

CENTER CIRCULAR

Fall Into New Opportunities!

COMMUNITY
EDUCATION

INDUSTRIAL
TRAINING

CORPORATE
TRAINING

**7 FREE
COURSES**
WORTH TAKING
**Includes Free
Lunch!**
pg.16

October is
**Domestic Violence
Awareness Month**



LEE COLLEGE

CENTER FOR WORKFORCE AND
COMMUNITY DEVELOPMENT

SEPTEMBER - NOVEMBER 2018

**FUN TRIPS
THIS FALL**

FIND OUT WHERE
THE SENIOR ADULT &
TRAVEL PROGRAM
CAN TAKE YOU!

www.lee.edu/workforce · 281.425.6311 · 909 Decker Dr. Baytown, TX 77520



**“A key to my
freedom”**

THE GRANT THAT CHANGES LIVES

The inspirational story of Dolores DeLeon

Dolores DeLeon, 36, never imaged the opportunities waiting for her when she walked into the Center for Workforce and Community Development one late Friday afternoon in January of 2018. For DeLeon, applying for the U.S. Department of Labor's H-1B Ready to Work Grant was about more than finding a better job. **"This certificate is a door opener—a key to my freedom," she said.**

DeLeon was just six years old when her mother passed away from leukemia. She was raised alongside her brother by her grandparents, while her father worked as a construction foreman who traveled often to provide for the family. "He would give me 100 percent of his attention when he was around," DeLeon recalls about her dad, "but he worked so much to help support the family, that I didn't see him often." DeLeon graduated from high school at the age of 18 and gave birth to her daughter shortly thereafter. Around the same time, her father suffered from congestive heart failure, so DeLeon stayed behind to care for him. **"In our family, it was a huge accomplishment to just graduate high school. But now, I'm thinking if only I'd had the support of someone pushing me to keep going—to pursue more," DeLeon said.**

Several years later, DeLeon would enter a 12-year relationship with the father of her son. She was living in LaPorte, TX, and recalls that "Life was good." However, the relationship turned toxic and DeLeon found herself trapped enduring physical, emotional, and financial abuse. **"I had no job. No babysitter. No certificate. I had absolutely nothing," she recalls.** "I'm not even a very religious person," DeLeon admitted, "but I prayed to God to please guide me." Two weeks later, DeLeon walked into the building where her life changed.

DeLeon began the Electrical Program on January 18. With tremendous support from her classmates, she successfully completed training in just 12 weeks,

and was awarded her certificate in April of 2018. **"We kept each other positive, no matter what," DeLeon said about her classmates. "I made really good friends there. We all wanted everyone to pass the course. Each of us had our own story."**

Within two months of completing the Electrical Program at Lee College, DeLeon was offered a position as an electrical helper, and has since relocated to another city. She is proud of her accomplishments and ability to provide a safe and comfortable life for her son. **"I want other women to know that they can overcome their situations," DeLeon said. "Surround yourself with positive people** and if you can't find anyone to lift you up, then turn to yourself. You are the only person who can change your life. Come through for yourself because there's more to life than this."

Learn more about the U.S. Department of Labor's H-1B Ready to Work Grant—a FREE opportunity to help jump-start or advance your career on page 4 of this edition of the Center Circular.



The Bridge Over Troubled Waters

CRISIS INTERVENTION 24 | HOUR HOTLINE | CASE MANAGEMENT
EMERGENCY SHELTER | TRANSITIONAL LIVING

24-Hour Emergency Hotline: 713.473.2801
Administration: 281.420.5600
E-mail: thebridge@tbotw.org

The Bridge Over Troubled Waters
1300 Rollingbrook Dr., Suite 507
Baytown, Texas 77521

If you or someone you know is a victim of domestic violence, please contact The Bridge Over Troubled Waters—a nonprofit organization that offers support and provides safety to domestic and sexual violence victims in Harris County.

Free Fast-Track Skills Training

For jobs in fast-growing industries

Ready to Work Fall 2018 Course Offerings

Pipefitting NCCER Level 1, 2
Sept. 10 - Nov. 15
Mon. - Thurs.
7:30 a.m. - 3:30 p.m.
McNair

Instrumentation NCCER
Level 2, 3
Sept. 10 - Nov. 20
Mon. - Thurs.
7:30 a.m. - 3:30 p.m.
Baytown

Electrical NCCER Level 1, 2
Sept. 10 - Nov. 26
Mon. - Thurs.
7:30 a.m. - 3:30 p.m.
Baytown

Electrical NCCER Level 1, 2
Sept. 10 - Nov. 26
Mon. - Thurs.
7:30 a.m. - 3:30 p.m.
Liberty

Pipefitting NCCER Level 3
Aug. 28 - Dec. 18
Tues. & Thurs.
6 p.m. - 10 p.m.
McNair

Process Technology Refresher
Sept. 10 - Nov. 24
Mon., Wed., Sat.
5:30 p.m. - 9:30 p.m.
Baytown

SENSE Level 1 SMAW
Welder Program
Sept. 10 - Nov. 15
Mon. - Thurs.
7:30 a.m. - 3:30 p.m.
Baytown

U.S. DEPARTMENT OF LABOR'S H-1B READY TO WORK GRANT

A FREE opportunity to help jump start or advance your career!

The U.S. Department of Labor's H-1B Ready to Work Petrochemical Grant is a free opportunity that pays for training to help unemployed and underemployed individuals find work quickly upon successful completion.

If you have been underemployed or unemployed for six months, have a High School Diploma or GED, and are a U.S. citizen who can pass a drug screen and background check, then you may qualify for the DOL H-1B Ready to Work Grant! All students who meet the qualifications are encouraged to apply. Preference is given to Veterans. The training prepares you for a career in the fast-growing petrochemical industry.

Most training courses are completed within 12 weeks. Both day and evening class options are available. Classes are limited to 15 students allowing instructors ample time to provide one-on-one, high-quality instruction. Instructors each have at least 10 years of experience working in their respective industry fields, and are committed to helping students successfully complete the course.

Let us help you find out if you qualify for the DOL H-1B Ready to Work Grant today by contacting Meia Taylor, Grant Recruiter, at 281.425.6311, or by email at ttaylor@lee.edu. Visit our website at www.lee.edu/ready2work.

Flip to page 2 of this edition of the Center Circular to read the story of how the DOL H-1B Ready to Work Grant changed the life of one inspiring student!



These programs are funded by a grant awarded and implemented by the U.S. Dept. of Labor Employment & Training Administration. The information contained in this product was created by the grantee organization and does not necessarily reflect the official position of the U.S. Dept. of Labor. All references to non-governmental organizations, their services, products or resources are offered for information purposes and should not be construed as an endorsement by the Department of Labor.



A Partnership For Success

Customized Corporate Training

Earlier this year, Jacobs, in partnership with the Center for Workforce and Community Development, launched the Jacobs' JumpStart Program, which put newly-qualified people into exciting positions. The JumpStart Program identified unemployed or underemployed individuals who were looking for better career opportunities. Students completed a six-week training program designed by Jacobs. Upon successful completion of the Program, students received entry-level job offers with the company.

The Jacobs' JumpStart Program is just one example of how the CWCD delivers high-quality consulting and training development for our community partners. With a storehouse of subject-matter experts (SME), instructors, and facilities, the CWCD provides custom-tailored training packages to meet the specific needs of local businesses.

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

- Customized curriculum development
- Pre-employment assessments
- Skills gaps analysis
- Conferences and seminars for professional development
- Internship development
- Assistance with employment recruitment and placement
- 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.



**WE PROVIDE
TRAINING FOR
YOUR EMPLOYEES**

IEC - Fundamentals of Interlock & Control Workshop

**Sept. 18-19 · 8 a.m. - 4:30 p.m.
Cost: \$695**

Course Purpose

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. The workshop is 90% hands-on activities. 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.)

How Can Your Company Benefit?

- ✓ Gain practical working knowledge of troubleshooting
- ✓ 90% of class time devoted to hands-on activities.
- ✓ Improve troubleshooting efficiency by an average of 84%.
- ✓ Course may be used for PSM Compliance issues involving 3-year frequency for proof of knowledge, skills and ability
- ✓ Employers will reduce downtime

Who Should Attend?

- ✓ Current technicians and specialists seeking a refresher course
- ✓ I&E and PSM Contractors and employees
- ✓ Petrochemical maintenance employees

How To Register

Register online at www.lee.edu/workforce and click on "Intro to PLC" or call **281.425.6311**.

Industrial Open Enrollment

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

NCCER Carpentry Level 1 \$1,890*

Introduce students to construction principles orientation to the trade; building materials, fasteners, and adhesives; hand and power tools; introduction to construction drawings, specifications, and layout; floor systems; wall systems; ceiling joist and roof framing; basic stair layout; introduction to building envelope systems. Course is designed to prepare students for employment as an entry level carpenter helper with area contractors. **NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry. NCCERConnect electronic texts will be utilized.**

Oct. 25 - Dec. 4
Mon. - Thurs. • 7:30 a.m. - 3:30 p.m. • Baytown

NCCER Carpentry Level 3 \$1,440*

Introduce students to construction principles including rigging equipment, rigging practices, properties of concrete, reinforcing concrete, handling and placing concrete, trenching and excavating, foundations and slab-on-grade, vertical formwork, horizontal formwork, and tilt-up wall panels. Course is designed to prepare students for employment as a carpenter helper with area contractors. **NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry. NCCERConnect electronic texts will be utilized.**

Oct. 25 - Nov. 28
Mon. - Thurs. • 7:30 a.m. - 3:30 p.m. • Baytown



NCCER CORE Curriculum \$650*

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

Oct. 8 - Oct. 22 • Mon. - Thurs. • 7:30 a.m. - 3:30 p.m. • Liberty
Nov. 26 - Dec. 10 • Mon. - Thurs. • 7:30 a.m. - 3:30 p.m. • Baytown
Oct. 8 - Oct. 22 • Mon. - Thurs. • 7:30 a.m. - 3:30 p.m. • Baytown

***Plus \$25 Facility Fee**



NCCER Project Supervision \$990*

A comprehensive, competency-based program that gives both veteran and new field managers a step-by-step approach to honing their natural abilities, developing essential skills, and generally improving their performance as leaders. Course covers topics such as Human Relations and Problem Solving, Safety, and Quality Control.

NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry.

Oct. 10 - Dec. 3 · Mon., Wed., & Fri. · 6 p.m. - 9 p.m. · Baytown
Oct. 25 - Nov. 13 · Mon. - Thurs. · 7:30 a.m. - 1:30 p.m. · Liberty

NCCER Drywall Development Level 1 \$990*

Introduce students to construction principles including orientation to the trade, construction materials and methods, thermal and moisture protection, drywall installation, and drywall finishing. Course is designed to prepare students for drywall installation employment with area contractors. *NCCER Core should be taken prior to this course. **NCCER module credit will be uploaded onto the student's transcript within the Automated National Registry.**

Oct. 25 - Nov. 12 · Mon. - Thurs. · 7:30 a.m.- 3:30 p.m. · Baytown

ARC Flash (NFPA 70e) \$259*

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 OSHA 29 CFR Part 1910, Subpart S Electrical and NFPA 70E® "Standard for Electrical Safety in the Workplace," which requires this type of instructor-led training for anyone working with electrically energized equipment.

Oct. 29 - Nov. 7 · Mon. & Wed. · 6 p.m.-10 p.m. · McNair

OSHA 10 - Construction Standards \$89

This workplace training covers OSHA safety guidelines including industrial safety awareness, accident prevention, hazardous material safety, and ergonomic issues. Discussion will also cover basic concepts of safety and health to help you and your employees identify common hazards and corrective actions in the workplace, and incorporate Job Safety Analysis (JSA) and appropriate training.

Oct. 23 - Oct. 24 · Tues. & Wed. · 7:30 a.m.- 1:00 p.m. · Baytown
Oct. 23 - Oct. 24 · Tues. & Wed. · 7:30 a.m.- 1:00 p.m. · Liberty

NCCER Electrical Level 1 \$990*

Introduce students 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. NCCERConnect electronic text will be utilized.

Oct. 25 - Nov. 12
Mon. - Thurs. · 7:30 a.m.- 3:30 p.m.
Baytown

Oct. 25 - Nov. 12
Mon. - Thurs. · 7:30 a.m.- 3:30 p.m.
Liberty



Healthcare Training

**VISIT OUR WEBSITE
FOR FALL COURSE
OFFERINGS**

www.lee.edu/healthcare

Course Offerings

**Clinical Medical
Assistant**



**Certified Nurse
Aide**



**EKG
Technician**



**Phlebotomy
Technician**



**Dental
Assisting**



**In-person registration is required for all healthcare courses.
909 Decker Drive, Baytown TX, 77520**

Financial assistance available.

CALL 281.425.6311

Fiber Optics Network Certification Program

In partnership with BDI Datalink

Program Runs: Nov. 26 - Dec. 2

8 a.m. - 5 p.m. each day (lunch on your own)

Registration Deadline: November 21



**Certified Fiber Optics
Technician (CFOT)**

Nov. 26-28, 2018 · \$700



**Certified Fiber Optics
Specialist/Testing &
Maintenance (CFOS/T)**

Nov. 29-30, 2018 · \$675



**Certified Fiber to the
Home Specialist (CFOS/H)**

Dec. 1-2, 2018 · \$775

NEW!

Tuition includes course materials, FOA Reference Guide & industry recognized written certification examination. Financial assistance available.

Who Should Attend?

- Current fiber optics technicians and specialists seeking certification
- Current fiber workers who want to expand their technical knowledge
- Individuals who plan to enter the fiber optics field

Why Fiber Optics training from Lee College?

- Gain practical working knowledge of fiber optics skills with 85% of class time devoted to hands-on work
- Each class is an exam-prep course for Fiber Optics Association (FOA) certification at one of three levels
- Identify fiber network defects, provide Quality Assurance (QA) procedures to minimize or eliminate future network outages
- Gain skills to build and test a fiber optic LAN network, install, terminate and test multimode and single mode fiber optics networks efficiently

Visit the website below to learn more, view our video, and register:

281.425.6311 • lee.edu/workforce/fiberoptics • 909 Decker Dr., Baytown, TX 77520



Senior Adult & Travel

Bus Trips • Travel the World • Free Workshops • Register online at www.lee.edu/senior

Dear Senior Adults,

After a lifetime of working tirelessly to raise families and contribute to the success of our community, it's time for us to celebrate life! Retirement from work should never mean retirement from opportunities, but rather a time for new adventures. The Senior Adult & Travel Program at Lee College understands our adventurous generation, and is dedicated to providing a life rich in wonderful experiences, new friendships, and beautiful memories.

Enjoy the exciting events and travel opportunities that keep Senior Adults active and engaged by registering today!

Sincerely,

Lynne Foley

Lynne Foley
Program Manager,
Senior Adult & Travel

Bus Trips & Tours

All bus trips depart from 909 Decker Drive parking lot. Departure times vary by trip. Please arrive 20 minutes prior to departure time.

Astros Ballgame

Join us for a night of fun as the Astros take on the Minnesota Twins! Fee includes ticket and transportation. Cost: \$25

Wed., Sep. 5 • 5:30 p.m. - 11 p.m.

Lake Jackson Adventure

Join us for an exciting adventure to Sea Center Texas, Lake Jackson Historical Museum, and the Brazoria National Wildlife Refuge. Lunch will be at an iconic area restaurant. Cost: \$25

Mon., Oct. 1 • 8 a.m. - 6 p.m.

Bay Area Nutcracker Market

Join us today for a trip to a Christmas wonderland of treasures, sights, and smells! Lunch included at an area restaurant. Cost: \$20

Fri., Nov. 9 • 9:30 a.m. - 4 p.m.

Mystery Trip

Fun! Fun! Fun! Wear comfortable shoes and be ready for adventure! Fee includes lunch. Cost: \$35

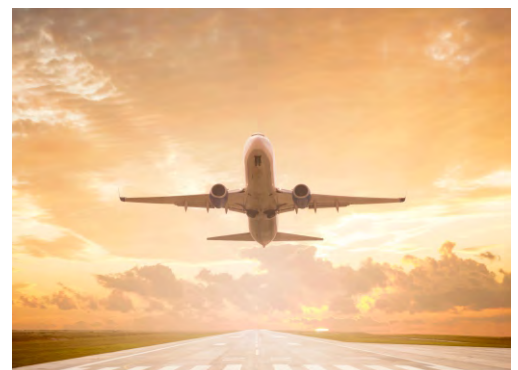
Thurs., Nov. 29 • 9 a.m. - 5 p.m.

Travel Showcase

Join us for an in-depth presentation of the exciting tours we have planned! Free to attend and open to the public. Refreshments served.

Thurs., Oct. 4 • 5 p.m. - 8 p.m. • Baytown

Mon., Oct. 8 • 11 a.m. - 1 p.m. • Liberty



Travel the World

South Pacific Wonders Featuring Australia and New Zealand

Sep. 11- Sep. 25

Highlights: Cairns, Great Barrier Reef, Sydney, Choice on Tour, Sydney Opera House, Christchurch, Queenstown, Arrowtown, Milford Sound. Many additional options available. **SOLD OUT. Wait list available. Call 281.425.6311.**

New York City and Hudson River Valley

Oct. 26 - Nov. 1

Join us on this seven-day tour of New York City and the Hudson River Valley featuring Ellis Island, Statue of Liberty, 9/11 Memorial, Broadway Show, Rockefeller Center, One World Trade Center Tour, Times Square, Central Park, West Point Tour, Hudson River Cruise, Hyde Park, and much more!

\$3,299 (Double Occupancy) • \$4,524 (Single Occupancy)



Scarlet YaYas Luncheon

Lee College's Center for Workforce and Community Development sponsors a Red Hat Society chapter, the "Scarlet Ya Yas," through the Senior Adult and Travel program. A group of lovely women meet on campus at least three times annually for a wonderful luncheon, style show, fun event or volunteer opportunities. To join the Scarlet Ya Ya, please call 281.425.6311.

Join us this November for delicious food, entertainment, fun, fellowship, and sisterhood at our fall-themed luncheon! Please remember those less fortunate than ourselves and bring canned food to fill the Lee College Food Pantry. Cost: \$8

Tues., Nov. 13 • 10 a.m. - 1 p.m. • Baytown

Protect Yourself: Don't Fall Victim to Scams


A free presentation aimed at older adults covering crime, identity theft, and the top 10 scams in Texas. Expert panel of speakers includes: Nichole Christoph, Deputy Director of Houston Crime Stoppers, Kendall McDaniel, US Postal Inspector, and Jennifer Salazar, Texas SMP Program Director of the Houston BBB Education Foundation. Refreshments served.

Fri., Sept. 7 • 9:30 a.m. - 12 p.m. • Baytown

Senior Adult Health Symposium

Join us for an informative morning panel presentation by experts from Houston San Jacinto Methodist Hospital, followed by a complimentary lunch. Free to attend!

Fri., Nov. 2 • 9 a.m. - 1 p.m. • Baytown



**BE THE FIRST
TO KNOW**

Sign-up for the Senior Adult & Travel
Program Email List today! Call 281.425.6311
or send an email to workforce@lee.edu.

Community Education

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

Family-Friendly Courses



Gratitude Vision Board Party

A gratitude vision board is all about the people, experiences, and things in your life that make you feel grateful. While every day challenges make it easy to focus on the negative, attitude is a choice—your choice. Creating a vision board will help you maintain your goals and give you the opportunity to define your dreams. Supplies: Please bring a sack lunch and 5-10 of your favorite magazines. Cost: \$39

Sat., Nov. 3 • 9 a.m. - 1 p.m. • Baytown

Holiday Treats (Kinder - 6th Grade)

Celebrate your favorite holidays in this fun, sensational course. Students will create special occasion treats as they celebrate Christmas, Thanksgiving, Halloween, and more! Four delicious treats to prepare and take home! This course is sure to satisfy your sweet tooth! Cost: \$38

Sat., Nov. 3 • 9 a.m. - 12 p.m. • Baytown

Family Nutrition 101

This interactive course provides health education that allows families the opportunity to acquire knowledge, attitudes, and skills needed to adopt and maintain healthy behaviors. Participants will learn about basic macronutrients and vitamins, how to read food labels, and learn food proportions using MY Plate

techniques. 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 per family

Sat., Sep. 29 • 8 a.m. - 12 p.m. • Baytown

Sat., Oct. 27 • 1 p.m. - 5 p.m. • Baytown

Science FUNDamentals

In this hands-on, fun, and exciting program, you will discover how amazing science is through fun projects fit for the family. Attendees will make and take home a wide assortment of gadgets designed to teach science concepts with recycled materials such as a phone charger, ecosystem, electric motor, and other cool projects. For families with children ages 8 and up. Cost: \$37 per family

Forms of Energy

Sat., Sep. 15 • 1 p.m. - 5 p.m. • McNair

Ecosystems

Sat., Sep. 29 • 1 p.m. - 5 p.m. • McNair

Science of Color and Color Theory

Sat., Oct. 13 • 1 p.m. - 5 p.m. • Liberty

Magnetism

Sat., Nov. 10 • 1 p.m. - 5 p.m. • Liberty

College Application Writing

College applications are an important and often challenging part of preparing to enter college. Learn how to write essays for both college and scholarship applications. This course provides individual assistance and tips on how to write an effective, successful, and memorable essay. Cost: \$25

Sep. 8 - 22 (Saturdays)

8 a.m. - 10 a.m. • Baytown

Mon., Sep. 17 - Wed., Sept. 19

6:30 p.m. - 8:30 p.m. • Baytown



Barbers Hill Fall Fest

Saturday, October 27, 2018

Visit the Center for Workforce and Community Development's booth for information & giveaways!

Computer Courses

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 7, and the Internet.

Supplies: Flash drive. Cost: \$99

Sep. 26 - Oct. 17 (Wednesdays) • 5:30 p.m. - 7:30 p.m. • Liberty

Introduction to Microsoft Excel

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. Supplies: flash drive, pen, paper. Cost: \$99 Prerequisites: Must be able to type and possess familiarity with Windows for desktop.

Oct. 24 - Nov. 14 (Wednesdays) • 5:30 p.m. - 7:30 p.m. • Liberty

Recreation & Fitness

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. Senior Adults (ages 50+) and Lee College Alliance Members receive memberships at a discounted rate. Register at 909 Decker Drive, Baytown.

- | | | |
|--|-----------------------------|--------------------------------------|
| ✓ Heated swimming pool* | ✓ Four 32" televisions | ✓ Convenient location |
| ✓ Over 25 Life Fitness Cardio machines (including 10 treadmills) | ✓ Two Racquetball Courts* | ✓ Friendly, small-town environment |
| ✓ Magnum selectorized resistance equipment | ✓ Health workshops* | ✓ Improve your health and well-being |
| ✓ 20 Overhead speakers | ✓ Yoga room* | |
| | ✓ Aerobics room* | |
| | ✓ Professional instructors* | |
| | ✓ Extended hours | |

*Registration, fee and/or hours differ

Wellness Center Memberships

One Day: \$10
One Week: \$25
One Semester: \$150
One Semester Senior (ages 50+): \$75
One Year (starts Fall 2018): \$324

Wellness Center Hours

Mon.-Thurs.: 5:30 a.m. - 8 p.m., Fri.: 5:30 a.m. - 2 p.m., Sat.: 9 a.m. - 2 p.m.

Wellness Center Open House

Come learn about our state-of-the-art Wellness Center, meet the staff, and tour the facility including the gym, swimming pool, locker rooms and restrooms. Tours take place every 30 minutes. The low-cost semester registration fee, extended hours (for workouts before or after work), and convenient location are just a few of the many reasons to join!

Tues., Oct. 2 • 3:30 p.m. - 6:30 p.m. • Baytown, Lee College Wellness Center

Reclaim the Joy of Teaching

At last! A practical, real-world workshop for teachers who are committed to making a difference in the classroom. This isn't about putting on a happy face, but feeling miserable on the inside. This is about being able to lay your head on your pillow at the end of the day and know that you made a difference; that you took the challenges you faced and because of your increased awareness of your calling, you handled the day's events in keeping with your deepest values. Now, you can create a plan to handle those challenges that keep you awake at night.

The workshop is the beginning of the transformative process of reconnecting and falling in love all over again with teaching. This vision is entirely possible—if you take action! Course fee includes lunch, Everything DiSC Workplace Profile, Comparison Report, workbook, handouts, Reminder DiSC Cards, and a digital copy of Reclaim the Joy Teaching. Cost: \$179

Fri., Sep. 21 • 9 a.m. - 4 p.m. • Baytown
Fri., Nov. 30 • 9 a.m. - 4 p.m. • Liberty

Small Business Development

Small Business Development Center • Start-up or expand your business • www.lee.edu/workforce/sbdc

The Lee College Small Business Development Center is one of 15 centers that make up the Texas Gulf Coast SBDC Network, an extensive regional business assistance program that serves 32 counties in southeast Texas. Our mission is to help businesses start, grow, and succeed. **The Center's core service is providing our no-cost, confidential, one-on-one advising.** Many SBDC advisors have been business owners themselves. The SBDC advisors work to establish a meaningful relationship with each client, helping them develop strategies, attract customers, increase sales, and improve productivity and profitability. Whether you are just starting out, busy managing your existing business or ready to grow, the Lee College SBDC will work with you to build a viable, well-run business. Contact us at 281.425.6309 to schedule an appointment.

Fall Courses

Excel Beginner

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

Cost: \$39

Sat., Sep. 22 • 8 a.m. - 11 a.m. • Baytown

Sat., Oct. 27 • 8 a.m. - 11 a.m. • Baytown

Excel Intermediate

This course will help you learn sorting and filtering, conditional formatting, decision functions, pivot tables, and macros.

Cost: \$39

Sat., Sep. 29 • 8 a.m. - 11 a.m. • Baytown

Sat., Nov. 3 • 8 a.m. - 11 a.m. • Baytown

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., Oct. 13 • 8 a.m. - 11 a.m. • Baytown

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., Oct. 20 • 8 a.m. - 11 a.m. • Baytown

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. Ample time is provided for question and answer sessions. Cost: \$39

Tues., Oct. 16 • 6 p.m. - 9 p.m. • Baytown

QuickBooks Intermediate

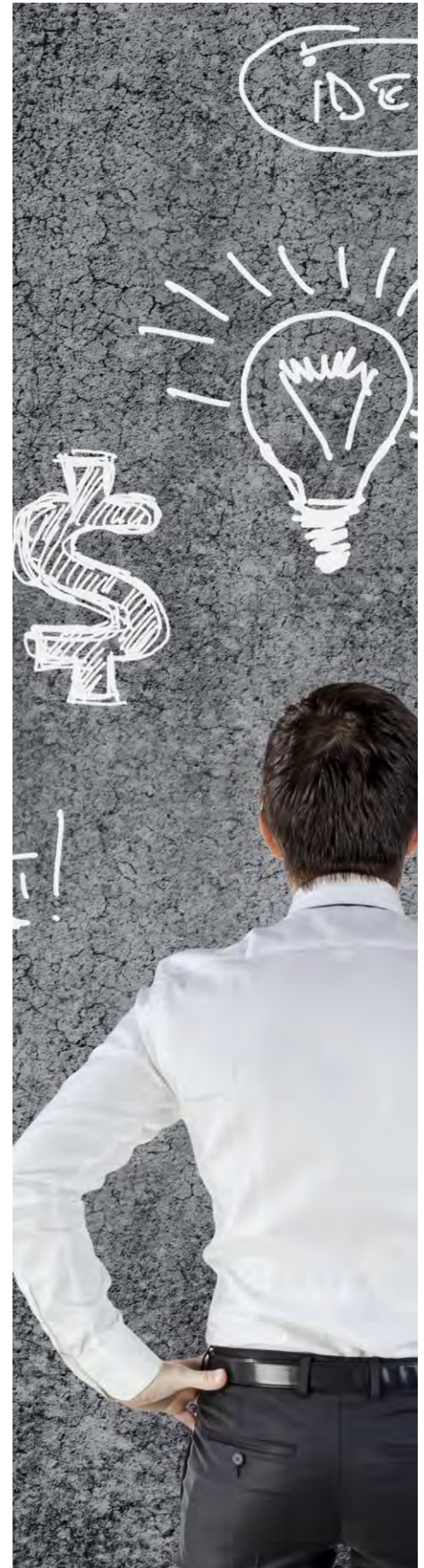
This unique, hands-on class will guide you through the intermediate level of Quickbooks Pro 2014 under the supervision of a Quickbooks expert. This course focuses on some of the more advanced features in Quickbooks Pro 2014, covers the following areas: estimating, inventory and payroll taxes, purchase orders, customizing templates, and modifying reports to meet your specific needs. Cost: \$39

Tues., Oct. 23 • 6 p.m. - 9 p.m. • Baytown

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., Nov. 6 • 6 p.m. - 9 p.m. • Baytown



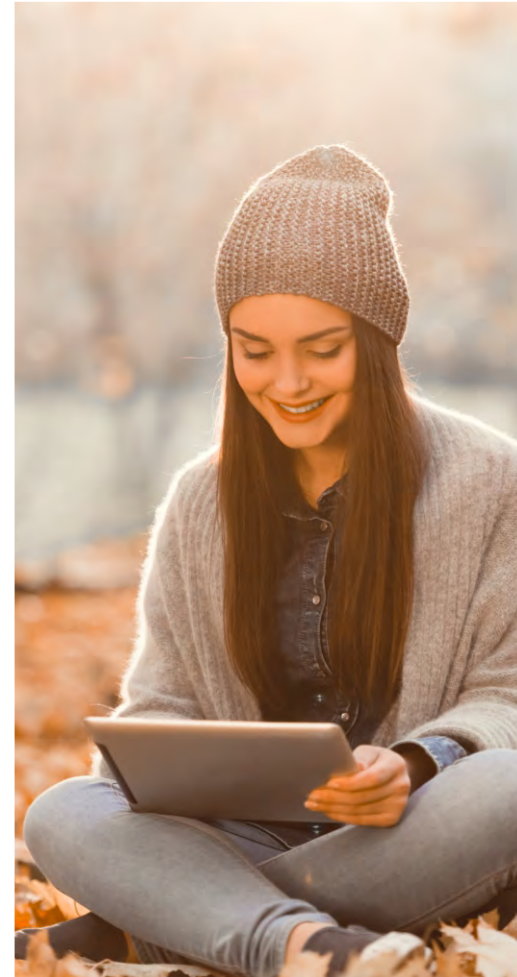
Online Learning

Learning that fits your schedule • www.ed2go.com/leecollege

Register today for any of these instructor-facilitated online courses to build the skills necessary for professional development or personal enrichment! Learn from the comfort of home with these informative, fun, convenient, and highly interactive courses. Ed2Go courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Students can complete any course entirely from the comfort of their home or office—day or night!

Classes start at \$119 and begin on September 12, October 17, and November 14. Register online at www.ed2go.com/leecollege.

- A to Z Grantwriting
- Accounting Fundamentals II
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Administrative Assistant Suite
- Administrative Professional
- Building Teams That Work
- Computer Networking Suite
- Customer Service Fundamentals
- Effective Business Writing
- Entrepreneurship Suite
- Event Management and Design
- Grammar Refresher
- Introduction to Business Analysis
- Introduction to Criminal Law
- Introduction to Quickbooks 2015
- Introduction to Quickbooks 2018
- Introduction to Windows 10
- Keyboarding
- Leadership
- Marketing Your Nonprofit
- Mastery of Business Fundamentals
- Medical Coding
- Microsoft Excel 2016 Series
- Microsoft Excel 2016 Series
- Microsoft Office 2016 Value Suite
- Self-Improvement Suite
- Spanish for Medical Professionals
- Speed Spanish
- Supervision and Management Series
- Supply Chain Suite
- The Complete Project Manager with CAPM® and PMP® Prep
- Workplace Law Essentials Value Suite



Online Learning for Professional Development

Computer Skills for the Workplace

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail, use a spreadsheet to create a graph and paste it into a report, add and edit data in a database, understand the implications of file sizes, memory limitations, and network arrangements, and recognize the function and features of modern computer components. Cost: \$119

Total Quality Fundamentals

Learn how to effectively apply the fundamentals of total quality. In this

course, students will learn how successful organizations apply quality to their everyday activities, and use teamwork to make the most of employees' abilities and potential. You will learn a number of quality fallacies and how to lessen their impact. Cost: \$119

Distribution and Logistics Management

Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company

objectives. This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics. Cost: \$119

Soft Skills Suite

Want to brush up on your soft skills? This suite of courses teaches everything from working with tough personalities to making better business decisions. Cost: \$369

Project Management Suite

Learn the fundamentals of project management in this discounted suite of online courses. Cost: \$299

Free course. Free lunch. Priceless knowledge.

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 in September and October providing members of the community with priceless safety knowledge, and a free lunch.

Register for classes online today at www.lee.edu/rmi or call 281.425.6311.



Maintaining Respect & Civility in the Workplace - NEW!

In this workshop, you will learn practical ways to maintain a respectful workplace, examine current personal reactions that may not be respectful of others, increase civility and respect among colleagues and coworkers to promote a healthy work environment. You will also discuss how to resolve conflict respectfully, and identify methods to assertively address inappropriate conduct within the workplace.

Thur., Sep. 27 · 10 a.m. – 2 p.m. · Baytown

Managing Workplace Stressors - NEW!

This workshop will identify workplace stressors, review the impact of perfectionist tendencies, explore principles of time management, and discuss tips for handling workplace stressors for a safer and positive environment for all.

Fri., Sep. 28 · 10 a.m. – 2 p.m. · Baytown

Effective Communication - NEW!

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.

Thurs., Oct. 11 · 10 a.m. – 2 p.m. · Baytown

You Make Me So Mad - NEW!

In this workshop, you will learn about the five natural emotions of humans, discuss the effects anger has on the brain, identify triggers and expressions of anger, and provide tips on effectively managing anger.

Fri., Oct. 12 · 10 a.m. – 2 p.m. · Liberty

Workplace Violence - NEW!

In this training, you will define workplace violence, explain categories, present key facts, and list risk factors for potential violence in the workplace. You will also understand steps to handle disgruntled students, employees, co-workers, clients, etc.

Wed., Oct. 17 · 10 a.m. – 2 p.m. · Baytown

Thurs., Oct. 18 · 10 a.m. – 2 p.m. · Liberty

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 not only in the workplace, but the same steps work in the community, at home, and anywhere where conflict arises.

Thurs., Nov. 1 · 10 a.m. – 2 p.m. · Baytown

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. This thought-provoking class, with practice drills with real-life scenarios, is a must-have as we find ourselves navigating the turbulent whitewater of present day conflict.

Fri., Nov. 2 · 10 a.m. – 2 p.m. · Baytown

Scan the
QR Code
to register!



FREE SAFETY COURSES

The Risk Management Institute at Lee College • Free Safety Training • www.lee.edu/rmi

In Partnership With

TexasMutual
WORKERS' COMPENSATION INSURANCE
WORK SAFE, TEXAS®

Medic First Aid - NEW!

MEDIC First Aid BasicPlus is a combined adult CPR, AED, and first aid training program designed specifically for the occupational first aid provider. This extremely flexible 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. This program conforms to the 2015 AHA Guidelines Update for CPR and ECC, and the 2015 AHA and ARC Guidelines Update for First Aid.

Thurs., Sep. 6 • 6 p.m.–10 p.m. • Liberty

Sat., Oct. 6 • 1 p.m.–5 p.m. • Baytown

Wed., Oct. 24 • 8 a.m.–12 p.m. • McNair

Confined Space Entry

This course will provide a general awareness on OSHA standard 1910.146 and how employees must apply principles, procedures and controls to protect employees involved in confined space operations.

Fri., Sep. 7 • 8 a.m.–5 p.m. • Baytown

Tues., Nov. 13 – Wed., Nov. 14

6 p.m.–10 p.m. • McNair

HAZWOPER (Hazardous Waste Operations) Refresher 8-Hour

Expect thorough discussions about the principles of decontamination, OSHA regulations and requirements, potentially hazardous situations, and more. This 8-hour annual refresher training will keep you updated with the latest safety practices.

Sat., Sep. 8 • 8 a.m.–5 p.m. • McNair

Lock Out Tag Out

This course will provide a general awareness on OSHA Standard 1910.147 and the role of the employer and employees. This class will consist of reviewing requirements of an Energy Control program and procedures with LOTO is required, employee training, and review of LOTO procedures, etc.

Tues., Sep. 11 – Wed., Sep. 12

6 p.m.–10 p.m. • McNair

Fri., Oct. 12 • 8 a.m.–5 p.m. • Baytown

OSHA 10 Hour General Industry

This course will provide employees with basic knowledge concerning OSHA's mission, hazard identification, avoidance and control. Employees will have an increased level of safety awareness to apply on and off the job. The General Industry Standards apply to all employees in the work force, especially those involved in manufacturing, and contact with the public.

Fri., Sep. 14 • 8 a.m.–5 p.m. and Sat., Sep. 15

8 a.m.–12 p.m. • Baytown

HAZWOPER (Hazardous Waste Operations) 40-Hour

This training course covers everything required by OSHA in 29 CFR 1910.120 such as hazardous chemicals, improving the safety of workers and how OSHA regulations that affect you.

Mon., Sep. 17 – Fri., Sep. 21

8 a.m.–5 p.m. • Liberty

Mon., Nov. 5 – Fri., Nov. 9

8 a.m.–5 p.m. • Baytown

OSHA 30 Hour General Industry

This course is designed for all employees to provide a thorough understanding of the 29 CFR 1910 General Industry standards. Attendees will be better prepared to move into a supervisor's role or improve their abilities as supervisors. An increase in hazard identification, avoidance, and control methods will be presented to enhance OSHA compliance and improve existing safety and health programs.

Sep. 21 – Oct. 5

Fri., and Sat. • 8 a.m.–5 p.m.

Fri., Oct. 5 • 8 a.m.–12 p.m. • Baytown

Emergency Responder Refresher 8-Hour

This course is designed to meet the requirements of OSHA for refresher training of emergency response personnel who will respond to leaks or spills of chemicals for the purpose of stopping the leak or spill. OSHA requires that all personnel who are expected to respond to spills or leaks must have this annual refresher training.

Wed., Oct. 10 • 8 a.m.–5 p.m. • Baytown

Fall Prevention

Falls cause more deaths in construction than any other hazards. This training will help employers and employees prevent injuries from falls.

Tues., Oct. 16 – Wed., Oct. 17

6 p.m.–10 p.m. • Baytown

Reducing Slips, Trips, and Falls

Basic concepts of safety and health. Identify common hazards and corrective actions in the workplace, incorporate job safety analysis (JSA), and appropriate training to help prevent workplace slips, trips and falls.

Fri., Oct. 19 • 8 a.m.–2 p.m. • Liberty

Nuts and Bolts of Industrial Hygiene

This training covers the art and science of the anticipation, recognition, evaluation, communication, and control of hazards in the workplace.

Sat., Oct. 20 • 8 a.m.–5 p.m. • Baytown

OSHA 10 - Construction Standards

This workplace training covers OSHA safety guidelines including industrial safety awareness, accident prevention, hazardous material safety, and ergonomic issues. Discussion will also cover

basic concepts of safety and health to help you and your employees identify common hazards and corrective actions in the workplace, and incorporate Job Safety Analysis (JSA) and appropriate training.

Fri., Oct. 26 • 8 a.m.–5 p.m. and

Sat., Oct. 27 • 8 a.m.–12 p.m. • Baytown

OSHA Outreach 30 hrs (Occupational Safety and Healthcare Management)

This training covers OSHA safety guidelines including electrical, chemical, and hazardous material safety. Ergonomic consideration to include repetitive motion, plant layout, and machine design. Industrial safety awareness, accident cost and prevention and workman's compensation issues.

Nov. 2 – Nov. 16

Fri. and Sat. • 8 a.m.–5 p.m.

Sat., Nov. 16 • 8 a.m.–12 p.m. • Baytown

Let me EnterTRAIN You - NEW!

A good training program doesn't happen by accident. It needs to be a combination of the fundamentals of adult training, the use of technology (from PowerPoint to PollEveryone) and the creativity of a safety trainer to create EnterTRAINment! This session will layout the habits of a good presenter by covering a review of the fundamentals of adult training including how to lay out the classroom for a good first impression.

Fri., Nov. 2 • 8 a.m.–5 p.m. • Baytown

Safety Communications

This course will help to improve safety and communication skills for the workplace. Employers and employees will learn how to follow safety instructions and procedures, document unsafe working conditions, report accidents, and identify applicable regulatory standards.

Fri., Nov. 30 • 8 a.m.–5 p.m. • McNair

Risk Management Institute Course Locations:

Baytown
Center for Workforce &
Community Development
909 Decker Drive, Baytown, TX 77520
&
Lee College (Main Campus)
200 Lee Drive, Baytown, TX 77520

McNair
Lee College McNair Center
3411 I-10, Baytown, TX 77521

Liberty
Lee College Education Center - South Liberty
County 1715 Highway 146, Liberty, TX 77575

Visit www.lee.edu/rmi for up-to-date
information on course offerings and locations.

Adult Basic Education

Adult Basic Education (ABE) • General Education Development (GED) • English as a Second Language (ESL)

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.

Lee College Education Center - South Liberty County (LCEC)
1715 TX-146, Liberty, TX 77575 • 832.556.5660
Student Orientation: 8:30 a.m. and 6 p.m. • Tues., Oct. 2.

Adult Learning Center (ALC)
101 S Whiting St, Baytown, TX 77520 • 281.425.6536
Student Orientation: 8 a.m. and 5:30 p.m. • Mon., Aug. 20.

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.

Sept. 10 - Nov. 14	M/W	8:30 a.m. - 11:30 a.m.	Location: ALC
Sept. 10 - Nov. 14	M/W	6:00 p.m. - 9:00 p.m.	Location: ALC
Oct. 9 - Dec. 13	T/TH	8:30 a.m. - 12:30 p.m.	Location: LCEC
Oct. 9 - Dec. 13	T/TH	6:00 p.m. - 9:00 p.m.	Location: LCEC

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.

Sept. 11 - Nov. 15	T/TH	8:30 a.m. - 11:30 a.m.	Location: ALC
Sept. 11 - Nov. 15	T/TH	6:00 p.m. - 9:00 p.m.	Location: ALC

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 at 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. (Harris County Department of Education in collaboration with Lee College Adult Learning Center). Call 281.425.6536 for more information.

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.

Lee College Education Center - South Liberty County (LCEC)

Student Orientation: 8:30 a.m. Mon., Sept. 24, and 5:30 p.m., Tues., Sept. 18.
Morning classes are from 8:30 a.m. - 12:30 p.m.
Evening classes are from 5:30 p.m. - 9:00 p.m.

Adult Learning Center (ALC)

Student Orientation: 8 a.m. and 5 p.m. • Tues., Sept. 4
Morning classes are from 8:30 a.m. - 12:30 p.m.
Evening classes are from 5:30 p.m. - 9:00 p.m.



GRADcafé

Serving Up College & Careers

GRADcafé offers FREE services to help you decide on a career, 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. You're never too young or old to get started!

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- College Application Assistance
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- Essay Writing Assistance
- FAFSA/TASFA Assistance
- One-on-One Advising
- Resume Building
- SAT & ACT Preparation
- FREE Wi-Fi & Coffee

Visit us at 909 Decker Dr., Baytown, TX 77520

Call 281.425.6804 or visit gradcafe.org

HOURS

Tuesday -
Thursday:
11 a.m. - 7 p.m.
Friday:
11 a.m. - 5 p.m.
Saturday:
10 a.m. - 5 p.m.



About Us

The Center for Workforce and Community Development at Lee College



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.

Nondiscrimination Notice

Lee College is an open enrollment institution and offers a variety of vocational and academic programs. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA,

or 34 C.F.R. Limited English proficiency is not a barrier for admission to the College. Lee College will also take steps to assure that national origin minority persons who lack English language skills can participate in all education programs, services and activities.

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 a relatively short period of time

Financial Aid

PAYMENT PLANS & SCHOLARSHIPS

**CALL
TODAY!**
281.425.6311

We will help you
find out if you
qualify!

Ask about our Payment Plans and Scholarship opportunities. Installment payment plans require a valid credit card on file, 50% of the program fees, 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.

CONTACT US

ADDRESS

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

PHONE

Office: 281.425.6311
Fax: 281.425.6855

WEBSITE

www.lee.edu/workforce

OFFICE HOURS

Sun.: Closed
Mon.: 7:30 a.m.-5:15 p.m.
Tues.-Thurs.: 7:30 a.m.-7 p.m.
Fri.: 7:30 a.m.-5 p.m.
Sat.: 10 a.m.-5 p.m.

GRADcafe HOURS

Sun.-Mon.: Closed
Tues.-Thurs.: 11 a.m.-7 p.m.
Fri.: 11 a.m.-5 p.m.
Sat.: 10 a.m.-5 p.m.

FACEBOOK

facebook.com/centerforworkforce

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NOW HIRING INSTRUCTORS

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- Professional Development
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LEE COLLEGE

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