FALL 2020
CONTINUING EDUCATION
SCHEDULE OF CLASSES

Gaston College
Opportunities For Life
gaston.edu
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## GASTON COLLEGE LOCATIONS

**DALLAS CAMPUS**  
201 Highway 321 South  
Dallas, NC 28034  
704.922.6200 | 704.922.2323 (f)

**LINCOLN CAMPUS**  
P.O. Box 600  
511 South Aspen St.  
Lincolnton, NC 28093  
704.748.5200 | 704.748.1074 (f)

**KIMBRELL CAMPUS & TEXTILE TECHNOLOGY CENTER**  
P.O. Box 1044  
7220 Wilkinson Blvd.  
Belmont, NC 28012  
704.825.3737 | 704.825.7303 (f)
American Heart Association Courses - BLENDED
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 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 and bring it with you.
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 for skills check-off.
3. Attend the practice and skills check-off session and receive an official AHA e-Card.

Certified Information Security Manager (CISM)
Are you ready to earn your next IT certification? This online Advanced Career training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam. Visit careertraining.ed2go.com/gaston.
75 hours - $1,425 (includes voucher to take certification exam); $795 (no voucher included)

Certified Production Technician
The Certified Production Technician course benefits both employees and employers. The program raises the performance level of production workers and assists workers in finding higher-wage jobs. Employers receive a prepared workforce that will boost their companies’ productivity and competitiveness. This prepares participants to take the four Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) certification examinations.

Each participant must pass all four modules to receive a certificate. Each module consists of 32 hours of classroom time and 8 hours of on-line work. Classes will be held at Gaston College, Center for Advanced Manufacturing, Room 103, 870 Gastonia Technology Pkwy., Dallas, North Carolina 28034.

The program is WIOA-approved. Scholarships are available through Gaston College for those meeting eligibility requirements. Contact Emily Hansley at 704.748.5259 or hansley.emily@gaston.edu for additional information.
Pre-requisite: Completion of the NCRC Silver Certificate and ACT Workkeys Math Level 5 Deadline to preregister is August 28, 2020.

- Module One - Safety (includes intro to manufacturing and work-readiness skills)
- Module Two - Quality Practices & Measurement
- Module Three - Manufacturing Processes & Production
- Module Four - Maintenance Awareness

160 hours - $940  KEYWORD: CERTIFIED

9/14-11/5  MTWTH 8a-12p  CAM 103

Leadership Essentials Certificate Program
Leadership Essentials Certificate Program is designed to provide the foundation your current or future leaders need to become successful leaders. Participants can enroll in the complete certificate program or the individual courses listed below.

24 Hours - $600  KEYWORD: LEADERSHIP

For more information contact: Emily Hansley at 704.748.5259 or hansley.emily@gaston.edu.

The Supervisor’s Role
This course is designed to help the frontline supervisor internalize what it means to be a supervisor, their most significant responsibilities as a leader, their personal approach to leadership, and the important leadership competencies all supervisors must master for success.

4 Hours - $120  KEYWORD: SUPERVISOR

8/27  TH  8:30a-12:30p  CAM 133

Employee Engagement
Participants will learn how to create engaged employees by participating in Patrick Lencioni’s Managing for Employee Engagement based on the book The Truth About Employee Engagement: A Fable About Addressing the Three Root Causes of Job Misery.

4 Hours - $120  KEYWORD: EMPLOYEE

9/10  TH  8:30a-12:30p  CAM 133

Five Languages of Appreciation in the Workplace
This workshop focuses on helping participants understand how they like to be appreciated and in turn how their employees like to be appreciated.

4 Hours - $120  KEYWORD: FIVE

9/24  TH  8:30a-12:30p  CAM 133

Time Management & Organization
This interactive session is designed to create an awareness of what participants do day-in and day-out and help them handle these items effectively and efficiently.

4 Hours - $120  KEYWORD: TIME

10/22  TH  8:30a-12:30p  CAM 133

Strategies for Effective Communication
This session provides tools and techniques that promote positive interaction between the supervisor and their team.

4 Hours - $120  KEYWORD: COMMUNICATION

11/12  TH  8:30a-12:30p  CAM 133

Resolving Conflict
This workshop helps participants understand their role in addressing conflict and ways to help resolve it when they are involved or when the conflict is between others.

4 Hours - $120  KEYWORD: CONFLICT

12/10  TH  8:30a-12:30p  CAM 133
Medical Terminology Series
This online course will teach you medical terminology from an anatomical approach. The series includes - Medical Terminology: A Word Association Approach, and Medical Terminology II: A Focus on Human Disease. Visit online ed2go.com/gaston and search by course title.
48 Hours - $150

MICROSOFT APPLICATIONS FOR BUSINESS

Basic Excel for Business Applications
This course introduces the basic concepts of Excel. It explores the structure of the Excel workbook and demonstrates basic techniques required for working with spreadsheets. Topics covered will include exploring Excel, ribbons and commands, the difference between formulas and functions, editing and formatting a worksheet, shortcuts and managing large workbooks.
12 Hours - $96

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

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

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.
4 hours - $83

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

7 Hours - $78  KEYYWORD: NOTARY

8/18  T  9a-5p  LC 120
8/25  T  9a-5p  DSC 215
9/10  Th  9a-5p  LC 120
9/28 & 9/30  MW  5:30-9p  KCC 201
10/1  Th  9a-5p  DSC 208
10/15  Th  9a-5p  LC 120
10/26 & 10/28  MW  5:30-9p  KCC 201
10/29  Th  9a-5p  DSC 208
11/5  Th  9a-5p  LC 120
11/19  Th  9a-5p  DSC 208
11/21  S  8a-3:30p  KCC 201
12/1  T  9a-5p  LC 120
12/15  T  9a-5p  DSC 208

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  KEYWORD: FORKLIFT

9/18  F  8a-3p  LIF 107
10/21  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 - $95  KEYWORD: FORKLIFT

8/21  F  8a-4p  LIF 107
11/20  F  8a-4p  LIF 107

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 or burgess.barbara@gaston.edu.

160 Hours - $230 (includes $25 lab fee and $13 malpractice insurance)  KEYWORD: NURSE

8/24-12/16  MW  9a-2p  DBC 177
8/24-12/16  MW  4p-9p  DBC 177
8/20-12/15  TTH  9a-2p  DBC 179
8/20-12/15  TTH  4p-9p  DBC 179

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

40 Hours - $160  KEYWORD: NURSE

9/4-9/25  F  9a-2p  LC 318
10/2-10/30  THF  9a-2p  DBC 178
11/6-12/4  F  9a-2p  LC 318
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 704.922.6469 or burgess.barbara@gaston.edu.

Dates to be determined. Please see classes on Web Advisor.

Real Estate Brokers Post-License #301: Broker Relationships and Responsibilities
This course is designed to meet the educational requirements for a provisional broker as prescribed by the NC Real Estate Commission. Topics include a review of broker and agency relationships in real estate sales transactions and a real estate broker’s legal duties to clients and customers. Required textbook: North Carolina Real Estate Manual; Order online through the NC Real Estate Commission or by visiting: http://www.ncrec.gov/Forms/Pubs/RealEstateManualOrderForm.pdf.

30 Hours - $135  KEYWORD: REAL ESTATE
11/10-11/19  TWTH 4:30-9:30p  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: ncrc.gov/Forms/Pubs/RealEstateManualOrderForm.pdf.

30 Hours - $126  KEYWORD: REAL ESTATE
8/18-8/27  TWTH 4:30-9:30p  Online

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: ncrc.gov/Forms/Pubs/RealEstateManualOrderForm.pdf.

30 Hours - $135  KEYWORD: REAL ESTATE
9/8-9/17  TWTH 4:30-9:30p  KCC 220

SQL Series
In this online course you will learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. The series includes both an introduction and intermediate SQL class. Visit online ed2go.com/gaston and search by course title.

48 Hours - $150

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  KEYWORD: TEAS
8/31-9/3  MTWTH 5-9p  DSC215
10/5-10/8  MTWTH 5-9p  DSC215
11/2-11/5  MTWTH 5-9p  DSC215
12/7-12/10  MTWTH 5-9p  DSC215
CUSTOMIZED TRAINING PROGRAM

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.

Business and industries eligible for support through the Customized Training Program include:

• Manufacturing
• Technology Intensive Businesses such as Information Technology and Life Sciences
• Regional or National Warehousing and Distribution Centers
• Customer Support Centers
• Air Courier Services
• National Headquarters with operations outside North Carolina
• Civil Service employees providing technical support to U.S. military installations located in North Carolina
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. Register by attending the first day of class.

8/10-8/20 M-TH 8a-12p DSC 211
8/24-9/3 M-TH 8a-12p DSC 211
9/8-9/17 T-TH 8a-12p DSC 211
9/21-10/1 M-TH 8a-12p DSC 211
10/5-10/15 M-TH 8a-12p DSC 211
10/19-10/29 M-TH 8a-12p DSC 211
11/2-11/12 M-TH 8a-12p DSC 211
11/16-11/24 M-TH 8a-12p DSC 211
11/30-12/10 M-TH 8a-12p DSC 211

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

8/10-8/20 M-TH 12:30-4:30p DSC 211
8/24-9/3 M-TH 12:30-4:30p DSC 211
9/8-9/17 T-TH 12:30-4:30p DSC 211
10/5-10/15 M-TH 12:30-4:30p DSC 211
10/19-10/29 M-TH 12:30-4:30p DSC 211
11/2-11/12 M-TH 12:30-4:30p DSC 211
11/16-11/24 M-TH 12:30-4:30p DSC 211
11/30-12/10 M-TH 12:30-4:30p DSC 211
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. Register by attending the first day of class.

9/21-10/1   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 of the state of North Carolina.

Email HRD@gaston.edu for date(s) of this class.

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! Register by attending the first day of class.

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! Register by attending the first day of class.

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! Register by attending the first day of class.

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! Register by attending the first day of class.

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.
SMALL BUSINESS SEMINARS -
REGISTRATION IS FREE!

Gaston College’s Small Business Center (SBC) is proud to serve small business owners and entrepreneurs with complimentary seminars, a resource center, and one-on-one counseling. As part of a network of experienced SBCs across North Carolina, we’re dedicated to helping small businesses thrive. Our SBC understands the unique challenges that local businesses encounter, and we’re ready to offer professional advice and instruction.

For more information, or to pre-register, visit ncsbc.net/center.aspx?center=75220, or 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.

9/14  M  6:30-9p  LC 120
9/17  TH  6:30-9p  KCC 219

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.

9/21  M  6:30-9p  LC 120
9/24  TH  6:30-9p  KCC 219

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.

9/28  M  6:30-9p  LC 120
10/1  TH  6:30-9p  KCC 219
Your Small Business Taxes
Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business.

10/5 M 6:30-9p LC 120
10/8 TH 6:30-9p KCC 219

Human Resources for Business Owners
Employees are the greatest asset of a business. 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.

10/12 M 6:30-9p LC 120
10/15 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.

10/19 M 6:30-9p LC 120
10/22 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.

10/26 M 6:30-9p LC 120
10/29 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.

11/2 M 6:30-9p LC 120
11/5 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.

11/9 M 6:30-9p LC 120
11/12 TH 6:30-9p KCC 219

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

11/16 M 6:30-9p LC 120
11/19 TH 6:30-9p KCC 219
Gaston College, in partnership with ed2go, offers non-credit continuing education courses over the internet. Enroll and study in the privacy of your own home at times that are most convenient to you. Most courses run for six weeks and are composed of 12 lessons.

**Classes with Top Enrollment**

- Arts & Design
- Business
- Computer Applications
- Computer Science
- Construction & Trades
- Health & Fitness
- Hospitality
- Information Technology
- Languages
- Legal
- Math & Science
- Teacher Professional Development
- Test Prep
- Writing

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

**ONLINE ADVANCED CAREER TRAINING - careertraining.ed2go.com/gaston**

Gaston College offers over 300 career training programs in partnership with ed2go. Online open enrollment programs are designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

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 questions or concerns, as well as encouraging and motivating you to succeed.

**Career Training with Top Enrollment**

- Arts & Design
- Business
- Computer Applications
- Computer Science
- Construction & Trades
- Health & Fitness
- Hospitality
- Information Technology
- Languages
- Legal
- Teacher Professional Development
- Writing

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

For information:
On the Dallas Campus:
email butler.belinda@gaston.edu or call 704.922.6545.
On the Lincoln Campus:
email propst.tonya@gaston.edu or call 704.748.5205;

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:

Adult High School (AHS)
To enroll in the Adult High School Diploma Program, you must attend an Adult High School Student Success Class (SSC) either online or in person. There will be at least two opportunities per month on the Dallas Campus to attend one of the in-person 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.

Online orientations are by reservation by emailing interest to hissom.debra@gaston.edu or propst.tonya@gaston.edu. All documents must be available for online registration before a spot will be reserved. You will be contacted with a date and time once necessary documents are available.

The same documents are required for in-person or online registration.

You must bring the following items to the first day of the AHS Student Success Class:
1. Driver’s license, ID or any government-issued picture ID.
2. Social Security Card or Tax Identification.
3. Unopened, official transcript from the last school attended, which will be eval-
uated 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 or can be accessed on the Adult High School web page or requested to be sent via email.

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 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. Required handout is included in the cost of the course.

8 Hours - $90

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. To request information for initial applicants’ requirements, email ConEd@gaston.edu.

8 Hours - $100

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. To request information for renewal requirements, email ConEd@gaston.edu.

4 Hours - $80

AUTOMOTIVE

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 handout is included in the cost of the course.

8 Hours - $90

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

8 Hours - $90

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). MSF Certified RiderCoaches conduct the

8 Hours - $200
course, which consists of both classroom and hands-on instruction, riding exercises and a knowledge and skill test. A completion card and a DMV Skills Test License Waiver will be issued on successful completion of the course.

16 Hours - $99*

*Promotional Rate through CanAm. Register through the following link: can-am.brp.com/spyder/learntoride/registration.html.

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)

8/22-8/23  SSU  8a-6p  AHS 100
9/5-9/6    SSU  8a-6p  AHS 100
9/19-9/20  SSU  8a-6p  AHS 100
10/3-10/4  SSU  8a-6p  AHS 100
10/17-10/18 SSU  8a-6p  AHS 100
10/31-11/1 SSU  8a-6p  AHS 100
11/14-11/15 SSU  8a-6p  AHS 100
11/28-11/29 SSU  8a-6p  AHS 100

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.

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.
Continuing Education Fall 2020

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:
7/15** W 10-11a DSC 208
8/6-10/9 M-F 8a-5p CFT
9/22** T 10-11a DSC 208
10/12-12/17 M-F 8a-5p CFT

**Mandatory orientation. Registration information will be provided at that time. For more information, contact Teresa Hudspeth at hudspeth.teresa@gaston.edu or 704.922.6546 or Donna Blake at blake.donna@gaston.edu or 704.922.2267.

The U.S. Bureau of Labor Statistics projects that employment of heavy and tractor-trailer truck drivers will grow due to the increased demand for goods, which will require more truck drivers to keep supply chains moving. To meet the need, trucking companies actively seek quality student drivers right out of school, and females are encouraged to train for the profession.

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.
goo.gl/forms/WO7ZlZWQvavI4QUo2.
4 Hours - $80 KEYWORD: DEFENSIVE

8/15 S 8:30a-12:30p DSC 205
8/25 T 5:30-9:30p DSC 205
9/10 TH 8:30a-12:30p DSC 205
9/12 S 8:30a-12:30p DSC 205
9/29 T 5:30-9:30p DSC 205
10/8 TH 8:30a-12:30p DSC 205
10/17 S 8:30a-12:30p DSC 205
10/27 T 5:30-9:30p DSC 205
11/5 TH 8:30a-12:30p DSC 205
11/21 S 8:30a-12:30p DSC 205
11/24 T 5:30-9:30p DSC 205
12/3 TH 8:30a-12:30p DSC 205
12/12 S 8:30a-12:30p DSC 205

Automotive/Motorcycle Safety/Defensive Driving 704.922.2244
Stop Shrinking: A Body Confidence Workshop – NEW CLASS
Body confidence and self-love are more than trending topics. The lack of body confidence is problematic because it can lead to eating disorders, body dysmorphia, and low self-esteem. You will be empowered and equipped with strategies to build and maintain a healthy body image that will serve you in both personal and professional environments.
16 hours - $49                KEYWORD: BODY
9/14-10/12        MW        6-8pm        DSC 206

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        KEYWORD: PILOT
9/10-12/3        MTH        6-9p        DSC 219

Blogging and Podcasting for Beginners – ONLINE
You will learn how to plan and create your very own blog and podcast in this online course that provides hands-on exercises and free web tools. Visit ed2go.com/gaston and search by the course title.
24 hours - $85

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        KEYWORD: GENEALOGY
9/17-11/3        TH        7-9p        DSC 206

LOCATION KEY
Center for Workforce Excellence (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 Gaston and Lincoln counties.

AHS    Gaston College Motorcycle Range, behind Ashbrook HS at 2222 S. New Hope Rd., Gastonia
APS    Albright Public Safety Building, Dallas Campus
CAM    Center for Advanced Manufacturing, 870 Gastonia Technology Parkway, Gastonia
CAS    Craig Building, Dallas Campus
CET    Corner Engineering & Technology Building, Dallas Campus
CFT    Carolina Freight Terminal, 1201 East Church St., Cherryville
CSB    Lincoln Campus, Cochrane Science Building, 511 South Aspen St., Lincolnton
DACO   DAL Combat, 4064 Mountain View Rd., Gastonia
DBC    David Belk Cannon Health Education Institute, Dallas Campus
DSC    Dalpiaz Student Success Center, Dallas Campus
KCC    Kimbrell Campus, Classroom Building, Belmont
KCH    Kimbrell Campus, Harney Hall, Belmont
LC     Lincoln Campus, 511 South Aspen St., Lincolnton
LIF    Pearson Life Skills Building, Dallas Campus
PTI    Pharr Trade and Industrial Center, Dallas Campus
TBA    To Be Announced

Campus maps and directions can be found on the Gaston College website: gaston.edu/locations-maps-directions.
**FREQUENTLY ASKED QUESTIONS**

**What is your refund policy?**
If a student officially drops from a class or classes before the 10 percent date of the class(es), a 75 percent tuition refund will be given for the class(es) dropped. A 100% refund will be made if the student drops from the class prior to the class start date. No refunds will be given after the 10 percent date. If a course fails to materialize, refunds are automatically processed. (The refund policy is subject to change. Refunds of tuition will be issued in accordance with the current state and college policy.) To request a refund or transfer, please email gcregistrar@gaston.edu or call 704.922.6232.

**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 paying 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 17.

**What happens if the class changes?**
When a class date or location changes, all registered students will be contacted by email and/or phone.

**ADA STATEMENT**
Individuals needing reasonable accommodations to attend or participate in any college-sponsored activity or event should contact the Accessibility Counselor for assistance with arrangements. Please give 1 to 2 weeks advance notice. Contact Dow-Shaw. ZaMyra@gaston.edu or call 704.922.6224.

**HOW TO REGISTER**

**Online:**
1. Visit 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 KEYWORD (listed in the class description) 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:**
Dallas Campus  
Myers Center, 2nd Floor  
201 Highway 321 South  
Dallas, NC 28034  
Monday-Thursday: 8:30a – 5p  
Friday: 8:30a-4p

**REGISTERING FOR AN ed2go ONLINE COURSE**
Registration and payment for ed2go classes at ed2go.com/gaston/. For Advanced Career Training classes go to careertraining.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.
Participants in the GASTON COLLEGE APPRENTICESHIP 321 program receive job-specific training and a cost-free education from Gaston College while earning a salary from local employers. Pathways currently available in Apprenticeship 321 are Advanced Manufacturing (Industrial Electrician, Mechatronics, Tool & Die, HVAC, etc.), Paramedic Medicine and CNA II.

The YOUTH APPRENTICESHIP program allows high school juniors and seniors to take Career & College Promise (CCP) or Career & Technical Education (CTE) classes while learning about partner companies via tours, interviews, or actual work experience in order to prepare them for an apprenticeship through Apprenticeship 321.

For more information about the Apprenticeship 321 program, visit gaston.edu/apprenticeship-321/ or contact Jill Hendrix, Coordinator of Apprenticeship 321, at 704.922.6521 or apprenticeships@gaston.edu.
The Certified Production Technician course benefits both employees and employers. The program raises the performance level of production workers and assists workers in finding higher-wage jobs. Employers receive a prepared workforce that will boost their companies’ productivity and competitiveness. This prepares participants to take the four Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) certification examinations. Each participant receives a printed and bound workbook for each unit.

Each participant must pass all four modules to receive a certificate. Each module consists of 32 hours of classroom time and 8 hours on-line.

Cost: $940 – This includes all workbooks, certifications and the one-time MSSC program registration fee. The program is WIOA-approved. Scholarships are available through Gaston College for those meeting eligibility requirements.

To register for these courses, call Emily Hansley at 704.748.5259 or email hansley.emily@gaston.edu