A world of opportunity and adventure awaits ...

Start Here. Finish Strong.
About Us

Lee College’s Center for Workforce and Community Development (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
The 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
• Instructors with real world experience
• 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
• Career-ready in relatively short period time

CONTACT US
Center for Workforce and Community Development
909 Decker Drive, Baytown, TX 77520

Office: 281.425.6311
Fax: 281.425.6855

www.lee.edu/workforce

OFFICE HOURS
Mon.: 7:30 a.m.-5:15 p.m.
Tues.-Thur.: 7:30 a.m.-7 p.m.
Fri.: 7:30 a.m.-5 p.m.
Sat.: 10 a.m.-5 p.m.
Sun.: Closed

FOLLOW US
@Centerforworkforce
For James Keyes, 30, applying for the U.S. Department of Labor’s H-1B Ready to Work Grant was a significant step toward turning his life around. Born in Channelview, TX, Keyes grew up alongside his older sister and was no stranger to financial challenges. His mother was a single parent who lived paycheck to paycheck to support the family throughout his younger years. “She did everything she could to keep food on the table and teach us right from wrong,” Keyes recalls about his mother, “she always supported me through my rough times. She never turned her back on me.”

Growing up, Keyes remembered both parents working long hours to financially support the family. Unfortunately, this provided Keyes with the chance to develop a troubled path. “While my mom was gone working turnarounds, I wouldn’t stay home,” Keyes admits, “I’d go out with friends and play in the streets.” His father worked as a police officer to support his own wife and step children in addition to helping support Keyes, his sister, and his mother. “I saw him every other weekend and any chance he could,” Keyes said.

By the age of 15, Keyes was introduced to drugs and would battle a drug addiction for years to come. “I dug myself into a hole,” he admitted. Keyes dropped out of high school during his junior year after becoming a father to two sons. “I got a job sacking groceries to provide for my family,” he said. His battle with drug addiction continued to spiral downward and ultimately lead to his arrest. “I believe that moment saved my life,” he said. After being arrested, and finding out that he was about to be a father to a baby girl, Keyes decided it was time to change his life.

Keyes moved from Baytown to Webster after attending a State Rehabilitation Program. “I completed the Rehabilitation Program and never looked back,” he said. “Over the years, I’ve had to hustle. I’ve had to prove myself and dig myself out of this hole.” Keyes started working as an Electrical Apprentice and was looking to advance his skills in the field when he heard about the U.S. Department of Labor’s H-1B Ready to Work Grant. “My previous record created some setbacks, but this was a great way to get some more experience and good referrals,” Keyes said.

Just four days before Keyes completed the last class, he was offered a job as a Journeyman for JAM Electrical Inc. “The course gave me the skills to get this job and the pay raise has been a significant improvement for my finances. I’m able to support my family and I’m a much better person now,” Keyes said. “I love spending time with my family, and teaching my kids how to play sports. I strive to be a positive influence on my sons and my daughter.”

For the first time this holiday season, Keyes will have the opportunity to shower his children with all the gifts on their Christmas lists—something he never had the chance to do before. “I’m proud that I’m going to be around my whole family this Christmas and be praised for everything I’ve accomplished.”

“I'm able to support my family and I'm a much better person now.”

Learn more about the U.S. Department of Labor’s H-1B Ready to Work Grant—a FREE opportunity to help jump-start or advance your career on page 5 of this edition of the Center Circular.
AWS Combo Level 2 Welder Program (Sense)
Condensed, fast-track training where students gain experience and develop technical skills to become a welder in numerous industries. Skills attained can be used to become a proficient welder in many industries which may include commercial building developments, Petrochemical field maintenance, Petrochemical construction, many others, etc. Content covers many areas to include gas metal arc welding (MIG), gas tungsten arc welding (TIG) other types of welding to include FCAW. Students and attendees will have an opportunity to learn/improve. Safety practices and performance, Welding Fundamentals and Metallurgy Principles, Application of proper welding techniques to different metals, and Welding practices. Cost: Call 281.425.6311 for pricing.
Dec. 3 – Feb. 25, 2019 · Mon. – Thurs. · 7:30 a.m. – 3:30 p.m.
McNair, Lee College McNair Center, Room TBA

Pipefitting NCCER Level 1, 2
NCCER curriculum based certificate which includes CORE, Pipefitter Level 1, and Pipefitter Level 2. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $2,191
Dec. 3 – Feb. 28, 2019 · Mon. – Thurs. · 7:30 a.m. – 3:30 p.m.
McNair, Lee College McNair Center, Room 122

Pipefitting NCCER Level 3
Identification, description, and application of piping standards and specifications. Introduces identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and materials take offs. Course is designed to prepare students for employment as an entry-level pipefitting helper with area contractors. NCCER module credit will be uploaded onto the student's transcript within the Automated Nation Registry. NCCERConnect electronic text will be utilized. Cost: $1,075
Dec. 3 – Mar. 07, 2018 · Mon. and Wed. · 6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room P103-C
(Class ends Dec. 19, and starts back up on Jan. 7, 2019)
Mon. Tues. and Thurs. · 6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room 122

Instrumentation NCCER Level 2, 3
NCCER curriculum based certificate which includes CORE, Instrumentation Level 2, and Instrumentation Level 3. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $2,296
Dec. 3 – Feb. 27, 2019 · Mon. – Thurs. · 7:30 a.m. – 3:30 p.m.
Baytown, Lee College TV10, Room 103

FOUNDATION™ Certified Professional
Geared towards engineers, designers, main instrumentation controls contractor, and startup and commissioning specialists wanting to increase their knowledge base of design, planning, and implementation of FOUNDATION™ systems. Cost: $6,946
Dec. 10 – 21 · Mon. – Fri. · 8 a.m. – 4:30 p.m.
Baytown, Lee College TV10, Room 105

OSHA 10 - Construction
The Construction Safety Training Program is intended to provide an entry-level construction worker’s general awareness on recognizing and preventing hazards on a construction site. OSHA recommends Safety Certification Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Cost: $114
Tues., Dec. 11 – Wed., Dec. 12 · 7:30 a.m. – 1 p.m.
Baytown, Lee College TV10, Room 102

NCCER Project Supervision
A comprehensive, competency-based program that gives both veteran and new field managers a step-by-step approach to honing their natural abilities, developing essential skills, and generally improving their performance as leaders. Course covers topics such as Human Relations and Problem Solving, Safety, and Quality Control. NCCER module credit will be uploaded onto the student’s transcript within the Automated National Registry. NCCERConnect electronic text will be utilized. Cost: $1,015
Jan. 22 – Mar. 19, 2019 · Tues. & Thurs. · 6 p.m. – 10 p.m.
Baytown, Lee College ATC, Room 222

NCCER Electrical Level 1
Introduce student to construction principles including orientation to the electrical trade, electrical safety, introduction to electrical circuits, electrical theory, introduction to the national electrical code, device boxes, hand bending, raceways and fittings, conductors and cables, basic electrical construction drawings, residential electrical services, and electrical test equipment. Course is designed to prepare students for employment as electrical helper with area contractors. NCCER module credit will be uploaded onto the student’s transcript within the Automated National Registry. NCCERConnect electronic text will be utilized. Cost: $1,015
Jan. 22 – Mar. 19, 2019 · Mon. – Thurs. · 7:30 a.m. – 3:30 p.m.
Liberty, Lee College Education Center – South Liberty, Room TBA

Financial Assistance Available

Ask about our payment plans and scholarship opportunities!

Installment payment plans require a valid credit card on file, a down payment, textbook costs (if not included in fee as applicable), and a non-refundable $20 installment charge at the time of registration. Scholarships are now available for certain workforce-related programs. Visit www.lee.edu/workforce and click on “Industrial Craft Training.” Download the Financial Assistance Application form and return the completed form to 909 Decker Drive, Baytown, or call 281.425.6311.
Customized Corporate Training

With a storehouse of subject-matter experts (SME), instructors, and facilities, the Center for Workforce and Community Development provides custom-tailored training packages to meet the specific needs of local businesses. The CWCD will begin with a needs analysis to determine and understand your business training goals and then develop a plan to meet those needs.

Customized training services are available at your site or ours, and include:

- Customized curriculum development
- Pre-employment assessments
- Skills gaps analysis
- Conferences and seminars for professional development
- Internship development
- Assistance with employment recruitment and placement
- And much more!

Looking for specialized employee training? Contact Marsha Tuha, Director of Workforce Development at 832.556.4450, or by email at mtuha@lee.edu.

Interlock and Control Circuitry Troubleshooting Workshop

The course is flexible enough to meet the individual troubleshooting needs from entry-level to the most experienced technician. The workshop is designed to teach basic techniques and a unique 3-step methodology using circuitry used to interlock critical equipment. The workshop is 90% hands-on activities solving simple to complex problems through the use of IEC Simulations’ schematics, interlock Simulator and test equipment. Individual skill level assessments are documented and average performance improvement in troubleshooting efficiency is 84%. (May be used by client for PSM Compliance issues involving 3-year frequency for proof of knowledge, skills and abilities.) Cost: $695

Tues., Dec. 4 – Wed., Dec. 5 · 8 a.m. – 4:30 p.m. · Baytown, Lee College TV10, Room 107
Mon., Jan. 7 – Tues., Jan. 8 · 8 a.m. – 4:30 p.m. · Baytown, Lee College TV10, Room 107
Wed., Jan. 9 – Thurs., Jan. 10 · 8 a.m.– 4:30 p.m. · Baytown, Lee College TV10, Room 107

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

Register in-person at 909 Decker Drive, Baytown, or call 281.425.6311

Phlebotomy Technician
This certificate program will prepare you for entry-level positions as a Phlebotomy Technician. You will complete coursework in the classroom and in an area laboratory. Upon successful completion of the program, you will be eligible to take the national certification examination in Phlebotomy. Cost: $1,054
Dec. 4 – Apr. 15 · Tues. & Thurs. · 6 p.m. – 9:30 p.m.
McNair, Lee College McNair Center, Room 121
Course ID: 192PLABBTN

Clinical Medical Assistant
This class prepares Medical Assistant students to perform patient clinical skills in the medical office setting. Emphasis is on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. Cost: $2,330
Jan. 7 – Aug. 14, 2019 · Mon. & Wed. · 6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room 123
Course ID: 192CMABTN

Certified Nurse Aide (CNA)
A Certified Nursing Aide assists patients or clients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN). This program follows the standards and curriculum provided by the Texas Department of Aging and Disability Services and prepares a student for the TDADS Nurse Aide State Licensure Exam. Cost: $805
Jan. 7 – Feb. 19 · Mon. – Thurs. · 1 p.m. – 5 p.m.
Baytown, Lee College McNulty Haddick Complex, Room E03
Course ID: 192CNABTN

Dental Assistant
The Dental Assistant Program prepares students for entry-level positions in one of the fastest growing healthcare positions–Dental Assisting! This class is a study of pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, and equipment safety and maintenance. Cost: $1,969
Jan. 8 – Mar. 6 · Tues. & Thurs. · 6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room 121
Course ID: 192DNTBTN

EKG Technician
This class prepares the EKG Technician student to assist physicians in diagnosing and treating cardiac and peripheral vascular ailments by performing diagnostic tests to assess the heart rhythm and rate in patients. Coursework includes the fundamentals of anatomy and physiology of the cardiovascular system, medical terminology, ethical/legal aspects, and interpretation of basic dysrhythmias, appropriate treatment modalities, and communication skills. Cost: $882
Jan. 21 – May 7 · Mon. & Wed. · 9 a.m. – 12 p.m.
McNair, Lee College McNair Center, Room 123
Course ID: 192EKGBTN

Financial Assistance

PAYMENT PLANS & SCHOLARSHIPS

CALL TODAY!
281.425.6311
We will help you find out if you qualify!

Ask about our payment plans and scholarship opportunities. Installment payment plans require a valid credit card on file, a down payment, textbook costs (if not included in fee as applicable), and a non-refundable $20 installment charge at the time of registration. Scholarships are now available for certain workforce-related programs.

Download the Financial Assistance Application form online at www.lee.edu/healthcare and return the completed form to 909 Decker Drive, Baytown, or call 281.425.6311.
The course is designed for anyone interested in working in public safety, including fire, police and ambulance operations. EMT-Basic training consists of classroom and clinical training. The coursework and hands-on experience are designed to prepare students to administer care in emergency situations. The program covers anatomy and physiology, initial patient survey and triage, airway management, oxygen therapy, and treatment of bleeding, shock, cardiac arrest, automated external defibrillation, fractures, spinal injuries and other medical emergencies. EMT-Basic training consists of coursework and hands-on experiences designed to prepare students to administer care in emergency situations. Upon successfully satisfying all the criteria for course completion, the student will be prepared to sit for the National and State certification examination conducted by the National Registry of Emergency Medical Technicians. State certification requirements include being at least 18 years old and obtaining a high school diploma or GED. Cost: Call 281.425.6311 for pricing.

NOTE: All prospective students must take an online EMS Program Orientation prior to registration. Upon successful completion of the online Orientation you will print a certificate of completion and bring with you when you register. You will not be allowed to register without this document. Go to: http://www.lee.edu/ems-program to complete the orientation.

**Emergency Medical Technician - Basic (EMT-B)**

 Coming February 2019
 Liberty, Lee College Education Center – South Liberty, Room 203
 Course ID: 192EMTBLIB

* Course pending DSHS Approval

**Healthcare Courses**

**Spanish for Healthcare**
Development of practical Spanish communications skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician’s office. Cost: $42 or $37 for current or previous Healthcare students.

Jan. 12 – Mar. 9 · Saturdays · 1 p.m. – 4 p.m.
Liberty, Lee College Education Center – South Liberty, Room 122
Course ID: 192SPNL10011

Feb. 2 – Apr. 6 · Saturdays · 8 a.m. – 11 a.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 192SPNL10012

**Medical Coding**
In this course, students will learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. This knowledge will help prepare you to work almost anywhere in the medical field. Cost: $119

Dec. 12 – Feb. 1 · Online · Course ID: 192PDD20501

Register for Spanish for Healthcare or Medical Coding online at www.lee.edu/healthcare or call 281.425.6311.
Certified Fiber Optics Technician Training (CFOT)
This introductory three-day fiber optics course is designed for anyone interested in learning basic fiber optic networking. This program combines theory and 75% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optics Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course also introduces the student to industry standards governing FTTD (Fiber To The Desk), FTTH (Fiber To The Home, LAN/WAN fiber networks, and further introduces the student to basic fusion and mechanical splicing. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. Standards covered: NECA/FOA-301-2004, EIA/TIA 568-B.3, ANSI/TIA/EIA 607-A, and NEC Article 770-50, anyone interested in becoming a Certified Fiber Optics Technician should attend this class.
Cost: $700
Mon., Feb. 4 – Wed., Feb. 6, 2019 · 8 a.m. – 5 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 192LOTT10911

Certified Fiber Optic Specialist/Testing and Maintenance (CFOS/T)
This two-day (16-hour) program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. Cost: $675
Thurs., Feb. 7 – Fri., Feb. 8 · 8 a.m. – 5 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 192LOTT10912

Certified Fiber Optic Splicing Specialist (CFOS/S)
This two-day, 16-hour Splicing Specialist Training includes a complete PowerPoint presentation explaining the importance of high-performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. An overview of OTDR functions and trace understanding is also provided during this presentation. 85% hands-on classroom activities will provide training in both fusion and mechanical splicing of either single or multimode fiber optic cables. Inside or outside plant fiber optic cable types will be utilized at instructor’s discretion during these hands-on sessions along with fiber optics enclosures and splice trays. The student will further be required to achieve a splice loss of less than 0.15 dB for all splices and demonstrate proficiency in interpretation of splice loss using OTDR splice traces. This course may be taken after successfully completing the FOA CFOT course. Cost: $675
Sat., Feb. 9 – Sun., Feb. 10 · 8 a.m. – 5 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 192LOTT10913

Fiber Optics Network Certification
Register online at www.lee.edu/workforce/fiberoptics · In partnership with BDI Datalink

Tuition includes course materials, FOA Reference Guide & industry recognized written certification examination. Financial assistance available.
Computer Illustration I (Adobe Illustrator)
In this course, you will see how Adobe Illustrator CC2018 can give you the power to design, draw, and color images quickly and easily. From drawing objects with the shape tools to mastering the all-important Pen tool to working with shape gradients, you’ll gain the techniques you need to produce stunning vector graphics. You’ll learn to apply and work with color, create shading effects and painterly brushstrokes, and add special effects. Cost: $170
Jan. 14 – May 6 · Mondays · 11 a.m. - 12:15 a.m.
Baytown, Lee College ATC, Room 237
Course ID: 192ARTC10531

Integrated Software Applications I
This course will cover the Office 2016/Office 365 software suite. Basic word processing, spreadsheet, database and presentation topics will be covered. Specific items include creating and editing documents, creating tables and multipage report, enhancing page layout and design, formatting workbook text and data, performing calculations with formulas and functions, analyzing and charting financial data, building a database and defining table relationships, maintaining and querying a database, creating forms and reports, creating presentations, and adding media and special effects. Cost: $170
Jan. 15 – May 7 · Tuesdays · 6 p.m. – 8:40 p.m.
Baytown, Lee College ATC, Room 235
Course ID: 192ITSC10091

Keyboarding
If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you’ll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type. Cost: $170
Jan. 14 – May 8 · Mon. & Wed. · 11 a.m. - 12:15 p.m.
Baytown, Lee College ATC, Room 235
Course ID: 192ITSE10311

Computer Illustration II (Adobe Photoshop)
Adobe is an image-editing program that lets you create and modify digital images. Ease of use makes the most essential functions available even to the novice, while the incredible depth and variety of its features make it well suited to the graphics professional. In this course, you will create original artwork, manipulate color images, retouch photographs, conduct image editing, and perform color painting. This is a beginning class where no previous knowledge is required, however, basic computer skills are necessary. Cost: $170
Jan. 14 – May 6 · Mondays · 9:30 a.m. - 10:45 a.m.
Baytown, Lee College ATC, Room 237
Course ID: 192ARTC20401

Introduction to Visual Basic Programming
Visual Basic Programming will introduce you to the world of coding (also known as programming). It is one of the easier programming languages to learn the basic steps and structure of a working program. Some uses of Visual Basic is in the creation of video games and in the development and management of database systems. Cost: $170
Jan. 14 – May 8 · Mon., & Wed. · 11 a.m. - 12:15 p.m.
Baytown, Lee College ATC, Room 235
Course ID: 192ITSE10311

Six Sigma: Total Quality Fundamentals
Learn how to effectively apply the fundamentals of total quality. In this course, students will learn how successful organizations apply quality to their everyday activities and use teamwork to make the most of employees' abilities and potential. Cost: $119
Dec. 12 – Feb. 1 · Online
Course ID: 192PDD10751

Introduction to Quickbooks 2018
QuickBooks is designed for the small to midsized business owner who needs a fully functional accounting system that is also easy to use. When you enroll in this course, you will learn how this well-designed accounting software can make it a snap to set up a chart of accounts, reconcile checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. Cost: $109
Dec. 12 – Feb. 1 · Online
Course ID: 192PDD60711

Computer Skills for the Workplace
Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail, use a spreadsheet to create a graph and paste it into a report, add and edit data in a database, understand the implications of file sizes, memory limitations, and network arrangements, and recognize the function and features of modern computer components. Cost: $119
Dec. 12 – Feb. 1 · Online
Course ID: 192PDD10721

Introduction to Windows 10
Welcome to Windows 10, the completely new operating system from Microsoft, which offers a more robust, more powerful, and completely unique computing experience. In this course, you’ll gain the foundation you need to get started right away using Windows 10. Cost: $119
Dec. 12 – Feb. 1 · Online
Course ID: 192PDD10921

Keyboarding
If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you’ll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type. Cost: $119
Dec. 12 – Feb. 1 · Online
Course ID: 192PDD60721

Six Sigma: Total Quality Fundamentals
Learn how to effectively apply the fundamentals of total quality. In this course, students will learn how successful organizations apply quality to their everyday activities and use teamwork to make the most of employees' abilities and potential. Cost: $119
Dec. 12 – Feb. 1 · Online
Course ID: 192PDD10751
Register for Community Education courses online at www.lee.edu/workforce/ce or call 281.425.6311

Science FUNdamentals
In this hands-on, fun, and exciting program, you will discover how amazing science is through fun projects fit for the family. Attendees will make and take home a wide assortment of gadgets designed to teach science concepts with recycled materials such as a phone charger, ecosystem, electric motor, and other cool projects. Each class covers a new concept and take-home project! For families with children ages 8 and up. Cost: $37

Sat., Dec. 15 · States of Matter · 1 p.m. – 5 p.m.
McNair, Lee College McNair Center, Room 123
Course ID: 192PLL70152

Sat., Jan. 12 · Science of Color & Color Theory · 1 p.m. – 5 p.m.
Liberty, Lee College Education Center South Liberty, Room 122
Course ID: 192PLL70151

Family Nutrition 101
This interactive course will provide health education that will allow families the opportunity to acquire knowledge, attitudes, and skills needed to adopt and maintain healthy behaviors. Participants will learn nutrition basics, create meal plans, and learn how to incorporate physical activity into their daily lives using We Can! tools. They will also learn the importance of physical movement and participate in activities to help gain more practical knowledge on making healthier food selections. For families with children ages 5 and up. Cost: $39

Sat., Jan. 12 · 8 a.m. – 12 p.m.
Liberty, Lee College Education Center South Liberty, Room 122
Course ID: 192PLL70141

Sat., Feb. 2 · 1 p.m. – 5 p.m.
Baytown, Lee College ATC, Room 207
Course ID: 192PLL70142

Valentine’s Treats
Celebrate Valentine’s Day in this fun, sensational course. Students will create four delicious special occasion treats as they celebrate the holiday of sweets! This course is sure to satisfy your sweet tooth! Cost: $49

Sat., Feb. 9 · 9 a.m. – 12 p.m.
Baytown, Lee College Snack Bar
Course ID: 192PLL70221

Family-Friendly Courses

New Year's Resolution Vision Board Workshop
What do you want to do, be, and have in your life? This vision board workshop will help you create your ideal life and give you clarity to let your dreams materialize. When you make a vision board, you develop a clear understanding of what you want to create in your life. This half-day experience will give you the power and opportunity to intentionally define your dreams and New Year resolutions. You will create a vision board that keeps you focused every day on accomplishing your goals. Supplies: Bring a sack lunch and 5-10 of your favorite magazines. Cost: $39

Sat., Dec. 1 · 9 a.m. – 1 p.m.
Baytown, Lee College Student Center, Covestro Conference Center
Course ID: 192PLL70091

Ceramics I (Arts 2346)
This is a beginning level ceramics course in making clay art. Course includes introduction to various techniques in working with clay while beginning personal expression. Topics include pinchpots, slabwork, sculpture, pottery, general handbuilding, throwing, glazing, and firing. Cost: $170

Jan. 14 – May 9 · Mon. & Wed.
11 a.m. – 1:45 p.m.
Baytown, Lee College McNulty Haddick Complex, Room W28
Course ID: 192PLL40601

Jan. 14 – May 9 · Mon., & Wed.
6 p.m. – 8:45 p.m.
Baytown, Lee College McNulty Haddick Complex, Room W28
Course ID: 192PLL40602
The ABCs of Grant Writing

This four-part workshop will cover grant proposal development from defining a need to submission of the document. Topics covered include: finding the funding sources; basic grant proposal components, writing goals, objectives, outcomes and program narratives, budgets, tricks of the trade, and using logic models. Students will participate in writing exercises to begin developing a potential grant proposal. Cost: $33

Mon., Dec. 3 – Wed., Dec. 5 • 6:30 p.m. – 8:30 p.m.
Liberty, Lee College Education Center – South Liberty, Room 124
Course ID: 192ETWR10001

Jan. 15 – 29 • Tuesdays • 6:30 p.m. – 8:30 p.m. • Baytown, Lee College ATC, Room 220
Course ID: 192ETWR10002

College Application Writing

College and scholarship applications are an important and often challenging part of preparing to enter college. This course provides individual assistance and tips on how to write an effective and memorable essay. Cost: $25

6:30 p.m. – 8:30 p.m.
Baytown, Lee College ATC, Room 221
Course ID: 192PLL70072

Feb. 2 – 16 • Saturdays • 8 a.m. – 10 a.m.
Baytown, Lee College ATC, Room 207
Course ID: 192PLL70073

Tues., Feb. 19 – Thurs., Feb. 21
6:30 p.m. – 8:30 p.m.
Liberty, Lee College Education Center
South Liberty, Room 124
Course ID: 192PLL70074

Jan. 12 – 26 • Saturdays • 8 a.m. – 10 a.m.
Liberty, Lee College Education Center
South Liberty, Room 113
Course ID: 192PLL70071

Courses for Teachers

New School Year’s Resolution Vision Board Workshop for Teachers
A new year, a new you! This vision board workshop will help you create your ideal life and give you clarity to let your dreams materialize. When you make a vision board, you develop a clear understanding of what you want to create in your life. This half-day experience will give you the power and opportunity to intentionally define your dreams and resolutions. Supplies: Bring a sack lunch and 5-10 of your favorite magazines. Cost: $39

Fri., Dec. 7 • 9 a.m. – 1 p.m. • Baytown, Lee College ATC, Room 220 • Course ID: 192PLL70101

Reclaim the Joy of Teaching
At last! A practical, real-world workshop for teachers who are committed to making a difference in the classroom, but are feeling disillusioned, and are questioning their calling. This isn’t about putting on a happy face, but feeling miserable on the inside. This is about being able to lay your head on your pillow at the end of the day and know that you made a difference; that you took the challenges you faced and because of your increased awareness of your calling, you handled the day’s events in keeping with your deepest values. Now you can create a plan to handle those challenges that keep you awake at night. The workshop is the beginning of the transformative process of reconnecting and falling in love all over again with teaching. This vision is entirely possible—if you take action! Course fee includes lunch, Everything DiSC Workplace Profile, Comparison Report, Workbook, Handouts, Reminder DiSC Cards, and digital copy of Reclaim the Joy Teaching. Requirements: Valid email address and access to a computer to take the Everything DiSC Workplace Profile. Cost: $179

Sat., Jan. 19 • 9 a.m. – 4 p.m. • Baytown, Lee College ATC, Room 220 • Course ID: 192PDD70141

Life Skills

For Intellectually Disabled Students

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. Prerequisite: Must be 21 years of age or older and NOT enrolled in public school. Cost: $75

Jan. 30 – Apr. 1 • Wednesdays
5:30 p.m. – 8:30 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 192PDD10501
Recreation & Fitness

Register for Recreation & Fitness courses online at www.lee.edu/workforce/ce or call 281.425.6311

Wellness Center & Open Swim

Joining the Lee College Wellness Center is the premier way to exercise your physical fitness options. Select from several enrollment options, plan your own training workout, follow your own individualized fitness and exercise program, and use resistance machines to improve your appearance, strength and endurance. As an enrolled member, you have unlimited use of the Wellness Center. Register for an Open Swim membership to exercise at the Lee College swimming pool during your leisure time. Lifeguard on duty. Senior Adults (ages 50+) and Lee College Alliance Members receive memberships at a discounted rate. Register at 909 Decker Drive, Baytown.

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*
Health workshops*
Yoga room*
Aerobics room*
Professional instructors*
Extended hours
Convenient location
Friendly, small-town environment

Wellness Center Rates*

Six-Months: $175 (January - June)
Senior Adults, Lee College Alliance Members, & Lee College Students $79

One-Year: $315 (January - December)
Senior Adults, Lee College Alliance Members, & Lee College Students $158

*Both Wellness Center Rates include Open Swim.

Open Swim Rates

Six-Months: $60 (January - June)
One-Year: $100 (January - December)

Wellness Center & Open Swim Hours

Wellness Center: Mon.-Thurs.: 5:30 a.m. - 8 p.m., Fri.: 5:30 a.m. - 2 p.m., and Sat.: 9 a.m. - 2 p.m.
Open Swim: Mon.-Thurs.: 2 p.m. - 7 p.m., Fri.: 9 a.m. - 2 p.m., and Sat.: 9 a.m. - 2 p.m.

Water Fitness Courses

Swimming for Beginners and Experienced
This course is designed to teach skills for the crawl, back crawl, breaststroke, elementary stroke, and sidestroke. Emphasis will be given to proper technique and proper breathing skills. Instructor approval required prior to enrollment due to limited seats. To begin approval process, please call 281.425.6311. Cost: $160

Jan. 14 – May 9 · Mon. & Wed. · 12:30 p.m. – 1:45 p.m.
Baytown, Lee College Swimming Pool, Room 120 · Course ID: 192PL11091

Water Aerobics Beginners and Experienced
This course is designed to teach the basic/advanced skills for exercise in the water. Emphasis will be placed on various exercise routines in the water that incorporate strength, endurance, and flexibility. Please be prepared to be active in the pool on the first day of class. Supplies: Bring your own towel and drinking water. Cost: $160

Jan. 14 – May 9 · Mon. & Wed. · 5:30 p.m. – 6:45 p.m.
Baytown, Lee College Swimming Pool, Room 120 · Course ID: 192PL40711

Jan. 14 – May 9 · Mon., Tues., & Thurs. · 12:30 p.m. – 1:45 p.m.
Baytown, Lee College Swimming Pool, Room 120 · Course ID: 192PL40712

Fitness Courses

Pilates Beginners and Experienced
This course is designed to strengthen and tone the body without machines with an emphasis on students' progressing from beginners to intermediate and advanced levels. Instructor approval required prior to enrollment. Please call 281.425.6311. Cost: $160

Jan. 14 – May 9 · Mon. & Thurs.
12:30 p.m. – 1:45 p.m.
Baytown, Lee College Gymnasium, Room TBA · Course ID: 192PL11071

Yoga Beginners and Experienced
This course is designed to teach the importance and benefits of yoga. Learning skills will include postures (asanas), breathing, and relaxation techniques. An emphasis will be made to improve flexibility, strength, muscle tone, and concentration. Instructor approval required prior to enrollment. To begin approval process, please call 281.425.6311. Cost: $160

Jan. 14 – May 9 · Mon. & Wed.
9:30 a.m. – 10:45 a.m.
Baytown, Lee College Gymnasium, Room 110
Course ID: 192PL40771
Adult Education

ABE • General Education Development • English as a Second Language

A partnership between Harris County Department of Education’s Adult Basic Education and Lee College offers 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. General Education Development (GED) classes are held at 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 (LCEC)
1715 TX-146, Liberty, TX 77575
832.556.5660
Student Orientation:
8:30 a.m. and 6 p.m. • Tues., Feb. 5

Adult Learning Center (ALC)
101 S Whiting St, Baytown, TX 77520 • 281.425.6536
Student Orientation:
8 a.m. and 5:30 p.m. • Mon., Jan. 14

Adult Basic Education/Literacy (Free)
This course includes instruction in literacy, basic reading, writing, and math skills for adults with no schooling though a 7th grade reading level. Upon successful completion of curriculum, the students are ready for GED classes.
Feb. 4 - Apr. 17, M/W, 8:30 a.m. - 11:30 a.m., ALC
Feb. 4 - Apr. 17, M/W, 5:30 p.m. - 8:30 p.m., ALC
Feb. 12 - Apr. 11, T/TH, 8:30 a.m. - 12:30 p.m., LCEC
Feb. 12 - Apr. 25, T/TH, 6:00 p.m. - 9:00 p.m., LCEC

English as a Second Language (ESL) (Free)
We offer English as a Second Language (ESL) classes for adults whose original language is not English. Our ESL program includes conversation, pronunciation, writing, and reading. These areas apply at any of the ESL class levels. Students will be assessed on their verbal and writing skills in order to be enrolled at their ESL level. (Harris County Department of Education in collaboration with Lee College Adult Learning Center). Call 281.425.6536 for more information.

Ingles Como Segundo Idioma (ESL) (Gratis)
Ofrecemos clases de Ingles Como Segundo Idioma (ESL) para adultos cuyo idioma original no es él Ingles. Nuestro programa de ESL incluye conversación, pronunciación, escritura, y lectura. Estas áreas se aplican en cualquiera de los niveles de clases de ESL. Los estudiantes serán evaluados en sus habilidades verbales y de escritura para poder ser inscritos en el nivel de ESL que les corresponda. (Harris County Department of Education en colaboración con Lee College Adult Learning Center). Llame 281.425.6536 para mas información.

Lee College Education Center
South Liberty County (LCEC)
Student Orientation:
8:30 a.m. Mon., Jan. 28, and
5:30 p.m., Tues., Jan. 22
Morning classes are from 8:30 a.m. - 12:30 p.m.
Evening classes are from 5:30 p.m. - 9:00 p.m.

Adult Learning Center (ALC)
Student Orientation:
8 a.m. and 5 p.m. • Wed., Jan. 9
Morning classes are from 8:30 a.m. - 12:30 p.m.
Evening classes are from 5:30 p.m - 9:00 p.m.
Dear Senior Adults,

A world of adventure awaits! Join the Senior Adult & Travel program at Lee College in 2019 as we open the door to these amazing destinations. Marvel at must-see sights, sample regional cuisine, stay in centrally located hostels and connect with captivating cultures. Our program handles all the travel arrangements, so all that’s left for senior adults to do is pack and enjoy the ride!

2019 Travel Opportunities include: Egypt, Southern Charm (featuring Florida, Georgia, Savannah and South Carolina), East Coast USA (featuring Niagara Falls), and Iceland!

Visit www.lee.edu/senior to download and view the 2019 travel brochures or call 281.425.6311 for more information.

Sincerely,
Lynne Foley
Program Manager, Senior Adult & Travel

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Senior Adult & Travel
Bus Trips • Travel the World • Free Workshops • Register online at www.lee.edu/senior

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**Travel the World in 2019**

**Treasures of Egypt**
HIGHLIGHTS ... Giza, Pyramids, Sphinx, Memphis, Sakkara, Museum of Egyptian Antiquities, Luxor, Valley of the Kings, Deluxe 4-Night Nile River Cruise, Temple of Karnak, Kom Ombo, Aswan, Old Cairo. Cost: $4,799 Double Occupancy
April 3-15, 2019 • Course ID: 193SCA60981

**Southern Charm featuring Charleston Savannah & Jekyll Island**
HIGHLIGHTS ... Historic Charleston, Andrew Low House, Boone Hall Plantation, Patriots Point, Naval & Maritime Museum, Jekyll Island, St. Simons Island, Savannah. Cost: $2,999 Double Occupancy
May 18-24, 2019 • Course ID: 193SCA60951

**East Coast USA featuring Niagara Falls & Heritage Highlights**
HIGHLIGHTS ... Niagara Falls City Tour, Niagara Falls Boat Tour, Amish Farm & House Amish Family Style Dinner, Gettysburg Military Park, Philadelphia, Independence Hall, Washington D.C. Tour, Arlington National Cemetery Twilight Illumination Tour, Smithsonian Institution, Mount Vernon, Colonial Williamsburg Dinner. Cost: $3,499 Double Occupancy
July 9 -17, 2019 • Course ID: 194SCA60961

**Iceland's Magical Northern Lights**
HIGHLIGHTS ... Reykjavik, Northern Lights Cruise, Golden Circle, Thingvellier National Park, Geysir, Gullfoss, Vik, Seljalandsfoss, Skogar Folk Museum, Skogafoss, Jokulsarlon Glacial Lagoon, Skafafell National Park, Vatnajokull Glacier, Lava Exhibition Center, Blue Lagoon. Cost: $3,999 Double Occupancy
November 11-18, 2019 • SOLD OUT. Waitlist available. Call 281.425.6311.
Bus Trips & Tours

All bus trips depart from the 909 Decker Drive parking lot. Departure times vary by trip. Please arrive 20 minutes prior to departure time.

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

History In Our Own Backyard
Meet at the Baytown Historical Museum for a tour and refreshments, see the decorated Christmas tree display, lunch (at your expense) at Roosters, stroll down Texas Avenue, and an ice cream treat (included in cost) at Sabor de Mexico. Cost: $20
Fri., Dec. 7 · 10 a.m. – 2:30 p.m. · Baytown Historical Museum · Course ID: 192SCA10111

The Menil Collection Reopening in Houston
The newly refurbished Menil Collection will be experienced like never before! More galleries, exquisite art collections, the Cy Twombly Galleries, the Byzantine Fresco Chapel, the Richmond Hall, and the Menil Drawing Institute will be featured. A break in the day for lunch (at your expense) will be at an eclectic place in Montrose. Cost: $20
Thurs., Jan. 10 · 9:30 a.m. – 5:30 p.m. · Baytown, 909 Decker Dr., Parking Lot
Course ID: 192SCA60941

Mystery Trip
Fun! Fun! Fun! Wear comfortable shoes and be ready for adventure! Fee includes lunch. Cost: $35
Wed., Jan. 16 · 9 a.m. – 5 p.m. · Baytown, 909 Decker Dr., Parking Lot · Course ID: 192SCA60441

A.D. Players Theatre & Dinner
Join us for an enjoyable evening in the new elegant "George Theatre" with the A.D. Players' production of Mitch Albon's bestselling novel, "Tuesdays With Morrie." Dinner will be at a popular Houston restaurant (at your expense). Cost: $36
Thurs., Feb. 7 · 4:45 p.m. – 11 p.m. · Baytown, 909 Decker Dr., Parking Lot · Course ID: 192SCA10361

Information Sessions

Training to be a Medicare Fraud Patrol Volunteer
The Better Business Bureau Education of Metropolitan Houston has joined the fight against Medicare Fraud with the implementation of their Senior Medicare Patrol Program. Otherwise known as the Texas SMP, the Senior Medicare Patrol is a group of volunteers trained to educate and inform Medicare beneficiaries on how to combat fraud and waste of their Medicare dollars. Medicare Fraud Patrol Volunteer Training by State Director of Medicare, Jennifer Salazar. If you are interested in joining the SMP and helping to prevent Medicare Fraud in our community, come to this engaging and informative training session. Cost: Free to attend
Tues., Jan. 15 · 10 a.m. – 12 p.m. · Baytown, 909 Decker Dr., Phyllis Davis Room
Course ID: 192SCA10261

Certificate in Healthy Aging
Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging. Cost: $79
Dec. 12 – Feb. 1 · Online · Course ID: 192PLL70181

Aging and Health Bundle
Gain the knowledge and skills from the latest research and emerging trends in healthy aging, brain health, and gerontology to help you effectively care for and work with aging population. Cost: $249
Dec. 12 – Feb. 1 · Online · Course ID: 192PLL70191

Protect Yourself: Don't Fall Victim to Scams
A presentation aimed at both older adults and the general public covering crime, identity theft, and the top 10 scams in Texas. Expert panel of speakers includes: Nichole Christoph, Deputy Director of Houston Crime Stoppers, Kendall McDaniel, US Postal Inspector, and Jennifer Salazar, Texas SMP Program Director of the Houston Better Business Bureau Education Foundation. Refreshments will be served. Free to attend and open to the public. Cost: Free to attend
Tues., Jan. 15 · 6 p.m. – 8 p.m. · Baytown, 909 Decker Dr., Phyllis Davis Room
Course ID: 192SCA10261
Small Business owners and aspiring entrepreneurs can go to their local Small Business Development Center (SBDC) for free face-to-face business consulting and low cost training, on topics including developing a business plan, accessing capital, compliance with regulations, technology commercialization and more. SBDCs are hosted by leading universities, colleges, state economic development agencies and private sector partners, and funded in part by the United States Congress through a partnership with the U.S. Small Business Administration. There are nearly 1,000 centers available nation-wide to provide no-cost business consulting and low-cost training to new and existing businesses. Whether you are just starting out, busy managing your existing business or ready to grow, the Lee College SBDC will work with you to build a viable, well-run business.

Call 281.425.6309 to schedule an appointment.

Fall Courses

**Access Beginner**
Small business owners are constantly faced with large amounts of data to keep updated on a regular basis. Learn how to create tables, reports, forms, and other tools to help organize and professionally present your data. Cost: $39
Sat., Feb. 2 · 8 a.m. – 11 a.m. · Baytown, Lee College ATC, Room 221
Course ID: 192SBC40071

**Quickbooks Basic**
This introductory level, hands-on class will focus on the basics of Quickbooks Pro 2014 including how to prevent the most common bookkeeping mistakes. Under the supervision of a Quickbooks expert, students will learn about: company set-up 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. Cost: $39
Tues., Jan. 15 · 6 p.m. – 9 p.m. · Baytown, Lee College ATC, Room 221
Course ID: 192SBC10081

**Access Intermediate**
In this course, students will learn to create Access queries, forms and how to share data with other applications. Learn to sort and filter data using select queries, perform calculations in a query or a form, import/export, and access data to and from Excel workbooks and Word documents. Cost: $39
Sat., Feb. 9 · 8 a.m. – 11 a.m. · Baytown, Lee College ATC, Room 221
Course ID: 192SBC10071

**QuickBooks Intermediate**
This unique, hands-on class will guide you through the intermediate level of Quickbooks Pro 2014 under the supervision of a Quickbooks expert. This course focuses on some of the more advanced features in Quickbooks Pro 2014, covers the following areas: estimating, inventory and payroll taxes, purchase orders, customizing templates, and modifying reports to meet your specific needs. Cost: $39
Tues., Jan. 22 · 6 p.m. – 9 p.m. · Baytown, Lee College ATC, Room 221
Course ID: 192SBC10091

**Excel Beginner**
This course introduces you to all the ins and outs of Excel. Learn to enter data, use formula and functions, and create charts and graphs. Cost: $39
Sat., Jan. 19 · 8 a.m. – 11 a.m. · Baytown, Lee College ATC, Room 221
Course ID: 192SBC10021
Sat., Feb. 16 · 8 a.m. – 11 a.m. · Baytown, Lee College ATC, Room 221
Course ID: 192SBC10022

**What It Takes To Start Business**
This workshop will take you through the process of how to research your market, determine start-up costs, estimate demand for the product or service, advantages and disadvantages of entrepreneurship, deciding to have a partner or go it alone, and more! Cost: $49
Tues., Feb. 19 · 6 p.m. – 8 p.m. · Baytown, 909 Decker Drive., Suite 104
Course ID: 192SBC1001
“Thank you so much for all your assistance and help in working with me to obtain the financing for the expansion of my business, Let's Learn Christian Learning Center. It has been a pleasure working with you on this project and I look forward to continuing to work with the Lee College SBDC.”

- Dornita Paul, Owner/Director, Let's Learn Christian Learning Center

Online Courses

Administrative Assistant Applications
Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Cost: $119
Dec. 12 – Feb. 1 · Online · Course ID: 192PDD20311

Administrative Assistant Suite
This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will also learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Also, by the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. Cost: $259
Dec. 12 – Feb. 1 · Online · Course ID: 192PDD10421

Distribution and Logistics Management
Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics. Cost: $119
Dec. 12 – Feb. 1 · Online · Course ID: 192PDD10941

Entrepreneurship Suite
Ready to start your own business? Let this discounted set of online courses hone your entrepreneurial spirit and help get your business going. Cost: $281
Dec. 12 – Feb. 1 · Online · Course ID: 192PDD20521

Small Business Marketing on a Shoestring
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money. Cost: $119
Dec. 12 – Feb. 1 · Online · Course ID: 192PLL70001

Small Business Suite
Master the skills and develop the knowledge you need to fulfill your dreams of creating, building and marketing your own business. Cost: $299
Dec. 12 – Feb. 1 · Online · Course ID: 192PLL70171

Start Your Own Small Business
Learn how to take your dream of starting a business and put it into action. In this class, you'll learn everything you need to know about starting a business. Register to discover the tricks to picking the right opportunity for you. Students will also learn how to develop proven marketing techniques to easily build sales. Traditional and nontraditional financing options will also be discussed. Cost: $119
Dec. 12 – Feb. 1 · Online · Course ID: 192PLL10611

Using Social Media in Business
One of the biggest challenges for most business owners is to find a continuous supply of new customers. Over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business. Cost: $119
Dec. 12 – Mar. 20 · Online · Course ID: 192PLL10561

Register for online courses at www.ed2go.com/leecollege
Free course. Free lunch. Priceless knowledge.

Funded by a generous donation from Texas Mutual Insurance Company, the Risk Management Institute (RMI) was created to offer free seminars, workshops and safety training classes on health and safety for employers, employees, seniors, and the general public. The RMI will offer a series of free workshops this winter providing members of the community with priceless safety knowledge, and a free lunch.

Register for classes online today at www.lee.edu/rmi or call 281.425.6311.

HAZWOPER Refresher
This course meets the requirements outlined in OSHA 29 CFR 1910.120 for 8 (eight) hours of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. Topics include HAZWOPER regulations, site characterization, toxicology, hazard recognition, personal protective equipment, decontamination, medical surveillance, confined space entry and emergency procedures.

Sat., Dec. 1 · 8 a.m. – 5 p.m.
McNair, Lee College McNair Center, Room 121
Course ID: 192OSHT10154

Sat., Jan. 26 · 8 a.m. – 5 p.m.
Liberty, Lee College Education Center
South Liberty, Room TBA
Course ID: 192OSHT10155

Reducing Slips, Trips, and Falls
This course provides specific guidelines to help prevent slip, trip and fall injuries, best practices for walking on slippery surfaces, precautions to avoid trip hazards and safety policies that keep employees from taking fall risks.

Sun., Dec. 15 · 8 a.m. – 5 p.m.
Liberty, Lee College Education Center
South Liberty, Room 113
Course ID: 192OSHT10005

Sat., Jan. 19 · 8 a.m. – 5 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 192OSHT10004

OSHA Recordkeeping
This course objective is to provide both employees and employers with information on how to properly complete the accident reports, OSHA forms and OSHA Recordkeeping information they will need to remain in compliance with the Recordkeeping Standard. Employers and employees who understand why this data is necessary and how it is used are better equipped to utilize the information to reduce workplace injuries and illnesses.

Sat., Jan. 26 · 8 a.m. – 5 p.m.
McNair, Lee College McNair Center, Room 123
Course ID: 192OSHT20116

Sat., Feb. 2 · 8 a.m. – 5 p.m.
Liberty, Lee College Education Center
South Liberty, Room 113
Course ID: 192OSHT20117

Nuts and Bolts of Industrial Hygiene
This course provides an introduction to the field of industrial hygiene. The instructor focuses on introducing concepts, terminology, and methodology in the practice of industrial hygiene and identifies resource materials.

Sat., Jan. 12 · 8 a.m. – 5 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 192OSHT20115

Scan the QR Code to register!
HAZWOPER (Hazardous Waste Operations)

HAZWOPER 40-hour is required for workers that perform activities that expose or potentially expose them to hazardous substances. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment and OSHA regulations. This course covers topics included in 29 CFR 1910.120.

8 a.m. – 5 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 192OSHT10152

Mon., Jan. 28 – Mon., Feb. 4 (No class Sun., Feb. 3)
6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 192OSHT10153

Feb. 23 – Mar. 23 • Saturdays • 8 a.m. – 5 p.m.
Liberty, Lee College Education Center – South Liberty, Room 121
Course ID: 192OSHT10151

Sat., Jan. 26 • 8 a.m. – 5 p.m. • Free Lunch!
McNair, Lee College McNair Center, Room 121
Course ID: 192OSHT10154

Jan. 25 – Feb. 1 • Fridays • 6 p.m. – 10 p.m.
Liberty, Lee College Education Center – South Liberty, Room 124
Course ID: 192OSHT10009

Mon., Feb. 11 – Tues., Feb. 12 • 6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 192OSHT1000A

OSHA 10 Hour General Industry

The 10-hour General Industry Program is intended to provide an entry-level worker’s general awareness on recognizing and preventing hazards in a general industry setting.

McNair, Lee College McNair Center, Room TBA
Course ID: 192OSHT10003

OSHA 10 Hour Construction Standard

The Construction Safety Training Program is intended to provide an entry-level construction worker’s general awareness on recognizing and preventing hazards on a construction site. OSHA recommends Safety Certification Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926.

Mon., Jan. 22, Wed., Jan. 24 & Fri., Jan. 26 • 6 p.m. – 8:45 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 192OSHT20151

Fri., Feb. 15 – Sat., Feb. 16 • 8 a.m. – 5 p.m.
Baytown, Building TBA, Room TBA
Course ID: 192OSHT10008

Fri., Feb. 22 – Sat., Feb. 23 • 8 a.m. – 5 p.m.
Liberty, Lee College Education Center – South Liberty County, Room 201
Course ID: 192OSHT10006

Confined Space Entry

Confined spaces can be some of the most dangerous work areas at a jobsite. Confined spaces can be found in many areas of the jobsite such as manholes, pipelines, pits, silos, storage bins, and tanks. This course satisfies the confined space training requirements of 29 CFR 1910.146.

OSHA 30 Hour General Industry

This course will review the requirements of the Lockout/Tagout regulation under OSHA 29 CFR 1910.147. The various categories of tasks and activities requiring energy isolation will be reviewed including typical lockout procedures, equipment and devices used as well as an understanding of employee lockout and verification responsibilities.

Dec. 7 – 14 • Fridays • 6 p.m. – 10 p.m.
Liberty, Lee College Education Center – South Liberty, Room TBA
Course ID: 192OSHT10001

OSHA Recordkeeping

This course objective is to provide both employees and employers with information on how to properly complete the accident reports, OSHA forms and OSHA Recordkeeping information they will need to remain in compliance with the Recordkeeping Standard.

Sat., Jan. 26 • 8 a.m. – 5 p.m. • Free Lunch!
McNair, Lee College McNair Center, Room 123
Course ID: 192OSHT20116

Sat., Feb. 2 • 8 a.m. – 5 p.m. • Free Lunch!
Liberty, Lee College Education Center – South Liberty, Room 113
Course ID: 192OSHT20117

Medic First Aid

Medic First Aid is a combined adult first aid, AED, and CPR certification course designed specifically for the occupational first aid provider. Medic First Aid conforms to the 2015 AHA Guidelines Update for CPR and ECC, and the 2015 AHA and ARC Guidelines Update for First Aid.

Fri., Feb. 15 • 6 p.m. – 10 p.m.
Baytown, College Gymnasium, Room 131
Course ID: 192HCC40182

Fri., Mar. 22 • 6 p.m. – 10 p.m.
Liberty, Lee College Education Center – South Liberty, Room 203
Course ID: 193HCC40181

Nuts and Bolts of Industrial Hygiene

This course provides an introduction to the field of industrial hygiene. The instructor focuses on introducing concepts, terminology, and methodology in the practice of industrial hygiene and identifies resource materials.

Feb. 13 – 20 • Wednesdays • 6 p.m. – 10 p.m.
Liberty, Lee College Education Center – South Liberty, Room 121
Course ID: 192OSHT20114

Sat., Jan. 12 • 8 a.m. – 5 p.m. • Free Lunch!
McNair, Lee College McNair Center, Room TBA
Free Lunch!
Course ID: 192OSHT20115

Risk Management Institute Course Locations:

Baytown
Lee College (Main Campus)
200 Lee Drive, Baytown, TX 77520
McNair
Lee College McNair Center
3411 I-10, Baytown, TX 77521
Liberty
Lee College Education Center - South Liberty
1715 Highway 146, Liberty, TX 77575

Visit www.lee.edu/rmi for up-to-date information on course offerings and locations.
SHAPE THE FUTURE OF YOUR COMMUNITY BY TEACHING YOUR TRADE

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- Clinical Medical Assistant
- Dental Assistant
- EKG Technician

Community Education Instructor Opportunities
- Kids at College
- Professional Development
- Personal Enrichment
- Recreation & Fitness
- Senior Adult & Travel Program

APPLY TODAY!
Day & Evening | Baytown & Liberty

281.425.6311 · jobs.lee.edu · 909 Decker Drive, Baytown, TX 77520