

CLASS	DESCRIPTION	HOURS	DATES	TIME	COST
<b>▶ ARTS &amp; CREATIVITY</b>					
▶ Floral Design	Students will create a beautiful floral arrangement that they can take home. All flowers, greenery, and supplies are provided. Registration is required for each session. Students may attend 1,2, 3, or all 4 classes.	2 HOURS PER CLASS	<u>Wednesdays</u> September 26, October 24, November 14, & December 5	6:00 - 8:00 pm	\$55 per class
<b>▶ FINANCIAL LITERACY</b>					
▶ Social and Economic Development	Topics include: History of banking; types of access to income; preparation for success; financial planning; business plans; societal transitions and their impact; estate planning; goal setting; creating a bucket list.	1 HOUR PER CLASS	Beginning September 4 and every Tuesday until November 13	4:30 - 5:30 pm	Free
▶ Intro to Financial Independence	This class is designed to give participants a basic understanding of how their money can best work for them. The class will be instructed by a local financial advisor and all questions are welcome. This is not a solicitation for financial advisory services.	1 HOUR PER CLASS	<u>Thursdays</u> September 6 October 11 November 8	6:30 - 7:30 pm	Free
<b>▶ COMPUTER</b>					
▶ Intro to AutoCAD	This hands-on course will help students understand the AutoCAD user interface and workspace; use basic drawing, editing and viewing tools; organize a drawing using layers; understand and insert blocks (symbols); prepare a layout to be plotted; and add text, hatching and dimensions. Prerequisites: Basic computer skills. Recommended: Bring your own laptop.	36 HOUR COURSE	Tuesday & Thursday August 28 - October 4	6:00 - 9:00 pm	\$200
▶ Intro to QuickBooks	This class will introduce students to QuickBooks Software. Students will set up a company; record transactions with customers, vendors and employees; manage lists; run reports and customize them; change forms and generate letters. Prerequisites: Basic computer skills. Recommended: Bring your own laptop.	32 HOUR COURSE	Monday & Wednesday August 27 - October 22	6:00 - 8:00 pm	\$200
The registration form for these courses is available at <a href="http://LakeTech.org">LakeTech.org</a> under "Corporate & Community Training".					

Full and part-time Career and Technical Education programs are also available. See the 2018-19 Schedule for more information. Adult Education classes are available throughout the county in ESOL, GED, and AAEE. See the website for more information.

CLASS	DESCRIPTION	HOURS	DATES	TIME	COST
<b>▶ PUBLIC SAFETY</b>					
▶ Private Investigator Intern CC	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 H.S. diploma or GED, have a valid driver's license; and no felony record.	40 HOUR COURSE	December 3 - December 14 Monday through Friday	6:00 - 10:00 pm	\$199
▶ Specialized Fire Fighting Classes	Classes offered at the Institute of Public Safety. Call 352.742.6463 for more information.	Varies	Varies	Varies	Varies
<b>▶ INDUSTRIAL</b>					
▶ 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.	UP TO 7.5 HOURS	TBD	9:30 am - 4:00 pm	\$99
▶ Introduction to Construction Technology	This course is intended to help students get started into the booming construction trade. Students will learn how to safely navigate around a general construction site while earning the 10-hour OSHA certification. Students will work on actual construction projects both on and off site. No prior knowledge or experience is required. A drug screen is required prior to taking the course.	100 HOUR COURSE	<u>Tuesdays &amp; Thursdays</u> August 21 - November 15  <u>Saturdays</u> September 29, October 20 & November 3	6:00 - 9:00 pm	Cost: \$1000 + \$52.50 for drug screen
<b>▶ LANGUAGE</b>					
▶ Workplace Spanish	This interactive course provides a study of workplace Spanish for non-Spanish-speaking employers and employees who need to enhance communication in the workplace, with co-workers, vendors, and customers. Students will learn Spanish commands, questions, responses, and phrases critical in the workplace. This course is for all industries.	20 HOUR COURSE	TBD	6:00 - 8:00 pm	\$85
▶ Conversational Spanish	This interactive course introduces students to the basics of communicating in Spanish in either personal or professional settings. Students will practice speaking, listening, reading, and writing in class. This course is open to students of all ages.	20 HOUR COURSE	Tuesday & Thursday September 4 - October 4	6:00 - 8:00 pm	\$85
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