LAKETECH
Lake Technical College

CORPORATE AND COMMUNITY TRAINING

WWW.LAKETECH.ORG | 352.589.2250

PROGRAM	DESCRIPTION	HOURS	DATES	TIME	COST
COMPUTER AND BUSINESS					
Computer Literacy Basics	This course introduces students to basic computer concepts and procedures to new computer users. Some of the concepts taught will be hardware, software, Windows 7 utilities, Internet searches, creating folders, email use and etiquette, and basic word processing using Microsoft Office Word 2013. Supplies Needed: USB drive with at least 8GB.	12 HOURS	September 7, 14, 21, 28 Wednesdays	6pm-9pm	$104
Computer Literacy Intermediate	Offered as a continuation of the computer literacy basics course, student will be introduced to common software used today. They will learn the basics of Microsoft Office 2013 Word, Excel, and PowerPoint. Students will understand the uses of a word processor, spreadsheet, and a presentation program and will produce basic documents from each of these programs. Supplies Needed: USB drive with at least 8GB.	12 HOURS	October 5, 12, 19, 26 Wednesdays	6pm-9pm	$104
LinkedIn for Business	LinkedIn is the largest network of business professionals and business owners. Learn how to create a LinkedIn profile that optimizes your impact and will rank you higher in search results. This class will give you tips on how to use LinkedIn to further market yourself and your business.	3 HOURS	November 9th Wednesdays	6pm-9pm	$30
FLORAL DESIGN					
Autumn in Bloom	This project-based course is designed for students to create an autumn floral arrangement using real elements. Students will take home their creation. Supplies Needed: floral clippers, floral design knife, wire cutters, and scissors. Optional kits containing these supplies may be purchased for $14.00 (not included in tuition.)	3 HOURS	November 16 Wednesday	6pm-9pm	$71
Permanent Botanical Christmas Wreath	This project-based course is designed for students to create a Christmas wreath using faux elements for a permanent holiday decoration. Students will take home their creation. Supplies Needed: glue gun (NOT included in the optional kit), floral clippers, floral design knife, wire cutters, and scissors. Optional kits containing these supplies may be purchased for $14.00 (not included in tuition.)	3 HOURS	November 30 Wednesday	6pm-9pm	$76
PHOTOGRAPHY					
How to Take Better Cell Phone Photographs	Designed to teach the non-photographer how to take better photographs, this course will help the student understand basic principles to greatly enhance their ability to produce better everyday photographs under various conditions. The course will also discuss the limitation of cell phone technology. Basic terminology will be identified and explained. Supplies Needed: iPhone or Android cell phone.	12 HOURS	August 22, 24, 29, 31 Mondays, Wednesdays	6pm-9pm	$104
Ten Tips for Great Pictures	Learn to take professional photographs, using ten key photography concepts. Topics include: Point of view, use of background, use of flash, lighting, portrait vs. landscape, directing the action, setting the stage, photography paints with lights and focusing. Supplies Needed: Capture device (tablet, camera, or cell phone).	12 HOURS	September 19, 21, 26, 28 Mondays, Wednesdays	6pm-9pm	$104

PROGRAM	DESCRIPTION	HOURS	DATES	TIME	COST
Digital Photography Fundamentals	Designed for the photographic enthusiast who wants to learn more about the basics of photography, this course will cover topics such as: the photographer's eye, the camera, how sensors work, various lenses, depth of field, shutter speed, aperture, ISO, focus, lighting, composition, angle of view, POV, timing, knowing your subject. Supplies Needed: Digital single lens reflex (DSLR) camera, flash lighting preferred.	18 HOURS	October 3, 5 10, 12, 19, 24 Mondays, Wednesdays	6pm-9pm	$140
HEALTH SCIENCE					
IV Therapy	Call the Admissions Office, 352.589.2250, for more details. This course is designed for current LPNs or for those who have completed an accredited Practical Nursing program. Upon completion of this course, students will have met the State of Florida's Board of Nursing requirements to administer IV medications and therapy.	30 HOURS			$285
PUBLIC SAFETY					
Private Investigator Intern CC Course	This course is designed to allow you eligibility to complete the two year internship under a licensed private investigator. Requirements: Must be 18 years of age or older, have a HS Diploma or GED, have a Valid Drivers License; and no felony record.	40 HOURS	October 10-27, Monday through Fridays, excluding October 20	6pm-9pm	$199
Animal Control Officer	This course satisfies Florida State Statute 828.27 which mandates that animal control officers complete a 40 hour minimum standards training course. Dates vary. Offered at IPS Campus; Call for more information—352.742-6463	40 HOURS			$485 FACA members $585 non-members, plus books and fees
INDUSTRIAL COURSES					
Forklift Operator Certification	Get hands-on experience and increase your employability skills as you learn to safely operate a forklift in an industrial setting. Course meets all OSHA basic forklift standards.	One Session	August 18, September 29, October 20, November 10, Thursdays	9am-4pm	$99
Introduction to Construction Technology	This course is intended to help you get started into the booming construction trade. You will learn how to safely navigate around a general construction site while you earn your 10 hour OSHA certification and gain valuable trade skills. No prior knowledge or experience is required.	100 HOURS	August 23 - December 20 Tuesday & Thursday each week	6pm-9pm	Cost: $895 + $52.50 for drug screen
Water Operator & Waste Operator	Call the Admissions Office, 352.589.2250, for more details. The first 100% online pre-licensure courses approved by Florida DEP.	Online			

Full and part-time Career and Technical Education programs are also available. See the 2016-17 Schedule for more information.
Adult Education classes are available throughout the county in ESOL, GED, and AAAE. See the website for more information.