FORCE

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

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

Mission Statement
The CWCD is dedicated to providing high quality, non-credit training opportunities and services designed to enrich lives.

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

Why Us?
• Quality education
• Instructors with real-world experience
• Affordable and convenient
• Caring and supportive staff who will guide you every step of the way
• Lifelong learning opportunities for individuals of all ages to develop personally or professionally
• Career-ready in relatively short period time

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

Office: 281.425.6311
Fax: 281.425.6855

www.lee.edu/workforce

OFFICE HOURS
Mon.: 7:30 a.m.-5:15 p.m.
Tue.-Thu.: 7:30 a.m.-7 p.m.
Fri.: 7:30 a.m.-5 p.m.
Sat. & Sun.: Closed

FOLLOW US
@Centerforworkforce

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Customized Corporate Training

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

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

- Curriculum development
- Pre-employment assessments
- Skills gaps assessment
- Professional development
- New hire, incumbent, and advanced training
- And much more!

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

**NCCER Fundamentals of Crew Leadership**
This course is designed as a comprehensive, competency-based program that gives both veteran and new field employees a step-by-step approach to honing their natural abilities, developing essential skills, and generally improving their performance as leaders. This course introduces Leadership, Motivational Theories, Leadership Styles, and Evaluation of Leadership Performance. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $396

Dec. 2-18 · Mon., Wed., & Fri. · 6-9 p.m.
Baytown, Lee College ATC, Room 227 · Course ID: 202BMGT10201

**NCCER Project Supervision**
A comprehensive, competency-based program that gives both veteran and new field managers a step-by-step approach to honing their natural abilities, developing essential skills, and generally improving their performance as leaders. Course covers topics such as Human Relations and Problem Solving, Safety, and Quality Control. NCCER module credit will be uploaded onto the student’s transcript within the Automated National Registry. Cost: $1,015

Jan. 13-March 2 · Mon., Wed., & Fri. · 6-9 p.m.
McNair, Lee College McNair Center, Room 122 · Course ID: 202CNBT20441

**NCCER Pipefitting Level 3**
Identification, description, and application of piping standards and specifications. Inleds identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and materials take offs. Course is designed to prepare students for employment as an entry pipefitting Level helper with area contractors. *NCCER Core should be taken prior to this course. NCCER module credit will be uploaded onto the student’s transcript within the Automated Nation Registry. NCCERConnect electronic text will be utilized. Cost: $1,061

Jan. 27-Feb. 20 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.
McNair, Lee College McNair Center, Room 122 · Course ID: 202PFPB20081

**NCCER CORE Curriculum**
Introduce student to construction principles including orientation to the construction trade including: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Communication Skills, Materials Handling and Basic Employability Skills. Course is designed to prepare students for employment as a general helper with area contractors or progress to another craft area for additional training. NCCER module credit will be uploaded onto the student’s transcript within the Automated National Registry. NCCERConnect electronic text will be utilized. Cost: $675

Feb. 10-24 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.
Liberty, Lee College Education Center South Liberty County, Room 202 · Course ID: 202INMT10051

**NCCER HVAC Level 1**
This course is designed to prepare students for employment as an entry-level HVAC helper with area contractors. Content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices. *NCCER Core should be taken prior to this course. Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF. Cost: $1,465

Feb. 11-March 5 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.
Baytown, Lee College TV10, Room 102 · Course ID: 202HART10381

**FIBER OPTICS TRAINING**

Certified Fiber Optics Technician (CFOT)
This introductory three-day fiber optics course is designed for anyone interested in learning basic fiber optic networking. This program combines theory and 75% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optics Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course also introduces the student to industry standards governing FTTD (Fiber To The Desk), FTTH (Fiber To The Home), LAN/WAN fiber networks, and further introduces the student to basic fusion and mechanical splicing. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and cost of installation. Standards covered: NEC/NEC-301-2004, EIA/TIA 568-B.3, ANSI/TIA/EIA 607-A, and NEC Article 770-50, anyone interested in becoming a Certified Fiber Optics Technician should attend this class. Cost: $895

Dec. 2-4 · Mon.-Wed. · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 220 · Course ID: 202LOTT10914

Feb. 3-5 · Mon.-Wed. · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 220 · Course ID: 202LOTT10911

Certified Fiber Optics Specialist/Testing & Maintenance (CFOS/T)
This two-day (16-hour) program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a
general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands-on activities. This comprehensive program explains the variety of testing standards, equipment, and technological approaches used in fiber network testing and splicing and how to choose among them. Cost: $795

Dec. 5-6 · Thu. & Fri. · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 220 · Course ID: 202LOTT10915

Feb. 6-7 · Thu. & Fri. · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 220 · Course ID: 202LOTT10912

Certified Fiber Optics Splicing Specialist (CFOS/S)
This two-day (16-hour) Splicing Specialist training includes a complete PowerPoint presentation explaining the importance of high performance splicing and further details the points necessary to achieve these splices. An overview of OTDR functions and trace understanding is also provided during this presentation. This course provides 85% hands-on training, classroom activities, training in both fusion and mechanical splicing, and either single or multimode fiber optic cables. Inside or outside plant fiber optic cable types will be utilized at instructor’s discretion during these hands-on sessions along with fiber optics enclosures and splice trays. The student will be responsible for successfully making and testing both mechanical and fusion splices. In addition to the basic splicing activities outlined above, the student will further be required to correctly and efficiently install spliced fibers into splice trays and enclosures. The student will further be required to achieve a splice loss of less than 0.15 dB for all splices and demonstrate proficiency in interpretation of splice loss using OTDR splice traces. This course may be taken immediately after successfully completing the FOA CFOT course. NOTE: Actual number of hours may vary depending on number of students. Prerequisite: FOA CFOT Course as of Jan. 1, 2015, the student MUST have successfully passed the basic CFOT course within the preceding 12 months or have renewed their FOA membership within that time frame prior to attending the CFOS/T, CFOS/S, and/or the CFOS/O FOA Specialist courses offered by BDI Datalynk. There are no exceptions. Students are encouraged to register for all courses being offered at the individual locations with the understanding that the CFOT is the prerequisite for all other courses and it must be successfully completed first prior to attending any of the other “specialist” courses. Costs includes course materials provided by instructor for all classes. (Lunch on your own). Cost: $795

Dec. 7-8 · Sat. & Sun. · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 324 · Course ID: 202LOTT10916

Feb. 8-9 · Sat. & Sun. · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 324 · Course ID: 202LOTT10913

FINANCIAL ASSISTANCE
PAYMENT PLANS

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

Download the Financial Assistance Application Form (PDF) by going to www.lee.edu/workforce and clicking on “Industrial Craft Training.” Return the completed form to 909 Decker Drive, Baytown, TX, or call 281.425.6311 for more information.
Funded by a generous donation from Texas Mutual Insurance Company, the Risk Management Institute (RMI) was created to offer free seminars, workshops, and safety training classes on health and safety for employers, employees, seniors, and the general public. The RMI will offer a series of free workshops this winter providing members of the community with priceless safety knowledge. Register for these FREE safety classes online today at www.lee.edu/rmi or call 281.425.6311.
Free Safety Courses

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

HAZWOPER (Hazardous Waste Operations)

40-Hour
HAZWOPER 40-hour is required for workers that perform activities that expose or potentially expose them to hazardous substances. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers, and the environment and OSHA regulations. This course covers topics included in 29 CFR 1910.120.

Dec. 2-6 · Mon.-Fri. · 8 a.m.-5 p.m.
McNair, Lee College McNair Center, Room 122
Course ID: 202OSHT10151

OSHA 30 Hour General Industry

This OSHA 30 Hour General Industry course is designed to educate workers on workplace and jobsite safety. Specifically, those who successfully complete this specialized training should become familiar with recognizing, avoiding, preventing, and stopping potential jobsite hazards.

Jan. 22-Feb.5 · Mon. & Wed. · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 227
Course ID: 202OSHT20151

HAZWOPER (Hazardous Waste Operations)

Refresher 8-Hour
This course meets the requirements in OSHA 29 CFR 1910.120 for eight hours of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. Prerequisites: Enrollment is open to those who have already completed the 40-hour or 24-hour HAZWOPER training.

Fri., Jan. 17 · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 202OSHT20111

Basic Safety and Health

This course is designed to acquaint students with various methods of observation needed to determine the presence of hazardous materials in the workplace.

Fri., Dec. 13 · 8 a.m.-5 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 202OSHT10002

OSHA 10 Hour Construction Standard

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

Jan. 13-15 · Mon. & Wed. · 8 a.m.-2 p.m.
Baytown, Lee College ATC, Room 227
Course ID: 202OSHT10003

HAZWOPER (Hazardous Waste Operations)

Permit-Required Confined Space
Learn how to recognize, evaluate, prevent, and abate safety and health hazards associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques.

Fri., Feb. 7 · 8 a.m.-5 p.m.
McNair, Lee College McNair Center, Room 122
Course ID: 202OSHT10001

OSHA 30 Hour General Industry

Medic First Aid
Medic First Aid is a combined adult first aid, AED, and CPR certification course designed specifically for the occupational first aid provider. This program will help employers meet OSHA and other federal and state regulatory requirements for training employees how to respond and care for medical emergencies at work. Medic First Aid conforms to the 2015 AHA Guidelines Update for CPR and ECC, and the 2015 AHA and ARC Guidelines Update for First Aid.

Fri., Feb. 28 · 8 a.m.-12 p.m.
Liberty, Lee College Education Center South Liberty, Room 202 · Course ID: 202HCC40181
Certified Nurse Aide (CNA)
A Certified Nursing Aide assists patients or clients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN). This program follows the standards and curriculum provided by the Texas Department of Aging and Disability Services and prepares a student for the TDADS Nurse Aide State Licensure Exam. *This course has two required Saturday sessions. Cost: $805

Jan. 27-Feb. 27 · Mon.-Thu. · 1-5 p.m.
Baytown, Location TBA · Course ID: 202CNABTN

EKG Technician
This class prepares the EKG Technician student to assist physicians in diagnosing and treating cardiac and peripheral vascular ailments by performing diagnostic tests to assess the heart rhythm and rate in patients. Coursework includes the fundamentals of anatomy and physiology of the cardiovascular system, medical terminology, ethical/legal aspects, interpretation of basic dysrhythmias, appropriate treatment modalities, and communication skills. *This course has two required Saturday sessions. Cost: $882

Jan. 27-May 18 · Mon., & Wed. · 9 a.m.-12 p.m.
McNair, Lee College McNair Center, Room 123 · Course ID: 202EKGBTN

Dental Assistant Program
The Dental Assistant Program prepares students for entry-level positions in one of the fastest-growing healthcare positions-Dental Assisting! This class is a study of pre-clinical chairside assisting procedures, instrumentation, infection/hazard control protocol, and equipment safety and maintenance. *This course has two required Saturday sessions. Cost: $1,969

Feb. 3-April 27 · Mon., & Wed. · 6-10 p.m.
McNair, Lee College McNair Center, Room 121 · Course ID: 202DNTBTN

Clinical Medical Assistant (CMA)
This class prepares Medical Assistant students to perform patient clinical skills in the medical office setting. Emphasis is on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. *This course has two required Saturday sessions. Cost: $2,330

Feb. 3-July 10 · Mon., & Wed. · 6-10 p.m.
McNair, Lee College McNair Center, Room 123 · Course ID: 202CMABTN

Spanish for Healthcare
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician’s office. Cost: $170

Jan. 13-May 7 · Mon. & Wed. · 2.-3:15 p.m.
Baytown, Lee College John Brit, Room 112 · Course ID: 202SPNL10011
Emergency Medical Technician Training

In response to the growing demand for healthcare professionals, the Center for Workforce and Community Development (CWCD) at Lee College launched an Emergency Medical Technician Training Program this last spring and honored the Program’s first cohort of students at a Certificate Ceremony on Thursday, Sept. 12, at Lee College’s Tucker Hall.

10 students, accompanied by their friends and family, attended the ceremony and received certificates after completing a 48-session Training Program designed for students interested in working in public safety. The EMT Program began in March at the Lee College Education Center South Liberty County. The coursework and hands-on experience were designed to prepare students to administer care in emergency situations. The Program covered anatomy and physiology, initial patient survey and triage, airway management, oxygen therapy, and treatment of bleeding, shock, cardiac arrest, automated external defibrillation, fractures, spinal injuries, and other medical emergencies.

“Most of our students worked full-time while simultaneously taking an evening course twice a week in order to complete the Program,” said Healthcare Program Manager Jahnea Palfrey, “and many of the students will be volunteering as Emergency Medical Technicians through their local Fire Departments to serve their community and gain life-saving experience.” EMT Student Kayla Enderli added “The EMT Program was a fun experience led by instructors who honestly care about your future. I am ready to take what I have learned and apply it!”

The Program is a result of a partnership between the CWCD and Liberty County Emergency Medical Services (LCEMS). Lee College President Dr. Dennis Brown said, “We knew that one of the programs we wanted to have was the EMT Program. What we realized is that we couldn’t do it alone. We needed a partner, and the Liberty County EMS ... Wow! What a partner! They stepped up, they became part of the conversation, and they worked with us side-by-side to help us bring to life the dream we had at Lee College to be able to offer the EMT Program.” Executive Director of LCEMS Mike Koen added, “We're so thrilled to be part of this ceremony and look forward to all that these students will accomplish. This Program will certainly serve the growing needs of EMTs in our community.”

The next EMT Program will begin Summer 2020. Visit www.lee.edu/healthcare for more information.
PERSONAL ENRICHMENT

Ceramics I
This is a beginning level ceramics course in making clay art. It includes introduction to various techniques in working with clay while beginning personal expression. Topics include pinchpots, slabwork, sculpture, pottery, general handbuilding, throwing, glazing, and firing.
Cost: $170
Jan. 13-May 6 · Mon. & Wed. · 12:30-3:15 p.m.
Baytown, Lee College McNulty Haddick Complex, Room W28
Course ID: 202PLL40601

Painting I
Exploration of ideas using basic painting media and techniques. Cost: $170
Jan. 13-May 6 · Mon. & Wed. · 9:30 a.m.-12:15 p.m.
Baytown, Location TBD · Course ID: 202PLL40791

Digital Arts
Studio art course that explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Cost: $170
Jan. 13-May 6 · Mon. & Wed. · 9:30 a.m.-12:15 p.m.
Baytown, Location TBD · Course ID: 202PLL70011

Computer Illustration I (Adobe Illustrator)
In this course, you will see how Adobe Illustrator CC2018 can give you the power to design, draw, and color images quickly and easily. From drawing objects with the shape tools to mastering the all-important pen tool to working with shape gradients, you'll gain the techniques you need to produce stunning vector graphics. You'll learn to apply and work with color, create shading effects, paint brushstrokes, and add special effects. Cost: $170
Jan. 13-May 7 · Mon. & Wed. · 10:45 a.m.-12:15 p.m.
Baytown, Lee College ATC, Room 237
Course ID: 202ARTC10531

Computer Illustration II (Adobe Photoshop)
Adobe is an image-editing program that lets you create and modify digital images. Ease of use makes the most essential functions available even to the novice, while the incredible depth and variety of its features make it well suited to the graphics professional. In this course, you will create original artwork, manipulate color images, retouch photographs, conduct image editing, and perform color painting. This class will look at the different areas of CC2018 beginning with simple applications and moving toward intermediate and advanced uses of the program. This is a beginning class where no previous knowledge is required, however, basic computer skills are necessary. Cost: $170
Jan. 13-May 7 · Mon. & Wed. · 9 a.m.-10:30 p.m.
Baytown, Lee College ATC, Room 237
Course ID: 202ARTC20401

Drawing I
This is a foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Cost: $170
Jan. 14-May 7 · Tue. & Thu. · 9:30 a.m.-12:15 p.m.
Baytown, Location TBD · Course ID: 202PLL40781

Life Skills for Intellectually Disabled Students
This course will provide students with a wide variety of skills including functional skills in computer technology, basic math and reading skills, and leisure time activities. This class is designed for the developmentally disabled adult to enrich and enhance adult life. Beginners and/or returning students welcomed. Prerequisite: Must be 21 years of age or older and NOT enrolled in public school. Cost: $75
Jan. 22-March 25 · Wednesdays · 5:30-8:30 p.m.
Baytown, Lee College ATC, Room 237 · Course ID: 202PLL10501

Introduction to Social Media
Get involved in the move from in-person to online communication. Learn what social media is and its role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment, and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. Cost: $195
Feb. 3-28 · Online · Course ID: 202PDD70792

Linked Classes
Linked Classes are academic/credit classes in which students may register, with the instructor’s permission. Enrollment is limited and is on a space-available basis. Students are expected to complete all the required work, take exams, and receive a grade of either Pass or Fail. No college credit hours are earned. Linked Classes start and end with the credit class schedule. The majority of these classes require instructor’s approval.
A partnership between Harris County Department of Education's Adult Basic Education and Lee College offers the community a path to education and careers. The Adult Basic Education (ABE) Program assists adults in obtaining the knowledge and skills necessary for work, further education, family self-sufficiency, and community involvement. General Education Development (GED) classes are held at the Adult Learning Center.

Students are required to attend a student orientation where a test assessment will be provided.

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

Student Orientations are held throughout the year. Call for more information.

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

Morning classes are Mon.-Thu., from 8:30-11:30 a.m.
Evening classes are Mon.-Thu., from 6-9 p.m.

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

Morning classes are Mon.-Thu., from 8:30-11:30 a.m.
Evening classes are Mon.-Thu., from 6-9 p.m.

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

Morning classes are 8:30 a.m.-12 p.m.
Evening classes are 5:30 p.m.-9 p.m.

Ingles Como Segundo Idioma (ESL) (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. Estas areas 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. (Harris County Department of Education en colaboracion con Lee College Adult Learning Center). Llame 281.425.6536 para mas informacion.

Classes matutinas: 8:30 a.m.-12 p.m.
Classes nocturnas: 5:30 p.m.-9 p.m.
Bonnie Howard, 27, was trying to find her way back to education when she heard about GRADcafé through the Center for Workforce and Community Development (CWCD) at Lee College. As a native Baytownian, Howard attended Sterling High School and then Goose Creek Memorial High School, where she graduated in 2010. “I made the awful mistake of moving out at 18 years old,” said Howard, “but fortunately through that experience, I was able to complete the Dental Assisting Program offered by the CWCD.”

After obtaining her Dental Assistant certificate, Howard decided to explore more opportunities in the healthcare field and reached out to GRADcafé for further career guidance. Howard met with GRADcafé Advisor Ms. Veronica Lawrence, who assisted her in enrolling in the Health Career Pathways Partnership Grant (HPOG Grant)—a scholarship that helps pay for tuition and supplies for select healthcare training programs. In addition, Howard was able to receive free funding to assist with payment for the EKG Program pre-requisite vaccines. “There is no other feeling like having someone believe in you,” Howard said about Lawrence. “She helped me navigate my way back to education, and now I have the motivation to keep my goals set for the future.”

GRADcafé offers FREE services to help you decide on a career path, apply to college, and find the financial aid you need. Whether you want to attend college to get a degree or work on a certificate in a professional trade, we are here to guide you through every step of the way. All services are free of charge and are available in Spanish. The services are provided via group forums (workshops, presentations, tours, etc.) and one-on-one, walk-in basis and include: Career Exploration & Planning, College Application Assistance, College & Career Workshops, College Exploration & Workshops, Essay Writing Assistance, FAFSA/TASFA Assistance, One-on-One Advising, Resume Building, SAT & ACT Preparation, Short & Long-term Goal Setting, FREE Wi-Fi & Coffee, and more!

Visit GRADcafé in-person at 909 Decker Dr., Baytown, TX, 77520, call 281.425.6804, or email us at info@gradcafe.org. HOURS: Mon.: 9 a.m.-5 p.m., Tue.-Thu.: 11 a.m.-7 p.m., & Fri.: 11 a.m.-5 p.m.
Ask Tena

Ms. Tena Nightingale is the Success and Completion Coach for the Center for Workforce and Community Development. With over 15 years of experience working for Lee College, Ms. Tena is the “Go-To” mentor for questions and advice relating to educational and career guidance. Email your questions to cnightingale@lee.edu for a chance to be included in the next issue of Force Magazine. Questions from previous, current, or prospective students are welcome and remain anonymous.

Dear Ms. Tena,
What do you think the secret is to a successful New Year’s Resolution?
-I Just Got Used to Writing 2019

Dear I Just Got Used to Writing 2019,
New Year’s Resolutions … easy to talk about, difficult to stick to. We all like to make plans to eat better, exercise more, learn a new skill, so on and so on, but life sometimes gets in the way. However, there are a few things you can do to ensure you achieve your goal. Finding a friend or relative to share a commitment with could give you more motivation and support. Also, making a financial investment is another way to ensure you comply with your resolution. For instance, suppose you want to make a change in your career path. Enrolling in a healthcare or industrial craft training program may be the perfect way to make this happen since you’ve made a decision (to enroll) which will affect your behavior (to complete the program and change your career path). Whatever you decide, be sure that your goals are realistic and focus your energy on the things you really care about.

Dear Ms. Tena,
What is FAFSA and how does it help me achieve my goals?
-Too Many Acronyms

Dear Too Many Acronyms,
There are quite a few acronyms these days, aren’t there? FAFSA stands for “Free Application for Federal Student Aid.” It is a form that prospective students fill out and submit to help pay for college or workforce programs. This application gives students the opportunity to apply for grants, work studies, and loans. While this aid is a wonderful source that can help pay for your tuition, many students find the process of filling out and submitting the application to be tedious and confusing. Luckily, we share our lobby with GRADcafé—a one-stop-shop of information, resources, and experts offering guidance to students preparing for, applying to, and enrolling in a higher education institution of their choice. GRADcafé advisors will help you through every step of the application process—for FREE! Contact me today and together, we will decide on a program, start the financial aid process, and begin your journey!

Dear Ms. Tena,
I would like to enroll in one of the Healthcare Programs, but all of them require a complete Accuplacer Test. I’m unsure of what that test covers, and I suffer from test anxiety. What can I do to overcome this barrier?
-Major Apprehension

Dear Major Apprehension,
The Accuplacer test is a comprehensive, web-based assessment tool used to identify your knowledge, strength, and needs in reading, writing, and math. The results of this tool can help you select programs that match your skill level and give you the best opportunity to succeed. One of my favorite Proverbs is “Fall down seven times, stand up eight.” The truth is, many of our students were unsuccessful in passing the Accuplacer test the first time around—and that is okay! Students have the ability to take the test multiple times. In addition, I can provide many coping methods that help students reduce their test anxiety and prepare for the test.

Contact Ms. Tena at 832.556.5790 or by email at cnightingale@lee.edu.
Recreation & Fitness
Register for Recreation & Fitness courses online at www.lee.edu/workforce/ce or call 281.425.6311

WELLNESS COURSES

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

Jan. 13-May 7 · Mon. & Wed. · 9:30-10:45 a.m.
Baytown, Lee College Gymnasium, Room 110
Course ID: 202PLL40771

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

Jan. 13-May 6 · Mon. & Wed. · 5:30-6:45 p.m.
Baytown, Lee College Swimming Pool
Course ID: 202PLL40711

Jan. 14-May 7 · Tue. & Thu. · 12:30-1:45 p.m.
Baytown, Lee College Swimming Pool
Course ID: 202PLL40712

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

Feb. 3-May 7 · Mon. & Wed. · 12:30-1:45 p.m.
Baytown, Lee College Swimming Pool
Course ID: 202PLL10091

HEALTH & WELLNESS FOR SENIOR ADULTS

Yoga for Seniors
This course is designed specifically for the 50+ age group. It introduces the benefits of yoga as a holistic practice combining poses, breathing techniques, mindfulness, and meditation. The last 30 minutes of each class will focus on practices to help with anxiety, relaxation, and stress relief. Benefits include improvements in stability, strength, mobility, flexibility, concentration, and relaxation. This 24-session class comes out to $5 a session. Supplies to bring to class: water bottle, workout towel, and yoga mat. This course has two Friday sessions in December. Cost: $125

Dec. 3-Feb. 28 · Tue. & Thu. · 5:30-7 p.m.
Baytown, Lee College Gymnasium, Room 110
Course ID: 202SCA70151

Pilates for Seniors
This course is designed specifically for the 50+ age group. It introduces the benefits of pilates and consists of well-controlled core exercises (abdominal and back), designed to strengthen and tone the body. Other benefits include improvements in breathing, flexibility, concentration, and relaxation. Participants will find the course gentle yet challenging. This class comes out to $5 a session. Supplies to bring to class: water bottle, workout towel, and yoga mat. Cost: $110

Dec. 4-Feb. 26 · Mon. & Wed. · 5:30-6:30 p.m.
Baytown, Lee College Gymnasium, Room 110
Course ID: 202SCA70161

Tai Chi for Fall Prevention & Arthritis
Want to learn an exercise that is fun, easy, and safe? Then join us as we gather for this gentle and focused exercise called Tai Chi. It has been proven effective in improving muscular strength, flexibility, and reducing falls. This class is suitable for all fitness levels. Beginners are welcome, as this program is designed to be modified to each person’s unique considerations and health conditions. Experience the positive benefits of this exercise for better physical and mental health. Cost: Free to Attend

Jan. 15-March 4 · Wednesdays · 8-8:45 a.m.
Baytown, 909 Decker Drive, Phyllis Davis Room
Course ID: 202SCA70311

Be Well™ Baytown

Lee College, City of Baytown, and YMCA of Greater Houston, are partnering to educate and inform members of the community about the harmful effects of excessive sun exposure. This partnership, Be Well™ Baytown, aims to improve community health and reduce cancer risks by addressing, diet, physical activity, preventive care, tobacco control and ultraviolet radiation (UVR) exposure. The overall aim is to increase knowledge about UVR exposure risks, provide staff and students with the necessary tools to help reduce their exposure to UVR, and increase availability of shade across campus. Sun safety efforts have been adopted at four campus locations (main campus, McNair Center, Lee College Education Center South Liberty County, and Huntsville Center’s prison program) and implementation efforts began in the summer of 2018.
Wellness Center & Open Swim

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

Register in-person at 909 Decker Drive, Baytown.

- Heated swimming pool*
- Over 25 Life Fitness Cardio machines (including 10 treadmills)
- Magnum selectorized resistance equipment
- 20 Overhead speakers
- Four 32” televisions
- Two Racquetball Courts*
- Health workshops*
- Yoga room*
- Aerobics room*
- Extended hours
- Convenient location
- Friendly, small-town environment
*Registration, fee and/or hours differ

Wellness Center Rate (includes Open Swim)
Six-Months: $175 (January-June, and July-December)
Senior Adults, Lee College Alliance Members, & Lee College Students $79
One-Year: $315 (January-December)
Senior Adults, Lee College Alliance Members, & Lee College Students $158

Open Swim Rate
Six-Months: $60 (January-June, and July-December)
One-Year: $100 (January-December)

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

Call 281.425.6311 for more information.
The Senior Adult & Travel Program at Lee College gives senior adults a chance to improve their quality of life and that’s exactly what Mrs. Naomi Cooper has set out to accomplish as the new Program Manager. Cooper is a born and raised Texan, having grown up in Highlands and graduated from Baytown Christian Academy. She attended Lee College and the University of Houston where she earned her degree in Photography.

Cooper brings over a decade of experience in event management and coordination to her new position and is well-versed in growing senior citizen program trends. In her new role, Cooper is responsible for planning and implementing instructional programs, personal enrichment courses, and exciting daytime bus trips geared specifically toward senior adults.

“The senior adults I know in my personal life have taught me the value of family and how to love unconditionally,” Cooper said. “Being able to take that passion and share it with other seniors in the community is like having a first-class ticket to a meaningful and rewarding career. This generation inspires me to be the best mother, wife, and woman I can be, and I can’t think of anything more fulfilling than serving incredible people who have such a great love for life.”

Cooper understands the challenges facing retired seniors living on a fixed income and working seniors in finding time to participate in Program offerings. “Some of the students are still working, others are enjoying their retirement, and most are empty-nesters,” said Cooper, “but all are welcome to come learn, have fun, make new friends, and have a better quality of life through this Program.” To assist with these challenges, Cooper is working to schedule classes and trips on days/times that working seniors can participate. In addition, she is working to find ways to offer courses at a reduced or free cost to seniors. “I am always available and open to suggestions for courses, instructors, trips, and learning styles,” said Cooper.

Cooper encourages senior adults who are interested in joining the Program to take the leap of faith with her. “We never know what tomorrow may bring, so enjoy your life to the absolute fullest,” said Cooper “and come see for yourself how much fun awaits you!”

Are you ready to learn more about the Senior Adult & Travel Program? Call 281.425.6311 or email Naomi Cooper at ncooper@lee.edu.
All bus trips depart from the 909 Decker Drive parking lot, unless noted. Departure times vary by trip. Please arrive 20 minutes prior to departure time. Register online at www.lee.edu/senior or call 281.425.6311.

Christmas Brookwood Tour
Tour and hear the story of the beautiful Brookwood Community. The campus will be decorated for Christmas and the store will have Christmas items for sale. During the tour you will meet clients as they create clay pots, work in horticulture, or serve in the cafe. Trip fees includes the tour, lunch, and transportation. Cost: $30

Glassblowing Demonstration and Arbor Gate Tour
Join us for this fun day in Tomball! We will attend a live narrated glass blowing demonstration which includes a tour of the studio's showroom and gallery. Lunch at a local cafe (at your expense) and then finish the day at The Arbor Gate gift shop and garden house for a short tour and shopping. Cost: $20

Galveston History Day
Join us as we head to Galveston's Naval museum and explore historic WWII vessels. Experience what it was like as a predator patrolling underwater in the Pacific or as a protector of Allied forces in the North Atlantic. After the Naval museum we will have lunch in Galveston (at your expense) and finish the day with a scavenger hunt or shopping (your choice!) on the Strand. Cost: $15

Make and Take Craft Day
Join us each month as we have a fun day of crafting. Each month there will be a seasonal craft project that you can make and take home with you. Please visit our website for course updates. Cost: $15 per course

Introduction to Genealogy
Have you ever wondered about your great-grandparents? Or have you wanted to work on your family history, but you had no idea how to get started? If you answered yes to these questions, this course is for you. The course will be led by the president of the Baytown genealogy society, James Winston. You will learn to locate family history information and gather documentation through research in libraries and online. This course is once a month for three months. Cost: $15

Two Sticks and a String
This beginner knitting class is designed for those who have never picked up a pair of knitting needles. Students will learn how to cast on, knit, cast off, and read a knitting pattern. Supplies to bring to class: Two (2) size 10 knitting needles, and 4 oz. #4 Worsted knitting yarn (not wool). This class will meet every other Tuesday morning. Cost: $20

Game Day for Seniors
Come join us for a fun-filled morning playing games! Games will be provided and an instructor will explain how to play. Games eradicate boredom, relieve stress, and make parties and other social engagements easier, more enjoyable, and less intimidating. For some people, playing certain types of games might be beneficial for things like mood, memory, reasoning, concentration, and imagination. Cost: $2 per person

CRAFTS & GAMES

Make and Take Craft Day
Join us each month as we have a fun day of crafting. Each month there will be a seasonal craft project that you can make and take home with you. Please visit our website for course updates. Cost: $15 per course

December - Decoupage a Nutcracker
Thu., Dec. 12 · 10 a.m.-12 p.m. · Baytown, 909 Decker Drive, Phyllis Davis Room · Course ID: 202SCA70181

January - Treasures of the Heart
Thu., Jan. 30 · 10 a.m.-12 p.m. · Baytown, 909 Decker Drive, Phyllis Davis Room · Course ID: 202SCA70191

February - Decorate a Tote Bag
Thu., Feb. 27 · 10 a.m.-12 p.m. · Baytown, 909 Decker Drive, Phyllis Davis Room · Course ID: 202SCA70201

Jan. 14-March 3 · Tuesdays · 10-11 a.m. · Baytown, 909 Decker Drive, Phyllis Davis Room · Course ID: 202SCA70231

Game Day for Seniors
Come join us for a fun-filled morning playing games! Games will be provided and an instructor will explain how to play. Games eradicate boredom, relieve stress, and make parties and other social engagements easier, more enjoyable, and less intimidating. For some people, playing certain types of games might be beneficial for things like mood, memory, reasoning, concentration, and imagination. Cost: $2 per person

Thu., Jan. 16 · 9 a.m.-12 p.m. · Baytown, 909 Decker Drive, Phyllis Davis Room · Course ID: 202SCA70351

Thu., Feb. 20 · 9 a.m.-12 p.m. · Baytown, 909 Decker Drive, Phyllis Davis Room · Course ID: 202SCA70361
This course is designed specifically for the 50+ age group. It introduces the benefits of yoga as a holistic practice combining poses, breathing techniques, mindfulness, and meditation. The last 30 minutes of each class will focus on practices to help with anxiety, relaxation, and stress relief. Benefits include improvements in stability, strength, mobility, flexibility, concentration, and relaxation. Participants will find the course gentle yet challenging. This 24-session class comes out to $5 a session. **Supplies to bring to class:** water bottle, workout towel, and yoga mat. This course has two Friday sessions in December. Cost: $125

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Pilates for Seniors
This course is designed specifically for the 50+ age group. It introduces the benefits of pilates and consists of well-controlled core exercises (abdominal and back), designed to strengthen and tone the body. Other benefits include improvements in breathing, flexibility, concentration, and relaxation. This class comes out to $5 a session. **Supplies to bring to class:** water bottle, workout towel, and yoga mat. Cost: $110

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Tai Chi for Fall Prevention & Arthritis
Want to learn an exercise that is fun, easy, and safe? Then join us as we gather for this gentle and focused exercise called Tai Chi. It has been proven effective in improving muscular strength, flexibility, and reducing falls. This class is suitable for all fitness levels. Beginners are welcome, as this program is designed to be modified to each person’s unique considerations and health conditions. Cost: Free

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A Matter of Balance
If you are looking for ways to reduce your risk of falling, set realistic goals to increase your activity, and increase your strength and balance, then this class if for you! Come educate yourself with knowledge on how to prevent falls and other complications from injuries. 98% of participants who have taken this class recommend it! Cost: Free

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Travel the World in 2020

Register online at www.lee.edu/senior or by phone at 281.425.6311

Exploring Greece and Its Islands
Highlights ... Athens, Taverna Dinner Show, Choice on Tour, Meteora, Delphi, Olympia, Greek Farm Visit, Cooking Class, Greek Dance Class, Mycenae, Nafplio, Mykonos, Santorini, Ancient Akrotiri. Cost: $6,102 Double Occupancy

May 17-31, 2020 · Course ID: 203SCA70271

South Dakota - Black Hills, Badlands & Legends of the West
Cost: $3,549 Double Occupancy

June 17-23, 2020 · Course ID: 204SCA70331

Colorado Rockies, Rails & Western National Parks

Aug. 16-24, 2020 · Course ID: 204SCA70341

Exploring Britain & Ireland
Highlights ... London, Stonehenge, Bath, Cardiff, Waterford, Choices on Tour, Blarney Castle, Killarney, Diner's Choice, Ring of Kerry, Jaunting Car Ride, Farm Visit, Dublin, Irish Cooking Class, Wales, Lake District, Edinburgh, York, Stratford-upon-Avon. Cost: $5,998 Double Occupancy

Sept. 4-18, 2020 · Course ID: 211SCA70281

Mackinac Island
Highlights ... Chicago, Millennium Park, Charlevoix Mushroom Houses, Mackinac Island, Grand Hotel, Frankenmuth, Henry Ford Museum & Greenfield Village.
Cost: $3,515 Double Occupancy

Oct. 2-9, 2020 · Course ID: 211SCA70291

Spectacular South Africa
Highlights ... Johannesburg, Soweto, Panoramic Route, Kruger National Park, Safari Game Drives, Garden Route, Knysna, Featherbed Nature Reserve, Choice on Tour, Stellenbosch, Wine Tasting & Dinner, Cape Town, Table Mountain. Cost: $5,745 Double Occupancy

Oct. 11-Nov. 4, 2020 · Course ID: 211SCA70301
The Lee College Small Business Development Center offers FREE confidential, one-on-one, professional business advising to small business entrepreneurs. Whether you are an aspiring individual looking to start your business “the right way” or an existing business owner looking to grow your business, we can help you throughout the life cycle of your business.

The Lee College SBDC can help you in areas such as: starting your business, researching your target market, accessing business capital, writing a business plan, developing a market plan, analyzing your financials, growing your business, finding new markets, getting your product to market, plus more. For more information of the SBDC services, please contact Steve McCorquodale at 281.425.6309 or Karina Vera at 281.425.6556.

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

Register for courses by calling 281.425.6311 or register online at www.lee.edu/workforce/sbdc

BUSINESS COURSES

Starting Your Business
This workshop is for people considering going into business for the first time. Attendee will receive ideas, tips, and recommendations needed to start and run a successful business, sources of funding, business plan preparation, identifying your target market, plus much more! Cost: $49

Tue., Dec. 10 · 6-9 p.m. · Baytown, 909 Decker Drive, Suite 105 · Course ID: 202SBC10011

Tue., Feb. 11 · 6-9 p.m. · Baytown, 909 Decker Drive, Suite 105 · Course ID: 202SBC10012

Supervisory and Leadership Certificate
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader. Cost: $395

Feb. 3-March 27 · Online · Course ID: 202PDD70781

SOCIAL MEDIA FOR BUSINESSES

Introduction to Social Media
Get involved in the move from in-person to online communication. Learn what social media is and its role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment, and serving customers and clients. Explore the options for your organization. Let your instructor guide your exploration of Facebook and YouTube. Cost: $195

Feb. 3-28 · Online · Course ID: 202PDD70792

Social Media for Business Certificate
Get in on this exciting and growing way to communicate, market, and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook, Twitter, blogging, YouTube, LinkedIn, and more. Discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Cost: $495

Feb. 3-May 1 · Online · Course ID: 202BUSCERT

ACCOUNTING & FINANCE

Introduction to Data Analysis
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey. Cost: $195

Feb. 3-28 · Online · Course ID: 202PDD70802

Certificate in Data Analysis
Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference -
in the success of your organization by acquiring data analysis skills. Cost: $495

Feb. 3-May 1 · Online · Course ID: 202DATCERT

Accounting and Finance for Non-Financial Managers
Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Cost: $195

Feb. 3-28 · Online · Course ID: 202PDD70812

Certificate in Accounting and Finance for Non-Financial Managers
The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Discover how to maximize cash flow, learn the importance of cash, and find out your role in cash flow success. Cost: $495

Feb. 3-May 1 · Online · Course ID: 202ACCCERT

COMPUTER TECHNOLOGY

Excel Beginner
This course introduces you to all the ins and outs of Excel. Learn to enter data, use formulas and functions, and create charts and graphs. Also, learn how to expand upon the basic knowledge of Excel. Cost: $39

Sat., Jan. 18 · 8-11 a.m.
Baytown, Lee College ATC, Room 221
Course ID: 202SBC10021

Sat., Feb. 15 · 8-11 a.m.
Baytown, Lee College ATC, Room 221
Course ID: 202SBC10022

Excel Intermediate
This course will help you learn sorting and filtering, conditional formatting, decision functions, pivot tables, and macros. Cost: $39

Sat., Jan. 25 · 8-11 a.m.
Baytown, Lee College ATC, Room 221
Course ID: 202SBC10031

Sat., Feb. 22 · 8-11 a.m.
Baytown, Lee College ATC, Room 221
Course ID: 02SBC10032

Quickbooks Basic
This introductory level, hands-on class will focus on the basics of Quickbooks Pro 2016 including how to prevent the most common bookkeeping mistakes. Under the supervision of a Quickbooks expert, students will learn about: company set-up with accrual or cash basis, chart of accounts, preferences, items, enter and pay bills, write checks, invoices, deposits, bank reconciliation, reports for profit and loss, and balance sheets. Cost: $39

Tue., Dec. 3 · 6-9 p.m.
Baytown, Lee College ATC, Room 221
Course ID: 202SBC10081

Tue., Jan. 14 · 6-9 p.m.
Baytown, Lee College ATC, Room 221
Course ID: 202SBC10082

Quickbooks Intermediate
This unique, hands-on class will guide you through the intermediate level of Quickbooks Pro 2016 under the supervision of a Quickbooks expert. This course focuses on some of the more advanced features in Quickbooks Pro 2016 and covers the following areas: estimating, inventory and payroll taxes, purchase orders, customizing templates, and modifying reports to meet your specific needs. Cost: $39

Tue., Dec. 10 · 6-9 p.m.
Baytown, Lee College ATC, Room 221
Course ID: 202SBC10091

Tue., Jan. 21 · 6-9 p.m.
Baytown, Lee College ATC, Room 221
Course ID: 202SBC10092
Wishing you and your family happiness this holiday season and throughout the coming year!

From your friends at

LEE College
Center for Workforce and Community Development

Dr. Angela Oriano
Vice President of Workforce and Community Development
Lee College Center for Workforce and Community Development