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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-4:00p
Dallas Campus
Myers Center, 2nd Floor
201 Highway 321 South
Dallas, NC 28034

Like us on Facebook
Gaston College Continuing Education Department

JUMP START YOUR CAREER

Become better prepared for interviews and opportunities for employment in local advanced Manufacturing, Retail, Clerical, Customer Service and Service industries in this short-term training. An investment of 40 hours in training can have an exciting impact on 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.

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 do 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 (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 above for online or walk-in registration. If you have any problems or issues logging into your courses, please e-mail ConEd@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 given on page 22.

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
9/13-12/12 Online

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

Three simple steps:
1. Go to www.onlineaha.org and click on “Courses” or “Find a Course” to choose the course you desire. There are courses available to meet the needs of healthcare professionals, workplace, daycare centers, and the public. Take course online and print certificate upon completion.
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 an official AHA card.

Building Maintenance Certification - NEW
This exciting new program introduces participants to the skills which will prepare you to perform a variety of duties required for effective maintenance of apartments and other commercial buildings. Successful completion will result in participants receiving a Building Maintenance Certification from Gaston College. Get a jump start on your career...new class forms in January 2018! For more information email ConEd@gaston.edu or call 704.922.6250.

Certified Medical Administrative Assistant (CMAA) - ONLINE
Become a valuable member of the healthcare team that creates effective patient flow, allowing the practice to operate efficiently, increase revenue, and provide a positive experience for the patient. Upon completion of this program you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA). The registration fee for this exam is included with this program. You may begin this program at any time and will be given six months to complete the training. Visit www.careertraining.ed2go.com/gaston for more information or email ConEd@gaston.edu to register.

160 Hours - $1,495

Certified Six Sigma Green Belt - ONLINE
In this course, you’ll learn how to effectively apply the concepts and methods of Six Sigma. You’ll discover how value-stream mapping, failure mode and effects analysis (FMEA), process capability, control charts, statistical process control (SPC), design of experiments (DOE), and many more—can increase your overall quality IQ. After completing this course, you’ll be prepared to sit for the Six Sigma Green Belt certification exam offered by the American Society for Quality (ASQ)
as well as be positioned to add value to a wide variety of organizations, including manufacturing companies, service operations, and the government sector. You may begin this program at any time and will be given six months to complete the training. Visit www.careertraining.ed2go.com/gaston for more information or email ConEd@gaston.edu to register. 120 Hours - $1,995

E-Notary (Electronic Notarization)
Become an e-Notary (electronic Notary) by successfully completing this class. This course covers the technology that allows documents to be electronically signed and notarized within a secure environment. To qualify to take this class, you must be a commissioned Notary in North Carolina. Information will be covered about the approved electronic notary solution providers. You must pre-register and pre-pay before class. Once you are registered, be sure to bring a current photo ID to each class. Required textbook (Electronic Notarization Manual) is available in the college bookstore and must be purchased before entering the E-Notary Public class. 4 hours - $77

Forklift: Basic Operator
Gain the fundamental knowledge and skills necessary to operate a sit-down counterbalanced, LP gas powered forklift. Learn safety aspects, operations, basic maintenance, and OSHA compliance issues. Upon successful completion of the course, the student will earn an operator’s certificate. You must be 18 years old to participate in the course and to take the examination. Manual included in the cost of the course. 6 Hours - $85

9/15 F 8a-3p LIF 117
11/3 F 8a-3p LIF 117
12/1 F 8a-3p LIF 117
2/9 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 - $85

10/6 F 8a-4p LIF 117
1/12 F 8a-4p LIF 117

Instant Wellness: Teaching Yoga, Stress Management, and Fitness for Improved Well-Being
This comprehensive weekend workshop focuses on improved wellness through movement, massage, and stress management/meditation. Each hands-on class will be taught with an emphasis on Kinesiology. The workshop is designed for yoga teachers, fitness professionals, and bodywork professionals (massage therapy providers & chiropractors). Ten (10) hours will be offered online (or on your own time), including Professional Relationships and a Musculoskeletal Kinesiology Review. Continuing Education credits may be awarded, depending on the licensing board of the attendee. 27 Hours - $199

11/3-11/5 FSSU Times TBA DBC 170

www.gaston.edu
### Microsoft Office Classes
Several levels of Microsoft Office Access, Excel, Project, Word, Outlook, PowerPoint, and Publisher courses are available through [www.ed2go.com/gaston](http://www.ed2go.com/gaston). Please follow the registration instructions on page 1 for additional class offerings.

24 hours - $70

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### Notary Public
You will need this required course to obtain a commission as a Notary Public in North Carolina. Highly recommended to all current Notaries as a refresher course. State prerequisites: Must be at least 18 years of age or legally emancipated, reside in or have a regular place of work or business in North Carolina, have a high school diploma or equivalent, and be able to speak, read, and write the English language. No felony conviction or civil judgment. Reside legally in the United States. You must pre-register and pre-pay before class. Once you are registered, be sure to bring a current photo ID to each class. Required textbook (North Carolina Notary Public Manual, 2016) is available in the college bookstore and must be purchased before entering the Notary Public class. This course is a total of 7 hours and costs $77. Additional costs include: commission fee, seal, oath of office, and a Notary Public Record Book should also be considered when registering.

7 Hours - $77

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### Nurse Aide I Refresher
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 - $159

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### Real Estate Brokers Post-Licensing 301: Broker Relationships
Are you in the licensing phase that needs the three post-licensing courses? Topics addressed in this course include a review of broker and agency relationships in real estate sales transactions and a real estate broker’s legal duties to clients and customers.

30 hours - $134

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### Real Estate Brokers Post-Licensing 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

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Real Estate Brokers Pre-Licensing
Start your new, exciting career in Real Estate! You will learn the real estate principles and practices required to pass the North Carolina Real Estate Broker License exam. Required textbook is available in the college bookstore.
81 Hours - $191
9/6-12/6  MW  6-9p  KCC 115
9/21, 10/19  TH

Senior Professional in Human Resources (SPHR)
Are you currently in human resources and wanting to move to the next level? In this online program you will master the skills needed to advance your human resources career. Designed for experienced Human Resources Professionals, this program will prepare you for the Senior Professional in Human Resources (SPHR) and Society for Human Resources (SHRM-SCP) certification exams. You may begin this program at any time and will be given six months to complete the training. Visit www.careertraining.ed2go.com/gaston for more information or email ConEd@gaston.edu to register.
120 Hours - $1,795

Personal Performance Workshop Series – NEW
This five-part series focuses on helping any employee develop foundational skills to improve their productivity and performance on the job. Employees will learn to apply critical habits to improve their personal productivity in the workplace, manage their time more effectively, manage simple projects to accomplish their work, apply techniques to build relationships with their boss and coworkers, and to present themselves confidently and competently when giving presentations in small or large groups. A discount will be applied for those that register and attend the entire series!

Time Management
This interactive session is designed to create an awareness of what participants do, day in and day out, and help them handle these items effectively and efficiently.
4 hours - $120
9/12  T  8a-12p  LC TBA

Project Management
Most employees need to complete a project at one time or another. Participants of this workshop will become more confident in their ability to plan and carry out projects in the future.
4 Hours - $144
10/10  T  8a-12p  LC TBA

Interpersonal Skills
We’ve all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. This workshop will help participants work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations. They will also identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation.
4 Hours - $120
11/7  T  8a-12p  LC TBA

Speakers Training Camp
“Campers” will become confident and dynamic speakers during these interactive workshop sessions. They will learn new skills, gets lots of practice and receive feedback in a relaxed and supportive atmosphere. The participants will become effective at preparing presentations, handling nervousness, and being able to sell their ideas to a group.
16 Hours - $454
12/5-12/12  T  8a-5p  LC TBA
Building a High Performance Team Series - **NEW**
This three-part series focuses on helping leaders build high performance teams by: aligning their team’s performance to mission, vision, and values, develop guiding principles for themselves and their teams to build a high performing team, build a culture of appreciation on the team, and applying techniques to overcome team challenges. A discount will be applied for those that register and attend the entire series!

Building a Culture Aligned with Your Mission, Vision, and Values
The workshop focuses on defining your ideal culture based on your mission, vision, and values. Once defined, participants take a critical look at their current culture to find gaps and solutions to overcome.
4 Hours - $126
1/9 T 8a-12p LC TBA

The Five Dysfunctions of a Team
Learn to outline the root causes of politics and dysfunction on the teams where you work, and the keys to overcoming them. This Workshop for Team Leaders provides leaders with an in-depth understanding of the Five Dysfunctions of a Team model and techniques for applying it within their teams.
4 Hours - $169
2/13 T 8a-12p LC TBA

The Five Languages of Appreciation in the Workplace
This workshop will teach you easy ways to express appreciation for your team that is authentic and in the same “language” of your team.
4 Hours - $144
3/13 T 8a-12p DSC 219

Engaging Your Employees Series - **NEW**
During this five-part series, leaders and team members will learn to define and apply new techniques and knowledge in order to: engage different generations in a way to improve their performance, align employee processes, provide an onboarding program, apply a framework and tools to engage, motivate, and retain employees, and apply the five languages of appreciation in the workplace. A discount will be applied for those that register and attend the entire series!

Understanding Generational Differences
Open to leaders or anyone interested in understanding the various generations present at work, and recognize what motivates them and dealing with them daily. Learning how to deal with the Generation Gaps at work will help you become a better leader or co-worker.
4 Hours - $126
3/13 T 1-5p LC TBA
Acquire, Connect, and Engage Your Employees
It is critical that you hire the right people for your culture, connect them to your organization's culture and values quickly, and engage them over time by providing the right processes and tools. This workshop focuses on helping leaders objectively review their people processes to ensure they are providing their employees every opportunity to deliver an exceptional experience to their customers.
4 Hours - $126
4/10 T 8a-12p LC TBA

Onboarding Your Employees
For both company leaders and human resources personnel, Employee Onboarding is an important and vital part of any company's hiring procedure. Learn how Onboarding is a secure investment that will assist newly hired employees in developing and keeping their skills, knowledge, and value within the company. It will stop highly skilled workers from being lured to a competitor, increase productivity, and produce a happier and more skilled workforce.
4 Hours - $126
4/10 T 1-5p LC TBA

Managing Employee Engagement
Learn the job misery model which gives managers a framework and tools to engage, motivate and retain employees by eliminating the three primary causes of job misery: Anonymity, Irrelevance and Immeasurement. Often these remain unaddressed by even the most well-meaning managers, however those willing to make the commitment will enjoy a loyal, productive, and enthusiastic workforce that will be a differentiator in today's competitive landscape.
4 Hours - $179
5/8 T 8a-12p LC TBA

The Five Languages of Appreciation in the Workplace
Leaders and team members are encouraged to attend this workshop to learn about the five languages of appreciation and what they look like in daily work life, understand the core concepts of appreciation and encouragement, how important they are in the workplace, and recognize the negative results that occur when team members don’t feel valued or appreciated.
4 Hours - $144
5/8 T 1-5p LC TBA

Leading Your Team: A Series for New Supervisors - NEW
New supervisors will develop foundational leadership skills during this five-part series. Several critical tools for all new leaders will be covered in this series including: the ability to describe their personality type and understand how it impacts the performance of their team, list and describe foundational principles needed to lead a team, and be able to apply communication techniques which enable them to build positive relationships with their teams. A discount will be applied for those that register and attend the entire series!
4 Hours - $179
5/8 T 8a-12p LC TBA

Understanding Personality Types
To be a great leader, you must first know yourself. This workshop focuses...
on helping leaders understand their personality type and how it impacts their team’s performance.

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**How to Become a More Likeable Boss**
Becoming a more likeable boss can sometimes be a difficult process to describe. It can be one characteristic that facilitates great communication and great employee relationships. It can be the special way that you show confidence in among your team. These and other events can become more easily managed with this great workshop.

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**Communication Strategies for Supervisors**
Communicating with a team is critical to being a great leader. This session provides tools and techniques that promote positive interaction between the supervisor and their team.

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**Building Trust and Credibility**
This workshop focuses on helping new leaders build trust and gain credibility with their teams through their behaviors. Participants will learn how to engage employees and develop guiding principles in order to effectively lead their team.

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**Setting and Managing Expectations**
This session clarifies performance expectations in ways that increase the sense of ownership and gains commitment.

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

The next class begins **October 10**. Please attend the mandatory **orientation scheduled for September 20 at 10a** in Dalpiaz, Room 208. Registration information will be provided at that time.
Computers for Medical Office
This course explores skills and strategies designed to provide employability skills training and career exploration for the role in the Medical Office. Medical terminology and the use of computers to identify the workforce skills needed to process patient records, schedule appointments, create insurance claims, file and print super-bills, reports, statements and claims. Class also includes professionalism, customer service, communication skills, workplace ethics, business etiquette, confidentiality and more.

8/21-8/31 M-TH 8a-12p DSC 211
9/5-9/14 M-TH 8a-12p DSC 211
9/18-9/28 M-TH 8a-12p DSC 211
10/2-10/12 M-TH 8a-12p DSC 211
10/16-10/26 M-TH 8a-12p DSC 211

Basic Computer Technology Awareness
Learn basic computer, keyboarding, word-processing, Internet, and email skills. Also gain technology-based job search strategies to include the use of social networking and LinkedIn, applying for employment online, and accessing governmental and educational resources and services. Also explore workplace skills needed such as: netiquette, cus-
customer service skills, work ethics, employer expectations, career exploration, and job-seeking and keeping skills (including using NCWorks).

9/5-9/14 M-TH 12-4:30p DSC 211
10/2-10/12 M-TH 12-4:30p DSC 211
10/30-11/9 M-TH 12-4:30p DSC 211
11/27-12/7 M-TH 12-4:30p DSC 211
1/8-1/18 M-TH 12-4:30p DSC 211
2/5-2/15 M-TH 12-4:30p DSC 211
3/5-3/15 M-TH 12-4:30p DSC 211

Jump Start Your Career
Get better prepared for the interview and opportunity for employment in local advanced Manufacturing, Retail, Clerical, Customer Service and Service industries with this short-term training. This course is designed to address specific reemployment and employability needs. You will gain valuable lessons respective to skills needed to successfully navigate job reentry or entry, retention and performance, so as to achieve the individual’s potential and contribute to the strategic direction of the workforce they are entering.

8/21-8/31 M-TH 12-5p DSC 211
9/18-9/28 M-TH 12-5p DSC 211
10/16-10/26 M-TH 12-5p DSC 211
11/13-11/22 M-TH 12-5p DSC 211
12/12-12/19 M-TH 12-5p DSC 211
1/22-2/1 M-TH 12-5p DSC 211
2/19-3/1 M-TH 12-5p DSC 211

Pathways to DSS-NC Fast - NEW
This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within Division of Social Service agencies. Topics include the history and overview of the Department of Social Services and its NCFAST Data Entry System, technology awareness (data entry and keyboarding skills), interviewing skills, workplace success skills, customer service, general DSS and NCFAST terminology, basic navigation skills in the NCFAST system, and Work Keys assessments. Please email HRD@gaston.edu or call 704.922.2244 for more information.

Working Smart - NEW
Gain the skills that employers have been looking for! Developed in response to 1,000 company interviews, this program will provide job-seekers the work and life skills that enhance employee productivity. Enhance your communication, time management and problem solving skills in this class to become successful in your job search. Please email HRD@gaston.edu or call 704.922.2244 for more information.

Labs and Workshops
These off-campus drop-in labs and workshops have been scheduled to give you more opportunities to learn and practice the skills you need to find the employment you want.

A+ on Your Next Interview
Learn how to “Sell Yourself in a job interview in 45 Seconds or Less”! Know your skills. Be comfortable presenting and selling yourself with confidence. You are a unique Brand/Product. Who knows
you better than you? This workshop is offered on Wednesday mornings from 8-10a and 10a-12p at NC Works Career Center, 1391 Bessemer City Rd., Gastonia, 28052. The workshop is not available December 21-January 3.

Basic Computer Technology and Occupational Effectiveness Skills
Practice basic computer and office skills while learning how to present yourself in the most positive light. This lab is open from 8a-1p on Thursdays at the Goodwill Job Connection 116 Armstrong St., Gastonia, NC 28056. Call 704.916.1610, ext. 1610 for more information.

Career Assistance Lab
Receive assistance in preparing your resume or for an upcoming interview. The lab is open on Tuesdays and Thursdays from 1-4:30p at the Goodwill Job Connection 116 Armstrong St., Gastonia, NC 28056. The lab is not available from December 14-January 8. Call 704.916.1610, ext. 1610 for more information.

Make Your Resume Work for You
Come attend this workshop or open-ended lab to learn how to make your resume “Stand Out from the Rest” to employers and be successful in your job search. Learn the words with the most impact as well as how to analyze your skills and “sell” them to potential employers. NC Works Career Center of Gastonia, NC Works Career Center, 1391 Bessemer City Rd., Gastonia, 28052 on Tuesday and Thursday from 8:30-10:30a and 10:30a-12:30p. This is also offered at the NC Works Career Center of Lincolnton, 529 N Aspen St, Lincolnton, NC 28092, on Wednesdays from 9a-12p and 1-4p. The lab is not available from December 14-January 8.

National Career Readiness Certification (NCRC)
A National Career Readiness Certification (NCRC) lab is now available for you to assess and build your workplace skill levels in Applied Math, Graphic Literacy, and Workplace Documents, as well as all other ACT WorkKeys assessments. Prepare to get your NCRC and be part of our local “certified workforce”. The lab is located at the Goodwill Job Connection 116 Armstrong St., Gastonia, NC 28056. Call 704.916.1610, ext. 1610 for more information and lab closure dates.

WE WANT TO HEAR FROM YOU!

- Do you and your coworkers need training on a job-related skill?
- Are you part of a community group that would like training on a specific topic?
- Do you and a group of friends want to learn a new hobby?
- We are able to schedule innovative programs to meet community needs at your location.

For more information please contact Jodi Huffman at huffman.jodi@gaston.edu or call 704.922.6250.

If you are qualified to teach a specific subject that may meet job enhancement or personal enrichment needs, we would like to hear from you.
How to Start a Business
This introductory seminar is designed to acquaint the business owner-to-be with the tools necessary to start their respective business. You will take lessons from an entrepreneur who has “been there, done that.”

9/11  M  6:30-9p  LC 125
9/14  TH  6:30-9p  KCC 219

How to Write a Business Plan
A local banker discusses the necessity and technique of developing your business plan.

9/18  M  6:30-9p  LC 125
9/21  TH  6:30-9p  KCC 219

Human Resources for Business Owners
Employees are a business’s greatest asset. Careful screening, hiring, and training are paramount to your business being successful. Do yourself and your business a FAVOR by attending this informative and valuable seminar that all business owners need.

9/25  M  6:30-9p  LC 125
9/28  TH  6:30-9p  KCC 219

Financing Your Small Business
This seminar is a continuation of the business planning process and a discussion of funding sources for your business.

10/2  M  6:30-9p  LC 125
10/5  TH  6:30-9p  KCC 219

Basics of Bookkeeping
A local CPA/accountant discusses how to “set up the books” for your business.

10/9  M  6:30-9p  LC 125
10/12  TH  6:30-9p  KCC 219

Federal & State Tax Issues for Small Businesses
This seminar will cover the basics of tax compliance ranging from registering your business, to withholding from employees, and sales and use tax requirements. Information will be provided on a program for businesses that have fallen behind on sales and use, withholding, and other trust taxes. The Internal Revenue Service covers small business basics to ensure you will be in compliance such as record keeping, business structure, and vital resources to start, grow and maintain a successful business.

10/17  T  11a-1:30p  KCC 219

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

**10/19**  TH  6:30-9p  KCC 219

**Marketing Your Business**
This seminar is designed to introduce the business owner to the essential tools needed for branding and marketing.

**10/23**  M  6:30-9p  LC 125
**10/26**  TH  6:30-9p  KCC 219

**Your Small Business Taxes**
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.

**10/30**  M  6:30-9p  LC 125
**11/2**  TH  6:30-9p  KCC 219

**How to Find Your Customers**
This seminar will help you better understand your customers and how to reach them via use of demographics and psychographics. It will also include using social media.

**11/6**  M  6:30-9p  LC 125
**11/9**  TH  6:30-9p  KCC 219

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

**11/13**  M  6:30-9p  LC 125
**11/16**  TH  6:30-9p  KCC 219

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 13, October 18, November 8, December 13, January 17, and February 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 to see a complete course list.

**Accounting Courses**
- Accounting Fundamental
- Introduction to Crystal 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
ED2GO - NEW!
CAREER TRAINING

Gaston College, in partnership with ed2go, offers non-credit online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

With 250 programs to choose from you are sure to find a program that meets your career training goals! Program length and tuition varies by program. Here are a few programs being offered:

**Arts & Design**
- Adobe Certified Associate
- Video Game Design & Development

**Business**
- Supply Chain Management
- OMCP® Marketing Professional

**Computer Applications**
- Microsoft Certification(s)
- Professional Bookkeeper

**Computer Programming**
- JAVA Programmer
- UNIX Administration Basics

**Construction & Trades**
- Building Analyst
- Home Inspection Certificate

**Hospitality**
- Travel Agent Training
- Certified Wedding Planner

**Health & Fitness**
- Certified Health Records Specialist
- Certified Pharmaceutical Representative

**Information Technology**
- Comp TIA A+
- Help Desk Analyst

**Language**
- Professional Translator

**Legal**
- Certified Family Mediator

**Education**
- Child Development Associate

**Writing**
- Technical Writing

If you do not see the program you are interested in, please visit [www.careertraining.ed2go.com/gaston](http://www.careertraining.ed2go.com/gaston) to see a complete course list.
English as a Second Language (ESL) FREE!
ESL assists individuals with limited English speaking skills to learn basic language skills. A placement test is required for all participants on our Dallas and Lincoln campuses.

For information, 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:

It is not too late to finish what you started in high school and earn your high school diploma!

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

You will begin your AHS classes on the Wednesday immediately following completion of your Student Success Class. AHS Classes meet on Tuesday, Wednesday, and Thursday of each week. There are morning, afternoon, and evening classes available to meet almost any scheduling requirements.

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.
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 that may be transferred to the AHS Program.

If you are only 16 or 17 years old, you will need to provide completed minor paperwork, along with the above three documents. The Minor Paperwork Packet may be picked up at the Life Skills office on the Dallas and Lincoln campuses.

The AHS Student Success Class is held at the following locations:
- Dallas Campus, Pearson Life Skills Building, Rm 115
- Lincoln Campus, Main Building, Rm 118

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 5:30–8:30p. 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

www.gaston.edu
AUTOMOTIVE

Independent Auto Dealer Renewal
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 - $77

10/24/17    T    10a-4:30p   DSC 208

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.
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.
8 Hours - $90

OBD II Emissions – Renewal
This eight-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.
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.
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, 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 Thursday evening, Saturday, and Sunday class. (Insurance Included)
22 Hours - $187

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Like us on Facebook: Gaston College Motorcycle Safety
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 email ConEd@gaston.edu for a list of supplies needed for the first class.

DEFENSIVE DRIVING
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.

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”.

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.
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
9/14-11/16 TH 7-9p DSC 206

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 course, you’ll discover how to use this graceful, expressive language to communicate with Deaf people. To register, please follow the ed2go registration instructions on page 1. 24 Hours - $70
10/18-11/29 Online
1/17-3/8 Online

Drawing for the Beginner
Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you’ve always dreamed you could be! To register, please follow the ed2go registration instructions on page 1. 24 Hours - $57
10/18-11/29 TH 7-9p DSC 206

Music Made Easy
If you enjoy music and would like to know more about what makes it work, this is the course for you. You’ll gain a complete understanding of rhythm, melody, and harmony, and you’ll be able to recognize pitches on the musical staff and on the keyboard. To register, please follow the ed2go registration instructions on page 1. 24 Hours - $70
10/18-11/29 Online
1/17-3/8 Online

Private Pilot/Sport Pilot Ground School
Want to fulfill your dreams of flying a plane? By successfully completing this course you will be ready for the first step. During this course our qualified instructor will prepare you for the FAA knowledge exam. 72 Hours - $191
9/11-12/7 MTH 6-9p DSC 219
1/22-4/26 MTH 6-9p DSC 219

Speed Spanish Series
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.
Please follow the ed2go registration instructions on page 1.
72 Hours - $180

9/13-12/6 Online

**Advanced Yoga**
Looking for more difficult movements in your daily yoga workout? This class will teach you to enhance your flexibility and bring new, more challenging movements into your basic routine.

20 hours - $130

**Easy Does It**
This gentle style of yoga teaches you how to incorporate the movements into your daily schedule so you may live a more flexible and balanced life. All ages and conditions are invited. Come join this lite hearted class and discover how your body can work for you.

20 hours - $130

**Yin Yoga**
Based on each individual’s needs, this class can be gentle or intense. This style of yoga focuses on the connective tissues of the lower back and hips and is great for anyone that sits or walks for long periods of time. This class can be taken by all ages and conditions.

20 hours - $130

1/8-5/11  T  4-5:15p  DBC 130

**Fluffy Girl Yoga**
Created for ladies with or without large bodies in mind, this class will focus on women that want a non-judgmental approach to movement and health. Bring your sense of humor and get ready to relax. The next thing you will know, moving in your daily life will be easier!

20 hours - $130

1/8-5/11  TH  6:30-7:45p  DBC 130

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**Coming this summer!**
**Gaston College Summer Camp Program - Discover GC**

Past sessions have included:
A321 Advanced Manufacturing Camp • Adulting 101 • CSI • Creative Writing • First Aid & CPR • Personal Defense and Safety • STEM: Exploring Textile Engineering, Design & Manufacturing

For more information email summercamp@gaston.edu or call 704.922.2244
BASIC LAW ENFORCEMENT TRAINING
CRIMINAL JUSTICE ACADEMY

This course covers the basic skills, knowledge and abilities needed for entry-level employment as a law enforcement officer in North Carolina. This is a 624 hours course that is divided into six (6) general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

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

Admission requires that students must:

- Be at least 20 years of age
- Be a United States citizen
- Successfully complete the reading and writing placement tests
- Have a High School diploma or GED®
- 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

Location Key
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 Road, 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, Lincolnnton
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, and on pages 24 and 25 of this schedule.
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.

Certifications include:
- Emergency Medical Technician
- Paramedic

Specialized courses available throughout the year include:
- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- EMS Instructor Training
- EMP and Paramedic Transition

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, Industry, and more!

For more information contact:
gcems@gaston.edu or call 704.922.6241
With Apprenticeship 321...

...you get paid to learn the job
...the employer pays for your tuition
...you earn college credits and a job - debt free!

For more information, email apprenticeships@gaston.edu