



Catalog User Guide



Catalog User Guide

This Guide Will Cover:

- [The Catalog Home Page](#)
 - Learn about the features of the Catalog home page.
- [How to Search Courses](#)
 - Find courses using the search features
- [Course Descriptions](#)
 - Learn about the different courses offered
- [Program Information](#)
 - Learn about the certificates and degrees offered
- [Program Preview](#)
 - Learn important information about the specific programs offered
- [How to Print Important Pages](#)
 - Only print what is important to you
- [How to Use the Degree Planner](#)
 - Print your planner for sequence of courses
- [How to View Archived \(previous\) Catalogs](#)
- [My Portfolio](#)

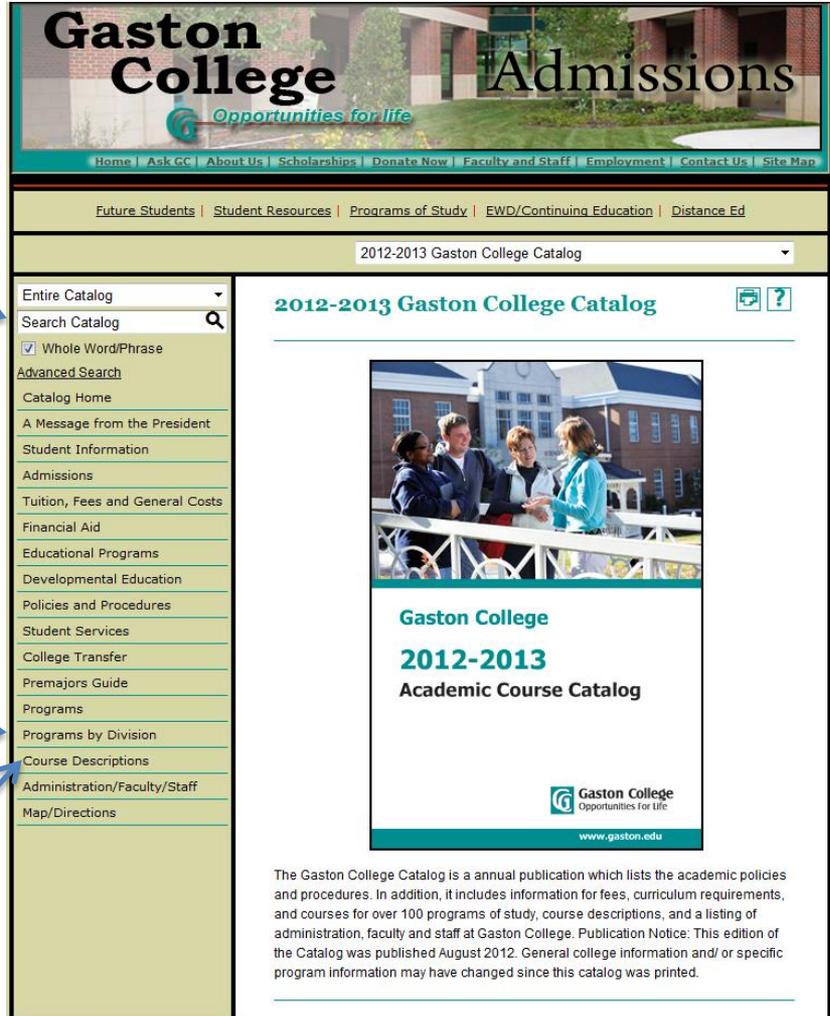
Catalog Home Page

Enter any keyword to search the catalog.

Use this menu to navigate the catalog.

Learn about the programs of study offered at Gaston College.

Learn about different courses offered at Gaston College.



The screenshot shows the Gaston College Admissions page. At the top, there is a banner with the college logo and the text "Gaston College Admissions Opportunities for life". Below the banner is a navigation menu with links: Home | Ask GC | About Us | Scholarships | Donate Now | Faculty and Staff | Employment | Contact Us | Site Map. A secondary menu includes: Future Students | Student Resources | Programs of Study | EWD/Continuing Education | Distance Ed. The main content area features a search bar with the text "2012-2013 Gaston College Catalog" and a dropdown menu. The dropdown menu is open, showing a search bar with a magnifying glass icon, a checked box for "Whole Word/Phrase", and a list of navigation options: Entire Catalog, Search Catalog, Advanced Search, Catalog Home, A Message from the President, Student Information, Admissions, Tuition, Fees and General Costs, Financial Aid, Educational Programs, Developmental Education, Policies and Procedures, Student Services, College Transfer, Premajors Guide, Programs, Programs by Division, Course Descriptions, Administration/Faculty/Staff, and Map/Directions. To the right of the dropdown menu, there is a section titled "2012-2013 Gaston College Catalog" with a photo of students and the text "Gaston College 2012-2013 Academic Course Catalog" and the college logo. Below this is a paragraph of text: "The Gaston College Catalog is a annual publication which lists the academic policies and procedures. In addition, it includes information for fees, curriculum requirements, and courses for over 100 programs of study, course descriptions, and a listing of administration, faculty and staff at Gaston College. Publication Notice: This edition of the Catalog was published August 2012. General college information and/ or specific program information may have changed since this catalog was printed."

How to Search Courses

**Search for courses
by prefix, course,
type, and/or
keyword.**

2012-2013 Gaston College Catalog

Courses

Search Catalog

Whole Word/Phrase

[Advanced Search](#)

[Catalog Home](#)

[A Message from the President](#)

[Student Information](#)

[Admissions](#)

[Tuition, Fees and General Costs](#)

[Financial Aid](#)

[Educational Programs](#)

[Developmental Education](#)

[Policies and Procedures](#)

[Student Services](#)

[College Transfer](#)

[Premajors Guide](#)

[Programs](#)

[Programs by Division](#)

[Course Descriptions](#)

[Administration/Faculty/Staff](#)

[Map/Directions](#)

Course Descriptions

Key to Course Descriptions

Course Filter

Filter this list of courses using course prefix, course code, keywords or any combination.

Prefix:	Code or Number:	Type	Keyword or Phrase:
ACC	120	All types...	<input type="text"/>

Find whole word or phrase only.

Accounting

[ACC 120 Prin of Financial Acct \(4 Credit Hours\)](#)

ACC 120 Prin of Financial Acct (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: [MAT 060](#) or [DMA 010](#), [DMA 020](#), and [DMA 030](#)
Corequisites: None

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Course Descriptions

Click on the course title to see all course information. Click on the title again to hide the text.

2012-2013 Gaston College Catalog

Courses

Search Catalog

Whole Word/Phrase

[Advanced Search](#)

[Catalog Home](#)

[A Message from the President](#)

[Student Information](#)

[Admissions](#)

[Tuition, Fees and General Costs](#)

[Financial Aid](#)

[Educational Programs](#)

[Developmental Education](#)

[Policies and Procedures](#)

[Student Services](#)

[College Transfer](#)

[Premajors Guide](#)

[Programs](#)

[Programs by Division](#)

[Course Descriptions](#)

[Administration/Faculty/Staff](#)

[Map/Directions](#)

Course Descriptions

[←](#) [↻](#) [?](#)

Key to Course Descriptions

Course Filter

Filter this list of courses using course prefix, course code, keywords or any combination.

Prefix:	Code or Number:	Type	Keyword or Phrase:
ACC	120	All types...	

Find whole word or phrase only.

Accounting

[ACC 120 Prin of Financial Acct \(4 Credit Hours\)](#)

ACC 120 Prin of Financial Acct (4 Credit Hours)

[←](#) [↻](#)

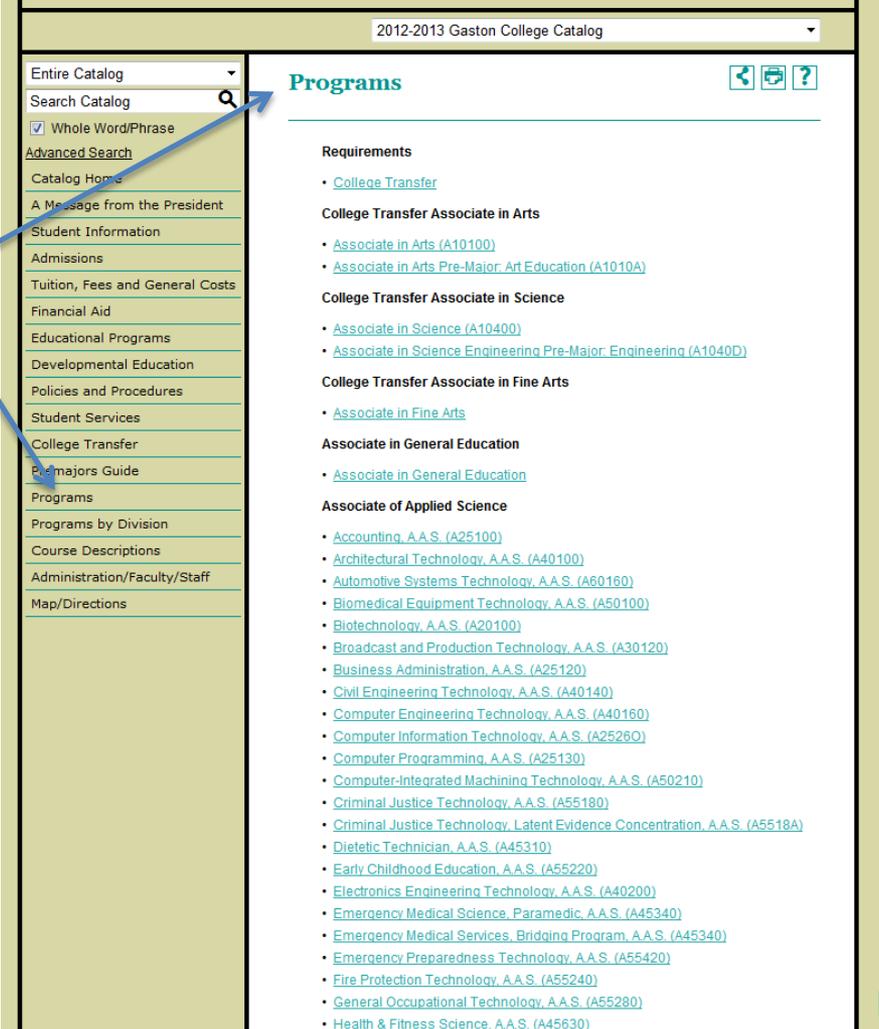
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Program Information

View information on all programs of study (certificates, diplomas, and degrees) offered at Gaston College.



2012-2013 Gaston College Catalog

Entire Catalog
Search Catalog
 Whole Word/Phrase
[Advanced Search](#)
[Catalog Home](#)
[A Message from the President](#)
[Student Information](#)
[Admissions](#)
[Tuition, Fees and General Costs](#)
[Financial Aid](#)
[Educational Programs](#)
[Developmental Education](#)
[Policies and Procedures](#)
[Student Services](#)
[College Transfer](#)
[Pre-Majors Guide](#)
Programs
[Programs by Division](#)
[Course Descriptions](#)
[Administration/Faculty/Staff](#)
[Map/Directions](#)

Programs

Requirements

- [College Transfer](#)

College Transfer Associate in Arts

- [Associate in Arts \(A10100\)](#)
- [Associate in Arts Pre-Major: Art Education \(A1010A\)](#)

College Transfer Associate in Science

- [Associate in Science \(A10400\)](#)
- [Associate in Science Engineering Pre-Major: Engineering \(A1040D\)](#)

College Transfer Associate in Fine Arts

- [Associate in Fine Arts](#)

Associate in General Education

- [Associate in General Education](#)

Associate of Applied Science

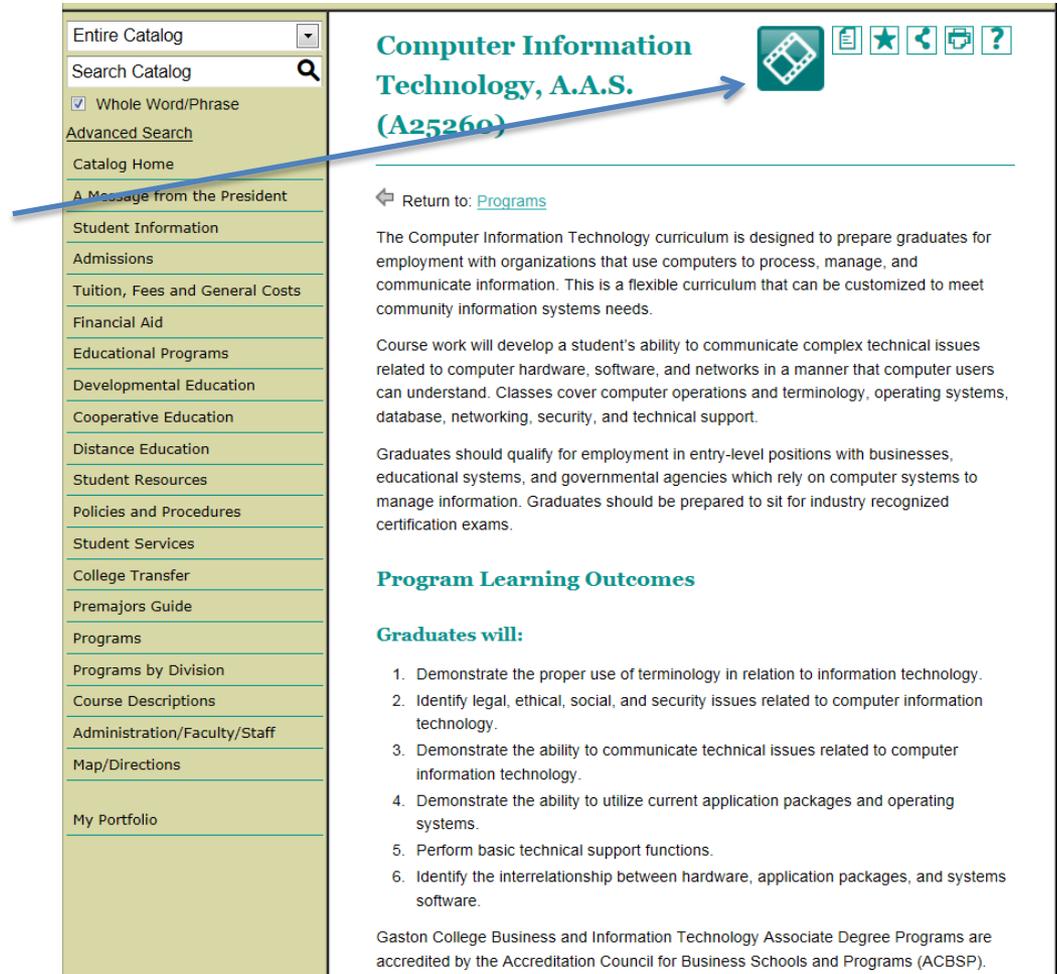
- [Accounting, A.A.S. \(A25100\)](#)
- [Architectural Technology, A.A.S. \(A40100\)](#)
- [Automotive Systems Technology, A.A.S. \(A60160\)](#)
- [Biomedical Equipment Technology, A.A.S. \(A50100\)](#)
- [Biotechnology, A.A.S. \(A20100\)](#)
- [Broadcast and Production Technology, A.A.S. \(A30120\)](#)
- [Business Administration, A.A.S. \(A25120\)](#)
- [Civil Engineering Technology, A.A.S. \(A40140\)](#)
- [Computer Engineering Technology, A.A.S. \(A40160\)](#)
- [Computer Information Technology, A.A.S. \(A25260\)](#)
- [Computer Programming, A.A.S. \(A25130\)](#)
- [Computer-Integrated Machining Technology, A.A.S. \(A50210\)](#)
- [Criminal Justice Technology, A.A.S. \(A55180\)](#)
- [Criminal Justice Technology, Latent Evidence Concentration, A.A.S. \(A5518A\)](#)
- [Dietetic Technician, A.A.S. \(A45310\)](#)
- [Early Childhood Education, A.A.S. \(A55220\)](#)
- [Electronics Engineering Technology, A.A.S. \(A40200\)](#)
- [Emergency Medical Science, Paramedic, A.A.S. \(A45340\)](#)
- [Emergency Medical Services, Bridging Program, A.A.S. \(A45340\)](#)
- [Emergency Preparedness Technology, A.A.S. \(A55420\)](#)
- [Fire Protection Technology, A.A.S. \(A55240\)](#)
- [General Occupational Technology, A.A.S. \(A55280\)](#)
- [Health & Fitness Science, A.A.S. \(A45630\)](#)

Program Preview

FlashPoint™ Links

Some programs may have FlashPoint Links associated with them. These FlashPoint Links are links to an additional digital resource. To view a FlashPoint Link, simply click on it. All FlashPoint Links will be displayed in a new pop up window.

Program requirements and recommended sequence of courses to fulfill your certificate, diploma, or degree.



Entire Catalog

Search Catalog

Whole Word/Phrase

Advanced Search

Catalog Home

A Message from the President

Student Information

Admissions

Tuition, Fees and General Costs

Financial Aid

Educational Programs

Developmental Education

Cooperative Education

Distance Education

Student Resources

Policies and Procedures

Student Services

College Transfer

Premajors Guide

Programs

Programs by Division

Course Descriptions

Administration/Faculty/Staff

Map/Directions

My Portfolio

Computer Information Technology, A.A.S. (A25260)

Return to: [Programs](#)

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry recognized certification exams.

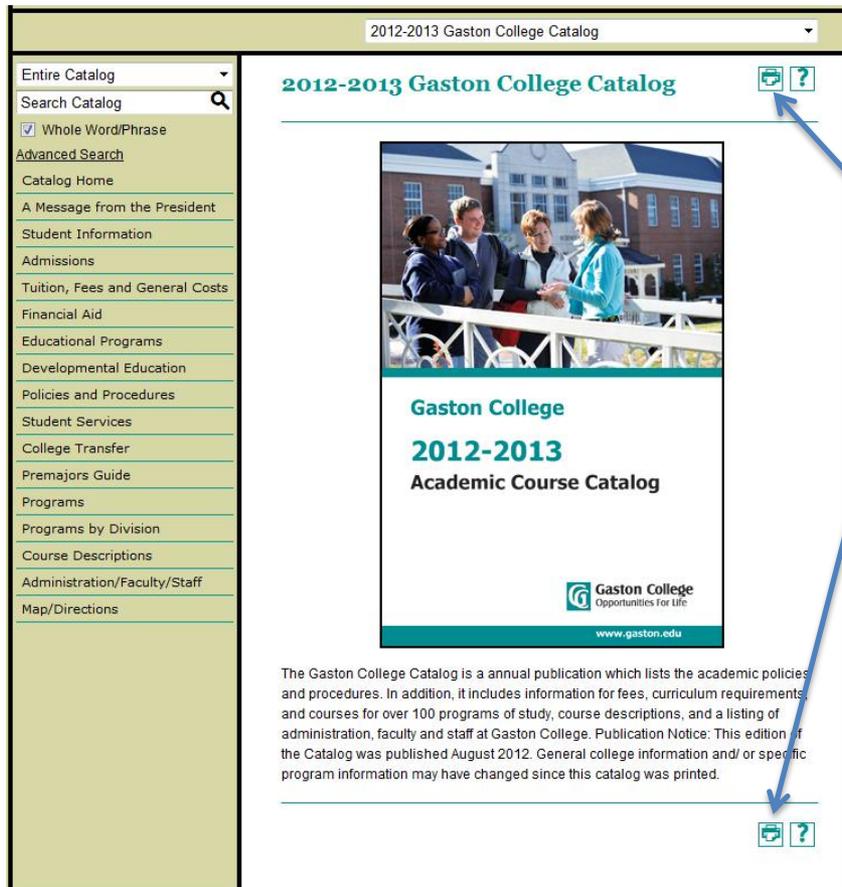
Program Learning Outcomes

Graduates will:

1. Demonstrate the proper use of terminology in relation to information technology.
2. Identify legal, ethical, social, and security issues related to computer information technology.
3. Demonstrate the ability to communicate technical issues related to computer information technology.
4. Demonstrate the ability to utilize current application packages and operating systems.
5. Perform basic technical support functions.
6. Identify the interrelationship between hardware, application packages, and systems software.

Gaston College Business and Information Technology Associate Degree Programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

How to Print Important Pages

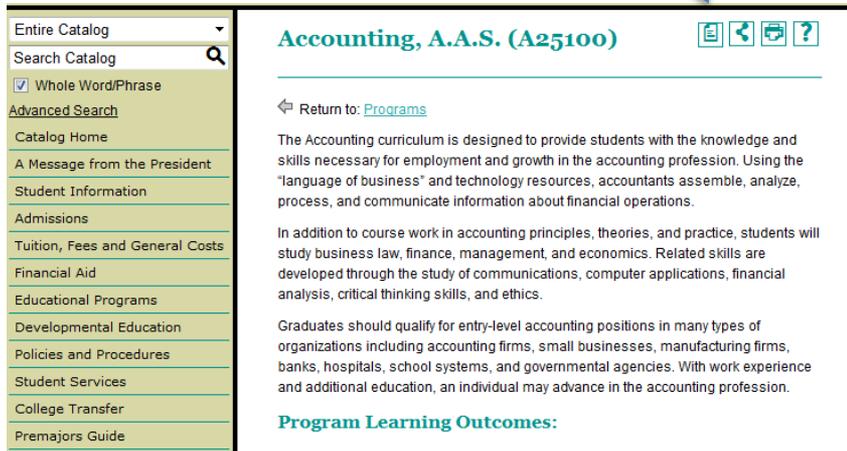


The screenshot shows the website interface for the 2012-2013 Gaston College Catalog. On the left is a navigation menu with items like 'Entire Catalog', 'Search Catalog', 'Advanced Search', 'Catalog Home', 'A Message from the President', 'Student Information', 'Admissions', 'Tuition, Fees and General Costs', 'Financial Aid', 'Educational Programs', 'Developmental Education', 'Policies and Procedures', 'Student Services', 'College Transfer', 'Premajors Guide', 'Programs', 'Programs by Division', 'Course Descriptions', 'Administration/Faculty/Staff', and 'Map/Directions'. The main content area features a header '2012-2013 Gaston College Catalog' with a printer icon and a question mark icon. Below this is a large image of students on a balcony, followed by the title 'Gaston College 2012-2013 Academic Course Catalog' and the college logo. At the bottom of the page, there is a paragraph of text and another set of printer and question mark icons. A blue arrow points from the text on the right to the printer icon at the top of the page.

Each page has two links to the printer-friendly version of the page.

How to Use the Degree Planner

Click here for the Degree Planner.



Entire Catalog
Search Catalog
 Whole Word/Phrase
Advanced Search
Catalog Home
A Message from the President
Student Information
Admissions
Tuition, Fees and General Costs
Financial Aid
Educational Programs
Developmental Education
Policies and Procedures
Student Services
College Transfer
Premajors Guide

Accounting, A.A.S. (A25100)

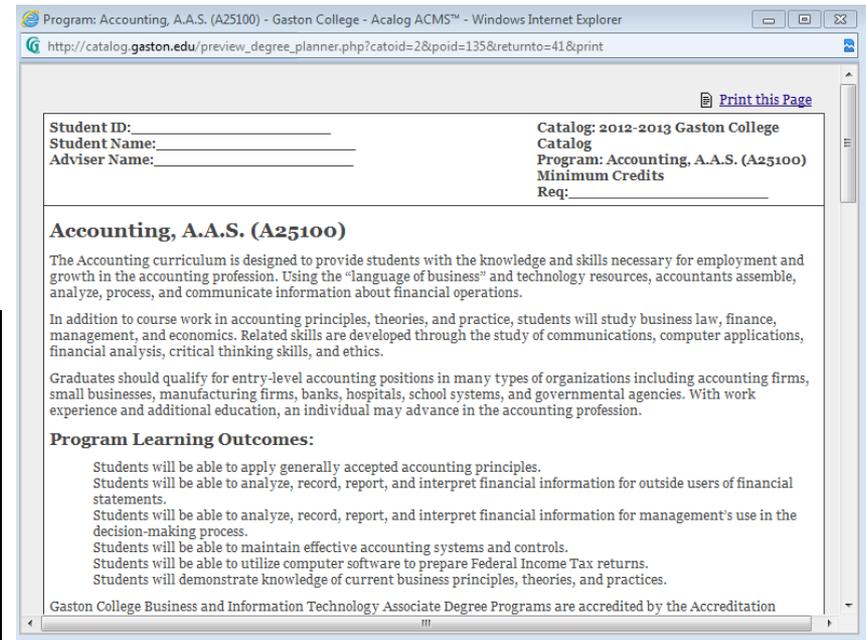
Return to: [Programs](#)

The Accounting curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the accounting profession. Using the "language of business" and technology resources, accountants assemble, analyze, process, and communicate information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Program Learning Outcomes:



Program: Accounting, A.A.S. (A25100) - Gaston College - Acalog ACMS™ - Windows Internet Explorer
http://catalog.gaston.edu/preview_degree_planner.php?catoid=2&poid=135&returnto=41&print

Print this Page

Student ID: _____ Catalog: 2012-2013 Gaston College
Student Name: _____ Catalog
Adviser Name: _____ Program: Accounting, A.A.S. (A25100)
Minimum Credits
Req: _____

Accounting, A.A.S. (A25100)

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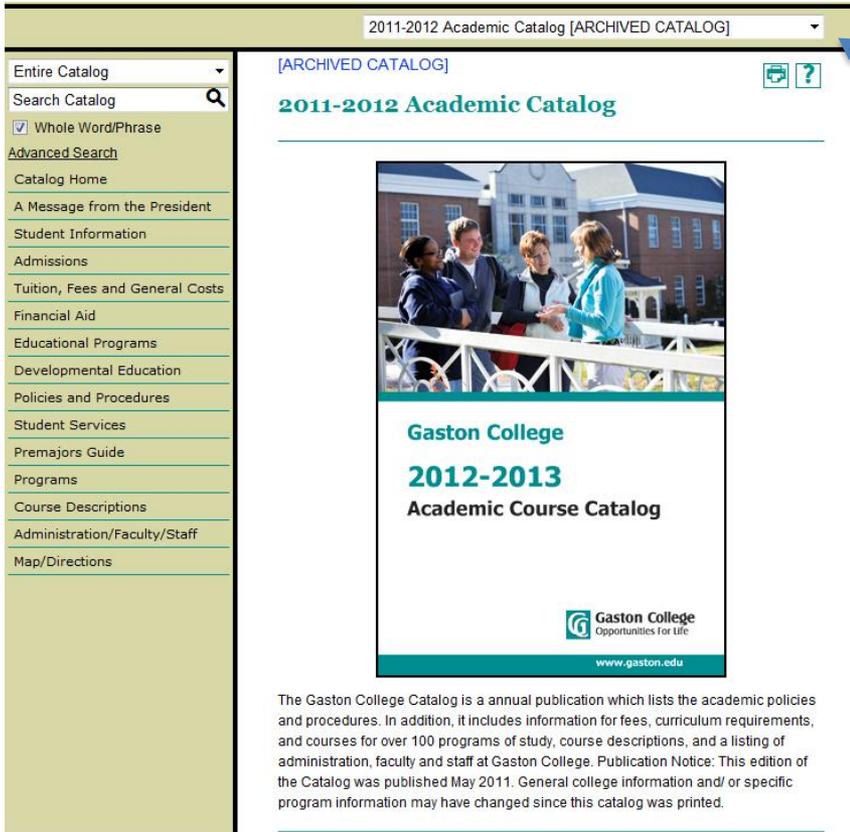
Program Learning Outcomes:

- Students will be able to apply generally accepted accounting principles.
- Students will be able to analyze, record, report, and interpret financial information for outside users of financial statements.
- Students will be able to analyze, record, report, and interpret financial information for management's use in the decision-making process.
- Students will be able to maintain effective accounting systems and controls.
- Students will be able to utilize computer software to prepare Federal Income Tax returns.
- Students will demonstrate knowledge of current business principles, theories, and practices.

Gaston College Business and Information Technology Associate Degree Programs are accredited by the Accreditation

Sample Degree Planner

How to View Archived (previous) Catalogs



The screenshot shows the top navigation bar of the Gaston College website. A dropdown menu is open, displaying "2011-2012 Academic Catalog [ARCHIVED CATALOG]". A blue arrow points to this dropdown menu. Below the navigation bar, the main content area displays the "2011-2012 Academic Catalog" page. The page features a large image of students on a balcony, the title "Gaston College 2012-2013 Academic Course Catalog", and the Gaston College logo. A sidebar on the left contains various navigation links such as "Entire Catalog", "Search Catalog", "Advanced Search", "Catalog Home", "A Message from the President", "Student Information", "Admissions", "Tuition, Fees and General Costs", "Financial Aid", "Educational Programs", "Developmental Education", "Policies and Procedures", "Student Services", "Premajors Guide", "Programs", "Course Descriptions", "Administration/Faculty/Staff", and "Map/Directions".

To view archived catalogs click the drop down.

To return to the active catalog click the drop down.

The Gaston College Catalog is an annual publication which lists the academic policies and procedures. In addition, it includes information for fees, curriculum requirements, and courses for over 100 programs of study, course descriptions, and a listing of administration, faculty and staff at Gaston College. Publication Notice: This edition of the Catalog was published May 2011. General college information and/or specific program information may have changed since this catalog was printed.

My Portfolio

Create your login to begin saving your important items!



Gaston College
Opportunities For Life

2012-2013 Gaston College Catalog

My Portfolio

If you have a login account, you can retrieve everything in your Portfolio from a previous visit by logging in below.

If you are a new user, you can [create an account](#), which will allow you to save your Portfolio and access it later.

If you forgot your password, enter your e-mail address only and click *Reset Password*.

E-mail Address: Password:

To remove items from your Portfolio, check boxes next to the item to remove and click the *Remove* button.

The following courses have been added to your Portfolio:

There are currently no courses in your Portfolio.

The following programs have been added to your Portfolio:

There are currently no programs in your Portfolio.

The following navigation links have been added to your Portfolio:

There are currently no navigation links in your Portfolio.

The following divisions have been added to your Portfolio:

There are currently no divisions in your Portfolio.

**Save favorite courses,
programs, pages and more**



How to Create a Portfolio

My Portfolio  

You can save your Portfolio to retrieve during a later visit by creating a simple login account. If you do not create a login account, everything in your Portfolio will be discarded when you close your browser. To save your Portfolio, simply provide an e-mail address and password below, and you may then retrieve your Portfolio whenever you like.

You must complete * required fields

* E-mail Address: * Password: * Confirm Password:

Please have an admissions advisor contact me.

To remove items from your Portfolio, check boxes next to the item to remove and click the *Remove* button.

The following courses have been added to your Portfolio:

There are currently no courses in your Portfolio.

The following programs have been added to your Portfolio:

There are currently no programs in your Portfolio.

The following navigation links have been added to your Portfolio:

There are currently no navigation links in your Portfolio.

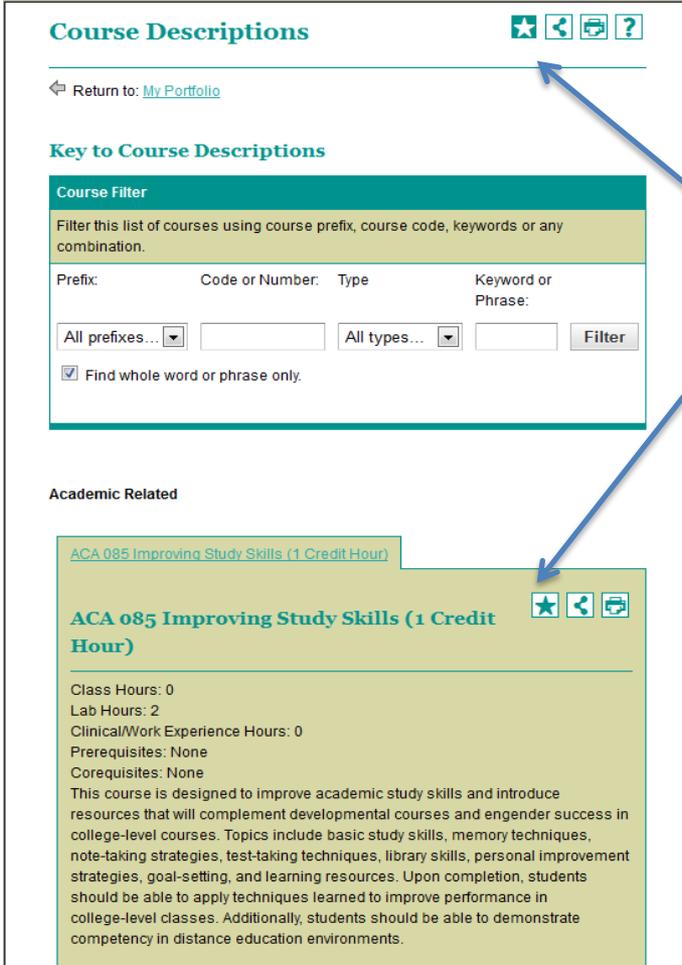
The following divisions have been added to your Portfolio:

There are currently no divisions in your Portfolio.

Fill in all required information and select *create account*

You even have the option for admissions to contact you.

How to Use the Portfolio



Course Descriptions    

[Return to: My Portfolio](#)

Key to Course Descriptions

Course Filter

Filter this list of courses using course prefix, course code, keywords or any combination.

Prefix:	Code or Number:	Type	Keyword or Phrase:
All prefixes... 	<input type="text"/>	All types... 	<input type="text"/>

Find whole word or phrase only.

Academic Related

[ACA 085 Improving Study Skills \(1 Credit Hour\)](#)

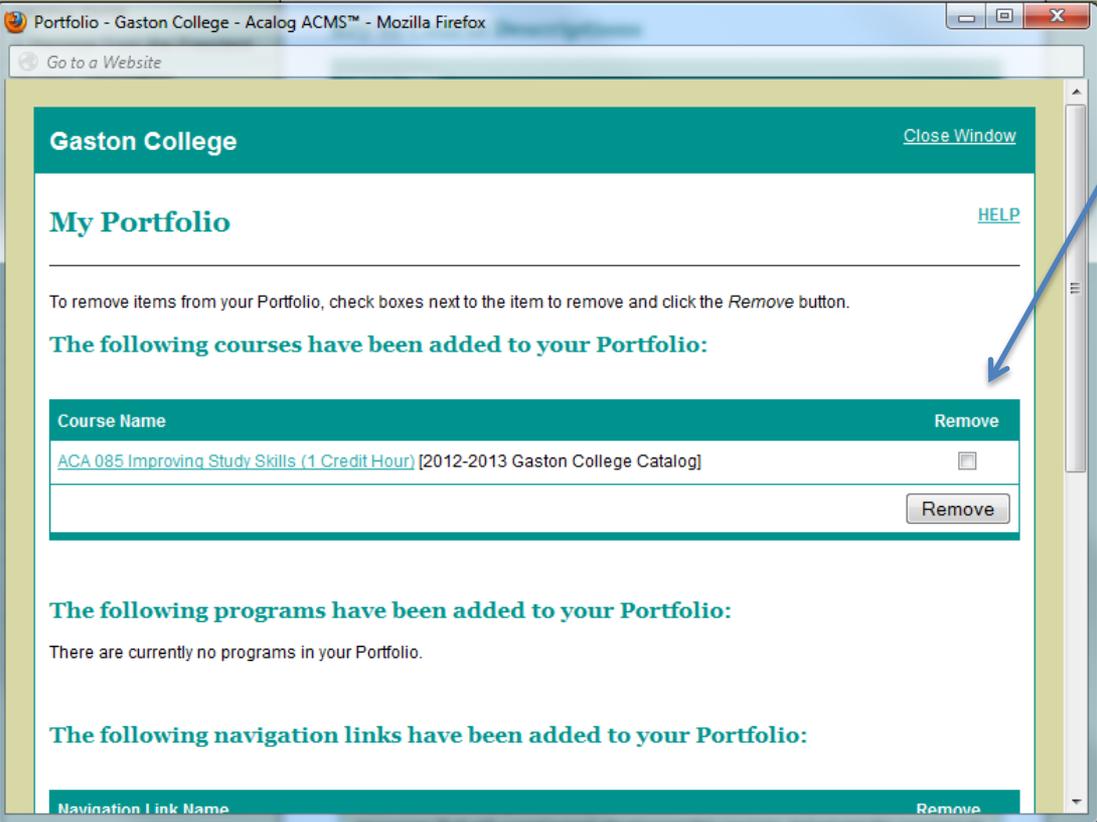
ACA 085 Improving Study Skills (1 Credit Hour)   

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None

This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes. Additionally, students should be able to demonstrate competency in distance education environments.

You can use the stars to save information to your portfolio.

How to Remove Information from the Portfolio



Portfolio - Gaston College - Acalog ACMS™ - Mozilla Firefox

Go to a Website

Gaston College [Close Window](#)

My Portfolio [HELP](#)

To remove items from your Portfolio, check boxes next to the item to remove and click the *Remove* button.

The following courses have been added to your Portfolio:

Course Name	Remove
ACA 085 Improving Study Skills (1 Credit Hour) [2012-2013 Gaston College Catalog]	<input type="checkbox"/>

[Remove](#)

The following programs have been added to your Portfolio:

There are currently no programs in your Portfolio.

The following navigation links have been added to your Portfolio:

Navigation Link Name	Remove
----------------------	--------

You can verify and remove information from your portfolio.