Preparing for your future

Fall 2016
Continuing Education
Schedule of Classes

Gaston College
Opportunities For Life
How to register

You may register:

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

Walk-In:
Monday-Thursday
8:30a – 5:00p
Friday
8:30a-3:30p
Dallas Campus
Dalpiaz Building, Room 113/114
201 Highway 321 South
Dallas, NC 28034

Like us on Facebook
Gaston College Continuing Education Department

Manufacturing Boot Camp (NEW)

Get better prepared for the interview and opportunity for employment at local advanced manufacturing firms with this short-term training. Module One includes Skills for Successful Teams, Personal Effectiveness, and Professionalism Skills. Module Two includes actual applicable skills for the Manufacturing Process. Invest 40 hours of exciting training in your future.

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

Classes that are self-supported vary in price; the cost is listed under the course description. All costs must be paid for a student to be officially registered. Please register and pay at least five (5) business days before the class start date. In accordance with state policy we are unable to register and receipt payment for classes more than 60 days prior to the class start date.

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

How can I register for an ed2go course?
1. Go to www.ed2go.com/gaston and follow the online Education-To-Go Registration and Enrollment Information. The registration and enrollment deadline is five (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.
2. Once you have completed this step, please wait (2) business days.
3. Complete the Gaston College registration and payment process by following the directions for online or walk-in registration. If you have any problems or issues logging into your courses, please e-mail hoyle.gail@gaston.edu or call 704.922.6251.

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

When will my class meet?
• In each course description the class times are given followed by “a” (a.m./morning) or “p” (p.m./evening)
• The class location is given with a three (3) letter designation corresponding to locations provided on page 20.

What happens if the class changes?
For the rare occurrence when a class needs to be changed to another date or location, the information will be posted on WebAdvisor. All registered students will be contacted by phone. If you register several weeks before the class, it is advisable to always check WebAdvisor to confirm class meeting time and location a few days beforehand.
Accounting Fundamentals Series
This new twelve-week online program, containing two courses, provides you with the essentials of the accounting field. The first course delivers you the basics of bookkeeping and financial transactions. You will gain hands-on experience with accounts receivable, accounts payable, payroll, and more. Once you are acquainted with the basics, you will proceed with the next course. During the second course you will learn about corporate accounting practices including plant assets, dividends, and financial reports. Please follow the ed2go registration instructions on page 1.

48 Hours - $125
9/14-12/7 Online

Accounting Principles for Financial Software
This course will acquaint the participant with basic necessary accounting principles and show you how they relate to financial software. You will also learn how to read and interpret financial reports. 

6 Hours - $82
11/7-11/21 M 6-9p DSC 211

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

Three simple steps:
1. Go to www.onlineaha.org and click on 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 for skills check-off costs and to schedule an appointment.

3. Attend the practice and skills check-off session and receive AHA card.

Customer Service for the Medical Industry
Today’s medical workplace needs high quality professionals with excellent customer service skills. Adding this course to your skills set will give you that needed edge in the job market of today.

20 hours - $77
10/18-11/17 TTH 6-8p LC 308

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. Please follow the ed2go registration instructions on page 1.

24 Hours - $70
10/12-11/23 Online
11/9-12/21 Online

Forklift: Basic Operator
Gain the fundamental knowledge and skills necessary to operate a sit-down counterbalanced, LP gas powered fork-lift. Learn safety aspects, operations, basic maintenance, and OSHA compliance issues. Upon successful completion of the course, the student will earn an operator’s certificate. You must be 18 years old to participate in the course.

18 Hours - $267
11/15-12/18 M 6-9p DSC 103
and to take the examination. Manual included in the cost of the course.
6 Hours - $77

9/23 F 8a-3p LIF 117
11/4 F 8a-3p LIF 117

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 - $77

10/14 F 8a-4p LIF 117
12/2 F 8a-4p LIF 117

Intro to LEAN Manufacturing
Experience, first hand, the power of Lean Manufacturing in this interactive 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.
7 hours - Tuition for this class is covered by Business and Industry Training Services.

9/21 W 8:30a-4:30p DSC 206
11/30 W 8:30a-4:30p DSC 206

Introduction to Logistics
This course provides an overview of the exciting world of logistics. Topics will include traffic management, warehousing, material handling, global logistics. After completion attendees will be familiar with the different segments of logistics and terminology of the industry. Materials included in the cost of the course.
4 hours - $82

10/26 W 8:30a-12:30p DSC 206

Effective Transition to ISO 9001:2015
Organizations already certified to ISO 9001:2008 are looking for effective ways to transition to the new ISO 9001:2015 requirements and to add value to their processes at the same time. This course provides guidance in emphasizing important approaches meeting your specific requirements for satisfying customers, suppliers, auditors, and other interested parties.
4 hours - $77

11/2 W 8:30a-12:30p DSC 206

Microsoft Office Classes
Several levels of Microsoft Office Access, Excel, Project, Word, Outlook, PowerPoint, and Publisher courses are available through www.ed2go.com/gaston. Please follow the registration instructions on page 1.
24 hours - $70

9/14-10/26 Online
10/12-11/23 Online
11/9-12/21 Online
12/14-1/25 Online

MS Office Excel Basic
Learn how to complete the basic operations of this spreadsheet as you 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 - $82

11/8-12/13 T 6-9p DSC 214
Multi-Generational Gaps
Gain a better understanding of the various cultures and learn ways to overcome the challenges in different communication styles. Grasp a better understanding of how to handle the different generations in the workplace today. Older workers are delaying retirement while younger workers are entering the workforce, creating diversity never seen before.
4 hours - $93
10/5 W 8:30a-12:30p DSC 206

Notary Public
You will need this required course to obtain a commission as a Notary Public in North Carolina. It can be used for 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; have no felony conviction or civil judgement; and be able to speak, read, and write the English language. Additional fees to obtain your commission, seal, and Notary Public Record Book 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.
7 Hours - $77
8/17 W 8:30a-4:30p DSC 208
9/15 TH 8:30a-4:30p LC 120
9/26-9/28 MW 5:30P-9:00p KCH 201
10/8 S 8:00a-3:30p KCH 201
10/17 M 8:30a-4:30p DSC 208
11/1-11/3 TTH 5:30P-9:00p KCH 201
11/10 TH 8:30a-4:30p LC 120
12/5 M 8:30a-4:30p DSC 208

Nurse Aide I Refresher (Hybrid)
This hybrid refresher course will assist you in preparing for the Nurse Aide Competency Exam for listing on the North Carolina Registry. All participants must have completed a state approved Nursing Assistant I course or equivalent 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. Seated class times are listed below. 28 hours of online course instruction will also be provided.
40 Hours - $164
9/9-9/30 F 10a-2p DBC 178/online
10/7-10/28 F 12-4p DBC 178/online
11/11-12/2 F 12-4p DBC 178/online

Presentation Skills
Are you one of the 41% of the population who list public speaking as their number one fear? This workshop is for those who want to become more confident and relaxed in front of an audience. Mastering this fear is not only a benefit to your career; it is also a great ego booster. Learn the basics of public speaking skills and the ability to develop an engaging program, and deliver your presentation with power.
4 hours - $93
12/7 W 8:30a-12:30p DSC 206

Introduction to Quickbooks 2015
Learn the skills needed to keep the books of your business accurately and easily. Requires basic computer skills and required textbook.
24 Hours - $82
10/18-11/10 TTH 6-9p DSC 211
11/15-12/13 TTH 6-9p KCC 119
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 - $191
9/12-12/14 MW 6-9p KCC 115
TH 6-9p KCC 115

Real Estate Brokers Post-Licensing Course 302: Contracts and Closings
Are you in the licensing phase that needs the three post-licensing courses? This course in the three-part series will enhance your knowledge of contract law, contract preparation, the Real Estate Settlement Procedures Act, and more.
30 hours - $134
9/6-9/29 TTH 9a-1p DSC 219

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 - $77
9/22-10/13 TH 9a-1p DBC TBA

ServSafe 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.
16 Hours - $77
10/3-10/24 M 9a-1p LC 120

ServSafe en Español
Aprenda acerca de la seguridad y manipulación correcta de los alimentos de un instructor de habla española. El curso cubre el riesgo de enfermedades transmitidas por alimentos, los componentes para una buena higiene personal, prevención de la contaminación cruzada, y cómo utilizar el tiempo y el control de las temperaturas efectivamente. También se cubren los métodos seguros de recepción, almacenamiento, preparación, servicio, enfriamiento y recalentamiento de alimentos. Otros temas incluyen el control de plagas y los aspectos de limpieza y saneamiento. La sexta edición del libro de texto de ServSafe en Español y hoja de respuestas de exámenes son necesarios y están disponibles en la librería del Gaston College por aproximadamente $110.
El curso consta de 16 horas y su costo es de $77
10/3-10/24 M 9a-1p LC 120
Gaston College is pleased to offer the SHRM-CP Certification prep class. This 36-hour class will prepare HR professionals to challenge the SHRM certification exam. SHRM certification is a widely recognized professional certification for those in the HR field. The program identifies eight key behavioral competencies and 15 HR functional areas that are critical to the success of any HR professional.

36 Hours - $1200 (includes the required SHRM materials and access to the web-based materials)

9/19-12/5 M 6-9p KCC 220

Teacher Renewal
Courses are available online through ed2go for teacher renewal credit. Courses include Solving Classroom Discipline Problems, Content Literacy, Teaching Smarter with SMART Boards, and many more. Please visit www.ed2go.com/gaston for a complete list. Registration instructions for ed2go courses information can be found on page 1.

24 hours - $70

11/16 W 8:30a-12:30p DSC 206

Wastewater 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.

60 Hours - $191

9/20-11/29 TTH 6-9p KCH 121

TEAS Prep Courses
TEAS preparation courses will be offered! Dates of courses will be released after the testing schedule is published. The following 2-hour preparation courses will be offered for $25 each:

Anatomy/Physiology • Math • Biology • Reading/Grammar • Chemistry

Please call 704.922.2244 for more information.
Truck Driver Training

Gaston College, in collaboration with Caldwell Community College and Technical Institute (CCC&TI), offer Truck Driver Training, which is certified by the Professional Truck Driver Training Institute (PTDI). This 8 1/2-week class consists of classroom instruction, range driving, and road driving. Students completing this course will be prepared to operate tractor-trailer rigs, acquire a commercial driver’s license, and become a professional driver.

For more information contact Donna Blake at blake.donna@gaston.edu or 704.922.2267. You may also contact Chris Thompson at 828.726.2380.

The next class begins November 14. Please attend the mandatory orientation scheduled for October 26 at 10am in Dalpiaz, Room 208. Registration information will be provided at that time.

LeadingEdge:
A foundation for effective leadership

This series of seminars will provide advanced skills building on leadership for managers and supervisors in business and industry. Each seminar will consist of presentations, discussions, and hands-on exercises that will develop and refine leadership skills such as communication, motivation, and planning. Participants will also be provided lunch while networking with featured speakers and other participants. For more information please email sleet.sandra@gaston.edu or call 704.922.6315.
Computers for Medical Office
Learn medical terminology and billing; and use computers to process patient records, schedule appointments, create insurance claims, file and print super-bills, reports, statements and claims using Medisoft. Class also includes professionalism, customer service and communication skills, workplace ethics, and business etiquette, confidentiality and more. Great Class!

8/22-9/1 M-TH 8a-12p DSC 211
9/12-9/22 M-TH 8a-12p DSC 211
9/26-10/6 M-TH 8a-12p DSC 211
10/10-10/20 M-TH 8a-12p DSC 211
10/24-11/3 M-TH 8a-12p DSC 211
11/7-11/17 M-TH 8a-12p DSC 211
11/28-12/8 M-TH 8a-12p DSC 211

Basic Computer Technology and Occupational Effectiveness
Learn computer and office terminology, basic computer, keyboarding, internet, and email skills, basic skills in Work, Excel, and PowerPoint, netiquette, customer service skills, work ethics, employer expectations, career exploration, and job-seeking and keeping skills (including using NCWorks). Class also includes business etiquette, workplace effectiveness, work habits, and presenting yourself in the most positive light.

9/12-9/22 M-TH 12:30-4:30p DSC 211
10/10-10/20 M-TH 12:30-4:30p DSC 211
11/7-11/17 M-TH 12:30-4:30p DSC 211

Human Resources Development (HRD) - NO COST
Are you ready to prepare for that next job, new career, better life? Gaston College has EXCITING NEW CLASSES that are available and start every two or three weeks. Through our Human Resources Development (HRD) program, you can learn new computer skills, gain valuable job traits, and add new strategies to your job search.

It's EASY to learn what classes are available, what you can take and when:
1. Pick up a flyer at the Gaston or Lincoln NCWorks Career Center OR
2. Grab a flyer at any campus of Gaston College OR
3. Simply call 704.922.6546, for more information.

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

Don’t miss this exciting opportunity to add those needed skills today.
CALL 704.922.6546!
Manufacturing Boot Camp I
Become better prepared for an interview and the opportunity for employment at local advanced manufacturing firms with this short-term training. This first module includes skills for successful teams, personal effectiveness, and professionalism skills.

8/22-8/25 M-TH 12:00-5:00p DSC 211
9/26-9/29 M-TH 12:00-5:00p DSC 211
10/24-10/27 M-TH 12:00-5:00p DSC 211
11/28-12/1 M-TH 12:00-5:00p DSC 211

Manufacturing Boot Camp II
This second module focuses on actual applicable skills for the manufacturing process. You will gain a better understanding of math and measurements, principles of manufacturing, and computer skills.

8/29-9/1 M-TH 12:00-5:00p DSC 211
10/3-10/6 M-TH 12:00-5:00p DSC 211
10/10-10/20 M-TH 12:00-5:00p DSC 211
10/24-11/3 M-TH 12:00-5:00p DSC 211
11/28-12/8 M-TH 12:00-5:00p DSC 211

National Career Readiness Certification (NCRC)
This 2-week class to assess and build your workplace skill levels in Reading for Information, Applied Mathematics, and Locating Information uses a self-paced, online KeyTrain curriculum to prepare for the official WorkKeys Assessment Tests to get your National CRC (Career Readiness Certificate) and be part of our local “certified workforce”! Many companies now require or strongly prefer this certification for employment and/or promotional purposes!

8/22-9/1 M-TH 12:30-4:30p DSC 214
9/12-9/22 M-TH 12:30-4:30p DSC 214
9/26-10/6 M-TH 12:30-4:30p DSC 214
10/10-10/20 M-TH 12:30-4:30p DSC 214
10/24-11/3 M-TH 12:30-4:30p DSC 214
11/7-11/17 M-TH 12:30-4:30p DSC 214
11/28-12/8 M-TH 12:30-4:30p DSC 214
Marketing Your Business with Facebook
In this seminar, participants will learn the basics of setting up a Facebook business page as well as information about promotions, advertisements, and making a huge impact for your business online.

8/23/16 T 1:00p–4:00p KCC 120
10/25/16 T 1:00p–4:00p CSB 101

Making an Impact Online with Your Business
Make sure you have a good online presence and are using internet tools to your advantage. In this seminar, participants will learn how to use their online knowledge to grow their business and take it to the next level. We will discuss tips and tactics to use social media wisely and productively. The outcome of this class should be an online marketing plan of action for each participant.

8/30/16 T 1:00p–4:00p KCC 120
10/27/16 TH 1:00p–4:00p CSB 101

Using YouTube to Grow Your Business
Are you interested in spreading the message of your business with a platform that your customers are already using? More and more people are turning to YouTube for all of their information, news, and entertainment. Your business should definitely have a presence there as well. In this seminar, you will learn how to get started with video marketing, how to make good quality videos with the tools you already have, setting up and promoting your YouTube channel, and spreading your message to all of your customers with a simple and easy to use method.

9/6/16 T 1:00p–4:00p KCC 120
11/1/16 T 1:00p–4:00p CSB 101

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

9/12/16 M 6:30p–9:00p LC 125
9/15/16 TH 6:30p–9:00p KCC 220

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

9/19/16 M 6:30p–9:00p LC 125
9/22/16 TH 6:30p–9:00p KCC 220

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

9/26/16 M 6:30p–9:00p LC 125
9/29/16 TH 6:30p–9:00p KCC 220

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

10/3/16 M 6:30p–9:00p LC 125
10/6/16 TH 6:30p–9:00p KCC 220

Independent Contractor vs. Employee
We will define the difference between an Independent Contractor and an Employee and explain what is required when hiring an Independent Contractor or an Employee as it relates to federal taxes.

10/5/16 W 2:00p–4:00p KCC 219

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

10/10/16 M 6:30p–9:00p LC 125
10/20/16 TH 6:30p–9:00p KCC 220

Employment Taxes and Business Expenses
We will explain the filing requirements as it relates to various business organizations, including Sole Proprietors; Partnerships and Corporations. We will also discuss various business expenses that may be deducted in the course of business.

10/12/16 W 2:00p–4:00p KCC 219
Marketing Your Business
Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

10/13/16 TH 6:30p–9:00p KCC 220
10/17/16 M 6:30p–9:00p LC 125

Putting it All Together - A Review
In this session, we will briefly review tax responsibility basics essential to every small business owner, from start to finish. We will briefly discuss business structure, record keeping requirements, independent contractor vs. employee and business expenses.

10/19/16 W 2:00p–4:00p KCC 219

Your Small Business Taxes
Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

10/24/16 M 6:30p–9:00p LC 125
10/27/16 TH 6:30p–9:00p KCC 220

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

10/31/16 M 6:30p–9:00p LC 125
11/3/16 TH 6:30p–9:00p KCC 220

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

11/7/16 M 6:30p–9:00p LC 125
11/10/16 TH 6:30p–9:00p KCC 220

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

11/14/16 M 6:30p–9:00p LC 125
11/17/16 TH 6:30p–9:00p KCC 220

REGISTRATION/ FOR MORE INFORMATION:
https://www.ncsbc.net/ center.aspx?center=75220
or call 704.922.6447

More questions?
Visit ASK US!
www.gaston.edu/ ask-us/
Do you want to upgrade your skills, but don’t have the time to fit a traditional, on-campus class into your hectic schedule? Gaston College offers non-credit continuing education courses over the internet. Enroll and study in the privacy of your own home.

- No commuting to class
- 2.4 CEUs earned for most completed courses
- Course materials available 24/7
- Designed to fit your budget
- Many approved for teacher renewal credit

Course Start Dates: **September 14, October 12, November 9, December 14**

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](http://www.ed2go.com/gaston) to see a complete course list.

### Accounting Courses
- Accounting Fundamentals
- Introduction to Crystal Reports
- Quickbooks 2014 (2 levels)

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

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

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

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

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

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

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

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

### Web Page Design
- Creating Web Pages (3 levels)
- Creating WordPress Websites
- Designing Effective Websites
English as a Second Language (ESL) FREE!
ESL assists individuals with limited English speaking skills to learn basic language skills. A placement test is required for all participants on our Dallas and Lincoln campuses.

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

HIGH SCHOOL EDUCATION
Adult High School (AHS) and High School Equivalency (HSE)

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

Adult High School Diploma
*It is not too late to finish what you started in high school and earn your high school diploma*

To enroll in the Adult High School Diploma Program, you must attend an AHS Student Success Class. This is a two-day class held on Monday & Tuesday. There will be at least two opportunities per month on the Dallas & Lincoln Campuses to attend one of these classes. You may choose a morning class which meets from 9a-12p, or an evening class which meets from 5:30p–8:30p. (Returning students who have been out of class six months or more must also attend one of these classes, or make arrangements with the AHS Coordinator to post-test before returning to the program.) Some of the topics covered in class are: the steps to earning your AHS Diploma, technology training, time management, conflict resolution, test-taking and study skills, placement testing, and self-advocacy. You will also receive academic counseling and register for your FREE Adult High School Classes.

You must bring the following items to the first day of the AHS Student Success Class:
1. Driver’s license or ID or any government issued picture ID. (Student must have the actual card and not a printout from the DMV.)
2. Social Security Card or Tax Identification.
3. Unopened, official transcript from the last school attended which will be evaluated to determine credits

Basic Skills Plus Diploma + Training = SUCCESS

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

Gaston College has a program for you!

The Basic Skills Plus program allows Adult High School and High School Equivalency students an opportunity to co-enroll in the Computer-Integrated Machining Technology Program, Welding, or Office Administration, program while working toward their diploma tuition free. Students must apply and meet certain eligibility requirements before entering the program.
that may be transferred to the AHS Program. (You may also submit transcript in advance to expedite the registration process.)

If you are only 16 or 17 years old:
Additionally, students who are 16 and 17 years old will need to provide Minor Paperwork, along with the above three documents. The Minor Paperwork packet is provided by the Life Skills office on the Dallas and Lincoln campuses.

The AHS Student Success Class is held at the following locations:
- Dallas Campus, Pearson Life Skills Building, Rm 115
- Lincoln Campus, Main Building, Rm 124
For more information please call:
- Dallas Campus: 704.922.6319
- Lincoln Campus: 704.748.5205

High School Equivalency (formerly known as GED®)

To enroll in the High School Equivalency Program, students must attend the Basic Skills (BSSS) Student Success Class. Classes start on designated Tuesdays and meet for several days during the week. The student must choose a morning class which meets from 9a-12p or an evening class which meets from 5:30p–8:30p. Any returning students who have been out of class three months or more must also attend the full class schedule. Some of the topics covered in class are: the steps to earning your HSE, the HSE Scholarship, conflict resolution, study skills, basic career assessment, placement testing, and assignment to appropriate classes.

Two forms of identification are required to enroll:
1. Valid state driver's license or ID or government ID. (Student must have the actual card and not a printout from the DMV.)
2. Social Security Card

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

The HSE Student Success Class is held at the following locations:
- Dallas Campus, Pearson Life Skills Building, Rm 106
- Lincoln Campus, Main Building, Rm 118
For more information please call:
- Dallas Campus: 704.922.6545 or 704.922.6320
- Lincoln Campus: 704.748.5205 or 704.748.5206
AUTOMOTIVE
NC Auto Safety
This is the state-required certification for all individuals seeking authorization to perform annual motor vehicle safety inspections. This class DOES NOT meet training requirements for emissions testing. This eight-hour course is used for new certifications as well as the renewal certifications as required by the DMV. Textbook included in the cost of the course. Email lambert.holly@gaston.edu or call 704.922.6353 for details.
8 Hours - $90

OBD II Emissions - New
This eight-hour course will allow inspectors to become certified in emissions inspections for North Carolina State inspections, NC Department of Motor Vehicles. Required textbook is included in the price of the class. Email lambert.holly@gaston.edu or call 704.922.6353 for details.
8 Hours - $90

OBD II Emissions - Renewal
This four-hour class will satisfy the renewal of a North Carolina emissions inspection license required by NC Department of Motor Vehicles. Required textbook is included in the price of the class. Email lambert.holly@gaston.edu or call 704.922.6353 for details.
8 Hours - $90

Vehicle Escort
This course provides the certification required by the North Carolina General Statutes for oversize/overweight vehicle escorts. There is a test at the end of the course. Textbook and materials included in the cost of the course. Email lambert.holly@gaston.edu or call 704.922.6353 for details.
8 Hours - $77

MOTORCYCLE SAFETY
Motorcycle Basic Rider Course
Learn to control your motorcycle and reduce the risks involved in riding. Although the DMV motorcycle skills test will be waived, but the course does not exempt each applicant from taking the required North Carolina Department of Motor Vehicles written test. Course information available above.

Please contact 704.922.2244 or hoyle.gail@gaston.edu for a list of supplies needed for the first class.

Motorcycle Basic Rider Course

Learn to control your motorcycle and reduce the risks involved in riding. The DMV motorcycle skills test will be waived, but the course does not exempt each applicant from taking the required North Carolina Department of Motor Vehicles written test. Course information available above.

Please contact 704.922.2244 or hoyle.gail@gaston.edu for a list of supplies needed for the first class.
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.

**Alive at 25**
According to highway safety statistics, inexperienced drivers are involved in the most accidents. The Alive at 25 programs 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.

**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. Email lambert.holly@gaston.edu or call 704.922.6353 to find out if you qualify.
**Crochet Basic**
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 - $32

9/15-10/6 TH 6-8p LC 218

**Crochet Market Bag**
Market bags or “string bags” can be used in place of disposable bags for shopping. These are simple to crochet, and are popular gifts. A smooth cotton yarn and a crochet hook of the size recommended for the yarn will be needed.

8 hours - $32

10/13-11/3 TH 6-8p LC 218

**Discover Sign Language**
It’s truly amazing that we can communicate just by using our hands! Add different facial expressions, and you have a conversation—the language of Deaf people. In this online course, you’ll discover how to use this graceful, expressive language to communicate with Deaf people. Please follow the ed2go registration instructions on page 1.

24 Hours - $70

9/14-10/26 Online
10/12-11/23 Online
11/9-12/21 Online
12/14-1/25 Online

**Beginning Genealogy**
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 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 - $57

9/15-11/17 TH 7-9p DSC 206

**Golden Age Computing**
This class is for any age that would like to learn those important basics of the computer: Control Panel, Internet, E-mail, and much more.

12 hours - $52

9/27-10/18 TTH 6-8p DSC 214
10/20-11/8 TTH 9-11a CSB 101

**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 - $32

9/13-10/4 T 6-8p LC 218

**Knitting Lace**
Knitting lace involves a combination of increasing and decreasing stitches in a decorative manner. Students will knit samples of several lace patterns, then choose one
for a project. Smooth yarn and knitting needles two sizes larger than recommended for the yarn will be needed. 

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.

Simple Healthy Cooking
We are all pushed when it comes to that eternal question, “What’s for dinner?” How do we get a meal prepared that is nutritious, healthy, tasty, low-cost and quick for ourselves and/or our families? Come and join us for a 4-week tutorial on basic cooking skills and learning how to prepare such meals. Topics will include: Beyond Rice, Roasted Vegetables, and Multiple Meals from one Chicken. The course will end with a themed meal. Classes will be somewhat flexible to meet some of the requests of the students and will include- EATING! What a great way to spend an hour. Supply list will be provided before the class.

Speed Spanish Bundle
Imagine yourself soon being able to speak, read, and write Spanish. This 18-week online series of three courses will give you everything you need to know to learn the Spanish language. The first course will provide you with the basics while the second course provides you with what you need to become more comfortable conversing in Spanish-speaking situations. The third course will give you the advanced knowledge you need to master the Spanish language.

www.gaston.edu
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 GED®
- 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 more information contact: hoyle.melanie@gaston.edu or call 704.922.6531

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 Motorcycle Range, behind 2222 South New Hope Rd., Gastonia
APS Albright Public Safety Building, Dallas Campus
CSB Cochrane Science Building, Lincoln Campus
DBC David Belk Cannon Health Education Institute, Dallas Campus
DSC Dalpiaz Student Success Center, Dallas Campus
KCC Kimbrell Campus, Classroom Building, Belmont
KCH Kimbrell Campus, Harney Hall, Belmont
LC Lincoln Campus, 511 South Aspen Street, Lincolnton
LIF Pearson Life Skills Building, Dallas Campus
PTI Pharr Trade and Industrial Center, Dallas Campus
TBA To Be Announced

Campus maps and directions can be found on the Gaston College website: www.gaston.edu/locations-maps-directions
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 Associate Degree or enroll in Continuing Education classes that will help you achieve your goals.

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

Emergency Medical Science

Associate Degree and Continuing Education Programs

Certifications include:
• Basic Emergency Medical Technician
• Paramedic

Specialized courses available throughout the year include:
• Advanced Cardiac Life Support
• Pediatric Advanced Life Support
• EMS Instructor Training
• Prep for National Registry Exams

Courses on operation and planning for weapons of mass destruction offered twice a year. Enroll today!

Employment opportunities include:
• Ambulance Services
• Fire and Rescue
• Specialty areas of Hospitals, Education, Government and more!

For more information contact: gcems@gaston.edu or call 704.922.6241