Opportunities for Career Advancement and Personal Enrichment

www.lee.edu/workforce
281.425.6311

Look inside for:

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- and more!
Center for Workforce & Community Development
Lee College
909 Decker Drive, Baytown, TX 77520

Mailing Address:
PO Box 818, Baytown, TX 77522-0818
Office: 281.425.6311 • Fax: 281.425.6855 • www.lee.edu/workforce

OFFICE HOURS:
Monday – Tuesday 7:30 am – 6 pm
Wednesday – Thursday 7:30 am – 5:15 pm
Friday 7:30 am – 12:30 pm

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Inside Back Cover
The Center offers financial assistance through the Texas Workforce Commission Grant. Eligible participants can receive scholarships for tuition and fees for pipefitter and electrical helper training.

TPEG is available for qualified applicants and specific programs that are 96 hours or more. TPEG pays 40% and it is the student’s responsibility to pay the remaining 60%. Students are able to pay the remaining balance in full through installment payment plans. The application process takes about two weeks. Students applying for TPEG, will be required to complete the FAFSA application online at www.fafsa.ed.gov. 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 are now available for certain workforce related programs. Please call 281.425.6311 for more information.

Scholarships/Grants

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

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

Texas Public Education Grant (TPEG)
TPEG funds are available for qualified applicants enrolling in specific workforce training programs that are 96 hours or more. 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. Students are able to pay the remaining balance in full through installment payment plans. Applicants are approved on a first come, first served basis. The application process takes about two weeks. Students applying for TPEG, will be required to complete the FAFSA application online at www.fafsa.ed.gov. For more information, contact Community Education.

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

EnergyVenture Scholarships
Industry partners such as ExxonMobil, Chevron Phillips, Braskem, and Shell sponsor and provide funds for students interested in the Energy Venture camps at Lee College, an energy career orientation summer camp for young people which focus on careers in energy, environmental and safety issues, teamwork, alternative energy sources and math/science. The student is required to write a one page thank you letter to their sponsor. The sponsors are invited to the last day of the camp, the camp celebration, and photographs will be taken with the College President and with the company representatives that contributed as scholarship underwriters.

ACCELERATE TEXAS Scaling and Sustaining Success in Integrated Basic Education and Workforce Training Programs Grant
Under this grant, training will be provided to individuals, eighteen years of age and older, who are native English speakers or English language learners whose skills fall below the secondary level. Eligible participants can receive funding for tuition and fees for specific workforce and healthcare training.

Governor’s Summer Merit Grant — The Magic of STEM
Under this grant, funds will be awarded to students between the ages of 14-16, on or before the day of camp, for a co-ed week long camp that will expose students to a variety of STEM related topics and experiences. Eligible participants can receive scholarships for tuition and fees.
**Computer Fundamentals**

$59.00 • Hours: 8

This course is designed for students who want to learn basic computer skills for today’s workplace. Topics include: terminology, components of a computer, keyboard usage, desktop and mouse techniques, navigating the internet, and sending and receiving effective emails. You will also receive an overview of the most common Microsoft programs (Word, PowerPoint and Excel).

161PLL10571
Sept 22 - Oct 13  Tu  6:00 PM – 8:00 PM  Location: ATC221

Supplies: Flash drive
Instructor: Vicky Hart

**Microsoft Excel 2013**

$99.00 • Hours: 24

Do you work with numbers? If so, then you need to master Microsoft Excel—and this is the place to do it. In this course, students will learn the skills needed to create, edit, format, generate reports and print basic worksheets. Register now to learn shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn how to utilize powerful mathematical formulas and how to use the function wizard.

Prerequisites: Must be able to type and possess familiarity with Windows for desktop.

161ITSW10221
Sept 16 - Nov 4  Online

161ITSW10222
Oct 4 - Dec 4  Online

161ITSW10224
Nov 3 - Dec 1  Tu  6:00 PM – 8:00 PM  Location: ATC221

161ITSW10223
Nov 11 - Jan 1  Online

162ITSW10221
Dec 9 - Jan 29  Online

Instructor: Chad Wambolt

**Accounting Fundamentals**

$99.00 • Hours: 24

Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

161ITSC10221
Sept 16 - Nov 6  Online

161ITSC12222
Oct 14 - Dec 4  Online

162ITSC12224
Dec 9 - Jan 29  Online

Instructor: David Paquin
How to Use a Computer for Spanish Speakers

$59.00 • Hours: 8

Learn the computer skills necessary to operate a computer in Spanish! This basic computer course is designed for students with little to no computer experience. Topics include: terminology, parts of a computer, keyboard usage, desktop and mouse techniques, navigating the internet, and send and receiving effective emails. You will also receive an overview of the most common Microsoft programs (Word, PowerPoint and Excel).

161POFI10241
Oct 19 - Nov 9 M 6:00 PM – 8:00 PM Location: ATC221
Instructor: Vicky Hart

Introduction to Photoshop CS Online

$99.00 • Hours: 24

This course is for all CS software (CS3, CS4, CS5, CS6). If you're a photographer, a graphic artist, or you just want to alter your old family photos, Adobe Photoshop is the program you 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 poor exposure, or adding NEW elements using the NEWest techniques Photoshop CS3 has to offer. You'll even learn how much fun it can be to paint again without the usual mess. And, best of all, you won't need any prior artistic ability or Photoshop experience to take this course. (Introduction to graphics software for image enhancement, photretouching, and image composition.)

161TSW10031
Sept 16 - Nov 6 Online
161TSW10032
Oct 14 - Dec 4 Online
161TSW10033
Nov 11 - Jan 1 Online
161TSW10034
Dec 9 - Jan 29 Online
Instructor: Sherry London

Introduction to Microsoft Word 2013

$99.00 • Hours: 8

Learn the basics of Microsoft Word for Windows. This course is for beginners and those wishing to refresh the basics. The objective is to familiarize student with the Microsoft Office application software and learn the fundamental features of this powerful program. You will learn how to create, format, save, edit text and print documents. Students will also learn how to find and customize templates for business and personal use; work with fonts, keyboard shortcuts, paragraph formatting, tabs, document templates and commonly used application and editing functions.

Prerequisites: Must be able to type and possess familiarity with Windows for desktop.

161POFI10241
Oct 19 - Nov 9 M 6:00 PM – 8:00 PM Location: ATC221
Instructor: Vicky Hart

Introduction to Quickbooks

$99.00 • Hours: 24

Use the power of QuickBooks software to take control of your business accounting! The course provides an introduction to the accounting cycle in a computerized environment. In these lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports. QuickBooks is designed for small to midsized businesses that want to incorporate powerful, effective software with a traditional approach to accounting. Whether you're NEW to QuickBooks or have already used earlier versions of this accounting software program, this course will equip you to quickly and efficiently gain control over the financial aspects of your business.

161ACNT10101
Sept 16 - Nov 6 Online
161ACNT10102
Oct 14 - Dec 4 Online
161ACNT10103
Nov 11 - Jan 1 Online
162ACNT10101
Dec 9 - Jan 29 Online
Instructor: Scott Paxton

Project Management Fundamentals

$99.00 • Hours: 24

There are more projects occurring today than at any time in history. Organizations initiate projects to create NEW computer applications, erect bridges and buildings, improve processes, develop NEW products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential.

161BMGT10211
Sept 16 - Nov 6 Online
161BMGT10212
Oct 14 - Dec 4 Online
161BMGT10213
Nov 11 - Jan 1 Online
162BMGT10211
Dec 9 - Jan 29 Online
Instructor: Tony Swaim
Introduction to Microsoft Project 2015

$99.00  •  Hours: 24
Discover how to effectively plan, implement, and control projects using the world's most popular project management software, Microsoft Project. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress, analyzing variances, and revising your project plan, Microsoft Project can help you organize all your project's details quickly and effectively.

161ITSW10581  
Sept 16 - Nov 6  
Online

161ITSW10582  
Oct 14 - Dec 4  
Online

161ITSW10583  
Nov 11 - Jan 1  
Online

162ITSW10581  
Dec 9 - Jan 29  
Online

Instructor: Tony Swaim

Intermediate Microsoft Excel 2013

$99.00  •  Hours: 24
Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2013, and discover how this powerful MS Office program can boost your productivity. In these hands-on lessons, you'll learn how to create informative, eye-catching charts and graphs and harness the power of Excel's data analysis tools and AutoFilter commands.

161ITSW10461  
Sept 16 - Nov 6  
Online

161ITSW10462  
Oct 24 - Dec 4  
Online

161ITSW10463  
Nov 11 - Jan 1  
Online

162ITSW10461  
Dec 9 - Jan 29  
Online

Instructor: Chad Wambolt

Questions?
E-mail us at Workforce@lee.edu.
### Substitute Teacher

**$99.00 • Hours: 12**

Introduction to the role of the substitute, identification of students’ needs, behavior modification, classroom management, 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 contact school districts for their requirements.

161EDTC10021
- **Sept 21-24**
- MTuWTh 5:30 PM – 8:30 PM
- Location: TBA

161EDTC10022
- **Oct 10-17**
- Sa 8:00 AM – 3:00 PM
- Location: TBA

162EDTC10021
- **Dec 7-10**
- MTuWTh 5:30 PM – 8:30 PM
- Location: TBA

**Instructor:** Juanita Williams

### Outstanding Customer Service

**$29.00 • Hours: 1.50**

The customer is the key to the success of any business. Without customers, you don’t have a business. The most successful companies and institutions have the best customer service. Learn strategies to create a culture of outstanding customer service. LUNCH is included in the registration fee!

161PD010001
- **Oct 14**
- W 11:30 AM – 1:00 PM
- Location: Liberty

**Instructor:** John Osterman

### Professional Truck Driver (CDL)

Seeking a new profession? If so, YOU can become a professional truck driver in just ONE semester!

Truck Driving is a professional career that brings new experiences every day and their services are always valuable no matter what might happen in the world of business.

Did you know that a truck driver at some point transports nearly everything you wear, eat and use on a daily basis including everything from your refrigerator to laptop computer to the materials used to build your house? Therefore, Truck Driving is a recession-proof professional as there were will always be goods on the move for retailers, distributors, production facilities and commerce in general.

Did you know that Houston is one of the country’s leading port cities and the transportation industry - large carriers, private fleets or delivery companies of every size? Imagine, in just one semester you can go from a minimum wage, dead-end job to earning approximately $35,000 in your first year of driving alone.

Students will learn the skills needed to become a professional truck driver, including pre-trip inspection, basic control skills, backing, and city street/highway driving. This program satisfies the requirements set by the Texas Department of Public Safety.

**How can I get more information?**
To learn more about the program or to get on the waiting list, please call 281.425.6311 or email us at workforce@lee.edu.

**Is financial aid available?**
This program does not qualify for traditional aid; however, there may be DARS, Hazelwood, or TPEG available if you qualify.
In partnership with Flying Tigers, Lee College Community Education offers individually tailored flight and ground instruction for students interested in pursuing aviation professionally or personally. The program is taught by qualified, experienced instructors, and meets the standards of the Federal Aviation Administration (FAA) required Part 141 ground school hours for Private Pilot Certification. Join this winning team, and enjoy great instruction and savings!

Program Starts: Monday, November 16, 2015 - Friday, March 4, 2016
Registration Deadline: Tuesday, October 27

PROGRAM NOTES:
• Students must register for two (2) ground school courses and one (1) lab/flight course, and remain registered in 2/1 throughout the semester, to be eligible for discounts at Flying Tigers. The cost per course is different if students do not register for 2/1.
• Complete required online student orientation prior to program start date.
• Online/Internet Requirements - Students must have access to a personal computer with full internet access and MS Office 2007. Students must also have a valid email address.
• Required Textbook-Student must purchase textbooks on your own or at Flying Tigers. They are NOT available at the Lee College Bookstore. Textbook information provided when registering.
• Prerequisites required for some classes.
• Surcharge for certain repeated courses.

FREE INFORMATION SESSION!
This free informative session will allow you meet instructors, discuss the curriculum, requirements, state certifications, job opportunities and ask questions. You will also have the opportunity to tour the facility and experience a flight simulation!

Date: Thursday, October 8  Time: 5:30 – 6:30 pm
Location: Ellington Field (Flying Tigers), 12711 Blume Ave, Houston, TX 77034

Online Courses
Private Pilot Ground
Instrument Ground
Commercial Ground
Aerodynamics
Aviation Safety
Aircraft Systems
Air Navigation
Advanced Air Navigation
Aviation Meteorology
Advanced Meteorology

Lab/Flight Instruction
Private Flight
Instrument Flight
Intermediate Flight
Commercial Flight

281.425.6311 • workforce@lee.edu
909 Decker Dr., Baytown, TX 77520
Fire Science Program

Coming Fall 2015!

The City of Baytown Fire Department has partnered with Lee College to utilize the Baytown Fire Training Facility to offer high-quality emergency response training instruction to firefighters, emergency response and safety personnel in fire prevention, suppression, control and safety.

Fire Science is an increasingly complex profession that is called upon to deliver a myriad of diverse services. Individuals must receive quality training and meet required state standards in order to improve community safety, preparedness and job performance. The Lee College program helps students acquire the knowledge, skills and abilities to provide workplace competencies and safely perform the critical and essential duties assigned.

As a certified training facility through the Texas Commission on Fire Protection (TCFP), we provide training designed to prepare individuals seeking to advance and become certified. Lee College offers low-cost, convenient, self-paced online/hybrid courses. All training meets the TCFP standards, qualifications and curriculum.

**Fire Instructor I ONLINE**
48 hours • $169
Designed to provide guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPR) of National Fire Protection Association (NFPA) 1041, Standard for Fire Service Professional Qualifications.

**Fire Instructor II ONLINE**
48 hours • $169
Designed to provide guidance that insures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1041, Standard for Fire Service Instructor Professional Qualifications.

**Fire Inspector (I, II and Plan Examiner) HYBRID**
196 hours • $479
Three-course series designed to prepare students to test for certification under the Texas Commission on Fire Protection.

**Program Requirements:**
- Online/Internet Requirements - Students must have access to a personal computer with full internet access and MS Office 2007. Students must have a valid email address.
- Highly recommend students have good working knowledge of computers and Microsoft Office (Excel, Word and PowerPoint)
- Required textbooks for each course. Students must purchase all textbooks on their own; not available at Lee College bookstore

For more information call The Center or Workforce and Community Development at: **281.425.6311**

aa/eeo
Receive nationally recognized NCCER® Credentialed Training and become an Instrument Fitter today!

For schedules and more info – www.lee.edu/workforce

Tuition Scholarships Available!
Call 281.425.6311

Estimated Cost of Tuition:
$1325 per student

FREE TUITION available for students without a high-school diploma, GED or for HS graduates with TSI or TABE score in Adult Basic Education range. Must apply through Center for Workforce and Community Development.

To determine eligibility visit:
Center for Workforce and Community Development
909 Decker Drive, Baytown, TX 77520

FREE INFORMATION SESSION
Sign up for the opportunity to meet with instructors, discuss program details, requirements, certifications, job opportunities, academic support, student services and resources, and available tutoring. Local industry professionals available for career information and questions.

Thursday, September 24, 2015
Lee College
Tucker Hall (Building #8 on campus map)
5:30 - 6:30 pm
**Clinical Medical Assistant Program (CMA)- Baytown**

Tuition: $2,330  •  Hours: 300

This 300 hour program prepares clinical medical assistant students to perform skills in the medical office setting. Clinical medical assistants perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors and optometrists running smoothly. It requires 140 classroom hours and 160 hours of a clinical externship. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for on-site testing, educating patients and maintaining clinical equipment in an ambulatory care setting. Clinical duties may include taking/recording medical histories and vital signs, explaining treatment procedures to patients, preparing patients for examination and assisting the physician during the examination. Additionally, an AHA BLS for Healthcare Providers (8 hrs) and Professionalism in the Workplace (7 hrs) are given within this course. Both are required prior to attending clinical rotations. This program will provide the necessary training and skills required to challenge the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Class: 9/29/15 – 12/12/15

Clinical Rotations: 12/14/15 – 2/29/16

**Prerequisites:** ALL prerequisites must be turned in prior to start of class.

- Online Background Investigation ($40, payable by student) through www.certifiedbackground.com. The results take 48-72 hours. For assistance, please see a registration clerk at the Center.
- Drug Screen ($40, payable by student) through www.certifiedbackground.com. The results take 48-72 hours. For assistance, please see a registration clerk at the Center.
- High School Diploma or GED
- Complete Accuplacer Test with required scores in Reading and Writing. Pick up Accuplacer Test form in the Center for Workforce Development registration office, pay for test in the Center and contact the Counseling Office at 281.425.6384 to schedule the test.
- Copy of Immunization Records (TDaP, TB test, MMR, Varicella, Hepatitis B) See a staff member for specifics on immunizations.

**EKG Technician**

Tuition: $813  •  Hours: 120

EKG Technicians assist physicians in diagnosing and treating cardiac (heart) and peripheral vascular (blood vessel) ailments by performing diagnostic tests to assess the heart rhythm and rate in patients. They are employed by hospitals and medical/surgical clinics, etc. The 120 hour coursework includes the fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. (Classroom 64 hrs, AHA BLS for Healthcare Providers 8 hrs, Clinical Rotations 48 hrs)

National certifications in EKG Technician are available through the American Certification Agency for Health Professionals (ACA) and the American Society of Phlebotomy Technicians (ASPT) www.aspt.org/ekg.html

**Prerequisites:** ALL prerequisites must be turned in prior to start of class.

- Online Background Investigation ($40, payable by student) through www.certifiedbackground.com. The results take 48-72 hours. For assistance, please see a registration clerk at the Center.
- Drug Screen ($40, payable by student) through www.certifiedbackground.com. The results take 48-72 hours. For assistance, please see a registration clerk at the Center.
- High School Diploma or GED
- Complete Accuplacer Test with required scores in Reading and Writing. Pick up Accuplacer Test form in the Center for Workforce Development registration office, pay for test in the Center and contact the Counseling Office at 281.425.6384 to schedule the test.
- Copy of Immunization Records (TDaP, TB test, MMR, Varicella, Hepatitis B) See a staff member for specifics on immunizations.

Call 281.425.6311 for more information.
Certified Nurse Aid (CNA)

Tuition: $805 • Hours 115

Prepare for entry level nursing assistant positions through our 115 hour CNA program. You 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, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis will be on effective interaction with members of the health care team. Also, as a student, you will communicate with residents and their families with sensitivity to their psychosocial needs, and assist residents in attaining and maintaining maximum functional independence. The clinical will provide a method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Our approved program will provide you with 60 hours of lecture/lab and 40 hours of clinical experience. Basic HIPAA training will be included. Additionally, students must attend AHA CPR for Healthcare Providers (8hrs) and Professionalism in the Workplace (7 hrs) offered in conjunction with this course prior to attending Clinical Rotations. Certificates of completion will be awarded, and is a separate process from the official certification issued by the state. For official Certification, the written and skills test will be given offsite through Pearson Vue.

Prerequisites: ALL prerequisites must be turned in prior to start of class.

- Online Background Investigation ($40, payable by student) through www.certifiedbackground.com. The results take 48-72 hours. For assistance, please see a registration clerk at the Center.
- Must be able to read and write English.
- Must have a Social Security Card AND a State-Issued ID or TDL (Names MUST match)
- Copy of Immunization Records (TDAp, TB test, MMR, Varicella, Hepatitis B) See a staff member for specifics on immunizations.

CNA #2 10/12/15 – 11/18/15 M-Th 1:00 p.m. – 5:00 p.m.

Dental Assistant

Tuition: $1969 • Hours: 155

The Dental Assistant Program prepares students for entry level positions in one of the fastest growing health care positions. The 155 hour program will cover key areas and topics exposing the student to both classroom and hands-on instruction. The 107 hours of classroom instruction reviews the necessary anatomy, terminol-

ogy, 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 course includes an AHA CPR for Healthcare Providers certification course (8 hrs) and covers the relevant material necessary to prepare students to the State of Texas’ “TSBDE” Dental Assisting exam offered throughout the State of Texas. Students participate in a 48 hour clinical rotation in a dental office located in the Baytown or surrounding areas. This is a great opportunity to enhance the skills learned in the program, and creates the possibility for employment.

Class: 10/13/15 – 12/15/15

Clinical rotations: 11/16/15 – 12/11/15

Prerequisites: ALL prerequisites must be turned in prior to start of class.

- High School Diploma or GED
- Complete Accuplacer Test with required scores in Reading and Writing. Pick up Accuplacer Test form in the Center for Workforce Development registration office, pay for test in the Business Office and contact the Counseling Office at 281.425.6384 to schedule the test.
- Copy of Immunization Records (TDAp, TB test, MMR, Varicella, Hepatitis B) See a staff member for specifics on immunizations.

Phlebotomy Technician

Tuition: $1,054 • Hours: 178

Phlebotomy Technicians are trained to perform a variety of blood collection methods. Our 178 hour program prepares you for entry level positions as a Phlebotomy Technician. We provide 63 hours of instruction in the classroom and laboratory, followed by 100 hours of clinical experiences in area laboratories. Coursework covers vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood culture, and specimen collection on adults, children and infants. Emphasis will be on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Other topics include professionalism, ethics and medical terminology. Additionally, an AHA BLS for Healthcare Providers (8 hrs) and Professionalism in the Workplace (7 hrs) are given in conjunction with this course. Both are required prior to attending clinical rotations. Once you have completed our program, national certification in phlebotomy is offered by multiple agencies including the American Society of Clinical Pathologists (ASCP) and the American Certification Agency for Healthcare Professionals (ACA).

Prerequisites: ALL prerequisites must be turned in prior to start of class.

- Online Background Investigation ($40, payable by student) through www.certifiedbackground.com. The results take 48-72 hours. For assistance, please see a registration clerk at the Center.
- Drug Screen ($40, payable by student) through www.certifiedbackground.com. The results take 48-72 hours. For assistance, please see a registration clerk at the Center.
- High School Diploma or GED
- Complete Accuplacer Test with required scores in Reading and Writing. Pick up Accuplacer Test form in the Center for Workforce Development registration office, pay for test in the Center and contact the Counseling Office at 281.425.6384 to schedule the test.
- Copy of Immunization Records (TDAp, TB test, MMR, Varicella, Hepatitis B) See a staff member for specifics on immunizations.

Class: 9/14/15 – 11/11/15

Clinical Rotations: 11/12/15 – 12/21/15
**Creative Writing Workshop**  **NEW**

$59.00 • Hours: 15

Put your thoughts into words that are sure to captivate readers! In this hands-on workshop, students will develop and write imaginative works for personal enjoyment or publication. Come prepared to write! Our published write and instructor will inspire you and ignite your creativity. Whether inspired to write a short memoir, personal essay, nonfiction article, or poetry, this class is designed for you!

*Supplies: paper, pen, and flash drive*

161PLL10531
Nov 2-18  M W  6:30 PM – 9:00 PM  Location: ATC220

Instructor: Kimberly Wuttke

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**The Complete Financial Workshop**  **NEW**

$79.00 • Hours: 4

Are you ready to retire or considering retirement in the future? If so, this class is for you! Planning for your future is important and can be alarming. Attend this workshop to ease your worries as students determine how much money is needed to retire, create goals for a successful retirement, learn tips to eliminate debt and reduce expenses, improve cash flow and much more. Act fact to secure your future. Financial Workbook included in fee.

161PLL10551
Sept 19-26  Sa Tu Th  9:30 AM – 11:30 AM  Location: Bayer Conference Center

161PLL10552
Oct 15-22  Th  6:30 PM – 8:30 PM  Location: Bayer Conference Center

161PLL10553
Nov 10-12  Tu Th  6:30 PM – 8:30 PM  Location: Liberty

Instructor: James Rodgers

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**Pinterest 1.0**  **NEW**

$19.00 • Hours: 2

Social media has taken our world by storm. Discover what all the buzz is about and learn how to pin, what to pin, and how to transition your pins to reality. Pinterest is more than a form of social media. Simplify, organize, and plan your next big event all with the assistance of Pinterest. Topics include: your profile, boards, followers and followings.

161PLL10511
Oct 6  Tu  6:00 PM – 8:00 PM  Location: ATC227

161PLL10512
Nov 5  Th  6:00 PM – 8:00 PM  Location: ATC220

Instructor: Quanisha Eaglin

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**Introduction to Voiceovers**  **NEW**

$49.00 • Hours: 1.50

Do you have the golden voice that belongs on commercials, radio, or the big screen? If so, hurry to register for this fun, one-on-one, video chat class! Students will learn details of the industry and receive professional voice evaluations for a professional voice actor. Pursue a career in the growing industry and share your voice with others. Class is taught via Skype.

161PLL10481  Online

Instructor: TBA
Techniques In Voiceover  **NEW**

$39.00  •  Hours: 1

Learn the skills and techniques needed to become a successful in the voiceover industry. In this course, students will be provided with a one-on-one script to read while gaining direction and coaching from a professional voiceover coach in an online setting. Class is taught via Skype.

Prerequisites: Introduction to Voiceovers

161PLL10491  Online

Instructor: TBA

Mesh Wreath Workshop  **NEW**

$29.00  •  Hours: 3

Do you admire those beautiful wreaths hung on doors but have no clue how to create one? If so, this class is just for you! Register now to learn the technique of assembling a mesh wreath. Students will create an original wreath for their home, classroom, or special holiday. Wreath from provided during workshop. Join us to add your personal touch! Upon registration, a list of additional supplies will be given to be brought on the first day of class.

161PLL10461  Oct 8  Th  6:00 PM – 9:00 PM  Location: ATC227

161PLL10462  Oct 22  Th  6:00 PM – 9:00 PM  Location: ATC220

Instructor: Kristy Zamagne

Your Story, Your Legacy  **NEW**

$59.00  •  Hours: 15

Do you have a great story to share? If so, this course is for you! Register today for this comprehensive course taught by a multi-published writing instructor. Students will commit to writing/revising their novel or work in progress. Whether you choose to publish or not, writing your novel is a fulfilling gift to share with family and friends. Join us to leave your legacy on paper.

161PLL10471  Oct 7 - Nov 11  W  6:30 PM – 9:00 PM  Location: ATC227

Instructor: Kimberly Wuttke

Presenting Yourself on Paper  **NEW**

$59.00  •  Hours: 8

Today it is more important than ever to present yourself on paper. Whether applying for a job or writing college application essays, this course is designed for you! Learn the do's and don'ts of portfolio development, define your strengths, and market your accomplishments as you create a personalized portfolio. Register now and let your portfolio showcase your skills and talents.

Supplies: pen, paper, USB.

161PLL10521  Sept 29 - Oct 8  Tu Th  5:30 PM – 7:30 PM  Location: ATC220

Instructor: Kimberly Mehne

Mesh Wreath Workshop
### Private Music Lessons (4 half hour lessons)

$115.00 • Hours: 2

Private lessons (1/2 hour weekly lessons) will be available on all band and orchestral instruments, piano, organ, voice and guitar. Registration will be for 4 lessons. Students may repeat registration process immediately after completing a session of lessons. Students will start at their present level and progress in both the physical and musical aspects of their performance area. Lesson availability depending on teacher availability and schedule. Community Education invites you to experience the joy of music lessons. Lee College offers private music lessons on all band/orchestra instruments and organs. Our experienced faculty can bring music alive for children, teens and adults during the flexible sessions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
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<tbody>
<tr>
<td>161PLL10271</td>
<td>TBA</td>
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**Instructor:** TBA

### Private Music Lessons (6-one hour lessons)

$223.00 • Hours: 6

Private lessons (one hour weekly lessons) will be available on all band and orchestral instruments, piano, organ, voice and guitar. Registration will be for 6 lessons. Students may repeat registration process immediately after completing a session of lessons. Students will start at their present level and progress in both the physical and musical aspects of their performance area. Lesson availability depending on teacher availability and schedule. Community Education invites you to experience the joy of music lessons. Lee College offers private music lessons on all band/orchestra instruments and organs. Our experienced faculty can bring music alive for children, teens and adults during the flexible sessions.

<table>
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<tr>
<th>Course Code</th>
<th>Location</th>
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<tbody>
<tr>
<td>161PLL10281</td>
<td>TBA</td>
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**Instructor:** TBA

### Private Music Lessons (12-half hour lessons)

$223.00 • Hours: 6

Private lessons (1/2 hour weekly lessons) will be available on all band and orchestral instruments piano, organ, voice and guitar. Registration will be for 12 lessons. Students may repeat registration process immediately after completing a session of lessons. Students will start at their present level and progress in both the physical and musical aspects of their performance area. Lesson availability depending on teacher availability and schedule. Community Education invites you to experience the joy of music lessons. Lee College offers private music lessons on all band/orchestra instruments and organs. Our experienced faculty can bring music alive for children, teens and adults during the flexible sessions.

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<tr>
<td>161PLL10291</td>
<td>TBA</td>
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**Instructor:** TBA

### Private Music Lessons (12-one hour lessons)

$439.00 • Hours: 12

Private lessons (one hour weekly lessons) will be available on all band and orchestral instruments, piano, organ, voice and guitar. Registration will be for 12 lessons. Students may repeat registration process immediately after completing a session of lessons. Students will start at their present level and progress in both the physical and musical aspects of their performance area. Lesson availability depending on teacher availability and schedule. Community Education invites you to experience the joy of music lessons. Lee College offers private music lessons on all band/orchestra instruments and organs. Our experienced faculty can bring music alive for children, teens and adults during the flexible sessions.

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<th>Course Code</th>
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<tr>
<td>161PLL10301</td>
<td>TBA</td>
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**Instructor:** TBA
### Wellness Center 1 Week - Drop in

<table>
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<th>Code</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>161PLL40481</td>
<td>M Th</td>
<td>5:30 AM – 8:00 PM</td>
<td>TBA</td>
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<tr>
<td></td>
<td>F</td>
<td>5:30 AM – 2:00 PM</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>SA</td>
<td>9:00 AM – 2:00 PM</td>
<td>TBA</td>
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</table>

**Instructor:** Jason Summers

### Wellness Ctr. 1 Semester Non-Sr.

Joining the Lee College Wellness Center is 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! As an enrolled member, you have unlimited use of the Wellness Center.

<table>
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<tr>
<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>161PLL40651</td>
<td>Sept 1 - Dec 31</td>
<td>M Th</td>
<td>5:30 AM – 8:00 PM</td>
<td>Gymnasium</td>
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<td>SA</td>
<td>9:00 AM – 2:00 PM</td>
<td>Gymnasium</td>
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**Instructor:** Jason Summers

### Water Aerobics Beginners and Experienced

This course is designed to learn the basic skills for exercise in the water. Emphasis will be placed on various exercise routines in the water that incorporate strength, endurance, and flexibility.

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<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>161PLL40712</td>
<td>Aug 24 - Dec 9</td>
<td>M W</td>
<td>5:15 PM – 6:30 PM</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>161PLL40711</td>
<td>Aug 25 - Dec 10</td>
<td>Tu Th</td>
<td>5:15 PM – 6:30 PM</td>
<td>Gymnasium</td>
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</table>

**Instructor:** Karen Guthmiller

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**Open Swim – Semester – Sr. Citizen or Non-Sr. Citizen**

$50.00 • Hours: 70

Come and exercise at the Lee College swimming pool during your leisure time. There is no instruction so you can enjoy swimming laps and getting your daily exercise in when you have the time. There is a lifeguard on duty.

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<tbody>
<tr>
<td>161PLL40721</td>
<td>Sept 1 - Dec 18</td>
<td>M Th</td>
<td>2:00 PM – 7:00PM</td>
<td>Gymnasium</td>
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<td>F</td>
<td>9:00 AM – 2:00 PM</td>
<td>Gymnasium</td>
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**Open Swim – One Day Pass – Anyone – Sr. Citizen or Non-Sr. Citizen**

$10.00 • Hours: 2

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<th>Code</th>
<th>Dates</th>
<th>Days</th>
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<tr>
<td>161PLL40861</td>
<td>Aug 24 - Dec 9</td>
<td>M W</td>
<td>5:15 PM – 6:30 PM</td>
<td>Gymnasium</td>
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</tbody>
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**Open Swim – One Week Pass – Anyone – Sr. Citizen or Non-Sr. Citizen**

$25.00 • Hours: 10

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<tr>
<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>161PLL40911</td>
<td>Aug 24 - Dec 10</td>
<td>Tu Th</td>
<td>5:15 PM – 6:30 PM</td>
<td>Gymnasium</td>
</tr>
</tbody>
</table>

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**Wellness Center 1-day Drop-in**

$10.00 • Hours: 2

<table>
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<tr>
<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>161PLL40461</td>
<td>Aug 24 - Dec 10</td>
<td>Tu Th</td>
<td>5:15 PM – 6:30 PM</td>
<td>Gymnasium</td>
</tr>
</tbody>
</table>

**Instructor:** Jason Summers
Travel Showcase

No Fee • Hours: 3

Join us for an in-depth presentation of the 3 or 4 exciting tours we have planned for 2016! Travel adventures for next year are Canadian Rockies by Train Journey, Sedona Arizona & the Grand Canyon, Timeless France land and river cruise and Rediscover CUBA!

161SC30491
Nov 2    Th  5:00 PM – 8:00 PM  Location: 909 Decker Drive Phyllis Davis

Instructor: Lynne Foley

Day Trips
- Afternoon Tour & Tasting at Budweiser Distributor
- Christmas Mystery Tour
- Discovering the Tunnels in Downtown Houston
- History in Your own Backyard
- International Quilt Festival
- Senior Night at Lee College Basketball
- Senior Night at Lee College Volleyball
- Theatre Under the Stars production of “The Bridges of Madison County”
- Wetlands Center Class and Baytown Nature Center Tour

Sterling Municipal Library Partnership

- Lifelong Learning
- Media Lab and 3D Printing
- Book Reviews
- Appy Hours

Red Hat Society

- Scarlett YaYas Annual Christmas Tea and Style Show
- Scarlett YaYas Fall Luncheon and Style Show for the residents of The Waterford Baytown

Volunteer Opportunities

- Performing Arts Center Usher Corps
- Senior Adult Program for area community events

California Rail Discovery
Start and Operate Your Own Homebased Business

$99.00 • Hours: 24

Starting a home-based business is the hottest trend in today’s challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

161PLL10241
Sept 16–Nov 6 Online

161PLL10242
Oct 14–Dec 4 Online

161PLL10243
Nov 11–Jan 1 Online

162PLL10241
Dec 9–Jan 29 Online

Instructor: Helene Liatsos

Exporting Food as a Small Business

$89.00 • Hours: 4

What if your small food or beverage business had an untapped market overseas that was just as profitable, but no more difficult than a domestic sale? Forget what you have heard about exporting and register to learn proven strategy to test market your product while eliminating all the problems and risks people commonly associate with exporting. Whether you are the producer or an agent, no business is too small to export.

161PDD10111
Oct 6–27 Tu 7:00 PM – 8:00 PM

Instructor: John Spiers

Import Export Now!

$95.00 • Hours: 18

Now you can learn what it takes to be self-employed in import or export (or both) of goods or services with this step-by-step hands-on nine week seminar delivered over the internet. 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. Weekly live sessions online and after the formal nine weeks' course, you may join a listserv of ex-students, so access to the instructor and peers never ends.

161PDD10101
Oct 7–Dec 2 W 8:00 PM – 10:00 PM

Instructor: John Spiers

Excel Beginner - SBDC

$35.00 • Hours: 3

This course introduces you to all the ins and outs of Excel. Learn to enter data, use formula and functions, create charts and graphs. Also learn how to expand upon the basic knowledge of Excel.

161SBC10021
Oct 10 Sa 8:00 AM – 11:00 AM Location: ATC221

161SBC10022
Nov 7 Sa 8:00 AM – 11:00 AM Location: ATC221

Instructor: Ricky Vaughan

Access Beginner

$45.00 • Hours: 3

Small business owners are constantly faced with large amounts of data to keep updated on a regular basis. Attend this workshop and learn how to create tables, reports, forms, and other tools to help organize and professionally present your data.

161SBC10041
Sep 26 Sa 8:00 AM – 11:00 AM Location: ATC221

Instructor: Ricky Vaughan

QuickBooks Intermediate

$45.00 • Hours: 3

This class is unique because it is a hands-on class with you working on Quickbooks Pro 2010 under the supervision of a Quickbooks expert. This is an intermediate level class which focuses on some of the more advanced features in Quickbooks Pro 2009. Hands-on Quickbooks training covers the following areas: estimating, inventory and payroll taxes, purchase orders, customizing templates, and modifying reports to meet your specific needs. An overview will be given of the numerous reports available in Quickbooks to help you manage your business. Ample time is provided for question and answer sessions including tips on how to optimize Quickbooks for your specific business.

161SBC10091
Oct 27 Tu 6:00 PM – 9:00 PM Location: ATC221

161SBC10092
Nov 17 Tu 6:00 PM – 9:00 PM Location: ATC221

Instructor: TBA
Excel Intermediate

$35.00  •  Hours: 3
This course will help you learn sorting and filtering, conditional formatting, decision functions, pivot tables, and macros.

161SBC10031
Oct 17     Sa  8:00 AM – 11:00 AM  Location: ATC221

161SBC10032
Nov 14     Sa  8:00 AM – 11:00 AM  Location: ATC221

Instructor: Ricky Vaughan

Quickbooks Basic

$45.00  •  Hours: 3
The class is unique because it is a hands-on class with you working on QuickBooks Pro 2014 under the supervision of a QuickBooks expert. This is an introductory level class which focuses on QuickBooks basics and how to prevent the most common book keeping mistakes. Hands-on Quickbooks training covers the following areas: Company set-up with accrual or cash basis, chart of accounts, preferences, items, enter and pay bills, write checks, invoices, deposits, bank reconciliation, reports for profit and loss, and balance sheets. Ample time is provided for question and answer sessions including tips on how to optimize Quickbooks for your specific business.

161SBC10081
Oct 20     Tu  6:00 PM to 9:00 PM  Location: ATC221

161SBC10082
Nov 10     Tu  6:00 PM to 9:00 PM  Location: ATC221

Instructor: Manuel Escontrias
Obtain your GED and prepare for a future career!

PROGRAM COMPONENTS
- GED Prep Class
- Distance Learning Open Labs
- Academic Workshops
- Skills Training Classes
- Career Cruising
- Transition Support Services
- Learner Friendly

Adult Basic Education/Literacy

No Fee
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 curriculum, the students are ready for GED classes.

Sept 9 - Nov 19  | M - Th  | 6:00 PM – 9:00 PM  | Location: TBA
Sept 9 - Nov 19  | M - Th  | 8:30 AM – 11:30 PM | Location: TBA
Instructor: TBA

Adult Secondary Education/GED

No Fee
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.

Sept 9 - Nov 19  | M - Th  | 6:00 PM – 9:00 PM  | Location: TBA
Sept 9 - Nov 19  | M - Th  | 8:30 AM – 11:30 PM | Location: TBA
Instructor: TBA

Ingles Como Segundo Idioma

No Fee
Ofrecemos clases de Ingles Como Segundo Idioma Ingles para adultos cuyo idioma original no es el Ingles. Nuestro programa de Ingles incluye conversacion, pronunciacion, escritura, y lectura. Estas areas se aplican en cualquiera de los niveles de clases de Ingles. Los estudiantes seran evaluados en sus habilidades verbales y de escritura para poder ser inscritos en el nivel de Ingles que les corresponde. Inscripciones seran el 24 de Agosto a las 8 am y 5 pm en el Centro de Educacion para Adultos (Lee College Adult Learning Center). Llame 281.425.6536 para mas informacion.

Sept 9 - Nov 20  | M - F   | 8:30 AM – 12:00 PM | Ubicacion: TBA
Sept 9 - Nov 18  | M W     | 5:30 PM – 9:00 PM  | Ubicacion: TBA
Sept 9 - Nov 19  | Tu Th    | 5:30 PM – 9:00 PM  | Ubicacion: TBA
Instructor: TBA

Become a fan! Follow us on Facebook
www.facebook.com/centerforworkforce

ADULT EDUCATION & LITERACY

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

ABE/GED (General Education Development) students are required to attend a student orientation. Orientation is scheduled on August 19 at 9:00 am and 6:00 pm. All classes meet at the Adult Learning Center, 101 S. Whiting, 281.425.6536.
Have you ever wanted to use your job skill or hobby to teach others? If you are interested in teaching, even if you don’t have prior teaching experience, we want to talk to you! We are looking for instructors in the following areas:

- Healthcare Occupations
- Personal Enrichment
- Career/Workforce Training
- Recreation and Fitness
- Computer Technology
- Senior Adult and Travel
- Small Business Development
- Kids at College

CE is looking for instructors with unique class ideas for our programs. If you are interested in teaching a course, please complete our online course proposal form: www.lee.edu/workforce/course-proposals/.

For more information or to discuss a possible course you are interested in teaching, e-mail us at workforce@lee.edu, or call 281.425.6311.
GENERAL INFORMATION

Workforce and Community Development
909 Decker Drive, Baytown, TX 77520
Phone: 281.425.6311 Fax: 281.425.6855
www.lee.edu/workforce

Office Hours:
Monday - Tuesday 7:30 am - 6 pm
Wednesday - Thursday 7:30 am - 5:15 pm
Friday 7:30 am - 12:30 pm

Regrettably, registration is not available for all courses at the beginning of class. Once a class begins, registration is not available. The minimum enrollment required for an opposing class is three business days before scheduled start date or on the registration deadline.

CWCD Center’s Mission Statement
www.lee.edu/workforce
Lee College Community 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/workforce. Books will be available for purchase at the Lee College Bookstore, unless stated in schedule. Supplies are paid to the instructor on the first day of class.

Certificates
Certificates will be awarded to students completing the course requirements. All obligations to Lee College must be completed before transcripts or certificates may be released. Once a certificate is awarded, all other certificates are processed and mailed for a $2.00 each charge within 1 to 2 days.

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. Community Education Center 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 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 at 281.425.6384.

Campus Closure Dates
The college will be closed on the following dates:
Sept. 7 Labor Day
Nov. 26-29 Thanksgiving
Dec. 19- Jan. 3 Winter Break

Delayed, Postponed and 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 Community Education Center will make every effort to notify students by phone before the class begins.

Emergency Closing of the College
We are pleased to announce that Lee College has a state-of-the-art notification system that is capable of sending alerts instantly. You may choose to receive notifications on your: mobile phone (text message), Blackberry, wireless PDA, pager, email address, Lee College website, Google, Yahoo, or AOL home page. It only takes a minute to register and you will receive: Weather cancellations, delays and emergency conditions. You may also check on any of the optional groups listed from which you would like to receive notifications. To register, go to www.lee.edu/alerts and simply complete the form. You will need to have your cell phone turned on to complete the process. Thank you and we look forward to a safe and successful year for all our Lee College Community Center. Lee College Emergency Hotline 1.877.647.5767.

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 result in deviations from the information in the schedule content.

Entrance Requirements
Most healthcare programs have admission and immunization requirements that are due within two weeks prior to class start date. 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 or instructor’s approval. 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 the Center
Texas Public Education Grant (TPEG) funds are available for qualified applicants enrolling in specific workforce training programs that are 96 hours or more. 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. Students are able to pay the remaining balance in full through installment payment plans. Applicants are approved on a first come, first served basis. The application process takes about two weeks. Students applying for TPEG, will be required to complete the FAFSA application online at www.fafsa.ed.gov. For more information, contact the center.

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.

Scholarships are available for qualified applicants enrolling in specific healthcare and workforce training programs.
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 that 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 center 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 center. Parking permits must be displayed on the dash of a vehicle. Parking violations will be issued.

Refund Policy and Cancellations
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 the students’ 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 center 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 the center classes are self-supporting. Student registration fees are used to pay instructors’ salaries, necessary equipment and supplies. Processing of refunds can take up to three to four weeks, depending on payment type.

Surcharge for Certain Repeated Classes
Lee College applies a surcharge to the tuition for classes repeated three or more times since Fall 2002. This action was taken because the state legislature eliminated the funding match colleges previously received for these enrollments. The surcharge is assessed by each course contact hour. Students are strongly encouraged to keep the surcharge in mind when considering whether to drop a required course. If the drop will result in a grade of W the course will be counted as an attempt. Students should see a registration clerk if they have questions about whether they will be affected during this or any other registration period.

Student Records and Transcripts
Student records are maintained in the office. Students must contact the center to request a transcript form. All obligations to Lee College must be cleared before transcripts or certificates will be released. Transcript and certificate requests are processed within 1 to 2 business days and cost $2.00 per copy.

Register early! Classes fill up quickly! 281.425.6311
## Workforce & Community Development Registration Form

### Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
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<table>
<thead>
<tr>
<th>Home Address</th>
<th>City</th>
<th>Cell Phone</th>
<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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<table>
<thead>
<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?</th>
<th>□ Yes □ No</th>
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</table>

**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
   - [ ] American Indian/Alaska Native
   - [ ] Native Hawaiian/Pacific Islander
   - [ ] Asian
   - [ ] White

*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.*

**For state reporting purposes please check all that apply:**
- [ ] Displaced Homemaker
- [ ] Academically Disadvantaged (less than high school diploma)
- [ ] Economically Disadvantaged (household income less than $15,000 per year)
- [ ] Single Parent
- [ ] Disabled (legally blind, deaf, speech impaired, wheelchair bound, learning disabled, etc.)

### Register in Person:

**Office Hours:**
- M - Tu: 7:30 am - 6 pm
- W - Th: 7:30 am - 5:15 pm
- F: 7:30 am - 12:30 pm

**MAIL TO:**
Lee College Community Education
PO Box 818, Baytown TX 77522-0818

**FAX:** 281-425-6855
(with DS, VS, MS or AmEx)

**CALL:** 281-425-6311
(with DS, MS, 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

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<th>Circle One:</th>
<th>Cash</th>
<th>DS</th>
<th>VS</th>
<th>MC</th>
<th>AmEx</th>
<th>Exp Date</th>
<th>CVV Code (_______)</th>
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</thead>
</table>

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 Community 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>
</tr>
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</table>
SERVICES AVAILABLE TO STUDENTS

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.

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/Online 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.

Open Computer Lab
Lee College offers open computer lab times in the ATC Building, Room 208. A full-time lab manager and student assistants are available during open hours. For more information call 281.425.6493.

Open computer lab hours:
Monday - Thursday 8 am - 5 pm
Friday/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. 281.425.6360
FAST TRACK
your career in just weeks!

Receive industry recognized OSHA 10 and NCCER® Credentialed Training and become an Electrician Helper or Pipefitter Helper today!

Call for the next start dates!
281.425.6311

Tuition scholarships available for those who qualify!

Level 1 fast track courses offered:
- Electrical
- Pipefitter
- Millwright
- Instrument

All courses require clear drug screen test before enrollment.

Courses taught at Lee College
Baytown, Texas

Scheduling options to meet most needs:
(Quickest way to jumpstart into a career)
- Weekdays (4-6 weeks to complete)
  Monday-Friday 8 am-4 pm
- Increase your earning potential around your current schedule:
  Weekends (varies by class)
  Saturday and Sunday, 8 am-4 pm
- Evenings (varies by class)
  Monday & Wednesday, 6-9 pm
  Tuesday & Thursday, 6-9 pm

www.lee.edu/workforce 