The life you dream of is within your reach and we can help you every step of the way.
ABOUT US

Lee College's CWCD offers a variety of non-credit programs, courses and classes for individuals who are on a journey to professional and business success or who want to enhance the quality of their personal lives by: learning new skills, acquiring knowledge that’s useful in the workforce or their daily lives, increasing their physical fitness level, developing a new hobby or just having fun.

Mission Statement
Lee College Center for Workforce and Community Development (CWCD) is dedicated to providing high quality, non-credit training opportunities and services designed to enrich lives.

Nondiscrimination Notice
Lee College is an open enrollment institution and offers a variety of vocational and academic programs. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R. Limited English proficiency is not a barrier for admission to the College. Lee College will also take steps to assure that national origin minority persons who lack English language skills can participate in all education programs, services and activities.

Philosophy
We believe in students as our clients, employers as our most important resource, and quality education as our most important product.

Why Us?
• Quality education
• Affordable and convenient
• Caring and supportive staff who will guide you every step of the way
• Lifelong learning opportunities for individuals of all ages to develop personally or professionally
• State-of-the-art facilities
• Career in relatively short period time
ADULT EDUCATION AND LITERACY

Harris County Department of Education’s Adult Basic Education program, in partnership with Lee College, has afforded the community a path to education and careers. The Adult Basic Education (ABE) Program assists adults in obtaining the knowledge and skills necessary for work, further education, family self-sufficiency and community involvement.

ABE/GED (General Education Development) classes are held at the Lee College Education Center - South Liberty County and the Adult Learning Center. Students are required to attend a student orientation where a test assessment will be provided.

**Lee College Education Center - South Liberty County (EC-SL)**
1715 TX-146, Liberty, TX 77575
832.556.5660

**Student Orientation:** 8 a.m. and 5:30 p.m., Monday, Jan. 22.

**Adult Learning Center (ALC)**
101 S Whiting St, Baytown, TX 77520
281.425.6536

**Student Orientation:** 8:30 a.m. and 5:30 p.m., Tuesday, Jan. 16.

**Adult Basic Education/Literacy (FREE)**
This course includes instruction in literacy, basic reading, writing, math and life-coping skills for adults with no schooling though a 7th grade reading level. Upon successful completion of curriculum, the students are ready for GED classes.

- **Jan 29-Apr 4** M/W 8:30 a.m.-12:00 p.m. Location: ALC
- **Jan 29-Apr 4** M/W 5:30 p.m.-9:00 p.m. Location: ALC
- **Jan 30-Apr 5** T/TH 8:30 a.m.-11:30 a.m. Location: EC-SL
- **Jan 30-Apr 5** T/TH 6:00 p.m.-9:00 p.m. Location: EC-SL

**Adult Secondary Education/GED (FREE)**
Instruction will prepare students to take the GED test. After passing the test, the student can receive a high school equivalency certificate from the Texas Education Agency. To be eligible, the student must be beyond compulsory school age and officially withdrawn from public school. Computerized instruction is available.

- **Jan 30-Apr 5** T/TH 8:30 a.m.-12:00 p.m. Location: ALC
- **Jan 30-Apr 5** T/TH 5:30 p.m.-9:00 p.m. Location: ALC

**Life Skills for Intellectually Disabled Students**
February 7 - April 18, 2018
Meets Wednesdays, 5:30 p.m.-8:30 p.m.
$75.00 (10 sessions)

This course will provide students with a wide variety of skills including functional skills in computer technology, basic math and reading skills and leisure time activities. This class is designed for the developmentally disabled adult to enrich and enhance adult life. Beginners and/or returning students welcomed. **Prerequisite:** Must be 21 years of age or older and NOT enrolled in public school. Pre-registration with Lee College Center for Workforce & Community Development required before attending class. Register online at www.lee.edu/workforce/ce and click on “Register Now.” Then click “Personal Enrichment and Lifelong Learning” and select “Life Skills for Intellectual Disabled Students.” Or call 281.425.6311 for more information.

**FREE SAFETY COURSES**
Funded by a generous donation from Texas Mutual Insurance Company, the Risk Management Institute was created to offer free seminars, workshops and safety training classes on health and safety for employers, employees, seniors and the general public. Check back for upcoming class at www.lee.edu/rmi.

**ONLINE LEARNING**
Learn on your own time and schedule. Classes start at $119 and begin on **Jan. 17th, Feb. 14th and March 14th.** Register online at www.ed2go.com/leecollege.

- Accounting Fundamentals
- Accounting Fundamentals II
- Administrative Assistant Fundamentals
- Certificate in Nutrition, Chronic Disease, and Health Promotion
- Customer Service Fundamentals
- Effective Business Writing
- Entrepreneurship Suite
- Everyday Math
- Fundamentals of Supervision and Management
- Grammar Refresher
- Interpersonal Communication
- Project Management Suite
- Secrets of Better Photography
- Self-Improvement Suite
- Six Sigma: Total Quality Fundamentals
- Soft Skills Suite
- Start Your Own Small Business
- Supervision and Management Series
KIDS AT COLLEGE SUMMER CAMP

Join us at the 4th Annual Kids at College Preview Days to learn more about the active and engaging summer camps Lee College has planned for your child(ren)! Designed for children ages 5 to 17, these camps will provide a summer of educational, creative and athletic fun! The Preview Days will feature hands-on activities, interactive demonstrations from camp instructors and information sessions about registration, prizes, giveaways and much more! Camps run weekly from June 4th – August 17th, 2018.

Baytown: Saturday, March 24th, 2018, from 9 a.m.-12 p.m., at the Lee College Sports Arena located at 200 Lee Drive, Baytown, TX 77520.

Liberty: Saturday, April 7th, 2018, from 9 a.m.-12 p.m., at the Lee College Education Center - South Liberty County located at 1715 TX-146, Liberty, TX 77575.

Register online at www.lee.edu/kids or call 281.425.6311.

WELLNESS CENTER OPEN HOUSE

Thursday, February 1st, 2018 · 3:30 p.m. - 6:30 p.m.
Lee College Sports Arena - Wellness Center
550 Lee Drive, Baytown, TX 77520

Register online at www.lee.edu/workforce or call 281.425.6311

Start your New Year's Resolution off right while Lee College helps you get focused! Join us at the Wellness Center Open House to learn about our state-of-the-art facility, meet the staff, and tour the facility. Tours take place every 30 minutes. Amenities and benefits available include:

- Heated swimming pool*
- Over 25 Life Fitness Cardio machines (including 10 treadmills)
- Magnum selectorized resistance equipment
- 20 Overhead speakers
- Four 32” televisions
- Two Racquetball Courts*

*Registration, fee and/or hours differ
- Health workshops*
- Yoga room*
- Aerobics room*
- Professional instructors*
- Extended hours
- Convenient location
- Friendly, small-town environment
- Improve your health and well-being

FIBER OPTICS NETWORK CERTIFICATION PROGRAM

Gain practical working knowledge of fiber optics skills with 85% of class time devoted to hands-on work and receive a Certification from the Fiber Optics Association upon successful completion. Financial assistance available for qualified applicants.

- Certified Fiber Optics Technician Training $700
  Feb. 19-21, 2018 - M, Tu and W, 8 a.m.-5 p.m.
- Certified Fiber Optic Specialist/Testing & Maintenance $675
  Feb. 22-23, 2018 - Th & F, 8 a.m.-5 p.m.
- Certified Fiber Optic Splicing Specialist $675
  Feb. 24-25, 2018 - Sa and Su, 8 a.m.-5 p.m.

Learn more or register online at www.lee.edu/workforce/fiberoptics.
ADULT & SENIOR TRAVEL
Join the Senior Adult & Travel program at Lee College on their adventure to Sunny Portugal, Estoril Coast, Alentejo and Algarve from March 2-11, 2018! With transportation, accommodations and activities pre-planned, all that is left for participants to do is pack a bag and enjoy the ride!

Upcoming Events:
- Brookwood Community Tour & Luncheon - Jan. 19, 8 a.m.-5 p.m., $30
- Mystery Trip - Feb. 1, 4:30 p.m.-11 p.m., $35
- Painted Churches of Schulenburg Tour - Feb. 22, 8 a.m.-5 p.m., $30
- Ceramics Workshop - Feb 13-27, 1 p.m.-3 p.m., $30
- Senior Adult Health Symposium - Feb. 16, 9 a.m.-1 p.m., FREE

Register online at www.lee.edu/senior or call 281.425.6311.

GRANT WRITING
Come and get a sneak peek of the upcoming three-part Grant Writing course at the Lunch and Learn Workshop! Lunch will be provided. Register by Monday, Jan. 22nd, to reserve your spot!

Lunch and Learn Workshop $10
Wednesday, Jan. 24, 2018 - 12 p.m.-1:30 p.m.,
Phyllis Davis Room
909 Decker Drive, Baytown, TX 77520

ABC’s of Grant Writing $169
Classes start Tuesday, Feb. 6, 2018 - 5:30 p.m.-7:15 p.m.
Register for online at www.lee.edu/workforce/ce/

EXCEL AND QUICKBOOKS COURSES - Only $39!
Excel Beginner: Learn the ins and outs of Excel including how to enter data, use formula and functions, and create charts or graphs. Also learn how to expand upon your basic knowledge of Excel. Jan. 27, 2018, 9 a.m.

Excel Intermediate: Advance your Excel skills by learning how to sort, filter, use conditional formatting, decision functions, pivot tables and macros. Feb. 3, 2018, 9 a.m.

Quickbooks Basic: This hands-on training covers company setup with accrual or cash basis, chart of accounts, preferences, items, enter and pay bills, write checks, invoices, deposits, bank reconciliation, reports for profit and loss, and balance sheets. Jan. 30, 2018, 6 p.m.

Quickbooks Intermediate: Advance your Quickbooks skills with this class that covers estimating, inventory and payroll taxes, purchase orders, customizing templates, and modifying reports to meet your specific needs. Feb. 6, 2018, 6 p.m.

Register online at www.lee.edu/workforce/sbdc and click “Register Now” or call 281.425.6311.

HEALTHCARE
Employment in healthcare is growing! Register now to complete training in any of the following courses and obtain a certificate in just a few months!

- EKG Technician - Classes start Jan. 22, 2018. $813
- Phlebotomy Technician - Classes start Feb. 5, 2018. $1,054
- Clinical Medical Assistant (CMA) - Classes start Feb. 5, 2018. $2,330

In-person registration is required for these courses. Please visit our office located at 909 Decker Drive, Baytown, TX, or call 281.425.6311. For more information, visit our website at www.lee.edu/healthcare.

PRIVATE MUSIC LESSONS
Come experience the joy of music with private lessons available on all band and orchestral instruments, piano, organ, voice and guitar. Students will start at their present level and progress in both the physical and musical aspects of their performance areas. A music lesson form must be filled out and returned to 909 Decker Drive, Baytown.

- 4 half hour lessons $115
- 16-one hour lessons $223
- 12-one hour lessons $439
From Setbacks to Success: The Story of Erica Torres

**Erica Torres**, 23, moved to Baytown two years ago in search of opportunities that could turn her life around. At the young age of 15, she started missing school and had dropped out by the age of 17. In eighth grade, she was left with no other choice but to attend an alternative high school in Corpus Christi; an experience she recalls as a challenge. Torres grew up having very little resources and needed to work, rather than continue her education, in order to provide for herself. Around the age of 18, Torres started working in the plants, but the inconsistent work in the area’s refineries did not look promising to her. With the guidance and motivation from her family and partner, Torres set out to obtain her GED through the Baytown Adult Learning Center. She became aware of the Ready to Work Grant Program at the start of the GED Program, which drove her to successfully complete her GED and apply for the Grant. Her exceptional attendance and dedication to learning paid off quickly and just two weeks after she successfully completed her welding classes, Torres was hired by Turner’s fabrication department. The company is now paying for the majority of her spring 2018 classes while she pursues her welding certifications.

“Donde Hay Voluntad Hay Un Camino”: The Will of Michelle Puente

**Michelle Puente**, 20, is no stranger to barriers and encountered a few on her initial journey to Instrumentation training. The United States Department of Labor H-1B Grant funded-college closest to her was not offering the training she was looking for, which brought her to Lee College. Her commute was difficult, but with the support from her loved ones, she overcame it. The second barrier she faced was getting her educational credentials translated and meet eligibility requirements, which Puente was able to accomplish by completing the TABE assessment. She successfully completed the Instrumentation training and has secured employment with Tannos Construction & Development, LLC, as an electrician. Puente did everything within her power to position herself for greatness, validating the Spanish quotation written above, “If there is a will, there is a way!”
Beyond the Limits: The Story of Kofi Cooper

Kofi Cooper, 32, (pictured row 1, second to left) spent his days working in warehouses and apartment maintenance after relocating to Texas from St. Croix, U.S. Virgin Islands. He graduated from La Porte High School in 2003 and moved to Baytown in 2007. Even with his consistent work history, he felt "limited" in his otherwise dead-end jobs. Cooper elected to apply for the electrical training course through the DOL Ready To Work Grant and began class on Feb. 13th, 2017. He stayed focused and completed training on May 11th, 2017. Just 18 days after completing his electrical training, Cooper was hired on with JSW Steel. Because of the great job Cooper has been doing, JSW Steel Human Resources is looking to hire additional students from the H-1 B Ready to Work grant classes.

"The three months in class were a great investment and it opened up doors for a new career! I am now reaping the benefits. I want to give thanks to Lee College and all the people who made it possible for me to be a part of this grant."

-Mr. Kofi Cooper

Expect the Unexpected: The Story of James Taylor

James Taylor, 32, is a past graduate of the Ready to Work Grant program. Taylor received his certificate in electrical training and was said to be one of the "brightest in the class" by his instructor, Leonard White. Taylor worked nights to maintain living expenses and managed to arrive to class on time and eager to learn each morning. Unfortunately, he didn't feel that he would be contacted for an interview after attending the Ready to Work Grant Job Fair in August of 2017. To his surprise, Taylor was contacted two weeks after the Fair. He successfully completed an interview and was hired on as a helper. Due to his past supervisory experience, Taylor was also selected to work on a project at a Shell industrial refinery in October.

The Three Amigos: The Story of Jeramy Doneghy, Kevin Calvillo-Rodriguez and Rayvon Venner

Jeramy Doneghy (pictured back row, orange shirt), Kevin Calvillo-Rodriguez and Rayvon Venner (pictured back row, red hat) call themselves the "Three Amigos."

Jeramy Doneghy, 22, is a lifelong resident of Baytown, TX, having graduated from Ross S. Sterling High School. Driven by the desire to show his mother that he could take care of himself, and being unhappy working in the dangerous field of scaffold building, Doneghy decided to apply for the Ready To Work Grant in February of 2017. He also referred friends, Kevin Calvillo-Rodriguez and Rayvon Venner, to the program. Doneghy completed training and proudly works in Louisiana as an electrical helper.

"I am proud of the fact that I am an independent young man and happy knowing that the skills I learned while participating in the Grant helped me to further my career."

-Jeramy Doneghy

Kevin Calvillo-Rodriguez, 20, has lived in Baytown, TX, for two years. After six months of unemployment following a job laying concrete, he knew it was time to "make a move." He learned about the Ready To Work Grant from his friend, Jeramy Doneghy, and saw the opportunity as a way to gain employment.

"After completing the electrical class, I was able to find work as an electrical helper. Now, I wake up in the morning and go off to work on something I like and take pride in."

-Rayvon Venner

Rayvon Venner, 22, was encouraged by Jeramy Doneghy to pursue the Ready To Work Grant. At the time Venner gained eligibility for the grant, he detailed cars as a means to survive with no petrochemical experience outside of a few courses he took with Lee College. Alongside his friends, he completed the training and secured employment with Wingo Service where they started work in July, 2017.
Financial Assistance

Installment payment plans require a Visa/MasterCard on file, 50% of the program fees, textbook costs (if not included in fee), and a non-refundable $20 installment charge at the time of registration. Scholarships are now available for certain workforce related programs. Please call 281.425.6311 for more information.

Scholarships/Grants

Fill out a scholarship application online at: www.lee.edu/workforce/scholarships-cwcd

US Department of Labor
H-1B Ready to Work Petrochem Grant

This is a FREE opportunity to help jump start or advance your career. Have you been underemployed or unemployed for six months? Do you have a GED or Diploma? Are you a US Citizen who can pass a drug screen and a background check? If you answered "Yes" to these questions, then you may qualify for the H-1B Ready to Work Grant! All students who meet the qualifications are encouraged to apply. The training you could receive through this grant would prepare you for a career that falls under the High-Skill, High-Growth jobs targeted by the Gulf Coast Workforce Board. Courses offered include: Pipefitting, Welding, Millwright, Electrical, Instrumentation, Process Tech Refresher. Preference will be given to veterans. For questions, please contact Melia Taylor at 281.425.6341 or by email at ttaylor@lee.edu. Or visit our website at www.lee.edu/workforce/ready2work/.

Workforce Foundation Scholarship

The Center for Workforce & Community Development at Lee College offers Student Scholarships each quarter when funds are available. The scholarship awards funding toward the cost of one specific workforce training program up to a maximum of $750 and is competitive based on an essay. Non-degree seeking students (students not formally enrolled in a college credit class) age 17+ are eligible to apply. The student must be a part-time, non-credit student who is in good standing and has no outstanding debts to Lee College.

Employee Scholarship Program

To be eligible for this scholarship, course(s) must relate in a direct way to the employee's job function. After completion of this application and all approvals have been obtained, the employee must return the form to the Center for Workforce & Community Development and complete the registration form.

Former Lee Scholarship

Awarded to a part-time student who is in good standing and has no outstanding debts to Lee College, and is a resident of the Lee College service area. Preference will be given to students in specific workforce training programs; if no appropriate student is eligible, then the scholarship will be awarded on the basis of financial need.

Project LeeWay

Project Leeway at Lee College has given hundreds of students the chance to overcome significant personal challenges and transform their lives through higher education. Funded through a federal grant, Project Leeway assists low-income adults, students with disabilities, displaced homemakers, limited English proficiency students and single parents (including single, pregnant women). Some of the services Project Leeway provides includes costs of tuition, textbooks, food, childcare and transportation, among other resources. Students who are eligible for the program and are accepted into Project Leeway complete a 5-week program that refreshes their reading, writing, math, social and study skills, while learning about the different technical career fields they may pursue at Lee College. By the end of the session, students earn college credit, register for the next semester of classes and resolved any lingering issues with financial, aid, textbooks or childcare.

For more information, contact:
Brenda Garcia, Project Leeway Secretary
Lee College Main Campus - Moler Hall, Room 107
281.425.6492 • bgarcia@lee.edu • www.lee.edu/project-leeway