

## WORKPLACE SKILLS

Workplace Skills prepares you for entry-level positions in a variety of jobs by enhancing your basic literacy and math skills while. This is an intensive training program that you will attend for approximately eight (8) weeks.

<b>Required Courses</b>	<b>Contact Hours</b>
Communication Skills for Business and Industry	40
Business English	60
Business Math	60
Workplace Critical Thinking and Problem Solving	30
<b>Total Hours</b>	<b>190</b>

**How Much will it Cost? Total Tuition for Level I \$665.00**

**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*

## INTERNET AND COMPUTING CORE CERTIFICATION (IC<sup>3</sup>)

IC<sup>3</sup> is a nationally recognized certification that will build a foundation for advancement in education, employment, or other certification programs. IC<sup>3</sup> is the world's first validated, standards-based training and certification program for basic computing and Internet knowledge skills. IC<sup>3</sup> demonstrates to potential employers and academic institutions that you can use a computer effectively.

Prime candidates for the IC<sup>3</sup> Certification are GED Students, Continuing Education Students, and Employees who use technology in their careers.

<b>Required Courses</b>	<b>Contact Hours</b>
Basic Keyboarding	20
Computer Fundamentals	49
Key Applications (Word, Excel, PowerPoint etc.)	120
On-line Applications	24
<b>Total Hours</b>	<b>212</b>

**How Much will it Cost? Total Tuition \$742**

**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*

# Workforce Training

## WELDING PROGRAM

Our Welding Programs offer several courses for an individual to develop specific welding skills. Classroom training is used to help students get a general understanding of shop safety and welding process but hands on in the shop training is the primary method of instruction. Check out the programs listed below for your particular needs.

### FUNDAMENTALS OF WELDING

Course 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 program that you will attend for approximately ten (10) weeks.

Required Courses	Contact Hours
Welding Safety, Tools, and Equipment	172
Introduction to Gas Metal Arc Welding	48
Fundamentals of Gas Tungsten Arc Welding	48
Job Search Assistance	32

### INTRODUCTION TO PIPE WELDING

Course prepares you for entry-level positions as a pipe welder. You will learn basic skills needed to prepare and weld pipe. This is a hands on course to provide you with real world pipe welding experience. This is an intensive training program that you will attend for approximately ten (10) weeks.

Required Courses	Contact Hours
Welding Safety, Tools, and Equipment	48
Introduction to Pipe Welding	132
Pipe Welding	120

### ART METALS

This course is designed for those that are interested in metal sculpture or other areas of art or design that require the ability to weld. This is a hands on course that will provide you the experience to perform basic welding processes. This is an intensive training program that you will attend for approximately ten (10) weeks.

Required Courses	Contact Hours
Welding Safety, Tools, and Equipment	48
Intermediate Welding Using Multiple Processes	64
Metal Sculpture	140
Studio Problems in Art Metals	64

Total time for Fundamentals of Welding, Introduction to Pipe Welding, and Art Metals is 300 hours for each program

How Much will it Cost? Total Tuition \$1050.00

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 – Saturday classes also available.

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

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

## WELDING PROGRAM

### BLUE PRINT FOR WELDERS

This course will extend your capabilities as a Welder by teaching you to read basic welding blueprints. You will expand your knowledge in: joint design, welding symbols, basic sketching techniques, dimensions, and bill of materials.

Total Hours 48

How Much will it Cost? Total Tuition \$168.00

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

When do I attend class? Saturday and Evening classes available

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

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

### FABRICATION WELDING

This course prepares you for entry-level positions as a fabrication welder. You will learn basic skills needed to layout and fabricate a variety of welding projects. This is a hands on course designed to provide you with real world welding layout and fabrication experience. This is an intensive training program that you will attend for approximately ten (10) weeks.

Prerequisite: Fundamentals of Welding

*Customized Welding Programs are also available for those that have specific needs in the welding field.*

*These programs are tailored to meet the needs of the individual.*

## OPTICAL LABORATORY AND DISPENSING TRAINING

### A PARTNERSHIP BETWEEN EL CENTRO COLLEGE AND H.I.S. BRIDGEBUILDERS

In the optical lab you will learn to mark-up, block, edge, groove, and drill, single vision and multi-focal lenses, make patterns for use in the edging process, apply impact resistance processes to lenses, tint, insert, repair frames, and inspect finished spectacles applying American National Standards Institute (ANSI) and other accepted standards.

In the dispensing portion of this program emphasis will be on the introduction of basic principles of frame selection, styling, refractive errors, lens design, the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles.

150 classroom hours - Cost \$950

Tuition Assistance Available

Classes held Monday - Thursday at the RET Center, 2525 Lucas, Dallas 75219

Please call 214 860-5900 for Registration Dates

Free DART PASS

# Workforce Training

## INDUSTRIAL MAINTENANCE

Modern industrial plants house a wide range of mechanical equipment all of which require installation, maintenance and repair at some point. This program will train you for an entry-level position as an Industrial Maintenance mechanic. This 300 hour program will teach you basic skills you well need for a career path leading toward getting and keeping a good paying job.

Required Courses	Contact Hours
Shop Safety	130
Basic Blueprint Reading	32
Industrial Maintenance Technology, Basic	48
Introduction to Industrial Maintenance	48
Basic Machine Shop	64
Maintenance Welding	48
Occupational Math	30

Total time for this programs is 300 hours.

How Much will it Cost? Total Tuition is \$1050.00

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 – Saturday classes also available.

Who pays for the training? You can pay for the courses direct or thanks to a variety of financial aid options, you may qualify to take courses with no cost to you

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

## PERSONAL – SOCIAL ADJUSTMENT SKILLS TRAINING

This course targets job preparation in the following areas:

- Personal responsibility
- Self – management
- Interpersonal relationships
- Anger Management and Emotional Intelligence
- Job seeking skills
- Stress management skills

Total time for this programs is 50 hours.

How Much will it Cost? Total Tuition is \$350.00.

When can I start? Flexible entry/exit. Call Steve Carter at 214 860-5940 for more information

When do I attend class? 9:00 – 11:30 a.m. Tuesday and Thursdays.

Who pays for the training? You can pay for the courses direct or thanks to a variety of financial aid options, you may qualify to take courses with no cost to you.

## CAREER EXPLORATION

Find the career that is you. The Career Exploration Class helps you explore what jobs are really out there in strong growth areas while improving understanding of personal interests, aptitudes, and abilities, along with personality styles. The class includes a personalized vocational evaluation and career report.

Total time for this programs is 13 hours.

How Much will it Cost? Total Tuition is \$300.00.

When can I start? Flexible entry/exit. Call Steve Carter at 214 860-5940 for more information

Who pays for the training? You can pay for the courses direct or thanks to a variety of financial aid options, you may qualify to take courses with no cost to you.