

CLASS	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	January 31, February 7, 14, 21 Tuesdays	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	March 22 Wednesday	6pm-9pm	\$30
▶ GRAPHIC DESIGN					
▶ Adobe InDesign CS6 Basics	This project-based course is designed for students to be able to use the #1 industry standard graphic design page layout software. The class will start with the basics and end with creating simple marketing materials that are ready for commercial printing. Topics include: keyboard shortcuts, proper typesetting, payout & design principles, layout creations for actual projects, project printing vs. commercial printing. Supplies needed: 18" ruler, Xacto knife with #11 blade, actual project ideas, and book from the Lake Tech Bookstore - additional charges apply.	18 HOURS	January 23 - March 6 (excluding February 20) Mondays	6pm-9pm	\$140
▶ FLORAL DESIGN					
▶ Basic Floral Design Class	Students will learn basic floral design while creating three different designs with hands-on instruction. Students will learn floral care and handling as well as basic flower identification.	6 HOURS	February 22, March 1, 8 Wednesdays	6pm-8pm	\$110
▶ Basic Spring Floral Design	Students will learn basic floral design while creating three different spring designs with hands-on instruction. Students will learn floral care and handling as well as basic flower identification.	6 HOURS	March 21, 28, April 4 Tuesdays	6pm-8pm	\$110
▶ 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	February 6, 8, 13, 15 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	March 27, 29, April 3, 5 Mondays, Wednesdays	6pm-9pm	\$104

CLASS	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	May 1, 3, 8, 10, 15, 17 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	February 6, 7, 8, 9, 13	9am-3:30pm	\$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	March 27 - April 7 Monday through Friday	6pm-10pm	\$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	January 12 February 23 April 27 May 18 Thursday	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	January 2017 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.					