

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.*

CLASS	DAY	TIME	DATES	COST
A/C Foundations (open entry)	M, R	6:00p - 9:00p	09/06/12-12/20/12	\$719.00
Electrical A/C Foundations (open entry)	M, R	6:00p - 9:00p	09/06/12-12/20/12	\$719.00
BLS First Aid	R	5:30p - 8:30p	11/01/12	\$32.50
BLS Healthcare Provider CPR	M	4:30p - 9:30p	10/01/12	\$51.25
BLS Healthcare Provider CPR <i>Refresher</i>	M	5:30p - 8:30p	09/10/12	\$32.50
BLS Healthcare Provider CPR <i>Refresher</i>	R	5:30p - 8:30p	12/06/12	\$32.50
Adobe PhotoShop Basics	TBA	TBA	TBA	TBA
Microsoft Word 2010	T	6:00p - 8:00p	10/02/12-10/23/12	\$75.00
Microsoft Excel 2010	T	6:00p - 8:00p	10/30/12-11/27/12	\$75.00
Resume Writing	R	3:00p - 5:00p	10/11/12-10/18/12	\$35.00
Fast Track Director Credential Renewal	T, W, R	3p-8p; S 8a-3:30p	07/17/12-07/28/12	\$235.00
Family Center & Professional*	M, R	6:30p - 9:30p	08/27/12-10/18/12	\$235.00
Director Credential (IPS campus)	M, R	6:30p - 9:30p	09/24/12-11/12/12	\$149.50
Creative Curriculum*	M, R	6:30p - 9:30p	11/05/12-12/13/12	\$160.00
EMT/Paramedic Refresh*** 32 hrs/7 sessions	M-R	4:00p - 10:00p	08/13/12-08/22/12	\$190.00
EMT/Paramedic Refresh*** 32 hrs/4 sessions	M, T	8:00a - 5:00p	09/15/12-09/22/12	\$190.00
EMT/Paramedic Refresh*** 32 hrs/4 sessions	S, S	8:00a - 5:00p	10/13/12-10/23/12	\$190.00
IV Therapy	M, T, W, M, T	9:00a - 3:30p	07/09/12-07/17/12	\$195.00
Structured Cabling Installer	M & W	6:00p - 9:00p	08/20/12-10/24/12	\$1,168.00
Advanced Welding - Aluminum Alloy**	M, W, R, F	4:00p - 9:00p	08/20/12-10/11/12	\$1,260.00
Advanced Welding - Aluminum Alloy**	M, W, R, F	4:00p - 9:00p	10/15/12-12/12/12	\$1,260.00
Advanced Welding - Pipe**	T, R	4:00p - 9:00p	08/20/12-12/06/12	\$1,260.00
Welding - Artistic	T	6:00p - 9:00p	11/12-12/12	TBA

NEW!

45-hour CDA Renewal, *Online Course*, cost is \$235, call 352.589.2250, x115, for details
Advanced Artificial Nail Methods, call DeAnna Thomas, 352.589.2250, x154, for details
Advanced Hair Extension Methods, call DeAnna Thomas, 352.589.2250, x154, for details
Armed Security Officer "G", call Lt. Chris DeLibro, IPS campus, 352.742.6463, for dates/times/costs
Forklift Operator Certification, call Ron Williams, IPS campus, 352.742.6463, for dates/times/costs
Security Officer "D" License (*monthly, IPS campus*) M-F 8:00a-5:00p 7/16/12-7/20/12 \$199.00
Water Operator, *online training*, call the Admissions Office, 352.589.2250, for details
Waste Water Operator, *online training*, call the Admissions Office, 352.589.2250, for details

*class has an online component

**previous experience necessary

***If interested in enrolling for individual modules rather than the full refresher, call Layne Hendrickson, EMS Coordinator, 352.589.2250, x214 for cost information.

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

Institute of Public Safety - 1565 Lane Park Cutoff, Tavares, FL 32778
Ph. 352.742.6463 - Fax 352.742.6466

Classes also held at the former Mascotte Elementary School,
Midway Avenue, Mascotte, FL 34753



www.laketech.org



Administration

Dr. Diane Culpepper, Director
 Jack Miller, Assistant Director
 Melissa Stephan, Assistant Director
 Betty Jones, Dean of Enrollment Management

Charter Board

Mickey G. Gauldin, P.E., President
 Joe Baxter, Vice-President
 Rev. Isaac B. Deas, II, Ed.D, Treasurer
 Fred A. M. Cobb, Member
 Mary Kathy Perfumo, Member
 Richard D. Keith, Member
 James E. Spencer, Jr., Member

Accreditation

Lake Tech is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350, 770.396.3898 and by the Commission on International and Trans-Regional Accreditation, 1866 Southern Lane, Decatur, Georgia, 30033.

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 anyplace – 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 / Veterans 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 Center'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

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Charter Board. Lake Technical Center is an Equal Opportunity Institution.

On-line Computer Requirements

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

Operating Systems:

Microsoft Windows 98SE / ME / 2000 / XP / Vista / 7
 Macintosh OS X

Web browsers:

MS Internet Explorer version 5.5 or above
 Netscape 6x or above
 Mozilla/Firefox
 Apple Safari version 1x or above

Orientation

Orientation is designed to give you information that Lake Technical Center 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 counselor.

Refund Policy

Students who withdraw from a Career and Technical Education program within the first five days of class receive 100% refund on tuition. Refund requests for extenuating circumstances should follow Lake Technical Center'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

Residency information applies to all CTE, ESOL & Adult Ed 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. Many 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 counselor. Discuss test scores, career goals, and program requirements. Submit residency documentation.
5. **Register** for your program. Pay tuition and fees.
6. **Purchase** books and supplies; obtain student I.D. We accept cash, MasterCard, Visa, Discover, and personal checks.
7. **Complete** the new student orientation online. Go to <http://laketech.org/orientation.php> and follow the instructions.

Testing Information

TABE - is available Monday, 8:00 - 5:00, and Thursday, 8:00 - 2:00, and is \$20 for all CTE and Adult Education students. The cost for someone not enrolling at Lake Tech is \$40.

CJBAT - is required for Law Enforcement & Corrections, is available Monday/Thursday and the cost is \$40.

NFSI - is required for the Fire Fighter program, is available Monday/Thursday and the cost is \$25.

TEAS - is required for EMT & LPN, is given by appointment only and the cost is \$35.

CASAS - is an English proficiency test, is given by appointment only and the cost is \$20.

Information contained within this publication subject to change without notice.

LAKE TECH

A CAREER IN A YEAR

Productivity
 Leadership
 Teamwork
 Appearance
 Attitude
 Communication
 Self-Esteem
 Cooperation
 Organizational Skills
 Respect

FALL SCHEDULE 2012 - 2013

Fall Term Begins August 20, 2012

NEW!

Partial scholarships available for A/C classes - call the Admissions Office at 352.589.2250 for details.

Career Training *(tuition based on \$2.88 per hour)*

ARTS, A/V, TECHNOLOGY & COMMUNICATIONS

Digital Design 1 - is a 600 hour program offering a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions. The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning, and development of specialized skills in multimedia presentations.

Main Campus, FT	M-F	8:00a - 2:30p
Main Campus, PT	M-F	8:00a - 11:00a or 11:00a - 2:30p

Digital Design 2 - is a 600 hour program that is a continuation of Digital Design 1 in preparing students for employment in digital publishing positions.

Main Campus, FT	M-F	8:00a - 2:30p
Main Campus, PT	M-F	8:00a - 11:00a or 11:00a - 2:30p

BUSINESS MANAGEMENT & ADMINISTRATION

Accounting Operations is a 900 hour program covering keyboarding, office procedures, double-entry bookkeeping, college accounting, business transaction recording, inventory methods, depreciation, payroll, income tax preparation, & Microsoft Office Suite. Computerized accounting training includes Excel, Peachtree & QuickBooks.

Main Campus, FT	M-F	8:15a - 2:45p
Main Campus, PT	M-F	8:15a - 11:15a or 11:15a - 2:45p

Administrative Office Specialist is a 1050 hour program focusing on Microsoft Office Suite, which extensively covers Word, Excel, Access, PowerPoint, Outlook & Publisher. Also included are written communication skills that focus on grammar, proofreading, basic letter & memo writing, as well as keyboarding, 10-key calculator, office procedures, specialized terminology & transcription.

Main Campus, FT	M-F	8:15a - 2:45p
Main Campus, PT	M-F	8:15a - 11:15p or 11:15a - 2:45p

EDUCATION & TRAINING

Early Childhood Education Apprenticeship is approximately a 2-year, state-approved program using comprehensive curriculum for Early Childhood Education & includes valuable technical & practical instruction in developmentally appropriate practices for young children, maintenance of a safe & healthy learning environment, child growth & development, family involvement, program management & professionalism. *Must be working in field. online component*

HOSPITALITY & TOURISM

Commercial Foods & Culinary Arts is a 1200 hour program providing students with basic culinary knowledge which includes nutrition, supervision, management & sanitation. Students also learn advanced preparatory skills such as creating breads & pastries, soups, sauces, salads, entrées, gardé manger, ice carvings & showpieces. The primary objective of this program is to provide hands-on training in a working culinary environment.

Main Campus, FT	M-F	8:00a - 2:30p
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Commercial Foods & Culinary Arts Apprenticeship is approximately a 2-year ACF accredited program covering 4000 hours of on-the-job training plus courses in theory. The successful graduate is eligible to apply for the level of certified culinarian or certified sous chef through the ACF and apprentice cook certification through the State of Florida Department of Education. *Must be working in field.*

HEALTH SCIENCE

Emergency Medical Technician is a 250 hour program in which students study patient assessment, airway management, cardiac arrest, external & internal bleeding & shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, emergency childbirth, emergency communications & reporting, extrication & sportsporing. Instruction includes classroom lectures, labs, internship & clinical rotations. *July class begins 7/1/2012, January class begins 1/2013*

Main Campus, PT	M, TR	6:00p - 10:00p
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Medical Assisting - is a 1300 hour program preparing students for employment as a medical assistant. Training includes receptionist responsibilities, phlebotomy, electrocardiography, emergency procedures, communications, insurance & finance procedures, transcription, office management software, medications, & human relations skills.

Main Campus, FT	M-F	8:00a - 2:30p
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Nursing Assistant Articulated (CNA) - is a 165 hour program that teaches students basic health and patient care skills focusing on the needs of the elderly and chronically ill. *Classes begin 8/20/12 & 10/29/12*

Main Campus, FT	M-F	8:00a - 2:30p
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Fall Term Begins August 20 - Apply Now!

HEALTH SCIENCE continued

Nursing Assistant Articulated (CNA)/Home Health Aide - are offered in consecutive order, for a total of 215 hours, in which students learn basic health and patient care skills focusing on the needs of the elderly and chronically ill in various settings. *Classes begin 8/20/12, 10/29/12*

Main Campus, FT	M-F	8:15a - 2:45p
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Paramedic is a 1100 hour program covering advanced care & treatment in pre-hospital emergency medical situations through classroom lectures, labs, & clinical & internship rotations. The comprehensive curriculum covers theory, clinical application & hands-on field internship on topics that include patient assessment; cardiovascular, respiratory, pediatric, geriatric, & childbirth emergencies; traumatic injuries; medication administration; & communicable diseases. Students also learn techniques for communication, documentation & patient transportation.

Main Campus, FT	varies	9:30a - 4:00p
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Patient Care Technician - is a 600 hour program preparing students for employment as advanced, cross-trained nursing assistants (patient care technicians), healthcare technicians, patient care assistants, nursing aides & orderlies, home health aides, or allied health assistants. This program offers a broad foundation of knowledge & skills, expanding the traditional role of the nursing assistant, for both acute & long term care settings. *CNAs may join the PCT program on 9/26/12; 12/11/12. CNAs/HHAs may join the PCT program on 10/5/12, 12/20/12*

Main Campus, FT	M-F	8:15a - 2:45p
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Phlebotomy for Healthcare Workers - includes learning safe and efficient work practices in obtaining blood specimens; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; and promoting the comfort and well-being of the patient while performing blood collecting duties. **Currently employed healthcare workers only, 75 hours.** *Classes begin 9/4/12. Daytime clinicals near end of program.*

Main Campus, PT	T, W	5:00p - 9:30p
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Practical Nursing, day & evening/full & part-time, is a 1350 hour program providing students classroom, laboratory & clinical experiences including planning & performing basic & advanced nursing skills & the administration of medication. Students receive hands-on training through clinical rotations in hospitals, nursing homes, home health agencies, clinics, doctors' offices & mental health facilities. *online component*

Next Available AM 8/2012 (*app. process begins in March*), PT 4/2013 (*app. process begins in January*), PM 11/2012

HUMAN SERVICES

Cosmetology, day & evening/full & part-time, is a 1200 hour program dealing with the skills & techniques of hair styling; hair coloring; permanent waves; manicures & pedicures; esthetics; makeup; the science of skin, hair, & nails; business & salon management & ethics; professional development & Florida cosmetology laws.

Main Campus, FT	M-F	8:15a - 2:45p
Main Campus, FT	M-TR	4:00p - 9:00p

Facials Specialty is a 260 hour program preparing students for employment as a registered facials/skin care specialist. Training includes techniques required for facials, manipulation & related massage, basic and/or corrective make-up, hair removal, artificial lash application, Florida cosmetology laws & rules, proper procedure & application of chemicals, science as it relates to grooming & salon services, safe, sanitary & efficient work practices, & entrepreneurial skills.

Main Campus, FT	M-TR	4:00p - 9:00p
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Nails Specialty is a 240 hour program preparing students for employment as a registered manicurist & pedicurist. Training includes techniques required in the practice of nails specialist occupations, science efficient work practices communication, leadership, human relations & employability skills, & entrepreneurship management skills.

Main Campus, FT	M-TR	4:00p - 9:00p
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Call 352.589.2250 for more information

MANUFACTURING

Applied Welding Technologies, AM, is a 1170 hour program focusing on shop & personal safety including proper use of welding equipment & products. Instruction includes basic & advanced oxyacetylene welding, how to strike a metal, gas metal, flux cored & gas tungsten arc & pipe welding in all positions. Preparation for the American Welding Society (AWS) certification exam is included.

Main Campus, FT	M-F	8:00a - 2:30p
Main Campus, PT	M-F	8:00a - 11:00a or 11:00a - 2:30p

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Auto Collision Repair & Refinishing is a 1400 hour program encompassing basic auto body repair skills with daily hands-on training & includes the use of state-of-the-industry equipment such as the PPG paint system, the Chief EZ Liner & the Garmat paint booth. The Auto Collision Repair & Refinishing Program focuses on ICAR-certified instruction in welding, body repair, painting & frame repair estimating.

Main Campus, FT	M-F	8:00a - 2:30p
Main Campus, PT	M-F	8:00a - 11:00a or 11:00a - 2:30p

Automotive Service Technology 1 is a 1050 hour program preparing students for entry-level technician positions in the automotive field & learn automobile diagnosis, repair, & maintenance. The core curriculum covers areas such as brakes, air conditioning, drive lines, transmissions & engines with a focus on electronically-controlled systems. Preparation for the Automotive Service Excellence (ASE) examinations is also included.

Main Campus, FT	M-F	8:00a - 2:30p
Main Campus, PT	M-F	8:00a - 11:00a or 11:00a - 2:30p

Automotive Service Technology 2 is a 750 hour program that is a continuation of Automotive Service Technology 1.

Main Campus, FT	M-F	8:00a - 2:30p
Main Campus, PT	M-F	8:00a - 11:00a or 11:00a - 2:30p

Medium & Heavy Duty Truck & Bus Technician 1 is a 1050 hour program focusing on shop safety; fundamentals of diesel engine operations; basic hand & power tools; basic welding; trouble-shooting for repair & maintenance procedures; electrical systems & how to use computers to gather information about equipment and parts.

Main Campus, FT	M-F	8:00a - 2:30p
Main Campus, PT	M-F	8:00a - 11:00a or 11:00a - 2:30p

Medium & Heavy Duty Truck & Bus Technician 2 is a 750 hour program that is a continuation of Med/Heavy Truck and Bus I in preparing students for employment working with diesel engines; electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

Main Campus, FT	M-F	8:00a - 2:30p
Main Campus, PT	M-F	8:00a - 11:00a or 11:00a - 2:30p

State Childcare Training *(40-Hour Introductory Child Care Training part 1, 30 hrs. & part 2, 10 hrs.)*

Registration for state childcare training classes is done on-line at www.myflorida.com/childcare/training. Payment must be made in the LTC Admissions Office prior to class before registration is complete. (Childcare Apprentices are exempt from payment.) You must pass a state competency test to receive a certificate. Test registration information will be given at the first class. Classes are held at the Lake Tech main campus. Saturday classes, bring a bag lunch.

Part 1	Day	Time	Date	Costs
Facility Rules & Regulations	S	8:30a - 3:00p	9/22/12	\$30.00
Health, Safety, & Nutrition	T	6:30p - 9:30p	9/25/12, 10/2/12, 10/9/12	\$40.00
Child Growth & Development	S	8:30a - 3:00p	9/29/12	\$30.00
Behavioral Obs. & Screening	S	8:30a - 3:00p	10/6/12	\$30.00
Child Abuse & Neglect	T	6:30p - 8:30p	10/16/12 & 10/23/12	\$25.00

Part 2 (select one)	Day	Time	Date	Costs
DAP Preschool	S	8:30a - 2:00p	10/13/12 & 10/20/12	\$50.00
DAP Infant/Toddler	S	8:30a - 2:00p	10/27/12 & 11/03/12	\$50.00
School Age	S	8:30a - 2:00p	11/17/12 & 12/01/12	\$50.00
DAP Special Needs	S	8:30a - 2:00p	12/08/12 & 12/15/12	\$50.00

Institute of Public Safety (IPS)



LAW, PUBLIC SAFETY & SECURITY

Find a listing of dates / times for all Advanced Specialized Classes at www.laketech.org/short-term-classes/

Correctional Officer AM / PM is a 420 hour program covering competencies specified by the Florida Criminal Justice Standards and Training Commission. The curriculum includes Florida law, weapons use, defensive tactics, medical response, emergency preparation & correctional facility operations. The Corrections program stresses ethical awareness, physical fitness as well as the written & technical communications needed for successful career performance.

IPS Campus, FT	M-R	7:00a - 6:00p	app. deadline 6/12/12	7/30/12 - 10/12
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Fire Fighter AM / PM is a 445 hour program that teaches students the minimum standards required by the Bureau of Fire Standards & Training. This physically rigorous program involves classroom & practical instruction including live-burn exercises. A medical first-responder course is available.

IPS Campus, FT	M-R	9:00a - 6:00p	app. deadline 8/2/12	8/20/12 - TBA
	M-R, S	6:30p - 9:30p; S 9:00a - 7:00p	app. deadline 8/2/12	8/20/12 - 2/2013

Also available are fee-based classes for Fire Fighting Advanced Training, including USAR Training; Fire Officer I & II; and Pump Operator. Contact the Institute of Public Safety for schedules at 352.742.6463 or visit the website at www.laketech.org.

Law Enforcement Officer AM is a 770 hour program that teaches students all the basic skills necessary to perform the duties of a law enforcement officer as set forth in the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Commission curriculum in accordance with Florida statutes. The program stresses the ethical awareness, physical fitness & interpersonal skills needed for successful career performance.

IPS Campus, FT	M-R	7:00a - 6:00p	app. deadline 6/12/12	7/30/12 - 12/19/12
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Adult Education / Career Pathways

Got dreams? Need help building your plan? We can help you do what you know you want to be. 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
Lady Lake
Leesburg
Mascotte
More to come

Evening Classes:

Eustis
Clermont
Four Corners
Lady Lake
Lake Mack
Leesburg
More to come

Online:
Anywhere!

Summer term begins July 2.
Fall Term begins August 20. Tuition is \$30/term.

