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 gualify 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 reaistration, All classes are held at the Lake Tech main campus unless otherwise noted. Saturday classes, bring a bag lunch.

<u>CLASS</u>	DAY	TIME	DATES	COST
A/C Fundamentals (open entry)	M, R	6:00p - 9:00p	01/28/13-05/30/13	\$740.00
BLS First Aid BLS First Aid BLS Healthcare Provider CPR BLS Healthcare Provider CPR BLS Healthcare Provider CPR <i>Refresher</i> BLS Healthcare Provider CPR <i>Refresher</i>	M R R R M	5:30p - 8:30p 5:30p - 8:30p 4:30p - 9:30p 4:30p - 9:30p 5:30p - 8:30p 5:30p - 8:30p	03/04/13 06/06/13 02/07/13 05/06/13 01/10/13 04/08/13	\$32.50 \$32.50 \$51.25 \$51.25 \$32.50 \$32.50
Microsoft Word 2010 Microsoft Excel 2010 Resume Writing How to Use your iPad (byod)	T M W T	6:00p - 8:00p 6:00p - 8:00p 3:00p - 5:00p 3:00p - 5:00p	01/08/13-01/29/13 01/07/13-02/04/13 01/16/13-01/23/13 05/07/13-05/14/13	\$100.00 \$100.00 \$50.00 \$35.00
Child Growth & Development (CDA)* Child Care Center Operations (IPS) The Inclusive Classroom*	M, R M, R M, R	6:30p - 9:30p 6:30p - 9:30p 6:30p - 9:30p	01/14/13-03/07/13 04/01/13-05/20/13 04/01/13-05/02/13	\$235.00 \$149.60 \$160.00
17	I, T, W, M, T I, T, W, M, T		02/25/13-03/05/13 07/08/13-07/16/13	\$195.00 \$195.00
Advanced Welding - <i>Aluminum Alloy**</i> Advanced Welding - <i>Pipe**</i> Welding - <i>Artistic</i> Welding - <i>EVC</i> M,	T, R M, W F , T, W, or R	4:00p - 9:00p 4:00p - 9:00p 6:00p - 9:00p 6:00p - 9:00p	Open Entry Open Entry 2/13-3/13 Open Entry	\$1260.00 \$1260.00 \$318.00 \$345.00

*class has an online component

**previous experience necessary

Continuing Education Classes for Licensed Security Officers:

Human Relations,⁺ 8 hours, \$75.00

Interview and Report Writing,⁺ 8 hours, \$75.00

Security Supervisor,⁺ 40 hours, \$250.00

Armed Security Class "G", 3/1/13-3/3/13; 4/5/13-4/7/13 - held at the IPS Range, 1300 Frankies Road, Tavares

Florida Concealed Weapons Course, S, 8:00a-12:00p, \$65, 1/26/13; 2/23/13; 3/23/13/4/20/13; 5/18/13; 6/22/13 - held at the IPS Range, 1300 Frankies Road, Tavares

Security Officer"D" License (monthly), M-F 8:00a-5:00p 1/7/13-1/11/13; 2/4/13-2/8/13; 3/18/13-3/22/13 \$199.00

45-hour CDA Renewal, online course, independent study/open entry, \$235, call 352.589.2250, x1835, for more details. Advanced Artificial Nail Methods, ^ call DeAnna Thomas, 352.589.2250, x1837, for details.

Advanced Hair Extension Methods,[^] call DeAnna Thomas, 352,589,2250, x1837, for details.

Forklift Operator Certification, Last Friday of each month; 9:00a-4:00p; main campus; \$125; must be 18 years of age or older. 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!

+ Classes are held at the IPS campus, call 352.742.6463 for details

^ Classes are held at the main campus, call 352.589.2250 for details

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, 513 Albrook Street, Mascotte, FL 34753



Mastercard VISA www.laketech.org



Administration

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

Accreditation

Lake Technical Center 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.

Charter Board

Rev. Isaac B. Deas, II, Ed.D, Treasurer

Mickey G. Gauldin, P.E., President

Joe Baxter, Vice-President

Fred A. M. Cobb, Member

Richard D. Keith, Member

Mary Kathy Perfumo, Member

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 gualify and doesn't have to be repaid. Some 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 Center Board of Directors. Lake Technical Center is an Equal Opportunity Institution.

On-line Computer Requirements

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

Microsoft Windows XP / Vista / 7 or higher

Macintosh OSX 10.5 Leopard / OSX 10.6 Snow Leopard

Web browsers

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

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

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.

Students who withdraw from a Career and Technical Education program within the first five days of class receive 100% refund on tuition/fees. 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.

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.

- documentation
- Discover, and personal checks.
- 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 \$50.

CIBAT - is required for Law Enforcement Officer and Correctional Officer, is available Monday/Thursday, and the cost for students enrolling in CTE programs is \$40. For all other individuals taking the test, the testing fee is \$50.

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

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

CASAS - is an English proficiency test, is given during the ESOL intake process, and the cost is \$20.

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

Refund Policy

Residency Information

Residency information applies to all CTE, ESOL & Adult Ed students.

Steps to Enroll

Explore your funding options. Lake Tech offers Pell grants, accepts Bright Futures and the Florida Prepaid College Plan. Some programs are approved for VA.

2. **Complete** the school application at www.laketech.org.

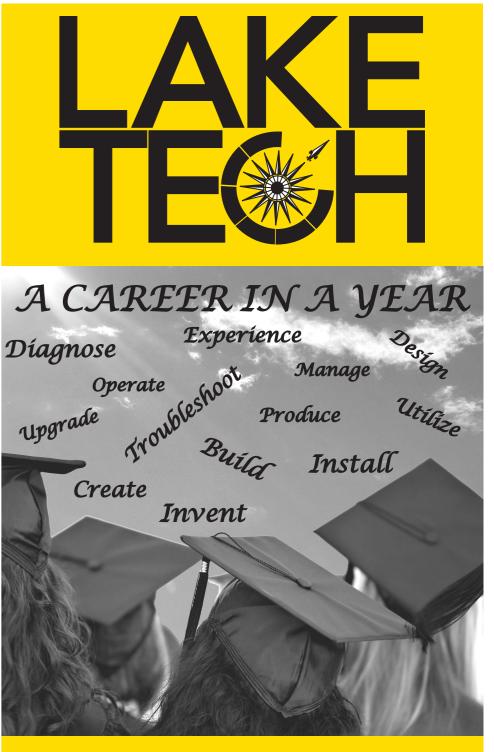
3. Take the appropriate admission and/or placement tests. Call for testing schedule.

4. **Meet** with a counselor. Discuss test scores, career goals, and program requirements. Submit residency

5. Register for your program. Pay tuition and fees. Obtain student I.D. We accept cash, MasterCard, Visa,

6. **Purchase & receive** books and supplies through LTC's online Bookstore and Marketplace 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



SPRING SCHEDULE 2012 - 2013

Spring Term Begins January 22, 2013

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

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	-nline-ment	8:15a - 2:45p
Main Campus, PT	M-F	online component	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	mline ment	8:15a - 2:45p
Main Campus, PT	M-F	online component	8:15a - 11:15p or 11:15a - 2:45p

EDUCATION & TRAINING

Child Care Center Operations is a 45 hour program that provides one of the components required for securing the Director Credential. 4/1/13 - 5/20/13

IPS Campus, PT	M/R	6:30 – 9:30 pm
ii 5 campus, i i	101/11	0.50 – 9.50 pm

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	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 & transporting. Instruction includes classroom lectures, labs, internship & clinical rotations. Classes begin 1/10/2013 and 8/2013.

M, TR

M-F

Main Campus, PT



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. January, March & October enrollment if seats available.

Main Campus, FT

8:00a - 2:30p

Spring Term Begins January 22 - Apply Now!

HEALTH SCIENCE continued

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. Main campus classes begin 1/22/13 & 4/8/13; Mascotte campus classes begin 1/22/13 & 4/8/13

M-F

T/W

M-F

medical situations through classroom lectures, labs, & clinical & internship rotations. The

varies

M-F

T.W

M-F

services, safe, sanitary & efficient work practices, & entrepreneurial skills.

M-TR

M-TR

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

laws & rules, proper procedure & application of chemicals, science as it relates to grooming & salon

science efficient work practices communication, leadership, human relations & employability skills, &

massage, basic and/or corrective make-up, hair removal, artificial lash application, Florida cosmetology

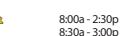
techniques for communication, documentation & patient transportation.

traumatic injuries; medication administration; & communicable diseases. Students also learn

cross-trained nursing assistants (patient care technicians), healthcare technicians, patient care

Main Campus, FT Mascotte Campus, PT





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 1/22/13 & 4/8/13

Paramedic is an 1100 hour program covering advanced care & treatment in pre-hospital emergency

comprehensive curriculum covers theory, clinical application & hands-on field internship on topics that

include patient assessment; cardiovascular, respiratory, pediatric, geriatric, & childbirth emergencies;

Patient Care Technician is a 600 hour program preparing students for employment as advanced,

broad foundation of knowledge & skills, expanding the traditional role of the nursing assistant, for

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

comfort and well-being of the patient while performing blood collecting duties. Currently employed

Practical Nursing, day & evening/full & part-time, is a 1350 hour program providing students

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

classroom, laboratory & clinical experiences including planning & performing basic & advanced

Next Available PT PM 4/2013 (app. process begins January 2013), FT AM 7/2013 (app. process begins 3/2013)

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 &

healthcare workers only, 75 hours. 1/22/13-3/20/13; 4/9/13-6/5/13. Daytime clinicals near end of program.

performed; preparing blood smears; labeling specimens accurately and completely; and promoting the

both acute & long term care settings. CNAs may join the PCT program on 2/28/13. CNAs/HHAs may join the PCT program on 3/12/13.

assistants, nursing aides & orderlies, home health aides, or allied health assistants. This program offers a



Main Campus, FT

Main Campus, FT

Main Campus, PT

facilities. online component

HUMAN SERVICES

Florida cosmetology laws.

Main Campus, FT

Main Campus, FT

Main Campus, FT

Main Campus, FT

entrepreneurship management skills.







9:30a - 4:00p

8:15a - 2:45p

5:00p - 9:30p

8:15a - 2:45p

4:00p - 9:00p

4:00p - 9:00p







Main Campus, FT Main Campus, PT

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

Main Campus, FT Main Campus, PT

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; troubleshooting for repair & maintenance procedures; electrical systems & how to use computers to gather information about equipment and parts.

Main Campus, FT Main Campus, PT

Main Campus, FT Main Campus, PT

Saturday classes, bring a bag lunch.

Part 1

Facility Rules & Regulation Health, Safety, & Nutritio Behavioral Obs. & Screen Child Growth & Develop Child Abuse & Neglect

Part 2 (select one)

DAP Preschool **DAP** Special Needs DAP Infant/Toddler School Age



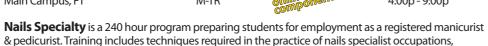
M-TR







4:00p - 9:00p



Main Campus, FT

certification exam is included.

MANUFACTURING

Main Campus, PT Main Campus, PT

repair estimating.

Main Campus, PT

Service Technology 1

Call 352.589.2250 for more information

Applied Welding Technologies, day & evening/full & part-time, 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)

M-F	8:00a - 2:30p
M-F	8:00a - 11:00a or 11:00a - 2:30p
M-R	3:30p - 9:30p

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

M-F	8:00a - 2:30p
M-F	8:00a - 11:00a or 11:00a - 2:30p

M-F	8:00a - 2:30p
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

M-F	8:00a - 2:30p
M-F	8:00a - 11:00a or 11:00a - 2:30p

M-F	8:00a - 2:30p
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.

M-F	8:00a - 2:30p
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.

	Day	Time	Date	Costs
ions	S	8:30a - 3:00p	02/23/13	\$30.00
on	Т	6:30p - 9:30p	2/26/13, 3/5/13, 3/12/13	\$40.00
ening	S	8:30a - 3:00p	03/02/13	\$30.00
pment	S	8:30a - 3:00p	03/09/13	\$30.00
	Т	6:30p - 8:30p	04/02/13 & 04/09/13	\$25.00
	S	8:30a - 2:00p	03/16/13 & 03/23/13	\$50.00
	S	8:30a - 2:00p	04/06/13 & 04/13/13	\$50.00
	S	8:30a - 2:00p	04/20/13 & 04/27/13	\$50.00
	S	8:30a - 2:00p	05/04/13 & 05/11/13	\$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	6:00p - 10:00p	app. deadline 1/7/13	2/11/13 - 7/15/13

Fire Fighter AM / PM is a 450 hour program which includes 398 core hours and a 47-hour capstone class. This program 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 1/31/13	2/19/13 - 6/4/13

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 12/19/12	2/11/13 - 7/2/13

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

Online:

Anywhere!

Evening Classes: Eustis Clermont Four Corners Lady Lake Lake Mack Leesburg More to come



Spring term begins January 22. Summer term begins July 2013. Tuition is \$30/term.