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**GASTON COLLEGE LOCATIONS**

**DALLAS CAMPUS**
201 Highway 321 South  
Dallas, NC 28034  
704.922.6200 | 704.922.2323 (f)

**LINCOLN CAMPUS**
P.O. Box 600  
511 South Aspen St.  
Lincolnton, NC 28093  
704.748.5200 | 704.748.1074 (f)

**KIMBRELL CAMPUS & TEXTILE TECHNOLOGY CENTER**
P.O. Box 1044  
7220 Wilkinson Blvd.  
Belmont, NC 28012  
704.825.3737 | 704.825.7303 (f)
GC Safe
THE HEALTH, SAFETY, AND WELL-BEING OF THE GASTON COLLEGE COMMUNITY IS OUR HIGHEST PRIORITY.

The GC Safe plan (available at gaston.edu/gcsafe/) is a guide for campus safety and health during COVID-19, and follows guidance and directives from national, state, and local officials.

For your protection, numerous safety precautions have been put into place including moving classes fully online, combining online learning with limited in-person instruction (hybrid), reducing class sizes and moving classes to larger classrooms for increased social distancing. Class descriptions note the mode of instruction.

We also ask that all persons practice the 3-Ws while on or at a Gaston College campus or location:
- **Wear** - a cloth covering over your nose and mouth.
- **Wait** - 6 feet apart. Avoid close contact.
- **Wash** - your hands often with soap and water for at least 20 seconds or use hand sanitizer.

We strongly encourage anonymous health screenings via CampusClear prior to coming to campus. CampusClear is a downloadable app compatible with Apple (iOS) and Android operating systems.

On-campus temperature checks may be required upon arrival to gain access to campus buildings.

Scholarships Available

Gaston College Continuing Education students are encouraged to apply for SECU or GEER scholarships that help cover the cost of tuition, fees, books, supplies, credentialing tests, transportation, childcare, and other components of the cost of attendance. The following programs are eligible for the scholarships:

**$500 SECU Scholarship**
- Nurse Aide I & II
- Truck Driver Training
- Emergency Medical Technician

**$750 GEER Scholarship**
- Nurse Aide I & II
- Truck Driver Training
- Therapeutic Massage Practitioner I & II
- Nutrition and Foodservice Professional Training
- Certified Production Technician

For more information about these scholarships and how to apply, contact ConEd@gaston.edu or 704.922.2244.
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 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 and bring it with you.
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 for skills check-off.
3. Attend the practice and skills check-off session and receive an official AHA e-Card.

Certified Information Security Manager (CISM) - ONLINE
Are you ready to earn your next IT certification? This online Advanced Career training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam. Visit careertraining.ed2go.com/gaston. 75 hours - $1,425 (includes voucher to take certification exam); $795 (no voucher included)

Medical Terminology Series - ONLINE
This online course will teach you medical terminology from an anatomical approach. The series includes - Medical Terminology: A Word Association Approach, and Medical Terminology II: A Focus on Human Disease. Visit online ed2go.com/gaston and search by course title.
48 Hours - $150

MICROSOFT APPLICATIONS FOR BUSINESS
Basic Excel for Business Applications - CLASSROOM
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 KEYWORD: EXCEL 2/2-2/23 T 9a-12p CSB 110

Intermediate Excel for Business Applications - CLASSROOM
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
3/2-3/23 T 9a-12p CSB 110

Advanced Excel for Business Applications - CLASSROOM
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
3/30-4/27 T 9a-12p CSB 110
No class on 4/6

Electronic Notarization (E-Notary) Training - CLASSROOM
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
KEYWORD: NOTARY
1/19 T 9a-12p DSC 208
3/24 W 9a-12p DSC 208
4/27 T 9a-12p LC 123

Notary Public - CLASSROOM
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. The cost for the textbook is $27 + tax. Additional costs include: commission fee, seal, oath of office, and a Notary Public Record Book should also be considered when registering.
7 Hours - $78
KEYWORD: NOTARY
1/11 T 8a-5p CSB 110
1/25 & 1/27 MW 5:30-9:30p KCH 201
2/15 M 8a-5p LC 123
2/27 S 8a-4:30p KCH 201
2/23 T 8a-5p DSC 208
3/16 T 8a-5p LC 123
3/22 & 3/24 MW 5:30-9:30p KCH 201
3/30 T 8a-5p DSC 208
4/6 & 4/8 TTH 5:30-9:30p KCH 201
4/20 T 8a-5p DSC 208
4/28 W 8a-5p LC 123
5/10 & 5/12 MW 5:30-9:30p KCH 201
5/11 T 8a-5p DSC 208
Forklift: Basic Operator - CLASSROOM
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

KEYWORD: FORKLIFT

3/19 F 8a-3p LIF 107
5/14 F 8a-3p LIF 107

Forklift: Train the Trainer - CLASSROOM
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 - $95

KEYWORD: FORKLIFT

4/16 F 8a-4p LIF 107

Nurse Aide I - Certified - CLASSROOM
SCHOLARSHIPS AVAILABLE
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting.
Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. 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)

KEYWORD: NURSE

1/11-5/12 MW 9a-2p DBC 177
1/11-5/12 MW 4-9p DBC 177
1/12-5/13 TTH 9a-2p DBC 179
1/12-5/13 TTH 4-9p DBC 179
1/12-5/13 TTH 9a-2p LC 318

Nurse Aide I - Refresher - CLASSROOM
SCHOLARSHIPS AVAILABLE
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. For class registration information, including dates and times, please contact ConEd@gaston.edu or phone 704.922.2244
40 Hours - $160

KEYWORD: NURSE

2/5-2/26 F 9a-2p DBC 179
3/5-3/29 F 12-5p DBC 179
4/9-4/30 F 9a-2p DBC 179

Nurse Aide II – Certified - CLASSROOM
SCHOLARSHIPS AVAILABLE
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)  

TBA

**Nutrition and Foodservice Professional Training - Certified - CLASSROOM**

**SCHOLARSHIPS AVAILABLE**

This certificate provides a full and comprehensive overview of institution foodservice management. Emphasis is placed on the application of facility design, menu planning, food procurement, inventory control, food safety principles, human resource and financial management and food production. Upon completion, students should be able to work in a health care environment under the supervision of a registered dietitian and be eligible to sit for the national certified dietary managers’ examination.

Employment opportunities include hospitals, correctional centers, nursing homes, public health agencies, schools, retirement centers, hospices, home care agencies, and commercial food service systems.

Course work includes content related to foodservice management, nutrition, and medical nutrition therapy, human resources, and food safety/sanitation.

For an application and more information please contact Dana Rudisill at rudisill.dana@gaston.edu.

270 Hours - $222  

**KEYWORD: NUTRITION**

1/19-5/11  

TTH  

8:30a-3p  

DBC

**Real Estate Brokers Post-License #301: Broker Relationships and Responsibilities - ONLINE**

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.ncrec.gov/Forms/Pubs/RealEstateManualOrderForm.pdf.

30 Hours - $126  

**KEYWORD: REAL ESTATE**

1/12-1/28  

TTH  

4-9p  

Zoom

**Real Estate Brokers Post-License #302: Contracts and Closings - ONLINE**

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: ncrec.gov/Forms/Pubs/RealEstateManualOrderForm.pdf.

30 Hours - $126  

**KEYWORD: REAL ESTATE**

2/16-2/25  

TWTH  

4-9p  

Zoom
Real Estate Brokers Post-License #303: NC Law, Rules, and Legal Concepts - ONLINE
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: ncrc.gov/Forms/Pubs/RealEstateManualOrderForm.pdf. 30 Hours - $126  
KEYWORD: REAL ESTATE
3/9-3/25  TTH  4-9p  Zoom

SQL Series - ONLINE
In this online course you will learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. The series includes both an introduction and intermediate SQL class. Visit online ed2go.com/gaston and search by course title. 48 Hours - $150

TEAS Prep - CLASSROOM
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  
KEYWORD: TEAS
2/1-2/4  M-TH  5p-9p  DSC 215
3/1-3/4  M-TH  5p-9p  DSC 215
4/5-4/8  M-TH  5p-9p  DSC 215
5/3-5/6  M-TH  5p-9p  DSC 215

Therapeutic Massage Practitioner I - CLASSROOM
SCHOLARSHIP AVAILABLE
This course is part of a two-part certificate series: Massage Practitioner I and Massage Practitioner II
Massage Practitioner I introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. The course prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Upon completion of certificate series I and II, the student will be eligible to sit for the MBLex which is the Massage and Bodywork licensing exam. Once the graduate passes the MBLex exam, they will be able to apply for a state license in North Carolina for Massage and Bodywork.

Pre-Requisites:
• Per the North Carolina State Board of Massage students must be at least 18 years of age by the first day of class. 293 hours - $207  
KEYWORD: MASSAGE
For an application and more information please contact Monica Phillips at phillips.monica@gaston.edu.
1/11-5/12  MWF  9-5p  DBC 190
1/11-5/6  M-TH  5-10p  DBC 190
CUSTOMIZED TRAINING PROGRAM

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.

Businesses and industries eligible for support through the Customized Training Program include:

- Manufacturing
- Technology Intensive Businesses such as Information Technology and Life Sciences
- Regional or National Warehousing and Distribution Centers
- Customer Support Centers
- Air Courier Services
- National Headquarters with operations outside North Carolina
- Civil Service employees providing technical support to U.S. military installations located in North Carolina
Computers for Medical Office - CLASSROOM
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. Register by attending the first day of class.

1/11-1/21 M-TH 8a-12p DSC 211
1/25-2/4 M-TH 8a-12p DSC 211
2/8-2/18 M-TH 8a-12p DSC 211
2/22-3/4 M-TH 8a-12p DSC 211
3/8-3/18 M-TH 8a-12p DSC 211
3/22-4/1 M-TH 8a-12p DSC 211
4/12-4/22 M-TH 8a-12p DSC 211
4/26-5/6 M-TH 8a-12p DSC 211
5/10-5/20 M-TH 8a-12p DSC 211

Basic Computer Technology Awareness - CLASSROOM
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). Register by attending the first day of class.

1/11-1/21 M-TH 12:30-4:30p DSC 211
1/25-2/4 M-TH 12:30-4:30p DSC 211
2/8-2/18 M-TH 12:30-4:30p DSC 211
2/22-3/4 M-TH 12:30-4:30p DSC 211
3/8-3/18 M-TH 12:30-4:30p DSC 211
3/22-4/1 M-TH 12:30-4:30p DSC 211
4/12-4/22 M-TH 12:30-4:30p DSC 211
4/26-5/6 M-TH 12:30-4:30p DSC 211
5/10-5/20 M-TH 12:30-4:30p DSC 211

HUMAN RESOURCES DEVELOPMENT
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 educational 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.
Pathways to DSS-NC Fast
Learn the skills necessary to become an Income Maintenance Caseworker within the Department of Social Services agencies of the state of North Carolina.

Email HRD@gaston.edu for date(s) 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! Register by attending the first day of class.

NCWorks Career Center
1391 Bessemer City Rd., Gastonia
• Tuesdays & Thursdays: 8:30a-12:30p

National Career Readiness Certification (NCRC) - ONLINE
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.

careerassistance@gaston.edu
How to Start a Business - CLASSROOM
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.

1/25 M 6:30-9:30p LC 120
1/28 TH 6:30-9:30p KCC 219

How to Write a Business Plan - CLASSROOM
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.

2/1 M 6:30-9p LC 120
2/4 TH 6:30-9p KCC 219

Basics of Bookkeeping - CLASSROOM
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.

2/15 M 6:30-9p LC 120
2/18 TH 6:30-9p KCC 219

Your Small Business Taxes - CLASSROOM
Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business.

2/22 M 6:30-9p LC 120
2/25 TH 6:30-9p KCC 219

Human Resources for Business Owners - CLASSROOM
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.

3/1  M  6:30-9p  LC 120  
3/4  TH  6:30-9p  KCC 219  

Financing Your Small Business - CLASSROOM  
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.

3/8  M  6:30-9p  LC 120  
3/11 TH  6:30-9p  KCC 219  

Marketing Your Business - CLASSROOM  
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.

3/15 M  6:30-9p  LC 120  
3/18 TH  6:30-9p  KCC 219  

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

3/22 M  6:30-9p  LC 120  
3/25 TH  6:30-9p  KCC 219  

How to Find Your Customers - CLASSROOM  
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.

4/12 M  6:30-9p  LC 120  
4/15 TH  6:30-9p  KCC 219  

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

4/19 M  6:30-9p  LC 120  
4/22 TH  6:30-9p  KCC 219
Online - ed2go
Continuing Ed & Advanced Career Training

ONLINE CLASSES OFFERED 24/7 - ed2go.com/gaston

Gaston College, in partnership with ed2go, offers non-credit continuing education courses over the internet. Enroll and study in the privacy of your own home at times that are most convenient to you. Most courses run for six weeks and are composed of 12 lessons.

Classes with Top Enrollment

Arts & Design
Business
Computer Applications
Computer Science
Construction & Trades
Health & Fitness
Hospitality

Information Technology
Languages
Legal
Math & Science
Teacher Professional Development
Test Prep
Writing

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

ONLINE ADVANCED CAREER TRAINING - careertraining.ed2go.com/gaston

Gaston College offers over 300 career training programs in partnership with ed2go. Online open enrollment programs are designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

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 questions or concerns, as well as encouraging and motivating you to succeed.

Career Training with Top Enrollment

Arts & Design
Business
Computer Applications
Computer Science
Construction & Trades
Health & Fitness
Hospitality
Information Technology
Languages
Legal
Teacher Professional Development
Writing

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

Continuing Education Spring 2021
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 Dallas Campus:
email butler.belinda@gaston.edu or call 704.922.6545.
On the Lincoln Campus:
email propst.tonya@gaston.edu or call 704.748.5205.

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:

Adult High School (AHS) - ONLINE
To enroll in the Adult High School Diploma Program, you must attend an Adult High School Student Success Class (SSC) online. There will be at least two opportunities per month to attend one of the in-person classes. You may choose a morning class which meets from 10-11:30a, or an evening class which meets from 5:30-7:30p. 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.

BASIC SKILLS + DIPLOMA + TRAINING = SUCCESS

Are you seeking your High School Equivalency diploma or Adult High School diploma? Interested in training for a high-demand career?

GASTON COLLEGE HAS A PROGRAM FOR YOU!

The Basic Skills Plus program allows Adult High School and High School Equivalency students an opportunity to co-enroll in the Computer-Integrated Machining Technology Program, Welding, Nurse Aide I or Office Administration Program while working toward their diploma tuition-free. Students must apply and meet certain eligibility requirements before entering the program. Call 704.922.2268 for more information.
emailing interest to hissom.debra@gaston.edu or probst.tonya@gaston.edu. All documents and requirements must be available for online registration before a spot will be reserved. You will be contacted with a date and time once necessary documents are available.

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

1. VALID 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, must be mailed to: Debra Hissom, 201 Hwy 321 S, Dallas, NC 28034. Transcripts 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 or can be accessed on the Adult High School web page or requested to be sent via email.

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

You will begin your AHS classes immediately following completion of your Student Success Class. AHS Classes are currently completely online. Classes are available 24/7 during the school year for currently registered students.

High School Equivalency (HSE) - CLASSROOM (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 Tuesdays and meet for several days during the week. The student must choose a morning class which meets from 9a-12p or an evening class which meets from 5-8p. 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 - CLASSROOM
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**

**OBD II Emissions - CLASSROOM**
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**

**Vehicle Escort Operator Certification - CLASSROOM**
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**

**OBD II Emissions – Renewal - CLASSROOM**
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**

**MOTORCYCLE SAFETY**

3-Wheel Basic Rider Course - CLASSROOM
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). MSF Certified RiderCoaches conduct the
course, 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 - $99*

*Promotional Rate through CanAm. Register through the following link: can-am.brp.com/spyder/learntoride/registration.html.

Motorcycle Basic Rider Course - CLASSROOM

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)

KEYWORD: MOTOR

DEFENSIVE DRIVING - CLASSROOM

Online Pre-Registration Available at https://goo.gl/forms/WO7ZiZWQvavI4QUo2
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.

go.gl/forms/WO7ZiZWQvavI4 QUo2

8 Hours - $115

KEYWORD: DYNAMICS

Alive at 25 - CLASSROOM

According to highway safety statistics, in-experienced 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.

go.gl/forms/WO7ZiZWQvavI4QUo2

4 Hours - $80

KEYWORD: ALIVE
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.

Defensive Driving Course (DDC-4) - CLASSROOM
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.** goo.gl/forms/WO7zIZWqVav4QUo2.

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<th>Day</th>
<th>Time</th>
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The U.S. Bureau of Labor Statistics projects that employment of heavy and tractor-trailer truck drivers will grow due to the increased demand for goods, which will require more truck drivers to keep supply chains moving. To meet the need, trucking companies actively seek quality student drivers right out of school, and females are encouraged to train for the profession.

**TRUCK DRIVER TRAINING**

**SCHOLARSHIPS AVAILABLE**

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.

<table>
<thead>
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<td>8a-5p</td>
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<td>5/25-8/3</td>
<td>M-F</td>
<td>8a-5p</td>
<td>CFT</td>
</tr>
</tbody>
</table>

**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.
Private/Sport Pilot Ground School - CLASSROOM
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 - $191  KEYWORD: PILOT
1/26-4/15  TTH  6:30 - 9:30p  DSC 219

Blogging and Podcasting for Beginners – ONLINE
You will learn how to plan and create your very own blog and podcast in this online course that provides hands-on exercises and free web tools. Visit ed2go.com/gaston and search by the course title.
24 hours - $85

Genealogy and Family History, Advanced - CLASSROOM
The Advanced Genealogy class will provide comprehensive research opportunities, exposure to various and unique documents, exposure to valid genealogical research strategies, and will allow for field trips. Each student will be asked to select a project to complete by the end of class for publication, which may include document abstracts or transcriptions or an article solving a genealogical problem. The class emphasizes mutual communication among the participants.
20 Hours - $57  KEYWORD: GENEALOGY
1/28-4/1  TH  7-9p  DSC 206

Paint with Me - CLASSROOM
Instructor will provide you with a special theme each week, allowing you to take home your finished painting at the end of the night! Classes provide a judgment-free painting space where you can feel comfortable no matter your experience level. Express your creativity in color through these fun and fulfilling acrylic painting classes. Supplies will be provided. You must register individually for each weekly class you choose to take.
3 hours - $40  KEYWORD: PAINT
Dates TBD  DSC 215

Learn to Crochet-Beginners - CLASSROOM
Have you been looking for a new hobby? Wouldn’t you like to learn how to crochet and make some thoughtful gifts for your family and friends? Our beginning crochet class will teach you the two basic crochet stitches—single and double crochet. Learning these techniques will allow you to create a variety of patterns to make a pretty scarf to keep you warm this winter. This fun class will also explain the different types of yarns and how to read a crochet pattern. How to choose yarn will be covered in the first class.
8 hours - $35  KEYWORD: CROCHET
Dates TBD  DSC 206

Continuing Education Spring 2021
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 visitgaston.edu.

EMERGENCY MEDICAL SERVICES

Certifications include:
- Emergency Medical Technician (EMT)- Fall, Spring and Summer
- Emergency Medical Technician (EMT)-Spring - HYBRID
- Paramedic - HYBRID
- Paramedic Associate Degree
- Paramedic to Associate Degree (A.A.S.) Bridge

Specialized courses available throughout the year include:
- Critical Care Paramedic (CCP-C) / Certified Flight Paramedic (FP-C) IBSC and BCCTPC Certification Prep Course-Spring
- Certified Critical Care Paramedic (CCP-C) IBSC and BCCTPC Certification Prep Course-Fall
- Anatomy and Physiology for EMS - ONLINE
- PHTLS, AMLS, PEPP, ACLS and PALS
- EMS Instructor Methodology Level I-Spring
- Paramedic NCCP Recertification for NCEMS and National Registry of EMTs-Spring and Fall

Employment opportunities include:
- Emergency Medical Service (EMS)
- Critical Care Transport
- Helicopter Emergency Medical Service (HEMS)
- 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 704.922.2272
Basic Law Enforcement Training
Criminal Justice Academy

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
- Successfully complete the reading placement test
- Be physically fit
- Have a High School diploma or GED®
- Pass the criminal history background check
- Complete a Gaston College application

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

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** Gaston College Motorcycle Range, behind Ashbrook HS at 2222 S. 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: [gaston.edu/locations-maps-directions](http://gaston.edu/locations-maps-directions).
FAQs and How to Register

FREQUENTLY ASKED QUESTIONS

What is your refund policy?
If a student officially drops from a class or classes before the 10 percent date of the class(es), a 75 percent tuition refund will be given for the class(es) dropped. A 100% refund will be made if the student drops from the class prior to the class start date. No refunds will be given after the 10 percent date. If a course fails to materialize, refunds are automatically processed. (The refund policy is subject to change. Refunds of tuition will be issued in accordance with the current state and college policy.) To request a refund or transfer, please email gcregistrar@gaston.edu or call 704.922.6232.

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 paying 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 20.

What happens if the class changes?
When a class date or location changes, all registered students will be contacted by email and/or phone.

ADA STATEMENT
Individuals needing reasonable accommodations to attend or participate in any college-sponsored activity or event should contact the Accessibility Counselor for assistance with arrangements. Please give 1 to 2 weeks advance notice. Contact Dow-Shaw. ZaMyra@gaston.edu or call 704.922.6224.

HOW TO REGISTER

Online:
1. Visit 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 KEYWORD (listed in the class description) 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:
Dallas Campus
Myers Center, 2nd Floor
201 Highway 321 South
Dallas, NC 28034

Monday-Thursday: 8:30a-5p
Friday: 8:30-11:30a

REGISTERING FOR AN ed2go ONLINE COURSE

Registration and payment for ed2go classes at ed2go.com/gaston/. For Advanced Career Training classes go to careertraining.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.
Directions:

Coming from the North. Take exit #27 from I-85 South. Turn left at top of exit ramp onto Hwy. 273. Travel approximately 1/3 mile (3rd stop light) and turn left on Hwy. 74. Travel approximately 2/3 mile until you reach the Gaston College Kimbrell Campus on your right.

Coming from the South. Take exit #27 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 Kimbrell Campus on your right.
Directions:
From Gastonia: Travel north on 321. Take exit 20 (High Shoals/Lincolnton/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.
Participants in the GASTON COLLEGE APPRENTICESHIP 321 program receive job-specific training and a cost-free education from Gaston College while earning a salary from local employers. Pathways currently available in Apprenticeship 321 are Advanced Manufacturing (Industrial Electrician, Mechatronics, Tool & Die, HVAC, etc.), Paramedic Medicine, CNA I and CNA II.

The YOUTH APPRENTICESHIP program allows high school juniors and seniors to take Career & College Promise (CCP) or Career & Technical Education (CTE) classes while learning about partner companies via tours, interviews, or actual work experience in order to prepare them for an apprenticeship through Apprenticeship 321.

For more information about the Apprenticeship 321 program, visit gaston.edu/apprenticeship-321/ or contact Jill Hendrix, Director, Apprenticeships and Work-Based Learning, at 704.922.6521 or apprenticeships@gaston.edu.
The Certified Production Technician course benefits both employees and employers. The program raises the performance level of production workers and assists workers in finding higher-wage jobs. Employers receive a prepared workforce that will boost their companies’ productivity and competitiveness. This prepares participants to take the four Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) certification examinations. Each participant receives a printed and bound workbook for each unit.

Each participant must pass all four modules to receive a certificate. Each module consists of 32 hours of classroom time and 8 hours on-line.

Cost: $940 – This includes all workbooks, certifications and the one-time MSSC program registration fee. The program is WIOA-approved. Scholarships are available through Gaston College for those meeting eligibility requirements.

To register for these courses, call Emily Hansley at 704.748.5259 or email hansley.emily@gaston.edu