

# Workforce Training

## WORKPLACE SKILLS

Workplace Skills prepares you for an entry-level position as a computer operator and general office technology-related position. You will learn basic computer skills necessary to get a job and survive in the modern digital world. Courses utilize Microsoft software programs that give you real world hands on experience. You can also enhance your basic literacy and math skills while you work toward your GED, if needed.

<b>Required Courses</b>	<b>Contact Hours</b>
Beginning Keyboarding	20
Introduction to Computer Applications in Business	30
Communication Skills for Business and Industry	40
Business English	60
Business Math	60
Beginning Computers	30
Workplace Critical Thinking and Problem Solving	30
Job Search Assistance	30
<b>Total Hours</b>	<b>300</b>
<b>How Much will it Cost? Total Tuition for Level I \$750.00</b>	

**When can I start?** Flexible entry/exit. Call 214-860-5900 for details.

**When do I attend class?** 8:30 a.m. - 3:30 p.m., Monday through Friday

**Who pays for the training?** **Financial assistance** is available through a variety of sources.

*Pre-requisites apply; call for details; 214 860-5900*

## FUNDAMENTALS OF WELDING

**Fundamentals of Welding** prepares you for an entry-level position as welder/welders helper and other related positions. You will learn basic welding skills necessary to get a job. Courses utilize hands on training that give you real world experience. This is an intensive training class that you will attend for approximately ten (10) weeks.

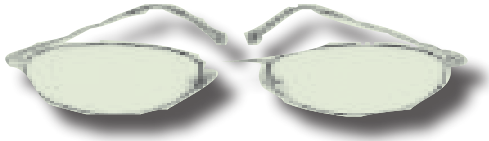
<b>Required Courses</b>	<b>Contact Hours</b>
Welding Fundamentals	172
Introduction to Gas Metal Arc Welding	48
Fundamentals of Gas Tungsten Arc Welding	48
Job Search Assistance	32
<b>Total Hours</b>	<b>300</b>
<b>How Much will it Cost?</b>	<b>Total Tuition \$2,304.00</b>

**When can I start?** Flexible entry/exit. Call 214 860-5900 for details.

**When do I attend class?** 8:30 a.m. - 3:30 p.m., Monday through Friday

**Who pays for the training?** **Financial assistance** is available through a variety of sources.

*Pre-requisites apply; call for details; 214 860-5900*



A partnership between El Centro College and  
H.I.S. BridgeBuilders

Technicians are needed in this fast growing optical field.  
Eyeglass companies are speeding up the way glasses are made.

**Classes beginning soon**

**128 classroom hours - Cost \$960**

**Tuition Assistance Available**

**For More Information Call 214 860-5900**

**Classes held Monday - Friday at the RET Center, 2525 Lucas, Dallas 75219.**

Tuition Assistance Available

Free DART PASS

**DISPENSING OPTICIAN**

This class will teach you to fit eyeglasses following prescriptions written by ophthalmologists or optometrists. You will learn to measure clients' eyes, prepare work orders, recommend frames, lenses, and lens coatings, and instruct clients about adapting to and caring for glasses.

Prerequisites: High school diploma or GED, and appropriate scores on reading and math assessments. Application and assessment for the class is held every Tuesday and Thursday, 10:00am. at the Bill J. Priest campus, 1402 Corinth St., Dallas 75215. Tuition assistance is available for those who qualify.

*You may also call 214 860-5900 for more details*

**TRUCK DRIVER TRAINING**  
Classes at the Bill J. Priest Campus



In as little as four weeks you can be well on your way to a high paying career as a truck driver, and after you get a job, you may make over \$700 a week. Training includes two weeks of classroom instruction and two weeks of driving. You must be 21 years old or older, able to read and write on at least a eighth grade level and have a GED or high school diploma.

<b>Required Courses</b>	<b>Contact Hours</b>
Trucking Environment and Lifestyle	16
Commercial Drivers License Written Skills	43
Federal Motor Carrier Safety Regulations	27
Professional Truck Driver I	80
Fudamental Driving Skills	32
Advanced Driving Skills II	32
Commercial Drivers License Exam Preparation	7
<b>Total Hours</b>	<b>237</b>

**How Much Will It Cost? Total tuition will cost \$4500.00**

**When can I start? Flexible entry/exit. Call 214-860-5900 for details.**

**When do I attend class? 7:00 a.m. – 6:00 p.m., Monday through Saturday**

**Who pays for the training? Financial Assistance is available through a variety of sources.**

**Pre-requisites apply; call for details; 214-860-5900**