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, or 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 32 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 and personal enrichment 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 online course?
Registration and payment for ed2go classes at www.ed2go.com/gaston/. Please visit the website and follow these steps:

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

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

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

When will my class meet?
- In each course description the class times are given followed by “a” (a.m./morning) or “p” (p.m./evening)
- Class meeting days are given in each course description: M (Monday), T (Tuesday), W (Wednesday), TH (Thursday), F (Friday), S (Saturday), SU (Sunday)
- The class location is given with a three (3) letter designation corresponding to locations given on page 13.

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 Web-Advisor. All registered students will be contacted by phone and/or email. If you register several weeks before the class, it is advisable to always check WebAdvisor to confirm class meeting time and location a few days beforehand.
Need skills? Get trained!

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

American Heart Association Courses - HYBRID

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

Three simple steps:
1. Go to www.onlineaha.org and click on “Courses” or “Find a Course” to choose the course you desire. There are courses available to meet the needs of healthcare professionals, workplace, daycare centers, and the public. Take course online and print certificate upon completion.
2. Contact the EMS Office at gcems@gaston.edu, or by calling 704.922.6241 for skills check-off costs and to schedule an appointment.
3. Attend the practice and skills check-off session and receive an official AHA eCard.

ASQ Certified Quality Engineer Refresher Course - ONLINE

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)
ASQ Certified Quality Technician Refresher Course - ONLINE
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)

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.

Building Maintenance Certification
This in-demand career pathway 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. Our experienced instructors will provide you with the knowledge and skills to start a new career or enhance your knowledge in the areas of Employability skills, OSHA safety, HVAC, Carpentry, Electrical and Plumbing. The convenient evening schedule makes it achievable to work and attend classes. Successful completion will result in participants receiving a Building Maintenance Certification from Gaston College.

For class registration information including dates, time and location, please contact us at ConEd@gaston.edu or 704.922.2244.

Introduction to Construction Trades – NCCER
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
9/10-12/5 TTH 6-9p PTI 119
No class on 19/17 and 11/28.

TEAS Prep
Gaston College offers a four-day, low cost prep class for the TEAS Test. Students who complete the 4-day class will receive a certificate of completion and 0.5 point toward their Gaston College ADN and PN application. The class will prepare test takers for all four parts of the TEAS Test: 1. Mathematics; 2. Science: Biology, Chemistry, Anatomy, and Physiology; 3. Reading; 4. English and Language Usage. Additional study guide included in cost of the course.
16 Hours - $125
9/9-9/12 M-TH 8a-12p DSC 215
9/9-9/12 M-TH 5-9p DSC 215
10/7-10/10 M-TH 8a-12p DSC 215
10/7-10/10 M-TH 5-9p DSC 215
11/4-11/7 M-TH 8a-12p DSC 215
11/4-11/7 M-TH 5-9p DSC 215
12/2-12/5 M-TH 8a-12p DSC 215
12/2-12/5 M-TH 5-9p DSC 215

www.gaston.edu
Continuing Education Fall 2019

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. This program is entirely online and is completed at your own pace. When you register, you receive twelve (12) months to complete this program. Visit https://careertraining.ed2go.com/Gaston/. For more information email ConEd@gaston.edu. $1,495

CBCS Medical Billing and Coding - ONLINE
CBCS Medical Billing and Coding is an ideal program for students new to a medical career. If you’re seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding. You will build a foundation of medical vocabulary to help you better understand the contents of a patient’s medical record, as well as notes from practicing physicians. In addition, you’ll learn current medical coding standards, so you can be successful within the industry. Upon completion of this program, you will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam, offered by the National Healthcareer Association (NHA). The registration fee for this exam is included with this program. $2,295

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 about the approved electronic notary solution providers will be covered. Once you are registered, be sure to bring a current photo ID to each class. Required textbook is included in the price of the course. $82

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. $77
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. This course includes classroom and online instruction hours.

| 40 Hours - $159 |

For class registration information, including dates and times, please contact ConEd@gaston.edu or phone 704.922.2244.

**Nurse Aide II – Certified**

This course is designed to prepare students to perform more complex skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory, and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing Nurse Aide Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel. For more information or to receive a registration packet, please contact Barbara Burgess at barbara@gaston.edu.

186 Hours - $229 (includes $25 lab fee and $13 malpractice insurance)

| 8/19-12/13 MF 4-10p KCH 201 |

**Real Estate Broker - 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 and syllabus are available in the college bookstore.

81 Hours - $191

| 8/19-11/25 MW 6-9p KCC 115 |

**Real Estate Brokers Post-License #301: Broker Relationships and Responsibilities**

This course is designed to meet the educational requirements for a provisional

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**Nurse Aide I - Certified**

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. For more information, or to receive a registration packet, please contact Barbara Burgess at 704.922.6469.

160 Hours - $229 (includes $25 lab fee and $13 malpractice insurance)

| 8/19-12/11 MW 9a-2p DBC 177 |
| 8/19-12/11 MW 4-9p DBC 177 |
| 8/19-12/11 MW 9a-2p LC 308 |
| 8/20-12/12 TTH 9a-2p DBC 179 |
| 8/20-12/12 TTH 9a-2p DBC 179 |
| 8/20-12/12 TTH 9a-2p LC 308 |

**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 to register for this course. If you are trying to be added to the NC
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.ncrecpubs.org/north-carolina-real-estate-manual-paper.

30 hours - $134

9/4-9/25    MW    5-9:30p    KCC 220

Real Estate Brokers Post-License #302: Contracts and Closings
This course is designed to meet the educational requirements for a provisional 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.ncrecpubs.org/north-carolina-real-estate-manual-paper.

30 hours - $134

11/13-12/9    MW    5-9:30p    KCC 219

Real Estate Brokers Post-License #303: NC Law, Rules, and Legal Concepts
This course is designed to meet the educational requirements for a provisional 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 textbook: North Carolina Real Estate Manual; Order online through the NC Real Estate Commission or by visiting: http://www.ncrecpubs.org/north-carolina-real-estate-manual-paper.

30 hours - $134

8/16-8/26    MW    5-9:30p    KCC 219

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

120 hours - $1,795

ServSafe
ServSafe is a food and beverage safety training and certificate program administered 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

9/14 - 9/21    S    8a-5p    DSC 206
11/9 - 11/16    S    8a-5p    DSC 206

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

9/20  F     8a-3p  LIF 107
10/18 F     8a-3p  LIF 107

Forklift: Train the Trainer
Train others to operate a forklift. Training is based on the requirements of the OSHA Standard to develop a forklift training class. Attendees should be experienced forklift (powered industrial) truck drivers. Manual included in the cost of the course.
7 Hours - $85

8/16 F 8a-4p  LIF 107

First Aid-CPR-AED Refresher
Prepare your workplace to respond with First Aid/CPR/AED. Following this refresher course, participants will be able to recognize a medical emergency, handle breathing and cardiac emergencies, act appropriately and effectively to sustain life until professional help arrives. Additionally, participants will be able to prevent disease transmission, identify and care for bleeding, sudden illness, and injuries.
2 Hours - $82.00

9/11 W 9-11a  DSC 206

Welding Safety Essentials
Welding Safety Essentials provides a basic overview of the hazards associated with various welding processes. The course will discuss general safety practices that includes preventing fires, protecting against toxic fumes, and PPE. The training will also provide an overview of OSHA and ANSI guidelines.
3 Hours - $77

10/24 TH 2:30-5:30p  PTI 108

Supply Chain Management
Taught by an APICS Master CSCP/CPIM Instructor, the Introduction to Supply Chain Management course will provide an overview of supply chains and how class participants interact with different aspects of the supply chain. Supply chain fundamentals will be reviewed, including the interaction between providing customer service at an optimal value while managing to balance the objectives of inventory management and efficiency. Overview of the supply chain planning hierarchy will take place, including high level tactical planning to day-to-day operational activity to support the executive level plans. Interactive exercises will take place to ensure that participants understand the role of managing the different supply chain flows and how those challenges can be met by more effective planning and stronger relationships with both internal and external stakeholders.
28 Hours - $357

10/30 - 11/20 W 9a-5p  DSC 206

Championing a Lean 6 Sigma Culture
A true Lean Six Sigma transformation must begin with people. A top-down and bottom-up approach is best when moving to a Lean culture. Lean Six Sigma Champion training focuses on providing you with the managerial and technical knowledge to facilitate the leadership and deployment of the Six Sigma strategy. Champions are upper-level managers who lead the execution of the Lean Six Sigma deployment plans for the company. That makes it one of the most critical roles in any successful Lean Six Sigma improvement initiative. Join us as we explore ways to facilitate the leadership and deployment of the Six Sigma Strategy without a significant investment of time away from the office.

Attendee eligibility restrictions apply; please call 704.922.6547 for more information on cost and how to register.
4 Hours

9/13 F 8a-12p  LC-TBD
9/13 F 1-5p  CAM 133

Internal Auditor 9001:2015
This two day interactive course is designed to prepare employees from all levels of the organization to conduct a successful value-added Internal Audits using the
Process Approach. Topics covered include defining ISO 9001, describing the Process Approach, explaining documentation, communication, a step-by-step how to get started guide, Auditor/Auditee roles and responsibilities, developing a checklist and more.

Attendee eligibility restrictions apply; please call 704.922.6547 for more information on cost and how to register.

16 Hours
10/15-10/16  TW  8a-5p  CAM 133

De-escalation Strategies for the Workplace
In this course, participants will be provided with a history of violence in the workplace. The course will define de-escalation strategies and explain their importance in the workplace, and define active listening and explain how it is implemented. Participants will learn to construct positive statements to be used as a means of motivating emotional employees, and how to evaluate non-verbal cues and signs that indicate the level of conflict and hostility in the workplace.

3 Hours - $60
8/27  T  1-4p  KCC 219

MICROSOFT APPLICATIONS FOR BUSINESS

Basic Excel for Business
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
8/20-9/10  T  9a-12p  CSB 110
8/21-9/11  W  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
9/17-10/8  T  8a-12p  CSB 110
9/18-10/9  W  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
10/15-11/5  T  8a-12p  CSB 110

Intro to Access & Database Management
This course is designed for participants who wish to establish a foundational understanding of Microsoft Office Access and the skills necessary to create and manage a new database, construct data tables, design forms and reports and create queries.

12 Hours - $120
10/16-11/6  W  6-9p  DSC 214
SMALL BUSINESS SEMINARS

REGISTRATION IS FREE!

Registration for Small Business Center seminars must be completed by visiting https://www.ncsbc.net/center.aspx?center=75220.

Seminar sessions to start in September 2019.

For information call 704.922.6447.

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

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

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

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Your Small Business Taxes
Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can

Entrepreneurship Small Business Center
704.922.6447
have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

9/30 M 6:30-9p LC 125
10/3 TH 6:30-9p KCC 219

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

10/7 M 6:30-9p LC 125
10/10 TH 6:30-9p KCC 219

**Marketing Your Business**
Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

10/21 M 6:30-9p LC 125
10/24 TH 6:30-9p KCC 219

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

10/28 M 6:30-9p LC 125
10/31 TH 6:30-9p KCC 219

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

11/4 M 6:30-9p LC 125
11/7 TH 6:30-9p KCC 219

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

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

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

Don’t miss this exciting opportunity to add those needed skills today.
CALL 704.922.2244 or email HRD@gaston.edu

Computers for Medical Office
This course explores skills and strategies designed to provide employability skills training and career exploration for the role in the Medical Office. Medical terminology and the use of computers to identify the workforce skills needed to process patient records, schedule appointments, create insurance claims, file and print super-bills, reports, statements and claims. Class also includes professionalism, customer service, communication skills, workplace ethics, business etiquette, confidentiality and more.

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

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Jump Start Your Career
Prepare for interviews and opportunities for employment in local Advanced Manufacturing, Retail, Clerical, Customer
Service and Service Industries in 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, retention and performance.

8/19-8/29  M-TH  12:30-4:30p  DSC 211  
9/23-10/3  M-TH  12:30-4:30p  DSC 211  
10/21-10/31  M-TH  12:30-4:30p  DSC 211  
11/18-11/21  M-TH  12:30-4:30p  DSC 211  

Pathways to DSS-NC Fast
Learn the skills necessary to become an Income Maintenance Caseworker within the Department of Social Services agencies.

8/27-10/22  TTH  6-9p  DSC214  

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?
No appointment needed!

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

Career Assistance Lab
Drop-in lab at the Goodwill Job Connection to receive assistance in preparing your resume or for an upcoming interview. No appointment needed!

Goodwill Job Connection  
116 Armstrong St., Gastonia  
•  Tuesdays & Thursdays: 1-4:30p  

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

Make Your Resume Work for You
Drop-in lab at the NCWorks Career Center - Lincoln 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. No appointment needed!

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.” Email NCRC@gaston.edu or call 704.922.6347 for more information.
The NC Customized Training Program at Gaston College supports economic development through education and training for eligible businesses and industries. Customized training can help address the skills gap by providing low or no cost training onsite customized to the needs of your company.

To receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- Make an appreciable capital investment
- Deploy new technology
- Current creation of jobs, expansion of an existing workforce, or enhancement of the productivity and profitability of the operations within the state
- Desire to enhance workers’ skills by participation in this program

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

For information about Customized Training, call 704.922.2244.
Do you want to upgrade your skills, but don’t have the time to fit a traditional, on-campus class into your hectic schedule? Gaston College offers non-credit continuing education courses over the internet. Enroll and study in the privacy of your own home.

- No commuting to class
- 2.4 CEUs earned for most completed courses
- Course materials available 24/7
- Designed to fit your budget
- Many approved for teacher renewal credit
- Course start dates: September 11, October 16, November 13, and December 11
- 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**
- A to Z Grant Writing
- Accounting Fundamentals
- Quickbooks 2018 (2 levels)

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

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

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

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

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

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

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

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

**Web Page Design**
- Creating Web Pages (3 levels)
- Creating WordPress Websites
- Designing Effective Websites
Gaston College, in partnership with ed2go, offers non-credit online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

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

With 250 programs to choose from, you are sure to find a program that meets your career training goals! Program length and tuition varies by program. Listed below are a few of the 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.

**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**
- CPC Certified Medical Administrative Assistant with Medical Billing and Coding
- 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 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 one-day class held on Monday. 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 8:30a-12:30p, or an evening class which meets from 5:15-9:15p. 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 transcript from the last school attended, which will be evaluated to determine credits that may be transferred to the AHS Program.

If you are only **16 or 17 years old**, you will need to provide completed Minor Paperwork, along with the above three documents. The Minor Paperwork Packet may be picked up at the Life Skills office on the Dallas and Lincoln campuses.
The AHS Student Success Class is held at the following location:
  Dallas Campus, Pearson Life Skills Building
  
  For more information please call:
  Dallas Campus: 704.922.6319
  Lincoln Campus: 704.748.5205

You will begin your AHS classes on the Tuesday 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 (HSE) (formerly known as GED®)
To enroll in the High School Equivalency Program, students must attend the Basic Skills Student Success (BSSS) Class. Classes start on designated Mondays and meet for several days during the week. The student must choose an afternoon class which meets from 12-4p or an evening class which meets from 5:15-9:15p. Returning students who have been out of class three months or more must also attend the full BSSS 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
  Lincoln Campus, Main Building, Rm 118

For more information please call:
  Dallas Campus: 704.922.6545 or 704.922.6320
  Lincoln Campus: 704.748.5205 or 704.748.5206
AUTOMOTIVE

NC Auto Safety
This is the state-required certification for all individuals seeking authorization to perform annual motor vehicle safety inspections. This class DOES NOT meet training requirements for emissions testing. This eight-hour course is used for new certifications as well as the renewal certifications as required by the DMV. Textbook included in the cost of the course.

8 Hours - $90

9/3-9/5 TTH 6-10p DSC 208
10/1-10/3 TTH 6-10p DSC 208
11/5-11/7 TTH 6-10p DSC 208
12/3-12/5 TTH 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

8/20-8/22 TTH 6-10p DSC 208
9/17-9/19 TTH 6-10p DSC 208
10/15-10/17 TTH 6-10p DSC 208
11/12-11/14 TTH 6-10p DSC 208
12/10-12/12 TTH 6-10p DSC 208

OBD II Emissions – Renewal
This eight-hour class will satisfy the renewal of a North Carolina emissions inspection license required by NC Department of Motor Vehicles. Required textbook is included in the price of the class.

8 Hours - $90

8/19-8/21 MW 6-10p DSC 208
9/16-9/18 MW 6-10p DSC 208
10/14-10/16 MW 6-10p DSC 208
11/11-11/13 MW 6-10p DSC 208
12/9-12/11 MW 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

8/22 TH 8a-5p DSC 208
10/24 TH 8a-5p DSC 206
12/12 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

9/10 T 8a-12p DSC 208
11/5 T 8a-12p DSC 208

MOTORCYCLE SAFETY

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, riding exercises and a knowledge
MOTORCYCLE BASIC RIDER COURSE

Learn to control your motorcycle and reduce the risks involved in riding.

Successful completion of this course offers the incentive of having 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 below.

Please contact 704.922.2244 or email ConEd@gaston.edu for registration information.

Motorcycle Basic Rider Course
Learn to control your motorcycle and reduce the risks involved in riding. Although the DMV motorcycle skills test will be waived, the course does not exempt each applicant from taking the required North Carolina Department of Motor Vehicles written test. Some insurance companies give a discount upon successful completion of the class. Two hours of the class will be completed online. The Saturday and Sunday classes allow for driving time on the motorcycle range.

18 Hours - $199 (insurance included)

8/24-8/25 SSU 8a-5p AHS 100
9/14-9/15 SSU 8a-5p AHS 100
9/28-9/29 SSU 8a-5p AHS 100
10/12-10/13 SSU 8a-5p AHS 100
10/26-10/27 SSU 8a-5p AHS 100
11/9-11/10 SSU 8a-5p AHS 100
11/30-12/1 SSU 8a-5p AHS 100

DEFENSIVE DRIVING

Online Pre-Registration Available at https://goo.gl/forms/W07ZlZWQvavI4QU02
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, attorney-ordered classes, or those requirements for states that require more than four (4) hours in a defensive driving course. Online pre-registration required.

8 Hours - $114

8/22 TH 8a-5p DSC 205
9/10 T 8a-5p DSC 205
9/26 TH 8a-5p DSC 205
10/8 T 8a-5p DSC 205
10/31 TH 8a-5p DSC 205
11/5 T 8a-5p DSC 205
11/21 TH 8a-5p DSC 205
12/12 TH 8a-5p DSC 205

Alive at 25
According to highway safety statistics, inexperienced drivers are involved in the most accidents. The Alive at 25 program is designed to assist drivers between the ages of 16-24 in making good driving decisions.
This highly interactive session will help these young drivers to be “Alive at 25.” **Online pre-registration required.**

4 Hours - $79

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Defensive Driving Course (DDC-4)

If you have been charged with a traffic violation and the charge was NOT in a school or work zone, or does not involve the use of alcohol, you may be eligible for this course, which is offered in cooperation with the District Courts in Lincoln and Gaston counties and the North Carolina Safety & Health Council. **Online pre-registration required.**

4 Hours - $79

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**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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**Mandatory orientation. Registration information will be provided at that time.

For more information contact Donna Blake at blake.donna@gaston.edu or 704.922.2267 or Teresa Hudspeth at hudspeth.teresa@gaston.edu or 704.922.6546
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
For class registration information including dates, times and location, please contact us at ConEd@gaston.edu or 704.922.2244

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

Genealogy and Family History, Beginner
Want to learn how to do basic genealogical and local historical research using pertinent records, Internet search opportunities, and other sources? This class will prepare the beginner to do research, survey and select appropriate documents, evaluate documents and research plans, and will provide opportunities to organize and analyze materials. Field trips will be part of the class.
20 Hours - $57

Private/Sport Pilot Ground School
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
9/5 – 11/25 MTH 6-9p DSC 219

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

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

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
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
CRIMINAL JUSTICE ACADEMY

BASIC LAW ENFORCEMENT TRAINING

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 648-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 July 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
- Have a High School diploma or GED®
- Pick up a BLET application package
- Successfully complete the RISE English Placement Test – Tier 1 & 2
- Provide an acceptable criminal history background check
- Complete a Gaston College application
- Submit a completed BLET application package

For more information contact hoyle.melanie@gaston.edu or call 704.922.6531

QUESTIONS?
gaston.edu/ask-us/

WE WANT TO HEAR FROM YOU

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

Contact us at ConEd@gaston.edu.
The Manufacturing Skill Standards Council (MSSC) is an industry-led training, assessment and certification system focused on the core skills and knowledge needed by the nation’s front-line production employees.

How will it benefit employers?
- Meets employer needs for employees who possess the core manufacturing knowledge and skills.
- Decreases recruitment costs by providing job candidates with industry recognized credentials.
- Increases employee productivity and innovation through the attainment of multi-disciplinary skill sets.
- Provides a tool to benchmark employees against a high-performance national standard.
- Increases return on investment for training by attracting and retaining qualified employees.

How will it benefit employees?
- Increase your skill level to build a career.
- Can result in more fulfilling work and increased responsibilities.
- Increased skill levels and more responsibility often lead to higher wages.
- Employers invest in updating worker skills.

For more information, contact ConEd@gaston.edu or 704.922.2224.

Interested in becoming a carpenter, electrician, or plumber? This Core Construction class is the first step! NCCER sets the standard for developing craft professionals. By earning this required credential, you gain an understanding of topics such as:

- Basic Safety
- Critical Communication Skills on a Job Site
- Proper Use of Hand and Power Tools
- Construction Math
- Introduction to Construction Drawings

For more information, contact ConEd@gaston.edu or 704.922.2224.