A summer of endless possibilities awaits ...
Force is a quarterly magazine created and distributed by the Center for Workforce and Community Development at Lee College. The publication consists of course offerings, testimonials, and personal and professional development opportunities designed to enrich lives. Dedicated to fulfilling the non-credit, continuing educational needs of our community, and working toward serving the diverse population of nontraditional students, the CWCD is a strong force in community development.

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.

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

In This Issue

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Us</td>
<td>2</td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td>14</td>
</tr>
<tr>
<td>Business &amp; Professional Development</td>
<td>12-13</td>
</tr>
<tr>
<td>Community Education</td>
<td>8</td>
</tr>
<tr>
<td>Computer Courses</td>
<td>12</td>
</tr>
<tr>
<td>Customized Corporate Training</td>
<td>5</td>
</tr>
<tr>
<td>GradCafé</td>
<td>15</td>
</tr>
<tr>
<td>Healthcare Training</td>
<td>6-7</td>
</tr>
<tr>
<td>Hiring Opportunities</td>
<td>10</td>
</tr>
<tr>
<td>Industrial Craft Training</td>
<td>4-5</td>
</tr>
<tr>
<td>Kids at College Summer Camp Program</td>
<td>16</td>
</tr>
<tr>
<td>Risk Management Institute</td>
<td>11</td>
</tr>
<tr>
<td>Senior Adult &amp; Travel</td>
<td>9</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>8</td>
</tr>
</tbody>
</table>

aa/eeo
Need a date night? We’ve got the childcare covered! Drop off your kids with us for a fun evening of movies, games, and crafts while you enjoy a date with your special someone. Food, beverage, snacks, and supplies are included in the price per student. Children ages 5+ can be dropped off and picked up any time between 5-10 p.m. Cost: $26 per child

Sat., June 22 · 5-10 p.m.
Baytown, Lee College
Student Center Game Room
Course ID: 194KAC60501

Sat., July 20 · 5-10 p.m.
Baytown, Lee College
Student Center Game Room
Course ID: 194KAC60502

Register online at www.lee.edu/kids or call 281.425.6311 today!
Industrial Craft Training

Register online at www.lee.edu/workforce, visit 909 Decker Drive, Baytown, or call 281.425.6311

Financial assistance and payment plans available. Visit www.lee.edu/workforce or call 281.425.6311.

ARC Flash (NFPA 70e)
ARC Flash Electrical Safety course is designed to keep workers safe while working on or around electrically energized equipment. The course is structured to help companies fulfill requirements set forth in NFPA 70e® “Standard for Electrical Safety in the Workplace,” which requires this type of instructor-led training for anyone working with electrically energized equipment. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $284
June 18-27 · Tue. and Thu. · 6-10 p.m.
McNair, Lee College McNair Center, Room 122
Course ID: 1940SHT10911

July 16-25 · Tue. and Thu. · 6-10 p.m.
McNair, Lee College McNair Center, Room 122
Course ID: 1940SHT10912

Aug. 20-29 · Tue. and Thu. · 6-10 p.m.
McNair, Lee College McNair Center, Room 122
Course ID: 1940SHT10913

AWS Combo Welder, SMAW, GMAW, SCAW
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, etc. Content covers many areas including 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. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $2,955
June 10-Sep. 17 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.
McNair, Lee College McNair Welding, W301-C
Course ID: 194WLDCERTL2

NCCER Core and NCCER Electrical Level 1
This NCCER curriculum based certificate which includes CORE and Electrical Level 1 is designed to prepare students for employment as an entry-level electrical helper with area contractors. CORE concepts introduce students to construction principles including: Basic Safety, Construction Math, Basic Communication Skills, Material Handling and Basic Employability Skills. Electrical Level 1 concepts include Electrical Safety, Introduction to the National Electrical Code, Electrical Theory, Hand Bending, Raceways and Fittings, Electrical Test Equipment. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $2,490
June 10-July 11 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.
Liberty, Lee College Education Center South Liberty County, Room 129
Course ID: 194ELCERT10

NCCER Electrical Level 2
Course is designed to prepare students for employment as an entry-level electrical helper with area contractors. Concepts taught includes:

Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $1,465
July 15-Aug. 7 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.
Liberty, Lee College Education Center South Liberty County, Room 123
Course ID: 194ELPT10571

NCCER Electrical Level 3
Course is designed to prepare students for employment as an entry-level electrical helper with area contractors. Concepts taught includes: Load Calculations - Branch and Feeder Circuits, Conductor Selection and Calculations, Practical Applications of Lighting, Hazardous Locations, Overcurrent Protection, Distribution Equipment, Transformers, Commercial Electrical Services, Motor Calculations, Voice, Data, and Video, and Motor Controls. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $1,465
June 1-Sep. 7 · Saturdays · 7:30 a.m.-3:30 p.m.
McNair, Lee College McNair Center, Room 122
Course ID: 194ELPT10452

June 24-July 18 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.
Baytown, Lee College TV10, Room 107
Course ID: 194ELPT10543

NCCER Fundamentals of Crew Leadership
This course is designed as a comprehensive, competency-based program that gives both veteran and new field employees a step-by-step approach to honing their natural abilities, developing essential skills, and generally improving their performance as leaders. This course introduces Leadership, Motivational Theories, Leadership Styles, and Evaluation of Leadership Performance. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $396
June 4-27 · Tue. and Thu. · 6-9 p.m.
Baytown, Lee College ATC, Room 200
Course ID: 194BMGT10201

July 2-30 · Tue. and Thu. · 6-9 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 194BMGT10202

August 6-29 · Tue. and Thu. · 6-9 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 194BMGT10203

NCCER HVAC Level 1
This course is designed to prepare students for employment as an entry-level HVAC helper with area contractors. Content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $1,465
July 3-Sep. 9 · Mon., Wed., and Sat. · 6-10 p.m.
Baytown, Lee College TV10, Room 103
Course ID: 194HART10381
With a storehouse of subject-matter experts (SMEs), 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 assessment to identify skills gaps and understand your business's training goals and then develop a plan to meet those needs.

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

- Curriculum development
- Pre-employment assessments
- Skills gaps assessment
- Professional development
- New hire and incumbent training
- 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.
FIND YOUR CALLING, CHALLENGE YOURSELF, AND CHANGE YOUR LIFE.

Clinical Medical Assistant | Certified Nurse Aide
EKG Technician | Phlebotomy Technician
Classes start June 2019!

www.lee.edu/healthcare

Start Here. Finish Strong.
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
June 10-July 14 · Mon. and Wed. · 6-10 p.m.
McNair, Lee College McNair Center, Room 123
Course ID: 194CMABTN

Certified Nurse Aide
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
June 10-July 23 · Mon.-Thu. · 1-5 p.m.
Baytown, Lee College McNulty Haddick Complex, Room E03
Course ID: 194CNABTN

Aug. 5-Sep. 17 · Mon.-Thu. · 1-5 p.m.
Baytown, Lee College McNulty Haddick Complex, Room E03
Course ID: 194CNABTN2

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, interpretation of basic dysrhythmias, appropriate treatment modalities, and communication skills. Cost: $882
June 3-Aug. 12 · Mon. and Wed. · 9 a.m.-12 p.m.
McNair, Lee College McNair Center, Room 123
Course ID: 194EKGBTN

Phlebotomy Technician Program
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
June 4-Oct. 10 · Tue. and Thu. · 6-9:30 p.m.
McNair, Lee College McNair Center, Room 121
Course ID: 194PLABBTN

Medical Terminology
This online course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. Cost: $119
Start Dates: June 12, July 17, and August 14 · Online
Course ID: 194PLL10541

Phlebotomy Technician Program
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
June 4-Oct. 10 · Tue. and Thu. · 6-9:30 p.m.
McNair, Lee College McNair Center, Room 121
Course ID: 194PLABBTN

Medical Terminology
This online course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. Cost: $119
Start Dates: June 12, July 17, and August 14 · Online
Course ID: 194PLL10541

FINANCIAL ASSISTANCE
PAYMENT PLANS

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 Dr., Baytown.
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. Register at 909 Decker Drive, Baytown.

**Wellness Center**

Call 281.425.6311 for Wellness Center Rates

- 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

*Registration, fee and/or hours differ

**Rebel Date Night**

Need a date night? We’ve got the childcare covered! Drop off your kids with us for a fun evening of movies, games, and crafts while you enjoy some well-deserved down time. Food, beverage, snacks, and supplies are included in the price per student. Children ages 5+ can be dropped off and picked up any time between 5-10 p.m. Cost: $26 per child

Sat., June 22 · 5-10 p.m.
Baytown, Lee College Student Center Game Room
Course ID: 194KAC60501

Sat., July 20 · 5-10 p.m.
Baytown, Lee College Student Center Game Room
Course ID: 194KAC60502

**20-Hour Cultural Awareness**

This course targets current and perspective educators who seek to understand the importance of culture awareness in the field of education. Participants will become aware of their own personal culture and how it impacts their actions in the classroom. Students will also understand how learning about their students’ cultures can increase academic achievement. Cost: $60

June 24-27 · Mon.-Thu. · 8:30 a.m.-12:30 p.m.
Baytown, Lee College ATC, Room 236
Course ID: 194PD270361

**Insta-Worthy Photography**

Love taking pictures? Want to boost your number of likes on Instagram? Learn how to take and edit pictures that friends and family will love to look at for a lifetime. Student must provide his/her own device. Cell phone is preferred.

Cost: $82

July 8-10 · Mon.-Wed. · 9:30-11:30 a.m.
Baytown, Lee College ATC, Room 319
Course ID: 194PLL70302

**Speed Spanish**

Imagine yourself speaking, reading, and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Que Bueno!

Cost: $109

Start Dates: June 12, July 17, and August 14 · Online
Course ID: 194PLL10341

**Introduction to Interior Design**

Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You’ll delve into color theory, industry trends, spatial arrangements, floor plans, interior design ideas, and other basics. Cost: $119

Start Dates: June 12, July 17, and August 14 · Online
Course ID: 194PLL70311

Notice: The Lee College swimming pool will be closed for maintenance from May 13-Aug. 15, 2019. Please call the Center for Workforce and Community Development at 281.425.6311 for up-to-date information. Thank you!
Senior Adult & Travel
Register online at www.lee.edu/senior or call 281.425.6311

**Bus Trips & Tours**

All bus trips depart from the 909 Decker Drive parking lot, unless noted. 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.

**Galveston Tour**

Enjoy an extraordinary tour of the Galveston Sea Turtle Facility. Since 1978, the National Marine Fisheries Service (NMFS) has participated in an international sea turtle recovery program and acquires 200 loggerhead hatchlings from Florida each year. This facility is the only one of its kind and class in the world. After the tour, enjoy the many shops and lunch (at your expense) on the Strand. We will also do a driving tour of the Tree Sculptures created after Hurricane Ike. Cost: $21

Tue., June 4 - 8 a.m.-5 p.m. · Baytown, 909 Decker Dr. Parking Lot · Course ID: 194SCA70021

**Resale 101**

Looking for some bargains? Let’s head to Houston and find some exciting fashion, decor, and great stuff! The bus will depart 8:30 a.m. Cost: $15

Tue., June 11 - 8:30 a.m.-5 p.m. · Baytown, 909 Decker Dr. Parking Lot · Course ID: 194SCA60421

**Houston Ship Channel Tour**

Enjoy a 90-minute boat ride of the Houston Ship Channel & sights in the 5th ward of Houston. Lunch will be at the Monument Inn (at your expense), followed by a visit to the San Jacinto Monument & Museum. Cost: $20

Tue., June 25 - 9 a.m.-4:30 p.m. · Baytown, 909 Decker Dr. Parking Lot · Course ID: 194SCA30081

**Grandparent and Grandchild Bus Trip**

There’s nothing quite like memories between a grandparent and their grandchildren. Join us to create even more memories as we invite grandchildren on the popular Senior Adult and Travel Program Bus Trip! This summer, we will head to Kemah to tour the Butler Longhorn Museum, dedicated in 2009 to tell the story of Houstonian Milby Butler’s role in saving the iconic Texas Longhorn from extinction. After the museum, enjoy quality time at Kemah Boardwalk! Cost includes transportation from Lee College to both destinations, as well as admission into the museum and a ride on the C. P. Huntington Train on the boardwalk. Cost does not include a meal. Bus will depart at 9:15 a.m. Cost: $26 per person

Mon., July 8 - 9 a.m.-3 p.m. · Baytown, 909 Decker Dr. Parking Lot · Course ID: 194KAC60541

**Asia Heritage Community Center, Temple Tour & Lunch**

Tour will include the Asia Heritage Community Center, Vietnam Veterans Memorial, Hometown Market Tea Ceremony, 85 Bakery, Dim Sum Lunch, and more. Cost: $35

Wed., July 24 - 8:30 a.m.-5 p.m. · Baytown, 909 Decker Dr. Parking Lot · Course ID: 194SCA70071

**Mystery Trip**

Fun! Fun! Fun! Wear comfortable shoes and be ready for adventure! Fee includes lunch. Cost: $35

Tue., Aug. 6 - 8:30 a.m.-5 p.m. · Baytown, 909 Decker Dr. Parking Lot · Course ID: 194SCA60441

**Messina Hoff Winery in Bryan, Texas**

Join us for a day in Bryan at the award-winning winery. We will have a guided tour and wine tastings. Lunch at your expense. Following will be shopping and a treat in the downtown area. Cost: $35

Wed., Aug. 7 - 8 a.m.-6 p.m. · Baytown, 909 Decker Dr. Parking Lot · Course ID: 194SCA70061

Travel the World in 2019

**East Coast USA featuring Niagara Falls & Heritage Highlights**

Highlights ... Niagara Falls City Tour, Niagara Falls Boat Tour, Amish Farm and Amish Family Style Dinner, Gettysburg Military Park, Philadelphia, Independence Hall, Washington D.C. Tour, Arlington National Cemetery, Twilight Illumination Tour, Smithsonian Institution, Mount Vernon, and Colonial Williamsburg Dinner. Seats are limited!

Cost: $3,449 Double Occupancy

July 9-17 · Course ID: 194SCA60961

**Red Hat Society Luncheon**

Come celebrate 15 years of Red Hat fun at Lee College! There will be a luncheon, a gift, and some surprises for all!

Cost: Free to Attend

Wed., Aug. 14 · 10 a.m.-2 p.m. · Baytown, 909 Decker Dr., Phyllis Davis Room · Course ID: 194SCA40891
LEAVE A LEGACY

TEACH YOUR Trade

INDUSTRIAL CRAFT
- Welding
- Instrumentation
- Electrical
- Millwright
- Pipefitting
- Concrete

Apply today
jobs.lee.edu
281.425.6311

Apply today
jobs.lee.edu
281.425.6311
Permit-Required Confined Space
How to recognize, evaluate, prevent, and abate safety and health hazards associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques.
Sat., June 8 · 8 a.m.-5 p.m.
Baytown, 909 Decker Drive, Phyllis Davis Room
Course ID: 1940SHT10001

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.
Fri., July 12, 8 a.m.-12 p.m. · Fri., July 19, 8 a.m.-12 p.m. · Fri., July 26, 8-10 a.m.
Baytown, Lee College ATC, Room 225
Course ID: 1940SHT10003

Basic Safety and Health
This course is designed to acquaint students with various methods of observation needed to determine the presence of hazardous materials in the work place.
Sat., July 13 · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 1940SHT10002

HAZWOPER (Hazardous Waste Operations) 40-Hour
HAZWOPER 40-hour is required for workers that perform activities that expose or potentially expose them to hazardous substances. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. 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.
July 15-Aug. 14 · Mon. and Wed. · 6-10 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 1940SHT10151

OSHA 30 Hour Construction Standard
The OSHA 30-hour Construction Standard Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.
July 27-Aug. 9 · Fridays, 8 a.m.-5 p.m., and Saturdays, 8 a.m.-3 p.m.
Baytown, 909 Decker Drive, Phyllis Davis Room
Course ID: 1940SHT20151

You are priceless.
Safety knowledge is free.

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 summer providing members of the community with priceless safety knowledge.

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

Hurricane Preparedness
Are you prepared for the next hurricane? If not, this workshop is designed for YOU. Being prepared, whether at work, home, or in the community, is always the best option. The key to being ready is preparing for the risks and knowing how to act on those preparations when alerted by emergency officials. This workshop will help you plan and take action. Everyone needs to be prepared for the unexpected! Lunch provided!
Fri., June 28 · 12:45-5 p.m. · Baytown, Lee College ATC, Room 236 · Course ID: 194PDD70101
Business & Professional Development

Small Business Development Center • Register for courses online at www.lee.edu/workforce/sbdc

The mission of America’s nationwide network of SBDCs is to help new entrepreneurs realize the dream of business ownership, and assist existing businesses to remain competitive in an ever-changing global economy. The Lee College Small Business Development Center provides no-cost and low-cost training and business-advising services at no charge to entrepreneurs already in business or those wanting to start their business. Whether you want to start a business or take your existing business to the next level, we can assist you in many aspects of your business: Business Planning, Market Research, Access to Capital, Financial Analysis, Sales & Marketing, and Accounting Assistance.

For more information of the SBDC services, please contact Steve McCorquodale at 281.425.6309 or Karina Vera at 281.425.6556.

The Lee College SBDC is a service provider of the University of Houston Texas Gulf Coast SBDC Network, a business advising and training program serving 32 counties in Southeast Texas. The UH Texas Gulf Coast SBDC Network is a program of the UH Bauer College of Business and a resource partner of the U.S. Small Business Administration (SBA). The SBDC is funded in part through a cooperative agreement with the U.S. Small Business Administration.

Computer Courses

Access Beginner
Small business owners are constantly faced with large amounts of data to keep updated on a regular basis. Attend this workshop and learn how to create tables, reports, forms, and other tools to help organize and professionally present your data. Cost: $39
Sat., July 13 · 8-11 a.m. · Baytown, Lee College ATC, Room 221 · Course ID: 194SBC40071

Access Intermediate
Students will learn to create Access queries, forms, and how to share data with other applications. Students will also learn to sort and filter data using select queries, perform calculations in a query or a form, import/export, and more. Cost: $39
Sat., July 20 · 8-11 a.m. · Baytown, Lee College ATC, Room 221 · Course ID: 194SBC10071

Excel Beginner
This course introduces you to all the ins and outs of Excel. Learn to enter data, use formulas and functions, create charts and graphs, and learn how to expand upon the basic knowledge of Excel. Cost: $39
Sat., June 22 · 8-11 a.m. · Baytown, Lee College ATC, Room 221 · Course ID: 194SBC10021

Excel Intermediate
This course will help you learn sorting and filtering, conditional formatting, decision functions, pivot tables, macros, and more. Cost: $39
Sat., June 29 · 8-11 a.m. · Baytown, Lee College ATC, Room 221 · Course ID: 194SBC10031

Introduction to Microsoft Excel 2016
Become proficient in using Microsoft Excel 2016 (now available through Office 365) and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently. Cost: $119
Start Dates: June 12, July 17, and August 14 · Online Course ID: 194PDD20801

Intermediate Microsoft Excel 2016
Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and discover how this powerful MS Office program can boost your productivity. Cost: $119
Start Dates: June 12, July 17, and August 14 · Online Course ID: 194PDD70331

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, and more. Cost: $39
Tue., June 18 · 6-9 p.m. · Baytown, Lee College ATC, Room 221 · Course ID: 194SBC10081

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 and covers the following areas: estimating, inventory and payroll taxes, purchase orders, customizing templates, and modifying reports to meet your specific needs. Cost: $39
Tue., June 25 · 6-9 p.m. · Baytown, Lee College ATC, Room 221 · Course ID: 194SBC10091
Professional Development

Applying Project Management to Business Administration
Learn step-by-step how to complete a project in a way that best fits your personality type. Students will work in teams of similar career fields to research, plan, and execute the project assigned to them. At the conclusion of class, each team will present their project and how they would monitor and control operations in a real world situation. Students are responsible for providing their own note-taking materials. Cost: $199
June 4-July 2 · Tue. and Thu. · 6-9 p.m. · Baytown, Lee College ATC, Room 227
Course ID: 194PDD70491

Schedule Management
Students will learn how Project Management life-cycle impacts their everyday life and how to best utilize their time. This course will cover how to develop a work breakdown structure, define activities, resources, establishing a timeframe, and analyzing a schedule for various types of event planning. Course includes at-home assignments. Students are responsible for providing their own note-taking materials. Cost: $149
July 9-Aug. 8 · Tue. and Thu. · 6-8 p.m. · Baytown, Lee College ATC, Room 227
Course ID: 194PDD70501

What It Takes To Start A 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, weigh the advantages and disadvantages of entrepreneurship, deciding to have a partner or go it alone, and much more! Cost: $49
Tue., July 23 · 6-8 p.m. · Baytown, 909 Decker Drive, Suite 105
Course ID: 194SBC10011

Introduction to SQL
Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. By the end of this course, you will have a solid working knowledge of structured query language. You'll feel confident in your ability to write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert, and update data in a database; and gather significant statistics from data stored in a database. Cost: $119
Start Dates: June 12, July 17, and August 14 · Online · Course ID: 1940LC40711

Project Management Fundamentals
There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. Cost: $119
Start Dates: June 12, July 17, and August 14 · Online · Course ID: 194PDD10351

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. Cost: $119
Start Dates: June 12, July 17, and August 14 · Online · Course ID: 194PDD20211

Accounting Fundamentals Series
Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. Whether you're a sole proprietor looking to manage your business finances, or you simply want to gain an understanding of accounting basics for career advancement or for personal use, these courses will give you a solid foundation in financial matters. Cost: $179
Start Dates: June 12, July 17, and August 14 · Online · Course ID: 194PDD60701

Grammar Refresher Series
Whether you are just now learning the basics of grammar or if you need a refresher, this course will help you develop the foundational skills you need. In this course, you'll explore the eight parts of speech, punctuation and mechanics, foundational sentence construction, and we'll even get into the details of phrases, clauses, problem words, common grammar mistakes, and much more! An instructor will guide you as you learn grammar through hands-on, practical exercises, videos, and even fun games. Take your writing and speaking to the next level of excellence! Series bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Cost: $199
Start Dates: June 12, July 17, and August 14 · Online · Course ID: 194PDD70231
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. Classes are held Mon.-Thu., 8:30-11:30 a.m., and Mon.-Thu., 6-9 p.m. at the Adult Learning Center.

**Student Orientation:**
8 a.m. and 5 p.m., Mon., July 8

Adult Secondary Education/GED/HSE (High School Equivalency) (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. Classes are held Mon.-Thu., 8:30-11:30 a.m., and Mon.-Thu., 6-9 p.m. at the Adult Learning Center.

**Student Orientation:*
8 a.m. and 5 p.m., Mon., July 8

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 to 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). Please call 281.425.6536 for more information.

**Student Orientation:**
8 a.m. and 5 p.m., Mon., July 8
Morning classes: 8:30 a.m.-12 p.m.  
Evening classes: 5:30 p.m.-9 p.m.
Santiago Rodriguez first visited GRADcafé in December 2018, after meeting with a Lee College counselor who recommended that he visit the organization for assistance with FAFSA. As Santiago attempted to enroll in college for the first time since graduating high school in May 2017, he faced several obstacles with the enrollment and financial aid process. In the weeks following his initial visit to GRADcafé, Santiago joined the Aspiring Young Adults (AYA) program. Through consistent communication with his GRAD advisors, Santiago was able to receive guidance when he was unsure of how to proceed. He reached out to GRAD advisors with questions about the financial aid verification process, payment plans and assistance with purchasing textbooks. GRAD advisors helped Santiago locate and gather the documents he needed to successfully begin his first semester towards his associates degree in process technology. Today, Santiago is enrolled as a part-time student in Lee College's Process Technician Program and attributes his success as a first-time college student to the assistance he received from GRADcafé.

“GRADcafé helped me through my first semester of college.”

CONTACT US:
Visit us in-person at 909 Decker Dr., Baytown, TX, 77520, call 281.425.6804, or email us at info@gradcafe.org

HOURS:
Tue. - Thu.: 11 a.m. - 7 p.m., Fri.: 11 a.m. - 5 p.m., Sat.: 10 a.m. - 5 p.m.

Career Exploration & Planning
College Application Assistance
College & Career Workshops
College Exploration & Workshops
Essay Writing Assistance
FAFSA/TASFA Assistance
One-on-One Advising
Resume Building
SAT & ACT Preparation
Short & Long-term Goal Setting
FREE Wi-Fi & Coffee

“GRADcafé helped me through my first semester of college. Without their help, I wouldn't have known how to complete financial aid and be as informed as I am about college.”
The 2019 Kids at College Summer Camp Program offers children ages 5 to 17 an opportunity to meet new friends, discover new interests, and create memories of a lifetime. Camps include: Creative Arts and Crafts, Cooking, Gaming, Sports, Technology, Special Interest, and more. Camps vary in dates, start/end times, and prices to allow parents to find a camp that fits their schedule and budget, along with their child’s interest!

www.lee.edu/kids | 281.425.6311