

FORCE

The Magazine for the Center for Workforce and Community Development

September - November 2019

Fall into a
season of new
opportunities
and a better
future for
your family

**Start Here.
Finish Strong.**



LEE COLLEGE
CENTER FOR WORKFORCE AND
COMMUNITY DEVELOPMENT



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

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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

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@Centerforworkforce

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Student Success

Ronika Clay, 25, wanted to change her life for the better when she enrolled in the Phlebotomy Technician Program offered through the Center for Workforce and Community Development at Lee College.

Born and raised in Baytown, TX, Clay recalls a challenging childhood. "Growing up wasn't easy. There was my brother, Ronald Clay Jr., our mom, Tantle Wilson, and me. **All we had was each other**," Clay said.

Clay credits her mother as the reason for wanting to be a better woman and have a successful life. "I saw the struggles she went through to make sure we had what we needed," said Clay about her mom, "and I want my own children, Jonvocia McBride and Paris Clay, to have the same. **They made me who I am today.**"

Prior to enrolling in the Phlebotomy Program, Clay worked at Liberty County Jail and Girling Home Health for over four years. "Even with two jobs, I struggled to pay my bills, and finally knew it was time to make a big change," she said. "**I quit both jobs to finish the Program because I wanted a better life for my kids. The Program was a stepping stone I had to cross to reach that life.**"

While the Center for Workforce and Community Development offers a variety of healthcare courses, Clay decided on Phlebotomy. "**It was something I always wanted to do and I loved it**," she said. "Although the bookwork was the most challenging part of the course, I still enjoyed learning new techniques and becoming proficient in drawing blood."

Now that Clay has successfully completed the Program, she hopes to achieve her next goal of finding a job in the healthcare field as a Phlebotomy Technician. "**I just have to keep pushing forward for myself and my children. This is only the beginning**," she said. Clay encourages other women and mothers looking to change their lives to take the first step and consider enrolling in a Healthcare Program. "I'm so glad that I achieved my goal and am grateful to Lee College for giving me this opportunity. I hope others keep pushing themselves no matter what," she said, "**because the sky is the limit and with God on our side, we can do anything.**"

Learn more about the Healthcare Training on page 8.

Workforce Training

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

Payment plans and financial assistance opportunities are available!

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.

INDUSTRIAL CRAFT TRAINING

NCCER Core and Electrical Level 1

This NCCER curriculum based certificate which includes CORE and Electrical Level 1 is designed to prepare students for employment as an entry-level electrical helper with area contractors. CORE concepts introduce students to construction principles in construction trade including: Basic Safety, Introduction to Construction Math, Hand Tools, Power Tools, Construction Drawings, Basic Communication Skills, Material Handling and Basic Employability Skills. Electrical level one concepts includes Orientation to 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, Electrical Test Equipment. *Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF.* Cost: \$2,480

Sep. 9-Oct. 9 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.

Liberty, Lee College Education Center South Liberty, Room 202 Course ID: 201ELCERT10

NCCER CORE and Pipefitting Level 1

This NCCER curriculum based certificate which includes CORE and Pipefitting Level 1 is designed to prepare students for employment as an entry-level pipefitting helper with area contractors. CORE concepts introduce students to construction principles in construction trade including: Basic Safety, Introduction to Construction Math, Hand Tools, Power Tools, Construction Drawings, Basic Communication Skills, Material Handling and Basic Employability Skills. Pipefitting level one concepts includes: Orientation to the Trade, Pipefitting Hand Tools, Pipefitting Power Tools, Oxy-Fuel Cutting, Ladders and Scaffolds, and Motorized Equipment. *Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF.* Cost: \$2,425

Sep. 9-Oct. 17 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.

McNair, Lee College McNair Pipefitting, Room P 102-C Course ID: 201PFCERT10

SENSE Level 1 SMAW Welder Program

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, Thermal Cutting, Gases Metal Arc Welding (GMAW), and Shielded Metal Arc Welding (SMAW). *Students who successfully complete all modules and exams will receive an AWS SENSE certificate.* Cost: \$2,156

Sep. 30-Dec. 10 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.

McNair, Lee College McNair Welding, Room W101-L Course ID: 201WELDCERT1

NCCER Electrical Level 2

Course is designed to prepare students for employment as an entry-level electrical helper with area contractors. Concepts taught includes: Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts. *Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF.* Cost: \$1,465

Oct. 10-Nov. 5 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.

Liberty, Lee College Education Center South Liberty, Room 202 Course ID: 201ELPT10571

NCCER Pipefitting Level 2

Introduce student to construction principles including Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication Excavation, Excavations, and Underground Pipe Installation. Course is designed to prepare students for employment as pipefitting helper with area contractors. *Successfully completed modules will be submitted for upload into the NCCER National Database, through our partnership with CMEF.* Cost: \$1,075

Oct. 21-Nov. 14 · Mon.-Thu. · 7:30 a.m.-3:30 p.m.

McNair, Lee College McNair Pipefitting, Room P 102-C Course ID: 201PFPB20071

TECHNICIAN 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: NECA/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

Sep. 9-11 · Mon.-Wed. · 8 a.m.-5 p.m.

Baytown, Lee College ATC, Room 220 Course ID: 201LOTT10911

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: \$675

Sep. 12-13 · Thu. and Fri. · 8 a.m.-5 p.m.

Baytown, Lee College ATC, Room 220

Course ID: 201LOTT10912

Certified Fiber Optics Specialist Outside Plant (CFOS/OSP)

This two-day, 16-hour fiber optics specialist course is for students who will be directly involved with installing Outside Plant (OSP) Fiber Optics Cabling. Prerequisite: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Must have taken and passed the Basic CFOT Exam prior to registering Specialist Outside Plant Certification (CFOS/O) with the FOA. This course may be taken immediately after successfully completing the CFOT course. Costs includes course materials provided by instructor for all classes. (Lunch on your own). Cost: \$775

Sep. 14-15 · Sat. and Sun. · 8 a.m.-5 p.m.

Baytown, Lee College ATC, Room 220

Course ID: 201LOTT10913

Introduction to PLC (IEC - Fundamentals of Interlock & Control)

The course is flexible enough to meet the individual troubleshooting needs from entry-level to the most experienced technician. The workshop is designed to teach basic techniques and a unique 3-step methodology using circuitry used to interlock critical equipment [Emphasis on voltage checks, neutrals, grounds, relay logic, PLC logic, DCS logic, print reading skills and safe use of test equipment assures immediate benefits.] The workshop is 90% hands-on activities solving simple to complex problems through the use of IEC Simulations' schematics, interlock Simulator and test equipment. Individual skill level assessments are documented and average performance improvement in troubleshooting efficiency is 84%. (May be used by client for PSM Compliance issues involving 3-year frequency for proof of knowledge, skills and abilities.) Cost: \$695

Oct. 16-17 · Wed. and Thu. · 8 a.m.-4:30 p.m.

McNair, Lee College McNair Center, Room 122

Course ID: 201ELPT10031

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.





RISK MANAGEMENT
INSTITUTE
CENTER FOR WORKFORCE AND COMMUNITY DEVELOPMENT

RMI

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 fall 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

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.

Sep. 10-Oct. 10 · Tue. and Thu. · 6-9:30 p.m.

McNair, Lee College McNair Center, Room 122

Course ID: 201OSHT20151

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.

Sep. 11-Oct. 14 · Mon. and Wed. · 6-10 p.m.

McNair, Lee College McNair Center, Room 122

Course ID: 201OSHT10151

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., Sep. 20 · 8 a.m.-5 p.m.

Baytown, 909 Decker Drive, Phyllis Davis Room

Course ID: 201OSHT1000B

Basic Safety Training

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

Fri., Sep. 27 · 8 a.m.-5 p.m.

Baytown, Lee College ATC, Room 220

Course ID: 201OSHT10002

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., Oct. 4 · 8 a.m.-5 p.m.

Liberty, Lee College Education Center South Liberty

Room 201 · Course ID: 201OSHT10001

Reducing Slips, Trips, and Falls

This course provides specific guidelines to help prevent slip, trip and fall injuries, best practices for walking on slippery surfaces, precautions to avoid trip hazards and safety policies that keep employees from taking fall risks.

Fri., Oct. 18 · 8 a.m.-5 p.m.

Liberty, Lee College Education Center South Liberty

Room 202 · Course ID: 201OSHT10004

OSHA Recordkeeping

The objective of this course is to provide both employees and employers with information on how to properly complete the accident reports, OSHA forms and OSHA Recordkeeping information they will need to remain in compliance with the Recordkeeping Standard.

Oct. 24-25 · Thu. and Fri. · 6-10 p.m.

Baytown, Lee College ATC, Room 220

Course ID: 201OSHT20112

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., Oct. 25 · 8 a.m.-5 p.m.

Liberty, Lee College Education Center South Liberty

Room 202 · Course ID: 201OSHT20111

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.

Thu., Oct. 31 · 6-10 p.m. and Fri., Nov. 1 · 8 a.m.-1 p.m.

Baytown, Lee College ATC, Room 220

Course ID: 201OSHT10003

Healthcare Training

In-person registration required at 909 Decker Drive, Baytown • 281.425.6311 • www.lee.edu/healthcare

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. Cost: \$1,969

Sep. 9-Nov. 13 • Mon. and Wed. • 6-10 p.m.

McNair, Lee College McNair Center, Room 121 • Course ID: 201DNTBTN

EKG Technician

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

Sep. 16-Dec. 20 • Mon. and Wed. • 9 a.m.-12 p.m.

McNair, Lee College McNair Center, Room 123 • Course ID: 201EKGBTN

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. Cost: \$805

Sep. 23-Oct. 31 • Mon.-Thu. • 1-5 p.m.

Baytown, Lee College McNulty Haddick Complex, E03 • Course ID: 201CNABTN

Emergency Medical Technician (EMT)

The course is designed for anyone interested in working in public safety, including fire, police and ambulance operations. EMT training consists of classroom and clinical training. The coursework and hands-on experience are designed to prepare students to administer care in emergency situations. The program covers 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. *Upon successfully satisfying all the criteria for course completion, the student will be prepared to sit for the National and State certification examination conducted by the National Registry of Emergency Medical Technicians. State certification requirements include being at least 18 years old and obtaining a high school diploma or GED.* Cost: \$1,410.33

Sep. 23-March 25 • Mon. and Wed. • 6-10 p.m.

Liberty, Lee College Education Center South Liberty, Room 203

Course ID: 201EMTBLIB

SPANISH FOR HEALTHCARE

Spanish for Healthcare

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

Aug. 26-Dec. 12 • Tue. and Thu. • 2-3:15 p.m.

Baytown, Lee College John Britt, Room 112 • Course ID: 201SPNL10011

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 online at www.lee.edu/healthcare and return the completed form to 909 Decker Drive, Baytown. Call 281.425.6311 for more information.



LEE COLLEGE

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Online Healthcare Courses

Register online at www.lee.edu/healthcare or call 281.425.6311

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. Cost: \$119

Sep. 11-Nov. 1 • Course ID: 201PDD70021

Oct. 16-Dec. 6 • Course ID: 201PDD70022

Nov. 13-Jan. 3 • Course ID: 201PDD70023

Spanish for Medical Professionals II

Do you feel like you have a pretty good sense of intro Spanish, but are ready to take it to the next level? This course picks up where the first course, Spanish for Medical Professionals, left off. And if you didn't take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills. Cost: \$119

Sep. 11-Nov. 1 • Course ID: 201PDD70641

Oct. 16-Dec. 6 • Course ID: 201PDD70642

Nov. 13-Jan. 3 • Course ID: 201PDD70643

Explore a Career as an Administrative Medical Assistant

Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare. Cost: \$109

Sep. 11-Nov. 1 • Course ID: 201PLL10021

Oct. 16-Dec. 6 • Course ID: 201PLL10022

Nov. 13-Jan. 3 • Course ID: 201PLL10023

Medical Terminology

This online course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. Cost: \$119

Sep. 11-Nov. 1 • Course ID: 201PLL10543

Oct. 16-Dec. 6 • Course ID: 201PLL10541

Nov. 13-Jan. 3 • Course ID: 201PLL10542



Meet Meia

The Center for Workforce and Community Development (CWCD) is in the business of helping to change lives and that's exactly what Meia Taylor plans to do as the new Recruiter for Workforce Development.

As a native Baytonian who graduated from Robert E. Lee High School, Taylor is dedicated to serving the needs of her community and helping students reach their educational and career goals. After graduating from Texas State University where she studied Business Management, Taylor returned to her hometown to work for ExxonMobil as an Administrative Assistant and then at Lee College for the Department of Labor's H-1B Ready to Work Grant.

In her new position, Taylor is responsible for engaging, accessing, and assisting those who express interest in the fast-track industrial craft training and healthcare programs offered through the CWCD at Lee College. "My goal is to network with prospective employers and bridge the middle-skills gap between open positions and unemployed students after they successfully complete the program of their choice," said Taylor. "I love working with students and want those who attend our programs to find meaningful, lucrative employment that will better their lives."

Meet Meia - Continued

What separates the CWCD from two-year colleges or four-year universities are the non-credit, certificate training programs available to students. "Having attended a four-year university myself, I met far too many people who graduated from college, went into debt, and settled for work in a field unrelated to their degree," said Taylor. "Our programs can offer a great alternative for these students at a fraction of the cost and time commitments of a typical university."

Taylor also works with students and local area businesses to help find night and weekend job opportunities, giving students the ability to attend day classes and earn enough income to survive. "Many students struggle to work full-time to support their families and lack adequate transportation and childcare options," said Taylor, "but students can come to me for support with these issues knowing that they are not alone in finding solutions to the challenges that prevent them from going back to school."

Taylor credits watching her students succeed as the most meaningful part of her job. "I had the privilege of working with some incredible students—students who hadn't worked in years but completed a CWCD program and received great jobs. Watching them succeed makes it all worth it," Taylor said. One of the students Taylor had the opportunity to work with was a former gang member and convicted felon turned Minister. "Seeing the person he became made me want to be better," she said, "and he is living proof that anyone can change. We are not defined by our past. Every day is a new opportunity to be a better you than you were the day before."

Taylor encourages students who are thinking of enrolling in a certificate training program to take the leap. "This will be the best decision you've ever made," said Taylor. "Whether you're starting an exciting new career or trying to move ahead in your current career, training with us will increase your marketability and put you in position for success."

Are you ready to meet Meia and find out how she can help change your life? Contact her today for more information at 281.425.6341 or by email at ttaylor@lee.edu.

"We are not defined by our past. Every day is a new opportunity to be a better you than you were the day before."

-Meia Taylor



“Obstacles are just things we need to get through, and it is my privilege to ensure my students have the resources, guidance, and mentorship they need to be successful.”

-Tena Nightingale



Ask Tena

Ms. Tena Nightingale is the new 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 Tena: What is a Success and Completion Coach and how can you help me with my educational and career goals?
-Prospective Student

Dear Prospective Student,
A Success and Completion Coach is exactly what it sounds like—someone who is here to help students successfully enroll in a noncredit training program offered through the Center for Workforce and Community Development and who coaches students through successful completion of that program. In short, I am here for you! In my new role, I have found my calling—to be a champion for students who are dedicated to fulfilling their educational goals. Over the course of my career at Lee College, I have witnessed hundreds of students who walk through the doors of 909 Decker Drive desperate to change their lives, but lack the support and confidence to do so. That’s where I come in. I am here to help my students navigate through any obstacles they face in their journey. After all, obstacles are just things we need to get through, and it is my privilege to ensure my students have the resources, guidance, and mentorship they need to be successful.

Dear Tena: Why did you want to become a Success and Completion Coach?
-Just Wondering

Dear Just Wondering,
I have a passion for helping people become the best versions of themselves. Many students have entered my life during the darkest days of theirs, and watching them leave with a bright, hopeful future is the most rewarding gifts of all. This job is my passion and helping these students achieve greatness gives me a great sense of purpose.

Dear Tena: I really want to make a change from my dead-end job and get some training in a field where I can start an actual career. However, when I begin looking into training programs, I feel so overwhelmed with trying to understand and fill out financial assistance forms, selecting courses and adjusting my scheduled to fit both the class schedule and my job. Where do I start?
-Overwhelmed

Dear Overwhelmed,
Give yourself some credit—you’ve already started the process. Realizing and deciding that you want to make a change is a huge first step, so congratulations on the beginning of your journey! Filling out forms and rearranging your life can seem very overwhelming, but you are not alone. The next step is to schedule an appointment with me! Together, we will set your career goals and explore the training options best suited to your needs. I will ensure you are assisted step-by-step throughout the entire process, so call today to schedule a meeting and we’ll get started together!

Contact Ms. Tena
832.556.5790
cnightingale@lee.edu



Community Education

Register online at www.lee.edu/workforce/ce or call 281.425.6311

PERSONAL ENRICHMENT

Ceramics I

This is a beginning level ceramics course in making clay art. It includes an 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

**Aug. 26-Dec. 12 · Mon. and Wed.
12:30-3:15 p.m. · Baytown, Lee College
McNulty Haddick Complex, Room W28
Course ID: 201PLL40601**

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

**Aug. 26-Dec. 12 · Tue. and Thu. · 2-4:45 p.m.
Baytown, Lee College McNulty Haddick
Complex, Room W13
Course ID: 201PLL40781**

Painting I

Exploration of ideas using basic painting media and techniques. Cost: \$170

**Aug. 26-Dec. 12 · Tue. and Thu. · 9:30 a.m.-
12:15 p.m. · Baytown, Location TBA
Course ID: 201PLL40791**

Photography I

Introduction to the basics of photography including camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Cost: \$180

**Aug. 26-Dec. 12 · Fridays · 9-11:45 a.m.
Baytown, Location TBA
Course ID: 201PLL70281**

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

**Sep. 11-Nov. 13 · Wed. · 5:30-8:30 p.m.
Baytown, Lee College ATC, Room 220
Course ID: 201PLL10501**

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

**Aug. 26-Dec. 12 · Mon. and Wed.
5:30-6:45 p.m. · Baytown, Lee College
Swimming Pool · Course ID: 201PLL40711**

**Aug. 26-Dec. 12 · Tue. and Thu.
12:30-1:45 p.m. · Baytown, Lee College
Swimming Pool · Course ID: 201PLL40712**

Financial Literacy

Discussing and teaching basic financial practices such as spending, saving, and budgeting. Explaining different retirement accounts one can set up from 401k to traditional and Roth IRAs. Also, learn what to look for when investing, and how to manage your investing accounts. Cost: \$39

**Sep. 18-Oct. 9 · Wednesdays · 5:30-8:30 p.m.
Baytown, 909 Decker Dr., Room 218
Course ID: 201PLL70351**

**Oct. 18-Nov. 8 · Fridays · 9:30 a.m.-12:30 p.m.
Baytown, 909 Decker Dr., Room 218
Course ID: 201PLL70352**

Secrets of Better Photography

Secrets of Better Photography will teach you how to take outstanding photos. Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera. This hands-on course will teach you how to choose the right photographic equipment to compose images with style. You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. Cost: \$119

**Sep. 11-Nov. 1 · Course ID: 201PLL10181
Oct. 16-Dec. 6 · Course ID: 201PLL10182
Nov. 13-Jan. 3 · Course ID: 201PLL10183
Online**

ONLINE CAREER TRAINING

Activity Director

Activity Directors are responsible for directing, implementing and evaluating all resident activities as well as completing comprehensive assessments and care plan goals. Directing the activity program includes planning of activities for both individuals and groups, implementation of the programs, and monitoring the response to the programs in order to determine if the activities meet the care plan goals for residents. Cost: \$695

Sep. 11-Nov. 1 · Course ID: 201PDD70571

Oct. 16-Dec. 6 · Course ID: 201PDD70572

Nov. 13-Jan. 3 · Course ID: 201PDD70573

Certified Electronic Health Records Specialist (CEHRS)

Throughout the program, you'll get hands-on practice using real EHR software, and you'll have direct access to expert facilitators who will give you firsthand knowledge of what it is like to work as a CEHRS. You will move through the program at your own pace, and your facilitators will be there with you every step of the way to provide clarification, support, and guidance. Cost: \$1,795

Sep. 11-Nov. 1 · Course ID: 201PDD70581

Oct. 16-Dec. 6 · Course ID: 201PDD70582

Nov. 13-Jan. 3 · Course ID: 201PDD70583

Certified Pharmaceutical Sales Representative

Certified Pharmaceutical Sales Representative is designed for those interested in a career in sales and marketing within the pharmaceutical industry. You will learn the rules and regulations that govern the promotions of prescription sales drugs as well as industry best practices for starting a career in the field. In Medical Terminology, you will learn key medical terms and their application, making you a valuable asset to any healthcare or pharmaceutical team. Exam included. Cost: \$2,195

Sep. 11-Nov. 1 · Course ID: 201PDD70591

Oct. 16-Dec. 6 · Course ID: 201PDD70592

Nov. 13-Jan. 3 · Course ID: 201PDD70593

Certified Residential Interior Designer

This program will provide you with insight on running your own design business and teach you the fundamentals and ethical practices involved in becoming a Residential Interior Designer. It will offer helpful information on establishing your business, networking with contractors and vendors, marketing, meeting with clients, and managing projects in an ethical and professional way. It will also provide you with skills that will prepare you to seek out clients and help them transform

their interiors into satisfying spaces.

Cost: \$1,995

Sep. 11-Nov. 1 · Course ID: 201PDD70621

Oct. 16-Dec. 6 · Course ID: 201PDD70622

Nov. 13-Jan. 3 · Course ID: 201PDD70623

Certified Wedding Planner

Wedding planners combine creativity and organization to help happy couples celebrate the most important day of their lives. Train for a career surrounded by celebratory events! In this program, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties.

This program allows you to earn your certification as a professional wedding planner and will give you an opportunity to put your new skills to work in an optional internship. Cost: \$1,595

Sep. 11-Nov. 1 · Course ID: 201PDD70731

Oct. 16-Dec. 6 · Course ID: 201PDD70732

Nov. 13-Jan. 3 · Course ID: 201PDD70733

Graphic Design with Photoshop

Join a growing and in-demand career field! This nationally recognized training program will teach you the fundamentals of Adobe Photoshop, the gold standard for image creation and editing. This program will teach you graphic design basics and build your skills step-by-step, as you master the terms and processes used by professional graphic artists. You will also learn the rules and standards for effective graphic design and discover strategies for creating graphics that convey desired messages, styles, and tones. Cost: \$1,995

Cost: \$1,995

Sep. 11-Nov. 1 · Course ID: 201PDD70631

Oct. 16-Dec. 6 · Course ID: 201PDD70632

Nov. 13-Jan. 3 · Course ID: 201PDD70633

Veterinary Assistant

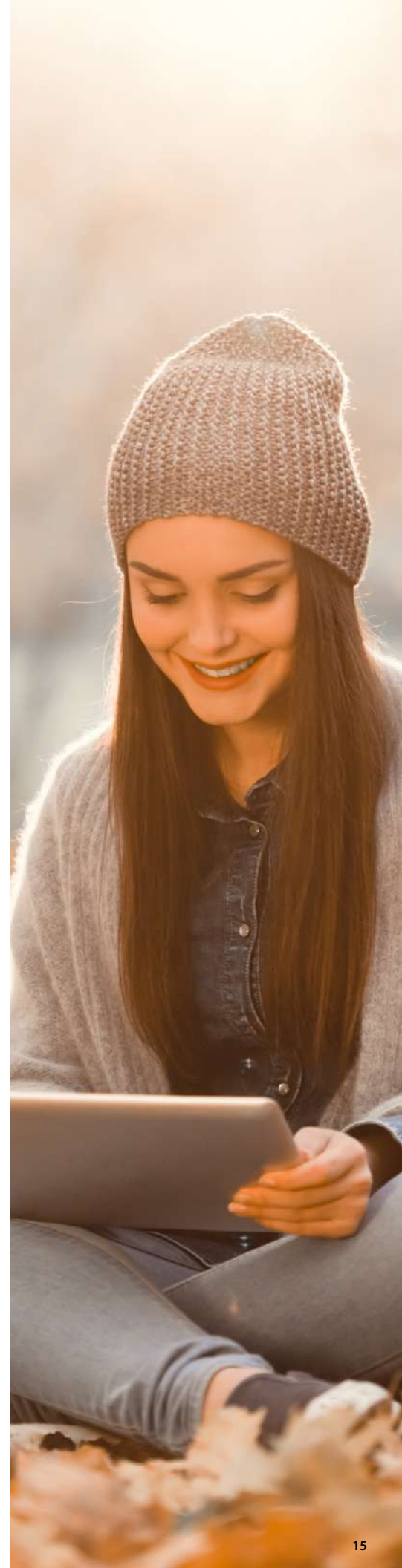
This online program will prepare you to become a productive member of a veterinary team. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication.

This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals. Cost: \$1,995

Sep. 11-Nov. 1 · Course ID: 201PDD20031

Oct. 16-Dec. 6 · Course ID: 201PDD20032

Nov. 13-Jan. 3 · Course ID: 201PDD20033



Recreation & Fitness

Register for Recreation & Fitness courses online at www.lee.edu/workforce/ce or call 281.425.6311

ONLINE HEALTH & WELLNESS CERTIFICATES

Certificate in Food, Nutrition, and Health

Throughout this course, you will become more conscious of what we eat, why we eat it, how it is prepared, and what consequences our food choices have on our health as well as the health of our planet. You will also learn how to change our eating habits for more healthful outcomes, including swapping processed sugar for other sweeteners, adding probiotics to the diet, and harnessing the healing effect of herbs. Cost: \$119

Sep. 11-Nov. 1 · Course ID: 201PDD70662

Oct. 16-Dec. 6 · Course ID: 201PDD70663

Nov. 13-Jan. 3 · Course ID: 201PDD70661

Certificate in Holistic and Integrative Health

Learn the fundamentals of this person-centered and person-empowered approach to health care. Topics will include holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese medicine, Ayurvedic medicine, humor and health, music therapy and sound healing, nutrition, therapeutic massage and bodywork, and healing effects of physical activity. Cost: \$209

Sep. 11-Nov. 1 · Course ID: 201PLL10701

Oct. 16-Dec. 6 · Course ID: 201PLL10703

Nov. 13-Jan. 3 · Course ID: 201PLL10702

Certificate in Stress Management

Stress is at epidemic levels in the world today. In this certificate program, you will explore the physiological, social and psychological impacts of stress and study modalities to get stress under control. You will examine the relationship between stress and health, nutrition, and physical activity, and discover how stress can develop in the workplace. You will also learn about the different therapies that can help reduce stress, including how healthy living habits such as exercise and diet can help counteract the negative impact of stress. Cost: \$89

Sep. 11-Nov. 1 · Course ID: 201PDD70671

Oct. 16-Dec. 6 · Course ID: 201PDD70672

Nov. 13-Jan. 3 · Course ID: 201PDD70673

NASM Corrective Exercise Specialist (CES)

The NASM Corrective Exercise Specialization (CES) takes your personal training skills to the next level! Muscle imbalances lead to poor movement. Poor movement leads to injuries. As a Corrective Exercise Specialist, you could help prevent those injuries. With the NASM-CES, you'll learn the skills and knowledge to help clients at any fitness level address muscular imbalances and faulty movements. Exam included. Cost: \$695

Sep. 11-Nov. 1 · Course ID: 201PDD70601

Oct. 16-Dec. 6 · Course ID: 201PDD70602

Nov. 13-Jan. 3 · Course ID: 201PDD70600

NASM Performance Enhancement Specialist (PES)

The needs of today's modern athlete and weekend warrior are continually evolving and changing. NASM provides the most innovative evidence-based science, systems, and solutions for professionals to help enhance their knowledge of delivering

consistent results to their clients. Exam included. Cost: \$695

Sep. 11-Nov. 1 · Course ID: 201PDD70611

Oct. 16-Dec. 6 · Course ID: 201PDD70612

Nov. 13-Jan. 3 · Course ID: 201PDD70613

NCSF Certified Strength Coach

The NCSF Certified Strength Coach (CSC) program will prepare you to sit for the NCSF-CSC Exam and to become employed as a Strength Coach. This educational program will cover all relevant content areas including performance assessment and evaluation, biomechanics, sport metabolism, nutrition and ergogenic aids, training techniques for athletic performance, advanced programming for sport, and injury prevention and return to competition. You will be able to develop exercise programs for a variety of specific sports and will develop a deeper understanding of the role that various training techniques and energy systems play in the proper training of an athlete. Individuals completing this program will be well prepared for the Certified Strength Coach Exam. This course also includes a voucher which covers the fee of the exam. Voucher included. Cost: \$595

Sep. 11-Nov. 1 · Course ID: 201PDD70711

Oct. 16-Dec. 6 · Course ID: 201PDD70712

Nov. 13-Jan. 3 · Course ID: 201PDD70713

NCSF Sports Nutrition Specialist

The NCSF Sport Nutrition Specialist (SNS) program will prepare you to sit for the NCSF-SNS Exam and to earn the Sports Nutrition Specialist certificate. This educational program will cover all relevant content areas including Nutrients and Intakes, Physiological Aspects of Nutrition, Macronutrients, Micronutrients and Supplementation, and Nutrition and Physiological Adaptations to Exercise. The program will also teach you to calculate nutrient requirements and manage nutrient-timing to accelerate adaptations to training. You will learn how to recognize and manage disordered eating in athletes and active populations at risk. This course also includes a voucher which covers the fee of the exam. Cost: \$595

Sep. 11-Nov. 1 · Course ID: 201PDD70721

Oct. 16-Dec. 6 · Course ID: 201PDD70722

Nov. 13-Jan. 3 · Course ID: 201PDD70723

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

Aug. 26-Dec. 12 · Mon. and Wed. · 5:30-6:45 p.m.

Baytown, Lee College Swimming Pool

Course ID: 201PLL40711

Aug. 26-Dec. 12 · Tue. and Thu. · 12:30-1:45 p.m.

Baytown, Lee College Swimming Pool

Course ID: 201PLL40712

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

Senior Adults, Lee College Alliance Members, & Lee College Students \$79

One-Year: \$315

Senior Adults, Lee College Alliance Members, & Lee College Students \$158

Open Swim Rate

Six-Months: \$60

One-Year: \$100

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.



Senior Adult & Travel

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

BUS TRIPS

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.**

Astros Ballgame

Join us for a night of fun as the 2017 World Series Champions, the Astros, take on the Seattle Mariners! The bus will depart the parking lot at 4:30 p.m. for pre-game festivities. Cost: \$25

Thu., Sep. 5 • 4:30-11 p.m. • 909 Decker Dr. Parking Lot
Course ID: 201SCA30122

Astros Ballgame

Join us for a night of fun as the 2017 World Series Champions, the Astros, take on the Oakland A's! It is dollar dog night at Minute Maid Park, so come hungry! The bus will depart the parking lot at 4:30 p.m. for pre-game festivities. Cost: \$25

Tue., Sep. 10 • 4:30-11 p.m. • 909 Decker Dr. Parking Lot
Course ID: 201SCA30121

Cooking Class at Central Market Culinary School

Sharpening your knife skills, perfecting your pairings, and learning the cutting-edge in culinary techniques are just a few of the things you can learn through this cooking class. The menu includes: Crab Cakes with Roasted Red Pepper Aioli on Field Greens, Roasted Pork Tenderloin with Raspberry Chipotle Sauce, Potato Gratin, Haricots Verts Bundles, and Molten Chocolate Turtle Cake. Cost: \$75

Fri., Sep. 13 • 2:30-8 p.m. • 909 Decker Dr. Parking Lot
Course ID: 201SCA70111

Scarecrow Festival and Stark Museum of Art

Join us for a day in Orange, TX, at the annual Scarecrow Festival and Stark Museum of Art. The festival features dozens of unique scarecrow designs, fall flowering displays, thousands of pumpkins, and autumn

decorations displayed throughout Shangri La Gardens. Created by talented people from community organizations, businesses, schools, churches and families, scarecrow designs range from funny to clever to wacky and weird! After the Scarecrow tour, we will head to a local café for lunch (at your expense) and then tour the Stark Museum of Art. The museum includes art portraying the drama and romance of the Old West, beadwork, baskets, pottery, jewelry, carvings, sculptures, prints, and other arts by American Indians and other exhibits.

Cost: \$15

Thu., Oct. 10 • 9 a.m.-5 p.m. • 909 Decker Dr. Parking Lot
Course ID: 201SCA70101

Bay Area Nutcracker Market

Join us for a trip to a Christmas wonderland of treasures, sights, and smells! Lunch will be at an area restaurant at your own expense.

Cost: \$20

Fri., Nov. 8 • 9:30 a.m.-4 p.m. • 909 Decker Dr. Parking Lot
Course ID: 201SCA60381

Tour of Minute Maid Park

Do you love the Astros and want to get a behind the scenes look at Minute Maid ballpark? Join us for this 2-hour tour of the park that includes: the upper deck, suite and club levels, the press box, dugouts, and more! Most of the tour is an outdoor walking tour, so dress appropriately for the weather and wear comfy shoes! We will have lunch (at your expense) at a nearby restaurant following the tour.

Cost: \$30

November (Date/Time TBA) • 909 Decker Dr. Parking Lot
Course ID: 201SCA70091

COURSES FOR SENIOR ADULTS

Windows 10 - Make the Transition Easier

Have you walked into a Best Buy, Office Depot, or Staples and not even recognize the computer systems anymore? Technology is rapidly changing and sometimes we just can't keep up. This class will demonstrate the latest Microsoft operating system Windows 10. We will navigate the seemingly rough terrain of logging in, the new start menu, and the new features that can make your life easier. Cost: \$10

Fri., Sep. 13 • 2-3:30 p.m.

Baytown, Lee College ATC, Room 221

Course ID: 201SCA70131

Fri., Oct. 18 • 2-3:30 p.m.

Baytown, Lee College ATC, Room 221

Course ID: 201SCA70132

Conversational Spanish

This is a conversational Spanish course geared specifically for beginners in our Senior group. It includes extensive comprehension, oral practice, and use of multimedia materials. It is intended to develop basic communication skills for the student to apply these skills to everyday life situations such as socializing with friends and neighbors, shopping, and ordering food. On the last day of class, we will have brunch at a local restaurant where you will get to practice what you have learned! Cost: \$130

Sep. 4-Nov. 20 • Mon. and Wed. • 10-11:15 a.m.

Baytown, Lee College John Britt, Room 112

Course ID: 201SCA70141

Safety Awareness Course

Join us as Lee College Security Chief Velez teaches us how to develop a practice of educating oneself on environmental surroundings, known or unknown. It is the best way to circumvent preventable threats to you or others. "Knowledge is power," so the saying goes, and it could not be truer than when considering situational awareness and personal safety. Cost: \$8

Thu., Sep. 19 • 10-11:30 a.m.

Baytown, 909 Decker Drive, Phyllis Davis Room

Course ID: 201SCA70121

Thu., Oct. 24 • 1-3:30 p.m.

Baytown, 909 Decker Drive, Phyllis Davis Room

Course ID: 201SCA70122

Please join us for the 2020

Travel Showcase

Tuesday | 15 | October
5-8 p.m. | 2019

Come for an in-depth presentation of the exciting tours we have planned for next year. Refreshments will be served.

Free to attend & open to the public!

Baytown, Lee College Tucker Hall Auditorium

Course ID: 201SCA30491

RSVP online at www.lee.edu/senior or call 281.425.6311



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. Benefits include improvements in stability, strength, mobility, flexibility, concentration, and relaxation. Participants will find the course gentle yet challenging. This 22-session class comes out to \$5 a session. *Supplies to bring to class: water bottle, workout towel, and yoga mat.* Cost: \$110

Sep. 10-Nov. 21 • Tue. and Thu. • 5:30-6:30 p.m.

Baytown, Lee College Gymnasium, Room 110

Course ID: 201SCA70151

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 22-session class comes out to \$5 a session. *Supplies to bring to class: water bottle, workout towel, and yoga mat.* Cost: \$110

Sep. 9-Nov. 20 • Mon. and Wed. • 5:30-6:30 p.m.

Baytown, Lee College Gymnasium, Room 110

Course ID: 201SCA70161

Business & Professional Development

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

BUSINESS COURSES

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 keeps 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 you will complete the first—and most difficult—step on the path to small business success. Cost: \$119

Sep. 11-Nov. 1 • Course ID: 201PDD70431 • Online

Oct. 16-Dec. 6 • Course ID: 201PDD70432 • Online

Nov. 13-Jan. 3 • Course ID: 201PDD70433 • Online

Marketing Your Business on the Internet

Throughout the course, you'll learn to think strategically about marketing your website, products, and services using Internet technologies. You will also explore how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you'll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business. Cost: \$119

Sep. 11-Nov. 1 • Course ID: 201PDD70651 • Online

Oct. 16-Dec. 6 • Course ID: 201PDD70652 • Online

Nov. 13-Jan. 3 • Course ID: 201PDD70653 • Online

Small Business Suite

Master the skills and develop the knowledge you need to fulfill your dreams of creating and marketing your own business. Cost: \$299

Sep. 11-Nov. 1 • Course ID: 201PLL70171 • Online

Oct. 16-Dec. 6 • Course ID: 201PLL70172 • Online

Nov. 13-Jan. 3 • Course ID: 201PLL70173 • Online

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, deciding to have a partner or go it alone, advantages and disadvantages of entrepreneurship, and more! Cost: \$49

Tue., Sep. 24 • 6-8 p.m. • Baytown, 909 Decker Drive, Suite 105

Course ID: 201SBC10011

Tue., Nov. 12 • 6-8 p.m. • Baytown, 909 Decker Drive, Suite 105

Course ID: 201SBC10012

LEADERSHIP & MANAGEMENT

Lean Six Sigma Yellow Belt

Lean Six Sigma Yellow Belt is an online, high-level, awareness course that teaches you the fundamentals of Lean Six Sigma process improvement. Upon completing the course, you'll see the world with new eyes and understand how Lean Six Sigma can transform your workplace or home. Exam cost included. Cost: \$295

Sep. 11-Nov. 1 • Course ID: 201PDD70681 • Online

Oct. 16-Dec. 6 • Course ID: 201PDD70682 • Online

Nov. 13-Jan. 3 • Course ID: 201PDD70683 • Online

Lean Training

The Lean Training and Certification course is a simplified, interactive way to quickly and effectively study process improvement and learn organizational shifts from veteran Lean practitioners. You will gain new management skills and learn how to establish your own process improvement. Upon completion of this course, you will be adequately prepared to test for Lean Certification. Exam cost included. Cost: \$695

Sep. 11-Nov. 1 • Course ID: 201PDD70691 • Online

Oct. 16-Dec. 6 • Course ID: 201PDD70692 • Online

Nov. 13-Jan. 3 • Course ID: 201PDD70693 • Online

Small Business Development Center

Small business owners and aspiring entrepreneurs can go to their local Small Business Development Centers for free face-to-face business advising and low-cost training on topics including: business planning, accessing capital, marketing, regulatory compliance, technology development, international trade, and much more. SBDCs are hosted by leading universities, colleges, state economic development agencies and private sector partners, and funded in part by the United States Congress through a partnership with the U.S. Small Business Administration. There are approximately 1,000 SBDCs available in the U.S. and many U.S. territories to provide no-cost business consulting and low-cost training to new and existing businesses. 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.



Diana Martinez, Owner of Academy of Little Angels LLC in Baytown, visited the Lee College SBDC when she was interested in starting her children's daycare center. The Lee College SBDC assisted and helped Ms. Martinez with the startup procedures, completion of a business plan, pro-forma financial projections, cash flow analysis, preparing a loan package and excess to capital.



COMPUTER TECHNOLOGY

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 both educational and professional settings. Cost: \$285

Sep. 11-Nov. 1 • Course ID: 201PDD20791 • Online

Oct. 16-Dec. 6 • Course ID: 201PDD20792 • Online

Nov. 13-Jan. 3 • Course ID: 201PDD20793 • Online

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., Nov. 9 • 8-11 a.m. • Baytown, Lee College ATC, Room 221

Course ID: 201SBC40071

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., Nov. 16 • 8-11 a.m. • Baytown, Lee College ATC, Room 221

Course ID: 201SBC10071

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., Oct. 19 • 8-11 a.m. • Baytown, Lee College ATC, Room 221

Course ID: 201SBC10021

Excel Intermediate

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

Sat., Oct. 26 • 8-11 a.m. • Baytown, Lee College ATC, Room 221

Course ID: 201SBC10032

Introduction to Microsoft Excel

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Prerequisites: Must be able to type and possess familiarity with Windows for desktop. Cost: \$89

Oct. 9-30 • Wed. • 5:30-7:30 p.m.

Liberty, Lee College Education Center South Liberty, Room 128

Course ID: 201ITSW10221

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

Tue., Oct. 15 • 6-9 p.m. • Baytown, Lee College ATC, Room 221

Course ID: 201SBC10081

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

Tue., Oct. 22 • 6-9 p.m. • Baytown, Lee College ATC, Room 221

Course ID: 201SBC10091

Introduction to Quickbooks 2018

QuickBooks is designed for the small to midsized business owner who needs a fully functional accounting system that is also easy to use. When you enroll in this course, you will learn how this well-designed accounting software can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. Cost: \$109

Sep. 11-Nov. 1 • Course ID: 201PDD60711 • Online

Oct. 16-Dec. 6 • Course ID: 201PDD60712 • Online

Nov. 13-Jan. 3 • Course ID: 201PDD60713 • Online

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: \$79

Sep.4-Oct. 2 • Wed. • 5:30-7:30 p.m.

Liberty, Lee College Education Center South Liberty, Room 128

Course ID: 201CSC10571



Serving Up College & Careers

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, 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**

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:

Mon.: 9 a.m.-5 p.m., Tue.-Thu.: 11 a.m.-7 p.m., & Fri.: 11 a.m.-5 p.m.

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GRADcafé Makes Dreams Come True

Esbeydi Porcayo walked into the GRADcafé October 2018 as an adult learner seeking assistance with college and career guidance. As a single mom who graduated from Sterling High School in 2015, she has always had the desire to continue her education but did not know where to get the help and assistance she needed. On her first visit to GRADcafé, she was able to start YouScience—a career and personal planning assessment tool which helps individuals identify their own potential aptitudes and careers. That day, Porcayo also learned about Lee College, created an Apply TX account, completed her application to Lee College for Spring 2019, and started on her 2018-2019 financial aid application. In addition, she joined the Aspiring Young Adults (AYA) program because she wanted to continue receiving support and guidance throughout her academic years at Lee College. Porcayo was grateful that she found GRADcafé and was thankful for all the support they provided her at no cost. She has returned to GRADcafé to get assistance with registering for classes, editing her essays, and moral support. Today, she is enrolled in the AAS Process Technology program and is one step closer to accomplishing her goals.

"I could not have accomplished all that I have without the assistance of the GRADcafé staff. They have helped me make my dream come true."



Adult Basic Education

Adult Basic Education • General Education Development • English as a Second Language

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 conversación, pronunciación, 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 colaboración 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.





LEE COLLEGE

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Center for Workforce and Community Development
909 Decker Drive, Baytown, TX
281.425.6311 | www.lee.edu/workforce | workforce@lee.edu