

# LAKETECH

Lake Technical College



## Short Term Training Opportunities

*Fall 2016*

*All classes are held at the Lake Tech main campus unless otherwise noted.*



## Short Term Training

- Upgrade your current work skills
- Qualify for higher levels of employment
- Part-time schedule to accommodate working individuals
- High quality instruction taught by experienced and skilled professionals

## Computer and Business

### Computer Literacy Basics

(12 hours)

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.*

September 7, 14, 21, 28 — 6pm-9pm

Cost: \$104

### Computer Literacy Intermediate

(12 hours)

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.*

October 5, 12, 19, 26 — 6pm-9pm

Cost: \$104

### LinkedIn for Business

(3 hours)

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.

November 9 — 6pm-9pm

Cost: \$30

## Graphic Design

### Adobe InDesign CS6 Basics

(18 hours)

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, layout & 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 Lake Tech Bookstore—additional charges apply.*

October 3, 10, 24, 31 and Nov. 7 (excluding 10/17) 6pm-9pm

Cost: \$140



# Photography

## How to Take Better Cell Phone Photographs (12 hours)

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.*

November 7, 9, 14, 16 — 6pm-9pm

Cost: \$104

## Ten Tips for Great Pictures (12 hours)

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).*

September 19, 21, 26, 28 — 6pm-9pm

Cost: \$104

## Digital Photography Fundamentals (18 hours)

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.*

October 3, 5, 10, 12, 19, 24 — 6pm-9pm

Cost: \$140



# Health Science

## IV Therapy

(30 hours)

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.

Cost: \$285

# Public Safety

## Private Investigator Intern CC Course

(40 hours)

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.

October 10-27, except Oct. 20 — 6pm-9pm

Cost: \$199

## Animal Control Officer

(40 hours)

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

Cost: \$485 for FACA members; \$585 for non-members, plus books and fees



# Industrial Courses

## Forklift Operator Certification

(One Session)

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.

August 18; September 29; October 20; November 10 — 9am-4pm.

Cost: \$99

## Introduction to Construction Technology

(100 hours)

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.

Starts October 18 — 6pm-9pm

Cost: \$895 + \$52.50 for drug screen

## Water Operator & Waste Operator

(Online)

Call the Admissions Office, 352.589.2250, for more details. The first 100% online pre-licensure courses approved by Florida DEP.



# Lake Technical College

2001 Kurt Street

Eustis, FL 32726

352.589.2250

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.

[www.lakotech.org](http://www.lakotech.org)