Continuing Education
SPRING 2012 SCHEDULE

Spotlight on: Workforce Occupations

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Educational Opportunity Center (EOC)

Funded by the US. Department of Education, the Lee College Educational Opportunity Center offers services to assist adults who want to attend college. All services are provided free of charge. EOC staff can help individuals with the following: enroll in a GED program, decide on a career, choose a college, apply for financial aid, decide on a certificate or degree program, etc.

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A 2009 Time Magazine article touted community colleges as keys to saving the U.S. economy; a report by the Center for American Progress links the country’s economic success directly to the two-year institutions, and across the country, community colleges are reporting record-breaking increases in enrollment.

“Community colleges have become the shining star of the recent economic recession,” said Jonna Cagle-Page, director of Continuing Education at Lee College. “Because of our open admission policies, as well as our affordable prices, we have often been the ‘go to place’ for job training, especially in times of economic upheaval.”

Although traditional degree and certificate programs remain popular – Lee College has experienced seven consecutive years of growth – Cagle-Page says enrollments in many new, short-term, workforce-training programs are also on the rise.

“Because of the continued economic slowdown, many students no longer have the luxury of time,” she said. “They need to get in, get out, and get to work quickly. That’s where Workforce Development Programs come in.”

Offered through the college’s Continuing Education (CE) Department, Workforce Development Programs are designed to provide students with the curriculum, licensing and certification required for employment in select career fields. Courses range in length from one week to two semesters and are offered online and on the Lee College campus.

“What our students have found most beneficial are the variety of courses and the turnaround time,” Cagle-Page said.

“For example, six-week online courses such as Effective Business Writing, help current employees improve ‘soft skills,’ such as written and verbal communication,” she continued. “Upon completing the 24-contact hour course, students receive a certificate suitable for presentation to their employers. For many individuals, this certificate is the tool that helps them keep a current job, or even move up the ladder.”

Other programs, such as the Healthcare Certification and Substitute Teacher courses, help students transition to an entirely new career.

“Many people consider healthcare and education among the more steady career choices,” Cagle-Page said. “And they’re right. No matter how bad the economy gets, we will always need healthcare providers and we will always need teachers. And Workforce Development Programs help students get a foot inside these industries.”

For Candace Turner, however, these courses provided much more.

“My father passed away my senior year of high school, so leaving home for school wasn’t an option for me,” the Baytown native said. “I stayed at home to help my mom. And I enrolled at Lee College, taking a class at a time, gradually working my way toward a degree in education.”

After earning the 60 credits necessary to begin working as a substitute teacher, Turner enrolled in CE’s Substitute Teacher course.

“I wanted to start working in a field that was related to my major,” she explained. “I had already earned enough credits to begin working as a substitute teacher, but I wanted to know exactly what I was getting in to. So I decided to enroll in the course. Looking back, I’m so glad I made that decision.”

Turner says the 12-hour course helped her gain an in-depth understanding of a substitute teacher’s role in the classroom. Additional skills such as creating lesson plans, identifying students’ needs, and creating effective learning environments were also emphasized.

Soon after completing the program, Turner secured a position as a permanent substitute kindergarten teacher at Ashbel Smith Elementary School. She says she uses the lessons she learned in class every day.

“When I finished the course I came out with a binder of things to do and say, it covers every grade level, from kinder through 12th grade, and I reference it all the time,” she said. “I also came out with sample lesson plans that I now use. The experience definitely helped prepare me for my career and my future.”

Thanks to Turner’s determination, that future includes graduating from Lee College in December 2011 and pursuing a bachelor’s degree in Deaf Education from Lamar University.

“I definitely feel like I have a solid future,” she said. “I know where I’m going and I have the foundation to make my goals happen.”

When registering, please include the following code on your completed registration form or give it to Continuing Education personnel when calling in to register: SP120014
Want to start your own business?

Thinking about starting your own business? You’re not alone. According to the U.S. Small Business Administration (SBA), more than 500,000 small businesses are established each year.

Roughly seven out of 10 of these new small firms will survive at least two years. One-half will survive at least five years; one-third at least 10 years and 25 percent will remain in business for 15 years or longer.

So what helps a small business become successful?

“If you look at successful entrepreneurs, you’ll notice a few key qualities,” said Steve McCorquodale, director of the Lee College Small Business Development Center. “These include hard work, dedication, good planning and the support of knowledgeable advisors and mentors.

“While we can’t force a business owner to work hard,” McCorquodale continued, “the Lee College Small Business Development Center can provide the knowledge and support services necessary to help him or her become successful.”

Funded in part by Lee College and a federal grant from the SBA, the Lee College Small Business Development Center is a non-profit professional consulting service dedicated to helping individuals start or manage their own small businesses.

Located in the JC Penney Wing of Baytown’s San Jacinto Mall, the Center provides free confidential consulting as well as low-cost seminars and workshops. Additionally, the Center hosts a monthly Business Networking Breakfast designed to provide networking and educational opportunities for local small business owners.

Since Jan. 2009, the SBDC has helped more than 50 entrepreneurs successfully start their own businesses. These new businesses, in turn, have created nearly 200 new jobs in the Lee College service area.

“If you have a great idea for a small business or just want to know where to begin, come see us. We will do everything we can to help you become successful,” he said.

For additional information about the Small Business Development Center, call 281-425-6556.

Credit vs. non-credit classes: What’s the difference?

The term “credit classes” refers to courses bearing college credit. Students enrolled in associate’s degree and/or technical vocational certificate programs must earn a certain number of credits in order to complete their academic program.

In contrast, “non-credit classes” provide students with the opportunity to complete the same curriculum, licensing, and certification requirements in a much shorter time period.

Although college credit is not awarded for these programs, students earn contact hours and/or Continuing Education Units (CEUs).

The CEU is a nationally recognized measure of recording, accounting and providing recognition for participation in non-credit educational activities.

Short-term non-credit training programs offered at Lee College include Certified Nurse Aide, Phlebotomy Technician, Pharmacy Technician, EKG Technician, Dental Assisting, Medical Billing and Coding, Dialysis Technician, Physical Therapy Aide, Substitute Teacher, among others.

For additional information, visit www.lee.edu/ce or call the Continuing Education Office at 281-425-6311.

When registering, please include the following code on your completed registration form or give it to Continuing Education personnel when calling in to register: SP120014

Here’s what small business owners are saying:

Firm Foundations Healthcare Clinic, Liberty, TX
A practicing physician’s assistant, Brandon K. Smith had always dreamed of opening his own medical clinic, but didn’t know where to begin. With the help of the Small Business Development Center, Smith was able to select an optimal location, develop financial projections, obtain a commercial loan, finance equipment and supplies and finally, open his own clinic.

“My SBDC consultant was instrumental in helping me build a business plan and secure financial support for my business. Now, thanks to their help, my wife and I are providing optimal healthcare to the residents in our area.”

—Brandon Smith, owner

All About Fun, Dayton, TX
In March of 2003 Deanna Johnson started her own business, renting three used inflatable moonwalks out of her garage. Soon after, she sought the assistance of the Small Business Development Center. With the Center’s help, Johnson was able to secure a grant from the Dayton Community Development Corporation that allowed her to expand her business.

Today Johnson’s company, All About Fun, is housed in a 7,000 square foot building. The business specializes in children’s parties, features a children’s boutique shop and a selection of 10 different inflatable moonwalks.

“The Lee College SBDC not only helped me prepare a business plan and secure an economic development grant, but also helped me market my services and eventually expand my business. I highly recommend their services to all small business owners out there.”

—Deanna Johnson, owner
Don’t have a high school diploma?

Lee College’s Adult Learning Center is here to help! Located at 101 South Whiting, on the Lee College Baytown campus, the Adult Learning Center provides a variety of programs and services designed to help adult students prepare to pass the GED high school equivalency test.

Daytime and evening GED preparation courses include reading, writing, mathematics, social studies and science, and are available for $10 per semester. Additional classes, including pre-GED, Adult Basic Education/Literacy and English as a Second Language (ESL) are offered at no charge. Please note, in order to enroll in these programs, students must attend a mandatory Student Orientation Session held at the beginning of each semester.

If you prefer to prepare for the GED test online, the following classes are available online through Lee College’s partner Education to Go: GED Preparation; Prepare for the GED Language Arts, Writing Test; and Prepare for the GED Math Test. Classes are six weeks in length with a new class beginning each month. Cost is $99 per class.

Once a student has completed the programs, he or she may complete the GED test at the Lee College Testing Center. The student must pay a $50 fee at the time of testing.

After passing the test, the student will receive a high school equivalency certificate from the Texas Education Agency.

For additional information or to register for an orientation session, call 281-425-6536, or stop by the Adult Learning Center.

Financial assistance for you!

Continuing Education offers financial assistance through:

• Texas Public Education Grant (TPEG)
• Installment payment plans
• Department of Labor grant (DOL)
• Scholarships

Check for details on Page 5 of this schedule.
Online classes offer professional, personal enrichment

According to Campus Technology magazine, nearly 12 million post-secondary students in the United States take some or all of their classes online right now. But this number will skyrocket to more than 22 million in the next five years, according to data released recently by research firm Ambient Insight.

According to Ambient Insight Chief Research Officer Sam S. Adkins, already 1.25 million students in higher education programs take all of their classes online, while another 10.65 take some of their classes online. The two groups are still outnumbered by students who take all of their courses in physical classrooms, which Ambient Insight reckoned at 15.14 million as of 2009.

But this situation will change drastically by 2014, at which time, Adkins forecast, only 5.14 million students will take all of their courses in a physical classroom, while 3.55 million will take all of their classes online, and 18.65 million will take some of their classes online.

Lee College has partnered with Education to Go, one of the largest providers of online training and education solutions, to offer more than 100 educational programs designed to provide users with the workforce skills necessary to enter a new field or advance their current careers.

Offered exclusively online, programs include Allied Health, Computer-Internet Business, Teaching and Education and Writing and Publishing, among others.

Students spend an average of two- to four-hours per week participating in interactive lessons and online discussion forums. All courses are taught by certified instructors; programs are completed within six weeks. New courses are offered each month.

Upon successfully completing a program, students receive a certificate of completion from Lee College suitable for presentation to an employer.

Want to learn more about Education to Go? Browse the course samplings listed below or visit our website: www.ed2go.com/leecollege for more information.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Project Management Applications
Experienced project manager teaches you tricks of the project management trade.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

Mastering Public Speaking
Learn the secrets of effective public speaking and small group communication.

Purchasing Fundamentals
Improve your company’s bottom line by mastering the fundamentals of purchasing.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.
FINANCIAL ASSISTANCE

Financial Assistance for you!
Continuing Education offers financial assistance through:
- Texas Public Education Grant (TPEG)
- Installment Payment Plans
- Department of Labor Grant (DOL)
- Scholarships

**TPEG** is available for qualified applicants and specific programs that are 96 hours or more. TPEG only pays 40% and it is the student's responsibility to pay the remaining 60%. The application process takes about two weeks. Students are able to pay the remaining balance in full through installment payment plans.

**Installment payment plans** require 50% of the program fees, textbook costs (if not included in fee), and a non-refundable $20 installment charge at the time of registration.

**Scholarships** for $250 each will be awarded to three applicants who are not receiving any other financial assistance. Deadline is February 14, 2012.

**Department of Labor (DOL) Grant:** Grant funds available for Certified Nurse Aide, Phlebotomy Technician & EKG Technician Training Programs. To qualify, a participant must meet one of the following criteria:
- Low income (300% of poverty level)
- Low-to-moderate skilled, currently employed individual wanting to move into higher skilled position (incumbent worker not necessarily in healthcare but making less than $15/hour)
- Unemployed
- Dislocated (equal to or less than six months; more than six months is unemployed)

For more information, call the Continuing Education Office at 281-425-6311 or stop by 909 Decker Drive in Baytown.

HEALTHCARE OCCUPATIONS

FREE Information Session for Healthcare Programs
Do you need more information or direction before taking the program you are interested in? Then hurry and register for the following free informative session that will provide you with the opportunity to meet with instructors, review the curriculum, requirements, state certifications, clinical rotations, discuss financial assistance, job opportunities and ask questions.

- **1021-CENC-HCC4010**
  - W  Feb. 1  6:00 - 7:30 p.m.
  - Location: ATC 220
  - Presenter: Kimberlee Whittington

**Admission Requirements for EKG, Phlebotomy, Pharmacy Technician & Clinical Medical Assistant Programs:**
- ALL REQUIREMENTS must be turned in two weeks before each program start date
- High School Diploma or GED
- Required Scores in Math, Reading and Writing specific standardized testing
- Vision Screen & Color Blind Test for Phlebotomy
- Program Application
- Criminal Background Check
- Drug Screen
- HealthCare Provider CPR (American Heart Assoc.)
- Copy of Immunization Records (Tetanus-diphtheria, Skin Test, MMR, Varicella, Hepatitis B)

For the Pharmacy Tech program, In place of the standard Criminal Background Check, students are required to submit the online application to the Texas State Board of Pharmacy, complete required fingerprinting as part of the criminal background check and to be approved as a “Pharmacy Technician in Training” to be eligible to do clinicals.

All records must be provided prior to registering for each program.

To ensure you have all the required immunizations, call 281.425.6311.
Pharmacy Technician Certificate Program
192 hrs  $1,100
Pharmacy Technicians work with pharmacists in the preparation and distribution of pharmaceutical products in a variety of health care settings, including hospital and community pharmacies. This 192 hour program combines instruction in the classroom and laboratory with 48 clinical hours of supervised experience, and direct patient/client care. Off-site clinical experiences will provide students with basic laboratory tests on the premises. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, and change dressings. Textbooks included.

Tu/Th  March 6 - June 14 6:00 - 9:30 p.m.
Location: TBA  Instructor: TBA

Clinical Medical Assistant - NEW
300 hrs  $2,399
This 140 hour classroom and 160 hour clinical program prepares medical assistant students to perform patient clinical skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining clinical equipment in an ambulatory care setting. Medical assistants perform routine clinical tasks to keep the office running smoothly. Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, and change dressings. Textbooks included.

Tu/Th  March 6 - May 24 6:00 - 9:30 p.m.
Location: TBA  Instructor: Terri Johnson

Admission Requirements:
Certified Nurse Aide Program
• ALL REQUIREMENTS must be turned in two weeks before each program start date
• Criminal background check
• HealthCare Provider CRP (American Heart Assoc.)
• Copy of immunization records (Tetanus-diptheria, TB Skin Test, MMr, Varicella, Hepatitis B),
• Signed Social Security card and valid picture ID
• Read, write in English

All records must be provided prior to registering for programs. To ensure you have all the required immunizations, call 281.425.6311.

Certified Nurse Aide Program
96 hrs  $693
Includes $93 testing fee
Students will receive preparation for entry-level nursing assistant positions. Students will achieve a level of skills and abilities essential to provide basic care to residents of long-term care facilities. Topics include residents’ rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. The clinical will provide a method of instruction, providing detailed education, training and work-based experience, and direct patient/client care. Off-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Our approved programs will provide students with 64 hours of lecture/lab and 32 hours of clinical experience. Basic HIPAA training will be included. Both
the written and skills test will be given off site. Certificates of completion will be awarded. Required Textbook and Workbook available at Lee College Bookstore. Supplies: Scrubs (at least one set, any solid color), white nursing or tennis shoes (that won’t slip on wet floor), and a watch with a second hand.

**Evening Program Session I**

Lecture: McNair, Rm 129  
Instructor: Cynthia Rittenhouse  
• 1058-NURA1001 Nurse Aide for Health Care  
M-Th  Feb. 20 – Apr. 5  
5:00 - 9:00 p.m.

**Clinical: St. James House, 5000 W. Baker Rd.**

• 1059-NURA1060  Clinical Nursing Assistant/Patient Care  
Tu/Th  Feb. 28 – Mar. 29  
4:00 - 8:00 p.m.

**Evening Program Session II**

Lecture: ATC 220  
Instructor: Cynthia Rittenhouse  
• 1046-NURA1001 Nurse Aide for Health Care  
M-Th  Apr. 30 – June. 11  
5:00 - 9:00 p.m.

**Clinical: St. James House, 5000 W. Baker Rd.**

• 1047-NURA1060  Clinical Nursing Assistant/Patient Care  
Tu/Th  May 8 – 31  
4:00 - 8:00 p.m.

**Morning Program Session I**

Lecture: ATC 227  
Instructor: Margie Taylor  
• 1061-NURA1001 Nurse Aide for Health Care  
M-W  Feb. 20 – Apr. 3  
10:00 a.m. - 2:00 p.m.

**Clinical: Cedar Bayou Rehabilitation & Healthcare Center, 2000 W. Baker Rd.**

• 1049-NURA1060  Clinical Nursing Assistant/Patient Care  
Sa  Mar. 3 – 31  
6:00 a.m. - 2:00 p.m.

**Morning Program Session II**

Lecture: ATC 227  
Instructor: Margie Taylor  
• 1048-NURA1001 Nurse Aide for Health Care  
M-W  Apr. 16 – May 30  
10:00 a.m. - 2:00 p.m.

**Clinical: Cedar Bayou Rehabilitation & Healthcare Center, 2000 W. Baker Rd.**

• 1050-NURA1060  Clinical Nursing Assistant/Patient Care  
Sa  Apr. 28, May 5, 19, 26  
6:00 a.m. - 2:00 p.m.

**Weekend Program**

Lecture: ATC 220  
Instructor: Dallas King  
• 1048-NURA1001 Nurse Aide for Health Care  
Sa/Su  Feb. 25 – May 13  
8:00 a.m. - 5:00 p.m.  
(Every other weekend)

**Clinical: St. James House, 5000 W. Baker Rd.**

• 1027-NURA1060  Clinical Nursing Assistant/Patient Care  
Sa/Su  March 11, 25, April 14, May 12  
8:00 a.m. - 5:00 p.m.

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### Admission Requirements: Dental Assisting Program

- High school diploma or GED  
- Required scores in Reading and Writing on specific Standardized Testing

**Dental Assisting Program**  
100 hrs  
$1,799  
The Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The Dental Assisting program will cover key areas and topics exposing the student to both classroom and hands-on instruction. The classroom instruction reviews the necessary anatomy, terminology, legal and ethical issues as well as the policy and guidelines necessary to understanding the scope of practice and the practical aspects of dental assisting. Additionally, this 100 hour program includes a CPR certification course and covers the relevant material necessary to prepare students to take the State of Texas “TSBDE” Dental Assisting exam offered throughout the State of Texas. Please refer to www.tsbde.state.tx.us for complete certification eligibility requirements. Textbooks included. Supplies: One pair of scrubs  
- 1032-DNTA1015  Chair-side Assisting  
- 1033-DNTA1003  Registered Dental Assistant Exam Review  
- 1034-EMSP1019  BLS for Healthcare Providers  
Tu/Th  March 6 - May 10  
6:00 - 9:30 p.m.  
Sa  March 24, 31, April 21, 28  
9:00 a.m. - 4:00 p.m.

**Saturday Location:** All Saturday classes will be located in Clear Lake and students will be responsible for travel.

**Medical Billing and Coding Program**  
80 hrs  
$1,799  
This comprehensive and condensed combined 80 hour billing and coding program offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The main focus of the program is medical coding. Students must first know and understand the medical codes before they are able to process the billing. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other national certification exams. Please refer to www.aapc.com for complete certification eligibility require-
Register early! Classes fill up quickly! 281.425.6311

Textbooks included.

- **Medical Administrative Assistant - NEW**
  
  **50 hrs** $999
  
  This 50 hour program prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession including interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that they can gain the necessary skills required to obtain an administrative medical assistant position. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam. Additionally there is no student internship or clinical rotation offered as part of this program. Textbooks included.

  M/W  March 5 - April 30  6:00 - 9:30 p.m.
  Location: ATC 227  Instructor: TBA

- **Physical Therapy Aide Program**
  
  **50 hrs** $999
  
  This comprehensive 50 hour program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients while working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation center and some orthopedic clinics. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program. Textbooks included.

  Tu/Th  March 6 - May 1  6:00 - 9:30 p.m.
  Location: TBA  Instructor: TBA

- **Dialysis Technician Program**
  
  **50 hrs** $999
  
  This 50 hour program provides students with the knowledge and skills needed to perform both the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. Note: This program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program. Textbook included.

  M/W  March 5 - April 30  6:00 - 9:30 p.m.
  Location: TBA  Instructor: TBA

- **Health Care Spanish**
  
  **48 hrs** $170
  
  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. Required textbook available at Lee College Bookstore. Space Available Course see page 18.

  • SPNL1001
    M/W  Jan. 18 - May 9  5:45 - 7:00 p.m.
    Location: SS111  Instructor: Ted Olson
  • SPNL1001
    W  Jan. 18 - May 9  2:30 - 5:10 p.m.
    Location: SS111  Instructor: Ted Olson
  • SPNL1001
    Th  Jan. 19 - May 10  2:30 - 5:10 p.m.
    Location: SS111  Instructor: Ted Olson
  • SPNL1001
    M  Jan. 23 - May 7  2:30 - 5:10 p.m.
    Location: SS111  Instructor: Ted Olson

- **Basic Life Support for Healthcare Providers**
  
  **8 hrs** $55
  
  The Basic Life Support Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Students will learn lifesaving skills of respiratory (choke and near drowning) and cardiac emergencies involving adults, children and infants. Students must also meet requirements as specified by the certifying agency (American Heart Association). The course is intended for certified or non-certified, licensed or non-licensed healthcare professionals such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, residents or fellows, or medical or nursing...
students in training, aides, medical or nursing assistants, police officers, and other allied health personnel. Supplies: Bring lunch for break. All other supplies included in registration fee. Classes fill quickly.

- **1064-EMSP1019**
  - Th Jan. 26
  - Location: TBA
  - Instructor: Wes Dobbins

- **1065-EMSP1019**
  - Th Feb. 2
  - Location: TBA
  - Instructor: Wes Dobbins

- **1066-EMSP1019**
  - Th Feb. 16
  - Location: TBA
  - Instructor: Wes Dobbins

- **1052-EMSP1019**
  - F Mar 23
  - Location: TBA
  - Instructor: Wes Dobbins

- **1053-EMSP1019**
  - F Mar. 30
  - Location: TBA
  - Instructor: Wes Dobbins

- **1054-EMSP1019**
  - F Apr. 20
  - Location: TBA
  - Instructor: Wes Dobbins

- **1055-EMSP1019**
  - Th Apr. 26
  - Location: TBA
  - Instructor: Wes Dobbins

- **1056-EMSP1019**
  - Th May 10
  - Location: TBA
  - Instructor: Terri Johnson

- **1057-EMSP1019**
  - Th May 31
  - Location: TBA
  - Instructor: Terri Johnson

**Medical Transcriptionist (Online)**

- **24 hrs**
- **$99**
Take your first step toward a lucrative career as a medical transcriptionist! You’ll learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. We’ll review a lot of the grammar you might have forgotten since high school and apply it to the reports. You’ll have the opportunity to listen to real dictation and transcribe it on your computer using the same tools real transcriptionists use. We’ll also look at how you can further your education to take advantage of the new job markets available to transcriptionists and position yourself for the future in this exciting field. By the end of the course, you’ll know the basics of the major reports and key clinical points of major disease processes. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). It is recommended that students have prior knowledge of medical terminology and touch-typing before enrolling in this course.

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16

For complete online course description and requirements go to www.ed2go.com/leecollege.

**Medical Coding (Online)**

- **24 hrs**
- **$99**
Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. Take your first step toward a lucrative career as a medical coder! We’ll discuss how medical coding works in the real world, and then we’ll go over the different types of codes you’ll need to understand to describe every aspect of a patient’s visit and report that information to an insurance company. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free, simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). Required Textbooks: CPT 2008 Professional Edition and Physician ICD-9-CM 2008, Volumes 1 & 2

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16

For complete online course description and requirements go to www.ed2go.com/leecollege.

**Medical Terminology: A Word Association Approach (Online)**

- **24 hrs**
- **$99**
Prepare for a career in the health services industry by learning medical terminology. This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system and word associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). No medical background is necessary.

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16

For complete online course description and requirements go to www.ed2go.com/leecollege.
Building Teams that Work (Online)

24 hrs $99

Teams are becoming a staple in today’s workplace. In this course, you’ll learn the components of a successful team and the stages of its development. You’ll master the skills you’ll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you’ll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader).

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16
For complete online course description go to www.ed2go.com/leecollege.

Project Management Fundamentals (Online)

24 hrs $99

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. If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16
For complete online course description go to www.ed2go.com/leecollege.

Fundamentals of Supervision and Management (Online)

24 hrs $99

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you’ll learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager’s job involves getting things done through other people, and this course will help you understand how to influence and direct other people’s performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16
For complete online course description go to www.ed2go.com/leecollege.

Business Writing

18 hrs $129

If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. This course is the study of the basic elements of composition for various business documents, e-mail etiquette and cover letters/resumes. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draws readers in and motivates them to do what you want. Prerequisite: Proficient in basic word processing.

•1036-POFT1004
Tu • Wed • Thu • Fri • Sat • Sun
7:00 - 8:30 p.m.
Location: ATC 221
Instructor: Ophelia Binkley-Webb

Grammar Refresher - NEW

18 hrs $129

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You’ll explore the basics of English grammar (like sentence structure and punctuation) as well as more sophisticated concepts (like logic and clarity). A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

•1045-POFT1091
Tu • Wed • Thu • Fri
7:00 - 8:30 p.m.
Location: TBA
Instructor: Ophelia Binkley-Webb

Grammar Refresher One Day Workshop - NEW

8 hrs $79

In this one-day workshop, students will review the basic concepts of grammar, punctuation and transitional expressions between sentences and paragraphs. The workshop should serve as a quick refresher to help you to remember the rudiments of using correct standards of Grammar in basic conversation and writing.

•1024-POFT1091
Sa • Su
8:00 a.m. - 5:00 p.m.
Location: ATC 236
Instructor: Ophelia Binkley-Webb

How to Become a Better Communicator - NEW

8 hrs $79

This course will provide the essential communication skill training for managers, supervisors, team leaders and others interested in becoming a better communicator. This course will teach you the most valuable skill of all - how to communicate effectively with people. You’ll learn practical proven techniques and elements for communicating effectively with all types of people and personality types. You will also sharpen
your leadership skills and project confidence and a more professional image.

- 1014-COMG-1040
  Tu/Th  May 22 - 31  6:00 - 8:00 p.m.
  Location: ATC 236
  Instructor: Ophelia Binkley-Webb

Negotiation 101 - Learning to Resolve Conflict Through Mediation - NEW
40 hrs  $395
Become a trained mediator! This course is designed to educate and train students in the art of facilitating communication between disputing parties in an effort to negotiate an acceptable agreement in any kind of dispute, from complex business disputes to disputes between feuding neighbors. Individuals will learn alternative dispute resolution strategies and systems used outside the court. In addition to lectures, students will participate in extensive role play scenarios which will enable you to practice all mediation skills developed throughout the course. Required textbooks available at Lee College Bookstore.

- 1013-LGLA1005
  Tu/Th  March 6 - May 17  5:30 - 7:30 p.m.
  Location: ATC 236
  Instructor: Angela Johnson

Substitute Teacher
12 hrs  $99
Introduction to the role of the substitute, identification of students' needs, behavior modification, school personnel relations, skill development in the principles of human growth and development as related to childhood and adolescence. The student will discuss the primary functions of a substitute teacher on a short and long-term assignment; identify and demonstrate a minimum of three effective teaching methodologies; and name strategies for creating a learning environment. This course also covers lesson planning, professional ethics, leadership, and survival skills. Certificate of Completion accepted at most school districts but check school districts for other requirements.

Registration Deadline: Wednesday, Feb. 1
- 1037-EDTC1002
  M-Th  Feb. 6 - 9  9:00 a.m. - 12:00 p.m.
  Location: ATC 220
  Instructor: Joan Jackson

Registration Deadline: Wednesday, Feb. 15
- 1038-EDTC1002
  M-Th  Feb. 20 - 23  5:30 - 8:30 p.m.
  Location: ATC 220
  Instructor: Mitchell Jackson

Registration Deadline: Wednesday, Feb. 29
- 1015-EDTC1002
  M-Th  March 5 - 8  9:00 a.m. - 12:00 p.m.
  Location: ATC 220
  Instructor: Joan Jackson

Registration Deadline: Wednesday, April 4
- 1016-EDTC1002
  M-Th  April 9 - 12  5:30 - 8:30 p.m.
  Location: ATC 220
  Instructor: Mitchell Jackson

Registration Deadline: Wednesday, May 2
- 1017-EDTC1002
  M-Th  May 7 - 10  9:00 a.m. - 12:00 p.m.
  Location: ATC 220
  Instructor: Joan Jackson

Classroom Discipline - NEW
12 hrs  $89
This course will reveal the secrets to an orderly classroom with a step-by-step approach to effective, positive discipline. This course is designed for 1-3 years experienced teachers who need guidance in classroom discipline. It covers models from Fred Jones to Diana Day; Cooperative Learning to Independent; and Capturing Kids Hearts to Quality Management. Teachers will also explore different school district models and policies, gain a clear insight into what is expected from the school's vision and mission as well as expectations from teachers, students and parents.

- 1039-CDEC1012
  M-Th  March 26 - 29  5:30 - 8:30 p.m.
  Location: ATC 220
  Instructor: Mitchell Jackson

- 1040-CDEC1012
  M-Th  April 23 - 26  5:30 - 8:30 p.m.
  Location: ATC 220
  Instructor: Mitchell Jackson

Fundamentals of Cake Decorating
16 hrs  $89
Students will learn how to ice a cake properly, simple baking tips, and how to do basic borders, basic drop flowers, roses, and etc. You will decorate a cake using all you’ve learned. Students will also master elegant borders featuring rosettes, reverse shells, rope designs, and create lovely new flowers like rosebuds, lilies, daisies, daffodils, mums and more. You will use the created flowers on an impressive flower basket cake using the interwoven basket-weave technique. Supplies: $10 payable to instructor first day of class for first cake decorating lesson. Supply list will be given in class for students to purchase on their own. Estimated cost of supplies is $60.

- 1018-FCTR1015
  Tu  March 6 - May 1  6:30 - 8:30 p.m.
  Location: Rebel Roost
  Instructor: Estella Garza

Teach & Write Your Way to Paid Publication - NEW
9 hrs  $79
The objective of this course is to build a teaching, writing, consulting business from home. Teaching is a mark of leadership, and teachers naturally publish. You will learn to teach and write your way to paid publication. No credentials necessary, your expertise is your qualification. The topics are unlimited. There is something you know that others would like to learn, and it is probably your favorite topic. Whether racing pigeon nutrition, how insurance really works, or physics, you may turn your expertise into a NONCREDIT course. It is likely you have all the technology you need for this work. You set your schedule and compensation. You will learn action steps on how to organize content for delivery, market your course to noncredit programs nationwide by email, both in-person sage-on-the-stage and internet courses, and how to leverage it all into producing and marketing your book. Stake out territory for your topic
Register early! Classes fill up quickly! 281.425.6311

on the internet and make your name the top hit for pages on Google search and Amazon books, without investing a dime in promotion. Whether sideline work or your career, the amount of work you take is up to you. Enjoy the benefits of self-employment. Students must purchase the required textbook on their own, not available at Lee College Bookstore.

-1039-CENC-OLB4007
Tu  Jan. 24 - Feb. 28 8:30 - 10:00 p.m.
Location: Online  Instructor: John Spiers

-1019-CENC-OLB4007
Tu  April 17 - May 22 8:30 - 10:00 p.m.
Location: Online  Instructor: John Spiers

Import Export Now! (Online)
18 hrs  $95

In these unusual times, self-employment may no longer be an option, but a necessity. For those who want a career self-employed in import or export (or both) of goods or services and need a step-by-step hands-on course, we offer this nine-week seminar delivered over the internet. This course is appropriate for people with zero business background, as well as established businesses looking for new trade. Now in its tenth year, the course is highly rated for content, delivery and personalization. Learn how to develop your product or service, find the best suppliers, best customers, work with banks, currency issues, insurance companies, government agencies and other trade entities. You will be taken through licensing and permits, setting yourself up for properly conducting trade worldwide at the small business level as well as such topics as intellectual property. The entire course may be taken at your pace, with plenty of one-on-one e-mail contact with the instructor. Optional weekly live sessions online are run during the course. After the formal nine weeks course, you may join a listserv of ex-students, so access to the instructor and peers never ends. Students must purchase the required textbook on their own, not available at Lee College Bookstore.

-1040-CENC-OLB4075
W  Jan. 25 - March 21 8:00 - 10:00 p.m.
Location: Online  Instructor: John Spiers

-1020-CENC-OLB4075
W  April 18 - June 13 8:00 - 10:00 p.m.
Location: Online  Instructor: John Spiers

Certified Fiber Optic Technician (CFOT)
24 hrs  $700

This introductory 3-day fiber optic technician course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This Fiber Optic Training combines theory and 75% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic 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), K-12 (Schools), and explains Zone Vs. Distribution Cabling. 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. Prerequisites: Basic computer knowledge.

•1041-LOTT1091
Tu-Th  Jan. 17 - 19 8:00 a.m. - 5:00 p.m.
Location: ATC 220  Instructor: TBA

Certified Fiber Optic Technician Outside Plant (CFOT/OSP)
- NEW
24 hrs  $775

This 3-day, 24 hour fiber optic tech course is designed for anyone interested in learning how to properly install Outside Plant (OSP) Fiber Optics Cabling. This Fiber Optic Training combines lecture sessions and 85% hands-on activities to prepare the student to take the CFOT OSP hands on and written exams that are sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course introduces the student to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable. Proper Mid-Span Access procedures will be demonstrated during class. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards. Anyone interested in becoming a Certified Fiber Optics OSP Technician should attend this class. Course fee includes study materials, textbook, CD and exams. Note: The student must pass both the written and hands on exams to successfully pass this course. This course is accredited by BICSI for CECs: RCD - 20, RITP - 20, OSP - 20, INST 2 (Copper/Fiber) - 15, Technician - 18, Certified Trainer – 20. Prerequisite: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Once successfully completed, in order to register this CFOT/OSP certification with the FOA, the student must have taken and successfully completed the CFOT written exam. The basic, 3-day CFOT course is offered in conjunction with the OSP Course to allow the student the opportunity to understand the basics prior to taking the more advanced OSP Course.

•1043-LOTT1091
Fr-Su  Jan. 20 - 22 8:00 a.m. - 5:00 p.m.
Location: ATC 220  Instructor: TBA

Certified Fiber Optics Specialist/Testing and Maintenance (CFOS/T)
16 hrs  $675

This 2-day (16-hour) program is designed to offer specialist fiber optics training to anyone involved with the testing and maintenance of fiber optics networks. This advanced fiber optics training is strictly a practical course, but includes more background information than is typical in basic courses to allow the student to understand what they are testing and how to troubleshoot problems in long-haul and short-haul fiber optics networks. In
addition, the proper maintenance of both inside and outside plant fiber optic networks will be discussed in detail. Course fee includes all study materials, and PC-Based OTDRSimulator. Program provides for 75% hands-on activities. Prerequisites: CFOT Course or any other Formal Fiber Optics Training Course within previous 6 months, or 1 Year Fiber Optics Related Experience. If the student is not a CFOT registered with the FOA, he/she must pass the Basic CFOT Exam prior to attending the CFOS/T Course. Cost for the CFOT test is $145. This test MUST be taken and passed prior to registering for the BDI DataLynk CFOS/T Course. Further, the student MUST be a member of the FOA AND registered as a CFOT prior to attending this course.

1. To qualify for a Texas CHL you must:
   a. Be 21 years old. (Members and former members of the armed forces must be 18.)
   b. Have a clean criminal history, including military service and recent juvenile records.
   c. Not be under a protective order.
   d. Not be chemically dependent.
   e. Not be of unsound mind.
   f. Not be delinquent in paying fines, fees, child support, etc.
   g. Be eligible to purchase a handgun by completing the NICS check.
   h. Complete required training.

   Equipment needed:
   a. Eye and ear protection
   b. Handgun of .32 caliber or larger
   c. One box (50 count) of ammunition for their firearm

   Clothing recommendations:
   a. Comfortable casual clothing, shirt or blouse with closed collar shirt and closed-toe shoes. No tank tops or halter top type shirts

   NOTE: Students can either bring their own equipment or rent from the Gun Center at an additional cost. However if you rent a firearm, you MUST purchase the ammunition from the center.

2. Texas Home Inspection Online Course - NEW
   The home inspection business is booming so those interested in pursuing home inspector jobs shouldn’t hesitate, now is the perfect time! With increased consumer awareness and new property condition disclosure laws, the demand for pre-purchase home inspection has increased dramatically. Lee College and American Home Inspectors Training (AHIT) has teamed up to offer you the nation’s leading home inspection training and marketing support programs to enable you to either start and operate your own home inspection business or to be a significant contributor in an established company. Our Distance Learning Master Course delivers all of the advantages of our nationally certified home inspection classroom course with real-time web based convenience. The comprehensive home inspection course is broken down in an easy and understandable format. You study at your own pace. The total system contains 9 study modules and is comprised of course books, audio and visual tutorials, exercises and practice quizzes, photos of numerous inspection scenarios, exams and valuable industry updates all delivered to you online. The course leads to the Professional Inspector License. For complete course description, system and qualification requirements please go to www.ahit.com/affiliates/lee or call 800-441-9411 and mention Lee College.

   Texas Online Home Study only (328 hours) $1,895
   (If purchased separately)
   12 Day Field Training Class (120 hours) $1,895
   (If purchased separately)
   Texas Online Home Study with 12 Day class package (448 hours) $2,995
   (If purchased together as a package. Preferred option for all.)

3. Qualifications for Both Handgun Classes (Learn How to Shoot and TxCHL):
   To qualify for a Texas CHL you must:
   1. Be 21 years old. (Members and former members of the armed forces must be 18.)
   2. Have a clean criminal history, including military service and recent juvenile records.
   3. Not be under a protective order.
   4. Not be chemically dependent.
   5. Not be of unsound mind.
   6. Not be delinquent in paying fines, fees, child support, etc.
   7. Be eligible to purchase a handgun by completing the NICS check.

4. Texas Concealed Handgun License Course (TxCHL) - NEW
   This course provides the Texas Department of Public Safety (TxDPS) required classroom training and firearm qualification students need to obtain a Texas Concealed Handgun License (CHL). The objective of the course is to train and qualify students for submission to the Texas Concealed Handgun License qualification. This course is not intended to train students how to shoot a firearm. The qualification test portion of the course is required by the State of Texas to demonstrate your ability to safely and properly handle and shoot a handgun. Upon completion, you will be provided the required paperwork and photo to send to TxDPS to obtain your CHL. Prerequisites: Learn How to Shoot class or scheduled meeting to test out.

   •1044-CENC-PLL4091
     M-W Mar. 26 - 28 5:00 - 9:00 p.m.
     •1045-CENC-PLL4091
     M-W May. 7-9 5:00 - 9:00 p.m.
   Location: Pasadena Gun Center, Instructor: TBA
   206 Shaw Ave., Pasadena, TX 77506

5. Learn How to Shoot - NEW
   This class is required for the Texas Concealed Handgun License (CHL) course. Students will learn the knowledge and proficiency on safety, handling and shooting a handgun. You are able to test out of the class if you are able to demonstrate proficiency. Appointments must be scheduled.

   •1057-CENC-PLL4091
     M Feb. 27 5:00 - 8:00 p.m.
   •1043-CENC-PLL4091
     M April 16 5:00 - 8:00 p.m.
   Location: Pasadena Gun Center, Instructor: TBA
   206 Shaw Ave., Pasadena, TX 77506
What is a mediator? What does it pay? How can I become one?

Become a trained mediator!

New course!

Negotiation 101: Learning to Resolve Conflict through Mediation
40 hrs $395
Learn the art of facilitating communication between disputing parties in an effort to negotiate an acceptable agreement in any kind of dispute, from complex business disputes to disputes between feuding neighbors. Learn alternative dispute resolution strategies and systems used outside the court. Participate in extensive role play scenarios which enable you to practice your mediation skills.

5:30 - 7:30 p.m.
Tuesdays and Thursdays
March 6 - May 17
Instructor: Angela Johnson

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Lee College, in partnership with Education To Go (Ed2Go) (formerly Gatlin Education Services): Online Career Training Programs offers open enrollment, self-paced programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor’s evaluation and students’ work and computer graded tests. We know you’ll appreciate the quality as well as the convenience of anytime, anywhere learning! Most programs run for 180 days (6 months).

To receive detailed information on any of the programs offered, please go to www.ed2go.com/leecollege. Click View Catalog for the Online Career Training Programs to view course overview/ descriptions, objectives, outlines, prerequisites, PC requirements, materials included, instructor bio, demo of course, FAQs, and information you will need to answer all your questions. Once you are ready to register, close the site out and it will return to the registration page. To enroll in a course, check the box beside the course title and complete the registration information at the bottom and then click REGISTER NOW! Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.

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Register early! Classes fill up quickly! 281.425.6311

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**Media and Design**

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<tr>
<td>3ds max</td>
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<td>Digital Arts Certificate</td>
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<td>Fine Arts Certificate</td>
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<td>Game Art Certificate</td>
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<td>Software Included</td>
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</table>
Space available classes are academic/credit classes in which Continuing Education students may enroll, with the instructor’s permission. Enrollment into these classes is limited and is on a space available basis. Students are expected to do all the required work, take exams and receive a grade of either Pass or Fail. No college credit hours are earned. Space available classes start and end with the credit class schedule. Continuing Education Registration begins Wednesday, January 11. Credit classes begin Tuesday, January 17. NO LATE REGISTRATION once classes begin.

Credit Classes in Partnership with Continuing Education
- Baytown Symphony Orchestra (MUEN 1123/2123)
- Baytown Community Chorus (MUEN 1142/2142)
- Concert Choir (MUEN 1141)
- Concert Band (MUEN 1125)
- Jazz Ensemble (MUEN 1135)
- Music Instrument Digital Interface MIDI I (MUSC 1331)
- Survey of the Music Business (MUSB 1305)
- Woodwinds Ensemble (MUEN 2133)
- Music Appreciation (MUSI 1306)
- Art Appreciation (ARTS 1301)
- Drawing I & II (ARTS 1316/1317)
- Painting I & II (ARTS 2316/2317)
- Ceramics I & II (ARTS 2346/2347)
- Sculpture I & II (ARTS 2326/2327)
- Printmaking I & II (ARTS 2333/2334)
- Introduction to Photography (ARTS 2356)
- Advanced Photographic Practice (ARTS 2357)
- Design Communications I & II (ARTS 2313/2314)
- Integrated Software Applications I (ITSC 1309)
- Adobe Photoshop CS4 (ARTC 2440)
- Adobe InDesign CS4 (ARTC 1413)
- Adobe Flash CS4 (IMED 1445)
- Health Care Spanish (SPNL 1301)
- Introduction to Architecture (ARCH 1311)
- Theatre Arts Lab I (DRAM 1120)
- Pilates (KINE 1109/1110)
- Self Defense (KINE 1141/1142)
- Water Aerobics (KINE 1121/1122)
- Swimming (KINE 1115/1116)
- Skin & Scuba Diving (KINE 1151/1152)

For more information on dates and times please view the credit schedule at www.lee.edu.
**E-mail Fundamentals**  
3 hrs $39  
Students will set up an e-mail account and learn the components of the account, how to compose and format e-mails using the menu bar, send, reply, move and save e-mails. Students will also learn how to set-up e-mail folders, send and receive attachments, and save and enter contacts.  
- 1003-CENC-CSC4086  
  Th Mar 1  
  Location: TBA  
  Instructor: Ila Jean Hudson  
- 1008-CENC-CSC4086  
  Tu Mar 27  
  Location: ATC221  
  Instructor: Ila Jean Hudson  
- 1009-CENC-CSC4086  
  Mo Apr 2  
  Location: ATC221  
  Instructor: Ila Jean Hudson

**Introduction to Computers**  
6 hrs $59  
This course is designed for students with little or no computer experience. You will be introduced to Windows compatible personal computers. Topics include: terminology, parts of the computer, keyboard usage, mouse techniques, care/handling/formatting diskettes, drives (floppy and hard) and the desktop. Supplies: Flash drive.  
- 1004-CENC-CSC4008  
  Th/F Mar 1 & 2  
  Location: ATC221  
  Instructor: Ila Jean Hudson  

**Learn the Basics of Windows 7 - New!**  
7 hrs $89  
Students will receive lots of individual attention in this class. No longer will you have to ask your kids for help on the computer as you will learn the basics of Windows 7. Students will learn to: customize their screen for personal taste, organize, create, edit save, move and delete files and folders, download and upload files/pictures on the internet. Supplies: Flash drive.  
- 1032-CENC-CSC4089  
  W/Th Feb 15 & 16  
  Location: ATC221  
  Instructor: Ila Jean Hudson

**Welcome to the Web**  
3 hrs $39  
This course will help adult students get up to speed quickly on navigating, exploring and searching the World Wide Web. Learn how to safely download, locate, decompress and open almost any type of file.  
- 1031-CENC-CSC4088  
  Tu Feb 28  
  Location: ATC221  
  Instructor: Ila Jean Hudson  
- 1006-CENC-CSC4088  
  Tu Mar 6  
  Location: TBA  
  Instructor: Ila Jean Hudson

**Introduction to Photoshop CS4**  
8 hrs $89  
If you want to work with graphics, Photoshop is the program you will most need to learn. This hands on, project-oriented course is filled with detailed step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding new elements. You'll even learn how much fun it can be to paint again without the mess to clean up. And, best of all, no prior artistic ability is required to take this course. Supplies: One CD or Flash drive. Students can also bring digital pictures to practice (optional). Required textbook available in bookstore.  
- 1025-ITSW1003  
  Sa Mar 31  
  8:00 a.m. -5:00 p.m.  
  Location: TBA  
  Instructor: Angelique Pool

**Advanced Photoshop CS4**  
8 hrs $89  
This hands-on, project-oriented advanced course will provide step-by-step instructions on how to paint, edit, heal, create and apply masks, build layered compositions, work with text shapes, and administer styles and specialty layers. Prerequisite: Students should already possess Photoshop CS4 skills and knowledge. Supplies: One CD or Flash drive. Students can also bring digital pictures to practice (optional). Required textbook available in bookstore.  
- 1026-1-ITSW1058  
  Sa Apr 14  
  8:00 a.m. -5:00 p.m.  
  Location: TBA  
  Instructor: Angelique Pool

**Website Design**  
12 hrs $139  
These days, creating a Website is so easy almost anyone can do it. In this class you will identify how the Internet functions with specific attention to the World Wide Web, basic HTML codes more advance to tables and Dreamweaver. Learn how to design, create, test, and maintain websites. Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! Supplies: Flash drive. Required textbook available in bookstore.  
- 1047-IMED1002  
  W Feb15-Mar 7  
  5:30 - 8:30 p.m.  
  Location: TBA  
  Instructor: Angelique Pool

**Computer Skills for the Workplace (Online)**  
24 hrs $99  
Learn the fundamental computer skills you need to succeed in today’s workplace. You’ll discover practical applications for e-mail, word processors, spreadsheets, and databases, gaining...
a working foundation for the critical computer skills you need to survive in the modern job market. Requirements: Microsoft Windows 95 or newer with any edition of Microsoft Office 2000 or newer (please make sure Microsoft Office is installed and operating before the course begins); Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Note: Mac users are welcome, but please note that the course was written using Microsoft Windows. Students using Mac OS X with any edition of Microsoft Office 2004 (Mac) can be supported in the discussion areas.

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16

For complete online course description and requirements go to www.ed2go.com/leecollege.

**Introduction to Excel 2007/2010 (Online)**
- 24 hrs
- $99
Work with numbers? Then you need to learn Excel 2007/2010. In this unique six-week online workshop, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You’ll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16

For complete online course description and requirements go to www.ed2go.com/leecollege.

**Intermediate to Excel 2007/2010 (Online)**
- 24 hrs
- $99
Master advanced features of Microsoft Excel 2007/2010, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. Learn how to create informative and eye-catching charts, as well as how to harness the power of Excel 2007/2010’s filtering techniques. Become adept at using Excel 2007/2010 to gain further insight into your valuable data. Find out how to create macros that eliminate repetitive tasks, and set yourself apart from the casual Excel user by understanding VLOOKUP, INDEX & MATCH, and Excel’s other time-saving functions. These practical, hands-on lessons are guaranteed to take your Excel skills to the next level!

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16

For complete online course description and requirements go to www.ed2go.com/leecollege.

**Photoshop Elements 8 for the Digital Photographer (Online)**
- 24 hrs
- $99
Bring out the best in your digital photos and images with Adobe Photoshop Elements 8. This award-winning package, specifically designed for photo enthusiasts, provides the tools for quick fixes and detailed image enhancement, allowing you to take control of your photos in a whole new way. If you have no image-editing experience, this course will take you from novice to accomplished user. And if you’re just upgrading from an earlier version of elements, you’re welcome as well.

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16

For complete online course description and requirements go to www.ed2go.com/leecollege.

**Introduction to SQL (Online)**
- 24 hrs
- $99
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You’ll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Start Dates:
- January 18 • February 15 • March 21 • April 18 • May 16

For complete online course description and requirements go to www.ed2go.com/leecollege.
The Lee College Small Business Development Center is a non-profit professional management counseling service funded by Lee College and the U.S. Small Business Administration. The Lee College Small Business Development Center offers free individual and confidential counseling, as well as low cost, informative seminars and workshops. Contact Pamela Alexander, San Jacinto Mall, Ste. 1110, JC Penney Wing, Baytown, TX 77521 or phone: 281-425-6556.

### SBDC Monthly Business & Breakfast Seminar

The Small Business Development Center hosts a Business Networking Breakfast on the second Wednesday of each month. This breakfast is to offer the business people in the Lee College service area an opportunity to network with other business people in the area, and is an opportunity to learn more about the local businesses and receive timely business information through the wide variety of speakers each month. To register please call the SBDC office at 281-425-6556.

Early registration should be made by 12:00 p.m. the Monday before the breakfast.

**Early $5; At Door $8**

**Wednesdays:** 7:00 - 9:00 a.m.

**Dates:** January (No meeting), February 8, March (No Meeting), April 11, May 16

**Location:** Bayer Conference Room (Upstairs at the Lee College Student Center)

Call 281-425-6556 for possible location change.

### QuickBooks Basic

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<td>1068-CENC-SBC4099</td>
<td>February 20</td>
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<td>1058-CENC-SBC4099</td>
<td>March 19</td>
<td>6:00 - 9:00 p.m.</td>
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**Instructor:** Becky Taylor

**Location:** ATC

**Cost:** $45

### QuickBooks Intermediate

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<td>1062-CENC-SBC4064</td>
<td>April 28</td>
<td>8:00 - 11:00 a.m.</td>
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**Instructor:** Rick Vaughan

**Location:** ATC

**Cost:** $45

PERSONAL ENRICHMENT

Intuitive Eating (Online Course) NEW!
20 hrs $69
Ditch the diet mentality and take back your right to eat! Join this life changing group to change and reclaim your relationship with food all from the comfort of your own home. This course will have a weekly phone meeting coupled with online guidance and worksheets so you can get the most out of this course. Intuitive Eaters know they can provide the best meals and make the best choices for themselves. If you struggle with food decisions or have “tried everything” this is the class that will make the change.

•1050-CENC-PLL6057
Jan 18 Mar 28
Location: Online Instructor: Michelle Carlson

Eight Weeks to a New and Better Life NEW!
8 hrs $89
This course is particularly relevant to people in transition who want to “reinvent” themselves, people who are trying to make a fresh start after a divorce or life changing injury, busy professionals who are successful but have lost balance (health, relationships, and spirituality). Students will receive practical, hands on training and exercises to help them transform their lives to move them from where they currently are to where they really want to be and to create a life beyond their wildest dreams! The instructor's life coaching materials have been downloaded and used by people in 28 countries worldwide and published on a monthly Ezine called "Moving Forward with Steve Stutz."

•1047-CENC-PLL6053
W Feb 1- Mar 28 7:00 – 8:00 p.m.
Location: ATC TBA Instructor: Steve Stutz

Independent Living Skills
30 hrs $59
Students will become familiar with a wide variety of skills, including daily “life” skills and leisure time activities as well as job related responsibilities. This class is designed for the developmentally disabled adult. Prerequisite: Must be 21 years of age or older and NOT enrolled in public school. Students MUST register through the Lee College Continuing Education Department. This course is not in conjunction with Harris County.

•CENC-PLL4077
W Feb 1- Apr 25 5:00 – 7:30 p.m.
Location: ATC221 Instructor: Cindy Barney

•CENC-PLL4077
W Feb 1- Apr 25 7:30 – 10:00 p.m.
Location: ATC221 Instructor: Cindy Barney

Preparing for Homeownership NEW!
2 hrs $29
This course is designed to educate students about the responsible use of credit, expose common credit score myths and provide an explanation of what is required for homeownership. In today’s lending environment maximizing your credit score and understanding how the new regulations affect home ownership is more important than ever.

•1044-CENC-PLL6054
Tu Feb 14 6:00 – 8:00 p.m.
Location: ATC236 Instructor: Robin Boles

•1022-CENC-PLL6054
Tu Mar 17 6:00 – 8:00 p.m.
Location: TBA Instructor: Robin Boles

•1023-CENC-PLL6054
Tu Apr 10 6:00 – 8:00 p.m.
Location: TBA Instructor: Robin Boles

Genealogy NEW!
24 hrs $78
Many people have the desire to learn more about their family history or find long lost relatives. This course will get you started on your way to a fulfilling lifetime of tracing your family tree.

•1046-CENC-PLL6050
M/W Mar 6-Mar 21 5:00 – 7:00 p.m.
Location: TBA Instructor: Ashley Davis

City Stay: London Trip NEW!
Discover the culturally vibrant city of London, from the bustling streets of Covent Garden and Trafalgar Square to Millennium Bridge and the Tower of London. Complement your experience when you see historic sites like Windsor Castle, Buckingham Palace, Big Ben and Piccadilly Circus. Then, cap off your trip with a literary walking tour and a theater performance. Lectures and visits provide crucial historical and cultural insight, rounding out academics with a fuller context and creating incredible memories along the way. Students will have an adventure with lectures on literature, art, and architecture that will enhance your travel experience. You will enjoy the cultural richness of London as a student of the world for 8 days from June 11 through June 18. Continuing Education will register anyone in the community that is interested in taking the trip. Individuals must pay a non-refundable non-credit traveler $25 registration fee as well as the price of the trip to EF Tour (Travel Agency). Non-credit travelers are defined as anyone who is not enrolled in ENGL 1301, ENGL 2321 (British Lit.), HUMA 1301 at Lee College during the summer semester. Students that are registered in one of those classes will be registered with the instructor. Tour fee will be reevaluated after December 31, for all registrations. Accommodations are based on 3-4 students per room. For more information and complete details please call 281-425-6311 or pick up a brochure at Continuing Education at 909 Decker Drive.

Travel Meeting
•1062-CENC-PLL6058
Tu Feb. 7 4:00 - 5:00 p.m.
Location: BH, 220 Instructor: Joyce Jacobs
Parenting the Hyperactive Child
3 hrs $49
This course will teach parenting techniques for parents who have children who are diagnosed with ADHD.

Foster Care and Adoption
3 hrs $49
The rewards, challenges and requirements of becoming a foster parent will be discussed during this course. A list of agencies that are in need of loving and nurturing families will be shared during this course.

Special Needs Adoptions NEW!
3 hrs $49
The rewards and challenges of adopting children who have special needs will be discussed in this course. The course will also cover the requirements of becoming an adoptive parent as well as information on state funded adoption assistance which include monthly support, free college tuition and Medicaid.

Participation Builds Self Esteem and… NEW!
2 hrs $24
The objective of this course is to identify emotions and obstacles to develop self-esteem and self-confidence by teaching students to actively participate and move forward with their lives. This class is the motivating force of my workshop entitled, STEP (Starting To Experience Progress).

Extreme Couponing - Shopping Smart
2 hrs $15
Learn how to spend less, get more and have fun doing it. You'll learn how to cut your grocery bill in half and the secrets to making money at the grocery store. Prepare to learn how to save 60-100% using coupons. It's easier than you think!
Marketing Your 1st BooksAmerica
$25
Learn how to successfully market your book in just 6 steps including how to sell books before they are even in print.
•1068-CENC-PLL6061
Sa  Mar 31  5:00-7:00 p.m.
Location: ATC  220  Instructor: Bobbie Christensen

Online Sewing Construction & Pattern Drafting
Online classes allow students to learn professional techniques and skills from an industry expert with over 35 years of experience. Students will learn at their own pace, and in the comfort of their own home. Each class is one hour in length and either four or five weeks depending on the class. Method of instruction allows students to achieve their sewing and designing goals in the exciting virtual classroom of the e-learning environment. Your instructor is Eric W. Stiles Sr., Master Tailor, and Designer with over 35 years experience. He was formerly Supervisor and Head Tailor for: Giorgio Armani, Polo-Ralph Lauren, Bigsby & Kruthers, Brittany LTD., Robert Vance, Turner Bros., Whitehouse & Hardy and others. Mr. Stiles taught for five years at these ten elite colleges Prairie State, Moraine Valley, South Suburban, Daley, Kennedy King, Triton, Rock Valley, Oakton, Elgin and Wright. Since leaving these colleges, Mr. Stiles has opened and is running the EWS Fashion Design Academy. He has been teaching classes from 1995 to the present. Course materials will be sent to student via e-mail. Supplies: The supply list will be given out with the class materials; the sewing supplies should cost about $35; the pattern drafting supplies should cost about $25 and students will need a sewing machine for the sewing class.
•1033-CENC-PLL6023 Sewing Construction #1
M  Feb 13 - Mar 5  4 Hrs
Course Fee $48
•1034-CENC-PLL6023 Sewing Construction #1
M  Mar 26 - Apr 16  4 Hrs
Course Fee $48
•1035-CENC-PLL6024 Pattern Drafting #1
M  Feb 13 - Mar 5  4 Hrs
Course Fee $48
•1010-CENC-PLL6024 Pattern Drafting #1
M  Mar 26 - Apr 16  4 Hrs
Course Fee $48
•1011-CENC-PLL6025 Sewing Construction #2
M  Mar 26 - Apr 23  5 Hrs
Course Fee $60
•1012-CENC-PLL6026 Pattern Drafting #2
M  Mar 26 - Apr 23  5 Hrs
Course Fee $60
•CENC-PLL6057 Sewing Construction #3
M  Mar 26 - Apr 30  6 Hrs
Course Fee $72
•CENC-PLL6057 Pattern Drafting #3
M  Mar 26 - Apr 30  6 Hrs
Course Fee $72
Instructor: Eric W. Stiles, Sr.

Private Music Lessons
Private music lessons on all band/orchestra instruments and organs. The student must be at least junior high ages. Please call 281-425-6311 for more information.
•6 half-hour lessons  Course Fee $115
•6 one-hour lessons  Course Fee $223
•12 half-hour lessons  Course Fee $223
•12 one-hour lessons  Course Fee $439

Register early! Classes fill up quickly! 281.425.6311
**RECREATION & FITNESS**

### Water Exercise Beginning & Experienced

- **Duration:** 32 hrs  
  **Cost:** $166  
  This class provides an opportunity for muscle training and water resistance exercise. Work is done in the shallow and deep ends of the pool. Must be 20 yrs or older. Supplies: Floaties are required and available in the LC Bookstore for approximately $6.

- **Code:** 1077-CENC-RFE4090  
  - **Dates:** M/W Jan 16- May 9  
  - **Times:** 6:30 - 7:30 p.m.  
  - **Location:** Bay Area Rehabilitation, 7 Swalm Center on Decker Drive, Baytown  
  - **Instructor:** Renae Haskins

### Basic Keelboat

- **Duration:** 20 hrs  
  **Cost:** $215  
  Learn to sail in two days. American Sailing Association certified instructors will train you in the theory and practice of sailing a boat of about 20 feet safely and completely. Approximately 4 hours in the classroom and 16-20 hours of on-the-water instruction on Clear Lake and Galveston Bay, including a "Mentor Sail" and a free half-day charter. You will be ASA Certified. Students will be required to sign an Instruction Term and Agreement Form at the time of registration. Supplies: $82.30 ($43.30 materials/$39 for ASA certification) payable 1st class.

- **Codes:**  
  - **Mar 24 & 25:** 1064-CENC-PLL5030  
  - **Apr 21 & 22:** 1065-CENC-PLL5030  
  - **Feb 4 & 5:** 1078-CENC-PLL5030

- **Dates:**  
  - Feb 4 & 5  
  - Mar 24 & 25  
  - Apr 21 & 22

- **Location:**  
  - All Classes: Bay Area Sailing Center & School, Watergate Yachting Center Pier 21, Kemah, TX

### Introduction to Equestrian Studies NEW!

- **Duration:** 24 hrs  
  **Cost:** $99  
  The goal of this course is to introduce students to the field of equine science and equestrian studies. Our intent is to provide students with a broad overview of the multifaceted, complex field of equine science while at the same time, offering students an in depth coverage of topics that are central to the field. Topics covered in this course include: Basic equine care, nutrition, anatomy, hoof maintenance, grooming, tack, equestrians disciplines/sports/activities, and breeds. Students will learn about the basics of equine care and maintenance as well as develop an understanding of the basic needs of the horse owner. Students will develop an understanding of the diverse disciplines and activities offered to equestrians in addition to the care and equipment required for participation. Equestrian Studies consist of approximately 12 hours in the classroom and 12 hours of arena/barn instruction at Almost Heaven Riding Stables. Course will include hands-on with the horses and 1 hour in the saddle. Students will be required to sign a riding release form at the time of registration.

- **Code:** 1080- CENC-RFE5006  
  - **Dates:** M/W Feb 6 - Mar 21  
  - **Times:** 6:00 - 8:00 p.m.  
  - **Class Location:** ATC 236 First night of class (Instructor will give you details on when to meet at Barn)  
  - **Instructor:** Jodie Arrington

### Wellness Center

The premier way to exercise your physical fitness options. Join the wellness center and you can: Select from several enrollment options: plan your own training workout, follow your own individualized fitness and exercise program, use resistance machines to improve your appearance, strength and endurance. Equipment includes: treadmills, recumbent bicycles, upright bicycles, cross trainers, steppers, elliptical trainers, rowers, a full line of Magnum Selectorized resistance equipment and much more! Call 281-425-6311 for more information. As an enrolled member, you will have unlimited use of the Wellness Center during these hours:

- **Dates:** Monday-Thursday 5:30 a.m. - 8:00 p.m.  
  Friday 5:30 a.m. - 2:00 p.m.  
  Saturday 9:00 a.m. - 2:00 p.m.  
  Sunday Closed

- **Costs:**  
  - **One Year (Fall Only):**  
    - Non-Senior Citizen: $324  
    - Senior Citizen (65 years of age or older): $217  
  - **One Semester (January 3-May 31):**  
    - Non-Senior Citizen: $120  
    - Senior Citizen (65 years of age or older): $79  
  - **One Week Guest Pass:**  
    - Senior Citizen or Non Senior Citizen: $15  
  - **Unsure about joining? Try a one day pass!**  
    - Senior Citizen or Non Senior Citizen: $5

### Open Swim Hours

- **Dates:** Monday-Thursday 2:00 - 7:00 p.m.  
  Friday 9:00 a.m. - 2:00 p.m.  
  Saturday/Sunday Closed

- **Costs:**  
  - **One Semester (January 1-May 31):**  
    - Senior Citizen or Non-Senior Citizen: $25  
  - **One Week Guest Pass:**  
    - Senior Citizen or Non-Senior Citizen: $15  
  - **Unsure about joining? Try a one day pass!**  
    - Senior Citizen or Non-Senior Citizen: $5

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When registering, please include the following code on your completed registration form or give it to Continuing Education personnel when calling in to register: **SP120014**
Senior Adult Program

Travel Showcase 2012
Registration for all these tours has already begun! Call 281.425.6311 or 281.425.6416 for information.

Spring Break Tour! • Southern Charm Tour
March 11-17, 2012
Featuring Savannah, Charleston and Jekyll Island
Highlights include: Historic Charleston, Boone Hall Plantation, Beaufort, Savannah, Factors Walk, St Simons Island, Paula Deen’s Restaurant.
$2259 per person / dbl occupancy

Heritage Highlights Tour • May 15-23, 2012
Featuring Niagara Falls, Amish country, Washington D.C. and Williamsburg.
$2714 per person / dbl occupancy

Alaska Cruise and Land Tour • Aug 30-Sept 11, 2012
Denali National Park, Fairbanks and 7-day Inside Passage Cruise on the Celebrity Millennium

Panama: The Land Between the Seas • Jan 22-30, 2013
Highlights include: Panama City, Miraflores Locks Smithsonian Galeta marine Laboratory, Canal Railway, culinary demonstrations, Salsa dance lessons, Monkey Island cruise, Aerial Tram, Playa Bonita, Pacific Queen Panama Canal Indigenous Village.
$3169 per person / dbl occupancy

Courses
Introduction to Equestrian Studies NEW!
24 hrs $99
The goal of this course is to introduce students to the field of equine science and equestrian studies. Our intent is to provide students with a broad overview of the multifaceted, complex field of equine science while at the same time, offering students an in depth coverage of topics that are central to the field. Topics covered in this course include: Basic equine care, nutrition, anatomy, hoof maintenance, grooming, tack, equestrians disciplines/sports/activities, and breeds. Students will learn about the basics of equine care and maintenance as well as develop an understanding of the basic needs of the horse owner. Students will develop an understanding of the diverse disciplines and activities offered to equestrians in addition to the care and equipment required for participation. Equestrian Studies consist of approximately 12 hours in the classroom and 12 hours of arena/barn instruction at Almost Heaven Riding Stables. Course will include hands-on with the horses and 1 hour in the saddle. Students will be required to sign a riding release form at the time of registration.
•1079-CENC-RF5006
M/W Feb 6 - Mar 21 10:00 a.m.-12:00 p.m.
Class Location: ATC 236 First day of class (Instructor will give you details on when to meet at Barn)
Barn Location: Almost Heaven Riding Stables
900 Steele Road, Highlands, Texas 77562
Instructor: Jodie Arrington

Jewelry Making
3 hrs $27
Learn the beginning art of making jewelry. Become your own designer and discover a perfect way to make unique gifts for any occasion. Students will not only leave class with a new skill, but also with a one of a kind necklace and earrings. Supplies: $30 due at class.
•7080-CENC-PLL5020
Tu Jan 31 9:30 a.m. - 12:30 p.m.
Location: ATC 236
•7081-CENC-PLL5020
Tu Feb 28 9:30 a.m. - 12:30 p.m.
Location: ATC 236
•7082-CENC-PLL5020
Tu Mar 27 9:30 a.m. - 12:30 p.m.
Location: ATC 236
•7083-CENC-PLL5020
Tu Apr 3 9:30 a.m. - 12:30 p.m.
Location: ATC 236
Instructor: Gale Collins

Bus Trips/Events
February 20, 2012 • Resale Shopping
New destinations have been discovered on the west side of Houston. Come explore! The bus will leave the LC 909 Decker Drive parking lot at 8:45 am and return around 4:30 pm. Trip fee is $10.

February 28, 2012 • Opening Day of the 2012 Houston Rodeo with Music Legends Alabama
The bus will leave the Lee College 909 Decker Drive parking lot at 3 pm. You will have time to visit the livestock show, art galleries, quilt exhibits and more before the Rodeo Parade begins and the Rodeo kicks up its heels! Trip fee for Rodeo ticket and transportation is $29.

March 6 • Mystery Trip
The bus will leave the Lee College 909 Decker Drive parking lot at 8:45 am for parts unknown and a fun-filled day! Trip fee of $30 includes mystery, lunch and transportation. Return around 4:30 pm.
All students are required to attend student orientation: GED orientation will be held at 9:00 a.m. and 6:00 p.m. on January 9 and 11. For information, contact the Adult Learning Center, 101 South Whiting, (281) 425-6536. Classes are offered in cooperation with Harris County Department of Education.

**ABE Adult Basic Education/Literacy**
This course includes instruction in literacy, basic reading, writing, math, and life-coping skills for adults with no schooling through 7th grade reading level. Instruction is individualized to allow students to work at their own level. Upon successful completion of the curriculum, the students are ready for GED classes.

Cost: Free
- **1081-CENC-ALC4021**
  T/Th Jan. 24 - Apr 26 12:00 - 3:30 p.m.
- **1082-CENC-ALC4021**
  M/W Jan. 23 - Apr 25 5:30 - 9:00 p.m.

**IASE Intermediate Adult Secondary Education (Pre-GED)**
Instruction will prepare the students to advance to the GED class. $10
- **1083-CENC-ALC4022**
  T/Th Jan. 24 - Apr 26 8:30 a.m. - 12:00 p.m.
- **1084-CENC-ALC4022**
  T/Th Jan. 24 - Apr 26 5:30 - 9:00 p.m.

**ASE Adult Secondary Education (GED)**
Instruction will prepare the student 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.

Cost: Free
- **1085-CENC-ALC4023**
  M/W Jan. 23 - Apr 25 8:30 a.m. - 12:00 p.m.
- **1086-CENC-ALC4023**
  M/W Jan. 23 - Apr 25 5:30 - 9:00 p.m.

**Inscripcion De Ingles Como Segundo Idioma (ESL) Gratis**
Cost: Gratis
Ofrecemos clases de Ingles Como Segundo Idioma (ESL) para adultos cuyo idioma original no es el Ingles. Nuestro programa de ESL incluye conversacion, pronunciacion, escritura, y lectura. Estasareas se aplican en cualquiera de los niveles de clases de ESL. Los estudiantes seran evaluados en sus habilidades verbales y de escritura para poder ser inscritos en el nivel de ESL que les corresponde. Inscripciones seran el 17 al 18de Enero alas 8 a.m. y 5 p.m. en el Centro de Educacion para Adultos (Lee College Adult Learning Center). Llame 281-425-6536 para mas informacion.
Orientacion el 5 y 6 de Julio a las 8:00 a.m. y 5:00 p.m. en el Centro de Educacion para Adultos.

Cost: Free
- **1087-CENC-ALC4028**
  TBA Jan. 23 - Apr 26 8:30 a.m. - 11:30 p.m.
- **1088-CENC-ALC4028**
  TBA Jan. 23 - Apr 26 5:30 - 9:00 p.m.
- **1089-CENC-ALC4028**
  TBA Jan. 24 - Apr 26 5:30 - 9:00 p.m.

**ANF Adult Education Class**
Basic education classes are offered throughout the district and surrounding areas in compliance with (TANF) Temporary Assistance For Needy Families House Bill 1863. Students must contact The Work Force Solutions at 281-837-0079, or the Adult Learning Center at 281-425-6536.

Call the Work Force Solution (281) 837-0079

**Orientation and Registration: Jan 30**
- **1090-CENC-ALC4025**
  M-Th Feb 1 - Apr 19 8:30 a.m. - 1:30 p.m.

When registering, please include the following code on your completed registration form or give it to Continuing Education personnel when calling in to register: SP120014
WELDING CLASSES

Introduction to Shielded Metal Arc (SMAW)
Introduction to Gas Tungsten Arc (GTAW)
Introduction to Pipe Welding
Advanced Shielded Metal Arc (SMAW)
Advanced Gas Tungsten Arc (GTAW)
Advanced Pipe Welding

For more information and to register, contact Continuing Education:
281.425.6311 or www.lee.edu/ce.

GENERAL INFORMATION

Continuing Education Office
909 Decker Drive, Baytown, TX
281-425-6311 (Phone) • 281-425-6855 (Fax)
www.lee.edu/ce

Office Hours:
Monday - Thursday 7:30 a.m. - 6:00 p.m.
Friday 7:30 a.m. -12:30 p.m.

Continuing Education registration is continuous until a class begins or is full. If the minimum required enrollment is not met, classes are cancelled three business days before scheduled start date or on the registration deadline.

Continuing Education Mission Statement
Lee College Continuing Education is dedicated to providing high quality, non-credit training opportunities and services designed to enrich lives.

Books & Supplies
Books and supplies are NOT included in course fees, unless stated in the schedule or brochure. All book information is available online at www.lee.edu/ce. Books will be available for purchase at the Lee College Bookstore, unless stated in schedule.

Certificates
Certificates will be awarded to students completing the course requirements in all Continuing Education classes.

Grading Policy
A grade of Pass (P) or Fail (F) will be given based on student’s successful completion of course objectives for all non-credit funded workforce courses.

CEUs
The Continuing Education Unit (CEU) is a nationally recognized means of recording, accounting and providing recognition for participation in non-credit educational activities.

Class Cancellations
If the minimum enrollment requirements are not met, a class is cancelled three business days before scheduled start date. Continuing Education personnel will attempt to contact students if a class is cancelled, however it is the responsibility of the student to check the status of the class prior to attending. Students may check class status by calling the Continuing Education Office at 281-425-6311.

Disability Support Services (ADA Compliance)
Lee College is dedicated to providing access and services in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Support services for students with disabilities are provided on an individual basis, upon the student’s request. Requests for these services should be made through the Lee College Counseling Center.

Delayed, Postponed & Make-Up Classes
Normally, classes begin on the scheduled date. Occasionally, extenuating circumstances require a postponement which results in a make-up class. If this occurs, the Continuing Education Office will make every effort to notify students by phone before the class begins.

Disclaimer
This schedule has been carefully prepared to assure that all information is as accurate and as complete as possible; however, Lee College reserves the right to make changes which may re-
sult in deviations from the information in the schedule content.

**Entrance Requirements**
Most healthcare programs have admission and immunization requirements. For all other courses/programs, the descriptions will list any prerequisites for enrollment, if any exist. The minimum age for class participation is 18 years of age or older, unless the course description or class schedule states otherwise. The specific course instructor must approve any waiver of age limitations for a course. The costs incurred for the required immunizations, criminal background check, drug screen, CPR class, testing fees, etc… are your responsibility whether or not the class makes with the required minimum enrollment.

**Financial Assistance for Continuing Education Courses**
Texas Public Education Grant (TPEG) funds are available for qualified applicants enrolling in specific workforce training programs. Eligibility for funds is based on individual financial need and student enrollment in workforce courses as long as funds are available. If approved, TPEG funds cover only 40% of the course/program fees. It is the student’s responsibility to pay for the remaining amount. Available in the Continuing Education Office, a TPEG application must be submitted with all the required documentation in time to allow at least two to three weeks for processing prior to the class start date. Incomplete applications will not be processed. First Come, First Serve.

Installment Payment Plans are available to students on most healthcare programs. At the time of registration, an installment payment plan requires 50% of the program fees, textbook cost (if included in program fees) and a non-refundable $20 installment payment plan charge. Late fees will be assessed for any late installment payments.

Department of Labor (DOL) Health Care Grant funds are available for students who meet the qualifications and enroll in one of the following programs: Certified Nurse Aide, EKG Technician or Phlebotomy Technician. First Come, First Serve.

Continuing Education Scholarships are available for qualified applicants enrolling in specific healthcare and workforce training programs. $250 scholarships will be awarded to three applicants who are not receiving any other financial assistance. Deadline to apply is February 14, 2012.

**FERPA**
The Family Educational Rights and Privacy Act (FERPA), was established to protect the privacy rights of all students. The Act specifies the types of student information which can be released to the public without the student’s expressed consent and specifies the persons and agencies who may receive other information regarding students. The student’s information which, according to FERPA, a college may release to the public without students’ permission is referred to as “directory information.” The information included in the FERPA definition of directory information includes: name; address; telephone; date and place of birth; degree(s) earned and date; major and field of study; academic classification; dates of attendance; number of semester hours in progress and attained to date; previous high school and college attended; and weight and height of members of athletic teams. Students may request that Lee College withhold their directory information from the general public. To do so, students must check the appropriate box on the Continuing Education Office registration form when registering for a class.

**Job Placement**
The Student Career and Employment Office functions as an equal opportunity employer referral service assisting current and former Lee College students in obtaining employment. Students can register to get access to the Rebel Job Link, a computerized job database listing current employment opportunities. Visit the website at www.lee.edu/hirearebel.

**Parking**
To park on campus, every student must have a parking permit which allows for him/her to park in any parking spaces that is not reserved parking. Permits are provided at the first class or may be picked up in the Continuing Education Office. Parking permits must be displayed on the dash of a car.

**Refund Policy**
Cancellation of a Class—All classes are subject to cancellation if minimum enrollment requirements are not met. A 100% refund will be issued to all students registered in a class that is cancelled due to low enrollment; however, this does not include any installment fees. The costs incurred for the required immunizations, criminal background check, drug screen, CPR class, testing fees, etc… are your responsibility whether or not the class makes with the required minimum enrollment.

**Student Drops**—NO refunds will be made on classes (or books) after a class begins. To receive a 100% refund, students must call the Continuing Education Office and request to drop the class at least three business days prior to the start date of the class. The Refund Policy is based on the fact that Continuing Education classes are self-supporting. Student registration fees are used to pay instructors’ salaries and for necessary equipment and supplies. Processing of refunds can take up to three to four weeks, depending on payment type.

**Student Records and Transcripts**
Student records for Continuing Education programs are maintained in the Continuing Education Office. Students must contact the Continuing Education Office to request a transcript which is provided at a cost of $2 per transcript. If a student has a hold on his/her records, a transcript will not be issued until the hold has been removed.

When registering, please include the following code on your completed registration form or give it to Continuing Education personnel when calling in to register: **SP120014**
Counseling Center
Counselors are available on a walk-in basis to talk to you about admission to college, programs available at Lee College, class registration, improving your study skills, and transferring to a four-year university. The Center provides both personal and career counseling. Non-traditional students, Spanish speaking students, students with disabilities and veteran students have counselors that work with them specifically. The Counseling Center is located in Moler Hall. For more information call 281-425-6384.

Lee College Library
The Lee College Erma Wood Carlson Library is proud to extend user privileges to our community. We encourage community members to obtain a TexShare card from their local public library. All community members are welcome in Erma Wood Carlson Library for browsing, reference assistance and research. For more information, call 281-425-6379.

Hours of Service:
Monday - Thursday 7:30 a.m. - 9:00 p.m.
Friday 7:30 a.m. - 2:00 p.m.
Saturday 10:00 a.m. - 2:00 p.m.
Sunday Closed

Testing Services
The Lee College Testing Center is located in the Counseling Center in Moler Hall. The Testing Center offers a variety of tests: Accuplacer and THEA; Instructor/Individualized/Make-up Testing; VCT & Distance Education/On-line courses; GED; and Pearson VUE. Students should call 281-425-6384 or visit the Counseling Center to schedule an appointment or receive information about registration for a particular test in advance. For college placement testing, students must talk with a Counselor for advisement before scheduling an appointment.

Testing Service Hours:
Monday - Tuesday 8:00 a.m. - 7:00 p.m.
Wednesday 8:00 a.m. - 4:30 p.m.
Thursday 9:00 a.m. - 7:00 p.m.
Friday 8:00 a.m. - 12:00 p.m.
Saturday/Sunday Closed

Open Computer Lab
Lee College offers open computer lab and open study room times in the ATC Building, Room 208. Students are welcome to practice on the computer or just come to a study room to get away and concentrate on a particular subject. For more information call 281-425-6493.

Open computer lab/study room hours are:
Monday - Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 12:00 p.m.
Saturday/Sunday Closed

Lee College Bookstore
All textbooks and other supplies needed by Lee College students are available in the College Bookstore, which is located in Moler Hall. In addition, the bookstore stocks a variety of stationery, clothing and personal items. Refund Policy: Keep your receipt for any book purchased. Refunds will be given for books (with no markings made in them) returned before the class begins. If the class is cancelled, a refund for the book will be given only one week following the cancellation.

Semester Campus Bookstore Hours:
Monday - Thursday 7:45 a.m. - 7:00 p.m.
Friday 7:45 a.m. - 12:00 p.m.
Saturday/Sunday Closed

Bookstore hours when classes are not in session will be 7:45 a.m.-5:00 p.m. For more information call 281-425-6360.

Equal Education Opportunity Statement
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. Questions or complaints concerning a policy of nondiscrimination regarding campus activities and athletics based on sex can be directed to: Roy Champagne, Athletic Director 511 S. Whiting, Baytown TX 77520 rchampag@lee.edu 281-425-6594

Questions or complaints concerning a policy on nondiscrimination based on disability and accessibility may be directed to: Rosemary Coffman, PhD, CRC Interim Dean, Student Affairs 511 S. Whiting, Baytown TX 77520 rcoffman@lee.edu 281-425-6384

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.

Declaración: Igualdad de Oportunidades en la Educación: Lee College es una institución de inscripción abierta que ofrece una variedad de programas profesionales y académicos. Lee college no discrimina en forma de género, discapacidad, raza, edad, color, religión, nacionalidad, condición veterana en programas educacionales, actividades o prácticas de empleo como requeridas por el título VII, título IX, sección 504, ADA, o 34 C.F.R. Ingles limitado no es una barrera para la admisión al colegio.
## Spring 2012 Continuing Education Registration Form

### STUDENT INFORMATION

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
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<th>Home Address</th>
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<th>State</th>
<th>Zip</th>
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<tr>
<th>County</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Work Phone</th>
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<tr>
<th>Email Address</th>
<th>Date of Birth</th>
<th>Gender: □ Male □ Female</th>
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<tr>
<th>Social Security #</th>
<th>Have you been a resident of Texas for 12 months or more? □ Yes □ No If not, in what State/Country did you reside? State ________Country ______________</th>
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### Ethnicity

1. Are you of Hispanic Origin? □ YES (if yes, question 2 is optional) □ NO (if no, you may answer question 2)
2. Do you identify with one or more of the following? More than one may be selected.
   - [ ] African American/Black
   - [ ] African/Alaska Native
   - [ ] Native Hawaiian/Polynesian
   - [ ] Asian
   - [ ] White
   - [ ] Other

The information you choose to provide will be used in a nondiscriminatory manner, consistent with applicable civil rights laws, solely for required reporting under federal and/or state laws. Providing this information is voluntary.

### REGISTER IN PERSON:

**Lee College**

Continuing Education, 909 Decker Drive, Baytown TX

**Office Hours:** M-Th 7:30am - 6:00pm   Fri 7:30am - 12:30pm

### MAIL TO:

Lee College Continuing Education
PO Box 818, Baytown TX  77522-0818

### FAX: 281-425-6855
(with DS, VS, MC or AmEx)

### CALL: 281-425-6311
(with DS, VS, MC or AmEx)

### COURSE INFORMATION

<table>
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<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DATES</th>
<th>TIMES</th>
<th>FEE</th>
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### PAYMENT INFORMATION

Circle One: Cash DS VS MC AmEx ___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___ Exp Date ________ CVV Code (_____ _____ _____ )

Card Holder Name ___________________________ Check # ___________________________ TDL# ________________ Exp. Date __________

Model Release:

I [ ] do / [ ] do not (check one) grant Lee College permission to use my name/child’s name, photograph, and comments for marketing, advertising, public relations, and promotional purposes. I understand I will not be paid for any use of my image in any Lee College marketing materials now or in the future.

Non-Release of Directory Information:

I [ ] do / [ ] do not (check one) grant Lee College permission to release Directory information to the general public without written consent. Directory items include the student’s name, address, major, activities participated in, dates of attendance, and degrees and awards received.

Refund Policy: **NO REFUNDS WILL BE MADE AFTER A CLASS BEGINS.** We will be happy to issue a full refund if cancellation is received three BUSINESS days before the advertised registration deadline or the class start date. This policy is based on the fact that Continuing Education classes are self-supporting. Registration fees are used to pay salaries for our instructors as well as for supplies.

___________________________________________________________________________

Student Signature                                                                 Date

___________________________________________________________________________

FOR OFFICE USE ONLY: □ RD □ CBM □ FERPA

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Receipt #</th>
<th>Date</th>
<th>Initials</th>
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STRENGTHEN YOUR SKILLS FOR SUCCESS!

HEALTH OCCUPATIONS
- FREE Health Care Information Session
- EKG Technician
- Phlebotomy Technician
- Pharmacy Technician
- Clinical Medial Assistant
- Certified Nurse Aide
- Dental Assisting
- Medical Billing and Coding
- Medical Administrative Assistant
- Physical Therapy Aide
- Dialysis Technician
- Health Care Spanish
- Basic Life Support for HealthCare Workers

WORKFORCE OCCUPATIONS
- Building Teams that Work (Online)
- Project Management Fundamentals (Online)
- Business Writing
- Grammar Refresher
- How to Become a Better Communicator
- Negotiation 101: Learning to Solve Conflict through Mediation
- Substitute Teacher
- Classroom Discipline
- Fundamentals of Cake Decorating
- Teach & Writ Your Way to Paid Publication
- Certified Fiber Optics
- Texas Home Inspection (Online)
- Learn How to Shoot
- Texas Concealed Handgun License
- Import Export Now
- Certified Bookkeeper
- Management Training
- Accounting Fundamentals
- Leadership

IT & SOFTWARE DEVELOPMENT (ONLINE)
- Administrative Professional with Microsoft Office Specialist 2003 Training
- Administrative Professional with Microsoft Office Specialist 2007 Training
- Advanced Microsoft Certified Technology Specialist (MCTS) SQL Server 2008
- AutoCAD 2011
- CompTIA™ A+ Certification Training
- CompTIA™ Network+ Certification Training
- Forensic Computer Examiner
- Help Desk Analyst: Tier 1 Support Specialist
- Microsoft Access 2007
- Professional Bookkeeping with QuickBooks 2010
- Webmaster

MANAGEMENT & CORPORATE (ONLINE)
- Certified Green Supply Chain Professional
- Certified Indoor Air Quality Manager
- Certified Indoor Environmentalist
- Certified Mediator
- Certified National Pharmaceutical Representative
- Emergency Management Training for First Responders
- Fitness Business Management
- Non-Profit Management
- Principles of Green Buildings
- Project Management
- Records Management Certificate
- Six Sigma Black Belt
- Six Sigma Green Belt

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281.425.6311 • www.lee.edu/ce
continuinged@lee.edu