Fall 2014
Schedule of non-credit classes for adult learners

Continuing Education
Economic and Workforce Development

Gaston College
Opportunities For Life
www.gaston.edu
Welcome!

Gaston College is an open-door public community college, with three campuses located in Gaston and Lincoln counties. The College promotes student success and lifelong learning through high caliber, affordable, and comprehensive educational programs and services that respond to economic and workforce development needs. Enhancing the educational and economic status of the local community is a key aspect of our Mission.

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

Our friendly, competent staff and instructors are focused on the needs of our students and how we can best train people to meet the ever-changing business economy in Gaston and Lincoln counties. 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 to serve you as your strive to develop professionally and personally. At Gaston College we believe in life-long learning. By participating in one of our many Continuing Education classes you can develop new skills or enhance existing ones.

Please visit www.gaston.edu and look for the “Ask GC” link or call 704.922.6200 for information on the many options provided at Gaston College. Our faculty and staff are ready and waiting to help you take the next step.

Truck Driver Training

Gaston College, in collaboration with Caldwell Community College and Technical Institute (CCC&TI), offers Truck Driver Training, which is certified by the Professional Truck Driving Institute (PTDI).

This 8½-week class consists of classroom instruction, range driving, and road driving. Students completing this course will be prepared to operate tractor-trailer rigs, acquire a commercial driver license and become a professional driver.

For more information contact Jeff Switzer at switzer.jeffrey@gaston.edu or 704.922.6381
You may also contact Chris Thompson at 828.726.2380

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

### 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       | 9/9-9/25 | 5:30P-8:30P | KCC      | 117 | #45000        |
| MWF       | 10/6-12/3 | 8:00A-10:00A | PTI      | 109 | #45517        |

Date(s) and time(s) of class

See location key - page 23

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.php
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, the student will earn an operator’s certificate. Manual included in the cost of the course.
6 Hours - $72

F 10/10 8:00A-3:00P LIF 117 45557
F 12/12 8:00A-3:00P LIF 117 45559

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 - $72

F 9/19 8:00A-4:00P LIF 117 45556
F 11/7 8:00A-4:00P LIF 117 45558

For information, e-mail cash.cynthia@gaston.edu or call 704.922.6447.

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 - $72

Escort Vehicle - Four-Hour Recertification
This course provides the four-hour mandatory update to become recertified for oversize/overweight escorts. 4 Hours - $67

Independent Auto Dealer
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 - $72

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

General

Certified Nurse Aide I Refresher
This 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 in the past. If you are trying to be added to the NC Registry after being listed in another state, have been on the registry in the past and have allowed your listing to expire, or if you wish to be listed based on military or nursing school education, this course is for you. For class dates email hollars.beth@gaston.edu or call 704.922.6250.
8 hours - $97 (Includes $25 lab fee)

Dietary Management Certificate Program
This program prepares individuals to be a trained food-service professional. Dietary Managers specialize in cost-containment programs, supervise staff, develop and maintain high levels of sanitation, and partner with a Registered Dietitian to understand and meet the basic nutritional needs of clients. Employment opportunities can be found in hospitals, nursing homes, public health agencies, and commercial food service systems. Course work includes content related to food, nutrition, communication, management, and sanitation.
Upon completion of the required course work and 192 hours of field experience the graduate is eligible for the credentialing exam and active DMA membership. For more information, email hollars.beth@gaston.edu or call 704.922.6250.

**Electrical License Renewal**  
This is the eight-hour renewal for those with current electrical licenses.  
8 hours - $72

<table>
<thead>
<tr>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
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<td>9/6</td>
<td>8:00A-4:30P</td>
<td>PTI 123</td>
<td>45509</td>
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<td>PTI 123</td>
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<tr>
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<td>8:00A-4:30P</td>
<td>PTI 123</td>
<td>45511</td>
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</table>

**Medication Aide**  
This course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to qualify as a Medication Aide with the North Carolina Medication Aide Registry. Last class will meet 11:00A-12:30P.  
24 hours - $97 (includes $25 lab fee)

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<tr>
<th>Class</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>F</td>
<td>8/22-9/12</td>
<td>11:00A-6:30P</td>
<td>DBC 177</td>
<td>46314</td>
</tr>
</tbody>
</table>

**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 - $72

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>8:00A-3:00P</td>
<td>DSC 208</td>
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<tr>
<td>MW</td>
<td>9/8-9/10</td>
<td>5:30P-8:45P</td>
<td>KCH 201</td>
<td>45485</td>
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<td>9/20</td>
<td>8:00A-3:00P</td>
<td>DSC 208</td>
<td>45478</td>
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<tr>
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<td>5:30P-8:45P</td>
<td>KCH 201</td>
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<tr>
<td>S</td>
<td>10/18</td>
<td>8:00A-3:00P</td>
<td>DSC 208</td>
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<tr>
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<td>45483</td>
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<td>5:30P-8:45P</td>
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<tr>
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<td>12/11</td>
<td>8:00A-3:00P</td>
<td>DSC 208</td>
<td>45484</td>
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**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 - $186

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<th>Instructor</th>
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<td>6:00P-9:00P</td>
<td>DSC 219</td>
<td>45516</td>
</tr>
</tbody>
</table>

**Professional Coders Workshop**  
This course will prepare you to challenge the AAPC National Certification Exam. To participate in this class, you must have some knowledge/experience in coding. You may also take this course if you are a coder who is not preparing for the AAPC National Certification Exam but desires educational enrichment. After successful completion of the certification exam, you will be known as a Certified Professional Coder, using the credential “CPC” after your name.  
72 Hours - $186

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<th>Class</th>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
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<td>9:00A-3:30P</td>
<td>DBC 174</td>
<td>45512</td>
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</table>

**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 - $186

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<th>Location</th>
<th>Instructor</th>
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<td>9/8-12/10</td>
<td>6:00P-9:00P</td>
<td>KCC TBA</td>
<td>45574</td>
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*Please check with Gaston College Bookstore for current list price.*
ServSafe
Learn about food safety. Course covers the danger of foodborne illness, the components for good personal hygiene, preventing cross-contamination, and how to utilize time and temperature control effectively. Also covered are safe receiving, food storage, preparation, serving, cooling, and reheating. Additional topics include pest control and the aspects of cleaning and sanitation. The ServSafe Coursebook 6th Edition textbook and Exam Answer Sheet are required and available in the college bookstore for approximately $110*. 16 Hours - $72

M 10/6-10/27 2:00P-6:00P DSC 208 45493

ServSafe In Spanish
Learn about food safety from a Spanish-speaking instructor. Course covers the danger of foodborne illness, the components for good personal hygiene, preventing cross-contamination, and how to utilize time and temperature control effectively. Also covered are safe receiving, food storage, preparation, serving, cooling, and reheating. Additional topics include pest control and the aspects of cleaning and sanitation. The Spanish edition of the ServSafe Coursebook 6th Edition textbook and Exam Answer Sheet are required and available in the college bookstore for approximately $110*. For class dates please email hollars.beth@gaston.edu or call 704.922.6250.
16 Hours - $72

Wastewater I & II
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. 60 Hours - $186

MW 9/15-11/19 6:00P-9:00P KCH 121 45492

Wastewater Level III-IV
This course is designed to fulfill the requirements leading to Wastewater Operator Level III & IV as established by the North Carolina Department of Natural Resources. Students completing this course will be prepared for the state exam. For information or to add your name to the interest list, call 704.922.2244. 60 Hours - $186

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).

Computer: Absolute Beginner
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, email, 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.
24 Hours - $72

TTH 9/9-10/2 6:00P-9:00P DSC 214 45490
MW 10/6-10/29 9:00A-12:00P KCC TBA 45575
MT 10/20-11/11 9:00A-12:00P LC 208 45576

Word and Excel 2010
Want to work with the key applications used in most job settings today? Microsoft Word and Excel are practically 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 résumé. Textbook information will be given during first class meeting.
24 Hours - $72

TTH 10/14-11/6 6:00P-9:00P DSC 214 45491

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

Gaston College offers a wide variety of computer courses online! For more information, go to www.ed2go.com/gaston, email hollars.beth@gaston.edu or call 704.922.6250.
EMS EDUCATION

We offer opportunities to learn how to care for others and save lives. EMS continuing education provides diverse training and a wide range of topics and classes in emergency medical services. North Carolina Office of Emergency Medical Services (NCOEMS) approves Gaston College as an Advanced Teaching Institution, #36066, for EMS and public safety classes.

- American Heart Association training including CPR, AED, First Aid, Bloodborne Pathogens, ACLS, and PALS.
- Obtain EMT certification.
- EMS Instructor Methodology and EMS Education Administration for teaching and managing education.
- 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 help others and provide emergency care.
- Instruction provided by qualified, credentialed instructors.

American Heart Association Courses

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. This is a simple and flexible way to get your CPR certification, whether you need new or renewal training. Part I cost is dependent on the course you need and is paid online; Part II and III is $29 for a skills check-off and the AHA provider card. An official AHA provider card will be issued upon completion.

Three simple steps:
1. Go to www.onlineaha.org and click on catalog to choose the course you desire. There are courses available to meet the needs of healthcare professionals, workplace, daycare centers, and the public. Take course online and print certificate upon completion.
2. Contact the EMS Office at gcems@gaston.edu, or by calling 704.922.6241, to schedule Step 3.
3. Attend the practice and skills check-off session.
Heartsaver CPR, First Aid, AED and Bloodborne Pathogens

This training is for those with little to no background in emergency care. Classes can be separate or in combination. This training is also ideal for the workplace for job safety and OSHA compliance. This is a simple and flexible way to get your CPR certification, whether you need new or renewal training. Part I cost is dependent on the course you need and is paid online; Part II and III is $29 for a skills check-off and the AHA provider card. An official AHA provider card will be issued upon completion.

Three simple steps:
1. Go to www.onlineaha.org and click on catalog to choose the course you want. Browse all courses or filter for healthcare professionals, workplace training, or trainers and educators. Take course online and print certificate upon completion.
2. Contact the EMS Office at gcems@gaston.edu, or by calling 704.922.6241, to schedule Step 3.
3. Attend the practice and skills check-off session.

Healthcare Provider, Heartsaver CPR/AED/First Aid, and Bloodborne Pathogen Classes for business and industry onsite

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, offered anytime on location or at our campus locations. For information, email gcems@gaston.edu or call 704.922.6241.

BLS for Healthcare Providers, CPR for Healthcare Professionals, Advanced Cardiac Life Support, Pediatric Advanced Life Support for medical offices, clinics, agencies, etc. onsite or on campus.

Gaston College offers a wide spectrum of AHA classes to meet needs of healthcare providers. We can offer these classes on our campus with simulation technology. Onsite training is available. For information, email gcems@gaston.edu or call 704.922.6241.

EMT CERTIFICATION

EMT Initial Classes
Emergency Medical Technician Basic Course (EMT-B)

Become a professional EMT! 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 could be utilized in a basic life support ambulance service or other specialized rescue agency.

Fire and Rescue Training

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

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

Call today to learn how you can earn an associates degree or enroll in continuing education classes that will help you achieve your goals.

For more information contact Josh Crisp at 704.922.6258 or Ann Davis at 704.922.6256 or visit www.gaston.edu
The Reading Comprehension Test is required with a 10th grade reading level or higher. Accuplacer test results must be turned in to the EMS Education Office in the Albright Public Safety Building in APS 104. Class size is limited to 25 participants. Email gcems@gaston.edu or call 704.922.6241 for registration dates. 180 Hours - $199 (includes $13 malpractice insurance)

TTH Aug-Dec 5:30P-9:30P APS TBA
S (4 dates TBA)

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

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, in the following locations:

Pearson Life Skills Building, Dallas Campus
Call for testing dates/times.

Lincoln Campus
Call for testing dates/times.

ESL Campus Sites
Kimrell Campus, Belmont
Monday - Thursday, 9:00A-12:00P
Monday - Thursday, 5:00P-8:00P

Pearson Life Skills Building, Dallas Campus
Tuesday - 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

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

HIGH SCHOOL EDUCATION

Adult High School and High School Equivalency (FREE)
To enroll in the Adult High School or the High School Equivalency program, students must attend a four-day, Monday through Thursday, Basic Skills Student Success
class. The student must choose a morning class or evening class for all four days. The class registration is held on Mondays only. Returning students who have been out of class three months or more must also attend the full four-day session. Some of the topics covered in class are: differences between Adult High School and High School Equivalency, conflict resolution, study skills, basic career assessment, placement tests, and assignment to appropriate classes.

Two (2) forms of identification are required to enroll:
1. Valid NC Driver’s License/NC Identification Card. (Student must have the actual card and not a printout from DMV.)
2. Social Security Card

PLUS, students who are 16 and 17 years old will need to provide Minor Paperwork, along with their NC DL/ID and Social Security Card. The Minor paperwork packet is provided by the Life Skills office on the Dallas and Lincoln campuses.

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

**Basic Skills Student Success Class** - Must attend all 4 days; please call for dates.
- **Dallas Campus** (DSC 215)
  - Monday - Thursday,
  - 9:00A-12:00P or 5:30-8:30P
  - Info Line - 704.922.6376
- **Lincoln Campus** - (LC 118)
  - Monday - Thursday,
  - 9:00A-12:00P or 5:30-8:30P
  - Info Line - 704.748.5226

**Adult High School**
It’s not too late...
Finish what you started! Earn a high school diploma in as little as 6 weeks.

- The Adult High School Diploma is awarded through affiliations with the Gaston and Lincoln County School Systems and the NC Department of Public Instruction.
- Credits already earned in high school will be counted toward the total required for graduation.
- Day and evening classes are available year-round.
- Classes are offered on campus, Monday through Thursday, in 6 week mini-semesters.
- The state of North Carolina requires a *total of 16 to 22 credits for graduation.

* Total credits required will be calculated according to your age, original graduation date, and the number of credits that you transfer in from previous schools attended. Students 16 or 17 years of age are required to have additional elective credits as required by the Local Education Association.

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 704.748.5205.

**High School Equivalency (formerly GED)**
Preparation for High School Equivalency testing covers the four academic areas of Social Studies, Science, Language Arts/Reading/Write, and Math. Options for study include a classroom program or a study lab setting with flexible hours with instructors available to assist as needed. The testing fee is $80.00. Gaston College offers a High School Equivalency Test Scholarship for students who meet our requirements. Graduates receive a high school equivalency diploma from the North Carolina State Board of Community Colleges. See the following pages for High School Equivalency sites.

**Dallas/ Lincoln Campus High School Equivalency Sites**
*Dates/times/locations are subject to change.

**Algebra/ Geometry**
Pearson Life Skills Building (LIF 118)
Tuesday & Thursday, 4:30P-7:30P
Algebra
Pearson Life Skills Building (LIF 118)
Tuesday & Thursday, 9:00A-12:00P

Basic RML (Reading, Math & Language)
Pearson Life Skills Building (LIF 116F)
Monday & Wednesday, 12:30P-3:30P

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

Lincoln Campus (LC 114)
Monday & Wednesday, 12:30P-3:30P
Tuesday & Thursday, 4:30P-7:30P

GED Review
Pearson Life Skills Building (LIF 116E)
Monday - Thursday, 9:00A-12:00P, 1:00P-3:00P, & 5:00P-8:00P

Lincoln Campus (LC 116)
Monday - Thursday, 9:00A-12:00P, 5:00P-8:00P

GED Reading/Writing Review
Lincoln Campus (LC 116)
Monday & Wednesday, 9:00A-12:00P & 5:00P-8:00P

Geometry Review
Pearson Life Skills Building (LIF 118)
Tuesday & Thursday, 1:00P-4:00P

Math Review
Pearson Life Skills Building (LIF 117)
Tuesday & Thursday, 9:00A-12:00P, 1:00-4:00P, & 5:00P-8:00P

Lincoln Campus (LC 126)
Tuesday & Thursday, 12:30P-3:30P & 4:30P-7:00P

Kimbrell Campus (KCH 121)
Tuesday & Thursday, 9:00A-12:00P

Kimbrell Campus (KCH 230)
Tuesday & Thursday, 5:00P-8:00P

Reading Review
Pearson Life Skills Building (LIF 107)
Monday & Wednesday, 9:00A-12:00P, & 5:00P-8:00P

Interested in an Exciting New Career?
Prepare for it with our 1-day, 2-week, 3-week, or 1-month Career Readiness and/or Pathways classes for:

- Fast Track to Employment
- Career Readiness Certification
- Computer Skills and several specialties: Beginners to learn basics, Internet use, Jobseekers, Keyboarding, Medical careers, Office careers, Today’s job market, Dislocated Workers, Technology Awareness/Social Media
- Resumes, Cover Letters & Interviewing Skills
- Medical Billing
- Medical Office Administration
- QuickBooks Accountants
- Accounting Careers

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, email morrow.laurel@gaston.edu or call 704.922.6546.
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. There is no charge for these courses if you are unemployed, have been notified of a pending layoff, are working and eligible for the Federal Earned Income Tax Credit, or if you are working and earn wages at or below 200% of the federal poverty guidelines.

Career Readiness Certification (CRC)
Assess and improve your workplace skill levels in Reading for Information, Applied Mathematics, and Locating Information with an exciting computerized, self-paced curriculum now used by companies for hiring and promotional purposes. You can 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 which is offered on a first-come, first-served basis. Students must register on the **first** day of class!
32 Hours - $129 (for non-qualifying individuals)

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For information, on the Dallas Campus call Information Hotline 704.922.6376, e-mail butler.belinda@gaston.edu or call 704.922.6545; on the Lincoln Campus call Information Hotline 704.748.5226 e-mail propst.tonya@gaston.edu or call 704.748.5205.

Reading/ Writing Review

**Pearson Life Skills Building (LIF 118)**
Monday & Wednesday, 12:45P-3:45P & 5:00P-8:00P

**Lincoln Campus (LC 114)**
Monday & Wednesday, 5:00P-8:00P

**Readign/ Writing Review**

**Kimbrell Campus (KCH 121)**
Tuesday & Thursday, 9:00A-12:00P

**Kimbrell Campus (KCH 230)**
Tuesday & Thursday, 5:00P-8:00P

**STAR Reading Review**

**Pearson Life Skills Building (LIF 116F)**
Monday & Wednesday, 9:00A-12:00P

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

Writing Review

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

**Lincoln Campus (LC 103)**
Tuesday & Thursday, 9:00A-12:00P & 4:30P-7:30P

Community High School Equivalency Sites
(See Location Key, page 23)

**Bessemer City Community Center (BCCC)**
Monday & Wednesday, 9:00A - 12:00P

**East Lincoln Christian Ministries (ELCM)**
Tuesday - Thursday, 9:00A-12:00P

**Tabernacle Baptist Church (TBC)**
Monday & Thursday, 9:00A-12:00P
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. 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 needed for your career portfolio; career exploration; or applying for college or financial aid. A nominal fee may be charged for certain WorkKeys Assessments. For information, call 704.922.2267 or 704.922.6546. Days, times, and locations follow:

**Goodwill Job Connection -**
412 South Broad St., Gastonia, NC
Call Tracy Wilson at 704.916.1610 ext. 6002 for specific dates

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**Goodwill Job Connection -**
500 Vaughn Way, Lincolnton, NC
Call Nora McIntyre at 704.732.6844 ext. 104 for specific dates

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**Lincoln Campus**

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**Computers for Medical Billing/Office**
Prepare yourself to search for and obtain a job in the medical office and billing fields using today’s high-tech job searching methods. This course will focus on medical and billing terminology, some entry-level office and medical billing skills in NDC Medisoft for Windows, patient scheduling, patient confidentiality, patient and insurance billing, and recordkeeping. You will also learn customer service and communications skills, as well as job-seeking and job-keeping strategies. This course is offered on a first-come, first-served basis. Students must register on the first day of class!

32 Hours, *except where indicated - $129 (for non-qualifying individuals)*

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**Fast Track to Employment**
Learn the “secret skills” employers are looking for and close that “skills gap” between you and others. Get “job leads” that you cannot access elsewhere and learn how to apply for them. Discover and prepare for your Ideal Career Match. This is an interactive, fun, valuable class that every adult who is unemployed or seeking a career change should take! This course is offered on a first-come, first-served basis. Students must register on the first day of class!

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Office and Computer Skills
Prepare yourself for a career in office and computer skills by using today's technology. This course will focus on computer and office terminology, keyboarding, Internet use, and email. Some basic skills in Microsoft Word, Excel, and PowerPoint will be covered. You will also gain an understanding of how to complete job applications and how to create a polished resume and cover letter. You will also learn customer service and communications skills, as well as job-seeking and job-keeping strategies. This course is offered on a first-come, first-served basis. Students must register on the first day of class!

32 Hours - $129 (for non-qualifying individuals)

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Job Seeking & Keeping Strategies/ Customer Service 101:
Gastong County DWS/Career Center (ESCG)
Tuesdays & Thursdays, 8:30A-10:30A
No appointment necessary!

KeyTrain Pre-Testing: Job Seeking & Keeping Strategies/ Customer Service 101; & Resume/ Cover Letters:
Lincoln County DWS/Career Center (ESCL)
Wednesdays, 9:00A-12:00P and 1:00P-4:00P
No appointment necessary!

Resumes & Cover Letters:
Gastong County DWS/Career Center (ESCG)
Wednesday, 10:00A-12:00P
By appointment only!
Call 704.853.5328 ext. 237 or 220 to schedule an appointment.

Gastong County DWS/Career Center (ESCG)
Tuesdays & Thursdays, 10:30A-12:30P
No appointment necessary!

Other Interviewing, Job Search, Resumé & Cover Letter Sites:
Gaston Youth Works Center (YWC)
Tuesdays & Thursdays, 1:00-5:00PM
No appointment necessary!
Powerhouse Job Success Lab:
Goodwill Job Connection (GJC Computer Lab) - 412 S. Broad Street, Gastonia, NC
Monday through Friday, 9:00A-1:00P
Call Tracy Costner at 704.916.1610 x6002 for specific dates.

Goodwill Job Connection (GJCL Computer Lab) - 500 Vaughn Way, Lincolnton, NC
Monday through Friday, 9:00A-1:00P
Call Barbara Smith at 704.732.6844 x105 for specific dates.

Career Centers
The North Carolina 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 Career Center (ESCG)
1391 Bessemer City Road, Gastonia, NC 28052
Phone: 704.853.5328

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

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

For more information, visit the Career Center websites:
www.gastonjoblink.com or www.lincolnjoblink.com or www.NCWorks.gov

For more information call 704.922.6546.

LAW ENFORCEMENT

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 (SPL ETA) 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
- Officer Safety: The First Five Minutes
- JMST: A Juvenile-Now What?

IN-SERVICE TRAINING TOPICS OF CHOICE
- Fundamentals of Evidence Collection
- Law Enforcement Intelligence Update
- Officer Safety: Responding to Crimes Off-Duty
- Recognizing the Signs: Pre-assaultive and Deceptive Behaviors

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

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

BLACKBOARD ONLINE TRAINING COURSES
State Mandated Training Course Available

For information, e-mail hoyle.melanie@gaston.edu or call 704.922.6531
ONLINE OPPORTUNITIES
(www.ed2go.com/gaston)

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.

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<tr>
<th>• No commuting to class</th>
<th>• Designed to fit your budget</th>
<th>• Many approved for teacher renewal credit</th>
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<tbody>
<tr>
<td>• Course materials available 24/7</td>
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Course Start Dates: August 20, September 17, October 15, November 12, December 10, 2014

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 21 for registration instructions.

Accounting Courses
Accounting Fundamentals
Business Finance for Non-finance Personnel
QuickBooks 2013 (2 Levels)

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

Business Administration
Fundamentals of Supervision & Management
Project Management Fundamentals

Computer Applications
Creating Mobile Apps with HTMLs
Mac, iPhone & iPad Programming
Microsoft Excel (3 levels)
Microsoft Word (3 levels)

Courses for Teaching Professionals
Classroom Computer Creative Classroom
Solving Classroom Discipline Problems
Teaching Smarter with SMART Boards

Digital Photography & Digital Video
Discover Digital Photography Secrets of Better Photography

Grant Writing & Nonprofit Mgmt.
A to Z Grant Writing Writing Effective Grant Proposals

Health Care, Nutrition & Fitness
Become a Physical Therapy Aide
Become an Optical Assistant Medical Terminology

Internet
Learn to Buy and Sell on eBay
Navigating the Internet
Web 2.0: Blogs, Wikis, and Podcasts

Languages
Conversational French
Instant Italian
Speed Spanish (3 levels)

Law & Legal Careers
Employment Law Fundamentals
Explore a Career as a Paralegal
Real Estate Law

Math, Philosophy, & Science
Algebra in Everyday Life
Everyday Math
Medical Math

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

Personal Development
Leadership
Navigating Divorce
Resume Writing Workshop

Personal Finance & Wealth Building
Keys to Successful Money Management
Personal Finance
Protect Your Money, Credit & Identity
Where Does All My Money Go?

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

Start Your Own Business
Event Planning
Start Your Own Gift Basket Business
Start Your Own Small Business
Start a Pet Sitting 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 Websites, Introduction to Designing Effective Websites

Writing & Publishing
Beginning Writer’s Workshop
Publish & Sell your E-Books How to Make Money From Your Writing

For information, e-mail hollars.beth@gaston.edu or call 704.922.6250.

All classes are completed 100% online. Tuition for most classes is $70 & does not require a book purchase*.

*Consult listings at www.ed2go.com/gaston for each class price and book requirements.
OCCUPATIONAL TRAINING

American Sign Language
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 - $72

M 9/22-12/8 6:30P-8:30P DSC 206 45515

For information, e-mail hoyle.gail@gaston.edu or call 704.922.2244

PERSONAL ENRICHMENT

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

T 9/2-9/23 6:00P-8:00P LC 218 45500

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

T 9/30-10/28 6:00P-8:00P LC 218 45501

Dancing for Fitness
Dance the class away and get fit! This course is designed to develop movement and recreational dancing skills, safety, fitness and coordination. Line dancing will be the primary form used, with some folk and square dancing opportunities.

32 Hours - $93

MW 8/20-12/17 11:00A-12:00P DBC 130 46311

Genealogy and Local History
Want to learn how to do basic research using pertinent records, Internet search opportunities, and other

Gaston College offers hundreds of Continuing Education courses online year round to help you meet your professional goals or develop workplace skills.

Whether you are an individual seeking to build your own job skills or an employer looking for employee development training, Gaston College’s online Continuing Education courses will provide valuable training opportunities that fit your schedule and budget.

Most online classes allow students to earn 2.4 CEUs for the completed course. Average cost per class to enroll is $70.00. Refer to class listing to confirm each class price.

Visit www.ed2go.com/gaston for a complete course list or email hollars.beth@gaston.edu or call 704.922.6250


*Please check with Gaston College Bookstore for current list price.
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 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 - $52

TH 9/18-11/20 7:00P-9:00P DSC 206 45502

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

TH 9/4-9/25 6:00P-8:00P LC 218 45496

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

TH 10/2-10/23 6:00P-8:00P LC 218 45497

Rejuvenate Your Retirement
This unique and comprehensive course focuses on the issues and financial concepts that are important to retirees. The course explains financial strategies that affect taxes, lifestyle preservation, inflation protection, and your legacy. The course cost includes a 143-page illustrated workbook.

4 hours - $40

W 9/24-10/1 9:30A-11:30A DSC 208 45494
M 9/29-10/6 1:00P-3:00P DSC 206 45495

Tasty Art: The Basics of Cupcakes
From Cupcake Wars to DC Cupcakes to Cupcake Girls, there's no denying that cupcakes are the hottest dessert around! Learn the basics of decorating cupcakes, including making the right kind of frosting, piping your frosting, and filling cupcakes with a variety of delectable fillings. You will need to have your own supplies, many of which you probably already have. A list will be given when you register or you may email hollars.beth@gaston.edu or call 704.922.6250.

6 Hours - $52

T 9/16-9/30 6:30P-8:30P KCC TBA 45572

The Writer's Voice
This class provides a powerful learning experience for anyone who wants to be an author. The course will provide skill building and practice in areas such as an introduction to writing, the power of your voice and how to uncover it, and connecting to write. You will participate in creative writing exercises that lead to an ending session on putting it all together to prepare to write your story. 14 Hours - $87

T 9/9-10/21 5:15P-7:15P DSC 219 45507
TH 10/16 5:15P-7:15P DSC 219
T 10/28-12/9 7:30P-9:30P DSC 219 45508

Walking for Fitness
Want to walk your way to fitness? Join this fun class and learn how to stay fit through walking. Students will walk on campus and in the community as a class.

37.5 Hours - $93

TTH 8/21-12/9 9:30A-10:45A DBC 130 46310

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 (costs subject to change)

MW 8/20-12/17 5:30P-6:30P DBC 130 45579
F 8/22-12/12 8:30A-10:30A LC B105 45578
Yoga: Multi-Level
This is the next step after basic yoga. Enhance your skill in traditional Hatha Yoga and learn new and more challenging moves and positions.
25 Hours - $82
TTH 9/4-12/4 11:30A-12:30P DBC 130 45577
For information, e-mail hoyle.gail@gaston.edu or call 704.922.2244.

SAFE DRIVING PROGRAMS
Registration for the Safe Driving Programs is ongoing. To register, call the telephone contact number in the class description.

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. Email lambert.holly@gaston.edu or call 704.922.6353 for details.
8 Hours - $102

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”. Email lambert.holly@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 Safety & Health Council. Classes are available at both the Dallas and Lincoln campuses. Email lambert.holly@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 704.922.6250 to add your name to the list for the next class. Classes will be scheduled according to demand. (Insurance Included)
22 Hours - $170

SMALL BUSINESS CENTER
A series of seminars for Small Business owners and current or prospective entrepreneurs will be offered during the Fall 2014 semester. The seminars cover Marketing, Legal Issues, Business Planning, Recordkeeping, Tax Issues, Insurance Issues, and STEP (Tax Education Program for Small Business). These subjects are covered in the following seminars.

In addition to the seminars, the SBC offers one-on-one counseling by appointment and a resource center. To schedule an appointment email cash.cynthia@gaston.edu or call 704.922.6447.
Gaston College’s Small Business Center (SBC) serves all small business owners and entrepreneurs.

- Complimentary seminars
- Resource Center
- One-on-one counseling

We can help you
- Launch a small business
- Find answers to accounting and tax questions
- Develop marketing plans and set pricing strategies
- Develop and update your business plan

For more information or to make an appointment contact email cash.cynthia@gaston.edu or call 704.922.6447.

Visit http://startabiz.gaston.edu to view a seminar schedule.

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 9/4 6:30P-9:00P KCC 213 45528

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 9/8 6:30P-9:00P LC 125 45529
TH 9/11 6:30P-9:00P KCC 213 45530

Business Planning I for the Entrepreneur
A local banker discusses the necessity and technique of developing your business plan.
2.5 Hours - FREE
M 9/15 6:30P-9:00P LC 125 45531
TH 9/18 6:30P-9:00P KCC 213 45532

Recordkeeping
A local CPA/accountant discusses how to “set up the books” for your business.
2.5 Hours - FREE
M 9/22 6:30P-9:00P LC 125 45533
TH 9/25 6:30P-9:00P KCC 213 45534

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 9/29 6:30P-9:00P LC 125 45535
TH 10/2 6:30P-9:00P KCC 213 45536

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 10/6 6:30P-9:00P LC 125 45539
TH 10/9 6:30P-9:00P KCC 213 45540
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 10/13  6:30P-9:00P  LC 125  45537
TH 10/16  6:30P-9:00P  KCC 213  45538

Legal Issues
A local attorney discusses issues on business organization (entity type), legal obligations and the rights and legal liability of the small business owner.
2.5 Hours - FREE
M 10/20  6:30P-9:00P  LC 125  45541
TH 10/23  6:30P-9:00P  KCC 213  45542

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 10/27  6:30P-9:00P  LC 125  45543
TH 10/30  6:30P-9:00P  KCC 213  45544

Insurance Issues
A local insurance agent discusses the insurance needs of small business.
2.5 Hours - FREE
M 11/3   6:30P-9:00P  LC 125  45545
TH 11/6   6:30P-9:00P  KCC 213  45546

Marketing III - Great Expectations
This seminar provides clarity in strategizing a realistic marketing plan that matches your limited resources.
2.5 Hours - FREE
M 11/10  6:30P-9:00P  LC 125  45547
TH 11/13  6:30P-9:00P  KCC 213  45548

STEP I - Introduction and Orientation
This class covers Introduction to Gaston College’s Small Business Center, Choosing Entity Types for Business Organizations, Recordkeeping, Electronic vs. Paper Tax Returns, Sole Proprietorships, Partnerships, LLC’s, S-Corporations, and C-Corporations.
3 Hours – FREE
T 9/9    6:30P-9:30P  DSC 206  45549

STEP II - Small Businesses and the Affordable Care Act
This new class will discuss the value of providing health insurance to your employees. It will include the latest information on how the small business is to survive with added costs imposed or how to avoid additional tax costs if possible.
3 Hours – FREE
T 9/16   6:30P-9:30P  DSC 206  45550

STEP III - Financial Reports, Accounting, and Compiling Data for the IRS and State
This class covers a complete financial statement and how it is applied to the tax returns. The financial statement will include a complete balance sheet, income/loss statement, and related documents.
3 Hours – FREE
T 9/23   6:30P-9:30P  DSC 206  45551

STEP IV - Sole Proprietorships and Partnerships
This class covers the advantages and disadvantages of Sole Proprietorships and Partnerships, Detailed Review of IRS forms including the Income, Cost of Goods Sold, Allowed Expenses, Self-Employment, Depreciation and where to put what figures on tax forms, IRS Schedule C and what the IRS considers income (Revenue) and what the IRS considers an expense (deduction) as related to the personal income.
3 Hours – FREE
T 9/30   6:30P-9:30P  DSC 206  45552

STEP V - Corporations (S-Corp vs. C-Corp)
This class covers the pros and cons of an S-Corporation vs. C-Corporation. It covers the need for legal counsel, banker and accountant, review of an 1120 and 1120-S with a comparison to Schedule C, Partnership or LLC, detailed input of each section of the tax returns, formalization and compiling income, costs of goods sold, allowed expenses, and possible tax consequences.
3 Hours – FREE
T 10/7   6:30P-9:30P  DSC 206  45553

STEP VI - Employee or Contractor, Payroll, and Service Providers
This class is a detailed review of the IRS requirements for the Form 1099-Miscellaneous, employee forms, payroll and State Regulations related to payroll or contracted labor, payment for commissions, outside labor, and contracted services and the proper forms required.
3 Hours – FREE
T 10/14  6:30P-9:30P  DSC 206  45554
STEP VII - Reporting, Regulations, 2013 Update, and What to Expect

This class covers new rules and regulations as directly associated to the tax year 2013. Set up the proper steps when considering opening and closing a business activity. We will have a short presentation from the following: Gaston County Tax Office, IRS, NC Departments: Secretary of State, Revenue, and Employment Security. 3 Hours - FREE

T 10/21  6:30P-9:30P  DSC 206  45555

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

Truck Driver Training

Gaston College, in collaboration with Caldwell Community College and Technical Institute (CCC&TI), offers Truck Driver Training, which is certified by the Professional Truck Driving Institute (PTDI).

This 8½-week class consists of classroom instruction, range driving, and road driving. Students completing this course will be prepared to operate tractor-trailer rigs, acquire a commercial driver license and become a professional driver.

For more information email switzer.jeffrey@gaston.edu or call 704.922.6381. You may also contact Chris Thompson at 828.726.2380.

TEACHER RENEWAL PROGRAM

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

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

TRUCK DRIVER TRAINING

Continuing Education scholarships are available to those meeting selection criteria.

For information, email switzer.jeffrey@gaston.edu or call 704.922.6381.
CLASS REGISTRATION INFORMATION (ed2go Registration Instructions at Bottom of Page)

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

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| On Gaston College homepage www.gaston.edu, click on the **WebAdvisor** icon. Select the yellow **Continuing Education** icon then click on **Register and Pay for Continuing Education Classes**. Select the course you would like to register for then complete the online registration form and payment information. When paying online, be prepared to pay for classes immediately with a credit card using, Visa, MasterCard, Discover, or American Express. | On Gaston College homepage www.gaston.edu click on the **EWD/Continuing Education** tab and then choose the **registration form**. Fill out completely, OR use the registration form on page 22. **ALL** mailed registrations and payments must be addressed **EXACTLY** as shown and mailed to: Gaston College EWD/Continuing Education Campus Box B 201 Highway 321 South Dallas, NC 28034 | **Dallas Campus**
**Dalpiaz Building**
DSC 115
201 Highway 321 South, Dallas, NC

**Registration begins**
August 4, 2014

**Monday - Thursday:**
8:30A-4:30P

**Friday:**
8:30A-3:30P

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 two (2) business days**, and then click the following link: https://webadvw.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_now.php 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 five (5) days before class start date** to Beth Hollars, Education-to-Go, Gaston College, Campus Box B, 201 Highway 321 South, Dallas, NC 28034

**NOTE:** If you have any problems or issues logging into your courses, please e-mail hollars.beth@gaston.edu or call 704.922.6250.
Fill-in registration form, print, sign in ink, and mail completed form with your payment.

Gaston College
ECONOMIC AND WORKFORCE DEVELOPMENT
CONTINUING EDUCATION

APPLICATION AND REGISTRATION FORM

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If any of the following apply to you, please check:
- U.S. Citizen
- Eligible Legal Alien
- Naturalized Citizen
- Non-resident Alien
- Single Parent

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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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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 115

PROVIDE SEPARATE FORMS/PAYMENT FOR EACH CLASS

Form Revised 03/18/11
LOCATION KEY

Dr. Dennis McElhoe, 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
BCCC   Bessemer City Community Center, 220 S. 14th St., Bessemer City
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   Division of Workforce Solutions, 7220 Wilkinson Blvd., Harney Hall, 212, Belmont
ESCG   Division of Workforce Solutions, 1391 Bessemer City Road, Gastonia
ESCL   Division of Workforce Solutions, 529 North Aspen Street, Lincolnton
GJC    Goodwill Job Connection, 412 South Broad Street, Gastonia
GJCL   Goodwill Job Connection, 500 Vaughn Way, Lincolnton
H      Hybrid Class (combination of classroom and online study)
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
PTI    Pharr Trade and Industrial Center, Dallas
TBA    To Be Announced
TBC    Tabernacle Baptist Church, 519 West 19th Avenue, Gastonia
YWC    YouthWorks, 412 Broad Street, Gastonia

Campus maps and directions can be found on the Gaston College website:
www.gaston.edu/aboutus/maps.php
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 Southern Association of Colleges and Schools Commission on Colleges 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.

NOTICE OF NON-DISCRIMINATION: 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.

Inquiries or complaints concerning the college's affirmative action/equal opportunity policy should be directed to the following individuals: Human Resources Director (Employees) or Vice President for Student Affairs and Enrollment Management (Students), 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.
Basic Law Enforcement Training at the Criminal Justice Academy of Gaston College

The Criminal Justice Academy at Gaston College serves the entire region and is recognized as a leader in providing professional training to the criminal justice community. Training includes courses for law enforcement, civil process, detention and animal control.

In addition to our Basic Law Enforcement Training program, Gaston College offers in-service training courses designed to facilitate the mandated training requirements for criminal justice personnel, state certification and recertification programs, and advanced specialized training.

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

Admission requires that students must:
• Be at least 20 years of age
• Have a High School diploma or high school equivalency
• Be a United States citizen
• Successfully complete the reading and writing placement tests
• Pass the criminal history background check
• Complete a Gaston College application form

For information contact Melanie Hoyle at hoyle.melanie@gaston.edu or call 704.922.6531