

## 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

### Evening Classes:

Eustis  
Clermont  
Four Corners  
Lady Lake  
Lake Mack  
Leesburg



What is your "it"?

GED...It's just the beginning

## Continuing Workforce Education (CWE)

Continuing Workforce Education classes are short-term, not-for-credit training on a part-time basis 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 has an online component*

Air Conditioning	M, R	6:00p - 9:30p	1/23/12-5/17/12	\$740.00
BLS Healthcare Provider CPR	R	4:30p - 9:30p	2/2/12	\$51.25
BLS Healthcare Provider CPR	M	4:30p - 9:30p	5/7/12	\$51.25
BLS Healthcare Provider CPR Refresher	M	5:30p - 8:30p	1/9/12	\$32.50
BLS Healthcare Provider CPR Refresher	R	5:30p - 8:30p	4/5/12	\$32.50
BLS First Aid	M	5:30p - 8:30p	3/5/12	\$32.50
BLS First Aid	R	5:30p - 8:30p	6/7/12	\$32.50
Curriculum for Young Children	M, R	6:30p - 9:30p	1/12/12-3/12/12	\$235.00
Director Credential (IPS campus)	M, R	6:30p - 9:30p	1/12/12-3/12/12	\$145.10
Positive Communication & Guidance	M, R	6:30p - 9:30p	4/4/12 - 5/9/12	\$160.00
IV Therapy	M, T, W, M, T	9:00a - 3:30p	3/11/12 - 7/19/12	\$195.00
Intro to PV Solar Installation	T, W	6:00p - 9:00p	2/21/12 - 3/28/12	\$395.00
Solar Thermal	T, W	6:00p - 9:00p	1/10/12 - 2/8/12	\$320.00
Solar Thermal	T, W	6:00p - 9:00p	4/3/12 - 5/2/12	\$320.00
Welding	M	6:00p - 9:00p	1/23/12 - 5/14/12	\$345.00
Welding	T	6:00p - 9:00p	1/24/12 - 5/8/12	\$345.00
Welding	W	6:00p - 9:00p	1/25/12 - 5/9/12	\$345.00
Welding	R	6:00p - 9:00p	1/26/12 - 5/10/12	\$345.00
Welding	F	6:00p - 9:00p	1/27/12 - 5/18/12	\$345.00

**NEW!**

Automotive Window Film Installation	T, R	9:00a-12:00p	1/10/12 - 4/26/12	\$890.00
Solar, Safety, & Security Film Installation	T, R	6:00p-9:00p	1/10/12 - 4/26/12	\$835.00

Classes offered at the former Mascotte Elementary School. Partial scholarships available - call the Admissions Office at 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



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.

## ed2go

Ed2go is a comprehensive, instructor-led online courses through our partner ed2go. Enjoy the ease and flexibility of online, 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, or 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](http://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](http://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.

Information contained within this publication subject to change without notice.

# LAKE TECH

**NEW!**  
Classes in  
Mascotte! See  
CWE class  
listing.



# SPRING SCHEDULE 2011 - 2012

Spring Term Begins January 23, 2012

**NEW!**

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



## Career Training *(tuition based on \$2.78 per hour)*

### ARTS, A/V, TECHNOLOGY & COMMUNICATIONS

**Digital Design 1 - New Program!** - 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 - New Program!** - 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	<b>online component</b> 8:15a - 2:45p
Main Campus, PT	M-F	8:15a - 11:15a or 11:15a - 2:45p

**Administrative Assistant** 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	<b>online component</b> 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, garde 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 & transporting. Instruction includes classroom lectures, labs, internship & clinical rotations.

Main Campus, PT	M, TR	<b>online component</b> 6:00p - 10:00p
January class begins 1/23/2012, July class begins 7/1/2012		

**Medical Assisting - New Program!** - 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	<b>online component</b> 8:00a - 2:30p
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## Spring Term Begins January 23 - Apply Now!

### HEALTH SCIENCE continued

**Nursing Assistant (Articulated) / Home Health Aid** - 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. Classes begin 1/23/12, 3/12/12, or 4/30/12

Main Campus, FT	M-F	<b>online component</b> 8:15a - 2:45p
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**Paramedic** is a 1100 hour program covering students 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 - New Program!** - 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 3/1/12. CNAs/HHAs may join the PCT program on 3/12/12.*

Main Campus, FT	M-F	<b>online component</b> 8:15a - 2:45p
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**Phlebotomy for Healthcare Workers - Begins 1/24/12** - is a 165 hour program which 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.**

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 4/2012 (*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 270 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	<b>online component</b> 4:00p - 9:00p
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**Nails Specialty** is a 250 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	<b>online component</b> 4:00p - 9:00p
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## Call 352.589.2250 for more information

### MANUFACTURING

**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) certification exam is included.

Main Campus, FT	M-F	8:00a - 2:30p or 3:30p - 9:30p
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; troubleshooting 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 1 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](http://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	1/14/12	\$37.00
Health, Safety, & Nutrition	T	6:30p - 9:30p	1/10, 17, & 24/12	\$47.00
Behavioral Obs. & Screening	S	8:30a - 3:00p	1/21/12	\$37.00
Child Abuse & Neglect	T	6:30p - 8:30p	1/31/12 & 2/7/12	\$27.00
Child Growth & Development	S	8:30a - 3:00p	1/28/12	\$37.00

Part 2 (select one)	Day	Time	Date	Costs
DAP Preschool	S	8:30a - 2:00p	2/4/12 & 2/11/12	\$55.00
DAP Infant/Toddler	S	8:30a - 2:00p	2/25/12 & 3/3/12	\$55.00
DAP Special Needs	S	8:30a - 2:00p	3/10/12 & 3/17/12	\$55.00
School Age	S	8:30a - 2:00p	4/7/12 & 4/14/12	\$55.00

## Institute of Public Safety (IPS)



### LAW, PUBLIC SAFETY & SECURITY

*Find a listing of dates / times for all advanced specialized classes at [www.laketech.org](http://www.laketech.org).*

**Correctional Officer** 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	<i>app. deadline</i> 6/12/12	7/30/12 - 10/12
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**Fire Fighter** is a 450 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	<i>app. deadline</i> 2/2/12	2/22/12 - 6/7/12
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*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.lake.org](http://www.lake.org).*

**Law Enforcement Officer, day & evening**, 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	<i>app. deadline</i> 6/12/12	7/30/12 - 12/19/12
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## Dual Enrollment

Students attending a Lake County public high school, a Florida private secondary school, or 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.

## 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.

**CBAT** - 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.