

SHORT TERM TRAINING

Short term training classes are not-for-credit training on a part-time schedule to enable students to upgrade current work skills and qualify for higher level employment. In addition, on-site customized training classes for business and industry may be available upon request.

Continuing Education classes and short term classes prices do not include cost of textbooks. Payment is due at registration. All classes are held at the Lake Tech main campus unless otherwise noted. Saturday classes, bring a bag lunch.

▶ Computer Literacy Basics (12 hours)

The purpose of this class is to introduce basic computer concepts and procedures to new computer users. Some of the concepts taught will be copy/paste, creating folders, email, utilizing Windows 7 and basic word processing using Microsoft Office Word 2010. Students are required to bring a 8GB USB drive to class.

January 28, February 4, 6-9pm, Wednesday
February 11 4 weeks
Cost: \$104.00

▶ Introduction to Windows 8.1 (6 hours)

This class is an overview of how to operate Microsoft's new operating system and will cover items such as the new start menu, apps, and charms.

March 9, 12, 16 5:30-7:30 pm, Monday and Wednesday
Cost: \$40.00

▶ Computer Literacy Intermediate (9 hours)

The purpose of this class is to continue from the computer literacy basics course with more advanced uses of Microsoft Word. Microsoft Excel and Microsoft Powerpoint will be introduced. Students are required to bring a 8GB USB drive to class.

February 18, 25, 6-9pm, Wednesday
March 4 3 weeks.
Cost: \$104.00

▶ QR Codes for Business and Fun (3 hours)

This class is for those who would like to learn what all of the hoopla is about with QR codes. Students will learn how to create QR codes and how they can be used in business and for fun. Bring your tablet or smart phone and download a QR Code scanner app to participate in the fun. Students are required to bring a 8GB USB drive to class.

April 14 6-9pm, Tuesday
Cost: \$31.00

▶ Introduction to Microsoft Access 2013 (16 hours)

This course will introduce the student to some of the many basic features of Microsoft Access, as well as database design concepts. This course is designed for both new and current users of Access. Access 2013 will be used in this class. Students are required to bring a 8GB USB drive to class.

February 3-March 3 5:15-7:15pm, Tuesday and Thursday
Cost: \$134.00

▶ Armed Security/Investigator (Current G License) (8 hours)

Yearly Re-qualification*
Held at the IPS range.

May 16 8am-5pm, Saturday
Cost: \$99.00

▶ Private Investigator Intern CC Course (40 hours)

Must be 18 years of age or older; HS Diploma/GED; Valid DL; no felony record. This course allows you eligibility to complete the two year internship under a licensed private investigator.

April 13-24 6-10pm, Monday - Friday
Cost: \$199.00

▶ Armed Security Guard Class G* (28 hours)

May 28-30 8am-6pm, Thursday, Friday and 8am-4pm, Saturday
Cost: \$275.00

▶ Unarmed Class Security Guard Class D (40 hours)

January 26 - February 6, 6-10pm, Monday - Friday
March 9 - March 20 6-10pm, Monday - Friday
Cost: \$199.00

▶ IV Therapy (30 hours)

July 6, 7, 8, 13, 14 9am-3:30pm Monday - Wednesday, Monday, Tuesday
Cost: \$272.00

▶ BLS Healthcare Provider CPR Class

February 5, 4:30-9:30pm, Thursday
May 4 4:30-9:30pm, Monday
Cost: \$60.00

SHORT TERM TRAINING (CONT.)

▶ BLS Healthcare Provider CPR Refresher Class

January 12, 5:30-8:30pm, Monday
April 6 5:30-8:30pm, Thursday
Cost: \$46.00

▶ BLS First Aid Class

March 2, 5:30-8:30pm, Monday
June 4 5:30-8:30pm, Thursday
Cost: \$43.50

▶ Forklift Operator Certification

Must be 18 years of age or older.

February 27, 9am-4pm
March 27, April 24, May 29, June 19
Cost: \$99.00

▶ Water Operator and Waste Water Operator, online training,

call the Admissions Office, 352.589.2250, for details. The first 100% online pre-licensure courses approved by Florida DEP!

COMING SOON - NEW PROGRAMS!

▶ Prepare for an Exciting Career in Machining (1500 hours)

Classroom and practical experiences allow YOU to set up and operate the following types of machines: contour saw, drill press, lathe, milling machine grinder, and CNC (Computerized Numerical Control) machines. Instruction also includes the use of precision measuring instruments, such as, layout and inspection tools, micrometer, and gauges.

Classroom and practical experiences also teach Machinist students CNC programming, CAD/CAM processes, and advanced level machining operations.

Be part of the inaugural program at Lake Technical College - August, 2015!

▶ **CNC Production Specialist (240 hours)**
Class dates: February 26

ADULT EDUCATION / CAREER PATHWAYS

Got dreams? Need help building your plan? Get your "it" back on the right track. We want to help! Day and evening classes, including English for Speakers of Other Languages (ESOL), General Education Development (GED) and Applied Academics for Adult Education (AAAE) are offered at various locations throughout Lake County. Call the Admissions Office at 352.589.2250 for specific information and class times.

Day Classes:

Eustis
Clermont
Four Corners/
Cagan Crossings
Mascotte
Leesburg
More to come

Evening Classes:

Eustis
Clermont
Four Corners/
Cagan Crossings
Mascotte
Leesburg
More to come

Online:

Anywhere!
Spring term begins January 20, 2015
Summer term begins July 6, 2015
Tuition is \$30.00/term

ONLINE COMPUTER REQUIREMENTS

For classes that have an online component, the following are the minimum computer requirements:

Operating Systems:

Microsoft Windows Vista or version 7 or above
Macintosh OSX 10.6 or above

Web browsers:

MS Internet Explorer version 8 or above; Google Chrome; Firefox 3.6 or above
Apple Safari version 4.0 or above

Some lessons require Adobe Flash Player 8 or higher and Adobe Acrobat Reader

A CAREER IN A YEAR!



laketech.org

Administration

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Jack Miller, Assistant Director
Melissa Stephan, Assistant Director
DeAnna Thomas, Dean of Enrollment Management

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Accreditation

Lake Technical College is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 770.396.3898, www.council.org; by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement; and by the Commission on International and Trans-Regional Accreditation.

Dual Enrollment

Students attending a Lake County public high school, a Florida private secondary school, or a home school student may be eligible to participate in dual enrollment if they meet required criteria. For more information contact the Admissions Office at 352.589.2250.

ed2go

Ed2go are comprehensive, instructor-led, online courses offered through our partner ed2go. Enjoy the ease and flexibility of eLearning. Take courses anytime and anywhere - whatever is convenient for YOU! The online courses are affordable, fun, and fast. Take courses in accounting, computer applications, certification prep, healthcare, languages, small business, and more. See the online courses listing on our website.

Financial Aid / Veteran's Benefits

Financial Aid may be available for those who qualify and doesn't have to be repaid. Many programs are approved for VA. Eligible veterans may be certified for VA benefits through the Financial Aid Office.

Lake Tech's Mission

Lake Technical College's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

Non-Discrimination Statement

Lake Technical College prohibits discrimination in admission to, or access to, or employment in its programs and activities on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The district provides equal access to district families to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Orientation

Orientation is designed to give you information that Lake Technical College faculty and staff members believe to be important for your success as a Lake Tech student. Basic information about Lake Tech, entrance requirements, residency requirements, holiday schedule, graduation requirements and more are covered. Visit www.laketech.org to view the orientation program. If you have questions that are not answered in this orientation, please contact a Lake Tech career advisor. The district provides equal access to district families to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Refund Policy

Students who withdraw from a Career and Technical Education program within the first five days of class receive 100% refund on tuition and eligible fees. Refund requests for extenuating circumstances should follow Lake Technical College's appeals process. Students in Continuing Workforce Education, Fee-based, or Adult Education classes may request a refund of both tuition and lab fees prior to the class start date.

Residency Information - applies to all CTE students

If a student (or student's parent or legal guardian in the case of a dependent student) has lived in Florida for 12 consecutive months or more before the first day of classes of the term for which residency status is sought, he or she may qualify for Florida residency for tuition purposes. Non-residents will be required to pay the full cost of instruction, or out-of-state fees. Please see the Lake Tech catalog for complete residency policies / procedures.

Steps to Enroll

1. **Explore** your funding options. Lake Tech offers Pell grants, accepts Bright Futures and the Florida Prepaid College Plan. Most programs are approved for VA.
2. **Complete** the school application at www.laketech.org.
3. **Take** the appropriate admission and/or placement tests. Call for testing schedule.
4. **Meet** with a career advisor. Discuss test scores, career goals, and program requirements. Submit residency documentation.
5. **Register** for your program. Pay tuition and fees. Obtain student I.D. We accept cash, MasterCard, Visa, Discover, and personal checks.
6. **Purchase** & receive books and supplies through LTC's online Bookstore at www.laketech.org prior to the first day of class.
7. **Complete** the new student orientation online. Go to http://laketech.org/orientation.php and follow the instructions.

Testing Information

TABE - is available at the Eustis campus Monday, 8am-5pm, and Wednesday 8am-2pm, and the Lake Tech Mascotte campus Tuesday 8am-2:00pm, and Thursday 8am-5:30pm. The cost is \$20 for all CTE and Adult Education students. The cost for someone not enrolling at Lake Tech is \$50.

CJBAT - is required for Law Enforcement Officer and Correctional Officer, is available Monday/Thursday, and the cost is \$45.

NFSI - is required for the Fire Fighter program, is available Monday/Thursday and the cost is \$30.

TEAS - is required for EMT and LPN, is available Monday/Thursday during the application period window, and the cost is \$50.

CASAS - is an English proficiency test, is given during the times listed above for TABE, and the cost is \$20.

Information contained within this publication is subject to change without notice.

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2015

SPRING SCHEDULE



Spring Term Begins
January 20, 2015

AT LAKE TECH...

BE READY TO EXCEL! Work individually and in teams to develop the expertise, confidence, and skills for today's top careers.

LEARN FROM EXPERTS! Connect with experienced and qualified instructors to acquire technical skills for high-demand careers.

EXPERIENCE IS EVERYTHING! Connect to a safe, fun, flexible, and caring environment where you are encouraged to succeed as a professional.

SAVE MONEY! Take advantage of an outstanding and award winning education for thousands less than other colleges and universities.



NEW classes being offered - see Short Term Training for more info!



Lake Tech is an authorized testing center for the following:

- Pearson VUE @ http://pearsonvue.com/pvct/exams
- Ready to Work
- North American Technicians Excellence (NATE)
- MyGED™ - www.GED.com

*held at: the IPS Range, 13000 Frankies Road, Tavares

ARCHITECTURE & CONSTRUCTION

- ▶ **Air-Conditioning, Refrigeration & Heating Technology 1 & 2** • Troubleshoot and wire electrical motors, combustion gas valves, and regulators • Diagnose environmental management systems • Install, maintain, and repair heating, air-conditioning, and refrigeration systems

ARTS, A/V, TECHNOLOGY & COMMUNICATIONS

- ▶ **Digital Design** • Discover and develop unique artistic styles while working through marketing projects from concept to completion • Design, produce, and deliver a wide range of creative promotional materials for interactive web and print media • Create a professional portfolio showcasing completed digital works using cool fonts, special effects, and dynamic imagery

BUSINESS MANAGEMENT & ADMINISTRATION

- ▶ **Accounting Operations** • Analyze and interpret a company's financial condition to recommend critical strategies for sound financial management • Generate payroll and critical financial reports needed for small businesses and corporations • Prepare actual tax returns and reports using the same advanced financial software as professional accountants
- ▶ **Administrative Office Specialist** • Work in an office environment using advanced software applications and processes utilized by business professionals • Experience and manage daily office responsibilities and projects while interacting with the public as an office manager • Design and create dynamic promotional materials which will be showcased in a professional portfolio

HOSPITALITY & TOURISM

- ▶ **Commercial Foods & Culinary Arts** • Create and present delicious, gourmet culinary masterpieces while working with knives, fire, and ice • Cook alongside professional chefs preparing appetizers, soups, salads, entrées, and desserts to everyone's delight • Operate a fast-paced, casual or upscale restaurant to create international cuisine in a unique dining experience

HEALTH SCIENCE

- ▶ **Emergency Medical Technician** • Experience the thrill and satisfaction of saving lives • Operate the same life-saving equipment utilized by emergency rescue professionals • Perform medical and rescue techniques to provide emergency services to those in need
- ▶ **Medical Assisting** • Deliver high quality patient care as a critical member of a professional healthcare team • Perform medical office procedures and provide vital services including documenting patient symptoms, drawing blood, giving injections, and assisting in minor office surgeries • Work in a wide range of medical offices and clinical settings under the direction of physicians and nurse practitioners
- ▶ **Nursing Assistant Articulated (CNA)** • Experience the joy and satisfaction of helping others with activities of daily living in long-term care, hospitals, and other healthcare facilities • Work alongside healthcare professionals to follow the prescribed plan of care • Develop professional work ethics and medical skills while providing compassionate patient care
- ▶ **Nursing Assistant Articulated (CNA)/Home Health Aide** • Experience the joy and satisfaction of helping others with activities of daily living in a home setting • Work alongside home health aide professionals to follow the prescribed plan of care • Develop professional work ethics and medical skills while providing compassionate patient care
- ▶ **Paramedic** • Experience the thrill of saving lives in real-world emergency and trauma situations • Use advanced medical and diagnostic equipment to perform detailed patient assessments • Provide critical emergency care while interacting with patients, firefighters, law enforcement officers, and hospital staff Application deadline is July 18, 2014, Orientation July 9, 2014
- ▶ **Patient Care Technician** • Experience the joy and fulfillment of helping others by providing direct patient care in hospitals and other healthcare facilities • Monitor heart rhythms, draw blood, and collect specimens using the latest medical techniques • Work alongside and support medical professionals in a variety of simulated and actual clinical settings
- ▶ **Pharmacy Technician** • Formulate, measure, and dispense drugs as a key member of the professional healthcare team under the direction of a licensed pharmacist • Experience interactive labs in a variety of pharmaceutical environments • Deliver great customer service, manage inventory, and maintain the quality and purity of drugs
- ▶ **Phlebotomy** • Experience the thrill of drawing blood as part of quality patient care • Locate the vein, pierce the skin, draw the blood, and label the vials as a key member of the medical team • Collect a variety of fluid and tissue samples using the latest techniques
- ▶ **Practical Nursing** • Experience interactive simulated labs and actual clinical rotations in a variety of healthcare settings • Work as a key member of a professional healthcare team to deliver skilled and compassionate patient care • Perform advanced medical procedures, administer medication, collect patient data, monitor IVs, and provide wound care

HUMAN SERVICES

- ▶ **Cosmetology** • Express individual creativity by providing a wide range of artistic hair, nail, and skincare services using the latest technology, trends, and name-brand products • Evaluate, recommend, and create unique hair designs to exceed client expectations • Operate and experience a full-service interactive salon and spa environment while working alongside professionals
- ▶ **Facials Specialty** • Deliver professional skincare services within a dynamic salon and spa environment • Evaluate, recommend, and create specific prescriptions to improve and sustain the health of skin • Use advanced techniques to perform regenerating facials, skin exfoliation, hair removal, and makeup applications
- ▶ **Nails Specialty** • Express individual creativity by providing a wide range of nail care services using the latest technology, trends, and name brand products • Create unique nail art designs, artificial nail enhancements, and natural nail services to exceed client expectations • Work alongside professional nail technicians in a dynamic salon and spa environment

LAW, PUBLIC SAFETY & SECURITY

- ▶ **Correctional Officer** • Experience simulated hostage events, take downs, and inmate unrest • Work alongside certified corrections and law enforcement professionals to keep the community safe • Develop your mind and body using advanced self-defense tactics, rigorous physical training, and effective firearm techniques
- ▶ **Firefighter** • Rappel down buildings, contain chemical spills, rescue victims in confined spaces, manage wildfires, and extricate trapped victims using the Jaws of Life • Protect life and property by managing all phases of fire suppression, prevention, inspection, and rescue • Troubleshoot and maintain fire apparatus, inspect for gas leaks, and secure accident and fire scenes.
- ▶ **Florida Law Enforcement Academy** • Perform law enforcement operations such as SWAT techniques, police car maneuvers, and safely discharge firearms in the line of duty • Work with certified law enforcement and homeland security professionals to keep the community safe • Develop mind and body using advanced self-defense tactics and rigorous fitness training
- ▶ **Public Safety Telecommunications (911 Dispatcher)** • Communicate critical information in emergencies as part of a team of rescue and safety personnel utilizing key principles of emergency management and homeland security • Work closely with Law Enforcement, Ambulance, and Fire professionals to rush necessary aid to the community • Be a part of the team delivering critical information at call centers during natural disasters

MANUFACTURING

- ▶ **Welding (Applied Welding Technologies)** • Control fire, electricity, and gas to dismantle, create, and build a wide range of metal products • Utilize advanced welding techniques to manipulate metal for construction, industrial, and artistic applications • Operate the same advanced welding equipment utilized by professionals

TRANSPORTATION, DISTRIBUTION & LOGISTICS

- ▶ **Auto Collision Repair & Refinishing** • Breathe life into mangled vehicles by restoring them to pristine condition • Assess, estimate, repair, and refinish a wide range of vehicles using current welding, sanding, and painting techniques • Operate the same advanced equipment as automotive professionals
- ▶ **Automotive Service Technology** • Work on today's cars and trucks in a rapidly changing industry using a full systems approach • Diagnose, maintain, repair, and fine tune a wide range of vehicles alongside a master technician • Utilize advanced diagnostic equipment in a modern facility to troubleshoot and repair complex automotive systems
- ▶ **Diesel (Medium & Heavy Duty Truck & Bus Technician)** • Troubleshoot, repair, and overhaul internal combustion engines using the same advanced computer diagnostic equipment as master technicians • Diagnose and maintain diesel engines, electrical components, air brake systems, and cab air-conditioning • Analyze and repair complex electric, hydraulic, pneumatic, refrigeration, and diesel systems for a variety of heavy equipment



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Lake Technical College, Main Campus - 2001 Kurt Street, Eustis, FL 32726
Ph. 352.589.2250 - Fax 352.357.4776

Lake Technical College's Institute of Public Safety - 1565 Lane Park Cutoff,
Tavares, FL 32778, Ph. 352.742.6463 - Fax 352.742.6466

Lake Technical College South - 513 Albrook Street, Mascotte, FL 34753

PROGRAM / HOURS	LOCATION			DAYS					TIMES			START DATE
	MAIN	IPS	MASCOTTE	M	T	W	TH	F	Full Time	Part Time	Part Time	
Accounting Operations – 900	●			●	●	●	●	●	8:15am-2:45pm			1/20/15, open entry
Administrative Office Specialist – 1050	●			●	●	●	●	●	8:15am-2:45pm			1/20/15, open entry
Air-Conditioning, Refrigeration, & Heating Technology 1 - 750	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, open entry
Air-Conditioning, Refrigeration, & Heating Technology 2 - 600	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, open entry
Auto Collision Repair & Refinishing – 1400	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, open entry
Automotive Service Technology 1 – 1050	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, modified open entry
Automotive Service Technology 2 – 750	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, modified open entry
Commercial Foods & Culinary Arts – 1200	●			●	●	●	●	●	7:45am-2:15pm			1/20/15, modified open entry
Correctional Officer – 420		●		●	●	●	●		7am-6:00pm			2/9/15; 8/10/15
Cosmetology – 1200	●			●	●	●	●	●	8:15am-3:15pm			1/20/15, space available
				●	●	●	●		4pm-9pm			
Diesel (Medium & Heavy Duty Truck & Bus Technician 1) – 1050	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, modified open entry
Diesel (Medium & Heavy Duty Truck & Bus Technician 2) – 750	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, modified open entry
Digital Design 1 – 600	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, modified open entry
Digital Design 2 – 600	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, modified open entry
Emergency Medical Technician – 250	●			●				●		6pm-10pm		2/19/15
Facials Specialty – 260	●			●	●	●	●		4pm-9pm			3/2/15, modified open entry
Firefighter – 450		●		●	●	●	●		9am-6pm			2/9/15; 8/18/15
Home Health Aide – 75	●			●	●	●	●	●	8:15am-2:45pm			2/26/15; 5/12/15
Florida Law Enforcement Academy – 770		●		●	●	●	●		7am-6pm			2/9/15; 7/27/15
Medical Assisting – 1300	●			●	●	●	●	●	8:15am-2:45pm			1/20/15, modified open entry
Nails Specialty – 240	●			●	●	●	●	●	4pm-9pm			3/2/15, modified open entry
Nursing Assistant Articulated (CNA) – 165 (Main Campus)	●			●	●	●	●	●	8:15am-2:45pm			1/20/15; 4/6/15
				●	●	●	●		5pm-9:30pm			2/9/15
Nursing Assistant Articulated (CNA) – 165 (Mascotte Campus)		●			●	●			8:30am-3pm			2/10/15
Paramedic – 1100	●			●	●	●	●	●	9:30am-4pm			August 2015
Patient Care Technician – 600	●			●	●	●	●	●	8:15am-2:45pm			1/20/15
Pharmacy Tech - 1050	●			●	●	●	●	●	8:15am-2:45pm			1/20/15, modified open entry
Phlebotomy – 165	●				●	●	●			5pm-9:30pm		1/20/15
Practical Nursing – 1350	●		●	●	●	●	●	●	varied			varied
Public Safety Telecommunication (911) – 232	●			●	●	●	●	●	8:15am-3:15pm			1/5/15; 4/6/15
				●	●	●	●		8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, open entry
Welding (Applied Welding Technologies) – 1170	●			●	●	●	●	●	8am-2:30pm	8am-11am	11am-2:30pm	1/20/15, open entry
				●	●	●	●		4pm-10pm			