FALL 2018
CONTINUING EDUCATION SCHEDULE OF CLASSES

Center for Workforce Excellence • Public Safety • Entrepreneurship/Small Business • Personal Enrichment • Online Opportunities • Adult Education • Automotive/Motorcycle Safety/Defensive Driving

Visit www.gaston.edu for more information
How to register

Employability Skills
Before You Begin
Center for Workplace Excellence
Online Opportunities - Ed2go
Ed2go Career Training
Adult Education
English as a Second Language (ESL)
Adult High School (AHS)
High School Equivalency (HSE)
Entrepreneurship/Small Business
Automotive/Motorcycle Safety/
   Defensive Driving
Public Safety - Basic Law Enforcement
Public Safety - EMS
Public Safety - Fire & Rescue
Location Key
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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

CALL 704.922.2244 FOR MORE INFORMATION.

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.
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. Payment is expected at the time of registration. All costs must be paid for a student to be officially registered. Please register and pay for the class 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 do I register for an ed2go course?
Registration and payment for ed2go classes at www.ed2go.com/gaston/. Please visit the website and follow these steps:

1. Search for and select the class.
2. Select “Add to Cart”.
3. Select the start date.
4. Sign in.
5. Choose your payment option and purchase class.
6. Enjoy your class!

If you have questions about ed2go class registration, please email us at ConEd@gaston.edu.

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 23.

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 and/or email. 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.
Need skills? Get trained!

Gaston College’s Center for Workforce Excellence offers in-demand career development training that Gaston and Lincoln county companies seek for available job openings. Courses and short-term certificate programs enable participants to start a new career quickly or further enhance current skills. Local companies can utilize the Center for Workforce Excellence programs as a screening tool when hiring for entry-level positions.

Advanced Excel
This course offers participants the opportunity to master the advanced functionality of Microsoft Excel and to apply those skills to business and industry. Topics covered include summarizing data using formulas, looking up formulas and using the Import Wizard, and Office integration, creating and using macros, Office integration, and macro creation.

Center for Workforce Excellence
NEW Course Offerings this Fall!

Whether you are a seasoned professional or just starting out in the workforce, taking these classes will give you a competitive edge!

**Six Sigma Green Belt Essentials:** Learn the tools and techniques to lead improvement projects that require Green Belt training.

**Lean Manufacturing 101:** Participate in a factory simulation exercise to understand workflow and improve efficiencies.

**Business Etiquette Basics:** Learn the proper etiquette to networking events and business dinners...and make a good impression!

Dates, times and locations to be announced.

Email BusinessIndustryTraining@gaston.edu or call 704.922.2244 for more information!

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**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 Cardiac Life Support.

**Three simple steps:**
1. Go to [www.onlineaha.org](http://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.

ASQ Certified Quality Engineer Refresher Course
Designed to prepare quality professionals for the Certified Quality Engineer (CQE) Examination that leads to CQE Certification from ASQ, this course will review the significant sections of the CQE Body of Knowledge including Simple Quality Tools, Statistical Techniques, Hypothesis Testing, Sampling Plans, Reliability, Quality Planning, Metrology, Auditing, Product and Process Design, Control of Non-conforming Product and Corrective Action.

24 hours - $695
(includes primer and solutions books)

TBA Online

ASQ Certified Quality Technician Refresher Course
This course will prepare professionals to take the American Society for Quality’s Certified Quality Technician (CQT) examination. ASQ’s CQT certification requires a comprehensive knowledge of quality philosophy and the ability to apply quality processes and quantitative methods to help the organization’s quality system achieve its goals. The Certified Quality Technician, in support of and under the direction of quality engineers or supervisors, analyzes and solves quality problems, prepares inspection plans and instructions, selects sampling plan applications, prepares procedures, trains inspectors, performs audits, analyzes quality costs and other data, and applies fundamental statistical methods for process control.

24 hours - $695
(includes primer and solutions books)

TBA Online

Please note: ASQ has established education and experience requirements for the CQT certification. Check www.asq.org for details. The above tuition costs do not include the ASQ exam application fee.

Basic Electrical Workshop: Troubleshooting & Repair
This course introduces the care/usage of tools and materials used in electrical installations. Topics include NEC, electrical safety; lighting; overcurrent protection; conductors; and branch circuits. Upon completion, students should be able to properly identify and correct wiring issues, and effectively use electrical distribution equipment associated with electrical installations.

40 hours - $134

10/10-11/15 WTH 5:30p-9:30p PTI TBD

Basic Excel
This course introduces the basic concepts of Excel. It explores the structure of the Excel workbook and demonstrates basic techniques required for working with spreadsheets. Topics covered will include exploring Excel, ribbons and commands, the difference between formulas and functions, editing and formatting a worksheet, shortcuts and managing large workbooks.

9 hours - $72

8/2-8/23 T 9a-12p CSB 110
9/17-9/21 M 6-9p DSC 211

Basic Plumbing
Learn the basic maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, maintenance of piping, fittings, valves, appliances, and fixtures used in plumbed systems. Upon
completion, students should be able to maintain basic plumbing systems, components appliances and fixtures through appropriate use of plumbing tools and standard practices.

40 hours - $134

9/5-10/8 MW 5:30-9:30p PTI TBD

Building Maintenance Certification
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! One Saturday will be required for the carpentry class. For more information email ConEd@gaston.edu or call 704.922.6250.

180 Hours - $191

8/20-12/12 M-TH 5:30-9:30p DSC/PTI TBA

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 https://careertraining.ed2go.com/Gaston/. For more information email ConEd@gaston.edu.

160 Hours - $1,495

Electronic Notarization (E-Notary) Training
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 class.

4 hours - $82

8/16 Th 9a-1p LC 123
9/11 T 9a-1p DSC 208
10/9 T 9a-1p LC 123
11/13 T 9a-1p DSC 208
12/17 M 9a-1p LC 123

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 and to take the examination. Manual included in the cost of the course.

6 Hours - $85

9/14 F 8a-3p DSC 206
11/9 F 8a-3p DSC 206
Forklift: Train the Trainer
Train others to operate a forklift. Training aligns with required 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
10/12 T 8a-4p DSC 206

Home and Building Maintenance Carpentry
In this introductory course, learn about basic carpentry tools, tool safety, drywall hanging and patching and suspended ceiling installation. The course emphasizes insulation and weatherization.

40 Hours - $134
9/4-10/23 W 5:30-9:30p PTI TBD

*One Saturday date TBD

HVAC Basics
Course topics focus on operating principles of heating and cooling systems with emphasis on safety, theory and principles of refrigeration, types of heating/cooling systems, Ohm’s law, troubleshooting using the various types of test equipment, servicing, repairing and installing components.

40 hours - $134
10/30-12/12 TW 5:30-9:30p PTI TBD

Intermediate Excel
This course offers participants the opportunity to master the intermediate functionality of Microsoft Excel, and to apply those skills to business and industry. This course is helpful for individuals who are self-taught or work with Excel on a semi-regular or daily basis and would like to hone their skills. Topics covered include chart sheets, embedded charts, status bar calculations and functions, creating and managing lists, charting data from different sheets, complex functions, using the form command, shortcuts to become more efficient and Pivot Tables and Pivot Charts.

12 hours - $96
9/11-10/2 T 9a-12p CSB 110
10/9-10/18 T 6-9p DSC 211

Interpersonal Skills in the Workplace
Understand the “soft skills” needed to be successful in today’s workplace, including team building, effective communication, problem solving, and customer service.

12 hours - $77
8/20-8/22 MTW 5:30-9:30p DSC TBA

THE LEADERSHIP TOOLKIT - FOUNDATION TOOLS FOR SUCCESSFUL SUPERVISION - SERIES
Series objectives: The series will focus on providing supervisors or frontline managers with foundational tools that will enable them to motivate employees to achieve their potential and position their organization for long-term success.

Audience: Leaders and entry-level supervisors

Understanding the Role of a Supervisor
Participants will examine the differences in managerial responsibilities between a supervisor and manager and review the management function and its relation to management success.

3 hours - $99
8/21 T 2-5p DSC 206

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3 hours - $99
8/21 T 2-5p DSC 206

www.gaston.edu
How to Become a Supervisor that Leads

Participants will examine individual leadership qualities as a means of self-improvement; as well as discuss techniques leading to effective communication as a means of building a positive team environment.

3 hours - $99
8/28 T 2-5p DSC 206

MANUFACTURING MAINTENANCE SAFETY REFRESHER - SERIES

Series objectives: The manufacturing maintenance refresher series reinforces general safety and awareness of hazards workers may encounter in the workplace. The series strengthens participant knowledge of various practices to mitigate hazards by reviewing OSHA regulation and industry best practices.

Audience: New or existing employees within advanced manufacturing industry

General Safety Refresher

Topics to include walking, working surfaces, emergency evacuation plans, egress, electrical safety, bloodborne pathogens, materials handling, PPE, hazard communication/GHS, machine guarding, hazardous energy control, Lock Out/Tag Out, hazardous chemicals and confined space entry. Materials included in price.

8 hours - $149
10/11 Th 8a-5p DSC 208

First Aid/CPR/AED

This in-depth course focuses on immediate life-threatening situations, and demonstrates how to respond quickly and effectively. As importantly, it provides real-world perspectives on how frequently these situations occur to help provide context and retain knowledge. This course meets Center for Disease Control, OSHA and National Fire Protection Agency guidelines. Materials and certification included in cost of the training.

4 hours - $87
10/12 F 8a-12p DSC 208

Fire Extinguisher Training

This course will show participants how to reduce fire risks through lecture and hands-on activities. The course covers details of OSHA’s 1910 Subpart L (1910.155 through 1910.165). Basic precautions for preventing fires, protecting workers, proper equipment usage, and proper usage of portable fire extinguishers.

3 hours - $67
10/12 F 2-5p TBD

Intravenous (IV) Therapy Refresher

This refresher course will offer continuing education credit for individuals who have received previous training in IV therapy. This 6-hour course will enhance the practitioner’s skills in intravenous therapy through classroom discussion of various techniques and hands on sessions.

6 hours - $77
9/24 & 10/1 M 6-9p DBC TBD

Notary Public

This is a 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

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

OSHA 10-hour
OSHA 10-Hour General Industry Certification is targeted for your organization’s employees. The training course teaches recognition, avoidance, abatement and prevention of safety and health hazards in workplaces. The OSHA Outreach Instructor will cover the mandatory and elective hazard awareness topics and how to reference the OSHA General Industry Standards resources. In an interactive class setting, the instructor will facilitate discussion to help employees learn about the rights of today’s workers and to identify and abate workplace safety hazards.  
10 hours - $100

OSHA 30-hour
OSHA 30-Hour General Industry Certification is targeted for your organization’s leadership (team leaders through plant management) with responsibility for personnel safety, safe operations, and OSHA standards compliance. The OSHA Outreach Instructor will cover the mandatory and elective hazard awareness topics and how to reference the OSHA General Industry Standards resources. In an interactive class setting, the instructor will facilitate discussion to help you better manage and lead your organization’s safety strategies and action plans toward bottom line results.  
30 hours - $267

Phlebotomy Refresher
This course offers continuing education credit for individuals who have received previous training in Phlebotomy. This 6-hour course will concentrate on the
following areas: communications skills, collection techniques, OSHA safety regulations, collection tube additives, and hands-on phlebotomy skills practice. 
6 hours - $77

9/10 & 9/17  M  6-9p  DBC TBA

Practical Math for Manufacturing
This course offers a review and understanding of math symbols, common fractions, decimal fractions, percentages, linear measurement (English and Metric system). Following the course, participants will be able to apply basic shop math skills in his/her daily work.
10 hours - $132

9/17-10/1  MW  5:30-7:30p  DSC 206

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

9/5-12/12  MW  6-9p  KCC 115

Real Estate Brokers Post-License #301
This course is designed to meet the educational requirements for a provision- al broker as prescribed by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing and real estate laws. Required textbook: North Carolina Real Estate Manual; Order online through the NC Real Estate Commission or by visiting: http://www.ncrec.gov/Forms/Pubs/Real-EstateManualOrderForm.pdf.
30 hours – $134

9/5-9/20  M-WTH  5:30-9:30p  KCC 213

Senior Professional in Human Resources
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 https://careertraining.ed2go.com/ Gaston/ for more information or email ConEd@gaston.edu to register.
120 hours - $1,795

Waste Water I & II
This course is designed to fulfill the requirements leading to Wastewater Operator Level I & II as established by the North Carolina Department of Natural Resources. Students completing this course will be prepared to take the state exam.
60 hours - $191

9/25-12/6  TTH  6-9p  DSC 219

Workplace Spanish II
This course is designed to provide level two Spanish for those individuals who need to communicate with Spanish-speaking employees and clients. Time will also be devoted to cultural differences. The ability to communicate in Spanish or Workplace Spanish I is recommended for individuals planning to register.
24 hours - $120

10/2-11/8  TTH  6:30-8:30P  LC TBA
### 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.

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### 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, customer service skills, work ethics, employer expectations, career exploration, and job-seeking and keeping skills (including using NCWorks).

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www.gaston.edu
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 re-entry 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.

9/24-10/4 M-TH 12-5p DSC 211
11/26-12/6 M-TH 12-5p DSC 211

Working Smart
Gain the skills that employers look for in today’s job market! Developed in respond to company needs, this program will provide job seekers with the work and life skills that enhance employee productivity. Enhance your self-awareness, self-management, work ethics, communication skills, and problem solving skills in class to become successful in your job search.

10/22-11/1 M-TH 12-5p DSC 211

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?

NCWorks Career Center
1391 Bessemer City Rd., Gastonia
• Wednesdays: 8-10a and 10a-12p

Gaston College is offering a NEW Class just for you!
Need help with that resume, cover letter, or completing applications, interviewing, or update computer skills and/or soft skills!

Gaston College is offering an Employability Lab for Unemployed and Underemployed individuals at the NCWorks Center located at 1391 Bessemer City Rd., Gastonia, NC. Call 704.922.2244/704.922.6546 or email HRD@gaston.edu for more information or just come on in to the NCWorks Career Center! No appointment needed!

Tuesday & Thursday - 8:30a-12:30p
Monday & Wednesday -12:30-4p

Basic Computer Technology and Occupational Effectiveness Skills
Practice basic computer and office skills while learning how to present yourself in the most positive light.

Goodwill Job Connection
116 Armstrong St., Gastonia
• Thursdays: 8a-1p

Gaston Public Library
1555 E. Garrison BL, Gastonia
• Wednesdays: 2-4:30p
Career Assistance Lab
Receive assistance in preparing your resume or for an upcoming interview. The lab is available at these locations on certain days and times:

Goodwill Job Connection
116 Armstrong St., Gastonia
• Wednesdays: 8-10a and 10a-12p

Employability Lab
Drop in the NCWorks-Gaston or the Goodwill Job Connection locations to receive guidance and advice on your cover letter and resume, how to complete job applications, perfect your interviewing skills, and brush up on soft skills in the workplace. No appointment needed!

NCWorks-Gaston
1391 Bessemer City Road, Gastonia
• Tuesdays & Thursdays: 8:30a-12:30p
• Mondays & Wednesdays: 12:30-4p

Goodwill Job Connection
116 Armstrong St., Gastonia
• Wednesdays: 10a-2p

Make Your Resume Work for You
Come attend this open 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 that make the most impact, as well as how to analyze your skills and “sell” them to potential employers.

NCWorks Career Center of Lincolnton
529 N Aspen St, Lincolnton
• Wednesdays: 9a-12p and 1-4p

National Career Readiness Certification (NCRC)
A National Career Readiness Certification (NCRC) lab (in-person and online) 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”. Contact HRD@gaston.edu or call 704.922.2244 for more information.

On-line NCRC Lab
• Register by contacting HRD@gaston.edu
• In-person lab assistance, DSC 214 every Monday: 5:30-8:30p

Goodwill Job Connection (in-person lab)
116 Armstrong St., Gastonia
• Mondays, Tuesdays, & Wednesdays: 8:30-11:30a

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.
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: **August 15, September 12, October 17, November 14, and December 12**
- 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
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. If you do not see the program you are interested in, please visit https://careertraining.ed2go.com/Gaston/ to see a complete course list.

If you do not see the program you are interested in, please visit https://careertraining.ed2go.com/Gaston/ to see a complete course list.

**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
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, Kimbrell 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.

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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!**

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**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 5:30p-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.

You must bring the following items to the first day of the AHS Student Success Class:  
1. Driver’s license, ID or any government issued picture ID.  
2. Social Security Card or Tax Identification.  
3. Unopened, official transcript from the last school attended which will be evaluated to determine credits.

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**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.

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
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.
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 116E
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

MORE QUESTIONS? Visit ASK US!
www.gaston.edu/ask-us/
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.

9/10 M 6:30-9p LC 125
9/13 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.

9/17 M 6:30-9p LC 125
9/20 TH 6:30-9p 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.

10/15 M 6:30-9p LC 125
10/18 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.

10/1 M 6:30-9p LC 125
10/4 TH 6:30-9p KCC 219

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

10/8 M 6:30-9p LC 125
10/11 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.

9/24 M 6:30-9p LC 125
9/27 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.

10/22 M 6:30-9p LC 125
10/25 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.

10/29 M 6:30-9p LC 125
11/1 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.

11/5 M 6:30-9p LC 125
11/8 TH 6:30-9p KCC 219

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

11/12 M 6:30-9p LC 125
11/15 TH 6:30-9p KCC 219
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. 8 Hours $90

OBD II Emissions
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

8 Hours - $90
8/21-8/23    TTH  6-10p  DSC 208
9/18-9/20    TTH  6-10p  DSC 208
10/16-10/18  TTH  6-10p  DSC 208
11/13-11/15  TTH  6-10p  DSC 208
12/11-12/13  TTH  6-10p  DSC 208

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

8 Hours - $90
8/20-8/22    MW  6-10p  DSC 208
9/17-9/19    MW  6-10p  DSC 208
10/15-10/17  MW  6-10p  DSC 208
11/12-11/14  MW  6-10p  DSC 208
12/10-12/12  MW  6-10p  DSC 208

Vehicle Escort Operator Renewal
Escort Vehicle Operator Renewal course (4 Hours) provides the Renewal 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. 4 Hours - $80

8/21    T  8a-12p  DSC 208

Vehicle Escort Operator Certification
Escort Vehicle Operator Certification course (8 Hours) 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 - $100

8/23    Th  8a-5p  DSC 208

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. Two hours of the class will be completed online. The Saturday and Sunday classes allow for driving time on the motorcycle range. 18 Hours - $187 (insurance included)

8/18-8/19    SSU  8a-6p  AHS 100
9/1-9/2      SSU  8a-6p  AHS 100
9/15-9/16    SSU  8a-6p  AHS 100
10/6-10/7    SSU  8a-6p  AHS 100
10/20-10/21  SSU  8a-6p  AHS 100
11/3-11/4    SSU  8a-6p  AHS 100
11/17-11/18  SSU  8a-6p  AHS 100

3-Wheel Basic Rider Course
This is a basic, entry-level, learn-to-ride 3-wheel motorcycle training and education course. It provides the same like us on Facebook: Gaston College Motorcycle Safety
fundamental skills as the MSF Basic Rider Course, but on 3-wheel, 3-track motorcycles (not sidecars). RiderCoaches who have been trained and certified by the MSF conduct the course, which consists of both classroom and hands-on instruction including classroom instruction, riding exercises and a knowledge and skill test. A completion card and a DMV Skills Test License Waiver will be issued on successful completion of the course.

16 Hours - Promotional rate of $75 available through Can-Am; visit the following link for registration and payment - https://can-am.brp.com/spyder/learntoride/registration.html. Select North Carolina as the state, and Dallas as the location.

8/25-8/26 SSU 8a-5p AHS 100
9/8-9/9 SSU 8a-5p AHS 100
9/22-9/23 SSU 8a-5p AHS 100
10/13-10/14 SSU 8a-5p AHS 100
10/27-10/28 SSU 8a-5p AHS 100
11/10-11/11 SSU 8a-5p AHS 100

DEFENSIVE DRIVING
New Online Pre-Registration Available at https://goo.gl/forms/WO7ZIZWQvAvl4QUo2
Please email ConEd@gaston.edu for more information.

Attitudinal Driving Dynamics (ADD-8)
ADD-8 is a defensive driving course about making choices. Every day you make choices – what you are going to do, what road you will take, how you will choose to drive. Each day is a continual process of making choices, one after another. The hope is that after completing this course, your choices for safe driving are your number one choices. This course satisfies court ordered 8-hour classes, attorney ordered classes, or those requirements for states that require more than four (4) hours in a defensive driving course. Online pre-registration required.

8 Hours - $114

8/30 TH 8a-5p DSC 205
9/20 TH 8a-5p DSC 205
10/25 TH 8a-5p DSC 205
11/29 TH 8a-5p DSC 205
12/13 TH 8a-5p DSC 205
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”. **Online pre-registration required.**

4 Hours - $79

- 8/21 T 5-9p DSC 205
- 8/22 W 5-9p LC 125
- 8/25 S 1-5p DSC 205
- 9/5 W 5-9p DSC 205
- 9/18 T 5-9p LC 125
- 9/19 W 5-9p LC 125
- 10/10 W 5-9p LC 125
- 10/23 T 5-9p DSC 205
- 10/24 W 5-9p DSC 205
- 11/7 W 5-9p DSC 205
- 11/20 T 5-9p LC 125
- 12/5 W 5-9p LC 125
- 12/18 T 5-9p DSC 205

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. **Online pre-registration required.**

4 Hours - $79

- 8/25 S 8:30a-12:30p DSC 205
- 8/28 T 5:30-9:30p DSC 205
- 9/6 T 8:30a-12:30p DSC 205
- 9/25 T 5:30-9:30p DSC 205
- 9/29 S 8:30a-12:30p DSC 205
- 10/11 TH 8:30a-12:30p DSC 205
- 10/27 S 8:30a-12:30p DSC 205
- 10/30 T 5:30-9:30p DSC 205
- 11/8 TH 8:30a-12:30p DSC 205
- 11/10 S 8:30a-12:30p DSC 205
- 11/27 T 5:30-9:30p DSC 205
- 12/6 TH 8:30a-12:30p DSC 205
- 12/15 S 8:30a-12:30p DSC 205

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.

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 12**. Please attend the mandatory **orientation scheduled for September 27 at 10a** in Dalpiaz, Room 208. Registration information will be provided at that time.
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
9/20-10/11 TH 6-8p LC TBD

Crochet: Intermediate
Learn to read a pattern and create beautiful hats, scarves, afghans, and more. You must provide your own supplies. Purchase suggestions are given during the first class meeting.
8 Hours - $32
10/25-11/15 TH 6-8p LC TBD

Genealogy and Local History
Want to learn how to do basic research using pertinent records, Internet search opportunities, and other venues? This class will prepare you to do research, basic surveying and evaluating of different types of records and assist with organizing your materials. You will participate in hands-on activities to prepare 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
9/6-11/15 TH 7-9:30p DSC 206

Knitting Basics
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 are also welcome!
8 hours - $32
9/18-10/9 T 6-8p LC 218

Knitting: Intermediate
Do you want to learn more knitting techniques? Or do you have the basics down, and want to advance? In this class, you will choose your own project to work on and complete. Purchase suggestions are given during the first class meeting.
8 hours - $32
10/23-11/15 TH 6-8p LC TBD

**PERSONAL SECURITY IN A DIGITAL WORLD – WORKSHOP SERIES**
Identity theft is the fastest growing crime in the United States, with $16 billion stolen from an estimated 15.4 million consumers in 2016. North Carolina
ranked 26th nationwide in the number of complaints per 100,000 population. Take one or all of the following workshops to protect your children, your money, and your identity in today’s online world!

All workshops will meet on the Dallas campus, room TBD. Register online or email ConEd@gaston.edu for more information.

**Workshop 1: Identity Theft Protection**
Learn the latest strategies to ensure your private information is protected from unauthorized access. Topics covered include online banking and bill pay, credit monitoring, unwanted phone solicitation and email security.
90 minutes - $35
9/10 M 6p CET 159

**Workshop 2: Home and Personal Internet Security**
Know the methods for securing your internet activity at home and on the go. Learn to be the protector of your own data and not rely on the cable or cell phone company to secure your home network or phone. Topics include cell phone safety, Amazon Alexa and Google Home, and securing your Internet feed from prying eyes.
90 minutes - $35
9/17 M 6p CET 159

**Workshop 3: Social Media Security**
Social media sites like Facebook, LinkedIn, Instagram, and many more are saturated with scams. Daily social media users are twice as likely as occasional users to become victims. In this workshop, you will learn how to spot a scam, how to keep your children and family safe, and how to safely and securely navigate today’s social media world.
90 minutes - $35
9/24 M 6p CET 159

**Yoga for Everyone**
Are you looking for a complete daily yoga workout? This class will teach you to enhance your flexibility and bring new, more advanced movements into your basic routine. Perfect for those who have taken yoga before and want to expand their knowledge!
20 hours- $105
8/23-12/13 TH 5-6:15p DBC 130

**Yoga: 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 light-hearted class and discover how your body can work for you.
20 hours-$105
9/4-12/18 T 9-10:15a DBC 130

**Yoga: Fluffy Girl**
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-$105
8/23-12/13 TH 6:30-7:45p DBC 130

**Yoga: Yin**
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-$105
9/4-12/18 T 4-5:15p DBC 130
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 SERVICES

ASSOCIATE DEGREE & CONTINUING ED PROGRAMS

Certifications include:
• Emergency Medical Technician
• Paramedic

Specialized courses available throughout the year include:
• Advanced Cardiac Life Support
• Pediatric Advanced Life Support
• EMS Instructor Training
• EMT 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
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 640 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

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
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.

www.gaston.edu
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