Welcome

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

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

Our friendly, competent staff and instructors are focused on the needs of our students and how we can best train people to meet the ever-changing business economy in Gaston and Lincoln counties. We can customize classes to meet your specific needs and offer them at one of our many convenient locations or on-site at your place of business.

If you desire the convenience and flexibility of an online course, we offer hundreds of courses that can be taken in the privacy of your home or at your place of business – where you want them – when you want them!

We look forward to the opportunity to serve you as your strive to develop professionally and personally. At Gaston College we believe in life-long learning. By participating in one of our many Continuing Education classes you can develop new skills or enhance existing ones.

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

Throughout this schedule you will see information provided in the following format. Please pay particular attention to these sections as they provide the days the class will meet, the dates of meeting, as well as the time, building name, room number, and class identification number (CIN).

Class Name - Class description and information. - Total amount of class time - Cost of class

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Campus maps and directions can be found on the Gaston College website:
www.gaston.edu/locations-maps-directions
BUSINESS AND INDUSTRY TRAINING

**Forklift Operator: Basic**
Gain the fundamental knowledge and skills necessary to operate a sit-down counterbalanced, LP gas powered forklift. Learn safety aspects, operations, basic maintenance, and OSHA compliance issues. Upon successful completion of the course, the student will earn an operator's certificate. Manual included in the cost of the course.
6 Hours - $72

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**Forklift: Train-The-Trainer**
Train others to operate a forklift. Training is based on the requirements of the OSHA Standard to develop a forklift training class. Attendees should be experienced forklift (powered industrial) truck drivers. Manual included in the cost of the course.
7 Hours - $72

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**The Dynamics of Group Decision Making**
During this 4-hour course, a truly dynamic platform is created as participants watch clips from a movie where 12 jurors must reach a difficult decision. During the session, the participants will gain insight into Leadership Styles, Communication, Difficult Behavior, and Decision Making.
4 Hours - Tuition for this course covered through Productivity Enhancement Funds

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**Intro to ISO**
Are you and your management team gambling with the future of your organization? Has your company ever lost business or been unable to even compete because you were not ISO registered? This one-day workshop illustrates what it really costs to not have an effective management system. Learn what is involved with ISO 9001:2008 and be able to make an informed decision.
7 Hours - Full tuition for this class is supported through the Productivity Enhancement Customized Training Budget

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

CERTIFICATION/LICENSURE

**Auto**
Note: You must pre-register for these classes.

**Escort Vehicle - Eight-Hour Certification**
This course provides the eight-hour certification required by the North Carolina General Statutes for oversize/overweight vehicle escorts. There is a test at the end of the course. Textbook and materials included in the cost of the course.
8 Hours - $72
**Escort Vehicle - Four-Hour Recertification**
This course provides the four-hour mandatory update to become recertified for oversize/overweight escorts.
4 Hours - $67

**Independent Auto Dealer - Certification Renewal**
This is the required annual six-hour renewal class for Independent Auto Dealers. It is not for new licensees. You must be previously certified as an Independent Dealer to attend this class.
6 Hours - $72

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

**Professional Development**

**Certified 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.
40 Hours - $150

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**Medication Aide**
This course will cover the “six rights” of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to qualify as a Medication Aide with the North Carolina Medication Aide Registry.
24 Hours - $72

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**Notary Public Training**
You will need this required course to obtain a commission as a Notary Public in North Carolina. It can be used for all current Notaries as a refresher course. State prerequisites: must be at least 18 years of age or legally emancipated; reside in or have a regular place of work or business in North Carolina; have a high school diploma or equivalent; and be able to speak, read, and write the English language. Additional fees to obtain commission and seal will be discussed. You must bring a current photo ID to each class session. Required textbook is available in the college bookstore for $30*. Pre-registration and pre-payment is required for this course a minimum of five (5) business days prior to class start date.
6.5 Hours - $72

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Professional Medical Coders Class
This course will prepare you to challenge the AAPC National Certification Exam. To participate in this class, you must have some knowledge/experience in coding. You may also take this course if you are a coder who is not preparing for the AAPC National Certification Exam but desires educational enrichment. After successful completion of the certification exam, you will be known as a Certified Professional Coder, using the credential “CPC” after your name.
24 Hours - $72
S 4/18-5/9 9:00A-3:30P APS 127 48904

ServSafe Certification
Learn about food safety. Course covers the danger of foodborne illness, the components for good personal hygiene, preventing cross-contamination, and how to utilize time and temperature control effectively. Also covered are safe receiving, food storage, preparation, serving, cooling, and reheating. Additional topics include pest control and the aspects of cleaning and sanitation. The ServSafe Coursebook 6th Edition textbook and Exam Answer Sheet are required and available in the college bookstore for approximately $110*.
16 Hours - $72
M 3/2-3/23 9:00P-1:00P DSC 206 48737

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

COMPUTER CLASSES
A variety of computer options, from basic techniques to advanced applications, are held at one of the Gaston College campuses or offered online through Ed2Go (see page).

Introduction to Computing
Do you need to enter the personal computer world on the ground floor? This course is created just for you, the beginner, who feels that you need to learn the basics of computers including terminology, functions, word processing, email, Internet, and lots more! Come and discover all that your computer can do for you so you can put it to its very best use.
24 Hours - $72
TTH 2/3-2/26 6:00P-9:00P DSC 214 48649

Gaston College offers a wide variety of computer courses online!
For more information, go to www.ed2go.com/gaston, email hoyle.gail@gaston.edu or call 704.922.6251.

*Please check with Gaston College Bookstore for current list price.
EMS EDUCATION

AHA BLS Healthcare Provider CPR Course

Are you a current or future healthcare provider who needs to learn CPR? Learn CPR techniques for people of all ages, use of the automated external defibrillator, and how to assist choking victims in a wide variety of settings. This is a simple and flexible way to get your CPR certification, whether you need new or renewal training. Part I cost is dependent on the course you need and is paid online; Part II and III is $29 for a skills check-off and the AHA provider card. An official AHA provider card will be issued upon completion.

Three simple steps:

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

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

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

Emergency Medical Technician Basic Course (EMT-B)

Become a professional EMT! Gain the knowledge and skills needed to care for patients in medical and trauma settings and prepare to take the North Carolina EMT exam. The EMT could be utilized in a basic life support ambulance service or other specialized rescue agency. The Reading Comprehension Test is required with a 10th grade reading level or higher. Accuplacer test results must be turned in to the EMS Education Office (APS 104). Class size is limited to 25 participants. Email gcems@gaston.edu or call 704.922.6241 for registration dates. Required Textbook available in the College Bookstore.*

180 Hours - $199 (includes $13 malpractice insurance)

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

Fire and Rescue Training

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

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

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

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

*Please check with Gaston College Bookstore for current list price.
**ENGLISH AS A SECOND LANGUAGE (ESL) FREE**
ESL assists individuals with limited English speaking skills to learn basic language skills. A placement test is required for all participants on our Dallas and Lincoln campuses.

For information, e-mail butler.belinda@gaston.edu or call 704.922.6545.

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**HIGH SCHOOL EDUCATION**

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

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

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

NOTE: Students interested in the Adult High School need to provide a sealed transcript from their former high school, along with the forms of identification listed above.
Basic Skills Student Success Class -
Must attend all 4 days; please call for dates.
- Dallas Campus (DSC 215)
  Monday - Thursday,
  9:00A-12:00P or 5:30-8:30P
  Info Line - 704.922.6376

Adult High School
It’s not too late...
Finish what you started! Earn a high school diploma in as little as 7 weeks.

- The Adult High School Diploma is awarded through affiliations with the Gaston and Lincoln County School Systems and the NC Department of Public Instruction.
- Credits already earned in high school will be counted toward the total required for graduation.
- Day and evening classes are available year-round.
- Classes are offered on campus, Monday through Thursday, in 7 week mini-semesters.
- The state of North Carolina requires a *total of 16 to 22 credits for graduation.

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

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

HUMAN RESOURCES DEVELOPMENT (HRD)
Gaston College’s Human Resources Development program can help you build workplace success and entry-level job skills at no cost for qualifying adults. There is no charge for these courses if you are unemployed, have been notified of a pending layoff, are working and eligible for the Federal Earned Income Tax Credit, or if you are working and earn wages at or below 200% of the federal poverty guidelines.

“The instructors were very helpful and kind. They made the somewhat intimidating experience of returning back to school a stress-free and exciting experience.”

Katelyn Etter
Basic Skills Orientation
Career Readiness Certification (CRC)
Assess and improve your workplace skill levels in Reading for Information, Applied Mathematics, and Locating Information with an exciting computerized, self-paced curriculum now used by companies for hiring and promotional purposes. You can prove you have the skill levels they need by earning this certification! You have two options for completing this certification:

Option 1:
Enroll in the 2-week CRC class which is offered on a first-come, first-served basis. Students must register on the first day of class!
32 Hours - *except where indicated - $129 (for non-qualifying individuals)

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Option 2:
Enroll in one of our open-entry KeyTrain/WIN computer labs and work at your own pace to prepare for the WorkKeys Assessments to earn your CRC. These computer labs may be used for other job readiness activities such as improving keyboarding skills; conducting job searches; completing online job applications; preparing resumes and cover letters; practicing Word, Excel, PowerPoint needed for your career portfolio; career exploration; or applying for college or financial aid. A nominal fee may be charged for certain WorkKeys Assessments. For information, call 704.922.2267 or 704.922.6546. Days, times, and locations follow:

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

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NC Career Readiness Certification
Improve your skills and your chance of finding the right job by obtaining the North Carolina Career Readiness Certificate.

The NC-CRC is a certificate that is signed by the Governor that proves to employers that you have the workplace skills needed in reading, applied math, and locating information in charts and graphs.

The NC-CRC increases your chances for employment and promotion. Register today!

Contact Donna Blake at blake.donna@gaston.edu or 704.922.2267 or visit online at www.crcnc.org
Computers for Medical Billing/Office

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

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

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Fast Track to Employment

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

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

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“I learned a lot. This class has inspired me to enroll back in school to further my education in medical billing."

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

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

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Success for the Workplace Workshops
Job Applications & Interviewing Skills:
Learn skills for “Selling Yourself in a Job Interview in 45 Seconds or Less”

Gaston County DWS/Career Center (ESCG) - 1391 Bessemer City Rd., Gastonia
Wednesday, 8:00A-10:00A
No appointment necessary!

Job Seeking & Keeping Strategies/
Customer Service 101:
Gaston County DWS/Career Center (ESCG) - 1391 Bessemer City Rd., Gastonia
Tuesdays & Thursdays, 8:30A-10:30A
No appointment necessary!

Resumes & Cover Letters:
Gaston County DWS/Career Center (ESCG) - 1391 Bessemer City Rd., Gastonia
Wednesday, 10:00A-12:00P
By appointment only!
Call 704.853.5328 ext. 218 or 220 to schedule an appointment.

Gaston County DWS/Career Center (ESCG) - 1391 Bessemer City Rd., Gastonia
Tuesdays & Thursdays, 10:30A-12:30P
No appointment necessary!

Other Interviewing, Job Search, Resumé &
Cover Letter Sites:
Goodwill Job Connection (GJC Computer Lab) - 412 S. Broad Street, Gastonia, NC
Tuesdays & Thursdays, 1:00-4:30PM
No appointment necessary!

Powerhouse Job Success Lab:
Goodwill Job Connection (GJC Computer Lab) - 412 S. Broad Street, Gastonia, NC
Monday through Friday, 9:00A-1:00P
Call Tracy Costner at 704.916.1610 x6002 for specific dates.
**Career Centers**
The North Carolina Workforce Career Centers’ vision is to improve North Carolina’s workforce and strengthen our state’s economy by offering labor market information, providing access to career training and job placement services, and serving as the connection between employers and qualified workers. The Career Center can be found at three convenient locations:

**Gaston County Career Center Main (ESCG)**
1391 Bessemer City Road, Gastonia, NC 28052  
Phone: 704.853.5328

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

For more information, visit the Career Center website: www.NCWorks.gov or call 704.922.6546.

**PERSONAL ENRICHMENT**

**American Sign Language**
Learn American Sign Language with a qualified instructor. This is a fast-paced, skill-building course using American Sign Language. Some at-home practice will be necessary. Required textbook is available in the college bookstore for $20*. First class meets 6:30P-8:00P.

24 Hours - $72

M
2/16-5/11 6:30P-8:30P DSC 206 48706

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

32 Hours - $93

MW
1/12-5/11 11:00A-12:00P DBC 130 48746

**Genealogy and Local History, Advanced**
To continue your journey to learn more about your past, you will start on a genealogical project and use research techniques that you acquire here. Each student will utilize research tools, compile documents, and share with others the project that they have completed. Research field trips are part of this class.

20 Hours - $52

TH
1/22-3/26 7:00-9:00P DSC 206 48746

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

4 hours - $40

TH
1/22-1/29 9:30A-11:30A DSC 206 48773

T
1/27-2/3 1:00P-3:00P DSC 206 48772

*Please check with Gaston College Bookstore for current list price.
Walking for Fitness
Want to walk your way to fitness? Join this fun class and learn how to stay fit through walking. Students will walk on campus and in the community as a class.
37.5 Hours - $93
TTH 1/13-5/12 9:30A-10:45A DBC 160 48711

Yoga: Beginning
This course introduces the basic discipline of Yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, you should be able to demonstrate the procedure of Yoga. Last class meets two hours.
32 Hours - $93 (costs subject to change)
MW 1/12-5/11 5:30P-6:30P DBC 130 48891

Yoga, Advanced
This course introduces more detailed aspects of Yoga. Topics include breathing, physical postures, relaxation and mental concentration. Upon completion, you should be able to demonstrate advanced procedures of Yoga. Last class meets two hours.
32 Hours - $93 (costs subject to change)
TTH 1/13-5/14 11:30A-12:30P DBC 130 48900

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

SAFE DRIVING PROGRAMS
Registration for the Safe Driving Programs is ongoing. Call telephone contact numbers in descriptions 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. Email lambert.holly@gaston.edu or call 704.922.6353 for details.
8 Hours - $102

Alive at 25
According to highway safety statistics, inexperienced drivers are involved in the most accidents. The Alive at 25 program is designed to assist drivers 16-24 years of age in making good driving decisions. This highly interactive session will help these young drivers to be “Alive at 25”. Email lambert.holly@gaston.edu or call 704.922.6353 for details.
4.5 Hours - $67

Defensive Driving Course (DDC-4)
If you have been charged with a traffic violation and the charge was NOT in a school or work zone, or does not involve the use of alcohol; you may be eligible for this course, which is offered in cooperation with the District Courts in Lincoln and Gaston counties and the North Carolina Safety & Health Council. Classes are available at both the Dallas and Lincoln campuses. Email lambert.holly@gaston.edu or call 704.922.6353 to find out if you qualify.
4.5 Hours - $67
Motorcycle Safety Foundation Basic Rider Course
Learn to control your motorcycle and reduce the risks involved in riding. Although the DMV motorcycle skills test will be waived, the course does not exempt each applicant from taking the required North Carolina Department of Motor Vehicles written test. Some insurance companies give a discount upon successful completion of the class. This is a Friday, Saturday, and Sunday class. Note: You may register online at www.gaston.edu/motorcycle, or call 704.922.6250 to add your name to the list for a future class. Classes will be scheduled according to demand. (Insurance Included)
22 Hours - $170

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“The class and equipment was great. I wasn’t sure what to expect but it met all of my needs.”
Alison Glasgow
Motorcycle Basic Rider Course

SMALL BUSINESS CENTER
A series of seminars for Small Business owners and current or prospective entrepreneurs will be offered during the Spring 2015 semester. The subjects which will be covered are listed below and on the adjacent pages. The Small Business Center also offers one-on-one counseling by appointment and a resource center. For additional seminar information, to register for a seminar, or to request a counseling appointment, please visit https://startabiz.gaston.edu.

So You Think You Have a Great Idea, Now What?
This seminar is designed to assist individuals who have a new and unique idea for a product which the inventor wants to bring to market.
2.5 Hours - FREE

Profit Is Not a Four-Letter Word
This seminar is designed to help you understand the relationship between pricing, costs, and profits. Lecture and interactive exercises will expose you to areas that need consideration when pricing your products and/or services.
2.5 Hours - FREE
Gaston College’s Small Business Center (SBC) serves all small business owners and entrepreneurs.

- Complimentary seminars
- Resource Center
- Online request for counseling

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

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

Business Planning I for the Entrepreneur
A local banker discusses the necessity and technique of developing your business plan.
2.5 Hours - FREE

Insurance Issues
A local insurance agent discusses the insurance needs of small business.
2.5 Hours - FREE

Business Planning II for the Entrepreneur
A continuation of the necessity of the business planning process and how to develop your business plan.
2.5 Hours - FREE

Legal Issues
A local attorney discusses issues on business organization (entity type), legal obligations and the rights and legal liability of the small business owner.
2.5 Hours - FREE

Marketing I – I Want It, Like I Like It
The first of three seminars designed to acquaint a business owner with marketing a product, service, or business entity using visual, written, and workshop based materials.
2.5 Hours - FREE

Recordkeeping
A local CPA/accountant discusses how to “set up the books” for your business.
2.5 Hours - FREE
Marketing II – Targeting for Results
This seminar identifies the marketing tools relative to specified business needs, with the introduction of demographic, location, and advertising selection activities.
2.5 Hours - FREE

Tax Issues
A local CPA/accountant discusses financial statement formulation and terminology, self-employment and payroll taxes, tax theory and forms, and aspects of interacting with your finance and accounting professional.
2.5 Hours - FREE

Marketing III – Great Expectations
This seminar provides clarity in strategizing a realistic marketing plan that matches your limited resources.
2.5 Hours - FREE

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

Basic Accounting Principles
Chart of accounts are defined with a discussion of its importance in preparing reports. In addition, the accounting equation will be covered with an explanation of how debits and credits are used and how they impact your bottom line. Also, there will be a review of what makes up a set of financial statements.
2 Hours – FREE

Basic Accounting Recording Assets & Liabilities
This seminar will discuss assets and why they are important. In addition, it will discuss liabilities and their relationship to assets. There will be a review of what is considered short-term and long-term assets and liabilities and why they are important.
2 Hours – FREE

Basic Accounting Income & Receivables
Businesses want to make money but where does it all go. This seminar will discuss cash flow, how to control receivables, and how to improve collections.
2 Hours – FREE

Basic Accounting Expenses, Payroll & Payables
This seminar will discuss what expenses are, how to pay out, and the impact on cash flow. In addition, it will cover negotiating terms with vendors. Also, it will discuss who the employees are, how we pay them, and payroll taxes.
2 Hours – FREE

For information, e-mail cash.cynthia@gaston.edu, call 704.922.6447, or go to http://startabiz.gaston.edu.
Classes available at the Gaston College Kimbrell Campus

CERTIFICATION/LICENSURE

Professional Development
Activity Director
This course is designed to provide basic training to individuals desiring to become an Activity Director within a healthcare setting. Activities in Adult Day Care, Assisted Living, and Skilled Nursing Care will be covered. Students are required to fulfill a 60-hour preceptorship in skilled nursing care. The required textbook is available in the Gaston College Bookstore.

60 hours - $186

TTH 1/13-5/14 6:00P-9:00P KCC 219 48909

Notary Public Training
You will need this required course to obtain a commission as a Notary Public in North Carolina. It can be used for all current Notaries as a refresher course. State prerequisites: must be at least 18 years of age or legally emancipated; reside in or have a regular place of work or business in North Carolina; have a high school diploma or equivalent; and be able to speak, read, and write the English language. Additional fees to obtain commission and seal will be discussed. You must bring a current photo ID to each class session. Required textbook is available in the College Bookstore for $30*.

Pre-registration and pre-payment is required for this course a minimum of five (5) business days prior to class start date.

6.5 Hours - $72

S 1/10 8:00A-2:00P KCH 201 48664
MW 2/2-2/4 5:30P-8:30P KCH 201 48668
S 2/28 8:00A-2:00P KCH 201 48665
MW 3/23-3/25 5:30P-8:30P KCH 201 48671
MW 4/27-4/29 5:30P-8:30P KCH 201 48674

Real Estate Brokers Pre-Licensing
Start your new, exciting career in Real Estate! You will learn the real estate principles and practices required to pass the North Carolina Real Estate Broker License exam. Required textbook, syllabus, and materials packet are available in the College Bookstore for $62*.

81 Hours - $186

MW 1/21-5/13 6:00P-9:00P KCC 219 48903

*Please check with Gaston College Bookstore for current list price.
Wastewater I & II
This course is designed to fulfill the requirements leading to Wastewater Operator Level I & II as established by the North Carolina Department of Natural Resources. Students completing this course will be prepared for the state exam.
60 Hours - $186
TTH 1/13-3/19 6:00P-9:00P KCH 121 48745

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

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

COMPUTER CLASSES
A variety of computer options, from basic techniques to advanced applications, are held at one of the Gaston College campuses or offered online through Ed2Go (see page 23).

Golden Age Computing
Learn basic computer functions, including Control Panel, Windows Explorer, the Internet, and E-mail.
12 Hours - $42
MW 2/9-2/25 9:00A-11:00A KCC TBA 48873

Gaston College offers a wide variety of computer courses online!
For more information, go to www.ed2go.com/gaston,
email hoyle.gail@gaston.edu or call 704.922.6251.

EMS EDUCATION
Emergency Medical Technician Basic Course (EMT-B)
Become a professional EMT! Gain the knowledge and skills needed to care for patients in medical and trauma settings and prepare to take the North Carolina EMT exam. The EMT could be utilized in a basic life support ambulance service or other specialized rescue agency. The Reading Comprehension Test is required with a 10th grade reading level or higher. Accuplacer test results must be turned in to the EMS Education Office (APS 104). Class size is limited to 25 participants. Email gcems@gaston.edu or call 704.922.6241 for registration dates. The required textbook is available in the College Bookstore.
180 Hours - $199 (includes $13 malpractice insurance)
TTH 1/20-5/7 6:00P-10:00P KCC TBA
S (5 dates TBA)

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

*Please check with Gaston College Bookstore for current list price.
HUMAN RESOURCES DEVELOPMENT (HRD)

Gaston College’s Human Resources Development program can help you build workplace success and entry-level job skills at no cost for qualifying adults. There is no charge for these courses if you are unemployed, have been notified of a pending layoff, are working and eligible for the Federal Earned Income Tax Credit, or if you are working and earn wages at or below 200% of the federal poverty guidelines.

Career Readiness Certification (CRC)

Assess and improve your workplace skill levels in Reading for Information, Applied Mathematics, and Locating Information with an exciting computerized, self-paced curriculum now used by companies for hiring and promotional purposes. You can prove you have the skill levels they need by earning this certification! You have two options for completing this certification:

Option 1:
Enroll in the 2-week CRC class which is offered on a first-come, first-served basis. Students must register on the first day of class!
32 Hours - *except where indicated - $129 (for non-qualifying individuals)

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Option 2:
Enroll in one of our open-entry KeyTrain/WIN computer labs and work at your own pace to prepare for the WorkKeys Assessments to earn your CRC. These computer labs may be used for other job readiness activities such as improving keyboarding skills; conducting job searches; completing online job applications; preparing resumes and cover letters; practicing Word, Excel, PowerPoint needed for your career portfolio; career exploration; or applying for college or financial aid. A nominal fee may be charged for certain WorkKeys Assessments. For information, call 704.922.2267 or 704.922.6546.

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Phone: 704.266.5005

For more information, visit the Career Center website: www.NCWorks.gov or call 704.922.6546.
PERSONAL ENRICHMENT

Tasty Art: The Basics of Cupcakes
From Cupcake Wars to DC Cupcakes to Cupcake Girls, there’s no denying that cupcakes are the hottest dessert around! Learn the basics of decorating cupcakes, including making the right kind of frosting, piping your frosting, and filling cupcakes with a variety of delectable fillings. You will need to have your own supplies, many of which you probably already have. A list will be given when you register or you may email hoyle.gail@gaston.edu or call 704.922.2244.
6 Hours - $52

M 4/13-4/27 6:30P-8:30P KCC 105 48747

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

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2.5 Hours - FREE
Recordkeeping
A local CPA/accountant discusses how to “set up the books” for your business.  
2.5 Hours - FREE

Marketing II – Targeting for Results
This seminar identifies the marketing tools relative to specified business needs, with the introduction of demographic, location, and advertising selection activities. 
2.5 Hours - FREE

Tax Issues
A local CPA/accountant discusses financial statement formulation and terminology, self-employment and payroll taxes, tax theory and forms, and aspects of interacting with your finance and accounting professional.  
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Marketing III – Great Expectations
This seminar provides clarity in strategizing a realistic marketing plan that matches your limited resources.  
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Human Resources (HR) for Business Owners
Employees are a business's greatest asset. Careful screening, hiring, and training are paramount to your business being successful. The HR professional will present the Do's and Don'ts of hiring and firing. You will be exposed to the records that need to be kept and the records that have to be kept. Do yourself and your business a FAVOR by attending this informative and valuable seminar that all business owners need.  
2.5 Hours - FREE

Basic Accounting Principles
Chart of accounts are defined with a discussion of its importance in preparing reports. In addition, the accounting equation will be covered with an explanation of how debits and credits are used and how they impact your bottom line. Also, there will be a review of what makes up a set of financial statements.  
2 Hours – FREE

Basic Accounting Recording Assets & Liabilities
This seminar will discuss assets and why they are important. In addition, it will discuss liabilities and their relationship to assets. There will be a review of what is considered short-term and long-term assets and liabilities and why they are important.  
2 Hours – FREE

Basic Accounting Income & Receivables
Businesses want to make money but where does it all go. This seminar will discuss cash flow, how to control receivables, and how to improve collections.  
2 Hours – FREE

Basic Accounting Expenses, Payroll & Payables
This seminar will discuss what expenses are, how to pay out, and the impact on cash flow. In addition, it will cover negotiating terms with vendors. Also, it will discuss who the employees are, how we pay them, and payroll taxes.  
2 Hours – FREE

For information, e-mail cash.cynthia@gaston.edu, call 704.922.6447, or go to http://startabiz.gaston.edu.
Classes available at the Gaston College Lincoln Campus

CERTIFICATION/LICENSURE

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

M 2/2-2/23 9:00P-1:00P LC 123 48739

ServSafe en Español
Aprenda acerca de la seguridad y manipulación correcta de los alimentos de un instructor de habla española. El curso cubre el riesgo de enfermedades transmitidas por alimentos, los componentes para una buena higiene personal, prevención de la contaminación cruzada, y cómo utilizar el tiempo y el control de las temperaturas efectivamente. También se cubren los métodos seguros de recepción, almacenamiento, preparación, servicio, enfriamiento y recalentamiento de alimentos. Otros temas incluyen el control de plagas y los aspectos de limpieza y saneamiento. La sexta edición del libro de texto de ServSafe en Español y hoja de respuestas de exámenes son necesarios y están disponibles en la librería del Gaston College por aproximadamente $110.
El curso consta de 16 horas y su costo es de $72.

Lunes 2/2-2/23 9:00P-1:00P LC123 48739

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

COMPUTER CLASSES

A variety of computer options, from basic techniques to advanced applications, are held at one of the Gaston College campuses or offered online through Ed2Go (see page 27).

Golden Age Computing
Learn basic computer functions, including Control Panel, Windows Explorer, the Internet, and E-mail. 12 Hours - $42

TTH 3/10-3/26 9:00A-11:00A LC TBA 48888

Gaston College offers a wide variety of computer courses online!
For more information, go to www.ed2go.com/gaston, email hoyle.gail@gaston.edu or call 704.922.6251.

*Please check with Gaston College Bookstore for current list price.
HIGH SCHOOL EDUCATION

Adult High School and High School Equivalency (FREE)

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

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

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

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

Basic Skills Student Success Class -
Must attend all 4 days; please call for dates.

- Lincoln Campus – (LC 118)
  Monday - Thursday,
  9:00A-12:00P or 5:30-8:30P
  Info Line - 704.748.5226

Adult High School
It's not too late...
Finish what you started! Earn a high school diploma in as little as 7 weeks.

- The Adult High School Diploma is awarded through affiliations with the Gaston and Lincoln County School Systems and the NC Department of Public Instruction.
- Credits already earned in high school will be counted toward the total required for graduation.
- Day and evening classes are available year-round.
- Classes are offered on campus, Monday through Thursday, in 7 week mini-semesters.
- The state of North Carolina requires a *total of 16 to 22 credits for graduation.

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

For information, call Information Hotline 704.748.5226, email propst.tonya@gaston.edu or call 704.748.5205.
High School Equivalency (formerly GED®) Preparation for High School Equivalency testing covers the four academic areas of Social Studies, Science, Language Arts/Reading/Writing, and Math. Options for study include a classroom program or a study lab setting with flexible hours with instructors available to assist as needed. The testing fee is $80.00. Gaston College offers a High School Equivalency Test Scholarship for students who meet our requirements. Graduates receive a high school equivalency diploma from the North Carolina State Board of Community Colleges.

For information, call Information Hotline 704.748.5226, email propst.tonya@gaston.edu or call 704.748.5205.

HUMAN RESOURCES DEVELOPMENT (HRD)

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

Powerhouse Job Success Lab:
Goodwill Job Connection (GJCL Computer Lab) 500 Vaughn Way, Lincolnton, NC
Monday through Friday, 9:00A-1:00P
Call Barbara Smith at 704.732.6844 x6101 for specific dates.

Career Center
The North Carolina Workforce Career Centers’ vision is to improve North Carolina’s workforce and strengthen our state’s economy by offering labor market information, providing access to career training and job placement services, and serving as the connection between employers and qualified workers. The Career Center can be found at three convenient locations:

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

For more information, visit the Career Center website: www.NCWorks.gov or call 704.922.6546.

PERSONAL ENRICHMENT
Banjo: Clawhammer
Do you want to play this historic instrument? Learn to play simple tunes in the Clawhammer style. The 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.
10 Hours - $62
T 4/14-5/12 6:30-8:30P LC 218 48851
**Crochet: Basics**
Learn the basic steps in crocheting and the four basic stitches: chain stitch, slip stitch, single, and double crochet. You will need to bring a size H crochet hook and a skein of dishcloth cotton to the first class meeting. You must provide your own supplies. Purchase suggestions are given during the first class meeting.
*8 hours - $27*

- **TH 3/5-3/26** 6:00P-8:00P LC 218 48730

**Crochet: Intermediate**
Learn to read a pattern and create beautiful hats, scarves, afghans, and more. You must provide your own supplies. Purchase suggestions are given during the first class meeting.
*8 Hours - $27*

- **TH 4/16-5/7** 6:00P-8:00P LC 218 48735

**Knitting: Basic**
What can you create with a pair of knitting needles, some yarn, and your imagination? Make your own attractive accessories or create fashionable gifts by learning the basics of knitting, purling, casting on and off, reading patterns, and understanding a yarn label. You must bring size 7 needles and smooth, light-colored worsted weight yarn to the first class. This is a great class for novices or those in need of a refresher. Left-handers also welcome.
*8 hours - $27*

- **T 2/3-2/24** 6:00-8:00P LC 218 48729

**Knitting: Intermediate**
Want to learn more knitting techniques? In this class, you will choose your own project to work on and complete. Purchase suggestions are given during the first class meeting.
*8 hours - $27*

- **T 3/10-3/31** 6:00P-8:00P LC 218 48730

**Yoga: Beginning**
This course introduces the basic discipline of Yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, you should be able to demonstrate the procedure of Yoga. Last class meets two hours.
*32 Hours - $93 (costs subject to change)*

- **F 1/16-5/8** 8:30A-10:30A LC B105 48899

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

**SMALL BUSINESS CENTER**
A series of seminars for Small Business owners and current or prospective entrepreneurs will be offered during the Spring 2015 semester. The subjects which will be covered are listed below and on the adjacent pages. The Small Business Center also offers one-on-one counseling by appointment and a resource center. For additional seminar information, to register for a seminar, or to request a counseling appointment, please visit https://startabiz.gaston.edu.

**Profit Is Not a Four-Letter Word**
This seminar is designed to help you understand the relationship between pricing, costs, and profits. Lecture and interactive exercises will expose you to areas that need consideration when pricing your products and/or services.
*2.5 Hours - FREE*
Business Planning I for the Entrepreneur
A local banker discusses the necessity and technique of developing your business plan.
2.5 Hours - FREE

Insurance Issues
A local insurance agent discusses the insurance needs of small business.
2.5 Hours - FREE

Business Planning II for the Entrepreneur
A continuation of the necessity of the business planning process and how to develop your business plan.
2.5 Hours - FREE

Legal Issues
A local attorney discusses issues on business organization (entity type), legal obligations and the rights and legal liability of the small business owner.
2.5 Hours - FREE

Marketing I – I Want It, Like I Like It
The first of three seminars designed to acquaint a business owner with marketing a product, service, or business entity using visual, written, and workshop based materials.
2.5 Hours - FREE

Recordkeeping
A local CPA/accountant discusses how to “set up the books” for your business.
2.5 Hours - FREE

Marketing II – Targeting for Results
This seminar identifies the marketing tools relative to specified business needs, with the introduction of demographic, location, and advertising selection activities.
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2.5 Hours - FREE

For information, e-mail cash.cynthia@gaston.edu, call 704.922.6447, or go to http://startabiz.gaston.edu.
ONLINE OPPORTUNITIES  
(www.ed2go.com/gaston)

Do you want to upgrade your skills, but don’t have the time to fit a traditional, on-campus class into your hectic schedule? Gaston College offers non-credit continuing education courses over the Internet. Enroll and study in the privacy of your own home.

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

Course Start Dates: January 21, February 18, March 18, April 15, 2015

Listed below are some of our most popular courses. If you do not see the course you are interested in, please go to www.ed2go.com/gaston to see complete course list. See page 29 for registration instructions.

Accounting Courses
Accounting Fundamentals
Crystal Reports, Introduction to
QuickBooks 2014 (2 Levels)

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

Business Administration
Fundamentals of Supervision
& Management
Project Management Fundamentals

Computer Applications
How to Get Started in
Game Development
Introduction to CSS3 and HTML5
Microsoft Excel (3 levels)
Microsoft Word (3 levels)

Digital Photography & Digital Video
Discover Digital Photography
Introduction to Lightroom 4
and 5
Mastering Your Digital SLR
Camera
Photoshop CC (Creative Cloud) for the Digital Photographer
Photoshop CS6 for the Digital Photographer

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

Health Care, Nutrition & Fitness
Become an Optical Assistant
Explore a Career in Nursing
Human Anatomy & Physiology
Medical Terminology

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

Languages
Conversational Japanese
Discover Sign Language
Instant Italian
Spanish for Medical Professionals
Speed Spanish (3 Levels)
ed2go  Education to Go (continued)

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

Math, Philosophy, & Science
Algebra in Everyday Life
Everyday Math
Statistics, Introduction to
Medical Math

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

Personal Development
Leadership
Navigating Divorce
Resume Writing Workshop

Personal Finance & Wealth Building
Keys to Successful Money Management
Personal Finance
Real Estate Investing
Stocks, Bonds, and Investing

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

Start Your Own Business
Event Planning
Start Your Own Consulting Practice
Start Your Own Gift Basket Business

Teacher Renewal
Common Core Standards for English Language Arts K-5
Creating Classroom Websites
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 Web Sites

Web Technology
Creating Mobile Apps with HTML5
Introduction to Google Analytics
Introduction to Dreamweaver CS6
Mac, iPhone and iPad Programming

Writing & Publishing
Beginning Writer's Workshop
Effective Business Writing
Fiction Writing
How to Make Money From Your Writing

All classes are completed 100% online.
Tuition for most classes is $70 & does not require a book purchase*.
*Consult listings at www.ed2go.com/gaston for each class price and book requirements.

For information, e-mail hoyle.gail@gaston.edu or call 704.922.6251.
CLASS REGISTRATION INFORMATION
Registering is Quick and Easy! Use the form on the following page to register or register online at www.gaston.edu.

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<tr>
<th>Online</th>
<th>Mail In</th>
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<tr>
<td>On Gaston College homepage <a href="http://www.gaston.edu">www.gaston.edu</a>, click on the WebAdvisor icon. Select the yellow Continuing Education icon then click on Register and Pay for Continuing Education Classes.</td>
<td>On Gaston College homepage <a href="http://www.gaston.edu">www.gaston.edu</a> click on the Find a Program, then select Economic and Workforce Development from the menu and select Registration Form. Fill out completely, OR use the registration form on page 30. All mailed registrations and payments must be addressed EXACTLY as shown and mailed to: Gaston College EWD/Continuing Education Campus Box B 201 Highway 321 South Dallas, NC 28034</td>
<td>Dallas Campus Dalpiaz Building DSC 115 201 Highway 321 South Dallas, NC Registration begins January 5, 2015 Monday - Thursday: 8:30A-4:30P Friday: 8:30A-3:30P</td>
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Notes when using Online registration:
- If you have an address change, name change, etc., we will need this updated information so we can contact you in case of a class change/cancellation or refund. Entering different information on the registration form will not update any existing records. Please call 704.922.6252, 704.922.6496, or 704.922.6254.
- Online registration is not an option for all classes, or if the course fee will be waived. Underage students (16 and 17 years of age) are not eligible for online registration/payment, but may contact the program area responsible for the class to discuss registration procedure. Credit card payments will only be accepted with Online and Walk In registration.
- You cannot DROP/WITHDRAW from classes online. If you need to drop or withdraw, contact your instructor and/or program director for the proper withdrawal procedure.

Education To Go (ed2go) Registration
- Go to www.ed2go.com/gaston and follow the online Education To Go Registration and Enrollment Information. The registration and enrollment deadline is 5 days before the course begins. You must first complete the online registration by clicking on “Courses” at the top of this page. Choose the course category and then on the next page click on the course title. Once you’re at the “Course Detail” page, click on the “Enroll Now” button. Once you have completed this step, please wait (2) business days, and then complete the Gaston College registration and payment process by following the directions above for online, walk in, or mail in registration. Mail in registrations should be addressed to the attention of Beth Hollars, ed2go. If you have any problems or issues logging into your courses, please e-mail hollars.beth@gaston.edu or call 704.922.6250.

Small Business Center Registration
- Registration for Small Business Center seminars must be completed by visiting http://startabiz.gaston.edu.
# Gaston College

**ECONOMIC AND WORKFORCE DEVELOPMENT**

**CONTINUING EDUCATION**

**APPLICATION AND REGISTRATION FORM**

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<th>Last Name (Jr., Sr.)</th>
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<td>17-Master's Degree or Higher</td>
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<th>Single Parent</th>
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<tr>
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**RELEASE:** This is to certify that the undersigned has enrolled in a course of other training under the auspices of Gaston College (Dallas, Lincoln, and East Campuses). The undersigned, for adequate consideration of the offering of such course by Gaston College (Dallas, Lincoln, and East Campuses), hereby agrees with Gaston College (Dallas, Lincoln, and East Campuses), its instructors and agents from any claims for personal or property damage sustained by underwritten in connection with such training, either on or off campus except in the event of willful negligence by Gaston College (Dallas, Lincoln, and East Campuses), or their agent. Further, permission is given to Gaston College to release Firefighter/Rescue Certification Training records to the NC Fire & Rescue Commission of the NC Department of Insurance.

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<th>Signature of Student</th>
<th>Date</th>
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**CREDIT CARD PAYMENTS ARE ONLY ACCEPTED WITH WALK-IN OR ONLINE REGISTRATION (VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS)**

**DALLAS WALK-IN REGISTRATION WILL BE OFFERED MONDAY THROUGH THURSDAY, 8:30 AM TO 4:30 PM, AND FRIDAY, 8:30 AM TO 3:30 PM, DALPIAZ BUILDING, DSC 115**

**PROVIDE SEPARATE FORMS/PAYMENT FOR EACH CLASS**

Form Revised 09-18-13
**LOCATION KEY**

Dr. Dennis McElhoe, Vice President for Economic & Workforce Development .......... 704.922.6476
Dr. Karen Less, Dean of Continuing Education ............................................. 704.922.6521

*Economic and Workforce Development (Continuing Education) programs have the flexibility to offer a wide range of short-term, diverse courses and specialized services. Standard or customized courses are available to business and industry clients on-site or on campus. Free basic skills assessments, study labs, and job readiness courses are also available in both counties.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>AHS</td>
<td>Ashbrook High School, 2222 South New Hope Road, Gastonia</td>
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<tr>
<td>APS</td>
<td>Albright Public Safety Building, Dallas</td>
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<tr>
<td>DBC</td>
<td>David Belk Cannon Health Education Institute, Dallas</td>
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<tr>
<td>DSC</td>
<td>Dalpiaz Student Success Center, Dallas</td>
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<tr>
<td>ESCE</td>
<td>Gaston County Career Center (East), 7220 Wilkinson Blvd., Harney Hall, 212, Belmont</td>
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<tr>
<td>ESCG</td>
<td>Gaston County Career Center, 1391 Bessemer City Road, Gastonia</td>
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<tr>
<td>ESCL</td>
<td>Lincoln County Career Center, 529 North Aspen Street, Lincolnton</td>
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<tr>
<td>GJC</td>
<td>Goodwill Job Connection, 412 South Broad Street, Gastonia</td>
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<tr>
<td>GJCL</td>
<td>Goodwill Job Connection, 500 Vaughn Way, Lincolnton</td>
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<tr>
<td>KCC</td>
<td>Kimbrell Campus, Classroom Building, Belmont</td>
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<tr>
<td>KCH</td>
<td>Kimbrell Campus, Harney Hall, Belmont</td>
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<tr>
<td>LC</td>
<td>Lincoln Campus, 511 South Aspen Street, Lincolnton</td>
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<tr>
<td>LIF</td>
<td>Pearson Life Skills Building, Dallas</td>
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<tr>
<td>PTI</td>
<td>Pharr Trade and Industrial Center, Dallas</td>
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<tr>
<td>TBA</td>
<td>To Be Announced</td>
</tr>
<tr>
<td>YWC</td>
<td>YouthWorks, 412 Broad Street, Gastonia</td>
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</tbody>
</table>

Hybrid Class (combination of classroom and online study)

Online – go to [www.ed2go.com/gaston](http://www.ed2go.com/gaston)

Campus maps and directions can be found on the Gaston College website: [www.gaston.edu/locations-maps-directions](http://www.gaston.edu/locations-maps-directions)
POLICIES - Continuing Education

COURSE REPEAT POLICY: Students are limited to two enrollments in the same state-supported occupational course within a five-year period. You may enroll more than two times, but must pay the regular registration fee per contact hour rather than the regular course fee. (Exception: Enrollment, in courses for certification, is not restricted by the repeat policy.)

TUITION: The tuition for state supported classes is based on course length and set by the North Carolina General Assembly. The tuition for a class that runs less than or equal to 24 hours is $70.00; 25-50 hours is $125.00; and a class that runs 51 hours or more is $180.00.

USAGE FEE: A usage fee is charged based on the hours of a class held on any of our three campuses. The fee for a class that runs less than or equal to 24 hours is $2.00; 25-50 hours is $4.00; and a class that runs 51 hours or more is $6.00. This fee is included in the price of each class.

COSTS: Costs are listed with each course and must be paid in full for a student to be officially registered. Please register and pay at least five (5) business days before the class start date.

SENIOR CITIZENS: The North Carolina General Assembly has eliminated the Senior Citizen Tuition Waiver effective July 1, 2013. North Carolina residents 65 or older are required to pay tuition and fees for any classes for which they register.

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).

NOTE: THE COST OF A TEXTBOOK AS SHOWN IN THIS PUBLICATION MAY CHANGE WITHOUT NOTIFICATION AND DOES NOT INCLUDE SALES TAX. PLEASE CONSULT THE GASTON COLLEGE BOOKSTORE BEFORE WRITING A CHECK FOR A TEXTBOOK.

TO REGISTER:
- Complete the form on page 30 to register.
- You must be at least 16 years of age.
- If you are in high school bring a completed dual enrollment form with you to the first class session. This form is available at your school. No form is required for students attending Gaston or Lincoln County Public High Schools.

AVOID FRUSTRATION! REGISTER EARLY! In this time of economic uncertainty, Gaston College is striving to serve as many students as possible with the limited funds available. As a result, we recommend that you register and pay in advance for classes to ensure that we are offering classes in which our students are truly interested. Classes that have not reached a minimum enrollment by one (1) week prior to the class start date may be postponed or canceled. In accordance with state policy, we are unable to register and receipt payment for classes more than 60 days prior to the start date.
MISSION STATEMENT:
Gaston College is an open-door public community college, located in Gaston and Lincoln counties, that promotes student success and lifelong learning through high caliber, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.

ACCREDITATION:
Gaston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gaston College.

NOTICE OF NON-DISCRIMINATION
Gaston College is committed to affirmative action and equal opportunity in employment and educational programs and activities and does not discriminate against current or potential employees or students on the basis of race, color, religion, sex, national origin, age, or disability. Gaston College supports protections under all applicable state and federal laws including but not limited to the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008.

Inquiries regarding affirmative action/equal opportunity should be directed to: Chief Administrative Officer (Employees) or Vice President for Student Affairs and Enrollment Management (Students), 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.