SPRING 2022
CONTINUING EDUCATION CLASSES & MORE
gaston.edu
Scholarships Available

Gaston College Continuing Education students are encouraged to apply for the SECU (State Employees Credit Union) scholarship that helps cover the cost of tuition, fees, books, supplies, credentialing tests, and other components of the cost of attendance. Scholarship awards are determined based on financial need and will be awarded before the end of the course. The following programs are eligible for the scholarships:

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

For more information about this scholarship 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 health care 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.

Electronic Notarization (E-Notary) Training – CLASSROOM
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. Required textbook is included in the price of the course. 5 Hours – $83  KEYWORD: NOTARY

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Introduction to Computer Skills – ONLINE
This online course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications.  KEYWORD: COMPUTER

Contact ConEd@gaston.edu or call 704.922.2244 for more information.

Notary Public – CLASSROOM
This is a required course to obtain a commission as a Notary Public in North Carolina. 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. Required textbook (North Carolina Notary Public Manual, 2016) is
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, please contact Barbara Burgess at 704.922.6469 or burgess.barbara@gaston.edu.

160 Hours – $230  KEYWORD: NURSE

1/10-5/11  MW  9a–2p  DBC 179
1/10-5/11  MW  4–9p  DBC 179
1/10-5/11  MW  4–9p  LC 308
1/11-5/12  TTH  9a–2p  DBC 177
1/11-5/12  TTH  4–9p  DBC 177
1/11-5/12  TTH  9a–2p  LC 308

Nurse Aide I – Refresher – HYBRID

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. This course includes classroom and online instruction hours. For more information, please contact ConEd@gaston.edu or phone 704.922.2244.

40 Hours – $160  KEYWORD: NURSE

2/4-2/25  F  9a–2p  LC 308/318
3/4-4/1  F  9a–2p  LC 308/318
4/8-5/6  F  9a–2p  LC 308/318

TEAS Prep – CLASSROOM

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

Forklift: Basic Operator – CLASSROOM

Gain the fundamental knowledge and skills necessary to operate a sit-down counterbalanced, LP gas-powered forklift. 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

3/18  F  8a–3p  LIF 107
4/08  F  8a–3p  LIF 107
5/06  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

Please contact Emily Hansley at hansley.emily@gaston.edu or 704.748.5259

available in the college bookstore and must be purchased before entering the Notary Public class. Additional costs include: textbook, commission fee, seal, oath of office, and a Notary Public Record Book.

8 Hours – $78  KEYWORD: EDUCATION

1/10  M  8a–5p  LC 123
1/10 & 1/12  MW  5:30–9:30p  KCH 201
1/19  W  8a–5p  DSC 208
2/19  S  8a–4:30p  KCH 201
2/21  M  8a–5p  LC 123
2/23  W  8a–5p  DSC 208
3/7 & 3/9  MW  5:30–9:30p  KCH 201
3/14  M  8a–5p  LC 123
3/23  W  8a–5p  DSC 208
4/2  S  8a–4:30p  KCH 201
4/18  M  8a–5p  LC 123
4/25  M  8a–5p  DSC 208
5/9  M  8a–5p  DSC 208
5/9 & 5/11  MW  5:30–9:30p  KCH 201

Please contact Emily Hansley at hansley.emily@gaston.edu or 704.748.5259.
Gaston College’s Small Business Center (SBC) is proud to serve small business owners and entrepreneurs with complimentary seminars, a resource center, and one-on-one counseling. As part of a network of experienced SBCs across North Carolina, we’re dedicated to helping small businesses thrive. Our SBC understands the unique challenges that local businesses encounter, and we’re ready to offer professional advice and instruction. Seminar sessions start in January 2022.

FREE seminars include the following:

**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.

1/24 M 6:30–9p Online

**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.

1/31 M 6:30–9p Online

**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.

2/7 M 6:30–9p Online

**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. 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.

2/21 M 6:30–9p Online

**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? 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.

2/28  M  6:30–9p  Online

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.

3/7  M  6:30–9p  Online

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, find the competition and potential customers interested in your proposed product or service.

3/14  M  6:30–9p  Online

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

3/22  M  6:30–9p  Online

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.

TBA  M  6:30–9p  Online

How to Build a Wix Website
This step-by-step guide will empower you to express yourself and build your online presence no matter what type of entrepreneur you are. You’ll find specialized features to create a professional website and manage your business with Wix.

3/2  T  6–8:30p  Online

The Basics of Selling on Ebay
A great seminar for the “beginner”, small business owner, or the entrepreneur wanting to make eBay a primary business tool. During this fast-paced session, learn best practices to use when setting up an account, listing items for sale, taking payments, and shipping. Topics will include eBay appraisals and research, registering on eBay and starting a seller’s account, choosing formats & categories, writing descriptions that sell, submitting photos, feedback, starting up and using a PayPal account, shipping tips and pricing philosophies that will make you an eBay Top Rated Seller!!

3/9  WT  6:30– 8:30p  Online
Successful Sales on Amazon
In this seminar you’ll learn how the secrets of Amazon’s Search Algorithm, how to register & choose the account that fits your goals and list an item on Amazon for free to maximize your profitability. You’ll learn how to ship your items or let Amazon ship them for you with “Fulfillment by Amazon” (FBA) shipping services. Learn how to make the most money with every sale. Amazon is the fastest way to start selling online. Sell just a few items and pay no monthly fee with the Individual plan or choose the Small Business subscription for unlimited selling.

3/16 W 6:30–8:30p Online

Growing your Business on Etsy
See just how easy it is to Grow Your Brand with a wealth of new customers and promotional SEO tools. Learn how to register and start selling on Etsy.

Share the story of your craft in your profile, item photos, and shop banner. Escape the 9-5 grind and focus on your passion. You will be guided through planning the basics of your small business strategy and given an in-depth look at Etsy’s tools to help you succeed online.

3/23 W 6:30–8:30p Online

Facebook Shops & Facebook Marketplace
Learn to create a Facebook shop! If you sell products online and you don’t have a Facebook shop, you’re missing a huge opportunity. We will show you just how easy it is to “Sell to the World” for free.

3/30 W 6:30–8:30p Online

For more information, or to pre-register, visit gaston.edu/sbc-events, or call 704.922.6447.

CAREER/EMPLOYABILITY SKILLS
Gaston College’s Human Resources Development (HRD) program offers Employability Skills classes to help you prepare for that new career path.

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 needed skills today. CALL 704.922.2244 or email HRD@gaston.edu.

Employability Lab
Drop-in lab at the NCWorks Career Center Lab offers help with creating resumes, interviewing skills, or basic computer skills. No appointment needed!

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

• Tuesdays & Thursdays: 8:30a–12:30p

Resume Lab
Drop-in lab at the NCWorks Career Center Lab offers help with creating resumes, interviewing skills, or basic computer skills. No appointment needed!

NCWorks Career Center - Lincoln
529 N. Aspen St., Lincolnton

• Wednesdays: 9a–1p
ONLINE CLASSES OFFERED
24/7
ed2go.com/gaston

Gaston College, in partnership with ed2go, offers a wide selection of 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.

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.

Please visit careertraining.ed2go.com/gaston to see a complete course list.
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:
Contact butler.belinda@gaston.edu | 704.922.6545
OR mcintyre.tammy@gaston.edu | 704.922.6319.

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 (AHS) 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 classes via Zoom. You may choose a morning or evening SSC. Students will receive academic counseling and further information about the program. Applicants will need to use a computer with webcam and need a strong internet connection for SSC.

Classes will begin immediately following successful completion of SSC. Classes are available 24/7 for all registered students, with end of semester breaks in June and December.

Online orientations are by reservation by filling out the contact form that can be accessed at the Adult High School page on gaston.edu. Students will need to provide the following items to attend the AHS Student Success Class:
1. VALID driver’s license, ID or any government-issued photo ID.
2. Social Security or Tax Identification.

3. Unopened, official transcript from the last school attended, brought in person or mailed to: Debra Hissom, 201 Hwy 321 S, Dallas, NC 28034. Your last school may send transcripts electronically to Admissions. Transcripts will be evaluated to determine credits that may be transferred to the AHS Program.

If you are 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 AHS web page or requested via email.

For more information on the Minor Packet, please contact Belinda Butler, 704.922.6545.

Questions?
Email hissom.debra@gaston.edu or propst.tonya@gaston.edu.

High School Equivalency (HSE) (formerly known as GED®) – CLASSROOM and ONLINE

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 location:

Dallas Campus, Pearson Life Skills Building

For more information please call: 704.922.6545 or 704.922.6320
AUTOMOTIVE

NC Auto Safety – CLASSROOM
This is the state-required certification for all individuals seeking authorization to perform annual motor vehicle safety inspections. This course is used for new and renewal certifications as required by the DMV.
8 Hours – $90  KEYWORD: AUTO

1/11–1/12  TW  6–10p  DSC 208
1/18–1/19  TW  6–10p  DSC 206
2/8–2/9  TW  6–10p  DSC 208
2/15–2/16  TW  6–10p  DSC 206
3/15–3/16  TW  6–10p  DSC 208
4/5–4/6  TW  6–10p  DSC 208
4/11–4/12  MT  6–10p  DSC 206
5/3–5/4  TW  6–10p  DSC 208
5/10–5/11  TW  6–10p  DSC 208

OBD II Emissions – CLASSROOM
This eight-hour course will allow inspectors to become certified in emissions inspections required by NC Department of Motor Vehicles.
8 Hours – $90  KEYWORD: OBD

1/24–1/25  MT  6–10p  DSC 208
2/21–2/22  MT  6–10p  DSC 208
4/25–4/26  MT  6–10p  DSC 208
5/23–5/24  MT  6–10p  DSC 208

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.
8 Hours – $90  KEYWORD: OBD

1/18–1/19  TW  6–10p  DSC 208
2/15–2/16  TW  6–10p  DSC 208
3/21–3/22  MT  6–10p  DSC 208
4/11–4/12  MT  6–10p  DSC 208
5/16–5/17  MT  6–10p  DSC 208

Vehicle Escort Operator Certification – CLASSROOM
Escort Vehicle Operator Certification course (8 Hours) provides the Certification required by the North Carolina Department of Transportation for oversize/overweight vehicle escorts.
8 Hours – $100  KEYWORD: ESCORT

2/17  TH  8a–5p  DSC 208
4/21  TH  8a–5p  DSC 208

Vehicle Escort Operator Renewal – CLASSROOM
Escort Vehicle Operator Renewal course (4 Hours) provides the Renewal Certification required by the North Carolina Department of Transportation for oversize/overweight vehicle escorts.
4 Hours – $80  KEYWORD: ESCORT

1/11  T  8a–12p  DSC 208
3/8  T  8a–12p  DSC 208
5/10  T  8a–12p  DSC 208
MOTORCYCLE SAFETY

3-Wheel Basic Rider Course – CLASSROOM
This is a basic, entry-level, learn-to-ride 3-wheel motorcycle training and education course. 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*

*Mandatory 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. Two hours of the class will be completed online. 18 Hours – $199 (insurance included) KEYWORD: MOTOR

1/29–1/30 SSU 8a–5p AHS 100
2/5–2/6 SSU 8a–5p AHS 100
2/19–2/20 SSU 8a–5p AHS 100
2/26–2/27 SSU 8a–5p AHS 100
3/12–3/13 SSU 8a–5p AHS 100
4/9–4/10 SSU 8a–5p AHS 100
5/7–5/8 SSU 8a–5p AHS 100

DEFENSIVE DRIVING

Online Pre-Registration Available at goo.gl/forms/wo7ziWQqav4QUo2
Please email ConEd@gaston.edu for more information.

Attitudinal Driving Dynamics (ADD-8)
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. 8 Hours – $115 KEYWORD: DYNAMICS

1/12 W 8a–5p DSC 206
1/27 TH 8a–5p DSC 206
2/2 W 8a–5p DSC 206
2/17 TH 8a–5p DSC 206
3/2 W 8a–5p DSC 206
3/24 TH 8a–5p DSC 206
4/6 W 8a–5p DSC 206
4/21 TH 8a–5p DSC 206
5/4 W 8a–5p DSC 206
5/26 TH 8a–5p DSC 206

Alive at 25 – CLASSROOM
The Alive at 25 program is designed to assist drivers between the ages of 16-24 in making good driving decisions. 4 Hours – $80 KEYWORD: ALIVE

1/12 W 5–9p LC 125
1/18 T 5–9p DSC 205
1/26 W 5–9p DSC 205
2/9 W 5–9p LC 125
2/15 T 5–9p DSC 205
2/23 W 5–9p DSC 205
3/2 W 5–9p LC 125
3/15 T 5–9p DSC 205
3/23 W 5–9p DSC 205
4/12 T 5–9p DSC 205
4/20 W 5–9p LC 125
5/4 W 5–9p LC 125

Continuing Education Spring 2022
Defensive Driving Course (DDC-4) – CLASSROOM
This course satisfies court-ordered and attorney-ordered 4-hour classes. Businesses can also utilize this class for employees who drive company vehicles.

4 Hours – $80  KEYWORD: DEFENSIVE

1/13  TH  8:30a–12:30p  DSC 205
1/22  S  8:30a–12:30p  DSC 205
1/25  T  5:30–9:30p  DSC 205
2/10  TH  8:30a–12:30p  DSC 205
2/19  S  8:30a–12:30p  DSC 205
2/22  T  5:30–9:30p  DSC 205
3/3  TH  8:30a–12:30p  DSC 205
3/19  S  8:30a–12:30p  DSC 205
3/29  T  5:30–9:30p  DSC 205
4/7  TH  8:30a–12:30p  DSC 205
4/23  S  8:30a–12:30p  DSC 205
4/26  S  8:30a–12:30p  DSC 205
5/5  TH  8:30a–12:30p  DSC 205
5/14  S  8:30a–12:30p  DSC 205
5/31  T  5:30–9:30p  DSC 205

TRUCK DRIVER TRAINING

Truck Driver Training – CLASSROOM
The Truck Driver Training 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.

For more information, email CDL@gaston.edu

12/2  TH  10a  Orientation*
1/12–3/17  M–F  8a–5p  CFT
4/27  W  10a  Orientation*
5/18–7/27  M–F  8a–5p  CFT

*You must attend the mandatory orientation to be eligible to enroll in the class. Classes are filled at orientation on a first-come, first-serve basis. Class space is limited. Orientation is held at the Dallas Campus, Dalpiaz Bldg. Room 208

Get on the Road to a Rewarding Career

The Truck Driver Training Program at Gaston College, a collaborative program with Caldwell Community College and Technical Institute, gives you the training required to operate tractor-trailer rigs, get your commercial driver’s license (CDL) and become a professional truck driver. Trucking companies actively seek quality student drivers right out of school. In 8 ½ weeks, you can complete the program and have the skills for an industry with:

- Strong career prospects
- Steady, well-paying jobs
- Opportunities for flexibility

Scholarships may be available. For more information, see details inside the front cover.

The Gaston College Driver Training Program is certified by the Professional Truck Driver Training Institute (PTDI).
Genealogy and Family History, Advanced – ONLINE via Zoom

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, transcriptions or an article solving a genealogical problem. The class emphasizes mutual communication among the participants.

20 Hours – $57  KEYWORD: GENEALOGY
1/27–4/7  TH  7–9p  Zoom

Gunsmith Toolmaking Advanced
This course is a continuation of the previously offered Gunsmith Toolmaking Basic class. Upon completion, the students will manufacture tools necessary for the gunsmithing trade, and will perform basic operations of measuring, layout, drilling, sawing, turning, and milling following safe practices in these manufacturing processes.

Students will need a project gun to bring to class.

Student must possess either a pistol purchase permit from the local Sheriff’s office or a state issued concealed carry permit.

Prerequisite: Basic Gunsmith Toolmaking
90 Hours – $200  KEYWORD: GUN
1/24–3/23  MW  5–10p  CAM 101

LEARN GUNSMITH TOOLMAKING
If you handle guns for work or as a hobby, knowing basic firearm safety and how to inspect parts and disassemble and assemble a firearm is essential. With our Gunsmith Toolmaking classes, you can also learn machining operations related to the gunsmithing industry and gain the skills to inspect and repair firearms and manufacture gunsmithing tools.

For details see the class description and requirements above.

For more information, email ConEd@gaston.edu or call 704.922.2244.
EMERGENCY MEDICAL SERVICES

Certifications include:
• Emergency Medical Technician (EMT) - Fall, Spring and Summer
• 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
• PHTLS, AMLS, PEPP, ACLS and PALS
• EMS Instructor Methodology Level I - Spring
• Paramedic NCCP Recertification for NCEMS and National Registry of EMTs - Spring

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 information contact the Department for EMS Education:
gcems@gaston.edu or call 704.922.2311

WE WANT TO HEAR FROM YOU!
• Do you and your coworkers need training on a job-related skill?
• Are you part of a community group that would like training on a specific topic?
• Do you and a group of friends want to learn a new hobby?
• We can schedule innovative programs to meet community needs at your location.

For more information, email ConEd@gaston.edu. 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.
BASIC LAW ENFORCEMENT TRAINING
CRIMINAL JUSTICE ACADEMY

This certificate level 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, divided into: 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.

CLASSES BEGIN IN JANUARY AND JULY OF EACH YEAR.

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

FIRE & RESCUE TRAINING

Gaston College’s Fire Protection 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 information contact Josh Crisp at 704.922.6258 or Ann Davis at 704.922.6256
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  Dallas Campus, Albright Public Safety Building,
CAM  Center for Advanced Manufacturing, 870 Gastonia Technology Parkway, Gastonia
CAS  Dallas Campus, Craig Building
CET  Dallas Campus, Comer Engineering &Technology Building
CFT  International Express Trucking, Inc., 1201 East Church St., Cherryville
CSB  Lincoln Campus, Cochrane Science Building, 511 South Aspen St., Lincolnton
DBC  Dallas Campus, David Belk Cannon Health Education Institute
DSC  Dallas Campus, Dalpiaz Student Success Center
KCC  Kimbrell Campus, Classroom Building, Belmont
KCH  Kimbrell Campus, Harney Hall, Belmont
LC  Lincoln Campus, 511 South Aspen St., Lincolnton
LIF  Dallas Campus, Pearson Life Skills Building
PTI  Dallas Campus, Pharr Trade and Industrial Center

Campus maps and directions can be found on the Gaston College website: gaston.edu/locations–maps–directions.
FREQUENTLY ASKED QUESTIONS

What is your refund policy?
If a student officially drops from a class or classes before the 10% of the class(es), a 75% 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% point. 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 Gaston College Bookstore can inform you of the cost of your textbooks. 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: 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 15.

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 accommodatons 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 FL
201 Highway 321 South
Dallas, NC 28034
M–TH: 8:30a–5:30p | F: 8:30–11a

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.

GC SAFE
The GC Safe plan, our guide for campus safety and health during COVID-19, is available at gaston.edu/gcsafe.
The EWD Division offers a full range of credit and noncredit courses in a traditional classroom format, on-line, or a hybrid of the two. The classes lead to degrees or business/industry certification or are designed to build essential job skills.

Apprenticeship 321 | Jill Hendrix, Director

Apprenticeship 321 cultivates highly skilled workers who can enter the workforce immediately upon completing the program. Successful apprentices will qualify for nationally recognized certifications and academic credentials from Gaston College.

Criminal Justice Academy | Calvin Shaw, Director

The Criminal Justice Academy serves regional criminal justice agencies with a wide range of professional courses to maintain and supplement their specialized training needs.

Customized Training | Emily Hansley, Director

Our customized, on-site training and professional development seminars cover a diverse range of topics. Special training funds are available for job growth, productivity enhancement, or technology investment.

Department for EMS Education | Kim Parsley, Interim Director

EMS Education provides initial, continuing, and advanced education for Emergency Medical Services in conjunction with the NC office of EMS and guidelines set by CoAEMPS, a national accrediting body. We also serve as a training center for the American Heart Association.

Fire and Rescue Training Regional Emergency Services Training Center (RESTC) | Josh Crisp, Director

RESTC assists local municipal and volunteer fire departments and rescue squads in the overall training of firefighter and rescue personnel, and provides basic, continuing, and advanced training in all areas of emergency services.

Life Skills | Becky McLain, Director

Programs are designed to raise literacy rates and provide a basic education. No fee for instruction for most programs. Program areas include:

- Adult Basic Education Program (ABE)
- Adult High School (AHS)
- English as a Second Language (ESL)
- Gaston College Youth Works Program
- High School Equivalency (HSE) Preparation and Testing

Small Business Center | Dr. Hannah Angel, Director

The Small Business Center provides no-fee consulting and seminars for small business owners and/or prospective owners. It is one of 58 small business centers comprising the NC Community College Small Business Center Network.

Work-Based Learning & Placement | Joy Morrow, Job Developer/Coordinator

Work-based Learning and Placement (WBLP) provides employers, students, and alumni with opportunities to connect via classes and job placement services.

Workforce Development | Jodi Huffman, Director

Workforce Development programs lead to short-term certifications in fields such as Certified Nurse Aide I & II, Truck Driver Training (CDL), Notary & Electronic Notary, Auto Inspection, Escort Vehicle, and Defensive Driving. Career/Employability Skills courses are provided at no cost to assist the unemployed and the underemployed.
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, Tool & Die, HVAC, etc.), Paramedic Medicine and CNA I & 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 of Apprenticeship 321, at 704.922.6521 or apprenticeships@gaston.edu.