

LORENZO WALKER INSTITUTE OF TECHNOLOGY

~EVENING SCHEDULE~

JUNE 2010 - AUGUST 2010



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Superintendent of Schools

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Lorenzo Walker Institute of Technology

Jeanette Johnson, Principal LWIT
3702 Estey Ave.
Naples, FL 34104
377-0900
www.lwit.edu

No person in this district, shall, on the basis of race, national origin, sex, disability, marital status, religion, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in employment conditions or practices conducted by The District School Board of Collier County.

MISSION STATEMENT

The District School Board of Collier County provides high quality educational experiences enabling all students to achieve their maximum potential in a safe, positive environment. For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act, contact Allun Hamblett, Executive Director of Human Resources, (239) 377-0351. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, contact Diedra Landrum, Coordinator of Student Services/Guidance & Counseling, (239) 377-0517. For questions or complaints (students) regarding Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Larry Ruble, Student Services/Supervisor of Psychological Services, (239) 377-0508. The address for the above contacts is: The District School Board of Collier County, 5775 Osceola Trail, Naples, FL 34109.

***TUITION, FEES, DATES & TIMES SUBJECT TO CHANGE**

Payment due at registration, cost of textbooks not included. Classes can be cancelled for low enrollment. Tuition stated for Florida resident status. See advisor or bookstore for out-of-state tuition fee.

APPRENTICESHIP PROGRAMS

ELECTRICAL- For specific program information contact Martin McMurtrie (239) 377-0986.
MASONRY - For specific program information contact Jeff Turley (941) 737-5870.

CUSTOMIZED PROGRAMS

Lorenzo Walker Institute of Technology offers customized training to local businesses and organizations throughout Collier County. Providing training opportunities for your workforce is one of the best ways to maintain a competitive edge. Custom designed programs created to meet specific expectations and objectives can be offered at your location. Best of all, our customized training programs are extremely cost-effective. The following is some of the training we offer:

- Sensitivity/Diversity
- Customer Service
- Effective Meetings
- Front Line Leadership
- Computer Aided Drafting (CAD)
- Blueprint Reading
- Work Ethics for New Employees
- Food Service Certification
- Management & Supervisory Skills
- Training & Development
- Clinical Skills in Health Fields
- OSHA
- Team Building
- Employee Evaluations
- Time Management
- Stress Management
- Microsoft Office
- Workplace English
- Dealing with Difficult Employees
- Finance & Accounting
- Presentation Skills
- Workplace Spanish
- Career Ladders
- CPR & AED
- Conflict Management
- Dynamics of Leadership
- First-Time Supervisor
- Project Management
- Microsoft Outlook
- Business Writing
- Communication Skills
- QuickBooks Pro
- Strategic Planning
- Motivation seminars
- Job Specific Language
- First Aid/First Responder

For more information on our customized programs please call John Lambley at (239) 377-0812

EVENING CLASSES

~ADULT GENERAL EDUCATION~

ADVANCED ENGLISH COMMUNICATIONS- (E91010B) Learn to converse in English as a second language with ease and professional fluency. Improve vocabulary, pronunciation, reading, writing, and grammar.

May 11 - June 10	6-8:30 p.m.	T/TH	25 hours	\$108
Jun 15 - Jul 15	6-8:30 p.m.	T/TH	25 hours	\$108

ENGLISH CLASSES- The purpose of this course is to provide English language learner adults with English language instruction that will increase their ability to communicate in English for a variety of purposes including employment, education, and life in the United States.

Starts every Monday	6-8:30 p.m.	M-TH	Free
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ABE- The purpose of this program is to provide basic literacy and life skills for adults who are performing at or below the eighth grade level.

Starts every Monday	6-8:30 p.m.	M-TH	Free
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GED Preparation - General Educational Development (GED) Preparation The purpose of this program is to prepare students for academic and personal success through obtaining the necessary skills required to pass the Official GED Tests.

Starts every Monday	6-8:30 p.m.	M-TH	Free
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VPI- The purpose of this instructional course is to provide students enrolled in career and technical job preparatory programs with the needed supportive instruction in math, science, and communications.

Starts every Monday 6-8:30 p.m. M-TH Free

~BUSINESS & OFFICE TECHNOLOGY~

ADMINISTRATIVE ASSISTANT- (E91010B) Learn valuable office employment skills: communications, procedures and processes used in businesses that need skilled employees to fill administrative openings.

Jun 16 - Aug 04 6-9:30 p.m. M/W 49 hours \$196

BOOKKEEPING/ACCOUNTING I - (E91010B) This is a self-paced class. Learn the accounting cycle, journalizing transactions, posting and the closing process.

Jun 15 - Aug 03 6-9:30 p.m. T/TH 52 hours \$207

BOOKKEEPING/ACCOUNTING II - (E91010B) Learn complete accounting cycle for a business; how a business is started; analyze transactions using double entry and the accounting equation; journalize and post transactions.

Jun 15 - Aug 03 6-9:30 p.m. T/TH 52 hours \$207

BOOKKEEPING/ACCOUNTING III - (E91010B) Learn to prepare worksheets and financial statements including posting and adjusting entries.

Jun 15 - Aug 03 6-9:30 p.m. T/TH 52 hours \$207

MEDICAL BILLING- (E91010H) Learn insurance technology, coding systems, third party billing, medical management, office skills and employment preparations. This course prepares students for the national medical billing certification.

Jun 15 - Jul 29 5:30-9:30 p.m. M/T/W/TH 105 hours \$400

MEDICAL CODING- (E91010H) Learn to extract data from medical reports to properly assign codes for procedures and diagnosis. This course prepares students for the national medical coding certification.

August 5:30-10:00 p.m. M/W 105 hours \$400*

QUICKBOOKS PRO 2010- (E91010B) Learn to computerize accounting and bookkeeping functions using QuickBooks Pro under Windows. You will learn to enter day to day transactions, accounts receivable and payables, maintain job cost, management reports, financial statements and much more.

Jun 16 - Jul 19 6-9:30 p.m. M/W 30 hours \$131

MICROSOFT ACCESS- INTRO- (E91010B) Learn how to sort, organize, & report the important information you need every day. Its ease of use makes it an excellent tool for those who are new to databases.

Every Tuesday 6-9 p.m. T/TH 6 hours \$27

MICROSOFT ACCESS INTERMEDIATE- (E91010B) Learn how to sort, organize & report the important information you need every day. Its ease of use makes it an excellent tool for those who are new to databases.

Every Tuesday 6-9 p.m. T/TH 12 hours \$54

MICROSOFT EXCEL- INTRO- (E91010B) Learn how to move around the worksheet, cell pointing, copying worksheet, use of basic formulas and functions, cell justification, customizing tool bars and much more.

Every Tuesday 6-9 p.m. T/TH 6 hours \$27

MICROSOFT EXCEL- INTERMEDIATE- (E91010B) This class is for those who have learned the basics of MS Excel and are ready for more applications.

Every Tuesday 6-9 p.m. T/TH 12 hours \$54

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MICROSOFT EXCEL- ADVANCED- (E91010B) Learn templates, design onscreen forms, automating tasks with macros, how to link Excel data to Word documents and PowerPoint documents and much more. Starting June 16th.

Every Tuesday	6-9 p.m.	T/TH	12 hours	\$54
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MICROSOFT OFFICE- (E91010B) Learn Microsoft's latest user friendly versions of their office suite of programs. Class will cover applications of the components of Microsoft Office, an integrated software package-Word, Excel, PowerPoint, and Access.

May 11 - Jun 10	6-9 p.m.	T/TH	30 hours	\$131
Jun 15 - July 15	6-9 p.m.	T/TH	30 hours	\$131

MICROSOFT WORD- INTRO- (E91010B) Learn basic features including: creating and editing documents, document file management, using templates, printing and print options, formatting and much more. Starting June 16th.

Every Tuesday	6-9 p.m.	T/TH	6 hours	\$27
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MICROSOFT WORD- INTERMEDIATE- (E91010B) Learn word processing features including cut and paste, importing graphics. Starting June 16th.

Every Tuesday	6-9 p.m.	T/TH	12 hours	\$54
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MICROSOFT WORD- ADVANCED- (E91010B) This is a fast paced class and is not designed for beginners of MS Word. Learn document-enhancing techniques of graphic, merging, creating border around text and tables and much more. Starting June 16th.

Every Tuesday	6-9 p.m.	T/TH	12 hours	\$54
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MICROSOFT POWERPOINT- INTRO- (E91010B) Learn how to produce high quality presentations; the basics of creating slides and transparencies will be presented. Starting June 16th.

Every Tuesday	6-9 p.m.	T/TH	6 hours	\$27
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MICROSOFT POWERPOINT- INTERMEDIATE- (E91010B) Learn how to use preset templates, drawing tools to create objects and text, insert clip art, and run slide show. Starting June 16th.

Every Tuesday	6-9 p.m.	T/TH	12 hours	\$54
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KEYBOARDING- (E91010B) This is a beginning class for computer users. Student will learn to use the keyboard more efficiently.

May 11 - Jun 10	6-9 p.m.	T/TH	30 hours	\$131
Jun 15 - Jul 15	6-9 p.m.	T/TH	30 hours	\$131

INTRODUCTION TO MULTIMEDIA - (E91010B) This introduction to Multimedia Technology will introduce Adobe Illustrator, Photoshop, InDesign, Dreamweaver, Fireworks and Flash.

Jun 16 - Aug 04	6-9:30 p.m.	M/W	49 hours	\$203
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~HEALTH SCIENCES~

IV THERAPY- (E910100H) Postgraduate course for graduate practical nurses and Florida licensed registered and practical nurses.

Call for dates			33 hours	\$158
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BLS (CPR & AED FOR HEALTHCARE PROVIDERS)- For healthcare providers - for example, EMS personnel, physician assistants, physicians, dentists, nurses, respiratory therapists and others who must have a credential (card) documenting successful completion of the American Heart Association CPR course.

May 20	5-10 p.m.	TH	5 hours	\$65
June 24	5-10 p.m.	TH	5 hours	\$65

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ICND4- CISCO DISCOVERY (PART 1 & PART II)- (E910101) DESIGNING AND SUPPORTING NETWORKS v4.0 - Prerequisites: Introducing Routing and Switching in the Enterprise

May 13 - Jun 10	5:30-9:30 p.m.	T/TH	40 hours	\$190
Jun 15 - Jul 15	5:30-9:30 p.m.	T/TH	40 hours	\$190

CISCO NETWORKING ACADEMY- IT ESSENTIALS- (E91010I) This introduction to PC hardware, software and network operating systems prepares students for CompTIA A+, Network+EUCIP IT Administrator, and entry-level IT support careers.

Jun 16 - Jul 21	5:30-9:30 p.m.	M/W	40 hours	\$190
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COMPUTER & INTERNET BASICS- (E91010B) Learn computer and internet basics and develop an understanding and solid foundation of basic software application features. Prepare for valuable IC3 certification.

May 11 - Jun 10	6-9 p.m.	T/TH	30 hours	\$131
Jun 15 - Jul 15	6-9 p.m.	T/TH	30 hours	\$131

COMP TIA SERVER+- (E91010I) CompTIA Server+ validates the knowledge and skills of advanced IT technicians. It is a vendor-neutral certification for individuals with 18-24 months of experience with industry Standard Server Architecture (ISSA) technology. Comp TIA Server+ certifies technical knowledge of areas such as RAID, SCSI and multiple CPU's, as well as capabilities with server issues, including disaster recovery.

May 13 - Jun 10	5:30-9:30 p.m.	T/TH	40 hours	\$190
Jun 15 - Jul 15	5:30-9:30 p.m.	T/TH	40 hours	\$190

TELECOMMUNICATIONS/NETWORK-Basic Electricity- (E91010I) This course will provide students with a theoretical and hands-on approach to develop a knowledge base of physical networking.

Jun 15 - Aug 03	6:00-9:30 p.m.	T/TH	52 hours	\$223
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NAIL SPECIALTY- (Vocational Certificate)- (I120414) Prepare to become a licensed nail technician. The students learn human relations, communications, employment skills and related chemistry, bacteriology, anatomy, physiology as well as the practice of health, safety and environmental issues.

August	5-10 p.m.	M/T/W	240 hours	\$603*
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FACIAL SPECIALIST- (Vocational Certificate)- (I120424) Become a licensed Facial Specialist. Students will learn related chemistry, bacteriology, anatomy and physiology, art of make-up, and development of skill in performing the manipulative and electrical techniques required in the practice.

August	5-10 p.m.	M/T/TH	260 hours	\$652*
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AUTOCAD 2010 - (E91010I) Course includes some drafting, auto menus, command menus and table menus.

May 13 - Jun 10	5:30-9:30 p.m.	T/TH	40 hours	\$169
Jun 15 - Jul 15	5:30-9:30 p.m.	T/TH	40 hours	\$169

AUTOMOTIVE TECH INTRO - (E91010I) This class prepares individuals to have an understanding of the automotive systems and also serves as an introduction to other automotive classes.

Jun 16 - Jul 19	6-9:30 p.m.	M/W	30 hours	\$131
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AUTOMOBILE DAMAGE APPRAISALS - (E91010I) This is a basic course to familiarize the student with the fundamentals necessary for employment with an insurance company as a inside claims examiner or an outside automobile appraiser. This will also prepare the student for employment opportunities in a collision center or a new car dealership as an estimator or service writer.

Jun 15 - Jul 15	5:30-9:30 p.m.	T/TH	40 hours	\$167
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BLUEPRINT READING & ESTIMATION - (IE91010I) This course focuses on basic blueprint reading, preparation of sketches, interpretation of mechanical, architectural, structural, electronics, and mapping, pneumatic/hydraulic drawings, charts and graphs, estimation of materials and costs, codes and standards.

Jun 16 - Aug 04 5-10 p.m. M/W 70 hours \$276

COMMUNITY ASSOCIATION MANAGER PRELICENSURE COURSE- (E9101010B) This pre-license course is required by the State of Florida.

Jun 08 - Aug 03 6-9 p.m. T 24 hours \$100

ALTERNATIVE ENERGY PRODUCTION TECHNOLOGIES-Part 1 Basic Electricity (E91010I) The purpose of this course is to give an overview of current and future energy production technologies. Develop the skills and a basic understanding of the engineering behind the new energy technologies, schematic reading, basic electrical theory, and troubleshooting techniques.

Jun 15 - Aug 03 6-9:30 p.m. T/TH 52 hours \$223

PROJECT MANAGEMENT- (E91010I) This course gives students the tools necessary to manage short term projects more effectively as well as preparing students to take the Project Management Institute's (PMI) Project Management Professional (PMP) certification. Course covers all major aspects of project management including initiation, project planning, project implementation, project budgeting and project closing.

Jun 15 - Aug 03 6-9 p.m. T/TH 45 hours \$171

MARINE TECHNOLOGY - INTRO TO OUTBOARD ENGINES- (E91010I) The Marine Technology program is offering a class in Basic Marine Mechanics which will cover outboard engines.

Jun 15 - Jul 15 6-9 p.m. T/TH 30 hours \$131

PRIVATE INVESTIGATOR- (E91010I) The purpose of this program is to prepare students for employment as Private Investigator Interns in accordance with the requirements of Chapter 33 of the Code of Federal Regulations (33CFR), the requirements of the Florida Department of Agriculture and Consumer Services (DOACS) Chapter 493, Florida Statutes (F.S.) and Chapter 5N-1, Florida Administrative Code (F.A.C.).

Oct 4 - 16 6-9 p.m. M-TH 40 hours \$151+Book*
9-5 p.m. SAT

SERVICE OF NON-ENFORCEABLE JUDICIAL PROCESS TRAINING- Curriculum includes: Judicial System; Florida Statutes & Rules of Civil Procedure; functions of the Clerk of Courts in civil actions; how process is serviced; return of services and responsibilities of the process server to the appointing authority.

Aug 30 - Sept 13 6 p.m.-9 p.m. M-TH 40 hours \$199+Book*
9 a.m.-5 p.m. SAT

SERVICE OF NON-ENFORCEABLE JUDICIAL PROCESS TRAINING- REFRESHER

Sept 13 5 p.m.-9 p.m. M 4 hours \$50.00*
Oct 06 5 p.m.-9 p.m. W 4 hours \$50.00*

SECURITY OFFICER- (E91010P) The purpose of this program is to prepare students for employment as Class "D" licensed Private Security Officers in accordance with the requirements of the Florida Department of Agriculture and Consumer Services.

May 13 - June 10 5:30-9:30 p.m. T/TH 40 hours \$161

WELDING- (E91010I) Course includes: welding safety, basic/advanced welding skills in oxygen acetylene, cutting & brazing, electrical arc welding, MIG, TIG, symbol & blueprint reading, & fabrication techniques. Students will work with steel, stainless steel & aluminum.

Jun 17 - Aug 02 6-10:00 p.m. M/TH 52 hours \$274



 The District School Board of Collier County
ADULT AND COMMUNITY EDUCATION

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Classes start the week
or **April 13!**



The poster shows a "Schedule of Classes" for the District School Board of Collier County, starting the week of October 29, 2007. It lists various classes and includes a small photo of students in a classroom.

~ ON-LINE CLASSES ~

A wide range of highly interactive courses that you can take entirely over the Internet.

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