Public class. Additional costs include: commission fee, seal, oath of office, and a Notary Public Record Book should also be considered when registering.

7 Hours - $78

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<td>8a-3:30p</td>
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the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing Nurse Aide Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel. For more information or to receive a registration packet, please contact Barbara Burgess at 704.922.6469 or burgess.barbara@gaston.edu.

160 Hours - $230 (includes $25 lab fee and $13 malpractice insurance)

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Nurse Aide I - Refresher
This hybrid refresher course will assist you in preparing for the Nurse Aide Competency Exam for listing on the North Carolina Registry. All participants must have completed a state-approved Nursing Assistant I course or equivalent to register for this course. If you are trying to be added to the NC Registry after being listed in another state, have been on the registry in the past and have allowed your listing to expire, or if you wish to be listed based on military or nursing school education, this course is for you. This course includes classroom and online instruction hours.

40 Hours - $160

For class registration information, including dates and times, please contact ConEd@gaston.edu or phone 704.922.2244.

Nurse Aide II – Certified
This course is designed to prepare students to perform more complex skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory, and clinical learning experiences. Upon satisfactory completion of

the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing Nurse Aide Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel. For more information or to receive a registration packet, please contact Barbara Burgess at 704.922.6469 or burgess.barbara@gaston.edu.

186 Hours - $230 (includes $25 lab fee and $13 malpractice insurance)

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Real Estate Brokers Post-License #301: Broker Relationships and Responsibilities
This course is designed to meet the educational requirements for a provisional broker as prescribed by the NC Real Estate Commission. Topics include a review of broker and agency relationships in real estate sales transactions and a real estate broker’s legal duties to clients and customers. Required textbook: North Carolina Real Estate Manual; Order online through the NC Real Estate Commission or by visiting: http://www.ncrecpubs.org/north-carolina-real-estate-manual-paper.

30 hours - $135

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<td>MW</td>
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Real Estate Brokers Post-License #302: Contracts and Closings
This course is designed to meet the educational requirements for a provisional broker as prescribed by the NC Real Estate Commission. This course will enhance your knowledge of contract law, contract preparation, the Real Estate Settlement Procedures Act, and more. Required textbook: North Carolina Real Estate Manual; Order online through the NC Real Estate Commission or by visiting: http://www.ncrecpubs.org/north-carolina-real-estate-manual-paper.
30 hours - $135
3/18-4/1 MW 9a – 3:30p KCC 219

Real Estate Brokers Post-License #303: NC Law, Rules, and Legal Concepts
This course is designed to meet the educational requirements for a provisional broker as prescribed by the NC Real Estate Commission. This course will enhance your knowledge of special and advanced topics such as commercial real estate, property management, short sales and more. Required textbook: North Carolina Real Estate Manual; Order online through the NC Real Estate Commission or by visiting: http://www.ncrecpubs.org/north-carolina-real-estate-manual-paper.
30 hours - $135
1/13-2/5 MW 5 – 9:30p KCC 219

Senior Professional in Human Resources
Are you currently in human resources and wanting to move to the next level? In this online program you will master the skills needed to advance your human resources career. Designed for experienced Human Resources Professionals, this program will prepare you for the Senior Professional in Human Resources (SPHR) and Society for Human Resources (SHRM-SCP) certification exams. You may begin this program at any time and will be given six months to complete the training. Visit https://careertraining.ed2go.com/Gaston/ for more information or email ConEd@gaston.edu to register.
120 hours - $1,795

Forklift: Basic Operator
Gain the fundamental knowledge and skills necessary to operate a sit-down counterbalanced, LP gas-powered forklift. Learn safety aspects, operations, basic maintenance, and OSHA compliance issues. Upon successful completion of the course, the student will earn an operator’s certificate. You must be 18 years old to participate in the course and to take the examination. Manual included in the cost of the course.
6 Hours - $85
2/14 F 8a-3p LIF 107
3/20 F 8a-3p LIF 107

Forklift: Train the Trainer
Train others to operate a forklift. Training is based on the requirements of the OSHA Standard to develop a forklift training class. Attendees should be experienced forklift (powered industrial) truck drivers. Manual included in the cost of the course.
7 Hours - $85
4/17 F 8a-4p LIF 107

Workplace Spanish
Workplace Spanish is a conversational course that seeks to bridge the communication gap between English- and Spanish-speaking supervisors and co-workers. It will also help to build a better rapport with your entire Lati-
no staff by closing the communication and cultural gaps, resulting in improved service and understanding of workplace operations. Taught by a native speaker, the course includes pronunciation and language tips. Course content includes introductions, job titles, supervisory expressions, job expectations and performance, safety, benefits, and payroll.

30 Hours - $249

2/24-5/13  MW  6-7:30p  KCC 220

The Supervisor’s Role – This course is designed to help the frontline supervisor internalize what it means to be a supervisor, their most significant responsibilities as a leader, their personal approach to leadership, and the important leadership competencies all supervisors must master for success.

4 Hours - $120

1/23  TH  8a-12p  LC 118

Employee Engagement – Participants will learn how to create engaged employees by participating in Patrick Lencioni’s Managing for Employee Engagement based on the book The Truth About Employee Engagement: A Fable About Addressing the Three Root Causes of Job Misery.

4 Hours - $120

2/13  TH  8a-12p  LC 118

Five Languages of Appreciation in the Workplace – This workshop focuses on helping participants understand how they like to be appreciated and in turn how their employees like to be appreciated.

4 Hours - $120

2/27  TH  8a-12p  LC 118

Time Management & Organization – This interactive session is designed to create an awareness of what participants do day-in and day-out and help them handle these items effectively and efficiently.

4 Hours - $120

3/12  TH  8a-12p  LC 118

Communication Strategies for Supervisors – This session provides tools and techniques that promote positive interaction between the supervisor and their team.

4 Hours - $120

3/26  TH  8a-12p  LC 118

LEADINGEDGE: TOOLS AND TECHNIQUES FOR EFFECTIVE SUPERVISION

LeadingEdge supervisory training is designed to provide new and existing supervisors with the tools needed for effective management of personnel in today’s fast-paced work environment. The program includes all eight courses described below. Participants can enroll in the complete certificate program or the individual courses.

For more information contact: Emily Hansley 704.748.5259 or hansley.emily@gaston.edu.

Certificate program

32 Hours - $840
Delegating Effectively to Promote Optimal Performance – This workshop helps leaders understand the art of effective delegation – what and when to delegate, when not to delegate, to whom they should delegate, ensuring team members are prepared and have the necessary tools, following up and accountability.
4 Hours - $120
4/9 TH 8a-12p LC 118

Resolving Conflict – This workshop helps participants understand their role in addressing conflict and ways to help resolve it when they are involved or when the conflict is between others.
4 Hours - $120
4/23 TH 8a-12p LC 118

Team Dynamics – In this workshop, participants learn how to build strong teams that function and perform well. They will learn the root causes of politics and dysfunction on the teams at work and the keys to avoiding (or overcoming) them by participating in this powerful workshop created Patrick Lencioni and based on his book, The Five Dysfunctions of a Team.
4 Hours - $120
5/7 TH 8a-12p LC 118

MICROSOFT APPLICATIONS FOR BUSINESS

Basic Excel for Business
This course introduces the basic concepts of Excel. It explores the structure of the Excel workbook and demonstrates basic techniques required for working with spreadsheets. Topics covered will include exploring Excel, ribbons and commands, the difference between formulas and functions, editing and formatting a worksheet, shortcuts and managing large workbooks.
12 Hours - $96
1/14 - 2/4 T 9a-12pm CSB 110
2/18 - 2/27 TTH 3-6 pm DSC 214
4/7 - 4/14 T 9a-12p CSB 110

Intermediate Excel for Business Applications
This course offers participants the opportunity to master the intermediate functionality of Microsoft Excel, and to apply those skills to business and industry. This course is helpful for individuals who are self-taught or work with Excel on a semi-regular or daily basis and would like to hone their skills. Topics covered include chart sheets, embedded charts, status bar calculations and functions, creating and managing lists, charting data from different sheets, complex functions, using the form command, shortcuts to become more efficient and Pivot Tables and Pivot Charts.
12 Hours - $96
2/11-3/5 T 9a-12p CSB 110
3/17-3/26 TTH 3-6p DSC 214

Advanced Excel for Business Applications
This course offers participants the opportunity to master the advanced functionality of Microsoft Excel and to apply those skills to business and industry. Topics covered include summarizing data using formulas, using functions in lists, creating and using macros, Office integration, looking up formulas and using the Import Wizard.
12 Hours - $96
3/10-3/31 T 9a-12p CSB 110
Are you ready to prepare for that next job, new career, and better life? Gaston College has EXCITING NEW CLASSES that are available and start every two weeks. Through our Human Resources Development (HRD) program, you will focus on: 1) developing basic keyboarding, word-processing and Internet skills, 2) learning technology-based job search strategies to include the use of social networking along with LinkedIn, 3) applying for employment online, and 4) accessing governmental and education resources and services.

Note: If you are unemployed or meet the State/Federal guidelines for underemployed individuals, the classes are at NO COST to you!

Don’t miss this exciting opportunity to add those needed skills today.
CALL 704.922.2244 or email HRD@gaston.edu

Computers for Medical Office
This course explores skills and strategies designed to provide employability skills training and career exploration for the role in the Medical Office. Medical terminology and the use of computers to identify the workforce skills needed to process patient records, schedule appointments, create insurance claims, file and print super-bills, reports, statements and claims. Class also includes professionalism, customer service, communication skills, workplace ethics, business etiquette, confidentiality and more.

1/27-2/6 M-TH 8a-12p DSC 211
2/10-2/20 M-TH 8a-12p DSC 211
2/24-3/5 M-TH 8a-12p DSC 211
3/9-3/19 M-TH 8a-12p DSC 211
3/23-4/2 M-TH 8a-12p DSC 211
4/6-4/16 M-TH 8a-12p DSC 211
4/20-4/30 M-TH 8a-12p DSC 211
5/4-5/14 M-TH 8a-12p DSC 211

Basic Computer Technology Awareness
Learn basic computer, keyboarding, word-processing, Internet, and email skills. Also gain technology-based job search strategies to include the use of social networking and LinkedIn, applying for employment online, and accessing governmental and educational resources and services. Also explore workplace skills needed such as: netiquette, customer service skills, work ethics, employer expectations, career exploration, and job-seeking and keeping skills (including using NCWorks).

2/10-2/20 M-TH 12:30-4:30p DSC 211
3/9-3/19 M-TH 12:30-4:30p DSC 211
4/6-4/16 M-TH 12:30-4:30p DSC 211
5/4-5/14 M-TH 12:30-4:30p DSC 211

Jump Start Your Career
Prepare for interviews and opportunities for employment in local Advanced Manufacturing, Retail, Clerical, Customer Service and...
Service Industries in this short-term training. This course is designed to address specific reemployment and employability needs. You will gain valuable lessons respective to skills needed to successfully navigate job entry, retention and performance.

1/27-2/6   M-TH   12:30-4:30p   DSC 211
2/24-3/5   M-TH   12:30-4:30p   DSC 211
3/23-4/2   M-TH   12:30-4:30p   DSC 211
4/20-4/30  M-TH   12:30-4:30p   DSC 211

Pathways to DSS-NC Fast
Learn the skills necessary to become an Income Maintenance Caseworker within the Department of Social Services agencies.

Email HRD@gaston.edu for date of this class.

LABS AND WORKSHOPS
These off-campus drop-in labs and workshops have been scheduled to give you more opportunities to learn and practice the skills you need to find the employment you want.

A+ on Your Next Interview
Learn how to “Sell Yourself in a Job Interview in 45 Seconds or Less”! Know your skills. Be comfortable presenting and selling yourself with confidence. You are a unique brand/product. Who knows you better than you? No appointment needed!

NCWorks Career Center
1391 Bessemer City Rd., Gastonia

- Wednesdays: 8-10a and 10a-12p
  1/29-5/13

Career Assistance Lab
Drop-in lab at the Goodwill Job Connection to receive assistance in preparing your resume or for an upcoming interview. No appointment needed!

Goodwill Job Connection
116 Armstrong St., Gastonia

- Tuesdays & Thursdays: 1-4:30p
  1/28-5/14

Employability Lab
Drop-in lab at the NCWorks Career Center - Gaston to receive guidance and advice on your cover letter and resume, how to complete job applications, perfect your interviewing skills, and brush up on soft skills in the workplace. No appointment needed!

NCWorks Career Center - Gaston
1391 Bessemer City Rd., Gastonia

- Tuesdays & Thursdays: 8:30a-12:30p
  1/28-5/14

Make Your Resume Work for You
Drop-in lab at the NCWorks Career Center - Lincoln to learn how to make your resume stand out from the rest to employers and be successful in your job search. Learn the words that make the most impact, as well as how to analyze your skills and “sell” them to potential employers. No appointment needed!

NCWorks Career Center
529 N. Aspen St., Lincolnton

- Wednesdays: 9a-12p and 1-4p
  1/29-5/13

National Career Readiness Certification (NCRC) - ONLINE CLASS
A National Career Readiness Certification (NCRC) online class is now available for you to assess and build your workplace skill levels in Applied Math, Graphic Literacy, and Workplace Documents. Prepare to get your NCRC and be part of our local “certified workforce.” Email NCRC@gaston.edu or call 704.922.6347 for more information.
SMALL BUSINESS SEMINARS

REGISTRATION IS FREE!


For information call 704.922.6447.

How to Start a Business
Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, financing and marketing as well as important information about legal issues, licensing, zoning, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.

1/27 M 6:30-9p LC 120
1/30 TH 6:30-9p KCC 219

How to Write a Business Plan
A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the do’s and don’ts of writing a plan, and steps for making the process easy. This seminar is designed for new and established business owners.

2/3 M 6:30-9p LC 120
2/6 TH 6:30-9p KCC 219

Basics of Bookkeeping
Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you’re a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

2/10 M 6:30-9p LC 120
2/13 TH 6:30-9p KCC 219

Your Small Business Taxes
Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes.

www.gaston.edu
Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

2/17 M 6:30-9p LC 120
2/20 TH 6:30-9p KCC 219

Human Resources for Business Owners
Employees are the greatest asset of a business. Careful screening, hiring, and training are paramount to your business being successful. The HR professional will present the Do’s and Don’ts of hiring and firing. You will be exposed to the records that need to be kept and the records that have to be kept. Do yourself and your business a FAVOR by attending this informative and valuable seminar that all business owners need.

2/24 M 6:30 – 9p LC 120
2/27 TH 6:30 – 9p KCC 219

Financing Your Small Business
Financing continues to be a challenge for many small business owners. Questions range from Who will give me money for my business idea and what do they need from me? to How will this business make money and will it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.

3/2 M 6:30-9p LC 120
3/5 TH 6:30-9p KCC 219

Marketing Your Business
Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

3/9 M 6:30-9p LC 120
3/12 TH 6:30-9p KCC 219

Legal Issues for Small Business
A local attorney discusses issues on business organization, legal obligations and the rights and legal liability of the small business owner.

3/16 M 6:30-9p LC 120
3/19 TH 6:30-9p KCC 219

How to Find Your Customers
Market research isn’t just for startups; it’s an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you critical information about your industry and customers. Get the data you need to test the feasibility of a new business and find the competition and potential customers interested in your proposed product or service.

3/23 M 6:30-9p LC 120
3/26 TH 6:30-9p KCC 219

Insurance Issues for Small Business
A local insurance agent discusses the insurance needs of small business.

3/30 M 6:30-9p LC 120
4/2 TH 6:30-9p KCC 219
The NC Customized Training Program at Gaston College supports economic development through education and training for eligible businesses and industries. Customized training can help address the skills gap by providing low or no cost training onsite customized to the needs of your company.

To receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- Make an appreciable capital investment
- Deploy new technology
- Current creation of jobs, expansion of an existing workforce, or enhancement of the productivity and profitability of the operations within the state
- Desire to enhance workers’ skills by participation in this program

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

For information about Customized Training, call 704.922.2244.

Location Key

Center for Workforce Excellence (Continuing Education) programs have the flexibility to offer a wide range of short-term, diverse courses and specialized services. Standard or customized courses are available to business and industry clients on-site or on campus. Free basic skills assessments, study labs, and job readiness courses are also available in both Gaston and Lincoln counties.

AHS  Ashbrook High School Motorcycle Range, behind 2222 South New Hope Rd., Gastonia
APS  Albright Public Safety Building, Dallas Campus
CAM  Center for Advanced Manufacturing, 870 Gastonia Technology Parkway, Gastonia
CAS  Craig Building, Dallas Campus
CET  Comer Engineering & Technology Building, Dallas Campus
CFT  Carolina Freight Terminal, 1201 East Church St., Cherryville
CSB  Lincoln Campus, Cochrane Science Building, 511 South Aspen St., Lincolnton
DACO  DAL Combat, 4064 Mountain View Rd., Gastonia
DBC  David Belk Cannon Health Education Institute, Dallas Campus
DSC  Dalpiaz Student Success Center, Dallas Campus
KCC  Kimbrell Campus, Classroom Building, Belmont
KCH  Kimbrell Campus, Harney Hall, Belmont
LC  Lincoln Campus, 511 South Aspen St., Lincolnton
LIF  Pearson Life Skills Building, Dallas Campus
PTI  Pharr Trade and Industrial Center, Dallas Campus
TBA  To Be Announced

Campus maps and directions can be found on the Gaston College website: www.gaston.edu/locations-maps-directions.
ED2GO ONLINE CLASSES 24/7

Do you want to upgrade your skills, but don’t have the time to fit a traditional, on-campus class into your hectic schedule? Gaston College offers non-credit continuing education courses over the internet. Enroll and study in the privacy of your own home.

- No commuting to class
- 2.4 CEUs earned for most completed courses
- Course materials available 24/7
- Designed to fit your budget
- Many approved for teacher renewal credit
- Course start dates: January 16, February 13, March 13, and April 17
- Listed below are some of our most popular courses. If you do not see the course you are interested in, please go to www.ed2go.com/gaston to see a complete course list.

Accounting Courses
- A to Z Grant Writing
- Accounting Fundamentals
- Quickbooks 2018 (2 levels)

Basic Computer Literacy
- Computer Skills for the Workplace
- Keyboarding
- Introduction to Windows 8

Computer Applications
- How to Get Started in Game Development
- Microsoft Excel (3 levels)
- Microsoft Word (3 levels)

Internet
- Blogging and Podcasting for Beginners
- Learn to Buy and Sell on eBay
- Understanding the Cloud

Languages
- Conversational Japanese
- Instant Italian
- Speed Spanish (3 levels)

Personal Development
- Grammar Refresher
- Happy and Healthy Pregnancy
- Jumpstart Your Career with LinkedIn

Sales & Marketing
- Business and Marketing Writing
- Marketing Your Business on the Internet
- Using Social Media in Business

Teacher Renewal
- Common Core Standards for English/Language Arts K-5
- Solving Classroom Discipline Problems
- Teaching Smarter with SMART Boards
- The Creative Classroom

Test Prep
- GMAT Preparation
- GRE Preparation
- LSAT Preparation
- SAT/ACT Preparation

Web Page Design
- Creating Web Pages (3 levels)
- Creating WordPress Websites
- Designing Effective Websites

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CAREER TRAINING ED2GO ONLINE

Gaston College, in partnership with ed2go, offers non-credit online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

With 250 programs to choose from, you are sure to find a program that meets your career training goals! Program length and tuition varies by program. Listed below are a few of the programs being offered.

If you do not see the program you are interested in, please visit https://careertraining.ed2go.com/Gaston/ to see a complete course list.

Arts & Design
   Adobe Certified Associate
   Video Game Design & Development

Business
   Supply Chain Management
   OMCP® Marketing Professional

Computer Applications
   Microsoft Certification(s)
   Professional Bookkeeper

Computer Programming
   JAVA Programmer
   UNIX Administration Basics

Construction & Trades
   Building Analyst
   Home Inspection Certificate

Hospitality
   Travel Agent Training
   Certified Wedding Planner

Health & Fitness
   CPC Certified Medical Administrative Assistant with Medical Billing and Coding
   Certified Health Records Specialist
   Certified Pharmaceutical Representative

Information Technology
   Comp TIA A+
   Help Desk Analyst

Language
   Professional Translator

Legal
   Certified Family Mediator

Education
   Child Development Associate

Writing
   Technical Writing
English as a Second Language (ESL) **FREE!**

ESL assists individuals with limited English speaking skills to learn basic language skills. A placement test is required for all participants on our Dallas and Lincoln campuses.

For information, on the Lincoln Campus:
email propst.tonya@gaston.edu or call 704.748.5205;
on the Dallas Campus:
email butler.belinda@gaston.edu or call 704.922.6545.

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**HIGH SCHOOL EDUCATION**

**Adult High School (AHS) and High School Equivalency (HSE)**

If you would like to earn your Adult High School Diploma or High School Equivalency Diploma, please attend one of our FREE Student Success Classes:

*It is not too late to finish what you started in high school and earn your high school diploma!*

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**Adult High School (AHS)**

To enroll in the Adult High School Diploma Program, you must attend an AHS Student Success Class. This is a free one-day class held on Monday. There will be at least two opportunities per month on the Dallas Campus to attend one of these classes. You may choose a morning class which meets from 8:30a-12:30p, or an evening class which meets from 5:15-9:15p. Some of the topics covered in class are: the steps to earning your AHS Diploma, technology training, time management, conflict resolution, test-taking and study skills, placement testing, and self-advocacy. You will also receive academic counseling and register for your FREE Adult High School Classes.

You must bring the following items to the first day of the AHS Student Success Class:

1. Driver’s license, ID or any government-issued picture ID.
2. Social Security Card or Tax Identification.
3. Unopened, official transcript from the last school attended, which will be evaluated to determine credits that may be transferred to the AHS Program.

If you are only **16 or 17 years old**, you will need to provide completed Minor Paperwork, along with the above three documents. The Minor Paperwork Packet may be picked up at the Life Skills office on the Dallas and Lincoln campuses.
The AHS Student Success Class is held at the following location:

Dallas Campus, Pearson Life Skills Building

For more information please call:
Dallas Campus: 704.922.6319
Lincoln Campus: 704.748.5205

You will begin your AHS classes on the Tuesday immediately following completion of your Student Success Class. AHS Classes meet on Tuesday, Wednesday, and Thursday of each week. There are morning, afternoon, and evening classes available to meet almost any scheduling requirements.

High School Equivalency (HSE) (formerly known as GED®)

To enroll in the High School Equivalency Program, students must attend the Basic Skills Student Success (BSSS) Class. Classes start on designated Mondays and meet for several days during the week. The student must choose an afternoon class which meets from 12-4p or an evening class which meets from 5:15-9:15p. Returning students who have been out of class three months or more must also attend the full BSSS schedule. Some of the topics covered in class are: the steps to earning your HSE, the HSE Scholarship, conflict resolution, study skills, basic career assessment, placement testing, and assignment to appropriate classes.

Two forms of identification are required to enroll:
1. Valid state driver’s license or ID or government ID.
2. Social Security Card

Additionally, students who are 16 and 17 years old will need to provide Minor Paperwork, along with the above two documents. The Minor Paperwork Packet is provided by the Life Skills office on the Dallas and Lincoln campuses.

The HSE Student Success Class is held at the following locations:

Dallas Campus, Pearson Life Skills Building
Lincoln Campus, Main Building, Rm 118

For more information please call:
Dallas Campus: 704.922.6545 or 704.922.6320
Lincoln Campus: 704.748.5205 or 704.748.5206
AUTOMOTIVE

NC Auto Safety
This is the state-required certification for all individuals seeking authorization to perform annual motor vehicle safety inspections. This class DOES NOT meet training requirements for emissions testing. This eight-hour course is used for new certifications as well as the renewal certifications as required by the DMV. Required handout is included in the cost of the course.

8 Hours - $90

1/14-1/16 TTH 6-10p DSC 206
1/21-1/23 TTH 6-10p DSC 206
2/4-2/6 TTH 6-10p DSC 206
2/11-2/13 TTH 6-10p DSC 206
3/3-3/5 TTH 6-10p DSC 206
3/17-3/19 TTH 6-10P DSC 206
4/7-4/9 TTH 6-10p DSC 206
4/21-4/23 TTH 6-10p DSC 206
5/5-5/7 TTH 6-10p DSC 206
5/12-5/14 TTH 6-10p DSC 206

OBD II Emissions
This eight-hour course will allow inspectors to become certified in emissions inspections for North Carolina State inspections, NC Department of Motor Vehicles. Required handout is included in the cost of the course.

8 Hours - $90

1/27-1/28 MT 6-10p DSC 206
2/19-2/20 WTH 6-10p DSC 206
3/16-3/18 MW 6-10p DSC 206
4/29-4/30 WTH 6-10p DSC 206

OBD II Emissions – Renewal
This eight-hour class will satisfy the renewal of a North Carolina emissions inspection license required by NC Department of Motor Vehicles. Required handout is included in the cost of the course.

8 Hours - $90

1/13-1/15 MW 6-10p DSC 206
2/17-2/18 MT 6-10p DSC 206
3/2-3/4 MW 6-10p DSC 206
4/27-4/28 MT 6-10p DSC 206
5/11-5/13 MW 6-10p DSC 206

Vehicle Escort Operator Certification
Escort Vehicle Operator Certification course (8 Hours) provides the Certification required by the North Carolina General Statutes for oversize/overweight vehicle escorts. There is a test at the end of the course. Textbook and materials included in the cost of the course. To request information for initial applicants’ requirements, email ConEd@gaston.edu.

8 Hours - $100

2/20 TH 8a-5p DSC 206
4/23 TH 8a-5p DSC 206

Vehicle Escort Operator Renewal
Escort Vehicle Operator Renewal course (4 Hours) provides the Renewal certification required by the North Carolina General Statutes for oversize/overweight vehicle escorts. There is a test at the end of the course. Textbook and materials included in the cost of the course. To request information for renewal requirements, email ConEd@gaston.edu.

4 Hours - $80

1/14 T 8a-12p DSC 206
3/10 T 8a-12p DSC 206
5/5 T 8a-12p DSC 205

MOTORCYCLE SAFETY

3-Wheel Basic Rider Course
This is a basic, entry-level, learn-to-ride 3-wheel motorcycle training and education course. It provides the same fundamental skills as the MSF Basic Rider Course, but on 3-wheel, 3-track motorcycles (not sidecars). RiderCoaches who have been trained and certified by the MSF conduct the course,
MOTORCYCLE BASIC RIDER COURSE

Learn to control your motorcycle and reduce the risks involved in riding.

Successful completion of this course offers the incentive of having the DMV motorcycle skills test will be waived, but the course does not exempt each applicant from taking the required North Carolina Department of Motor Vehicles written test. Course information available below.

Please contact 704.922.2244 or email ConEd@gaston.edu for registration information.

which consists of both classroom and hands-on instruction, riding exercises and a knowledge and skill test. A completion card and a DMV Skills Test License Waiver will be issued on successful completion of the course.

16 Hours - $199*
*Promotional Rate through CanAm by visiting the following registration link: https://can-am.brp.com/spyder/learntoride/registration.html.

Motorcycle Basic Rider Course
Learn to control your motorcycle and reduce the risks involved in riding. Although the DMV motorcycle skills test will be waived, the course does not exempt each applicant from taking the required North Carolina Department of Motor Vehicles written test. Some insurance companies give a discount upon successful completion of the class. Two hours of the class will be completed online. The Saturday and Sunday classes allow for driving time on the motorcycle range.

18 Hours - $199 (insurance included)

DEFFENSIVE DRIVING
Online Pre-Registration Available at https://goo.gl/forms/WO7ZiIZWQvavI4QU02
Please email ConEd@gaston.edu for more information.

Attitudinal Driving Dynamics (ADD-8)
ADD-8 is a defensive driving course about making choices. Every day you make choices – what you are going to do, what road you will take, how you will choose to drive. Each day is a continual process of making choices, one after another. The hope is that after completing this course, making safe driving choices is your number one priority. This course satisfies court-ordered 8-hour classes, attorney-ordered classes, or those requirements for states that require more than four (4) hours in a defensive driving course. Online pre-registration required.

8 Hours - $115

Motorcycle Basic Rider Course
Learn to control your motorcycle and reduce the risks involved in riding. Although the DMV motorcycle skills test will be waived, the course does not exempt each applicant from taking the required North Carolina Department of Motor Vehicles written test. Some insurance companies give a discount upon successful completion of the class. Two hours of the class will be completed online. The Saturday and Sunday classes allow for driving time on the motorcycle range.

18 Hours - $199 (insurance included)
Alive at 25
According to highway safety statistics, inexperienced drivers are involved in the most accidents. The Alive at 25 program is designed to assist drivers between the ages of 16-24 in making good driving decisions. This highly interactive session will help these young drivers to be “Alive at 25.” Online pre-registration required.
4 Hours - $80

1/15 W 5-9p LC 125
1/21 T 5-9P DSC 205
1/29 W 5-9p LC 125
2/5 W 5-9p LC 125
2/18 T 5-9p DSC 205
2/19 W 5-9p LC 125
3/4 W 5-9p LC 125
3/17 T 5-9p DSC 205
3/18 W 5-9p LC 125
4/1 W 5-9p LC 125
4/15 W 5-9p LC 125
4/21 T 5-9p DSC 205
5/6 W 5-9p LC 125

Defensive Driving Course (DDC-4)
If you have been charged with a traffic violation and the charge was NOT in a school or work zone, or does not involve the use of alcohol, you may be eligible for this course, which is offered in cooperation with the District Courts in Lincoln and Gaston counties and the North Carolina Safety & Health Council. Online pre-registration required.
4 Hours - $80

1/16 TH 8:30a-12:30p DSC 205
1/25 S 8:30a-12:30p DSC 205
1/28 T 5:30-9:30p DSC 205
2/6 TH 8:30a-12:30p DSC 205
2/15 S 8:30a-12:30p DSC 205
2/25 T 5:30-9:30p DSC 205
3/5 TH 8:30a-12:30p DSC 205
3/21 S 8:30a-12:30p DSC 205
3/24 T 5:30-9:30p DSC 205
4/2 TH 8:30a-12:30p DSC 205
4/18 S 8:30a-12:30p DSC 205
4/28 T 5:30-9:30p DSC 205
5/7 TH 8:30a-12:30p DSC 205

TRUCK DRIVER TRAINING

Gaston College, in collaboration with Caldwell Community College and Technical Institute (CCC&TI), offers Truck Driver Training, which is certified by the Professional Truck Driver Training Institute (PTDI). This 8½-week class consists of classroom instruction, range driving, and road driving. Students completing this course will be prepared to operate tractor-trailer rigs, acquire a commercial driver’s license, and become a professional driver.

Classes begin:
1/7** T 10-11a DSC 208
1/22-3/25 M-F 8a-5p CFT
3/11** W 10-11a DSC 208
4/1-6/5 M-F 8a-5p CFT

** Mandatory orientation. Registration information will be provided at that time.

For more information contact Teresa Hudspeth at hudspeth.teresa@gaston.edu or 704.922.6546 or Donna Blake at blake.donna@gaston.edu or 704.922.2267
Genealogy and Local History, Advanced
To continue your journey in learning more about your past, this course will allow you to start on a genealogical project and use research techniques that you acquire in the course. Each student will utilize research tools, compile documents, and share with others the project that they have completed. Research field trips are a part of this class. The class will be taught by Robert Carpenter, the author of “Carpenters A Plenty” and other related genealogical articles, briefs, and materials. Robert serves as an officer/board member on several historical and genealogical societies and commissions.
20 Hours - $58
2/6-4/9 TH 7-9p DSC 206

Private/Sport Pilot Ground School
Want to fulfill your dreams of flying a plane? Our classroom based, experienced instructor can help you achieve this dream by preparing you for the FAA knowledge exam.
72 Hours - $192
2/3-4/23 MTH 6-9p DSC 219

Yoga for Everyone
Are you looking for a complete daily yoga workout? This class will teach you to enhance your flexibility and bring new, more advanced movements into your basic routine. Perfect for those who have taken yoga before and want to expand their knowledge!
20 hours - $105

1/13-5/11 M 5-6:15p LC 310
1/16-5/7 TH 5-6:15p DBC 130

Yoga: Easy Does It
This gentle style of yoga teaches you how to incorporate the movements into your daily schedule so you may live a more flexible and balanced life. All ages and conditions are invited. Come join this light-hearted class and discover how your body can work for you.
20 hours - $105
1/14-5/5 T 9-10:15a DBC 130

Yoga: Fluffy Girl
Created for ladies with or without large bodies, this class will focus on women that want a non-judgmental approach to movement and health. Bring your sense of humor and get ready to relax. The next thing you know, moving in your daily life will be easier!
20 hours - $105
1/16-5/7 TH 6:30-7:45p DBC 130

Yoga: Yin
Based on each individual's needs, this class can be gentle or intense. This style of yoga focuses on the connective tissues of the lower back and hips and is great for anyone that sits or walks for long periods of time. This class can be taken by all ages and conditions.
20 hours - $105
1/14-5/5 T 4-5:15p DBC 130

Yoga: Flow - NEW
In this Vinyasa-style class the breath is used to help the body move through a flow of intermediate poses. You will incorporate poses like Warrior 1, 2 & 3, Down Dog and inversions. Please come with an open mind and heart so that we may explore the benefits of these strong poses together.
20 hours - $105
1/14-5/5 T 6-7:15p DBC 130
FIRE & RESCUE TRAINING

Gaston College’s Fire Protection, Emergency Management, and Firefighter Certification programs offer opportunities to begin or advance your career in the fire and emergency management fields.

Visit the Regional Emergency Services Training Center on the Dallas Campus and learn more about NC Firefighter Certification, specialized training schools, and seminars that are offered throughout the year.

Call today to learn how you can earn an Associate Degree or enroll in Continuing Education classes that will help you achieve your goals.

For more information contact Josh Crisp at 704.922.6258 or Ann Davis at 704.922.6256 or visit www.gaston.edu

EMERGENCY MEDICAL SERVICES

Certifications include:

- Emergency Medical Technician (EMT) Fall, Spring and Summer
- Paramedic Online Hybrid
- Paramedic Associate Degree

Specialized courses available throughout the year include:

- Anatomy and Physiology for EMS Online
- PHTLS, AMLS, PEPP, ACLS and PALS
- EMS Instructor Methodology Level I Spring
- EMS Education Administration Level II Fall
- Paramedic NCCP Recertification for NCEMS and National Registry of EMTs Spring and Fall

Employment opportunities include:

- Ambulance Services
- Fire and Rescue
- Specialty areas of Hospitals, Education, Government, Industry, and more!

For more information contact the Department for EMS Education: gcems@gaston.edu or call 704.922.6241
CRIMINAL JUSTICE ACADEMY

BASIC LAW ENFORCEMENT TRAINING
This course covers the basic skills, knowledge and abilities needed for entry-level employment as a law enforcement officer in North Carolina. This is a 648-hour course that is divided into six (6) general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

Daytime and evening classes are available. Daytime classes begin in January and July of each year. Evening classes begin in September.

Admission requires that students must:
- Be at least 20 years of age
- Be a United States citizen
- Have a High School diploma or GED®
- Pick up a BLET application package
- Successfully complete the RISE English Placement Test – Tier 1 & 2
- Provide an acceptable criminal history background check
- Complete a Gaston College application
- Submit a completed BLET application package

For more information contact hoyle.melanie@gaston.edu or call 704.922.6531

QUESTIONS?
gaston.edu/ask-us/

WE WANT TO HEAR FROM YOU
- Do you and your coworkers need training on a job-related skill?
- Would your community group like training on a specific topic?
- Do you want to learn a new hobby?
- We are able to schedule innovative programs to meet community needs at your location.
- If you are qualified to teach a specific subject that may meet job enhancement or personal enrichment needs, we would like to hear from you.

Contact us at ConEd@gaston.edu.
GASTON COLLEGE
201 Highway 321, South, Dallas NC • 704.922.6200

Albright Public Safety Building
Administration Building
Center for Advanced Manufacturing
Craig Building
Departments of Business & Information Technologies
Departments of Construction & Engineering Technologies
Duncan College of Human Health Sciences
Educational Services
Emergency Management Center
Harley W. Gardner Center
Innovation Hub
Regional Emergency Services Training Center
Regional Fire Training Center
Student Union

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**GASTON COLLEGE**
Kimbell Campus & Textile Technology Center
7220 Wilkinson Blvd., Belmont, NC • 704.825.3737

**Directions:**
Coming from the North, take exit #17 from I-85 South. Turn left at top of exit ramp onto Hwy. 273. Travel approximately 1/3 mile (3rd stoplight) and turn left on Hwy. 74. Travel approximately 2/3 mile until you reach the Gaston College Kimbell Campus on your right.

Coming from the South, take exit #17 from I-85 North. Turn right at top of exit ramp onto Hwy. 273. Turn left at the 2nd stoplight onto Hwy. 74 (Wilkinson Blvd.). Travel approximately 2/3 mile until you reach the Gaston College Kimbell Campus on your right.

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**GASTON COLLEGE**
Lincoln Campus
511 South Aspen, Lincolnton, NC • 704.748.5200

**Directions:**
From Gastonia: Travel north on I-321. Take exit 20 (High Shoals/Lincolnton/I-321 Business). Turn left off exit ramp and travel north on US 321 Business for 4.6 miles. At interchange, continue over bridge on S. Aspen St. to Lincolnton. The Campus is one mile ahead on the right.
The Manufacturing Skill Standards Council (MSSC) is an industry-led training, assessment and certification system focused on the core skills and knowledge needed by the nation’s front-line production employees.

**How will it benefit employers?**
- Meets employer needs for employees who possess the core manufacturing knowledge and skills.
- Decreases recruitment costs by providing job candidates with industry recognized credentials.
- Increases employee productivity and innovation through the attainment of multi-disciplinary skill sets.
- Provides a tool to benchmark employees against a high-performance national standard.
- Increases return on investment for training by attracting and retaining qualified employees.

**How will it benefit employees?**
- Increase your skill level to build a career.
- Can result in more fulfilling work and increased responsibilities.
- Increased skill levels and more responsibility often lead to higher wages.
- Employers invest in updating worker skills.

For more information, contact ConEd@gaston.edu or 704.922.2244.

**NCCER CONSTRUCTION SKILLS CREDENTIAL**

Interested in becoming a carpenter, electrician, or plumber? This Core Construction class is the first step! NCCER sets the standard for developing craft professionals. By earning this required credential, you gain an understanding of topics such as:

- Basic Safety
- Critical Communication Skills on a Job Site
- Proper Use of Hand and Power Tools
- Construction Math
- Introduction to Construction Drawings

For more information, contact ConEd@gaston.edu or 704.922.2244.