

WELCOME! From Dr. Linda Greer, Vice President for Economic and Workforce Development

As the largest, most diverse division of the College, the Division of Economic and Workforce Development (Continuing Education) provides a wide range of classes in over 100 locations throughout Gaston and Lincoln counties.

Our friendly, competent staff and instructors are customer-focused. We can customize classes to meet your specific needs and offer them at one of our many convenient locations or on-site at your place of business.

If you desire the convenience and flexibility of an online course, we offer hundreds of courses that can be taken in the privacy of your home or at your place of business—where you want them—when you want them!

We look forward to the opportunity of serving you as you strive to develop professionally and personally. Please visit “Ask GC” for information on the many options provided at Gaston College.

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Legend for Class Details

Throughout this schedule you will see information provided in the following format. Please pay particular attention to these sections as they provide the days the class will meet, the dates of meeting, as well as the time, building name, room number, and class identification number (CIN).

Class Name - Class description and information. - Total amount of class time - Cost of class

SU - Sun. M - Mon. T - Tues. W - Wed. TH - Thurs. F - Fri. S - Sat.	Day(s)	Date(s)	Time	Bldg.	Room	CIN#
	TTH	9/6-9/22	5:30P-8:30P	KCC	117	#29000
	MWF	8/22-11/3	8:00A-10:00A	PTI	109	#29632
		⋮		⋮		⋮
		Date(s) and time(s) of class		See location key - page 22		Class ID #

 State-Supported Class
  Online Class
  Hybrid Class (Online/Classroom)
  New Class

Campus maps and directions can be found on the Gaston College website: www.gaston.edu/aboutus/maps.html

BUSINESS AND INDUSTRY TRAINING

Forklift Operator: Basic

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, student will earn an operator's certificate. Manual included in the cost of the course.

6 Hours - \$82

F	8/26	8:00A-3:00P	LIF 117	#29744
F	10/14	8:00A-3:00P	LIF 117	#29752
F	12/9	8:00A-3:00P	LIF 117	#29761

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 - \$82


M	9/12	8:00A-4:00P	KCC 213	#29745
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Leadership Essentials

Explore the universal essentials of leadership. This course is appropriate for the seasoned manager, new team leader, or someone preparing for promotion. Motivation, communication, time management, and other skills will be covered in a dynamic participant-driven approach. Manual included in the cost of the course.

12 Hours - \$74

MW	9/19-9/26	8:30A-12:30P	KCC 213	#29748
TTH	11/8-11/17	6:00P-9:00P	DSC 206	#29756



**Campus maps
and directions can be found
on the Gaston College website:
www.gaston.edu/aboutus/maps.html**

OSHA 10-Hour General Industry Safety and Health



This course provides participants an opportunity to learn basic skills and knowledge about protecting the health and safety of personnel. A focus is on applying OSHA safety standards in general industry. Topics will include,

but are not limited to, OSHA Regulations, Hazard Communication, and Material Handling and Electrical Safety.

10 Hours - \$67

Scissor Lift Operator

Acquire the fundamental knowledge and skills necessary to operate Scissor Lift. Learn safety aspects, operation and basic maintenance. A focus will be on OSHA compliance issues. Upon successful completion of the course, student will earn an operator's certificate.

"Taking Chances: Why would anyone want to meet ISO 9001:2008 requirements?"

Are you and your management team gambling with the future of your organization? Has your company ever lost business or been unable to even compete because you were not ISO registered? This one-day workshop illustrates what it really costs to not have an effective management system. Learn what is involved with ISO 9001:2008 and be able to make an informed decision. *Full tuition for this class is supported through the Productivity Enhancement Customized Training Budget.*

W	11/2	8:30A-4:30P	DSC 206	#29754
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Introduction to Lean Manufacturing

Experience, first hand, the power of Lean Manufacturing in this interactive four-hour course. Learn how to apply the principles and practices in your organization. Discover how to reduce waste and remove non-value-added activities, resulting in a more efficient work environment. Gather an understanding of 5S, Value Stream Mapping, and how a Lean Culture will benefit your business. *Full tuition for this class is supported through the Productivity Enhancement Customized Training Budget.*

T	10/11	8:30A-12:30P	DSC 206	#29751
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For information, e-mail cash.cynthia@gaston.edu or call 704.922.6447.



Visit us at the *Gaston College Bookstore*

Dallas Campus - 704.922.6428

Monday-Thursday: 8am - 6pm / Friday: 8am - 3:30pm

Lincoln Campus - 704.748.1075

Monday - Thursday: 8am - 5pm / Friday: 8am - 3:30pm

Kimbrell Campus - 704.748.1075

Monday - Wednesday: 12 - 2pm & 5 - 6pm / Friday 12 - 1pm

www.gaston.edu.bkstr.com or www.gaston.edu



CERTIFICATION/LICENSURE

Auto

Note: You must pre-register for these classes.

Escort Vehicle - Eight-Hour Certification

This course provides the eight-hour 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.

8 Hours - \$102

Escort Vehicle - Four-Hour Recertification S

This course provides the four-hour mandatory update to become recertified for oversize/overweight escorts. (State Supported Course)

4 Hours - \$67

Independent Auto Dealers S

This is the required annual six-hour renewal class for Independent Auto Dealers. It is not for new licensees. You must be previously certified as an Independent Dealer to attend this class.

6 Hours - \$67

NC Auto Safety - Certification/Renewal S

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 course is also used for the eight-hour renewal class. Textbook included in the cost of the course.

8 Hours - \$80

MW	9/12-9/14	6:00P-10:00P	PTI	109	#29746
MW	10/10-10/12	6:00P-10:00P	PTI	109	#29750
MW	11/7-11/9	6:00P-10:00P	PTI	109	#29757
MW	12/5-12/7	6:00P-10:00P	PTI	109	#29765

OBD II Emissions S

This eight-hour course will allow inspectors to become certified in all inspection areas. Textbook included in the cost of the course.

8 Hours - \$80

MW	8/15-8/17	6:00P-10:00P	PTI	109	#27709
TTH	9/20-9/22	6:00P-10:00P	PTI	109	#29747
TTH	10/18-10/20	6:00P-10:00P	PTI	109	#29753
TTH	11/15-11/17	6:00P-10:00P	PTI	109	#29762
TTH	12/13-12/15	6:00P-10:00P	PTI	109	#29766

OBD II Emissions - Renewal S

This four-hour course is for the inspector who has obtained a safety and emissions approval by the Department of Motor Vehicles. Textbook included in the cost of the course.

4 Hours - \$80

TH	8/18	6:00P-10:00P	PTI	109	#27710
W	9/21	6:00P-10:00P	PTI	109	#29749
W	10/26	6:00P-10:00P	PTI	109	#29755
W	11/16	6:00P-10:00P	PTI	109	#29763
W	12/14	6:00P-10:00P	PTI	109	#29767

For information or to pre-register, e-mail nichols.donna@gaston.edu or call 704.922.6353.

General

Electrical Renewal - Eight Hour S

This is the eight-hour renewal for those with current electrical licenses.

8 Hours - \$67

MTH	9/26-9/29	1:00P-5:00P	KCC	114B	#29866
TTH	11/1-11/3	8:00A-5:00P	KCC	213	#29867

Notary Public Training 

You will need this required course to obtain a commission as a Notary Public in North Carolina. It is 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. Additional fees to obtain commission and seal will be discussed. You must bring a current photo ID to each class session. Required textbook is available in the college bookstore for \$30*. **Pre-registration and pre-payment is required for this course a minimum of five (5) business days prior to class start date.**

6.5 Hours - \$67

TH	8/18	8:00A-3:00P	DSC 208	#29732
S	9/10	8:30A-3:00P	LCHS 100	#29733
MW	9/12-9/14	5:30P-8:45P	KCH 201	#29734
TH	9/22	8:00A-3:00P	DSC 208	#29735
S	9/24	8:00A-2:30P	KCH 201	#29736
TTH	10/18-10/20	5:30P-8:45P	LC 101	#29737
TH	10/20	8:00A-3:00P	DSC 208	#29738
MW	10/24-10/26	5:30P-8:45P	KCC 201	#29739
S	11/12	8:00A-2:30P	KCC 201	#29740
TH	11/17	8:00A-3:00P	DSC 208	#29741
MW	12/5-12/7	5:30P-8:45P	KCH 201	#29742
TH	12/15	8:00A-3:00P	DSC 208	#29743

Private Pilot Ground School 

Want to start your new career as a private pilot? You will be ready for that first step when you successfully complete this course, which is designed to prepare you to successfully challenge the FAA examination.

72 Hours - \$181

MTH	9/19-12/12	6:00P-9:00P	TBA	#29869
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Real Estate Brokers Pre-Licensing 

Start your new, exciting career in Real Estate! You will learn the real estate principles and practices required to pass the North Carolina Real Estate Broker License exam. Required textbook, syllabus, and materials packet are available in the college bookstore for \$62*. **81 Hours - \$181**

MT 9/12-12/12 6:00P-9:00P KCH 230 #29870

Standard Inspection Courses

These courses are required by the NC Code Qualification Board. These include Building, Levels 1 and 2; Mechanical, Levels 1 and 2; and Electrical, Levels 1 and 2. The outline and times are as instructed by the Department of Insurance, instructor manual. The courses are held on Fridays, Saturdays and Sundays for 3-6 days, per the DOI requirements. Please call for dates and times. 704.922.6250

Wastewater Operator: Wastewater**Level I-II or III-IV** 

This course is designed to fulfill the requirements leading to Wastewater Operator Level I & II as established by the North Carolina Department of Natural Resources. Students completing this course will be prepared for the state exam. Please call for dates and times.

Per class - \$181

For information, e-mail farmer.marty@gaston.edu or call 704.922.2244.

COMPENSATORY EDUCATION (CED)

Assists adults with intellectual disabilities or traumatic brain injury in acquiring the basic academic skills and life skills needed to function successfully in daily life.

Piedmont Pioneer House, Gastonia

Creative Opportunities, Dallas

Catawba Heights Baptist Church, Belmont

For information, e-mail or call:
butler.belinda@gaston.edu - 704.922.6545;
woodall.lisa@gaston.edu - 704.922.6320.

COMPUTER CLASSES

A variety of computer options, from basic techniques to advanced applications, are held at one of the Gaston College campuses or offered online through **ed2go** (see page 14).

Daytime Computer Classes

Computer: Absolute Beginner (S)

Do you need to enter the personal computer world on the ground floor? This course is created just for you, the beginner, who feels that you need to learn the basics of computers including terminology, functions, word processing, e-mail, Internet, and lots more! Come and discover all that your computer can do for you so you can put it to its very best use. Required textbook is available in the college bookstore.

24 Hours - \$39

MTH	9/12-10/6	6:00P-9:00P	DSC 214	#29815
TW	9/13-10/5	9:00A-12:00P	TBA	#29808
MW	9/19-10/12	9:00A-12:00P	KCC 120	#29810
MW	9/26-10/20	9:00A-12:00P	LC 208	#29811
TTH	10/11-11/3	6:00P-9:00P	KCC 117	#29816

Computer: Word and Excel 2003 (S)

Want to work with the key computer applications used in most job settings today? Microsoft Word and Excel are practical requirements to get a job in today's career market. Learn the fundamentals of Word and Excel to create documents and spreadsheets to add to your skill resume. Required textbook is available in the college bookstore.

24 Hours - \$69

MTH	10/10-11/3	9:00A-12:00P	TBA	#29812
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Computer: Word and Excel 2007 (S)

Want to work with the key computer applications used in most job settings today? Microsoft Word and Excel are practical requirements to get a job in today's career market. Learn the fundamentals of Word and Excel to create documents and spreadsheets to add to your skill resume. Required textbook is available in the college bookstore.

24 Hours - \$69

MTH	10/10-11/3	6:00P-9:00P	DSC 211	#29817
MW	10/17-11/9	9:00A-12:00P	KCC 120	#29813
TTH	10/25-11/17	9:00A-12:00P	LC 208	#29814

MS Excel: Basic (S)

Learn to select, insert, and/or delete cells, columns and special ranges; enter labels and values on a worksheet; and name, move and/or copy a worksheet.

18 Hours - \$69

TTH	9/27-10/13	6:00P-9:00P	KCC 119	#29872
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MS Excel: Intermediate

Learn to name cells and ranges, calculate totals with AutoSum, summarize data using subtotals and functions, create and format a table, and create calculations in a table.

18 Hours - \$69

TTH	11/1-11/17	6:00P-9:00P	KCC 119	#29873
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For information, e-mail farmer.marty@gaston.edu or call 704.922.2244.

Gaston College offers a wide variety of computer courses online! For more information, go to www.ed2go.com/gaston or call Gail Hoyle at 704.922.6251, or email hoyle.gail@gaston.edu.

Daytime Workplace Enrichment: Special Office Skills Series

Join us for two hours Tuesdays for a high-quality Microsoft Office 2007 Excel or Word class that will enrich and improve your computer skills. Each class is \$19, the workbook is \$20, and can be purchased in class. **Workbooks are sometimes used for more than one topic/class.**

Professional! Convenient!
2-Hours! Affordable!

Excel 2007: Basics – Part I

One of the most desired skills for new jobs today is an expertise in using Excel. Join us for the first of a two-part series in getting to know the basics of this Microsoft application. Learn to open, name, save, move, copy, and navigate through worksheets. Add to your resume and make yourself more marketable in today's tough job market. Workbook covers Excel 2007: Basics - Parts I and II.

2 Hours - \$19

T	9/20	11:00A-1:00P	KCC 120	#29874
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*Please check with Gaston College Bookstore for current list price.

Excel 2007: Basics – Part II

Continue your skill-building with Part II in the Excel series. In this session, you will add the skills of copying, as well as learning page layout, breaks, headers/footers, margins, orientation, and autofill. You will use the same workbook as in Excel 2007: Basics - Part I.

2 Hours - \$19

T 9/27 11:00A-1:00P KCC 120 #29875

Excel 2007: Creating Lists

This session in the specialized skills section focuses on creating lists and data forms, adding and deleting records, and many other skills required in today's office setting. You will use the same workbook as in the Excel 2007: Formatting class.

2 Hours - \$19

T 10/4 11:00A-1:00P KCC 120 #29876

Excel 2007: Formatting

Do you need more specialized skills in Excel? Most professional settings require the knowledge gained in the next four sessions. In this session, you will learn to adjust columns; format font face, size and color; format numbers and cells with cell style; and apply shading and borders. Workbook covers Excel 2007: Formatting and Creating Lists.

2 Hours - \$19

T 10/11 11:00A-1:00P KCC 120 #29877

Excel 2007: Formulas – Part I

This session covers simple formulas such as time, date, sum, and averages. Workbook covers Excel 2007: Formulas - Parts I and II.

2 Hours - \$19

T 10/18 11:00A-1:00P KCC 120 #29878

Excel 2007: Formulas – Part II

Add to your expertise by using the AutoSum button, status bar calculator, subtotals, outlines, IF statements, and functions in computer practice sessions. You will use the same workbook as in Excel 2007: Formulas - Part I.

2 Hours - \$19

T 10/25 11:00A-1:00P KCC 120 #29879

For information, e-mail farmer.marty@gaston.edu or call 704-922-2244.

EMS EDUCATION

- Obtain EMT or Paramedic certification training, including initial or refresher courses, CPR, or first aid training
- Quality education programs including initial and renewal/refresher training for public safety personnel, healthcare professionals, business and industry, and for those who desire to learn how to save lives and help others
- Instruction provided by highly qualified, credentialed instructors

Visit our web page at
www.gaston.edu/programs/emspara/programs.html
 to find your course, or for information, e-mail
gcems@gaston.edu or call 704.922.6241.

EMERGENCY MEDICAL SCIENCE

ASSOCIATE DEGREE-PARAMEDIC PROGRAM

- Emergency Medical Services is a growing field of out-of-hospital professionals in demand as the population grows and becomes more urbanized; job growth through 2012 is projected to be above average.
- Students progressing successfully through the program may be eligible to apply for both state and national certification exams.
- Employment opportunities include ambulance services, fire and rescue agencies, specialty areas of hospitals, industry, educational institutions, and government agencies.

For information, e-mail gcems@gaston.edu or call 704.922.6241.



CPR and First Aid Classes

AHA BLS Healthcare Provider CPR Course

Are you a current or future healthcare provider who needs to learn CPR? Learn CPR techniques for people of all ages, use of the automated external defibrillator, and how to assist choking victims in a wide variety of settings. Three simple steps:

1. Go to www.onlineaha.org and complete BLS for Healthcare Provider, Part I
2. Contact EMS Office at gcems@gaston.edu or call 704.922.6241 to schedule Practice and Skills check, Part II.
3. Submit online course completion and receive provider card, Part III.

This is a simple and flexible way to get CPR training, whether you need new or renewal training. Part I is \$19.95 (paid online). Part II and III is \$26 for check-off and card.

Heartsaver CPR and First Aid Training for the Workplace

Gaston College offers courses designed for your workplace safety training, striving to meet the demands of a diverse workforce, offering a variety of teaching formats, and training at multiple locations. For information, e-mail spitler.kent@gaston.edu or call 704.922.6249.

EMT Initial Classes

Initial Emergency Medical Technician Basic Course (EMT-B)

Learn to save a life! Gain the knowledge and skills needed to care for patients in medical and trauma settings and prepare to take the North Carolina EMT exam. The EMT-B level could be utilized in a basic life support ambulance service or other specialized rescue agency. Modules presented include: 1) Preparation of the EMT-B; 2) Airway; 3) Patient Assessment (medical and trauma); 4) Medical/Behavioral Emergencies and OB-GYN; 5) Trauma; 6) Infants and Children; 7) Ambulance Operations; 8) Interventions (medications and advanced airway). E-mail or call for specific course information. (Insurance Included)

156 Hours - \$196

TABE Reading Test required by NC with a 10th grade reading level result. Everyone must take the TABE Test. High School students are required to submit a dual enrollment form with the appropriate signatures. Dual enrollments and/or

TABE test results must be turned in to the EMS Education Office in the Albright Public Safety Building in APS 104. Class size is limited. Call 704.922.6241 for registration dates.

For information, e-mail
gcems@gaston.edu or call 704.922.6241.

ENGLISH AS A SECOND LANGUAGE (ESL)

Assists individuals with limited English speaking skills to learn basic language skills. A placement test is required for all participants, which is available at:



Pearson Life Skills Building, Dallas Campus
Monday (1st & 3rd), 1:00P
Tuesday (2nd & 4th), 6:00P

Lincoln Campus
Monday (2nd & 4th), 1:00P
Tuesday (1st & 3rd), 6:00P

ESL Campus Sites

Kimbrell Campus, Belmont
Monday - Thursday, 9:00A-12:00P
Tuesday - Thursday, 5:00P-8:00P

Pearson Life Skills Building, Dallas Campus
Monday - Thursday, 6:30P-9:30P
Tuesday - Thursday, 8:30A-12:30P

Lincoln Campus
Monday - Thursday, 9:00A-12:00P
Monday, Tuesday & Wednesday, 5:00P-9:00P

ESL Community Sites

Ephesus Church
Monday - Thursday, 9:00A-12:00P
Monday, Tuesday, & Thursday, 6:00P-9:00P

St. Dorothy's Catholic Church
Monday, Tuesday, & Thursday, 10:00A-12:00P
Tuesday, & Thursday, 6:00P-9:00P

ESL - Hybrid (Level 1 and 2) - 

For information,
on the Lincoln Campus e-mail
propst.tonya@gaston.edu or call 704.748.1045;
on the Dallas Campus e-mail
butler.belinda@gaston.edu or call 704.922.6545.

FIRE & RESCUE TRAINING

Fire Protection Technology (FPT) Associate Degree & **Emergency Preparedness Technology (EPT) Associate Degree**

The FPT and the EPT degree programs offer:

- skills and knowledge to begin a career and advance in the emergency services field;
- theory and real world knowledge providing a sound foundation of continuous higher learning in emergency services for public and private sectors, administration, and management; and
- opportunities to work in private industrial firms, emergency management offices, educational institutions, and government agencies for skilled and supervisory-level positions in a variety of fields such as emergency planning or safety specialties.



For information, email
hovis.helen@gaston.edu
or call 704.922.6257.

HIGH SCHOOL EDUCATION

(Adult High School and GED)

To enroll in the Adult High School or the GED program, students must attend a four-day, Monday through Thursday, New Student Orientation Class. The student must choose a morning class or evening class for all four days. The class registration is only on Mondays. Any returning students who have been out of class three months or more must also attend the full orientation. Some of the topics covered in class are: differences between Adult High School and GED; conflict resolution; study skills; basic career assessment; placement tests; and assignment to appropriate classes.

We require 2 forms of identification to enroll:

1. Valid NC Driver's License/ NC Identification Card. (Student must have the actual card and not a print out from DMV.)
2. Social Security Card

PLUS, students that are 16 and 17 years old will need to provide Minor Paperwork, along with their NC DL/ID and Social Security Card.

NOTE: Students interested in the Adult High School will need to provide a sealed transcript from their former high school, along with the forms of identification listed above.

Basic Skills Orientation - Must attend all 4 days

- *Dallas Campus (DSC 215)*
Monday - Thursday, 9:00A-12:00P or 5:30-8:30P
Info Line - 704.922.6376
- *Lincoln Campus (LC)*
Monday - Thursday, 9:00A-12:00P or 5:30-8:30P
Info Line - 704.748.1047

Adult High School

It's not too late! Earn a traditional High School Diploma in as little as 8 ½ weeks.

- A total of 20* credits are required to graduate.
- Credits already earned in high school will be counted toward the total required.
- Day & evening classes offered Monday through Thursday in 8½ week mini-semesters.
- Adult high school courses are available on both the Dallas and Lincoln campuses.

*Students under 18 years of age are required to have additional elective credits.

For information, on the Lincoln Campus e-mail
propst.tonya@gaston.edu or call 704.748.1045;
on the Dallas Campus e-mail
butler.belinda@gaston.edu or call 704.922.6545.

General Education Development (GED)

Preparation for GED testing covers the five academic areas of Language Arts/Writing, Social Studies, Science, Language Arts/Reading, and Math. Options for study include a classroom program or a study lab setting with flexible hours with instructors available to assist as needed. You can also prepare for your GED on two Saturdays through the GED Fast Track Program. The testing fee is \$25. Graduates receive a high school equivalency diploma from the North Carolina State Board of Community Colleges. See the following pages for GED sites.

Dallas/Lincoln Campus GED Sites

Algebra/Geometry

Pearson Life Skills Building (LIF 115)
 Tuesday & Thursday, 9:00A-12:00P
 Tuesday & Thursday, 4:45-7:45P

Lincoln Campus (LC 126)
 Monday & Wednesday, 9:00A-12:00P
 Monday & Wednesday, 5:00-8:00P

Basic Reading

Pearson Life Skills Building (LIF 116)
 Monday & Wednesday, 12:30-3:30P
 Monday & Wednesday, 5:00-8:00P

Basic Math

Pearson Life Skills Building (LIF 115)
 Tuesday & Thursday, 1:00-4:00P

Lincoln Campus (LC 202)
 Monday & Wednesday, 9:00A-12:00P

Basic RML (Reading, Math & Language)

Lincoln Campus (LC126)
 Tuesday & Thursday, 5:00-8:00P

GED Lab

Lincoln Campus (LC 116)
 Monday - Thursday, 8:00A-12:00P
 Monday - Thursday, 5:00-8:00P

GED Fast Track

Pearson Life Skills Building (LIF 116E)
 (Call for dates.)

Don't Delay!

***Work on your GED tests right now
 before the tests change in 2014.***



Math Review

Pearson Life Skills Building (LIF 117)
 Monday & Wednesday, 9:00A-12:00P
 Tuesday & Thursday, 9:00A-12:00P, & 5:00-8:00P

Pearson Life Skills Building (LIF 118)
 Tuesday & Thursday, 9:00A-12:00P

Lincoln Campus (LC 126)
 Tuesday & Thursday, 9:00A-12:00P
 Tuesday & Thursday, 5:00P-8:00P

Reading Review

Pearson Life Skills Building (LIF 107)
 Monday, Tuesday, & Wednesday, 8:00-11:00A
 Monday & Wednesday, 12:30-3:30P
 & 5:00-8:00P

Pearson Life Skills Building (LIF 118)
 Monday & Wednesday, 9:00A-12:00P, 1:00-3:30P,
 & 5:00-8:00P
 Tuesday & Thursday, 12:30-3:30P & 5:00-8:00P

STAR Reading Review

Pearson Life Skills Building (LIF116F)
 Monday & Wednesday, 9:00A-12:00P

Lincoln Campus (LC 103)
 Monday & Wednesday, 9:00A-12:00P

Lincoln Campus (LC114)
 Monday & Wednesday, 5:00-7:00P
 Tuesday & Thursday, 12:30-3:30P

Writing Review

Pearson Life Skills Building (LIF 117)
 Monday & Wednesday, 1:00-4:00P & 5:00-8:00P

Lincoln Campus (LC 103)
 Tuesday & Thursday, 9:00A-12:00P & 12:30-3:30P

Community GED Sites

(See Location Key, page 22)

Cherryville Community Building

Tuesday & Thursday, 5:30-8:00P

East Lincoln Christian Ministries

Tuesday - Thursday, 9:00A-12:00P

Ephesus Church

Monday - Thursday, 8:30A-12:30P

Tuesday, & Thursday, 6:00-8:30P

Holly Hills Apartments

Monday & Wednesday, 9:00A-12:00P

Mountain View Family Resource Center

Tuesday & Thursday, 9:00A-12:00P

RJC Lab

Monday - Thursday, 9:00A-3:00P

Sacred Heart Lab

Monday - Thursday, 9:00A-12:00P

Monday & Tuesday, 4:00-8:00P

Sadler Elementary School

Monday & Wednesday, 5:00-8:00P

Tabernacle Baptist Church

Monday - Thursday, 9:00A-12:00P

Westside Community Church

Monday, Tuesday, & Thursday, 5:30-8:00P

YouthWorks

Monday, Wednesday, & Friday, 8:30-11:30A

GED Bridge Program

The GED Bridge Program will prepare you to pass the GED, and start your college career!

You will receive:

- Preparation in all five GED subject areas, taught through a specialized curriculum;
- Computer literacy training;
- One-on-one counseling and career guidance;
- The opportunity to explore business, health, industrial technology, or public safety majors and careers;
- Career skills and job readiness workshops;
- Admissions and financial aid counseling for college; and
- The chance to enroll in college credit classes.

GED Bridge to Health Care Programs

Health Sciences (DBC TBA)

Monday - Thursday, 8:30A-3:00P

GED Bridge to Business & Information Technology Programs

Comer Engineering (CET TBA)

Monday - Thursday, 8:30A-3:00P

GED Bridge to Public Safety

Location TBA

Monday - Thursday, 8:30A-3:00P

GED Bridge to Industrial Technology Programs

Location TBA

Monday - Thursday, 8:30A-3:00P

For information,
on the Dallas Campus e-mail
butler.belinda@gaston.edu or call 704.922.6545;
on the Lincoln Campus e-mail
propst.tonya@gaston.edu or call 704.748.1045.

HUMAN RESOURCES DEVELOPMENT (HRD)

Gaston College's Human Resources Development program can help you build workplace success and entry-level job skills at no cost for qualifying individuals. (see ad on page 11).

Success for the Workplace Workshops

Job Applications & Interviewing Skills:

Learn skills for "Selling Yourself in a Job Interview in 45 Seconds or Less"

Gaston County ESC/JobLink Career Center (ESCG)

Wednesday, 8:00-10:00A

No appointment necessary!

Job Seeking & Keeping Strategies:

Gaston County ESC/JobLink Career Center (ESCG)

Tuesdays & Thursdays, 8:30-10:30A

No appointment necessary!

KeyTrain Pre-Testing; Job Seeking & Keeping Strategies; & Resume/Cover Letters:

Lincoln County ESC/JobLink (ESCL)

Wednesdays, 9:00A-12:00P and 1:00-4:00P

No appointment necessary!

Resumes & Cover Letters:

Gaston County ESC/JobLink Career Center (ESCG)

Wednesday, 10:00A-12:00P

By appointment only!

Call 704.853.5328 ext. 237 or 219 to schedule an appointment.

Gaston County ESC/JobLink Career Center (ESCG)

Tuesdays & Thursdays, 10:30A-12:30P

No appointment necessary!

Other Interviewing, Job Search, Resume & Cover Letter Sites:

Gaston Youth Works Center (YWC)

Tuesdays & Thursdays, 12:30-4:00P

No appointment necessary!

HRD - JobLink Career Centers



The North Carolina JobLink Career Centers' vision is to improve North Carolina's workforce and strengthen our state's economy by offering labor market information, providing access to career training and job placement services, and serving as the connection between employers and qualified workers. The JobLink Career Center can be found at three convenient locations:

Gaston County JobLink Career Center (ESCG)
 1391 Bessemer City Road, Gastonia, NC 28052
 Phone: 704.853.5328

Gaston County JobLink Career Center (ESCE)
 7220 Wilkinson Blvd., Harney Hall Suite 212
 Belmont, NC 28012, Phone: 704.266.5005

Lincoln County JobLink Career Center (ESCL)
 529 North Aspen Street, Lincolnton, NC 28092
 Phone: 704.735.8035

For more information, visit the JobLink websites:
www.gastonjoblink.com or www.lincolnjoblink.com

Career Readiness Certification (CRC)

Assess and improve your workplace skills with an exciting computerized, self-paced curriculum now used by companies for hiring and promotional purposes. PROVE you have the skill levels they need by earning this certification! You have two options for completing this certification:

Option 1:

Enroll in the 2-week CRC class at the Dallas Campus, Dalpiaz Building, Room 214. Classes meet Mondays - Thursdays, 12:30P-4:30P. Call 704.922.6546 for official class start dates. This is offered on a first-come, first-served basis. Students must register on the first day of class!

Option 2:

Enroll in one of our open-entry KeyTrain/WIN computer labs and work at your own pace to prepare for the WorkKeys Assessments to earn your CRC. Days, times, and locations follow. These computer labs may be used for other job readiness activities such as improving keyboarding skills; conducting job searches; completing online job applications; preparing resumes and cover letters; practicing Word, Excel, PowerPoint, or NDC Medisoft software; applying for college or financial aid.

Dallas Campus

TH 1:00P-5:30P LIF 102

Kimbrell Campus

MW 5:30P-8:30P KCC 119

F 9:00A-3:00P KCC 119

Lincoln Campus

T 1:00P-8:00P LC 208


A nominal fee may be charged for certain WorkKeys Assessments.

For information, call 704.922.2267 or visit your local JobLink Career Center.

Pathways to Massage Therapy

Ever thought about a career in Massage Therapy? You will be given an overview of the Massage program, enrollment information, and employment opportunities! Join us for an exciting one-day, seven-hour class where you will learn basic massage strokes and techniques and actually "give" and "receive" a massage.

For more information, e-mail phillips.monica@gaston.edu or call 704.748.1069.



Interested in an Exciting New Career?

Prepare for your new career by attending our 1-day, 2-week, 3-week, or 1-month Career Readiness and/or Pathways classes for:

- A+ Workplace Skills
- Career Readiness Certification
 - CNA/Nursing
- Computer Skills for several specialties:
 - Beginners to learn basics - Internet use*
 - Jobseekers - Keyboarding - Medical careers*
 - Office careers - Today's Job Market*
 - Some Classes available in Spanish*
- Employability Skills
- Information Technology/Office Systems Technology
 - Massage Therapy
 - Medical Billing
- Medical Office Administration
 - QuickBooks

You may enroll in HRD classes at NO CHARGE if you are:

- Unemployed
- Notified of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earn wages at or below 200% of the federal poverty guidelines

For information, call 704.922.6546

LAW ENFORCEMENT

BASIC LAW ENFORCEMENT TRAINING (BLET)

Did you ever dream of becoming a law enforcement officer?

Gaston College provides the basic training that leads to state certification. BLET is an intensive curriculum program (17 weeks, day class; 37 weeks, evening class) that includes both classroom and practical applications. This program includes 35 topical areas required to become a beginning level law enforcement officer.

Topics Include:

- State and Federal Law
- Firearms Training
- Physical Fitness
- Law Enforcement Driving
- Arrest Techniques
- Criminal Investigations

Eligibility for Admission:

- Be at least 20 years old
- High School diploma or GED
- Be a United States citizen
- Complete the reading and writing placement tests
- Acceptable criminal history background check
- Complete a Gaston College application form

Both Day & Evening Classes Available!

BLET day class begins January and August each year.

BLET evening class begins September each year.



For information:

e-mail

hoyle.melanie@gaston.edu

or call 704.922.6531

Criminal Justice Academy

Professional Training for the Regional Criminal Justice Community. Courses include law enforcement, civil process, detention, and animal control. In-service training courses are designed to facilitate the mandated training requirements for criminal justice personnel, state certification and recertification programs, and advanced specialized training.

The Criminal Justice Academy surveys regional criminal justice agencies and works closely with the Southern Piedmont Law Enforcement Trainers Association (SPLETA) to determine their training needs and to develop innovative courses. Following are some of the courses available:

STATE MANDATED IN-SERVICE TRAINING COURSES

- Firearms Training and Qualification
- Legal Update
- Career Survival: Leadership and Mentoring
- Juvenile Minority Sensitivity Training: Interactions, Communications, and Understanding
- Domestic Violence: Lesbian, Gay, Bi-Sexual, and Transgender Relationships

IN-SERVICE TRAINING TOPICS OF CHOICE

- Active Shooter
- Arrest, Search, and Seizure
- Courtroom Testimony
- Dealing with the Older Driver
- Human Trafficking

CERTIFICATION/RECERTIFICATION

- Radar Operator
- Time-Distance Operator
- Radar/Time-Distance Operator
- Chemical Analyst – Intoximeter EC/IR II
- Detention Officer Certification
- General Instructor Training
- Drug Recognition Expert
- Animal Control Officer Basic Training

SPECIALIZED TRAINING COURSES

- Standardized Field Sobriety Testing
- Executive Protection
- First Line Supervision
- Comprehensive Roadside Interdiction
- Oleoresin Capsicum (OC) Aerosol Spray
- Rapid Deployment: Immediate Response to an Active Shooter
- Hazardous Materials
- Bloodborne Pathogens
- Law Enforcement Driving
- SWAT Training
- Patrol Rifle
- High-Risk Warrant Service
- Firearm Skills for Female Officers
- Advanced Patrol Rifle
- TASER Training
- PRISim (Simulator) Use of Force Training
- School Resource Officer Training
- NIMS-ICS 300 Training Course
- NIMS-ICS 400 Training Course

BLACKBOARD ONLINE TRAINING COURSES

State Mandated Training Course Available

For information, e-mail hoyle.melanie@gaston.edu
or call 704.922.6531

OCCUPATIONAL TRAINING**Activity Director**

This course is designed to provide basic training to individuals desiring to become an Activity Director in a health care related setting. Activity Directors for Adult Care Homes are required by the NC Division of Health Service Regulation to complete a minimum of 50 hours in an approved Activity Director course.

American Sign Language: Level I

Learn American Sign Language with a qualified instructor. This is a fast-paced, skill-building course using American Sign Language. Some at-home practice will be necessary. Required textbook is available in

the college bookstore for \$20*. First class meets 6:30P-8:00P.

24 Hours - \$69

M 9/19-12/12 6:00P-8:00P DSC 206 #29790

Bank Teller Training

Train for one of the top careers in today's job market. Learn the fundamentals required to perform successfully in the fast-paced role of a teller, such as professionalism, confidentiality, check acceptance, ways to provide excellent customer service, and ticket documentation. Required textbook is available in the college bookstore for \$11.75*.

35 Hours - \$91

T 9/13-12/13/11 6:30P-8:30P KCC 213 #29791

Financial Aid Professionals

(BAF 3200)

Are you a high school counselor dealing with the complex world of financial aid or are you a financial aid professional in higher education dealing with



constantly changing rules? This course is designed to provide training for you in 13 training modules that will cover all aspects of federal and student aid programs, laws and regulations, administrative and financial systems, verification, disbursing funds, and reporting requirements. Pre-registration is required. Each participant must bring a 3-ring notebook. 4.0 CEU's.

40 Hours - \$126

MTW 10/17-10/19 8:30A-5:00P KCC 115 #29868

Spanish for the Work World I

This course is designed to provide beginning Spanish for those individuals who need to communicate with Spanish-speaking employees and clients. Time will also be devoted to cultural differences. Little or no previous Spanish experience needed. Required textbook is available in the college bookstore for \$7.50*. First class meets 6:00P-7:30P.

24 Hours - \$69

TTH 10/18-11/17 6:00P-8:30P DSC 219 #29871

For information, e-mail
farmer.marty@gaston.edu or call 704.922.2244.

ONLINE OPPORTUNITIES
(www.ed2go.com/gaston)

ed2go **Education to Go**

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
- Course materials available 24/7
- Designed to fit your budget
- 2.4 CEUs earned for most completed courses
- Many approved for teacher renewal credit

Course Start Dates: August 17, September 21, October 19, November 09, December 14, 2011

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 complete course list. See page 24 for registration instructions.

Accounting Courses

Accounting Fundamentals
QuickBooks, Introduction to


Basic Computer Literacy

Computer Skills for the Workplace
Keyboarding
Navigating the Internet
Windows 7, Introduction to

Business Administration

Fundamentals of Supervision & Management
Project Management Fundamentals

Computer Applications

Microsoft Excel (3 levels)
Microsoft PowerPoint
Microsoft Project 2010, Introduction to 
Microsoft Word (3 levels)

Courses for Teaching Professionals

Classroom Computer
Creative Classroom
Solving Classroom Discipline Problems

Digital Photography & Digital Video

Discover Digital Photography
Making Movies with Windows XP

Grant Writing and Nonprofit Management

A to Z Grant Writing
Nonprofit Management, Introduction to
Writing Effective Grant Proposals

Health Care, Nutrition & Fitness

Become a Physical Therapy Aide
Medical Terminology

Internet

Guiding Kids on the Internet
Learn to Buy and Sell on eBay

Languages

Conversational French
Conversational Japanese
Instant Italian
Speed Spanish

Law & Legal Careers

Employment Law Fundamentals
Real Estate Law

Math, Philosophy, & Science

Algebra in Everyday Life
Math Refresher

Networking & Databases

Microsoft Access (2 levels)
Networking, Introduction to
PC Security, Introduction to
SQL, Introduction to

Personal Development

Leadership
Resume Writing Workshop

Personal Finance & Wealth Building

Debt Elimination Techniques
Personal Finance
Where Does All My Money Go?

Sales & Marketing

Business and Marketing Writing
Marketing Your Business on the Internet
Professional Sales Skills


Start Your Own Business

Event Planning
Start Your Own Small Business

Test Prep

GMAT Preparation
GRE Preparation
LSAT Preparation
SAT/ACT Preparation

Web Page Design

Creating a Classroom Web Site
Creating Web Pages (3 Levels)
Creating WordPress Web Sites Introduction 
Designing Effective Web Sites

Writing & Publishing

Beginner's Guide to Getting Published
Beginning Writer's Workshop
Effective Business Writing

For information, e-mail hoyle.gail@gaston.edu or call 704.922.6251.



All Ed2Go classes are completed 100% online.
Most classes = \$65.
Consult listings for each class price.

PERSONAL ENRICHMENT

Special Interests

Cake I: Basics

Learn the art and techniques of decorating cakes, including preparation and application of icing, borders, flowers, and basic decorating techniques. You must provide your own supplies. Purchase suggestions are given during the first class meeting.

8 Hours - \$61

M 8/29-9/26 6:00P-8:00P DSC 210 #29792

Cake II: Flowers

Are you ready now to create more elaborate designs on your cakes? Refine your skills, and complete advanced designs in this course. You will have the prettiest cakes in town! You must provide your own supplies. Purchase suggestions are given during the first class meeting.

8 Hours - \$61

M 10/3-10/24 6:00P-8:00P DSC 210 #29794

Cake III: Fondant and Gum Paste

Have you ever wanted to decorate wedding cakes? Don't shed "tiers" -- create them! You will learn the advanced techniques needed to decorate beautiful wedding cakes and advanced specialty cakes. Purchase suggestions are given during the first class meeting.

8 Hours - \$61

M 11/7-11/28 6:00P-8:00P DSC 210 #29795

Sugar Art

For exquisite top-of-the-line wedding cake decorations or simply to sculpt an everlasting floral display, the mesmerizing art form of Gum Paste Sugar Flowers offers an unlimited canvas for any creative spirit. If



you are a beginning professional or just an amateur, this class is for you. With over 20 years experience in Sugar Art, tutor Doyla Millwood will show you how to achieve beautiful sugar craft results time after time and can equip you with the necessary skills with which to master key decorating techniques such as sugar flowers. You will learn about tools needed, recipes for gum paste, how to make flowers of all kinds, and how to tint and use pigments.

20 Hours - \$279

M 11/7-11/28 6:00P-8:00P DSC 210 #29795

Couponing 101

Times are tough and every penny we can save is important. How much do you know about the money you could save by couponing? This class is perfect for anyone just starting who would like to learn more. We will build knowledge and skills in stockpiling, eCoupons, grocery coupons, frugal living, saving money on groceries and much more! Start saving money today!

2.5 Hours - \$12

T 9/27 5:30P-8:00P DSC 210 #29818

TH 10/21 10:00A-12:30P DSC 219 #29819

Crochet: Basics

Learn the basic steps in crocheting and the four basic stitches: chain stitch, slip stitch, single, and double crochet. You will need to bring a size H crochet hook and a skein of dishcloth cotton to the first class meeting. You must provide your own supplies. Purchase suggestions are given during the first class meeting.

8 hours- \$27

TH 9/8-9/29 6:00P-8:00P LC 218 #29796

Crochet: Intermediate

Learn to read a pattern and create beautiful hats, scarves, afghans, and more. You must provide your own supplies. Purchase suggestions are given during the first class meeting.

8 hours- \$27

M 9/13-10/18 6:00P-8:00P DSC 208 #24105

Digital Photography: DSLR

Do you use a DSLR digital camera? These new digital cameras are more advanced than the point and shoot cameras that many of us are accustomed to. Learn techniques that will assist you in your photography goals- for fun or for a hobby. Lens use will be emphasized.

12 Hours - \$89

TH 10/6-11/10 6:00P-8:00P DSC 208 #29798

Floral Arranging: Basic

Do you have a talent for arranging flowers or want to develop one? The how-to's of basic floral design, bow-making, and various floral designs are covered. You work with both fresh and silk flowers. You must provide your own supplies. Purchase suggestions are given during the first class meeting. (First class meets 6:00P-7:30P.)

17 hours- \$71

T 10/4-11/15 6:00P-8:30P DSC 210 #29799

Genealogy and Local History 

Want to learn how to do basic research using pertinent records, Internet search opportunities, and other venues? This class will prepare you to do research, basic surveying and evaluating of different types of records, and assist with organizing your materials. You will participate in hands-on activities to prepare them to do independent research. The class will be taught by Robert Carpenter, the author of Carpenters A Plenty and other related genealogical articles, briefs, and materials. He serves as an officer/board member on several historical and genealogical societies and commissions.

20 Hours - \$54

T 9/13-11/15 7:00P-9:00P DSC 208 #29807

Knitting: Basic

What can you create with a pair of knitting needles, some yarn, and your imagination? Make your own attractive accessories or create fashionable gifts by learning the basics of knitting, purling, casting on and off, reading patterns, and understanding a yarn label. You must bring size 7 needles and smooth, light-colored worsted weight yarn to the first class. This is a great class for novices or those in need of a refresher. Left-handers also welcome.

8 Hours - \$27

T 9/27-10/18 6:00P-8:00P LC 218 #29800

Knitting: Intermediate

Want to learn more knitting techniques? In this class, you will choose your own project to work on and complete. Purchase suggestions are given during the first class meeting.

8 Hours - \$27

T 10/25-11/15 6:00P-8:00P LC 218 #29801

Live Audio System

This class will teach you everything you need to know to set up and operate any sound system for churches, bands, vocal groups, public address systems, DJ systems, home and car systems, and much more! Some of the areas covered are: microphones and cables; mixer boards and signal processors; speakers and speaker wiring, and sound mixing techniques. Information on obtaining a handbook will be given at the first class meeting.

20 Hours - \$67

TTH 10/18-11/17 6:00P-8:00P LC 220 #29802

Magic: Exploring Thought via Magic! 

You will learn basic sleight of hand principles using playing cards, currency, ropes, and everyday objects. These specific principles will then be translated into tools used to perform basic problem solving and critical thinking exercises. The course will also offer some insight on using magic as a tool to develop a more focused study habit and how to control attention deficit disorder. These lessons are derived from personal experience and findings of other professionals in the field. There will also be a historical lesson on how magic has assisted in forming present day technology as well as altering major events in the past. Public speaking abilities will be developed and focused on during the whole education process.

14 Hours - \$87

TTH 9/13-10/4 6:00P-8:00P DSC 219 #29954

Pottery: Basic

Explore the possibilities of creating vessels on the potter's wheel. Fundamentals are emphasized including centering, cylinders, and bowls. You will work at your own speed to become familiar with the nature of clay and correct technique. Glazing and firing are also covered.

45 Hours - \$129

TTH 8/23-10/18 12:00P-3:00P CVA 4 #29803

**Pottery: Intermediate**

Group and individual instruction allows you to work at varying skill levels in the same classroom.

Skills include larger

vessels, handles, lids, and decoration.

45 Hours - \$129

TTH 10/20-12/23 12:00P-3:00P CVA 4 #29804

Small Engine Repair

Don't you wish you could repair that weed-eater, lawn mower, or tiller yourself rather than waiting on someone else to do it for you? Learn the basics of small engine repair in this hands-on class. You will need a small tool kit that includes: 5/16 - 1 inch wrench set, 3/8 - 1/2 inch drive set of sockets with pull bar, flat and cross-tip screw drivers, pliers, wire cutters, vice grip, and a book for all small engines (may be pur-

chased at any parts store) to bring to the first class meeting. First class meets 5:30P-8:00P and the last class meets 5:30P-9:00P.
 24 Hours - \$109

TH 9/16-11/18 5:30P-8:30P PTI 109 #24123

Social Network Security 

Do you need to know more about security while on Facebook, Twitter, and My Space? Learn how to navigate and set security filters to protect the information that you share on social networking sites. You will also learn about uploading pictures, writing on walls without giving too much information, and how to use blocks. Don't make yourself a target for cyber predators and bullies.



8 Hours - \$42

M	9/12&9/26	5:00P-9:00P	DSC 211	#29880
M	10/24&10/31	5:00P-9:00P	DSC 214	#29882
T	11/8&11/29	5:00P-9:00P	DSC 214	#29897

Yoga: Beginning

This course introduces the basic discipline of Yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, you should be able to demonstrate the procedure of Yoga. Last class meets two hours.

32 Hours - \$93

MW	8/22-12/14	5:30P-6:30P	DBC 130	#29904
F	8/26-12/16	8:30A-10:30A	LC 105	#29903

Yoga: Advanced

This course introduces more detailed aspects of Yoga. Topics include breathing, physical postures, relaxation and mental concentration. Upon completion, you should be able to demonstrate advanced procedures of Yoga. Last class meets two hours.

32 Hours - \$93

TTH 8/23-12/13 11:30A-12:30P DBC 130 #29905

For information, e-mail farmer.marty@gaston.edu or call 704-922-2244.

SAFE DRIVING PROGRAMS

Registration for the Safe Driving Programs is ongoing. Call telephone contact numbers 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, your choices for safe driving are your number one choices.

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

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". E-mail nichols.donna@gaston.edu or call 704.922.6353 for details.

4.5 Hours - \$67

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 Health & Safety Council. Classes are available at both the Dallas and Lincoln campuses. E-mail nichols.donna@gaston.edu or call 704.922.6353 to find out if you qualify.

4.5 Hours - \$67

Motorcycle Safety Foundation 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. This is a Friday, Saturday, and Sunday class. Note: You may register online at www.gaston.edu/motorcycle, or call 704.922.2244 to add your name to the list for the next class. Classes will be scheduled according to demand. (Insurance Included)

22 Hours - \$170

F	8/19	6:00P-10:00P	AHS 100	
SSU	8/20-8/21	8:00A-6:00P	AHS 100	#29774
F	8/26	6:00P-10:00P	AHS 100	
SSU	8/27-8/28	8:00A-6:00P	AHS 100	#29777
F	9/9	6:00P-10:00P	AHS 100	
SSU	9/10-9/11	8:00A-6:00P	AHS 100	#29778
F	9/16	6:00P-10:00P	AHS 100	
SSU	9/17-9/18	8:00A-6:00P	AHS 100	#29780
F	9/23	6:00P-10:00P	AHS 100	
SSU	9/24-9/25	8:00A-6:00P	AHS 100	#29782
F	9/30	6:00P-10:00P	AHS 100	
SSU	10/1-10/2	8:00A-6:00P	AHS 100	#29783
F	10/7	6:00P-10:00P	AHS 100	
SSU	10/8-10/9	8:00A-6:00P	AHS 100	#29784
F	10/14	6:00P-10:00P	AHS 100	
SSU	10/15-10/16	8:00A-6:00P	AHS 100	#29785
F	10/21	6:00P-10:00P	AHS 100	
SSU	10/22-10/23	8:00A-6:00P	AHS 100	#29793
F	11/4	6:00P-10:00P	AHS 100	
SSU	11/5-11/6	8:00A-6:00P	AHS 100	#29787
F	11/11	6:00P-10:00P	AHS 100	
SSU	11/12-11/13	8:00A-6:00P	AHS 100	#29788
F	11/18	6:00P-10:00P	AHS 100	
SSU	11/19-11/20	8:00A-6:00P	AHS 100	#29789

SMALL BUSINESS CENTER

A series of seminars for Small Business owners and current or prospective entrepreneurs will be offered during the Fall 2011 semester. The seminars cover Marketing, Legal Issues, Business Planning, Recordkeeping, Tax Issues, Insurance Issues, and Basic Accounting. These subjects are covered in the seminars listed below and on the adjacent pages.



In addition to the seminars, the SBC offers one-on-one counseling by appointment and a resource center. Appointments can be arranged by e-mailing cash.cynthia@gaston.edu or calling 704.922.6447.

Orientation

A business owner gives an overview of the seminar series and introduces you to some of the pitfalls of owning and/or operating a small business and ways to avoid them.

2.5 Hours--FREE

M	9/12	6:30P-9:00P	LC 125	#29829
TH	9/15	6:30P-9:00P	KCC 114B	#29830

Legal Issues

A local attorney discusses issues on business organization, legal obligations and the rights and legal liability of the small business owner.

2.5 Hours--FREE

M	10/10	6:30P-9:00P	LC 125	#29837
TH	10/13	6:30P-9:00P	KCC 114B	#29838



Recordkeeping

A local CPA/accountant discusses how to "set up the books" for your business.

2.5 Hours--FREE

TH	9/30	6:30P-9:00P	KCC 114B	#29842
M	10/24	6:30P-9:00P	LC 125	#29841

Tax Issues

A local CPA/accountant discusses financial statement formulation and terminology, self-employment and payroll taxes, tax theory and forms, and aspects of interacting with your finance and accounting professional.

2.5 Hours--FREE

M	11/14	6:30P-9:00P	LC 125	#29847
TH	11/17	6:30P-9:00P	KCC 114B	#29848

Marketing I - I Want It, Like I Like It

The first of three seminars designed to acquaint a business owner with marketing a product, service, or

business entity using visual, written, and workshop based materials.

2.5 Hours--FREE

M	10/3	6:30P-9:00P	LC 125	#29835
TH	10/6	6:30P-9:00P	KCC 114B	#29836

Marketing II – Targeting for Results

This seminar identifies the marketing tools relative to specified business needs, with the introduction of demographic, location, and advertising selection activities.

2.5 Hours--FREE

M	10/17	6:30P-9:00P	LC 125	#29839
TH	10/20	6:30P-9:00P	KCC 114B	#29840

Marketing III – Great Expectations

This seminar provides clarity in strategizing a realistic marketing plan that matches your limited resources.

2.5 Hours--FREE

M	10/31	6:30P-9:00P	LC 125	#29843
TH	11/3	6:30P-9:00P	KCC 114B	#29844

Business Planning I for the Entrepreneur

A local banker discusses the necessity and technique of developing your business plan.

2.5 Hours--FREE

M	11/7	6:30P-9:00P	LC 125	#29845
TH	11/10	6:30P-9:00P	KCC 114B	#29846

Business Planning II for the Entrepreneur

A continuation of the necessity of the business planning process and how to develop your business plan.

2.5 Hours--FREE

M	11/21	6:30P-9:00P	LC 125	#29849
TH	12/1	6:30P-9:00P	KCC 114B	#29850

Insurance Issues

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

2.5 Hours--FREE

M	9/19	6:30P-9:00P	LC 125	#29831
TH	9/22	6:30P-9:00P	KCC 114B	#29832

Profit is NOT a Four-Letter Word

This seminar is designed to help you understand the relationship between pricing, costs, and profits. Lecture and interactive exercises will expose you to

areas that need consideration when pricing your products and/or services.

2.5 Hours--FREE

M	9/26	6:30P-9:00P	LC 125	#29833
TH	9/29	6:30P-9:00P	KCC 114B	#29834

QuickBooks Pro Levels I & II

These sessions are for individuals who want to know more about QuickBooks Pro to keep their own books. Please call 704.922.6447 for dates and times.



The Small Business Center has partnered with the Montcross Area Chamber to offer free one-on-one business counseling for Chamber members at their downtown Belmont office. To arrange an appointment, contact Ted Hall or Teresa Rankin at 704.825.5307.

“So You Think You Have a Great Idea, Now What?”

This seminar is designed to assist individuals who have a new and unique idea for a product which the inventor wants to bring to market.

2.5 Hours--FREE

TH	9/8	6:30P-9:00P	KCC 114B	#29828
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Small Business Tax Education Program (STEP)

The Small Business Center, in cooperation with the Internal Revenue Service, presents an eight-part series, “STEP” (Small Business Tax Education Program).

STEP I - Tax Education

This class explains the basic types of business organizations, recordkeeping requirements, income and employment tax returns, employer/employee relations, depreciation of property with a useful life of more than one year and the disposal or sale of property used in business.

3.0 Hours – FREE

T	9/20	6:30P-9:30P	DSC 206	#29821
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STEP II - Business Use of the Home

This class covers deducting the expenses of using the home for business, the eligibility test for taking an office-in-the-home deduction, and where to claim it on an income tax return.

3.0 Hours - FREE

T 9/21 6:30P-9:30P DSC 215 #23918

STEP III - Employment Taxes

This class deals with the basics of handling the withholding, depositing, and reporting requirements of employment taxes. Also, acquaints the small business taxpayer with excise taxes such as fuel taxes and environmental taxes, as well as the federal highway use tax on heavy vehicles.

3.0 Hours - FREE

T 9/27 6:30P-9:30P DSC 206 #29822

STEP IV - Starting a Business/Recordkeeping

This class introduces basic types of business organizations, business tax returns, recordkeeping, basic financial statements, and accounting methods.

3.0 Hours - FREE

T 10/4 6:30P-9:30P DSC 206 #29823

STEP V - Schedule C-EZ, C, SE and Form 1040-ES

This class focuses on the sole proprietor and the figuring of profit (or loss), self-employment tax, the payment of estimated personal income, and social security taxes.

3.0 Hours - FREE

T 10/11 6:30P-9:30P DSC 206 #29824

STEP VI - Self-Employment Retirement Plans

This class deals with Keogh (HR-10) plans, Individual Retirement Accounts (IRA), and Simplified Employee Pension (SEP) plans.

3.0 Hours - FREE

T 10/18 6:30P-9:30P DSC 206 #29825

STEP VII - Partnerships

This class concentrates on partnerships and the reporting of partnership income and expenses.

3.0 Hours - FREE

T 10/25 6:30P-9:30P DSC 206 #29826

STEP VIII - S Corporations

This class focuses on the corporate form of business. S corporations are covered in depth. Loss limitations, related party rules, and distributions are also discussed.

3.0 Hours - FREE

T 11/1 6:30P-9:30P DSC 206 #29827

For information, e-mail cash.cynthia@gaston.edu, call 704.922.6447, or go to <http://startabiz.gaston.edu/public/programs.asp>.

TEACHER RENEWAL PROGRAM

For teachers who need to renew their NC Teaching License, we offer a wide variety of online and face-to-face courses at affordable fees to provide CEUs. While these courses are designed with educators in mind, they are open to the general public. Classes are offered on the Gaston and Lincoln campuses.

For information, e-mail ammons.jacqueline@gaston.edu or call 704.922.2241.

Internet-Based Courses for Teacher Renewal

Go to:

www.ed2go.com/gaston

With over 450 internet-based courses, check out the following categories for a class that meets your needs, your time, and your schedule, with no travel or textbook required.

Art, History, Psychology, and Literature ▪
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Math, Philosophy, and Science ▪
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Gaston College is a member of the Learning Resources Network (LERN). LERN provides "Information That Works!" to over 4,500 member organizations that are providers of lifelong learning throughout the United States and several foreign countries.



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answer questions and
facilitate online
discussions.

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have taken one of these
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In just six weeks, employees
gain valuable skills they can
apply immediately.

Easy

Implementation

We host the entire operation.
There's no technology to
purchase, integrate,
administer, or support.

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Gaston College
Opportunities For Life

704.922.6251

www.ed2go.com/gaston



LOCATION KEY

Dr. Linda Greer, Vice President for Economic & Workforce Development 704.922.6476
 Dr. Karen Less, Dean of Continuing Education..... 704.922.6521

Economic and Workforce Development (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 counties.

AHS	Ashbrook High School, 2222 South New Hope Road, Gastonia
APS	Albright Public Safety Building, Dallas
CET	Comer Engineering Technology Building, Dallas
CHCC	Cherryville Community Building, 108 South Jacob Street, Cherryville
CHBC	Catawba Heights Baptist Church, Belmont
CMCC	Cramer Mountain County Club, 102 Hidden Pastures Road, Cramerton
COPP	Creative Opportunities, 1904 Dallas Cherryville Highway, Dallas
CTBA	Counterpoint, 708 South Chestnut Street, Gastonia
CVA	D.F. Beam Center for Visual Arts, Dallas
DBC	David Belk Cannon Health Education Institute, Dallas
DSC	Dalpiaz Student Success Center, Dallas
ELCM	East Lincoln Christian Ministries, 4278 Catawba Burris Road, Denver
ESCE	Employment Security Commission, 7220 Wilkinson Blvd., Harney Hall, 212, Belmont
ESCG	Employment Security Commission, 1391 Bessemer City Road, Gastonia
ESCL	Employment Security Commission, 529 North Aspen Street, Lincolnton
ESDC	Ephesus Seventh-Day Adventist Church, 4159 Titman Road, Gastonia
HHA	Holly Hills Apartments, 635 Noles Drive, Mount Holly
KCC	Kimbrell Campus, Classroom Building, Belmont
KCH	Kimbrell Campus, Harney Hall, Belmont
LC	Lincoln Campus, 511 South Aspen Street, Lincolnton
LIF	Pearson Life Skills Building, Dallas
ML	Morris Library, Dallas
MVFR	Mountain View Family Resource Center, 425 Edwin Street, Gastonia
MCH	Multicultural Center of Hope, 156 Vandiver Drive, Lincolnton
PPH	Piedmont Pioneer House, 908 Roberts Street, Gastonia
PTI	Pharr Trade and Industrial Center, Dallas
RJC	RJC Lab, Alternative Community Penalties Program, 410 West Franklin Blvd., Suite 20, Gastonia
SES	Sadler Elementary School, 3950 West Franklin Blvd., Gastonia
SDCC	St. Dorothy's Catholic Church, 148 St. Dorothy's Lane, Lincolnton
SHA	Sacred Heart, 501 Mercy Drive, Belmont
TBA	To Be Announced
TBC	Tabernacle Baptist Church, 519 West 19th Avenue, Gastonia
WCC	Westside Community Church, Crescent Lane, Gastonia
YWC	YouthWorks, 412 Broad Street, Gastonia

Campus maps and directions can be found on the Gaston College website:
www.gaston.edu/aboutus/maps.html



**THE FOLLOWING COURSES CAN BE TAUGHT WITH CPR TRAINING, INDIVIDUALLY,
 OR IN ANY COMBINATION:**

First Aid * Automated External Defibrillation * Bloodborne Pathogens

Got a
question?




What classes does
Continuing Education offer?
How can I register?
Where can I take classes?

Online answers to
your questions 24/7 at ASK GC.

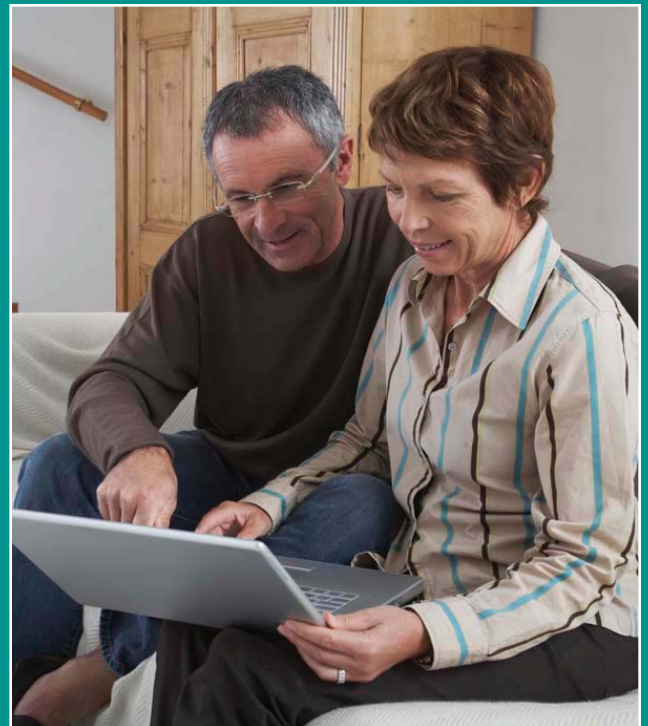
Visit http://www.gaston.edu/ask_gc.php

ONLINE OPTION Apply Now!

Use these steps to register for
EWD/CE classes

1. On www.gaston.edu click the **Apply Now** icon. 
2. Under Non-Credit Students, click **Continuing Education Process**.
3. Click **Online**.
4. Click **Continuing Education**.
5. Click **Register and Pay**.
6. Search for your class.
7. Complete the registration form.
8. Make payment with debit or credit card.

For information on **ed2go** registration go to page 24.



Gaston College Libraries

www.gaston.edu/library




The Gaston College Libraries are open to all continuing education students!

We presently have libraries located at the Dallas, Lincoln & Kimbrell Campuses.

Come in and see us!

CLASS REGISTRATION INFORMATION

Registering is Quick and Easy! Use the form on the following page to register or register online at **www.gaston.edu**.

 Online	 Mail In	 Walk In
<p>On Gaston College homepage www.gaston.edu click on the EWD/Continuing Education tab.</p> <p>Select Getting Started, and the Register Now. Under How to Register, choose online as your method of registration.</p> <p>Proceed by clicking on Continuing Education. Register and pay for CE Classes and follow directions.</p> <p>When paying online, be prepared to pay for classes immediately with a credit card using, Visa, MasterCard, Discover, or American Express.</p>	<p>On Gaston College homepage www.gaston.edu click on the EWD/Continuing Education tab and then choose registration form.</p> <p>Fill out completely, OR use the registration form on page 25.</p> <p>ALL mailed registrations and payments must be addressed EXACTLY as shown and mailed to:</p> <p>Gaston College Continuing Education Campus Box B 201 Highway 321 South Dallas, NC 28034</p>	<p>Dallas Campus</p> <p>Dalpia Building DSC 105 201 Highway 321 South, Dallas, NC</p> <p>Registration begins August 1, 2011.</p> <p>Monday - Thursday: 8:30A-4:30P</p> <p>Friday: 8:30A-3:30P</p>

Notes when using Online registration:

- If you have an address change, name change, etc., we will need this updated information so we can contact you in case of a class change/cancellation or refund. Entering different information on the registration form will not update any existing records. Please call 704.922.6252, 704.922.6496, or 704.922.6254.
- Online registration is not an option for all classes, or if the course fee will be waived. Underage students (16 and 17 years of age) are not eligible for online registration/payment, but may contact the program area responsible for the class to discuss registration procedure. Credit card payments will only be accepted with Online and Walk In registration.
- You cannot DROP/WITHDRAW from classes using WebAdvisor. If you need to drop or withdraw, contact your instructor and/or program director for the proper withdrawal procedure.

Education To Go (ed2go)

Go to www.ed2go.com/gaston and follow the online Education-to-Go Registration and Enrollment Information. The registration and enrollment deadline is 5 days before the course begins. You must first complete the online registration by clicking on "Courses" at the top of this page. Choose the course category and then on the next page click on the course title. Once you're at the "Course Detail" page, click on the "Enroll Now" button.

Online: If you wish to **pay by credit or debit card, wait 2 business days**, and then click the following link: <https://webadv.gaston.edu/WA/WebAdvisor>. Choose "Continuing Education Student", select "Register and Pay for Continuing Education Classes", follow registration instructions, and then pay.

Walk-In: To **register and make payment in person**, download and complete the registration form by clicking this link: <http://www.gaston.edu/conted/register.html> and select Registration Form, complete the form and print.

Mail-In: To **register and make payment by mail**, download and complete the registration form by clicking this link: http://www.gaston.edu/conted/register_now.php and select Registration Form, complete the form and print.

Mail the completed ed2go registration form and payment by check or money order **at least 5 days before class start date** to Gail Hoyle, Education-to-Go, Gaston College, Campus Box B, 201 Highway 321 So., Dallas, NC 28034

NOTE: If you have any problems or issues logging into your courses, please e-mail hoyle.gail@gaston.edu or call 704.922.6251.



Gaston College

ECONOMIC AND WORKFORCE DEVELOPMENT
CONTINUING EDUCATION



APPLICATION AND REGISTRATION FORM

Student ID Number or Social Security Number	Date (MM/DD/YYYY)
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Last Name (Jr., Sr.)	First Name	Middle Name
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Number, Street, Rural Route, P.O. Box

City	State	Zip Code	County
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White	Black	Hispanic	Asian	AM Indian	Other	Date of Birth (MM/DD/YYYY)	M	F
Race (Check)						Sex (Check)		

Home Phone (Including Area Code)	Work Phone (Including Area Code)	Employer or Department Membership
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Retired	Part-Time	Unemployed	Full Time	Employment (Check One)	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	GED	13-Adult High School 14-Post HS Vocational Diploma 15-Associate Degree 16-Bachelor's Degree 17-Master's Degree or Higher Education Legend
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Last High School Attended	Yes	No	GED	Graduated High School	Date Last Attended High School
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Name of Course	CIN Number	Course Start Date (4 Digit Year - EX: 2008)
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Course Time	Course Location	M	T	W	TH	F	S	SU	If any of the following apply to you, please check: U. S. Citizen Y N Eligible Legal Alien Y N Naturalized Citizen Y N Non-resident Alien Y N
		Course Days (Check)							
		If any of the following apply to you, please check:							
		Single Parent							
		Head of Household							
E-mail Address									

RELEASE: This is to certify that the undersigned has enrolled in a course or other training under the auspices of Gaston College (Dallas, Lincoln, and East Campuses). The undersigned, for adequate consideration of the offering of such course by Gaston College, (Dallas, Lincoln, and East Campuses), hereby releases Gaston College, (Dallas, Lincoln, and East Campuses), or its instructors and agents from any claims for personal or property damage sustained by undersigned in connection with such training, either on or off campus except in the event of willful negligence by Gaston College, (Dallas, Lincoln, and East Campuses), or their agent. Further, permission is given to Gaston College to release Firefighter/Rescue Certification Training records to the NC Fire & Rescue Commission of the NC Department of Insurance.

Signature of Student	Date
----------------------	------

Name of Department (Fire, Rescue, Police...)
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Cost	\$	
Fee(s)	\$	
Total Due	\$	

CREDIT CARD PAYMENTS ARE ONLY ACCEPTED WITH WALK-IN OR ONLINE REGISTRATION
(VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS)

DALLAS WALK-IN REGISTRATION WILL BE OFFERED MONDAY THROUGH THURSDAY, 8:30 AM TO 4:30 PM, AND FRIDAY, 8:30 AM TO 3:30 PM, DALPIAZ BUILDING, DSC 105

LINCOLNTON WALK-IN REGISTRATION WILL BE OFFERED THURSDAYS, 12:30 PM TO 4:30 PM, LC 102

Policies - Economic and Workforce Development (Continuing Education)

COURSE REPEAT POLICY: Students are limited to two enrollments in the same state-supported occupational course within a five-year period. You may enroll more than two times, but must pay the regular registration fee per contact hour rather than the regular course fee. (Exception: Enrollment, in courses for certification, is not restricted by the repeat policy.)

USAGE FEE: A usage fee is charged based on the hours of a class held on campus. The fee for a class that runs less than or equal to ten hours is \$2.00; 11-30 hours is \$4.00; 31-100 hours is \$6.00; and a class that runs 101 hours or more is \$8.00. This fee is included in the price of each class.

SENIOR CITIZENS: Tuition shall be waived for one course of non-credit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina.

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 refunds 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 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).

NOTE: THE COST OF A TEXTBOOK AS SHOWN IN THIS PUBLICATION MAY CHANGE WITHOUT NOTIFICATION AND DOES NOT INCLUDE SALES TAX. PLEASE CONSULT THE GASTON COLLEGE BOOKSTORE BEFORE WRITING A CHECK FOR A TEXTBOOK.

TO REGISTER:

- Complete the form on page 25 to register.
- You must be at least 16 years of age.
- If you are in high school, bring a completed dual enrollment form with you to the first class session. This form is available at your school.

COSTS: Costs are listed with each course and must be paid in full for a student to be officially registered. Please register and pay at least five (5) business days before the class start date.

AVOID FRUSTRATION! REGISTER EARLY!: In this time of economic uncertainty, Gaston College is striving to serve as many students as possible with the limited funds available. As a result, we recommend that you register and pay in advance for classes to ensure that we are offering classes in which our students are truly interested. Classes that have not reached a minimum enrollment by one (1) week prior to the class start date may be postponed or canceled. In accordance with state policy, we are unable to register and receipt payment for classes more than 60 days prior to the start date.

MISSION STATEMENT: Gaston College is an open-door public community college, located in Gaston and Lincoln counties, that promotes student success and lifelong learning through high caliber, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.

ACCREDITATION: Gaston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gaston College. The Commission on Colleges should be contacted only on matters related to the accreditation status of Gaston College and not for general college information.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION: Gaston College is committed to affirmative action and equal opportunity in employment and educational programs and activities and does not discriminate against current or potential employees or students on the basis of race, color, religion, sex, national origin, age, or disability. Gaston College supports protections under all applicable state and federal laws including but not limited to the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008.