

St. Lawrence College "ED2GO" Course Descriptions

12 Steps to a Successful Job Search (EDGO 1)

Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

A Writer's Guide to Descriptive Settings (EDGO 946)

It is said that the best writing comes when you write what you know. And what better place to begin than your own backyard? This practical course is filled with hands-on exercises that will help you create fascinating and truly unique works of fiction or nonfiction. You'll begin by learning how to improve your powers of observation and description. Then, you'll become skilled at gathering and organizing important facts about the people, places, foods, customs, and events in your community. Next, you'll find out how to incorporate the physical, historical, spiritual, and other characteristics of your present location into your writing to give it a realistic sense of place. By the time you finish this course, you'll be well-prepared to convert your everyday observations and experiences into believable characters, memorable settings, and vivid descriptions.

Achieving Success with Difficult People (EDGO 1014)

Do you know people whose behaviour makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbours or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

Achieving Top Search Engine Positions (EDGO 5177)

The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your Web site's traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO). In this course, you'll learn proven, step-by-step SEO strategies that you can implement right away. Join us for a six-week journey to achieving the highest position with the major search engines! **Requirements:** Completion of a Creating Web Pages course or equivalent HTML experience, and a computer of any type.

Admin Assistant Applications (EDGO 1694)

St. Lawrence College "ED2GO" Course Descriptions

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how economics, accounting, business law, organizational behaviour, and management affect administrative assistant responsibilities and activities. Determine how the world economy can affect an enterprise, learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction.

Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of international business. Learn about key management functions such as planning, control, motivation, and organization, discover how to increase creativity, and find out how marketing differs from sales. Learn the basics of operations.

Requirements: Administrative Assistant Fundamentals EDGO 832).

Admin Assistant Fundamentals (EDGO 832)

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course may help you prepare for the internationally recognized Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exams offered by the International Association of Administrative Professionals.

Advanced Fiction Writing (EDGO 1832)

Do you have a story idea or manuscript you'd like to prepare for publication? Or are you a published author who wants to polish your writing skills? In this course, you'll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published.

Advanced PC Security (EDGO 1821)

When is hacking legal? When you use it to secure your own network. This new method of hacking, called *ethical hacking* or *white-hat hacking*, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you're running a small home network or you're an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. Sooner or later, you know that somebody is going to try and break into your network. Why not learn how hackers think so you can harden your defences against them? **Requirements:** Completion of the *Introduction to PC*

St. Lawrence College "ED2GO" Course Descriptions

Security course (or equivalent experience), or completion of the *Introduction to Networking* course (or equivalent experience). You must be familiar with PC and networking terminology and have at least a basic knowledge of how networks function. You will also need access to one or more networked computers that do not contain any data you consider sensitive.

Assisting Aging Parents (EDGO 31)

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. You'll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

Basic CompTIA Network+ Certification Prep (EDGO 5182)

Time to roll up those sleeves and dive inside the personal computer! The **Basic CompTIA A+ Certification Prep** course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. This course gives you the knowledge upon which you'll base the rest of your CompTIA A+ certification studies for the exams that debuted in late 2009.

Requirements: A solid conceptual and practical knowledge of Windows 2000 or XP and preferably some experience with Windows 98 or ME. [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader). It's also recommended that you have a PC that you can take apart and put back together again. This can be anything from an ancient Intel 286 to a newer 486 or beyond. Because of the dangers of [electro-static discharge](#) (to the machine, not the student), we do not require you to tear apart your own primary computer. This is, however, a class that trains you to be a hardware technician - having a machine to play with greatly helps your learning.

Beginning Writer's Workshop (EDGO 845)

If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

Breaking Into Sitcom (EDGO 2)

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Discover the secrets to writing dialogue that sounds real, fully serves the story, and makes an audience laugh. Avoid amateur mistakes, and get to know the business behind the business of television writing.

St. Lawrence College "ED2GO" Course Descriptions

Building Teams That Work (EDGO 1917)

Teams are becoming a staple in today's workplace. In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you'll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

Business and Marketing Writing (EDGO 829)

This fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, your knowledge, your company's image, and your chances of getting hired, promoted or applauded! Designed for writers, marketers and anyone interested in these exciting fields.

CompTIA Network+ Certification Prep (EDGO 1753)

This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. This course will prepare you for the 2009 exam objectives (N10-004 and JK0-016). CompTIA Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. **Requirements:** Familiarity with personal computers, including hardware and software. Proficiency with Windows. CompTIA A+ certification is strongly recommended, but not required.

CompTIA Security+ Certification Prep (EDGO 1753)

The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2012. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for gaining access to this high-paying, in-demand field. In this six-week course, you'll learn the key terminology and concepts you need to know to achieve your Security+ credential. **Requirements:** CompTIA recommends that you have A+ and Network+ certifications, and two years on-the-job networking experience, prior to preparing for this exam. You should have substantial knowledge of TCP/IP networking prior to signing up for this course.

Conversational Japanese (EDGO 3)

St. Lawrence College "ED2GO" Course Descriptions

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by your native Japanese instructor, you'll learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You'll come away with cultural knowledge only an insider has. By the end of this course, you'll not only have basic conversational skills that will enable you to travel around the country easily, but you'll have discovered the heart of Japan!

Creating a Classroom Web Site (EDGO 2091)

Learn how to create a classroom Web site in this fun, easy-to-understand course for teachers. In no time, you'll build a site with text, images, animations, tables, links, and more. Then you'll create a WebQuest and a blog to add to your site. You'll do all this and more as you discover how simple creating a classroom Web site can be and how having one can make you a more effective and dynamic teacher.

Creating a Successful Business Plan (EDGO 487)

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first--and most difficult--step on the path to small business success. **Requirements:** Microsoft Word or other word processing program,

Creating K-12 Learning Materials (EDGO 4)

Increase student performance on standards important to your district by learning how to develop your own work books, lab manuals, booklets, activity kits, visual aids, and manipulatives targeting those standards. The instructor--a former K-12 teacher who is also the author and developer of over 50 products for the educational market--will walk you step-by-step through the process of creating a wide variety of instructional materials. You'll also learn how to profit from your ideas by offering the products you develop for sale through catalogues, stores, and trade shows.

Creating Web Pages (EDGO 55)

Create and post your very own Web site on the Internet in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the

St. Lawrence College "ED2GO" Course Descriptions

outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Designing Effective Websites (EDGO 567)

These days, creating a Web site is so easy almost anyone can do it. But with all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! **Requirements:** Completion of "Creating Web Pages I and II" (or equivalent HTML or Web authoring tool experience). Optional: An Imaging program, such as Photoshop or Paint Shop Pro (any version), and a Web page authoring tool, such as Macromedia Dreamweaver, Microsoft Expression Web.

Discover Digital Photography (EDGO 5171)

Join us and explore the world of digital photography! **Discover Digital Photography** provides an introduction to the fascinating technology that has catapulted the photographic world into the 21st century. You'll explore a broad overview of the basics of digital photography, equipment, software, the digital darkroom, printing, using photos on the Internet and with e-mail, along with commercial and personal applications. You'll learn how to decide what equipment and software is best for your personal digital photography needs, what you can do with digital photography after you've taken the pictures, and what you can expect to invest. Whether you're new to photography or a long-time photographer looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use. This course serves as an excellent introduction before taking **Secrets of Better Photography** where we focus our time on camera settings, features, and the mechanics of taking better pictures. . **Requirements:** A few computer-specific examples are included, which are based on Windows. Mac students are welcome, but may not be able to duplicate all examples.

Distribution and Logistics Management (EDGO 900)

Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics. You'll discover the key elements of a logistics system, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, receiving, production stores, and returned goods. You'll also find out how

St. Lawrence College "ED2GO" Course Descriptions

to manage inventory, effectively use technology, manage a logistics department, and complete and control transportation documents.

Drawing for the Absolute Beginner (EDGO 943)

Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be! In this course, an expert instructor will guide you through an exciting and informative exploration of drawing materials, set up procedures, lighting and rendering techniques, design and layout methods, and more.

Effective Business Writing (EDGO 1698)

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Here's how to fill in those gaps in your business writing skills so you can reach your full potential. You may be a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents-including e-mail-that immediately draw readers in and motivate them to do what you want.

Effective Selling (EDGO 6)

The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

Enhancing Language Development in Children (EDGO 831)

Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

Fundamentals of Supervision and Management (EDGO 562)

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

St. Lawrence College "ED2GO" Course Descriptions

Fundamentals of Supervision and Management 2 (EDGO 336)

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. **Requirements:** Fundamentals of Supervision and Management EDGO 562.

Fundamentals of Technical Writing (EDGO 171)

Do you have a knack for explaining complex subjects in a way that makes them easy to understand? If so, you should consider entering the well-paying field of technical writing. This course will teach you the skills you need to succeed as a technical writer. You will learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. You'll learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically. You'll also learn how to get your first job as a technical writer, plus tricks of the trade that enable you to create high-quality documentation with less work. **Requirements:** Microsoft Word (Versions 2007, 2003, XP, 2000, or 1997 are all acceptable). **NOTE:** This course is not suitable for Macintosh users.

Genealogy Basics (EDGO 32)

Who will you discover? What new branch of your family will you find? If you're a newcomer or an amateur genealogist, this course will help guide you to the most useful Web sites where you can search for family names. Tracing your family's history is a fascinating journey, as you'll see through hands-on examples that help you dig deeper into your family's past. The course explains in simple terms where to look, who to contact, and how to make your family history come alive.

Get Assertive! (EDGO 561)

Are you tired of being intimidated and treated badly by others? Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Discover how you lose your power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. It's your turn to speak out!

Get Funny! (EDGO 1689)

St. Lawrence College "ED2GO" Course Descriptions

Humour enhances everything you do, no matter whether you're looking to deliver better presentations, increase your marketability as a writer, deliver more hits to a Web site, or simply become friendlier and more outgoing. Whether you're naturally funny or want to be, this hilarious course will help you sharpen your wit.

Get Paid to Travel (EDGO 1723)

Do you love to travel and enjoy working with individuals? A career as a professional tour director, tour guide, and cruise host may be the job for you! Tour directors are hired to escort local, domestic, and international tours and cruises, earning as much as \$1900 per week. Learn everything you need to start your new and exciting career in travel. We will cover group tour procedures, documentation, and handling emergencies. Gain information on full and part-time career opportunities, as well as prospective employers and much, much more. Don't wait any longer - start today! **Requirements:** The career is open to all ages. In fact, maturity is often an asset. The main requirement for the business is being able to perform the duties of a tour director, which are taught in this class. The tour director should have energy, good health and have the patience to assist the general public.

Going Green at Home (EDGO 7)

Step into a green lifestyle! In this course, you'll discover simple, cost-effective ways to make your home green and keep your community healthy. From shopping and cooking to decorating and cleaning, you'll find hundreds of eco-friendly ideas you can put to work instantly.

St. Lawrence College “ED2GO” Course Descriptions

Going Green at the Workplace (EDGO 8)

Learn how to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. Explore ways to save energy, save money, and save the environment by making your building's lighting, HVAC, and information systems more efficient. In addition, discover simple and cost-effective ways to reduce your carbon footprint by conserving water, using alternative transportation fuels and vehicles, and generating your own renewable energy on-site.

Goodbye to Shy (EDGO 617)

Want to learn how to overcome shyness? Now you can—from someone who has been there! The ability to interact with others affects everything we do, from selecting a mate to advancing in our careers. If shyness keeps you from having the life you want, here's your chance to learn the secrets to overcoming it. In this encouraging and practical course, you'll find out how to reduce anxiety, build self-esteem, strike up conversations with others, win friends, and act confidently in romantic relationships.

Guiding Kids on the Internet (EDGO 5172)

Work the Web with your kids! This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instructions will lead you in discovering various kid-friendly Internet features. These include web page creation with easy-to-use templates and examples, kid-safe searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. This course includes lessons for you, the adult, but also features printable instruction sheets that can be used directly with the young people you work with. The activities are informative, interactive, and fun; and, most importantly, will help you and your kids use the Internet to its fullest potential.

Handling Medical Emergencies (EDGO 627)

Medical emergencies occur suddenly and with little warning. Would you know how to confidently react if someone needed your help? This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and show you how to render appropriate care.

St. Lawrence College “ED2GO” Course Descriptions

Help for the Helpdesk (EDGO 28)

Become a customer helpdesk guru! In this course, you'll learn how to deal with any problem or complaint quickly and effectively. You'll start by mastering simple tricks for dealing with all types of customers—from those angry and abusive callers to the nice-but-clueless folks. Next, you'll discover how to make the most of your helpdesk software. And finally, you'll learn how to solve even the trickiest issues by doing smart detective work. If you want to take your helpdesk support skills to the next level, or you're hoping to advance to helpdesk management, this is the course for you.

High Speed Project Management (EDGO 1637)

With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.

Individual Excellence: Secrets of Career Success (EDGO 1018)

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

Instant Italian (EDGO 1115)

This dynamic course makes learning Italian fun and surprisingly easy. You'll learn how to ask directions, book a room, order a meal, and much more—in Italian! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and it promises to enrich your experiences while traveling in Italy. *Benissimo!*

Intermediate CompTIA A+ Certification Prep (EDGO 5183)

The **Intermediate CompTIA A+ Certification Prep** course picks up where the Basic course left off, taking you right into the PC. You'll learn to install, configure, and maintain hard drives, removable drives, and printers. Plus you'll learn Windows inside and out. This course takes you through the second of the three steps you need to become both a highly competent PC tech and a CompTIA A+ certified technician, 2009 style. **Requirements:** Successful completion of the Basic CompTIA A+

St. Lawrence College "ED2GO" Course Descriptions

Certification Prep course. [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader), access to a PC running Windows 9x, and a PC running Windows 2000 or XP, so that you can learn the subtle (and not-so-subtle) differences between these two families of Windows. Although this course focuses on operating systems, you should have access to a hard drive that you can install, format, and partition, and to a couple of Plug and Play devices that you can practice installing. Because of the dangers of [electro-static discharge](#) (to the machine, not the student), we do not require you to tear apart your own primary computer (and definitely do not recommend that you format or partition your primary hard drive!).

Intermediate CSS and XHTML (EDGO 1897)

Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Find out the methods the pros use to quickly build effective sites that are easy to maintain and modify. Discover the tools and techniques that ensure you have total creative control over every aspect of a site. **Requirements:** You'll need a simple text editor like Notepad in Windows or other Web development tool, as well as basic computer skills, and some familiarity with HTML and CSS. **Note:** Successful completion of "Introduction to CSS and XHTML" course, or prior experience with HTML and Web publishing is recommended.

Intermediate Networking (EDGO 488)

Learn real-world applications for the concepts you learned in 'Introduction to Networking. You'll gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, and Internet connectivity. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification. **Requirements:** Microsoft Windows 95 or better, and completion of the *Introduction to Networking* course (or equivalent experience).

Intermediate Oracle (EDGO 1838)

Gain hands-on experience with Oracle's PL/SQL programming language, with expert assistance from an IT veteran. PL/SQL is Oracle's procedural language extension to Structured Query Language (SQL). This course will give you the skills you need to write powerful and flexible programs using that language. You'll learn the building blocks and core features of PL/SQL, and you'll begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. **Requirements:** Completion of the *Introduction to Oracle* course (or equivalent experience), and any type of computer with an installed copy of Oracle's Database Software (versions 8, 9 or 10 are acceptable). The Database software is available for downloading from Oracle's website (www.oracle.com). Download the Oracle Database 10g Release 2 Standard Edition, Standard Edition One, and Enterprise Edition that supports your operating system. This course provides post-

St. Lawrence College "ED2GO" Course Descriptions

installation instruction on Oracle. Installation support will not be provided in the course. Installation support is provided from Oracle's website.

Intermediate Photoshop (EDGO 113)

Learn the secrets of professional image editing from a 2006-2007 nominee to the Photoshop Hall of Fame. This course, for the student who already knows the Photoshop toolset, explores new and better ways to create images and edit photos. Students will explore the sophisticated layers features that allow users to combine images in amazing ways. **Requirements:** [Adobe Photoshop CS3](#) and Windows XP or Windows Vista or [Adobe Photoshop CS3 Mac](#) and Mac OS X; Completion of **Introduction to Photoshop CS3** or **Introduction to Photoshop CS2** online course (or equivalent experience); you should have a good working knowledge of the basic tools in Photoshop and be able to make selections, use the Clone Stamp tool and Healing brushes, and do elementary color correction. **Note:** Photoshop CS3 software must be installed and fully operational before the course begins. You may take this course using Photoshop CS or CS2, but there are several activities in which you will not be able to participate.

Intermediate PHP and MySQL (EDGO 1968)

Learn how to create an interactive online store complete with an online catalogue of products, allowing customers to browse the catalogue to select items, place them in a shopping cart, and complete an order. You'll see how to use the popular MySQL database server to store product information (including images) and track customer orders. You'll also learn how to use the PHP programming language to display product images in your online store, allow customers to shop online using a shopping cart in their browser, and provide an administrative section to manage the store. **Requirements:** A PHP and MySQL development environment (the first lesson in the course walks through installing the Wampserver software, which provides a full PHP and MySQL development environment in one package. You download Wampserver for free from <http://www.wampserver.com/en/>); Windows NT, Windows 2000, Windows XP, or Windows Vista (Wampserver does not support either Windows 98 or Windows Me). **Note:** Macintosh users can't use the Wampserver software and must provide their own PHP and MySQL development environment. Prior HTML coding experience is helpful, but not required.

Intermediate SQL (EDGO 27)

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. In this course, you'll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. You'll explore how to write and implement complex queries on multiple tables simultaneously, and you'll discover advanced filtering, update, and insertion techniques. You'll also find out how to create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course, you'll be able to use a wide range of advanced SQL techniques with confidence. Your new skills with

St. Lawrence College "ED2GO" Course Descriptions

databases will enhance your competitiveness in the technical fields of software development and database administration. **Requirements:** Microsoft Access 2003 or later (software must be installed and fully operational before the course begins). You can download (after you download the trial and open it, do not complete the activation portion within the software until the first day of class) a free 60-day trial of Microsoft Access from the Microsoft web site:

<http://www20.buyoffice.microsoft.com/usa/product.aspx?sku=10234386&cache=-944519518&culture=en-us>. Before downloading the Microsoft Access trial, be sure to refer to the

system requirements on the site. Depending on your operating system, you may be required to install additional service packs which are available at the Microsoft Download Center:

<http://www.microsoft.com/downloads/en/default.aspx>. Any Windows Operating System; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader). **Note:** this course is not suitable for Macintosh users.

Interpersonal Communication (EDGO 626)

Communication is more than speaking, hearing, or even having a good vocabulary. This course explores strategies for success in everyday interpersonal communication. You'll explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in cultural and gender conversation styles, and conflict management. You'll also gain practical strategies you can use today to improve communication at home, in social situations, and in the workplace. If you want to strengthen personal behaviour and develop strategies for creating positive communication climates with family, friends, and business associates, you're sure to find this course invaluable.

Introduction to Ajax Programming (EDGO 9)

Transform the way your Web applications look and feel! Learn Ajax programming, and you'll provide your Web site visitors with a significantly enriched experience. Even better, by learning how to create Ajax applications, you'll develop a highly marketable set of skills that are currently in high demand. Throughout this course, we'll discuss each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model, cascading style sheets (CSS), the XMLHttpRequest object, extensible markup language (XML), and PHP scripting. By the end of the course, you'll be creating your own Ajax applications. **Requirements:** Any code editor capable of developing HTML pages; alternatively, a plain text editor, such as Windows Notepad; Windows XP, Vista, or 7, and Mac OS X; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader); access to multiple browsers, including Safari, Netscape Navigator, Google Chrome, and Opera; access to a Web server that supports JavaScript and PHP.

Introduction to Algebra (EDGO 1798)

St. Lawrence College "ED2GO" Course Descriptions

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. This unique and thought-provoking course integrates algebra with many other areas of study, including history, biology, geography, business, government, and more. As a result, you will acquire a wide variety of basic skills that will help you find solutions to almost any problem.

Introduction to ASP.NET (EDGO 1873)

Learn how to create exciting, interactive, and professional Web sites with ASP.NET. In this hands-on course, you'll begin by adding the power of interactive controls to your Web pages, and you'll discover how you can use style sheets to give every Web page you create the same clean and consistent look and feel. You'll find out how to connect to a database and put the information it contains on public display. Then, you'll develop a true community-based Web site that allows users to register, log in, create and update profiles, and post messages to a forum. You'll also explore the issue of Web security, and learn some simple things you can do to secure your site against some common attacks.

Requirements: Microsoft .NET Framework version 2.0 or better and Visual Web Developer 2005 Express Edition or Visual Web Developer 2008 Express Edition, both available from <http://www.asp.net> (software must be installed and fully operational before the course begins); Windows 2000 (with Service Pack 4), Windows XP (with service Pack 2), or Windows Vista; 192 MB RAM or more, 500 MBytes Free Disk Space (full installation requires 1.3 GByte free disk space). **Note:** This course is not suitable for Macintosh users.

Introduction to Business Analysis (EDGO 502)

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course! **Requirements:** Proficiency with basic algebra.

Introduction to CorelDRAW X3 (EDGO 1959)

Enhance your company newsletter, logo, or letterhead, boost your personal Web page, or design an original greeting card using dazzling images you've created with CorelDRAW. Learn how to add brilliant colors, designs and exquisite text to your original artwork and then export them with ease to other computer applications, such as Microsoft Office, Adobe Acrobat, and the Web. **Requirements:** Microsoft Windows Vista, XP, or 2000; [CorelDRAW Graphics Suite X3](#) or [CorelDRAW Graphics Suite X3 Upgrade](#) or [CorelDRAW Graphics Suite X3 Student and Teacher Edition](#) are all acceptable (please be sure to install the software on your computer before the course begins). Artistic ability is not required, just a desire to be creative. Users of CorelDRAW 12 and CorelDRAW X4 will also be supported in the Discussion Areas. **Note:** this course is not suitable for Macintosh users.

St. Lawrence College “ED2GO” Course Descriptions

Introduction to Creating WordPress Web Sites (EDGO 33)

Want to build an attractive, sophisticated blog or Web site—without having to learn any special coding? WordPress is the answer you’re looking for! WordPress is one of the world’s most popular Web design tools because it’s free, it’s easy to use, and it produces professional results. In these lessons, you’ll get hands-on experience with this powerful tool as you create your own combination WordPress blog and Web site. You’ll walk through the process from start to finish, mastering everything from planning your content to picking a theme. For WordPress beginners, there’s no easier way to learn the ropes. By the end of the course, you’ll know how to use WordPress confidently to launch and maintain your own blog or interactive Web site.

Introduction to Crystal Reports (EDGO 1752)

Learn how to use Crystal Reports to convert raw database or accounting data into meaningful and readable reports. Impress your peers, clients, and superiors by discovering new ways to convey information. By the time you finish this course, you’ll be able to create a wide variety of handsome and sophisticated reports that communicate more--much more--than mere facts. You’ll also be able to use charts and maps to present information visually, and cross-tabs to show correlations between loosely related data items. You’ll even find out how to save yourself time and effort by creating a library of custom functions you can use over and over in report after report. **Requirements:** [Crystal Reports](#) 8.5, 9, 10, XI, or 2008 (please be sure to install this software on your computer before the course begins), **NOTE:** This course is not suitable for Macintosh users.

Introduction to CSS and XHTML (EDGO 656)

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. **Requirements:** A text editor (like Windows Notepad); basic computer skills; familiarity with files, folders, text editing, and copying and pasting. Completion of the *Creating Web Pages* course (or equivalent experience with HTML and Web publishing) is recommended.

Introduction to Database Development (EDGO 404) **NEW**

A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

St. Lawrence College “ED2GO” Course Descriptions

Requirements: Any type of computer, and a database management system, including Microsoft Access, Microsoft SQL Server, Oracle, PostgreSQL, or MySQL.

Introduction to Guitar (EDGO 45) NEW

Learn to play guitar, and become the musician you’ve always wanted to be! In this fun and informative course, you’ll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. First, you’ll get to know all the parts of your guitar, from frets to strings. Then you’ll jump right in and learn to read music, play clear and beautiful notes and chords, and control your rhythm, tempo, and volume. And finally, you’ll discover how to add expression and artistry to your music. The classical guitar skills you’ll master in this course will allow you to play any style of music, from hard rock to country-and-western. Whether you’re a beginner or an intermediate student, you’ll gain new skills and confidence with each lesson—and by the end of the course, you’ll be well on your way to becoming a skilled guitar player. **Requirements:** You will need a guitar in good working condition and an adjustable footstool for correct positioning. It’s advisable to purchase a metronome for developing your rhythm skills and a music stand so you can practice in a correct playing position.

Introduction to InDesign (EDGO 34)

Have you ever seen a terrific-looking brochure or newsletter, and wondered how it was made? Chances are the designer used Adobe InDesign CS5, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you’ll get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. You’ll discover that you don’t need to be a designer or an artist to produce beautiful documents!

Requirements: Adobe InDesign for Windows, Adobe CS5 Design Premium for Windows, Adobe CS5 Master Collection for Windows, InDesign CS5 for Mac, Adobe CS5 Design Premium for Mac, or Adobe CS5 Master Collection for Mac (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, or Windows 7 (1.5GHz or faster processor, 512MB of RAM (1GB recommended), and QuickTime 7 software required for multimedia features); Mac OS X 10.4 Tiger, Mac OS X 10.5 Leopard, Mac OS X 10.6 Snow Leopard, or newer (PowerPC® G5 or multicore Intel® processor, 512MB of RAM (1GB recommended), and QuickTime 7 software required for multimedia features)

Introduction to Interior Design (EDGO 35)

Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. You’ll delve into color theory, interior design styles and trends, spatial arrangements, floor plans, “green” design, and other basics. In addition, you’ll explore a range of interior design careers and get insider tips for entering this exciting and challenging field. As you master design skills step-by-step, you’ll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on

St. Lawrence College "ED2GO" Course Descriptions

practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

Introduction to Internet Writing Markets (EDGO 1434)

Discover the thousands of lucrative publishing opportunities that await you on the Internet if you understand Internet marketing! Want to write e-zine articles that sell? Create a blog? Put online advertising to work making money for you? In this course, you'll learn how to do all of that. You'll find out about Internet writing markets, current marketing research, Internet trends, and the future of the Web. There's a niche for every writer on the Internet, and not only will this course help you find yours, but it will also help you learn to query and submit your writing electronically, understand electronic submission guidelines and online contracts, and much more. Get ready to publish whatever you want, whenever you want, and make good money in the process!

Introduction to Journaling (EDGO 1748)

This insightful course will help you discover an exciting new way to express yourself and enhance your creativity. You'll learn to use powerful journaling techniques to develop a deeper and more spiritual understanding of yourself and explore your thoughts, feelings, beliefs, and values. You'll also discover how to use journaling to ease the stress of unwanted change, improve your physical and emotional health, and achieve a greater level of professional success.

St. Lawrence College "ED2GO" Course Descriptions

Introduction to Microsoft Expression Web (EDGO 11)

Web design is an exciting field with both professional and personal benefits. This course will teach you how to create Web sites from scratch or update existing sites using Microsoft Expression Web. In addition, you'll learn how to use a site to make money from advertising, how to make a site findable by search engines, and how to design a dynamic Web site using databases. When you master MS Expression tools, you'll find building Web sites just as much fun as browsing them. **Requirements:** [Expression Web version 3.0](#), [Expression Web version 2.0](#), or [Expression Web](#) may all be used (software must be installed and fully operational before the course begins); Microsoft Windows 7, Vista, XP, or 2000; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader). **Note: this course cannot be completed on a Macintosh computer.**

Introduction to MS Project (EDGO 1750)

Discover how to effectively plan, implement, and control projects using Microsoft Project. In this hands-on course, you will find out how to apply the world's most popular project management software to your needs. You'll convert lists and schedules into an integrated plan you can be proud of, and you'll see how Microsoft Project can walk you through any project by helping you organize details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, revise your project plan, create schedules, and share everything with your customers and coworkers. **Requirements:** Microsoft Windows Vista or XP or 2000, [Microsoft Project 2003 Standard](#) or [Microsoft Project Standard 2007](#) (please be sure to install this software on your computer before the course begins), MS Vista or MS 2007 Office, **NOTE:** This course is not suitable for Macintosh users. Microsoft Project 2000 and 2002 users will be supported in the discussion area.

Introduction to Natural Health & Healing (EDGO 5170)

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviours can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorhythms, and fasting. We'll also examine using the power of the mind for healing the body--discussing brain function tests, visualization, and relaxation therapies. You'll see the great power of belief. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you'll be able to develop menus that improve health. We'll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. By the end of this course, you'll have begun taking charge of your own health and healing!

St. Lawrence College "ED2GO" Course Descriptions

Introduction to Networking (EDGO 400)

Businesses, schools, and other organizations are becoming increasingly reliant on computer networks, which explains why workers with networking skills are in high demand. If you'd like to learn the fundamentals of computer networking in terms you can easily understand, this course is for you. Learn why networks have become so important, how software and hardware makes networking possible, and how networks function. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career. **Requirements:** A computer equipped with Microsoft Windows 95 or newer.

Introduction to Oracle (EDGO 1210)

Learn how to use the Oracle database management system to plan, organize, and manage your data. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database. You will learn how to create an Oracle database, build various database objects for the database, and write simple SQL statements that access the data from the database. **Requirements:** Any type of computer with an installed copy of Oracle's Database Software (versions 8, 9, 10 or 11 are acceptable). The Database software is available for downloading from Oracle's website (www.oracle.com). Download the Oracle Database 10g Release 2 Standard Edition, Standard Edition One, or Enterprise Edition that supports your operating system. This course provides post-installation instruction on Oracle. Installation support will not be provided in the course. Installation support is provided from Oracle's website.

Introduction to PC Security (EDGO 1686)

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You'll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.

Requirements: A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Windows XP),

St. Lawrence College "ED2GO" Course Descriptions

Introduction to PC Troubleshooting (EDGO 5162)

Are you ready to dive under the hood of your PC? **Introduction to PC Troubleshooting** takes you step by step through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and gives you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows PC. So what are you waiting for? Let's troubleshoot - and fix - some PCs! **Requirements:** A computer equipped with any Microsoft Windows 95 or better. You will also need access to one or more computers that do not contain any data you consider sensitive.

Introduction to Peachtree Accounting (EDGO 12)

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software. First, you'll set up vendors, customers, and inventory items. Then you'll see how easy it is to record typical tasks such as goods purchased, bills paid, items sold, and payments collected. You'll also learn how to handle end-of-month procedures. **Requirements:** A general working knowledge of basic Windows commands. [Peachtree Complete Accounting 2008](#) or [Peachtree Complete Accounting 2009](#) installed on your computer. (The Payroll tax service is not required.)

Introduction to Perl Programming (EDGO 290)

Learn Perl, a powerful and easy-to-use scripting language used on PCs, servers, and on the Internet for a wide range of programming problems. Perl is as capable - and often as fast - as C, C++, and Java, but is easier to learn and does not require the sort of software development tools and environments required by those languages. Perl is also more portable and supported on a greater variety of computers than many other computing languages. Perl programming skills are especially valuable for Web developers, software developers, and system administrators. **Requirements:** You'll need access to a computer on which you can run the course software - the Perl interpreter and the Apache Web Server. The course supplies all necessary software for Windows. The software is also available (for free) for many other systems, including Mac OS X and Linux, although you'll need to download, install, and configure it yourself if you are running on one of those systems.

Introduction to PHP and MySQL (EDGO 703)

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to use the PHP programming language to generate dynamic Web sites that automatically change as your data changes. You'll also learn how to use the popular MySQL database server with PHP to store and retrieve data over the Web. **Requirements:** A PHP and MySQL development environment. During the first lesson in the course, you will be walked

St. Lawrence College "ED2GO" Course Descriptions

through the process of installing WAMP5 software, which provides a full PHP and MySQL development environment. You can download WAMP5 for free from <http://www.wampserver.com/en/>. You will also need Windows NT, Windows 2000, Windows XP, or Windows Vista (WAMP5 does not support either Windows 98 or Windows Me). **Note:** Macintosh users will not be able to use the WAMP5 software, and must provide their own PHP and MySQL development environment. Prior HTML coding experience is helpful, but not required.

Introduction to Python Programming (EDGO 13)

Learn the fundamentals of computer programming in Python to create basic programming structures like decisions and loops. You'll then move on to more advanced topics such as object-oriented programming with classes and exceptions, and later unique Python data structures such as tuples and dictionaries. You'll even learn how to create Python programs with graphical elements that range from simple circles and squares to graphical user interface objects like buttons and labels. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces in Python, this course will give you the foundation you need. **Requirements:** Python 2.5 and the IDLE development environment. Both are available as free downloads for the Windows, Linux, or Macintosh operating systems at www.python.org. Students will need Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

Introduction to Ruby Programming (EDGO 14)

Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. You'll see how the popular Ruby on Rails framework environment creates much of the code for you, and how to use the Ruby programming language to modify the code to customize your Web site. The blog we'll create also uses the popular MySQL database server to store the blog data that appears on the site, and it provides a search feature to allow visitors to easily search past blog entries. **Requirements:** A Ruby on Rails software development environment is required for this course. The first lesson walks through installing the InstantRails software package, which provides a complete Ruby on Rails development environment, including the Apache Web server and MySQL database server, for the Windows platform. InstantRails can be downloaded from instantrails.rubyforge.org; You must have a Windows NT, Windows 2000, Windows XP, or Windows Vista workstation or server to install the InstantRails software. Please note that InstantRails does not work on Windows 95, Windows 98, nor Windows Me. Students using the Macintosh platform may be able to use the default Ruby environment included on Macintosh OS X 10.4 (Tiger) and 10.5 (Leopard). Please consult the Apple Web site for instructions on how to update the installed software to the latest version of Ruby on Rails; Prior HTML coding experience is helpful, but not required; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

St. Lawrence College "ED2GO" Course Descriptions

Introduction to SQL (EDGO 506)

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. **Requirements:** Any type of computer with a Windows Operating System, and any desktop (standalone, not required to run over a server) Database Management System (DBMS) that supports the execution of Structured Query Language (SQL). Examples include Microsoft Access, SQL Server Personal Edition, SQL Server Desktop Engine (MSDE), SQL Server Evaluation Edition and Developer Edition, Oracle Personal Edition. Or any **client/server** (required to run over a server) database management system that is connected to a server and supports the execution of Structured Query Language. Examples include MySQL, Sybase, PostgreSQL, Microsoft SQL Server, SQL Server Enterprise Edition and Standard Edition.

Keys to Effective Communication (EDGO 1595)

If you often find yourself at a loss for words or lack confidence in your communication abilities, you'll appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you'll work step by step through the process of becoming a great conversationalist. You'll learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

Keys to Effective Editing (EDGO 116) **NEW**

Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you'll not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see. **Requirements:** Although this course will teach English grammar, punctuation, and style, you must be fluent in English and have a better-than-average spelling ability.

Leadership (EDGO 569)

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

St. Lawrence College "ED2GO" Course Descriptions

Learn to Buy and Sell on eBay (EDGO 564)

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Listen to Your Heart and Success Will Follow (EDGO 967)

Intelligently facilitated and fast-paced, *Listen to Your Heart, and Success Will Follow* will help you enjoy the rewards that come from doing what really makes you happy! Your instructor and a caring community of students will help you begin designing a life that really works for you. With a complete understanding of your own interests, values, needs and abilities, you'll learn how you can use work to express yourself and share your interests and talents. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything you do. This course program is skilfully crafted to weave experiential learning with the conceptual presentation, giving you time to experience, understand, and implement each new strategy as it is introduced.

Lose Weight and Keep It Off (EDGO 2090)

Do you want to lose weight and keep it off? Now you can! In this course, you'll discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. You'll also receive practical tips you can use immediately to develop healthier eating and exercise habits.

Luscious, Low-Fat Meals (EDGO 1713)

Do you want to save money and prepare home-cooked meals that are fast, easy and so delicious your family won't even realize they're healthy? If so, then this is the cooking class for you! Find out just how simple it can be to prepare meals that are both nutritious and delicious. You'll discover dozens of easy ways to make lowered-fat food taste terrific. You'll learn a dietician's trade secrets for getting in and out of the kitchen quicker, and explore her tricks of the trade for encouraging reluctant family members to eat more healthfully. Get ready to discover over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes!

St. Lawrence College "ED2GO" Course Descriptions

Managing Customer Service (EDGO 1688)

Customer service personnel interact with current and potential customers every day. But do they truly spend time finding out what customers really want and giving them the highest service possible? In this six-week online course, you'll discover dynamite methods for bringing out the best in your team, measuring customer service, and anticipating the needs of your reps and your customers. Learn how to attract and hire top-notch reps, succeed with teams, and minimize customer complaints. As an added bonus, you'll unlock the power of leading by example and setting new trends for customer service in your growing business.

Manufacturing Applications (EDGO 706)

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations. Explore the nature of planning and learn how to effectively use Gantt charts and the precedence diagram method. Determine how purchasing, production and inventory control, and logistics support a manufacturing operation. Discover the basics of lean manufacturing and see how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm. **Requirements:** Manufacturing Fundamentals.

Manufacturing Fundamentals (EDGO 1967)

Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction. Find out what makes up the physical work environment and learn how to characterize different types of production materials. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations.

Marketing Your Business on the Internet (EDGO 1839)

Find out how you can affordably market your business on the Internet from an e-commerce expert. In this practical, hands-on course, you'll learn little-understood secrets about the types of businesses that thrive on the Web. Then, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll even learn several low-cost promotion strategies that you can use to drive visitors to your site. **Requirements:** An understanding of basic marketing

St. Lawrence College "ED2GO" Course Descriptions

principles, completion of *Designing Effective Websites* online course (or equivalent experience), and completion of a *Creating Web Pages* online course (or equivalent experience),

Marketing Your Non-profit (EDGO 901)

Discover marketing practices that will help you further the ideals and goals of your non-profit. In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight, and fewer funding opportunities, you need to work smarter--not longer. This course, packed with practical strategies that you can put to immediate use, will help you compete more effectively for members, media attention, donors, clients, and volunteers.

Mastering Public Speaking (EDGO 41) NEW

You can become an effective public speaker! In these lessons, you'll learn how to talk confidently and persuasively to both large audiences and small groups. You'll master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.

Mastery of Business Fundamentals (EDGO 1251)

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You'll also discover various financial investment models and you'll learn the basics of financial planning and budgeting methods. You'll even understand the basic principles of business law, contracts, and the principal-agency relationship.

Math Refresher (EDGO 904)

Ever find math baffling? This course can help you gain confidence in your basic math skills so you can start using math to your advantage. You won't find any theory or memorization here. Each of your lessons will be filled with practical exercises and information that you can put to immediate use. You'll get valuable hands-on experience and advice on using a calculator; determining the proper amount to pay in tips, discounts, and taxes; managing your income and expenses; checking your bills and bank statements for errors and overcharges; comparing investment vehicles; shopping for the best loans; buying a home; determining the right amount of paint, carpet, or tile for your next home improvement

St. Lawrence College "ED2GO" Course Descriptions

project; converting from one type of currency to another; calculating the chances that something will happen; interpreting a graph; comparing test results; understanding a statistical survey; and more.

Requirements: A basic calculator with the ability to add, subtract, multiply, divide, and calculate square roots.

Medical Math (EDGO 42) NEW

Master medical calculations in an engaging environment! In these fun and practical lessons, you'll gain the medical math skills you need to do anything from calculating dosages to using scientific formulas. You'll begin with a review of fractions, decimals, and percentages, and then cover the measurement systems and conversions used in the medical field. Before long, you'll be doing real-world dosage calculations for oral, parenteral, and intravenous medications. You'll also learn basic statistics with applications to the medical field. Whether you're new to medical math or want to enhance your skills, this course will give you the confidence you need to perform calculations with ease.

Merrill Ream Speed Reading (EDGO 942)

Are you struggling to keep up with a flood of email, articles, reports, books, and other printed matter? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader.

Music Made Easy (EDGO 842)

If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. You'll also be able to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you'll be able to read, write, and even play simple musical pieces on a keyboard. **Requirements:** This course is geared towards those who have no musical background, those who play but do not read music, or anyone who is interested in understanding the fundamentals of music.

Mystery Writing (EDGO 1696)

From Dan Brown to Dennis Lehane, mysteries are hot items on today's bestseller lists. Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. Topics include three-act structure, the difference between plot and story, theme, premise, characters and viewpoint, plus much more. Develop your original story idea and then brainstorm with the instructor and your fellow students in each lesson's discussion area.

St. Lawrence College "ED2GO" Course Descriptions

Navigating the Internet (EDGO 191)

Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines and directories, social networking and bookmarking, blogs, wikis, and more. Learn powerful research techniques to help you find whatever you want whenever you want; take advantage of the power of cloud computing; reconnect with friends and family; share documents and photos; plan vacations and major purchases; and discover how you can better defend your computer against external threats.

Photographing Nature With Your Digital Camera (EDGO 17)

Jump into the world of nature photography! In this course, you'll master taking beautiful outdoor photos of everything from landscapes to specific nature items such as water, flowers, trees, animals, and more. Along the way, you'll learn all about digital camera equipment, telephoto photography, and even macro photography. With plenty of examples and opportunities to share your work, you'll be shooting breathtaking photos in no time!

Photographing People With Your Digital Camera (EDGO 577)

Photographing people can be fun, exciting and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. Don't be nervous if you're new to digital photography, because we'll start with the basic principles you need to know in order to become a skilled people photographer. You'll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, we'll move onto portrait and formal group shots, where you'll learn how to organize people, which angles to use, and which to avoid. You'll become proficient in action photography, and you'll also learn several fun and creative ways to photograph children and babies. You'll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. Rounding out your training, this course will allow you to edit and improve your photos with Photoshop Elements 3. **Requirements:** You will need a digital or film camera and a digital editing program ([Photoshop Elements 3](#) is preferred)

Photoshop for the Digital Photographer (EDGO 903)

In this Adobe Photoshop Elements class, you'll learn the secrets to successfully editing photos and bringing out the best in your images! An award-winning package designed for photo enthusiasts, Adobe's Photoshop Elements provides the tools for making both quick fixes and detailed improvements. Perfect for those with no image-editing experience, this course will take you from novice to accomplished user. Upgrade students are welcome as well! **Requirements:** Photoshop Elements for Windows (please be sure to install this software on your computer before the course begins);

St. Lawrence College “ED2GO” Course Descriptions

Microsoft Windows Vista or XP. **Note:** Adobe does not currently offer a Mac version — this class is designed for Windows users.

Photoshop for the Digital Photographer II (EDGO 2051)

Adobe's Photoshop Elements is full of outstanding features for advanced editing. Once you've learned the basics, you're ready to see how they all work together for detailed editing, building collages, restoring old photos, and more. This course is designed for those already familiar with cropping, printing, and color adjustments, as well the various selection tools. If you're ready to take your photo-editing skills to the next level, join us and see what more you can do with the advanced features of Elements. **Requirements:** Photoshop Elements for Windows (please be sure to install this software on your computer before the course begins); Microsoft Windows Vista or XP. **Note:** Adobe does not currently offer a Mac version — this class is designed for Windows users.

Pleasures of Poetry (EDGO 115)

If you want to write poetry, this course will help you create your best possible work, whether you're looking to be published or simply wish to craft a beautiful poem as a gift for a friend. In this course, you will discover formal elements of craft, explore poetry topics, learn how to prepare a manuscript for publication, and receive guidance in a constructive and nurturing environment.

St. Lawrence College "ED2GO" Course Descriptions

PMP Certification Prep I (EDGO 896)

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first six chapters of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, 4th edition--the essential resource for the PMP® certification exam. Find out about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. **Requirements:** Required text: *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, 4th Edition.

PMP Certification Prep 2 (EDGO 899)

Prepare to take--and pass--the Project Management Institute's PMP® certification exam. Master chapters 7 through 12 of *A Guide to the Project Management Body of Knowledge*, 4th edition, the most essential resource for the PMP® certification exam. Learn all about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. **Requirements:** Completion of PMP® Certification Prep 1 online course (or equivalent experience), plus the following required text: *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, 4th Edition.

Professional Sales Skills (EDGO 18)

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more!

Project Management Applications (EDGO 1697)

In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You'll increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You'll also become proficient at recruiting project team members and empowering them to succeed. You'll understand the stages of team development, and you'll gain skills in developing and motivating team leaders. You'll even learn about project software, statistics, change management, processes, and estimating. And you'll gain valuable experience with project planning, control and data

St. Lawrence College “ED2GO” Course Descriptions

analysis tools. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®. **Requirements:** Completion of *Project Management Fundamentals* (or equivalent experience).

Project Management Fundamentals (EDGO 575)

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

Protect Your Money, Credit and Identity (EDGO 36)

Do you worry about criminals stealing your identity or scammers cheating you out of your money? Are you feeling threatened by abusive debt collectors or predatory lenders? If so, this course offers you the help you need. You'll learn how to prevent identity theft and protect yourself against credit card fraud, Internet scams, and real estate “dirty tricks.” And that's not all! Your course instructor—a former Assistant District Attorney—will show you how to avoid pitfalls when you're doing anything from buying a used car to selecting a credit card or considering a service contract. You'll also see how to obtain your credit score and discover the right way to clean up your credit history. In addition, you'll find out how to slow down (or even stop) foreclosure proceedings. And if you're getting harassing calls from debt collectors, this course will bring you up to speed on the federal and state laws that can give you peace of mind. By the time you finish these lessons, you'll have the facts you need to avoid scams and rip-offs, and you'll know how to make debt collectors and credit card companies play by the rules.

Purchasing Fundamentals (EDGO 300)

Improve your company's bottom line profitability by mastering the fundamentals of purchasing. Become an indispensable member of your organization by learning key strategic concepts such as supplier partnerships, capital budgeting and green buying. Enhance day-to-day tactical effectiveness by learning about negotiation, supplier sourcing, record keeping, purchase requisitions and purchase orders. Learn the basics of business law, leasing, make-or-buy analysis, outsourcing and supplier visits. This course

St. Lawrence College "ED2GO" Course Descriptions

will also help you prepare for the internationally recognized Certified Professional in Supply Management (CPSM) exam offered by the Institute for Supply Management.

Ready, Set, Read! (EDGO 1869)

Learn what the newest research says about how children really learn to read and write and become a powerful guide to literacy development when you work with young children. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can be really big steps in reading and writing success.

Research Methods for Writers (EDGO 1598)

Attention all writers! Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business . . . even term papers and dissertations. Research has progressed far beyond a visit to the library. Today, myriad sources provide almost anything a writer might need to know on any subject. Learn how to identify and access every information source imaginable.

Response to Intervention: Reading Strategies That Work (EDGO 19)

Wouldn't it be wonderful if we could be proactive in helping our struggling readers? Well, we can! In this six-week course, you'll learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. RTI gives us a strategic plan to bring tiered interventions to our students, at their reading level and with their unique challenges in mind. Helping them with phonics, fluency, vocabulary mastery, comprehension, and writing, these intervention strategies tackle the toughest literacy problems with flexibility and creativity.

Resume Writing Workshop (EDGO 254)

Create an effective resume, or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing--YOU! Learn different resume formats, how to write an employment objective, and tricks to writing persuasive cover letters. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. This course also covers the use of on-line resumes and Internet Resume Secrets.

Secrets of Better Photography (EDGO 258)

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting. You'll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life. **Requirements:** A digital or

St. Lawrence College "ED2GO" Course Descriptions

film camera, This class does not involve digital editing or other computer specific programs, so both Mac and Windows operating systems are welcome.

Secrets of the Caterer (EDGO 968)

Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! In this course, you learn foundational skills about catering and the basics of the catering business, including many delicious catering recipes! **Note:** Food preparation laws and licensing vary from state-to-state. It is important to always check your local and state government for licensing information and restrictions.

Singapore Math: Number Sense and Computational Strategies (EDGO 20)

Do your students cringe when it's time to pull out their math books? For many students, basic math is a struggle. But for students and teachers in Singapore, math is much more intuitive. And Singaporean students have been top mathematics performers for over a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. In this teacher training course, you'll learn their secrets and come away knowing how to have meaningful math lessons in your classroom.

Six Sigma: Total Quality Applications (EDGO 1691)

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming, Pareto charts, and critical to quality to help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, check sheets, scatter diagrams, failure mode and effects analysis (FMEA), and force field analysis. Learn the basics of advanced Six Sigma tools such as design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions. This course will also help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality. **Requirements:** Completion of *Total Quality Fundamentals*.

Six Sigma: Total Quality Fundamentals (EDGO 826)

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of nonquality, variation, and

St. Lawrence College “ED2GO” Course Descriptions

total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award.

Skills for Making Great Decisions (EDGO 1843)

Learn how to make excellent everyday decisions from an experienced counsellor and life coach. In this six-week online course, you'll learn about some wonderful abilities we're born with for figuring things out and making good decisions. You'll also see why our instincts and intuition sometimes deceive us and how self-knowledge can help us guard against becoming overly confident. You'll discover the steps necessary to achieve your goals, as well as the power that ordinary, everyday decisions can have over the quality of your life.

Small Business Marketing on a Shoestring (EDGO 38)

When it comes to marketing for a small business, money isn't everything! In this course, you'll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet. As you build your own customized marketing plan step-by-step, you'll discover how to attract your target audiences, entice customers to buy your product or service, and keep buyers coming back for more. You'll master cost-effective strategies including strategic partnerships, local marketing, search engine optimization, social networking, e-mail marketing, lead generation, and niche marketing. In addition, you'll find out how to generate the referrals that are key to your company's success. You'll get tips on evaluating your tactics, tracking your results, and fine-tuning your approach so it gets better every year. Best of all, the small business marketing strategies you'll learn will fit into any budget—and some are even free!

Solving Classroom Discipline Problems (EDGO 948)

Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.

Speed Spanish (EDGO 5167)

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish *pronto*. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish

St. Lawrence College “ED2GO” Course Descriptions

speaking situation and converse in Spanish. *¡Qué Bueno!* **Requirements:** A computer equipped with working speakers or headphones.

Speed Spanish II (EDGO 914)

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You'll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you'll learn several clever recipes that you can use to glue the words together into sentences. Enrol in Speed Spanish II, and you'll see an immediate improvement in your Spanish fluency from the very first lesson. **Requirements:** Completion of the Speed Spanish course. A computer equipped with working speakers or headphones.

Speed Spanish III (EDGO 1909)

Master your ability to speak, understand, and read Spanish by taking the final instalment in our unique three-part Speed Spanish learning series. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just learning the recipes—it's also to help you use them spontaneously so that you'll never be at a loss for words! **Requirements:** Completion of the Speed Spanish II course.

Start a Pet Sitting Business (EDGO)

If you're an animal lover, find out how to translate your passion into a profitable career! In this course, you'll master the essentials of starting a pet sitting business. You'll begin with dog and cat care, including nutrition, exercise, first aid, and identification of common diseases. You'll also find out how to handle home visits and impress potential clients. In addition, you'll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. By the end of this course, you'll have all the knowledge you need to be a successful pet sitter.

Start and Operate Your Own Home-Based Business (EDGO 39)

Starting a home-based business is the hottest trend in today's challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity -

St. Lawrence College "ED2GO" Course Descriptions

that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

Start Your Arts and Crafts Business (EDGO 40)

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! Learn how to start your own arts and crafts business from a professional artist. Discover how to create a niche in your chosen craft, price your work effectively, find the best craft shows, and market your product to a worldwide Internet customer base.

Start Your Own Gift Basket Business (EDGO 29)

Take your first step toward a career as a gift basket designer! This course will tell you everything you need to know about starting a gift basket business and running it successfully. First, you'll learn how to make gift baskets that stand out from everyone else's. You'll discover where to find foods, products, and supplies to make your beautiful baskets, and you'll find out how to set up your own design studio. You'll also get the inside story on finding customers and marketing your gift baskets online and offline. In addition, you'll delve into pricing your gift baskets for high profits, accepting credit cards, making deliveries, and setting up a Web site. Best of all, you'll follow step-by-step instructions to make your very first professionally-styled gift basket! By the end of this course, you'll have the know-how and confidence you need to start your own business as a gift basket designer.

Start Your Own Small Business (EDGO 43) NEW

Learn how to take your dream of starting a business and put it into action. In this class, you'll learn everything you need to know about starting a business including start-up options, proven marketing techniques, unique financing options, and easy employee-management tips. You'll discover the secrets that separate the successful entrepreneurs from the struggling ones.

Starting a Consulting Practice (EDGO 44) NEW

Do you have training or knowledge that could be useful to others? Have you ever considered becoming a consultant? This course is designed to help those who wish to set up a consulting practice get started. Topics will include skills assessments, pricing policies, contracting, marketing, and more.

Starting a Non-profit (EDGO 22)

Do you dream of starting and running your very own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots.

St. Lawrence College "ED2GO" Course Descriptions

Supply Chain Management Fundamentals (EDGO 578)

This course will help you succeed as a supply chain management professional. You'll master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations, including the Certified in Production and Inventory Management (CPIM) exam.

The Craft of Magazine Writing (EDGO 5165)

Ever read a nonfiction magazine article and said, *I can write better than that?* With this fun, interactive class you can learn the ropes from a pro and turn your dream of becoming a freelancer into a bright future as a magazine writer. It's fun, it's easy, and a great source of extra income whether you're retired, planning for the future or staying close to the kids. If you're a determined new writer, or if you haven't written for magazines in years, this class will jump start your career. You'll learn plenty of powerful brainstorming techniques designed to practically write every article for you.

Travel Photography for the Digital Photographer (EDGO 25)

The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. Join us and discover the world through a photographer's eye. This course will address the tools and tricks that enable digital photographers to capture scenes from around the world and bring them home. We'll share various examples from destinations across the globe, and expand your knowledge of techniques for shooting digitally and working with the images after you get back.

Travel Writing (EDGO 54)

Sell travel writing without leaving your home town? Absolutely. That's a secret few travel writing professionals will tell you. In this class, it's just one of the tools to launch a successful travel writing career. Whether you're writing nonfiction or fiction and yearning to capture the landscape and feelings that are translated into novels or for the magazine writer who longs to write on travel, this class will help you translate what is seen, heard, tasted, touched, smelled, and felt (intuitively and physically) into publishable articles, books, and novels. You'll understand the writing styles and methods needed to sell material in today's competitive market (including the how-to's of technical aspects of lead paragraphs, descriptive passages and the uses of interviews, quotes, and facts). By the end of the course, you'll have the ability to write for the travel market. So pack your sense adventure, organize your determination, and put your keyboard in a comfortable position. If you have a desire to write and a yen to travel, you're a perfect candidate to become a travel writer. Let's get going. Topics include popular styles and types of travel writing that are the friendliest to new writers. Other topics of the workshop

St. Lawrence College "ED2GO" Course Descriptions

include how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information.

Understanding Adolescents (EDGO 565)

To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent's development and behaviour. You'll uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, how their identities develop, and what steps you can take to ensure that you are well prepared to meet the needs of the teens in your life.

Understanding the Human Resources Function (EDGO 839)

No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labour market. Employee rights and the legal side of the human resource field are also covered.

St. Lawrence College "ED2GO" Course Descriptions

Web 2.0 : Blogs, Wikis, and Podcasts (EDGO 23)

In this course, you'll learn how to create your own blog, wiki, and audio and video podcast. Through hands-on activities in each lesson, you'll practice working with free Web 2.0 tools like Blogger, Wikispaces, and YouTube, and you'll explore opportunities to use tools like these for personal, business, educational, and political projects. You'll also learn tricks for promoting your Web 2.0 content and for driving visitors to your brand-new sites. **Requirements:** Students should expect to download free online programs including an audio editing program during the class in order to create a blog, wiki, and podcast. Microsoft Windows XP or Vista; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader). Note: this is a PC supported course; however, Mac users may still enroll. Mac users should expect to make adjustments based on their operating system differences especially during the podcast portion of the course. In addition, Mac users will download different versions of audio editing software and video editing software that will differ from the directions presented in the course.

Wireless Networking (EDGO 945)

Wireless networking is a hot topic. More and more people want to roam unplugged, so demand for wireless connectivity in homes, offices, and gathering spaces is soaring. In this fascinating and timely course, an industry expert will help you understand how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. **Requirements:** Completion of the **Introduction to Networking** online course (or equivalent experience),

Wow! What a Great Event! (EDGO 840)

Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.

Write and Publish Your Nonfiction Book (EDGO 24)

One of the great things about nonfiction book writing is that you're 10 times more likely to get published than you'd be if you wrote fiction. Whether you dream of becoming a full-time author, writing books to advance your career, or penning your memoir or family history, this fun and information-packed course will teach you how to plan, research, write, edit, and publish your masterpiece. First you'll learn how to choose a topic, appraise the competition, and immerse yourself in your subject by performing research and interviews. Then you'll get into the heart of writing and editing as we explore structure, style, and strategies for getting the work done. Finally, you'll delve into the publishing industry and learn how to

St. Lawrence College "ED2GO" Course Descriptions

write winning query letters and proposals for publishers and agents or pursue a variety of nontraditional publishing options.

Write Fiction Like A Pro (EDGO 117)

Do you have an idea for a novel or short story burning in your mind, but can't seem to get it on paper? This is a common experience for anyone who tries to write fiction using creative intuition alone. What you need is a structure to guide you. In this course, you'll develop your own original story, beginning with your passion and theme. From these you'll discover your characters, their flaws, and the inner struggles that will bring them to life. Then, you'll structure your story, from start to finish. Once you have mastered the techniques taught in this course, you'll be prepared to . . . write fiction like a pro.

Write Your Life Story (EDGO 53)

It's your story. It's time to write it so you can tell history, share your secrets and successes, and better understand yourself. Learn what it takes to write essays, a legacy letter (sometimes called an ethical will), a memoir, an autobiography or the story of a loved one's life in simple, easy steps that will get you ready for whatever you want to tell. It's fun, it's exciting and it's your truth. The step-by-step process begins with capturing ideas and ends by providing all the tools to tell the stories in your life.

Writeriffic 2: Advanced Creativity Training for Writers (EDGO 1433)

Increase writing confidence, beat writer's block, manage time, negotiate writing fees, write, and live your dreams. Learn advanced methods to create and write like the professionals--whether you're launching a career or seeking personal satisfaction through writing. In *Writeriffic 2*, you'll learn to be the writer you've always wanted to be and have fun, too. **Requirements:** Completion *Writeriffic: Creativity Training for Writers* or *The Craft of Magazine Writing*.

Writeriffic: Creativity Training for Writers (5166)

Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don't know how to stay motivated? Are you stumbling with writer's block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. In just six weeks, you'll be a liberated, imaginative and versatile writer ready to tackle or finish that book that is inside you. The class is G-rated in content and language. In the next few weeks, you'll quickly put to use the tools published writers utilize for novels, memoirs, short stories or articles. If you've ever dreamed of hearing your writer's voice and writing what's in your heart and head, this class will make it happen.

St. Lawrence College "ED2GO" Course Descriptions

Writing and Selling Self-Help Books (EDGO 30)

In today's highly competitive book market, it takes insider know-how to land a publishing contract for a self-help book. This course, taught by a *New York Times* bestselling author, will introduce you to the world of publishing and tell you the secrets for writing a self-help book that catches the attention of agents and publishers. In these hands-on lessons, you'll build your own polished proposal package and create a finely honed writing sample. You'll also discover how to use the powerful technique of storytelling to kindle your readers' interest and illustrate your book's message. By the end of this course, you'll know all the tricks for breaking into the market as a first-time author.

Writing for Children (EDGO 543)

Join a published children's author and discover how you can touch the hearts of children by creating books for them. In this highly interactive, hands-on course, you'll take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you'll explore the changing world of children's literature and understand the various formats--from baby's first books to novels for young adults. You'll get insights from guest authors and editors to gain a better understanding of the needs of today's market. By researching the genre and recognizing niche players, you'll open doors of opportunity, many of which you may not have previously considered. By the time you finish this course, you'll have all the tools and resources you'll need to continue to grow as a writer for children. **Requirements:** Access to a library or bookstore that stocks children's books, Microsoft Word or other word processing software,

Writing for ESL (EDGO 1820)

Would you like to learn how to write more effectively? Many ESL learners have excellent training and skills in their native languages but find their academic or career progress slowed by the challenges of writing in English. This course will take you through each step of the writing process, showing you how to generate, focus, and develop your ideas. A thorough grammar review will also help you refine and perfect your writing. By the end of this course, you will be able to produce writing that is clear, logical, cohesive, and free of grammatical and punctuation errors. **Requirements:** A basic understanding of English grammar.