

ADULT BASIC EDUCATION • HEALTHCARE • WORKFORCE TRAINING • SENIOR ADULT TRAVEL • ONLINE LEARNING

# FORCE

The Magazine for the Center for Workforce and Community Development Fall 2021/Spring 2022



LEE COLLEGE

CENTER FOR WORKFORCE AND  
COMMUNITY DEVELOPMENT

# FORCE

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

## About Us

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

## Mission Statement

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

## Philosophy

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

## Why Us?

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

## Refund Policy

You can drop a class for a full refund up to three business days before the first class meets by calling the center 281.425.6311.

The refund policy is:

- Three days before the first class meets: 100 percent class fees.
- Thereafter: no refund.

## Contact Us

### Center for Workforce and Community Development

909 Decker Drive, Baytown, TX 77520

Office: 281.425.6311 Fax: 281.425.6855

[www.lee.edu/workforce](http://www.lee.edu/workforce)

## Office Hours

Mon.: 7:30 a.m.-5:15 p.m. Tue.-Thu.: 7:30 a.m.-7 p.m.

Fri.: 7:30 a.m.-5 p.m. Sat. & Sun.: Closed

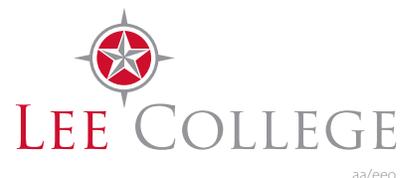
## FOLLOW US

 Centerforworkforce

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# BE YOUR OWN HERO!



**SUMMER 2022 CAMP FOCUS: STEAM**

**SCIENCE TECHNOLOGY ENGINEERING**

**ARTS MATH**



SCAN HERE for year-round information regarding Kids at College



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Learn more at [www.lee.edu/kids](http://www.lee.edu/kids) updated as more information becomes available



# 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 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.

## **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.

**Lee College Education Center - South Liberty County (LCEC)**  
1715 TX-146, Liberty, TX 77575 • 832.556.5660

**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.*

## **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.

## **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.



# HEALTHCARE

Financial assistance and payment plans available. Visit [www.lee.edu/healthcare](http://www.lee.edu/healthcare) or call 281.425.6311.

## Clinical Medical Assistant

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

## Dental Assistant

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 chair-side assisting procedures, instrumentation, infection and hazard control protocol, and equipment safety and maintenance. Cost: \$1,969

## 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. Cost: \$882

## EMT-Basic

The course is designed for anyone interested in working in public safety, including fire, police, and ambulance operations. EMT-Basic training consists of classroom and clinical training. The coursework and hands-on experience are designed to prepare students to administer care in emergency situations. Cost: \$1,675

## Spanish for Healthcare

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

## Certified Nurse Aide

Prepare for entry level nursing assistant positions through our 115 hour Certified Nurse Aide program. You will achieve a level of skills and abilities essential to provide basic care to residents of long-term care facilities. Our approved program will provide you with 60 hours of lecture/lab and 40 hours of clinical experience. Certificates of completion will be awarded and is a separate process from the official certification issued by the state. For official Certification, the written and skills test will be given off-site through Prometric. Cost: \$805

## Phlebotomy

Phlebotomy Technician program prepares you for entry level positions as a Phlebotomy Technician. This class provides 63 hours of instruction in the classroom and laboratory, followed by a clinical experience in area laboratories. Once you have completed our program, you can receive your certification in Phlebotomy with the National Healthcareer Association (NHA) <https://www.nhanow.com/certifications/phlebotomy-technician>. Cost: \$1,054



# WORKFORCE TRAINING

Financial assistance and payment plans available. Visit [www.lee.edu/workforce](http://www.lee.edu/workforce) or call 281.425.6311.

## INDUSTRIAL CRAFT TRAINING

### NCCER Core and Electrical NCCER 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. \$2,430

### Instrumentation NCCER Level 2, 3

NCCER curriculum based certificate which includes CORE, Instrumentation Level 2, and Instrumentation Level 3. Successfully completed modules will be submitted for upload into the NCCER National Database. \$2,221.00

## FIBER OPTICS NETWORK CERTIFICATION PROGRAM

### 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. \$895

### 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

# WORKFORCE TRAINING

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. \$795.00

## **Certified Fiber Optics Splicing Specialist (CFOS/S)**

This two-day (16-hour) Splicing Specialist training includes a complete PowerPoint presentation explaining the importance of high-performance splicing and further details the points necessary to achieve these splices. An overview of OTDR functions and trace understanding is also provided during this presentation. This course provides 85% hands-on training, classroom activities, training in both fusion and mechanical splicing, and either single or multimode fiber optic cables. This course may be taken immediately after successfully completing the CFOT course. Prerequisite: CFOT is the prerequisite for all other courses and it must be successfully completed first prior to attending any of the other "specialist" courses. Costs includes course materials provided by instructor for all classes. (Lunch on your own). \$795.00



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**WHAT'S STOPPING YOU?**

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- ONLINE • IN-PERSON



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aa/eoo

**APPLY TODAY at [www.lee.edu](http://www.lee.edu)**



# SENIOR ADULT TRAVEL

**Whether you'd like to improve your photography skills by going on an expedition, explore the ruins of Mexico or Europe, or traverse the globe with a friend, there is an exceptional travel program for you! Come discover what hundreds of our senior travelers already know, aging is fun!**

## Travel the World

### Exploring Britain & Ireland

Highlights: London, Stonehenge, Bath, Cardiff, Waterford, Choices on Tour, Blarney Castle, Killarney, Diner's Choice, Ring of Kerry, Jaunting Car Ride, Farm Visit, Dublin, Irish Cooking Class, Wales, Lake District, Edinburgh, York, Stratford-upon-Avon

### Autumn in Vermont

Highlights: Woodstock, Quechee Gorge, Burlington, Shelburne Museum, Fort Ticonderoga, Choice on Tour, Lake Champlain Ferry, Adirondacks Farm & Apple Orchard, Ben & Jerry's Ice Cream Factory, Vermont's Scenic Route 100, Mad River Valley, Hildene - The Lincoln Family Home

### Montreal & Quebec City Christmas Markets

Highlights: Montreal City Tour, Underground City, Notre Dame Cathedral, Via Rail Train - Montreal to Quebec, Quebec City Tour,

Montmorency Falls, Montreal Christmas Market, Quartier Petit Champlain & German Christmas Market in Quebec City, Gilles Copper Museum

**5 Days - 6 Meals - 4 Breakfasts - 2 Dinners**

**December 2, 2021, \$2960\***

**Call 877.953.8687 — Booking Number: 145046**

### Tropical Costa Rica

Highlights: San Jose, Coffee Plantation, Guanacaste, Monteverde Cloud Forest, Choice on Tour, Arenal Volcano, Lake Arenal Cruise, Cano Negro Refuge, Zarcero

**9 Days - 14 Meals - 8 Breakfasts, 6 Dinners**

**January 24 – February 1, 2022, \$3,133\***

**Call 800.852.5655 — Booking Number: 1044026**

### Tulip Time on Jewels of the Rhine

Sail along Europe's longest river visiting iconic ports of call, sampling incredible cuisine, and absorbing the local culture in the Netherlands, Germany, France, and Switzerland. Visit 4 countries, Keukenhof Gardens, UNESCO World Heritage Sites

**11 days 23 Meals: 9 breakfasts, 6 lunches and 8 dinners**

**4.21.22 – 5.1.22, \$4,899**

**To register, call 800-728-0724 and reference Group # 91902.**

It's a competitive world.

# TRAIN FOR IT!

Lee College provides results-driven, customized corporate training, leadership development and business support services for corporations and organizations.

## Customized Training

Every business and organization is different, with distinctive processes, singular needs and unique objectives. One-size-fits-all training just won't cut it.

Lee College offers courses and customized programs for nearly every industry. More importantly, we make our training fit your organization and your needs, not the other way around. Our staff will:

- **Train** at a Lee College campus, or at your site.
- **Customize** every program to address your specific challenges and deliver exactly the experience your employees need.
- **Tailor** courses to deliver on topics you select.
- **Maximize** cost effectiveness by training on multiple topics in a single program. Lee College provides free, grant-funded training to small business owners employees to enhance their businesses' operations.
- **Equip** employees with the knowledge and skills to make an immediate impact on your organization



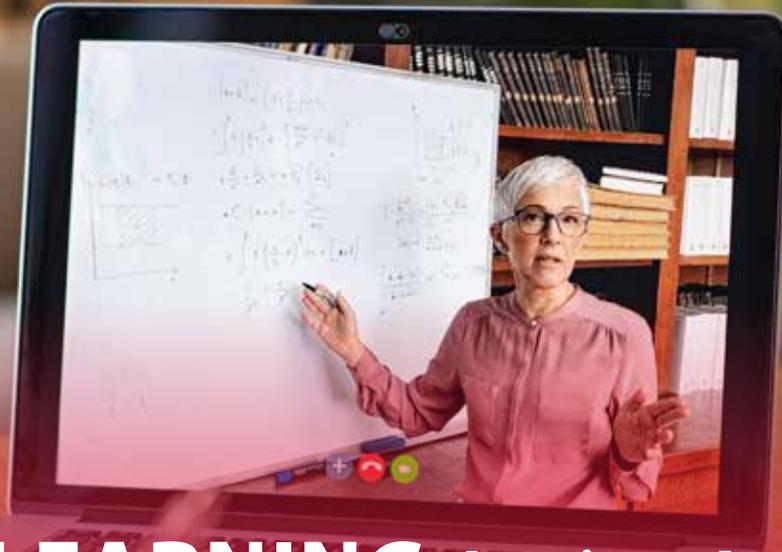
For companies and organizations interested in scheduling a training consultation, please contact:

**Marsha Tuha, 832.556.4446, [mtuha@lee.edu](mailto:mtuha@lee.edu)**  
or **[workforce@lee.edu](mailto:workforce@lee.edu)**

***Close the knowledge gap and empower your team today!***



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# ONLINE LEARNING *Anytime, Anywhere!*

## **Why learn online?**

- **Self-pace**  
Learn at the speed that's right for you
- **Flexible & Convenient**  
When you need it, where you want it. Take your classes at home or at work.
- **Affordable**  
And without hidden costs for travel
- **Up-To-Date**  
Current topics that apply immediately to your work or personal development.
- **Outstanding Selection**  
Hundreds of excellent skills development and personal enrichment classes.
- **Instructor-Facilitated**
- **Interactive, fun, and informative!**

To view our full list of offerings, visit us at [www.ed2go.com/leecollege](http://www.ed2go.com/leecollege)

## **CBCS Medical Billing and Coding (Voucher Included)**

There has never been a better time to enter the field of Medical Billing and Coding. Healthcare workers are in high demand, as more than 900,000 practicing physicians in the United States rely on medical billers and coders to receive payment for their services. CBCS Medical Billing and Coding is an ideal course for students new to this important position in the healthcare field. If you're seeking entry into the healthcare industry, this comprehensive course will provide you with all the information you need to earn a certification in medical billing and coding.

**Cost: \$2,195 Start Date: Anytime**

## **Professional Bookkeeping with QuickBooks 2019**

Professional Bookkeeping with QuickBooks 2019 will teach you how to utilize QuickBooks for everything from basic accounting to double-entry bookkeeping. You will learn bookkeeping skills, including handling accounts receivable and accounts payable, accounting for fixed assets, and recording and maintaining inventory accounts. By course completion, you will have the knowledge and skill set needed to ensure that your accounting methods meet all legal standards.

**Cost: \$2,095 Start Date: Anytime**

## **Java Programmer + Python Developer**

Whether you're new to programming or just want to learn new languages, this in-depth course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer.

**Cost: \$1,795 Start Date: Anytime**

## **Computer Skills for the Workplace**

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

**Cost: \$129**

# ONLINE LEARNING

## Introduction to Microsoft Excel 2019/Office 365

Learn to quickly and efficiently use Microsoft Excel 2019/Office 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experienced Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro.

**Cost: \$139**

## Secrets of Better Photography

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. You will also explore common photography topics, including portraiture, children's photography, pet photography, and digital editing. Each lesson includes exercises and assignments, so you can apply what you learned to your own camera. By the time you finish, you will see a difference in both your photographer's eye and your photos.

**Cost: \$119**

## Real Estate Licensing Program

Are you interested in Real Estate? We now offer a fully online Texas real estate licensing program and continuing education courses for real estate agents through a partnership with The CE Shop, Inc. Completion of the real estate program prepares students for the Texas state licensing exam and enables them to begin their career as a real estate sales agent. Additionally, classes for continuing education and a broker's license are also available in this completely self-paced online program.

**Cost: Varies by current sale price and courses that are chosen**

**Start Date: Anytime**

## Business Budgeting for Beginners

In this comprehensive, beginner-friendly course, you will learn the elementary skills needed to be successful in the budgeting process and work gradually work your way up to creating a budget. You will also discover how to best evaluate the results of your budget and make decisions to help your business maximize its profits.

**Cost: \$129**

## SAT/ACT Prep Course - Part 1

Enhancing your performance on both the SAT/ACT is instrumental in determining your choice of college. This course will prepare you for specific types of questions in Reading, English and Science and

give you pointers on time management, anxiety relief, scoring and general standardize test-taking.

**Cost: \$119**

## LSAT Preparation Course 1

Learn how to perform well on all three question types on the LSAT exam: reading comprehension, logical reasoning, and analytical reasoning.

**Cost: \$119**

## GMAT Preparation

Improve your score and save time on all GMAT question types. This course helps you learn test-taking techniques as you practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

**Cost: \$119**

## Manufacturing Applications

Understand the true meaning of productivity and how to improve it. This course will help you learn to apply the principles and concepts of manufacturing to increase customer satisfaction and help your company become more efficient and productive.

**Cost: \$129**

## Manufacturing Fundamentals

Gain the basic skills required to work in manufacturing. This course will help you learn the roles of productivity, design, process planning, and 13 different manufacturing processes, and discover how performance measurements and standardization improve manufacturing operations.

**Cost: \$129**



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# WELLNESS CENTER & OPEN SWIM

Register in-person at 909 Decker Drive, Baytown. Call 281.425.6311 for more information.

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.

- Heated swimming pool\*
- More than 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** (January-June, and July-December): \$175

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

**One-Year** (January-December): \$315

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

## Open Swim Rate

**Six-Months** (January-June, and July-December): \$60

**One-Year** (January-December): \$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.

Sat.: 9 a.m.-2 p.m.

### Open Swim

Mon.-Thu.: 2 p.m.-7 p.m.

Fri.: 9 a.m.- 2 p.m.

Sat.: 9 a.m.-2 p.m.



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## Lee College Small Business Development Center

**T**he Lee SBDC offers free, confidential, one-on-one, professional business advising to small business entrepreneurs. Whether you are aspiring to start your business “the right way,” or you are an existing business owner who wants to grow your business, we can help throughout the life cycle of your business with things like: starting your business, researching your target market, accessing business capital, writing a business plan, developing a marketing plan, analyzing your financials, growing your business, finding new markets and getting your product to market.

*The Lee College SBDC is a business advising and training center of the University of Houston Texas Gulf Coast SBDC Network serving 32 counties in Southeast Texas. The SBDC program is funded in part through a Cooperative Agreement with the U.S. Small Business Administration.*

### For more information:

Linda Jones-Zbranek • [ljoneszbranek@lee.edu](mailto:ljoneszbranek@lee.edu)

Phone: 281.425.6309 • Fax: 281.425.6307

Location: 909 Decker Dr, Baytown TX 77520

Hours: Mon.-Thu.: 7:30 a.m.-5 p.m. • Fri.: 7:30 a.m.-12 p.m.



LEE COLLEGE

Small Business  
Development Center



# 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 workplace safety training classes on health and safety for employers, employees, seniors, and the general public. Register for classes online today at [www.lee.edu/rmi](http://www.lee.edu/rmi) or call 281.425.6311.



LEE COLLEGE

Risk Management Institute

# FINANCIAL ASSISTANCE & PAYMENT PLANS

## Financial Assistance and Payment Plans

Installment payment plans require a valid debit or credit card on file, a down payment, textbook costs (if not included in fee), and a non-refundable \$20 installment charge at the time of registration.

Financial assistance is now available for certain workforce-related programs. Please call **281.425.6311** for more information.

## Lee Alliance Foundation

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

## Workforce Foundation

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

## Employee Assistance Program

To be eligible for this scholarship, course(s) must relate in a direct way to employee's job function. Please call the Center for Workforce and Community Development at 281.425.6311 for more information.

## Texas Public Education Grant (TPEG)

These funds are generated from a portion of the tuition recognized by the state. Lee College awards these funds to some students with an EFC of 3800 or higher. Students must be in at least 6 hours to take advantage of this award.

Non-citizens and students participating in some Continuing Education and Dual Enrollment classes may be eligible for some TPEG funds.



# 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.

Looking for specialized employee training? Contact Marsha Tuha, Executive Director of Workforce Development at **832.556.4446**, or by email at **mtuha@lee.edu**.

**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!



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