FORCE
The Magazine for the Center for Workforce and Community Development
March - May 2019

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

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

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

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

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

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

Office: 281.425.6311
Fax: 281.425.6855

www.lee.edu/workforce

OFFICE HOURS
Mon.: 7:30 a.m.-5:15 p.m.
Tues.-Thur.: 7:30 a.m.-7 p.m.
Fri.: 7:30 a.m.-5 p.m.
Sat.: 10 a.m.-5 p.m.
Sun.: Closed
Jonathan Franklin, 34, was surprised to receive a call from the Center for Workforce and Community Development asking him to share his success story with the community. “Stuff like this doesn’t happen to me,” he said.

Born in Baytown, TX, Franklin recalls a challenging childhood and growing up in a broken home. His mother was a stay-at-home mom and his step-father worked in the plants. Raised alongside two of his four siblings, Franklin remembers, “Life was tough. I always got what I needed, but we were poor.”

Franklin attended Lee High School and Liberty High School, and graduated in 2003. After graduation, he struggled to maintain a job. “I was getting into trouble. I worked on-and-off. I was into some things I shouldn’t have been into.” Franklin confessed that despite the challenges he faced while growing up, he felt lucky the day he met one of the Center’s Recruiters at Workforce Solutions while applying for a grant to continue his education. “I dabbled in the electrical and carpentry trades, but I could never keep a steady job. I jumped on the chance to enroll in the program.”

Franklin selected the 12-week fast-track Electrical Program in hopes to expand on his eight years of industrial craft experience. As the first member of his family in the field, he was excited for the opportunity to learn more and use his qualifications to start a career. “I loved all of it,” Franklin said about the Electrical Program, “I had a blast going to this electrical training course. I loved the teacher. He was a good man and helped me a lot. Anybody can read the books, but reading the books and having an experienced electrician teaching us what we really needed to know are two different things. Ever since I got into this program, great things have happened and I’m going to come back every chance I get.”

Franklin started the Electrical Program and simultaneously worked as a Helper at Meitec. He graduated from the Program in November of 2016. Franklin’s previous experience in the field, along with the training he received through the Center, gave him the skills to pass a test to become a Journeyman. A few weeks later, he received a job offer as a Foreman. “I’ve been with a few companies since then as construction comes and goes, but I’m currently working at Jacobs and hopeful for another Foreman position with my name on it.”

Franklin attributes his success to the single chance he received through this Program. “It was tough growing up. I never had a lot of things that I wanted, but I was given a chance to get a good job and be who I wanted to be.” Describing his life now, Franklin says, “My life has blossomed. Everything in my life has gotten better. I have a better relationship with my daughter and her mother because I have a steady income and my feet on the ground.”

Franklin is a proud supporter of the Industrial Crafts Training Program at Lee College and encourages others to enroll. “It’s a good program. It works. If you let it help you, it will.”

Learn more about the Industrial Craft Training Program on page 4 or visit www.lee.edu/workforce.
### Industrial Craft Training

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

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Location</th>
<th>Description</th>
<th>Start</th>
<th>End</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>193ELPT14451</td>
<td>NCCER Fundamentals of Crew Leadership</td>
<td>Liberty, Lee College Education Center – South Liberty, Room TBA</td>
<td>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. Concepts and skills of leadership in the work setting. 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.</td>
<td>Apr. 8 – Jul. 8</td>
<td>Mon. &amp; Wed. – 6 p.m. – 10 p.m.</td>
<td>$739</td>
</tr>
<tr>
<td>193BMGT10201</td>
<td>NCCER Electrical Level 1</td>
<td>McNair, Lee College McNair Center, Room TBA</td>
<td>This course is designed for individuals who have already received a Certificate or Associates Degree in Process Technology from a community college. This course will refresh the skills required to be a process operations technician through simulation and hands-on activities, including topics such as: basic math, basic chemistry and physics, electrical delivery systems, process control, separation systems, industrial plant processes, crude distillation, and more.</td>
<td>Apr. 3 – 18</td>
<td>Mon. – Thurs. – 7:30 a.m. – 3:30 p.m.</td>
<td>$875</td>
</tr>
<tr>
<td>193INTCERT1</td>
<td>NCCER Project Management</td>
<td>Liberty, Lee College Education Center – South Liberty, Room TBA</td>
<td>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 introduction to project management, safety concepts, interpersonal skills, issues and resolutions, construction documents, construction planning, estimating and cost control, scheduling, resource control, quality control and assurance, and continuous improvement. Successfully completed modules will be submitted for upload into the NCCER National Database. Prerequisite: 3 to 5 years of Journeyman craft experience; completed courses in NCCER Project Supervision and NCCER Crew Leadership.</td>
<td>Apr. 8 – Jul. 8</td>
<td>Mon. &amp; Wed. – 6 p.m. – 10 p.m.</td>
<td>$739</td>
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<tr>
<td>193ELPT10001</td>
<td>Process Technology Refresher</td>
<td>Liberty, Lee College Education Center – South Liberty, Room TBA</td>
<td>Successfully completed modules will be submitted for upload into the NCCER National Database. Cost: $2,191</td>
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<tr>
<td>193PFCERT1</td>
<td>NCCER Electrical Level 1</td>
<td>McNair, Lee College McNair Center, Room 122</td>
<td>Course is designed to prepare students for employment as electrical helper with area contractors. Concepts taught includes load calculations – branch and feeder circuits, conductor selection and calculations, practical applications of lighting, hazardous locations, overcurrent protection, distribution equipment, transformers, commercial electrical services, motor calculations, voice, data, and video, and motor controls. NCCER module credit will be uploaded onto the student’s transcript within the Automated National Registry. Cost: $1,465</td>
<td>Mar. 25 – Apr. 17</td>
<td>Mon. – Thurs. – 7:30 a.m. – 3:30 PM</td>
<td>$739</td>
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<tr>
<td>193LDCERT1</td>
<td>SENSE Level 1 SMAW Welder Program</td>
<td>Mar. 19 – May 28</td>
<td>Condensed, fast-track training where students gain experience and develop technical skills to become a welder in numerous industries. Skills attained can be used to become a proficient welder in many industries. This AWS SENSE Level 1 welding certificate program includes Safety, Principles of Welding I-IV, Shielded Metal Arc Welding (SMAW), and student for employment as electrical helper with area contractors. NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry. Cost: $2,296</td>
<td>Mon. – Thurs. – 7:30 a.m. – 3:30 p.m.</td>
<td>$2,156</td>
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<td>193ELCERT1</td>
<td>Electrical NCCER Level 1, 2</td>
<td>McNair, Lee College McNair Center, Room TBA</td>
<td>Introduce student to construction principles including orientation to the electrical trade, electrical safety, introduction to electrical circuits, electrical theory, introduction to the national electrical code, device boxes, hand bending, raceways and fittings, conductors and cables, basic electrical construction drawings, residential electrical services, and electrical test equipment. Course is designed to prepare students for employment as electrical helper with area contractors. NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry. Cost: $1,015</td>
<td>Mon. – Thurs. – 7:30 a.m. – 3:30 p.m.</td>
<td>$2,191</td>
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<tr>
<td>193ELPT1</td>
<td>Instrumentation NCCER Level 2, 3</td>
<td>Liberty, Lee College Education Center – South Liberty, Room TBA</td>
<td>A comprehensive, competency-based program that gives both Journeyman craft experience; completed courses in NCCER Project Supervision and NCCER Crew Leadership. Cost: $739</td>
<td>Cost: $2,296</td>
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<tr>
<td>193LDCERT1</td>
<td>Electrical NCCER Level 1, 2</td>
<td>McNair, Lee College McNair Center, Room TBA</td>
<td>Successfully completed modules will be submitted for upload into the NCCER National Database. Cost: $2,191</td>
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<tr>
<td>193ELPT1</td>
<td>Instrumentation NCCER Level 2, 3</td>
<td>Liberty, Lee College Education Center – South Liberty, Room TBA</td>
<td>Successfully completed modules will be submitted for upload into the NCCER National Database. Cost: $2,296</td>
<td>Mar. 19 – May 30</td>
<td>Mon. – Thurs. – 7:30 a.m. – 3:30 p.m.</td>
<td>$2,296</td>
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</tbody>
</table>

Courses are offered at various locations, days, and times. Please check the website or contact the institute for specific details.
Pipefitting NCCER Level 3
Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and materials take-offs. Course is designed to prepare students for employment as an entry level pipefitting helper with area contractors. NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry.
Cost: $1,061
Apr. 9 – Jul. 30 · Tues. & Thurs. · 6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 193PPB20081

NCCER Electrical Level 2
Course is designed to prepare students for employment as an entry-level electrical helper with area contractors. Concepts taught include: alternating current, motors: theory and application, electric lighting, conduit bending, pull and junction boxes, conductor installations, cable tray, conductor terminations and splices, grounding and bonding, circuit breakers and fuses, control systems and fundamental concepts. NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry. Cost: $1,465
Apr. 24 – May 20 · Mon. – Thurs. · 7:30 a.m. – 3:30 p.m.
Liberty, Lee College Education Center – South Liberty, Room TBA
Course ID: 193ELPT10572

FCTP Fieldbus Professional
Geared towards engineers, designers, main instrumentation controls contractors, and startup and commissioning specialists wanting to increase their knowledge base of design, planning, and implementation of FOUNDATION™ systems. Cost: $6,946
May 20 – Jun. 3 · Mon. – Thurs. · 8 a.m. – 4:30 p.m.
Baytown, Lee College TV-2, Room 108
Course ID: 193INTC20501

ARC Flash
Two-day ARC Flash Electrical Safety course is designed to keep workers safe while working on or around electrically energized equipment. The course is structured to help companies fulfill requirements set forth in NFPA 70E® “Standard for Electrical Safety in the Workplace,” which requires this type of instructor-led training for anyone working with electrically energized equipment. NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry. Cost: $284
May 21 – 30 · Tues. & Thurs. · 6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 193OSHT10911

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

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

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

Looking for specialized employee training? Contact Marsha Tuha, Director of Workforce Development at 832.556.4450, or by email at mtuha@lee.edu.
YOU DON’T NEED TO GO FAR TO GET FAR

Train to get your certificate as a Phlebotomy Technician in as little as 16 weeks at the Lee College McNair Center in Baytown.

www.lee.edu/healthcare

Start Here. Finish Strong.
Certified Nurse Aide
A Certified Nursing Aide assists patients or clients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN). This program follows the standards and curriculum provided by the Texas Department of Aging and Disability Services and prepares a student for the TDADS Nurse Aide State Licensure Exam.
Cost: $805
Mar. 4 – Apr. 24 · Mon. – Thurs. · 1 p.m. – 5 p.m.
Baytown, Lee College McNulty Haddick Complex, Room E03
Course ID: 193CNABTN

Apr. 22 – Jun. 4 · Mon. – Thurs. · 1 p.m. – 5 p.m.
Baytown, Lee College McNulty Haddick Complex, Room E03
Course ID: 193CNABTN2

Phlebotomy Technician
This certificate program will prepare you for entry-level positions as a Phlebotomy Technician. You will complete coursework in the classroom and in an area laboratory. Upon successful completion of the program, you will be eligible to take the national certification examination in Phlebotomy.
Cost: $1,054
Mar. 5 – Jul. 2 · Tues. & Thurs. · 9 a.m. – 12:30 p.m.
McNair, Lee College McNair Center, Room 121 · Course ID: 193PLABBTN

Mar. 5 – Jul. 2 · Tues. & Thurs. · 6 p.m. – 9:30 p.m.
McNair, Lee College McNair Center, Room 123 · Course ID: 193PLABBTN2

Financial Assistance and Payment Plans are available for select healthcare training courses!
Call or visit us in-person today to find out if you qualify.
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.

Certified Fiber Optics Technician Training
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/FOA-301-2004, EIA/TIA 568-B.3, ANSI/TIA/EIA 607-A, and NEC Article 770-50, anyone interested in becoming a Certified Fiber Optics Technician should attend this class. Cost: $700

Fri., Apr. 12 – Sun., Apr. 14 · 8 a.m. – 5 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 193LOTT10911

Certified Fiber Optic Splicing Specialist
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. Cost includes course materials provided by instructor for all classes. (Lunch on your own). Cost: $675

Wed., Apr. 17 – Thur., Apr. 18 · 8 a.m. – 5 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 193LOTT10913
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. You’re never too young or old to get started!

All services are free of charge and are available in Spanish. The services are provided via group forums (workshops, tours, presentations, 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

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

HOURS
Tues. - Thurs.: 11 a.m. - 7 p.m., Fri.: 11 a.m. - 5 p.m., Sat.: 10 a.m. - 5 p.m.

Adult Basic Education

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 an assessment will be provided.

Classes start July, 2019

Lee College Education Center
South Liberty County
1715 TX-146, Liberty, TX
832.556.5660

Adult Learning Center
101 S Whiting St, Baytown, TX
281.425.6536
As we celebrate the **30th Anniversary** of the **Lee College Senior Adult and Travel Program**, we are honored to have served thousands of Senior Adults in the Baytown and surrounding communities.

The Program initially began in the late 1970s offering social events, instructional classes, and workshops. Many students took advantage of the numerous educational opportunities to expand their knowledge and gain new perspectives on important topics such as healthcare, safety, driving, and other late-life issues.

However, 1989 marked the beginning of international travel, which created the vibrant Program we enjoy today. Our adventures have taken us to different regions of the United States, Canada, Mexico, Europe, and the Far East over the past 30 years. We have traveled the world, made new friends, witnessed some breathtaking sights, and created many beautiful memories.

We are grateful to the students who have made this Program successful and look forward to continuing our commitment to serving our great community.

Sincerely,

*Lynne Foley*

Lynne Foley, Program Manager
Bus Trips & Tours

All bus trips depart from the 909 Decker Drive parking lot, unless noted. Departure times vary by trip. Please arrive 20 minutes prior to departure time. Register online at www.lee.edu/senior or call 281.425.6311.

**History In Our Own Backyard**
Meet at the Baytown Historical Museum for a tour and refreshments. We will visit the Baytown Art League and take photos in Umbrella Alley! Lunch will be at Roosters (included). More strolling down Texas Avenue at the new shops with a stop at Sabor de Mexico for a special treat! Cost: $20
Tues., Mar. 19 · 10 a.m. – 2:30 p.m. · Baytown Historical Museum · Course ID: 193SCA10111

**George Bush Library and Bluebonnets**
The bus will depart for College Station at 8 a.m. We will tour the George H. W. Bush Presidential Library and then visit the final resting place of “41 and his Barbara.” Lunch will follow (at your expense) and then bluebonnet sightings on the drive to Baytown. Cost: $30
Fri., Mar. 22 · 8 a.m. – 5 p.m. · Baytown, 909 Decker Dr., Parking Lot · Course ID: 193SCA70001

**Astros Ballgame**
Join us for a night of fun as the 2017 World Series Champion Astros take on the Minnesota Twins! The bus will depart the parking lot at 4:30 p.m. for pre-game festivities. Cost: $25
Mon., Apr. 22 · 4:30 p.m. – 11 p.m. · Baytown, 909 Decker Dr., Parking Lot
Course ID: 193SCA30121

**Amtrak Train to Beaumont**
Hop on the bus and head into downtown Houston to board the Amtrak train for a journey to Beaumont, Texas. While onboard, we will enjoy the passing scenery and play a few train games. Our bus will wait at the station to transport us around town including some surprise stops. Lunch (at your expense) at an area diner. Cost: $37
Tues., Apr. 30 · 7:30 a.m. – 5:30 p.m. · Baytown, 909 Decker Dr., Parking Lot
Course ID: 193SCA70011

**Great Day Houston & Federal Reserve Bank Tour**
Join us as we attend the live KHOU TV Debra Duncan Show. We will follow the show with a tour of the Federal Reserve Bank and lunch (at your expense) in the Montrose area. Cost: $17
Tues., May 7 · 7 a.m. – 3 p.m. · Baytown, 909 Decker Dr., Parking Lot · Course ID: 193SCA30461

**Buffalo Bayou Underground Cistern Tour**
We will tour Houston TranStar’s Management Center. Learn how Houston TranStar’s control room monitors and manages traffic 24 hours a day, seven days a week, and 365 days a year! Also find out how TranStar helps prepare residents in the region for natural or man-made disasters. The Cistern at Buffalo Bayou Park is a former drinking water reservoir built in 1926 for the City of Houston. As one of the city’s early underground reservoirs, it supported the municipal water system’s goals of fire suppression and drinking water storage. Lunch at your expense. Cost: $17
Thurs., May 9 · 9 a.m. – 4 p.m. · Baytown, 909 Decker Dr., Parking Lot · Course ID: 193SCA10321

**Galveston Tour**
Enjoy an extraordinary tour at the Galveston Sea Turtle Facility. Since 1978, the National Marine Fisheries Service (NMFS) has participated in an international sea turtle recovery program and acquires 200 loggerhead hatchlings from Florida each year. This facility is the only one of its size and class in the world. After the tour, enjoy the many shops and lunch (at your expense) on the Strand. Cost: $21
Thurs., May 30 · 8 a.m. – 5 p.m. · Baytown, 909 Decker Dr., Parking Lot · Course ID: 193SCA70021

Travel the World in 2019

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

**Southern Charm featuring Charleston, Savannah & Jekyll Island**
May 18 – 24, 2019 · Course ID: 193SCA60951

Low-Cost Social Events

**Red Hat "May Day" Luncheon**
Join us today as we honor the charter members of the Lee College Red Hat Society! There will be a delicious lunch, a style show, some surprises, and door prizes! Cost: $8
Wed., May 1 · 10 a.m. – 2 p.m.
Baytown, 909 Decker Dr., Phyllis Davis Room
Course ID: 193SCA70031

**Quilt Show**
Baytown Area Quilt Guild Presents the Votes for Women Quit Show, Celebrating the 19th Amendment. Come enjoy vendors, donation quit drawing, quilt exhibits, raffle baskets, a silent auction, and scissor sharpening. Special Guest Texas Historian: Kay Reed Arnold (Lectures at 11 a.m. and 2 p.m. daily). For more information, visit www.baytownareaquiltguild.com.
Cost: $8 at the door
Fri., May 3, 9 a.m. – 5 p.m.
Sat., May 4, 9 a.m. – 4 p.m.
Baytown, Lee College Sports Arena
Community Education

Register for Community Education courses online at www.lee.edu/workforce/ce or call 281.425.6311

Writing Courses

The ABCs of Grant Writing
This workshop will cover grant proposal development from defining a need to submission of the document. Topics covered include: finding the funding sources, basic grant proposal components, writing goals, objectives, outcomes and program narratives, budgets, tricks of the trade, and using logic models. Students will participate in writing exercises to begin developing a potential grant proposal. Cost: $33
Mon., Mar. 4 – Wed., Mar. 6
6:30 p.m. – 8:30 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 193ETWR10002

Apr. 3 – 17 · Wednesdays
6:30 p.m. – 8:30 p.m.
Liberty, Lee College Education Center
South Liberty, Room TBA
Course ID: 193ETWR10001

Write Your Life Story
Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you’ve ever thought about writing your life story, now is the time. This course walks you step-by-step through the process of writing your life story. It’s fun. It’s exciting. It’s a story only you can tell. Cost: $119
Mar. 13 – May 3 · Online
Course ID: 193PLL20051

Grammar Refresher
The key to effective writing and speaking is English grammar. Whether you are just now learning the basics of grammar or if you need a refresher, this course will help you develop the foundational skills. Explore the eight parts of speech, punctuation and mechanics, foundational sentence construction, and get into the details of phrases, clauses, problem words, common grammar mistakes, and much more! Cost: $53
Apr. 11 – May 16 · Thursdays · 6 p.m. – 8 p.m.
Baytown, Lee College ATC, Room 227
Course ID: 193PLL10521

Presenting Yourself on Paper
Whether applying for a job or writing college application essays, this course is designed for you! Learn about portfolio development, define your strengths, and market your accomplishments as you create a personalized portfolio. Cost: $53
Mar. 13 – May 3 · Online
Course ID: 193PDD10161

Awareness Courses

Cultural Awareness
This course targets educators who seek to understand the importance of culture awareness in the field of education. Participants will become aware of their own personal culture and how it impacts their actions in the classroom. Participants will also understand how learning about their students’ cultures can increase student academic achievement. Cost: $60
Sat., Apr. 6 · 8 a.m. – 12 p.m. · Baytown, Lee College ATC, Room 220
Course ID: 193PDD70361

The Exceptional Person
This course is geared towards caretakers, parents, and professionals who are looking to enhance skills and knowledge in Disabilities Rights. Study of physical, intellectual, and learning disabilities; sensory deficits; and the exceptionally gifted individual throughout the lifespan. Includes an introduction to the continuum of service delivery model for various disabilities. Cost: $30
May 7 – 14 · Tues., and Thurs. · 5:30 p.m. – 7:30 p.m.
Baytown, Lee College, Room TBA · Course ID: 193PDD70341
Wine Pairing 101
Discover how to taste, pair, and order wine in the serene ambiance at Yepez Vineyard. Must be 21 or older. Cost: $55
Tues., Mar. 12 6:30 p.m. – 9:30 p.m.
Baytown, Yepez Vineyard, 12739 Farm to Market Rd 2354
Course ID: 193PLL70251

Speed Spanish II
Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Enroll in Speed Spanish II, and you'll see an immediate improvement in your Spanish fluency from the very first lesson. Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PLL40451

Family Nutrition 101
This interactive course will provide health education that will allow families the opportunity to acquire knowledge, attitudes, and skills needed to adopt and maintain healthy behaviors. Participants will learn nutrition basics, create meal plans, and learn how to incorporate physical activity into their daily lives using “We Can!” tools. They will also learn the importance of physical movement and participate in activities to help gain more practical knowledge on making healthier food selections. For families with children ages 5 and up. Cost: $39
Sat., Apr. 6 · 1 p.m. – 5 p.m. · Baytown, Lee College ATC, Room 207 · Course ID: 193PLL70141

Creative Writing for Teens (Ages 13-17)
Are you a student interested in learning about writing? If so, join us for an interactive writing workshop that expands student’s imaginative works of fiction and nonfiction. Explore the art of writing easy essays, short stories, fresh poetry, and nonfiction articles while learning about fiction, story structure, and creating memorable characters. All writers will receive a personal journal. Don’t miss out on this supportive learning environment. Supplies: Bring a laptop or portable writing device, if possible. Cost: $22
Sat., Apr. 13 · 12 p.m. – 4 p.m. · Baytown, Lee College ATC, Room 227 · Course ID: 193KAC10571

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

- Heated swimming pool*
- Over 25 Life Fitness Cardio machines (including 10 treadmills)
- Magnum selectorized resistance equipment
- 20 Overhead speakers
- Four 32” televisions
- Two Racquetball Courts*
- Health workshops*
- Yoga room*
- Aerobics room*
- Professional instructors*
- Extended hours

Wellness Center & Open Swim Rates
Six-Month (January - June)
Wellness Center - General Public $175*
Wellness Center - Senior Adults, Lee College Alliance Members, & Lee College Students $79*
Open Swim - Flat Rate $60
*Both Wellness Center Rates include Open Swim

Hours
Wellness Center: Mon.-Thurs.: 5:30 a.m. - 8 p.m., Fri.: 5:30 a.m. - 2 p.m., and Sat.: 9 a.m. - 2 p.m.
Open Swim: Mon.-Thurs.: 2 p.m. - 7 p.m., Fri.: 9 a.m. - 2 p.m., and Sat.: 9 a.m. - 2 p.m.
*Registration, fee and/or hours differ
Computer Technology

Register at www.lee.edu/workforce/ce or www.ed2go.com/leecollege for online courses

Computer, Networking, & Web Basics

Computer Fundamentals
This course is designed for students who want to learn basic computer skills for today’s workplace. Students will learn how to use computers, Windows, and the internet. You will also receive an overview of word processing using Microsoft Word.
Cost: $91
Apr. 24 – May 15 · Wednesdays · 5:30 p.m. – 7:30 p.m.
Liberty, Lee College Education Center – South Liberty, Room 128
Course ID: 193CSC10571

PC Troubleshooting
Don’t spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Intro to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems.
Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PDD70401

Microsoft Office 2016 Value Suite
Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.
Cost: $285
Mar. 13 – May 3 · Online · Course ID: 193PDD70381

Creating WordPress Websites
Learn how to create attractive, sophisticated blogs and websites—without any coding! WordPress is the world’s most popular website publisher, powering more than 25% of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the web in far less time than by coding, and at a much lower cost than hiring a professional.
Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PDD70391

Introduction to Networking
Introduction to Networking explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. A brief introduction to networking history provides context, explaining how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers.
Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PDD70401

Introduction to Microsoft Word 2016
One of the most basic skills needed in any job is writing reports and letters using Microsoft Word 2016 (now available through Office 365). In this course, you’ll gain the foundational skills you need to make the most of this powerful program.
Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PDD70381

Introduction to Microsoft PowerPoint 2016
Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you’ll learn how to use Microsoft PowerPoint 2016 (now available through Office 365) to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish.
Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PDD70391

Introduction to Microsoft Excel 2016
Become proficient in using Microsoft Excel 2016 (now available through Office 365) and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.
Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PDD20801
Excel Courses

**Basic Microsoft Excel 2013**
Learn the skills needed to create, edit, format, generate reports and print basic worksheets. Along the way, students will learn how to insert columns and rows, add comments to cells, polish the worksheet and add, delete, and rearrange worksheets within a workbook. Students must be able to type and possess familiarity with Windows for desktop. Cost: $99
Mar. 21 – Apr. 11 · Thursdays · 6 p.m. – 8 p.m.
Baytown, Lee College ATC, Room 221
Course ID: 193ITSW10221

**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., Apr. 6 · 8 a.m. – 11 a.m. · Baytown, Lee College ATC, Room 221
Course ID: 193SBC10021

**Excel Intermediate**
This course will help you learn sorting and filtering, conditional formatting, decision functions, pivot tables, macros, and more. Cost: $39
Sat., Apr. 13 · 8 a.m. – 11 a.m. · Baytown, Lee College ATC, Room 221
Course ID: 193SBC10031

**Intermediate Microsoft Excel 2016**
Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016, and discover how this powerful MS Office program can boost your productivity. Cost: $119
Mar. 13 – Mar. 3 · Online · Course ID: 193PDD70331

**Advanced Microsoft Excel 2016**
Wouldn’t it be great to learn how to effectively use all the advanced Excel features? In this practical and information-packed course, you’ll see how to maximize this program’s functions and capabilities. Cost: $129
Mar. 13 – May 3 · Online · Course ID: 193PDD70321

Access Courses

**Access Beginner**
Small business owners are constantly faced with large amounts of data to keep updated on a regular basis. Attend this workshop and learn how to create tables, reports, forms, and other tools to help organize and professionally present your data. Cost: $39
Sat., Mar. 23 · 8 a.m. – 11 a.m. · Baytown, Lee College ATC, Room 221
Course ID: 193SBC40071

**Access Intermediate**
In this course, students will learn to create Access queries, forms, and how to share data with other applications. Participants will also learn to sort and filter data using select queries, perform calculations in a query or a form, import/export, and access data to and from Excel workbooks and Word documents. Cost: $39
Sat., Mar. 30 · 8 a.m. – 11 a.m. · Baytown, Lee College ATC, Room 221
Course ID: 193ATC10071

Quickbooks Courses

**Quickbooks Basic**
This introductory level, hands-on class will focus on the basics of Quickbooks Pro 2014 including how to prevent the most common bookkeeping mistakes. Under the supervision of a Quickbooks expert, students will learn about: company set-up with accrual or cash basis, chart of accounts, preferences, items, enter and pay bills, write checks, invoices, deposits, bank reconciliation, reports for profit and loss, and balance sheets. Cost: $39
Tues., May 7 · 6 p.m. – 9 p.m. · Baytown, Lee College ATC, Room 221
Course ID: 193SBC10081

**Quickbooks Intermediate**
This unique, hands-on class will guide you through the intermediate level of Quickbooks Pro 2014 under the supervision of a Quickbooks expert. This course focuses on some of the more advanced features in Quickbooks Pro 2014 and covers the following areas: estimating, inventory and payroll taxes, purchase orders, customizing templates, and modifying reports to meet your specific needs. Cost: $39
Tues., May 14 · 6 p.m. – 9 p.m. · Baytown, Lee College ATC, Room 221
Course ID: 193SBC10091
Celebrate SBDC Day!

America’s SBDC Day is a national, collective proclamation of the success and impact Small Business Development Centers (SBDC’s) have across the nation in economic development and the small business community. The third annual SBDC Day will take place on Wednesday, March 20, 2019.

SBDC Day will unite the nearly 1,000 SBDC centers across the country and the thousands of clients they service by sharing in real time, the success stories and notable impacts SBDC’s collectively have on the small business community at large. This special day will be celebrated with social media campaigns, public relations initiatives, online and in-person events and more.

In 2018, the Lee College Small Business Development Center achieved goals set by the Texas Gulf Coast Regional SBDC in advising approximately 200 entrepreneurs, which accounted for 11 business starts, 86 jobs created and over $3.6 million in capital investments. The Lee College SBDC also offered a number of business training courses and workshops.

For more information on SBDC Day or services provided by the Lee College SBDC provides, please contact Steve McCorquodale at 281.425.6309.

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.

Career Foundation Courses

Assessment and Case Management
This course is targeted towards professionals who are looking to enhance skills and knowledge in case management. Exploration of procedures to identify and evaluate an individual’s and/or family’s strengths, weaknesses, problems, and needs to develop an effective plan of action. Topics include oral and written communications essential for screening, assessment, and case management to determine the need for prevention, intervention, and/or referral. Cost: $28
Apr. 11 – 25 · Thursdays
5:30 p.m. – 7:30 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 193PDD70351

Administrative Assistant Applications
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Cost: $119
Mar. 13 – May 3 · Online
Course ID: 193PDD20311

Explore a Career as a Paralegal (Self-Paced Tutorial)
In this course, you will discover what paralegals do and find out what you will need to know in order to begin your own paralegal career. You will start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you will get tips on internships and job-hunting. Cost: $115
Mar. 13 – May 3 · Online
Course ID: 193PDD20311

Diana (Roxanne) Ramirez and Katherine Vojacek, owners of Fresh to Death Gentlemen’s Grooming Club of Baytown, visited the Lee College SBDC before opening their business seeking assistance and help with their start-up venture and preparing a business plan.
Entrepreneur Courses

What It Takes To Start A Business
This workshop will take you through the process of how to research your market, determine start-up costs, estimate demand for the product or service, advantages and disadvantages of entrepreneurship, deciding to have a partner or go it alone, and more! Cost: $49
Tues., Apr. 9 · 6 p.m. – 8 p.m. · Baytown, 909 Decker Dr., Suite 105
Course ID: 193SBC10011

Small Business Marketing on a Shoestring
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money. Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PLL70001

Start and Operate Your Own Home-Based Business
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 that you will need to succeed! Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PLL10241

Start Your Own Small Business
Learn how to make your dream of starting a business and put it into action. In this class, you’ll learn everything you need to know about starting a business. Discover the tricks to picking the right opportunity for you. Students will also learn how to develop proven marketing techniques to easily build sales.

Traditional and nontraditional financing options will also be discussed. Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PLL10611

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success. Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PDD70431

Business Finance for Non-Finance Personnel
This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions. Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PLL70201

Leadership
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. Cost: $119
Mar. 13 – May 3 · Online · Course ID: 193PDD60691
You are priceless.
Safety knowledge is free.

Funded by a generous donation from Texas Mutual Insurance Company, the Risk Management Institute (RMI) was created to offer free seminars, workshops, and safety training classes on health and safety for employers, employees, seniors, and the general public. The RMI will offer a series of free workshops this spring providing members of the community with priceless safety knowledge. Register for classes online at www.lee.edu/rmi or call 281.425.6311.

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

OSHA 30 Hour Construction Standard
The OSHA 30-hour Construction Standard Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.
Mar. 22 – Apr. 5 · Fri., and Sat. · 8 a.m. – 5 p.m.
Baytown, Lee College 909 Decker Dr., Phyllis Davis Room
Course ID: 193OSHT20151

May 10 – 24 · Fri., and Sat. · 8 a.m. – 5 p.m. · Liberty, Lee College Education Center – South Liberty, Room TBA
Course ID: 193OSHT20152

May 31 – Jun. 21 · Fridays · 8 a.m. – 5 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 193OSHT20153

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.
Apr. 8 – May 1 · Mon., and Wed. · 6 p.m. – 10 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 193OSHT10151

May 13 – 16 · Mon. – Thurs. · 8 a.m. – 5 p.m.
Baytown, Lee College ATC, Room 225
Course ID: 193OSHT10152

Lockout/Tagout
This training course will review the requirements of the Lockout/Tagout regulation under OSHA 29 CFR 1910.147. This program will also cover the various types of active and stored energy sources and the controls necessary for employee protection. The various categories of tasks and activities requiring energy isolation will be reviewed including typical lockout procedures, equipment and devices used as well as an understanding of employee lockout and verification responsibilities.
Fri., Apr. 12 · 8 a.m. – 5 p.m.
Baytown, Lee College 909 Decker Dr., Phyllis Davis Room
Course ID: 193OSHT10001
Medic First Aid
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Fri., Mar. 22 · 6 p.m. – 10 p.m. · Liberty, Lee College Education Center South Liberty, Room 203
Course ID: 193HCC40181

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Fri., Apr. 12 · 8 a.m. – 5 p.m.
Baytown, Lee College 909 Decker Dr., Phyllis Davis Room
Course ID: 193OSHT10001

Surviving Violent Encounters
This course helps individuals develop a clear understanding of the five basic indicators that may lead to violent encounters, and what one needs to do in order to survive an encounter. Many people believe that violent encounters only happen to others. The simple truth is that is all of us should have a plan for encountering random violence. Certain factors, processes, and interactions place certain people at an increased risk for violent encounters. Besides the General Public, Healthcare, Human Resource, Social Services, Hotel Industry, Retail, Teachers, Public Safety, and Correctional Officer employees all have a higher risk of being attacked.
Thur., Apr. 25 · 8 a.m. – 12 p.m. · Baytown, Lee College ATC, Room 227
Course ID: 193PDD60971

The Art of Conflict Resolution
This course teaches individuals concrete steps on how to deal with conflict when it arises and how to solve their own conflicts without involving managers and/or supervisors. Students will develop a skill set for better conflict resolution in the workplace, at home, and anywhere conflict arises.
Thurs., Apr. 25 · 1 p.m. – 5 p.m. · Baytown, Lee College ATC, Room 227
Course ID: 193PDD60981

Effective Communication
This workshop will discuss the importance of effective communication, examine listening skills and learn ways to become an effective listener, discuss ways to overcome barriers for effective communication, and develop an awareness of your personality and communication tendencies.
Fri., Apr. 26 · 8 a.m. – 12 p.m. · Baytown, Lee College ATC, Room 227
Course ID: 193PDD70181

OSHA 30 Hour Construction Standard
The OSHA 30-hour Construction Standard Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.
May 10 – 24 · Fri., and Sat. · 8 a.m. – 5 p.m. · Liberty, Lee College Education Center – South Liberty, Room TBA
Course ID: 193OSHT20152

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.
May 13 – 16 · Mon., and Thurs. · 8 a.m. – 5 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 193OSHT10152

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May 31 – Jun. 21 · Fridays · 8 a.m. – 5 p.m.
McNair, Lee College McNair Center, Room TBA
Course ID: 193OSHT20153
LEAVE A LEGACY

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