SPRING 2019
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
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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. **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/](http://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.
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.

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, Blood-borne 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 eCard.

Email BusinessIndustryTraining@gaston.edu or call 704.922.2244 for more information!
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
TBA TBA 5:30-9:30p PTI TBD

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
TBA TBA 5:30-9:30p PTI TBD

Building Maintenance Certification
This exciting 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
TBA TBA 5:30-9:30p DSC/PTI TBD
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. 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

1/22   T   9a-1p   DSC 208
3/27   W   9a-1p   DSC 208
4/22   M   9a-1p   LC 123

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

TBA   TBA   5:30-9:30p   PTI 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

TBA   TBA   5:30-9:30p   PTI TBD

NCCER Core Curriculum
This National Center for Construction Education and Research (NCCER) program will provide you with the basic skills necessary to work in both the construction and trades environments. Completion of this course is required before taking additional NCCER trade specific programs. Key content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Material Handling. 72 hours - $191

TBA   TBA   TBA   TBA
**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. 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. 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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**Private Pilot**

Want to fulfill your dreams of flying a plane? Our classroom-based, experienced instructor can help you achieve this dream by preparing you for the FAA knowledge exam.

72 Hours - $191

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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

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<td>6-9p</td>
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**Real Estate Brokers Post-License #301**

This course is designed to meet the educational requirements for a provisional broker as prescribed by the NC Real Estate Commission. Topics 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. Required textbook: *(North Carolina Real Estate Manual)*; order online through the NC Real Estate Commission or by visiting: [http://www.ncrec.gov/Forms/Pubs/RealEstateManualOrderForm.pdf](http://www.ncrec.gov/Forms/Pubs/RealEstateManualOrderForm.pdf).

30 Hours - $134

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Real Estate Brokers Post-License #302
This course is designed to meet the educational requirements for a provision- al broker as prescribed by the NC Real Estate Commission. This course will enhance your knowledge of contract law, contract preparation, the Real Estate Settlement Procedures Act, and more. Required textbook: North Carolina Real Estate Manual; order online through the NC Real Estate Commission or by visiting: http://www.ncrec.gov/Forms/Pubs/RealEstateManualOrderForm.pdf.
30 Hours - $134
TBA TBA TBA KCC TBA

Real Estate Brokers Post-License #303
This course is designed to meet the educational requirements for a provi- sional broker as prescribed by the NC Real Estate Commission. This course will enhance your knowledge of special and advanced topics such as commercial real estate, property management, short sales and more. Required text- book: North Carolina Real Estate Manual; order online through the NC Real Estate Commission or by visiting: http://www.ncrec.gov/Forms/Pubs/RealEstateManualOrderForm.pdf.
30 Hours - $134
TBA TBA TBA KCC TBA

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/ for more information or email ConEd@gaston.edu to register.
120 hours - $1,795

ServSafe
ServSafe is a food and beverage safety training and certificate program ad- ministered by the National Restaurant Association. Our certified instructor will cover all that is needed to obtain your sanitation certification which is required by most restaurants as a basic credential. The ServSafe Coursebook 7th Edition textbook is required and available for purchase in the college bookstore.
16 Hours - $77
1/5-1/12 SSU 8a-5p DSC 206
2/2-2/9 SSU 8a-5p DSC 206
3/9-3/16 SSU 8a-5p DSC 206
4/6-4/13 SSU 8a-5p DSC 206
5/4-5/11 SSU 8a-5p DSC 206

Delivering Compensation News
Delivering compensation news is never easy! Merit increases or bonus discussions can be difficult and uncomfortable for both parties. Learn what we can do to make those discussions easier and less stressful.
4 Hours - $75
2/8 F 8a-12p CSB 110

DISC and Communication
Communication is the backbone of everything we do! Learn YOUR communication style and how to spot the styles of others. It will make your social and professional life easier.
6 Hours - $100
2/22 F 9a-4p LC 123
**Effective Workplace Communications**
This course will examine the communication process with the goal of empowering supervisors or front line managers with foundational tools that will enable them to be effective communicators in the workplace.
3 Hours - $99
1/15 T 2-5p DSC 206

**Emotional Intelligence**
Spotting and responding to others’ emotions appropriately while recognizing and managing your own emotions is a differentiator in the workplace and a key component to success in life.
6 Hours - $100
1/25 F 9a-4p LC 123

**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
2/15 F 8a-3p LIF 107
3/15 F 8a-3p LIF 107
4/12 F 8a-3p LIF 107

**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
TBA TBA 5:30-9:30p DSC TBA

**Interviewing and Getting Hired**
Interviewing for new roles and preparing resumes are never easy tasks. Learn some of the best practices for creating resumes as well as what to say and how to say it in face to face and distance interviews.
4 Hours - $75
3/29 F 8a-12p CSB 110

**Interviewing and Hiring**
Hiring and Interviewing is an art not a science. As an individual tasked with hiring and identifying talent for your company, learn to build some structure to hire the right talent the first time.
4 Hours - $75
3/22 F 8a-12p CSB 110

**Managing Change**
“The only constant is change” is a phrase most know. What most do not know is how to manage the change when it occurs! Learn what you can do to both manage and handle change when it happens.
4 Hours - $75
5/10 F 8a-12p CSB 110

**MICROSOFT APPLICATIONS FOR BUSINESS**
**Microsoft Excel**
Basic Excel for Business Applications
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.
12 Hours - $96
1/15-2/5 T 9a-12p CSB 110
2/11-2/20 MW 6-9p DSC 214
Intermediate Excel for Business Applications
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
2/12-3/5 T 9a-12p CSB 110
3/11-3/20 MW 6-9p DSC 214

Advanced Excel for Business Applications
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, using functions in lists, creating and using macros, Office integration, looking up formulas and using the Import Wizard.
12 Hours - $96
3/12-4/2 T 9a-12p CSB 110

Microsoft Word
Basic Word for Business Applications
This course introduces the basic concepts of Microsoft Word. Topics include word processing basics, working with files, formatting documents, formatting paragraphs, proofing a document, working with tables, and workplace productivity, creating and saving documents; cutting, pasting and formatting text; formatting paragraphs; using different document views; using Quick Styles and themes; creating bulleted and numbered lists; inserting and formatting pictures and tables; proofing; inserting headers and footers; printing; and creating templates.
12 Hours - $96
3/25-4/3 MW 6-9p DSC 214

Intermediate Word for Business Applications
This course offers participants the opportunity to master the intermediate functionality of Microsoft Word and be able to apply in business and industry. This course is helpful for individuals that are self-taught or work with Word on a semi-regular basis. Topics explored include working with columns and tabs, tables, calculations and charting, pictures, QuickParts, Autocorrect, merge and mailings.
12 Hours - $96
4/29-5/8 MW 6-9p DSC 214

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.
11 Hours - $100
1/15-1/16 TW 9a-3p LC TBA

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.

32 Hours - $269

3/11-3/14 MTWTH 8a-5p LC 120

**Problem Solving**
Problems happen every day, at work and at home. Solving problems the right way helps you get to the root of the problem, find the right solution and implement for success!

4 Hours - $75

4/12 F 8a-12p CSB 110

**Public Speaking**
Not everyone enjoys public speaking! For some it’s stressful and uncomfortable. We will help guide the creation of your message and practice delivery!

8 Hours - $130

4/26 F 8a-5p LC 123

**Understanding Generational Differences**
Each generation is unique, we have characteristics and behaviors that can seem odd to other generations and cause conflict. Learn more about what those behaviors are and what we can do to work together more effectively.

4 Hours - $75

5/24 F 8a-12p CSB 110

**Workplace Decision Making & Time Management**
This course will examine the planning process and focus on providing supervisors or front line managers with foundational tools that will enable them to efficiently solve problems in the workplace and make intuitive decisions leading to organization success.

3 Hours - $99

2/5 T 2-5p DSC 206

**Workplace Harassment and Diversity**
Harassment in the workplace can impact your employees and expose you to legal issues. Learn how to avoid harassment and utilize your diversity to move your organization forward.

4 Hours - $75

1/11 F 8a-12p CSB 110

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**For more information contact Donna Blake at blake.donna@gaston.edu or 704.922.2267.**

**TRUCK DRIVER TRAINING**

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

**Classes begin:**

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<td>1/3**</td>
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<td>M-F</td>
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**Mandatory orientation. Registration information will be provided at that time.**
Are you ready to prepare for that next job, new career, and better life? Gaston College has EXCITING NEW CLASSES that are available and start every two weeks. Through our Human Resources Development (HRD) program, you will focus on 1) developing basic keyboarding, word-processing and Internet skills, 2) learning technology-based job search strategies to include the use of social networking along with LinkedIn, 3) applying for employment online, and 4) accessing governmental and education resources and services. It’s EASY to learn what classes are available, what you can take and when:

1. Pick up a flyer at the Gaston or Lincoln NCWorks Career Center OR
2. Grab a flyer at any campus of Gaston College OR
3. Call 704.922.2244 or email HRD@gaston.edu for more information.

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

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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<td>8a-12p</td>
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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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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 entry or re-entry, retention and performance, so as to achieve the individual’s potential and contribute to the strategic direction of the workforce they are entering.

1/22-1/31 M-TH 12:30-4:30p DSC 211
2/18-2/28 M-TH 12:30-4:30p DSC 211
3/18-3/28 M-TH 12:30-4:30p DSC 211
4/22-5/2 M-TH 12:30-4:30p 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

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
• Tuesdays & Thursdays: 1-4:30p

Employability Lab
Drop-in lab at the NCWorks Career Center - 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 Career Center - Gaston
1391 Bessemer City Road, Gastonia
• Tuesdays & Thursdays: 8:30a-12:30p

Goodwill Job Connection
116 Armstrong St., Gastonia
• Tuesdays & Wednesdays: 9a-12p

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

National Career Readiness Certification (NCRC) - ONLINE CLASS
A National Career Readiness Certification (NCRC) online class is now available for you to assess and build your workplace skill levels in Applied Math, Graphic Literacy, and Workplace Documents. Prepare to get your NCRC and be part of our local “certified workforce.” Contact NCRC@gaston.edu or call 704.922.6347 for more information.

Register for NCRC Online Class:
• In-person Dalpiaz Building, Rm 211 Dallas Campus, Mondays: 5-8p
• Email NCRC@gaston.edu for more information
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: January 16, February 13, March 13, April 17, and May 15
- 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 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. 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.

**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 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 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.

---

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

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.

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.
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
### 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.”

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

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

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### 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.

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### 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.

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

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

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

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### 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.

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

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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

1/7-1/9 MW 6-10p DSC 208
2/4-2/6 MW 6-10p DSC 208
3/11-3/13 MW 6-10p DSC 208
4/1-4/3 MW 6-10p DSC 208
5/6-5/8 MW 6-10p DSC 208

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

1/15-1/17 TTH 6-10p DSC 208
2/19-2/21 TTH 6-10p DSC 208
3/19-3/21 TTH 6-10p DSC 208
4/15-4/16 MT 6-10p DSC 208
5/13-5/14 MT 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. 4 Hours - $80

1/14-1/16 MW 6-10p DSC 208
2/18-2/20 MW 6-10p DSC 208
3/18-3/20 MW 6-10p DSC 208
4/2-4/4 WTH 6-10p DSC 208
5/1-5/2 WTH 6-10p 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

TBD TH 8a-5p 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

TBD T 8a-12p 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

www.gaston.edu
BASIC RIDER COURSE

MOTORCYCLE

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 registration information.

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)

2/2-2/3  SSU  8a-6p  AHS 100
2/16-2/17 SSU  8a-6p  AHS 100
3/2-3/3  SSU  8a-6p  AHS 100
3/16-3/17 SSU  8a-6p  AHS 100
4/6-4/7  SSU  8a-6p  AHS 100
4/27-4/28 SSU  8a-6p  AHS 100
5/4-5/5  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 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 - $99

2/23-2/24 SSU  8a-5p  AHS 100
3/9-3/10 SSU  8a-5p  AHS 100
3/23-3/24 SSU  8a-5p  AHS 100
3/30-4/1 SSU  8a-5p  AHS 100
4/13-4/14 SSU  8a-5p  AHS 100

DEFENSIVE DRIVING
Online Pre-Registration
Available at https://goo.gl/forms/WO7ZlZWQyavl4QUo2
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, making safe driving choices is your number one priority. This course satisfies court-ordered 8-hour classes,

Like us on Facebook: Gaston College Motorcycle Safety
attorney-ordered classes, or those requirements for states that require more than four (4) hours in a defensive driving course. **Online pre-registration required.**

### 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.**

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### 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.**

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**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.
Clawhammer Banjo
Do you want to play this historic instrument? Learn to play simple tunes in the Clawhammer style. This course will include three traditional tunings, use of the caps, and playing with others. A five-string banjo with a new set of strings is required.
12 Hours - $67
4/9-5/14 T 6-8p LC 218

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
2/7-2/28 TH 6-8p LC 218

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
3/14-4/4 TH 6-8p LC 218

Drones 101: Introduction to personal and career-related drone operation
Want to learn how to fly drones? This course teaches you the rules and regulations of drone flight, hands-on fly training, and prepares you to pass the 107C test. In addition to learning about the regulations and requirements for successful drone operation, this course will discuss how drones are being used in businesses. The DRONE IS PROVIDED in the cost of the course and is yours to keep after the class. Space is limited, register online today!
15 Hours - $289
3/2-3/19 S 8-11a DACO
T 6-8p DACO
4/6-4/23 S 8-11a DACO
T 6-8p DACO
5/4-5/31 S 8-11a DACO
T 6-8p DACO

Genealogy and Local History Advanced
To continue your journey in learning more about your past, this course will allow you to start on a genealogical project and use research techniques that you acquire in the course. Each student will utilize research tools, compile documents, and share with others the project that they have completed. Research field trips are a part of this class. The class will be taught by Robert Carpenter, the author of Carpenters A Plenty and other related genealogical articles, briefs, and
materials. Robert serves as an officer/board member on several historical and genealogical societies and commissions.

20 hours - $57

2/7-4/11 TH 7-9:30p DSC 206

Knitting: Basic
What can you create with a pair of knitting needles, some yarn, and your imagination? Make your own attractive accessories or create fashionable gifts by learning the basics of knitting, purling, casting on and off, reading patterns, and understanding a yarn label. You must bring size 7 needles and smooth, light-colored worsted weight yarn for the first class. This is a great class for novices or those in need of a refresher. Left-handers are also welcome! Purchase suggestions are given during the first class meeting.
8 hours - $32

2/5-2/26 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

3/12-4/2 T 6-8p LC 218

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

1/17-5/9 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

1/22-5/7 T 9-10:15a DBC 130

Yoga: Fluffy Girl
Created for ladies with or without large bodies, 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 know, moving in your daily life will be easier!
20 hours - $105

1/22-5/7 T 9-10:15a 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

1/22-5/7 T 4-5:15p DBC 130
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

Certifications include:
• Emergency Medical Technician (EMT) Fall, Spring and Summer
• Paramedic Online Hybrid
• Paramedic Associate Degree

Specialized courses available throughout the year include:
• Anatomy and Physiology for EMS Online
• PHTLS, AMLS, PEPP, ACLS and PALS
• EMS Instructor Methodology Level I Spring
• EMS Education Administration Level II Fall
• Paramedic NCCP Recertification for NCEMS and National Registry of EMTs Spring and Fall

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

For more information contact the Department for EMS Education: 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-hour 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 Rd., Gastonia
CFT  Carolina Freight Terminal, 1201 East Church St., Cherryville
CSB  Lincoln Campus, Cochrane Science Building, 511 South Aspen St., Lincolnton
DACO  DAL Combat, 4064 Mountain View Rd., 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 St., 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.
GASTON COLLEGE
Lincoln Campus
511 South Aspen, Lincolnton, NC • 704.748.1040

GASTON COLLEGE
Kimbrell Campus & Textile Technology Center
7220 Wilkinson Blvd., Belmont, NC • 704.825.3737

Legend:
- Student Parking
- Faculty/Staff Parking
- LC Lincoln Classroom Building
- CSB Cochrane Science & Technology
- AED (Automated External Defibrillator) Location
- Campus Police & Security

Directions:
From Gastonia: Travel north on 321. Take exit 20 (High Schools/Lincolnton/321 Business). Turn left off exit ramp and travel north on US 321 Business for 4.5 miles. At interchange, continue over bridge on S. Aspen St. to Lincolnton. The Campus is one mile ahead on the right.

Legend:
- Student Parking
- Faculty/Staff Parking
- KCH Harney Hall
- KCC Classroom Building
- AED (Automated External Defibrillator) Location
- Campus Police & Security

Directions:
Coming from the North. Take exit #27 from I-85 South. Turn left at top of exit ramp onto Hwy. 273. Travel approximately 1/3 mile (3rd stop light) and turn left on Hwy. 74. Travel approximately 2/3 mile until you reach the Gaston College Kimbrell Campus on your right.

Coming from the South. Take exit #27 from I-85 North. Turn right at top of exit ramp onto Hwy. 273. Turn left at the 2nd stoplight onto Hwy. 74 (Wilkinson Blvd.). Travel approximately 2/3 mile until you reach the Gaston College Kimbrell Campus on your right.
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