

# GED & Pre-GED Classes **WINTER/SPRING SESSION**

Do you have your mind set on obtaining your high school diploma, but are worried about the GED Exam? Let the St. Lawrence-Lewis BOCES GED Preparation Program help you with your dream. Enrolling is easy, just sign up for a new student orientation session and begin the process. Our courses will help you get ready for the Official GED exam, and our teachers will show you what opportunities await you after receiving your diploma.

Sign-up for a New Student Orientation by visiting:  
[www.sllboces.org/Pages/1438](http://www.sllboces.org/Pages/1438)  
 Or call  
**1-888-360-7693**

## CANTON Adult Education Center

January 6, 2012.....	9:00 am
February 2, 2012.....	9:00 am
March 2, 2012.....	9:00 am
May 4, 2012.....	9:00 am
June 6, 2012.....	9:00 am

## NORWOOD Adult Education Center

January 13, 2012.....	9:00 am
February 3, 2012.....	9:00 am
March 9, 2012.....	9:00 am
April 20, 2012.....	9:00 am
May 11, 2012.....	9:00 am
June 1, 2012.....	9:00 am

## OGDENSBURG Adult Education Center

January 13, 2012.....	10:00 am
February 3, 2012.....	10:00 am
March 9, 2012.....	10:00 am
April 20, 2012.....	10:00 am
May 11, 2012.....	10:00 am
June 1, 2012.....	10:00 am

## GOVERNEUR Adult Education Center

January 20, 2012.....	9:00 am
March 16, 2012.....	9:00 am
April 20, 2012.....	9:00 am
May 18, 2012.....	9:00 am
June 15, 2012.....	9:00 am

# Official GED Practice Test



The Official GED Practice Test (OPT) is a half-length test with questions similar in content, difficulty, and format as those on the Official GED Test. The OPT is a good tool to help you decide whether you are prepared to succeed on the Official GED Test or whether you would benefit from additional instruction, study or practice. The test is being given at no cost....why delay? The test will be held at the Norwood Adult Education Center. The test begins promptly at the time scheduled. Late arrivals will not be admitted.

**SPECIAL NOTE:** *Seats for the Official GED Test are limited. Priority will be given to those students who take and pass the OPT. Students that do not pass the OPT will be offered instructional opportunities to assist in raising their scores.*

The test will be held on the following dates and time:	
January 10, 2012.....	12:00—4:00 pm
January 10, 2012.....	5:00— 9:00 pm
February 11, 2012 (Massena Library)	9:00—1:00 pm
March 6, 2012.....	12:00—4:00 pm
April 3, 2012.....	12:00—4:00 pm
April 3, 2012.....	5:00—9:00 pm
April 21, 2012 (Massena Library).....	9:00—1:00 pm
May 1, 2012.....	12:00—4:00 pm
May 1, 2012.....	5:00—9:00 pm
June 2, 2012 (Massena Library).....	9:00—1:00 pm
All tests to be held at the Norwood Adult Education Center	

# GED Fast Track Class

"If you are ambitious and looking to earn your GED quickly this class is for you." The GED Fast Track Program is designed for adults who have the necessary academic levels to take the GED Test but need to improve specific skills in order to be successful. This class is intended to meet the needs of the serious student. The class is fast paced and provides intensive instruction to prepare students to sit for the GED Test in 6 short weeks.

### WHAT TO EXPECT

- Students will participate in classroom instruction 3 days per week for 3 hours per day.
- In addition to classroom hours, students will be expected to complete online learning components and/or homework assignments on a weekly basis. Computer lab hours will be made available.
- Students will take the GED Official Practice Test.
- The GED Test will be offered at the conclusion of the class for those students who successfully complete the GED Official Practice Test.
- Students cannot miss more than 2 classes.

### HOW DO YOU QUALIFY?

- MUST BE 19 YEARS OF AGE OR OLDER**—(Bring Proof of Age to First Session)
- Must be 19 years of age or older
  - Must take an entrance test (TABE scores from the last 3 months are acceptable)
  - Reading score must be 8.0 or above
  - Math score must be 7.0 or above



## NORWOOD Adult Education Center

**Entrance Test Schedule:**  
**January 17, 2012**      **April 24, 2012**  
 5:30-8:30 pm              5:30-8:30 pm

**Class Schedule:**  
**January 23, 2012—March 8, 2012**  
 5:30 to 8:30 pm, Monday/Wednesday/Thursday

**April 30, 2012—June 11, 2012**  
 5:30 to 8:30 pm, Monday/Wednesday/Thursday

\$10 non-refundable materials fee upon acceptance into the program.

**GED Tests will be offered on June 22, 23, 2012**

# 5-Hour Pre-Licensing Course



**COURSE COST**  
**\$45**

Participants in this pre-licensing program must hold a New York State Motor Vehicle Department's Learner Permit. Completion of the NYS mandated 5-Hour classroom program meets the requirements for earning the MV-278 certificate, which is required before a student can register to take their road test. The certificate is valid for one year.

### Additional Information:

- You must pre-register and pre-pay for this course.
- There will be no registrations allowed at the door
- You must bring your valid NYS Learner's permit to class.
- You must bring your manual, pen and paper.
- Bring snack and drink.

### Driving Course Refund Policy:

No refunds will be granted for cancellations or reschedules not received at least 72 hours prior to the beginning of the scheduled class (i.e.: "no shows" are responsible for the course fee).

### Class Meeting Dates All Classes Meet at the Massena Adult Education Center

January 17 & 19, 2012.....	4:30-7:30 pm	April 17 & 19, 2012.....	4:30-7:30 pm
January 31 & Feb. 2, 2012.....	4:30-7:30 pm	May 8 & 10, 2012.....	4:30-7:30 pm
February 14 & 16, 2012.....	4:30-7:30 pm	May 22 & 24, 2012.....	4:30-7:30 pm
March 6 & 8, 2012.....	4:30-7:30 pm	June 5 & 7, 2012.....	4:30-7:30 pm
March 20 & 22, 2012.....	4:30-7:30 pm	June 26 & 28, 2012.....	4:30-7:30 pm
April 3 & 5, 2012.....	4:30-7:30 pm		

\*\*Classes have a seating limit of 25 and fill quickly. Plan ahead and save your seat.

# Official GED Test Dates

- ✓ January 20, 21, 2012
- ✓ March 23, 24, 2012
- ✓ May 18, 19, 2012
- ✓ June 22, 23, 2012
- ✓ August 24, 25, 2012
- ✓ November 16, 17, 2012

## BOCES Seaway Tech Center

7225 St. Hwy. 56, Norwood, NY  
 For more information please call  
**1-888-360-7693**



## Leveled Math, Reading and Writing Sessions

### Gateway 2: Math

*Many people find math challenging...*

This class has been designed to help people with math computation and concepts. The coursework will include number operations, the use of strategies and tools to solve problems, basic algebra, mathematical relationships, probability and more. The concepts taught in this class will help students gain the academic skills needed to prepare for such things as civil service and pre-employment tests and the tutoring of elementary and middle school children. Students without a high school diploma or GED may access this course tuition free through the Gateways to College & Career Program listed on page 2.

**6.0 – 8.9 Grade Level Equivalent**

**MASSENA: Day Sessions to Choose From**  
 January 18, 2012—March 8, 2012  
 March 19, 2012—May 10, 2012  
 May 21, 2012—July 12, 2012  
 Monday, Wednesday, Thursday; 8:45-10:15 am  
 Massena Adult Education Center..... **\$260**

**MASSENA: Night Sessions to Choose From**  
 January 18, 2012—April 4, 2012  
 April 23, 2012—July 2, 2012  
 Monday, Wednesday; 5:00-6:30 pm  
 Massena Adult Education Center..... **\$260**

### Gateway 2: Reading & Writing

Designed for students who want to improve their reading and writing skills, instruction will focus on reading for understanding and writing exercises for business, education, and personal use. A variety of reading materials will be introduced providing students the opportunity to learn how to interpret and analyze written materials. Writing activities will improve students use of grammar, sentence structure and vocabulary.

**6.0 – 8.9 Grade Level Equivalent**

**MASSENA: Day Sessions to Choose From**  
 January 18, 2012—March 8, 2012  
 March 19, 2012—May 10, 2012  
 May 21, 2012—July 12, 2012  
 Monday, Wednesday, Thursday; 10:30-12:00 pm  
 Massena Adult Education Center..... **\$260**

**MASSENA: Night Sessions to Choose From**  
 January 18, 2012—April 4, 2012  
 April 23, 2012—July 2, 2012

**PLEASE NOTE:** All Math and Reading and Writing classes require students to meet minimum requirements based on testing scores. Students may call **1-888-360-7693** to arrange an appointment to take placement tests prior to the start of classes.

## Individual Computer Training

Monday, Wednesday; 7:00-8:30 pm  
 Massena Adult Education Center..... **\$260**

### Gateway 3: Math

This course builds upon the concepts taught in Gateway 2 Math. Topics included in this class are intermediate algebra and geometry, math applications, problem solving, and statistical analysis. Practical applications of these concepts will demonstrate their usage in employment and post secondary settings. Students completing this class will be prepared to take most employment and college placement tests as well as to sit for the GED math exam.

**9.0 – 12.9 Grade Level Equivalent**

**MASSENA: Day Sessions to Choose From**  
 January 18, 2012—March 8, 2012  
 March 19, 2012—May 10, 2012  
 May 21, 2012—July 12, 2012  
 Monday, Wednesday, Thursday; 8:45-10:15 am  
 Center for Career and Community Engagement, Massena Library..... **\$260**

**MASSENA: Night Sessions to Choose From**  
 January 17, 2012—April 5, 2012  
 April 24, 2012—July 3, 2012  
 Tuesday, Thursday; 5:00-6:30 pm  
 Center for Career and Community Engagement, Massena Library..... **\$260**

### Gateway 3: Reading & Writing

Students enrolled in this class will analyze the structure and use of written materials as it relates to literature, research, technology and information. Writing activities will prepare students for communicating information in business and college environments. Students completing this class will be prepared to take most employment & college placement tests as well as to sit for the GED math exam.

**9.0 – 12.9 Grade Level Equivalent**

**MASSENA: Day Sessions to Choose From**  
 January 18, 2012—March 8, 2012  
 March 19, 2012—May 10, 2012  
 May 21, 2012—July 12, 2012  
 Monday, Wednesday, Thursday; 10:30-12:00 pm  
 Center for Career and Community Engagement, Massena Library..... **\$260**

**MASSENA: Night Sessions to Choose From**  
 January 17, 2012—April 5, 2012  
 April 24, 2012—July 3, 2012  
 Tuesday, Thursday; 7:00-8:30 pm  
 Center for Career and Community Engagement, Massena Library..... **\$260**



## One-on-one individual computer training sessions arranged at sites throughout St. Lawrence County

- Training available for Windows, Word, Access, Excel, PowerPoint, and more.
- Textbooks, if recommended by instructor, are at an additional cost.
- Start anytime.
- Please call **1-888-360-7693** for details.
- Sessions are individually arranged at sites throughout St. Lawrence County.

Tutor sessions are purchased in increments of two hours for a fee of \$100.

## Heartsaver® CPR AED



Heartsaver CPR AED teaches adult and child CPR and AED use and infant CPR, as well as how to relieve choking. This course teaches skills with AHA's research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the students' learning of skills. Upon completion of this course, students receive an American Heart Association Heartsaver CPR AED Course Completion Card that is valid for two years. This course

is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory or other requirements. The course is appropriate for community members who want to learn CPR and how to operate an AED. (Maximum enrollment 8)

**NORWOOD: 1/24/12**  
 1:00-5:00 pm; Tuesday  
 Norwood Adult Education Center..... **\$40**

**NORWOOD: 3/27/12**  
 1:00-5:00 pm; Tuesday  
 Norwood Adult Education Center..... **\$40**

**NORWOOD: 5/22/12**  
 5:00-9:00 pm; Tuesday  
 Norwood Adult Education Center..... **\$40**

**NORWOOD: 6/15/12**  
 5:00-9:00 pm; Friday  
 Norwood Adult Education Center..... **\$40**

## Heartsaver® First Aid

Heartsaver First teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. Upon completion of this course, students receive an American Heart Association Heartsaver First Aid Course Completion Card that is valid for two years. This course is for anyone with limited or no medical training who needs a course completion card in First Aid to meet job, regulatory or other requirements. The course is appropriate for community members who want to learn First Aid. (Maximum enrollment 8)



**NORWOOD: 2/28/12**  
 5:00-9:00 pm; Tuesday  
 Norwood Adult Education Center..... **\$50**

**NORWOOD: 4/23/12**  
 1:00-5:00 pm; Tuesday  
 Norwood Adult Education Center..... **\$50**

## Youth job training program announces free training for youth ages 17-21



Addressing a need for more opportunities for youth to acquire training for employment in St. Lawrence County, the One-Stop Career Center announced today that they will sponsor up to 15 eligible youth for a paid Customer Service Representative Training to begin on January 23, 2012 from 12:30 to 4:30 at the Norwood Adult Education Center. All youth selected for this class will have the \$1425 tuition paid for and will be paid \$7.25/hour for each hour of attendance, up to 12 hours each week, for 10 weeks. Young adults may call Pam or Ruth at 229-3342 or 229-3341 to request an application and more information.

Individuals who complete this class will be assisted in one or more of the following ways. Successful completers may be offered an opportunity to obtain the **National Work Readiness Credential**, an emerging employer credential that demonstrates that a youth has the necessary and essential basic skills to be successful in the workplace. Youth may be provided a **paid internship** or **work experience** with a local employer who is interested in providing guidance to youth in further developing their skills, with the possibility of hiring a youth who demonstrates motivation. Youth may be assisted in furthering their education, either through attainment of a high school equivalency diploma; further vocational training or assistance in applying for college. The goals of the youth program are to increase educational attainment and employment.

The curriculum for this program has been developed by the Educational Professionals of the St. Lawrence-Lewis BOCES Adult and Continuing Education. It emphasizes good communication skills, computer skills as used in customer contact centers, good customer service skills, and the skills needed to problem solve. Skills are easily transferable to a multitude of business environments.

Eligibility for this free training is based upon the Workforce Investment Act income guidelines. Parenting youth, youth with disabilities, or youth having difficulty in finding employment are encouraged to apply.

For further information please contact Pam Lewis at the **One-Stop Career Center**, Canton at 229-3342 or by email at plewis@stlawco.org

Auxiliary aides and services are available upon request; we are an Equal Opportunity Program.

## Vitamins, Minerals and Supplements: Tips for Healthy Living

Vitamins, Minerals and Supplements: Tips for Healthy Living

Confused about the use of vitamins, mineral and supplements? This workshop presented by Dr. Joan Westcott will help you sort out fact from fallacy and will answer questions such as:

- What are vitamins?
- What are minerals?
- How easy is it to get all the vitamins we need from our diet?
- Are vitamins and minerals the same thing?
- Do I need to take a supplement?
- Where do vitamin supplements come from?
- How should I store supplements?

- What's the best time to take supplements?

Get the facts and take control of your health and nutrition today. Time will be given in this interactive workshop to answer questions that you bring to class.

**MASSENA: 2/29/12**  
6:00-9:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**MASSENA: 4/25/12**  
6:00-10:00 am; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**Reduced tuition thanks to Massena Literacy Zone Grant Funding**

## What is the Massena Literacy Zone?

Through a grant from the New York State Education Department, the Adult and Continuing Education Department is able to provide a vast array of services, referrals and programs to the residents of Massena. Over the upcoming months residents of Massena may choose to participate in classes, workshops and seminars at reduced or no cost. These activities can be found listed throughout this catalog. To further assist residents of Massena, The Family Welcome Center, located at 35 Glenn Street, will be staffed with professionals who can help individuals access information.

**Need help writing a resume?**

**Looking for afterschool tutoring?**

**Don't understand what a FICO score is?**

Staff at the Family Welcome Center can help you get answers to your questions and can provide referrals

**35 Glenn Street, Massena, NY**

Welcome Center staff will be available to meet with you Monday through Thursday from 9:00 am to 3:30 pm. Evening and Saturday appointments are also available by request.



## Customized Training

### High Quality Workforce Training for Business and Industry!

As a provider of Adult and Continuing Education for over 40 years, we are experienced in creating and delivering industry-specific training programs that meet the demands of local employers.

Let us customize a training program specifically for your organization at a reasonable price!

Sample training programs available:

- Clerical Skills
- Electrical and HVAC
- Computer Applications
- Basic PC Skills, Internet/Email, Microsoft Office (Word, Excel, PowerPoint, Access)
- Technical Math, Blueprint Reading, Machining and Welding
- Academic Assessments and Instruction
- GED Exam Preparation, Workplace English/Math Skills and English as a Second Language

Take advantage of the benefits:

- On-site Training
- Flexible Hours
- Increase Employee Skills
- Employee Assessment for hiring or job advancement

To design a customized training program to meet your current and future needs, please call

**1-888-360-7693**



### Working With Your Pharmacist

With Americans filling more than 3.5 billion prescriptions each year, the pharmacist is a VIP when it comes to your health. They can be your most accessible health care professional and an essential part of his or her job is to talk to people about their medications. Pharmacists are eager to give you information, if you just ask. Learn more about how your pharmacist works for you by attending this interactive workshop presented by Dr. Joan Westcott. Also, learn how your pharmacist can be a great resource to ask about over-the-counter drugs, vitamin supplements and more.

**MASSENA: 2/15/12**  
6:00-9:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**MASSENA: 4/18/12**  
6:00-10:00 am; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**Reduced tuition thanks to Massena Literacy Zone Grant Funding**

### Budget and Saving Basics

Basic budgeting, goal setting and tips on how to save money. This presentation will discuss setting realistic financial goals. We will demonstrate how to set up a simple budget and learn to live within it. We'll also discuss techniques and tips that are proven to save money.

**MASSENA: 2/29/12**  
1:45-2:45 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**MASSENA: 3/7/12**  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**MASSENA: 5/2/12**  
1:45-2:45 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**Reduced tuition thanks to Massena Literacy Zone Grant Funding**



### Credit Reports: How Your Score Affects Your Life

This presentation will explain what a credit report is, what it contains and how this information will affect your financial life. We'll explore how the report relates to the credit score and how the score determines how much consumers pay for many things. We'll also discuss techniques and tips to raise your score.

**MASSENA: 3/14/12**  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**MASSENA: 5/9/12**  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

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### Identity Theft

This presentation features a video from the Federal Trade Commission and discussion afterwards. We'll explore what Identity Theft is, how it happens, how to guard against it and what to do if you're a victim.

**MASSENA: 3/21/12**  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

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**"PEOPLE LOVE TO SEE THEMSELVES AS A CARTOON CHARACTER OR CARICATURE. ARE YOU SOMEONE WHO HAS ALWAYS WANTED TO LEARN HOW?"**

### Here's your chance!

- Learn to draw and create:
- Basic cartoon and caricature faces adding emotions and expressions
  - Animals and objects and environments
  - Different angles for faces
  - ... and more

In this workshop we cater to different levels, but no previous drawing experience is required. Additional audiences that may be interested in this training include; those who want to learn how to draw and do activities with their children or grandchildren; elementary teachers, daycare workers, camp counselors and more that are interested in learning a new fun activity.

Local artist Morgan Hastings will inspire and entertain you as he shows you how to create and develop your cartoons.

**MASSENA: 2/8/12**  
6:00-9:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

**MASSENA: 5/2/12**  
6:00-9:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$6**

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### Studying Di-mystified

Have you wondered why it seems so easy for some people to be able to study and remember what they studied! This workshop will help participants understand the key features of what, how, when, and where to study. The workshop is a great way for parents to help their children, as well as themselves study for that next big test.

**MASSENA:** 2/1/12  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 2/2/12  
6:00-7:00 pm; Thursday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 3/5/12  
1:45-2:45 pm; Monday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 5/7/12  
1:45-2:45 pm; Monday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 5/30/12  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 7/2/12  
1:45-2:45 pm; Monday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

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### Setting Goals to Stay Motivated

How many times have you been motivated to quit smoking, lose weight or exercise only to come up with a thousand reasons or excuses for not following through? This fun and informative workshop will show you how to set goals, both short term and long term that will keep you to get going and stay motivated.

**MASSENA:** 3/1/12  
1:45-2:45 pm; Thursday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 4/4/12  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 4/5/12  
6:00-7:00 pm; Thursday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 5/3/12  
1:45-2:45 pm; Thursday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 5/23/12  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 6/28/12  
1:45-2:45 pm; Thursday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

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### Making the Most of 168 Hours

Spend one hour of this week's 168 hours to discover how to maximize the most of your week. Learn simple time management and organizational tricks to keep from procrastinating and enjoying every 168 hours of your week. With very little effort you will soon find additional time in your week to do what you enjoy doing most.

**MASSENA:** 2/27/12  
2:00-3:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 3/28/12  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 3/29/12  
6:00-7:00 pm; Thursday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 4/30/12  
1:45-2:45 pm; Monday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 5/16/12  
6:00-7:00 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**MASSENA:** 6/27/12  
1:45-2:45 pm; Wednesday  
Center for Career and Community Engagement, Massena Library ..... **\$2**

**Reduced tuition thanks to Massena Literacy Zone Grant Funding**

### Getting to Know MS Word

In this 2-hour short course you will learn how to comfortably move around in the Word 2007 environment. Additional topics will include typing text on a page, fixing spelling errors, changing spacing and page margins, and saving your work and more..

**MASSENA:** 3/6/12  
10:00-12:00 pm; Tuesday  
Center for Career and Community Engagement, Massena Library ..... **\$4**

**MASSENA:** 5/8/12  
10:00-12:00 pm; Tuesday  
Center for Career and Community Engagement, Massena Library ..... **\$4**

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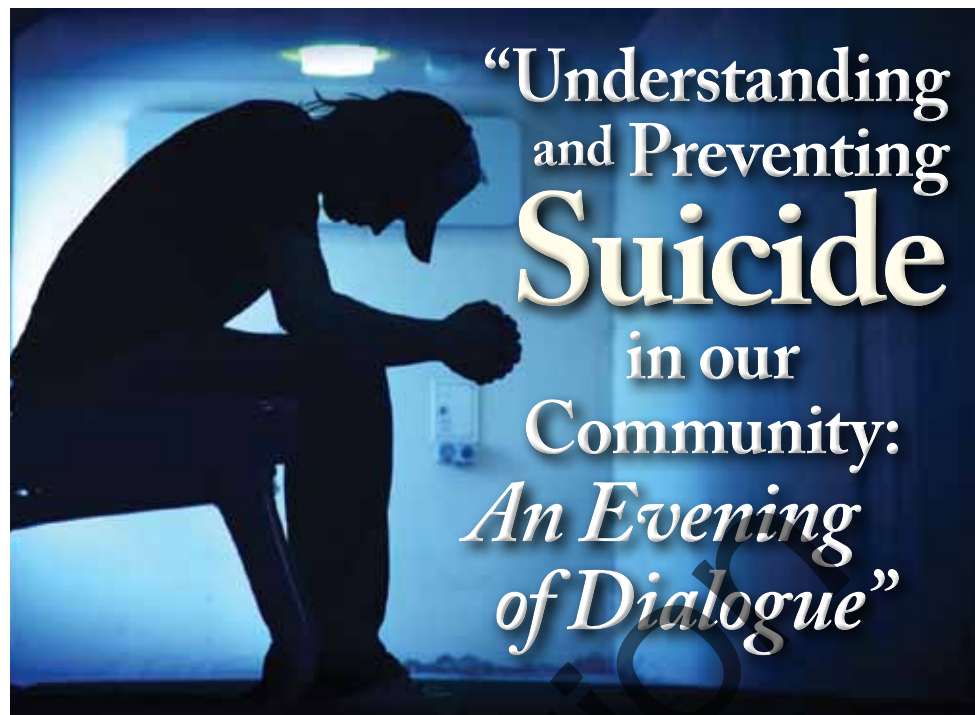
### Getting to Know MS Excel

In this 2-hour short course you will learn how to comfortably move around in the Excel 2007 environment. Additional topics will include entering text and values in a worksheet, basic formatting, printing and using Help.

**MASSENA:** 3/6/12  
12:30-2:30 pm; Tuesday  
Center for Career and Community Engagement, Massena Library ..... **\$4**

**MASSENA:** 5/8/12  
12:30-2:30 pm; Tuesday  
Center for Career and Community Engagement, Massena Library ..... **\$4**

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# “Understanding and Preventing Suicide in our Community: An Evening of Dialogue”

Please join us to learn about local resources for community members at risk for suicidal behavior, and for those struggling to understand and cope with a suicide loss. This event is a collaborative effort between state and local leaders in safety, wellness and suicide prevention.

**January 10, 2012**  
**7:00pm FREE**  
Massena High School Auditorium

### SAT/ACT Preparation: Part 1

Making the decision to attend college is probably one of the most important decisions you'll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests.

**ONLINE COURSE ... \$90**  
For full course description, go to: [www.ed2go.com/sllboces](http://www.ed2go.com/sllboces)

### Going Green at Home

Step into a green lifestyle! In this course, you'll learn how to reduce your carbon footprint by making simple changes that benefit the environment and your own health. And that's not all—you'll learn how to save money, too. You'll get smart tips for buying eco-safe and energy-efficient products on a budget and you'll discover creative ways to reuse items you once tossed out. In the process, you'll discover that making your home green can be both fun and cost-effective.

Because good nutrition is important to a green lifestyle, you'll find lots of ideas for healthy eating and cooking. In addition, you'll get great tips for environmentally-friendly decorating and cleaning. If you're looking for practical “going green” ideas for your home, this course will cover all the bases. By the time you're done, you'll know how to make your living space eco-friendly from top to bottom!

### Lose Weight and Keep It Off

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.

**ONLINE COURSE ... \$90**  
For full course description, go to: [www.ed2go.com/sllboces](http://www.ed2go.com/sllboces)

## Knowledge is Earning Power! Add to your credentials!

**ATTENTION EMPLOYEES** Would you like to improve your skills for potential advancement in your current job? Does your employer want you to be more versatile with your job skills? Are you considering a career change but don't know where to start? Do you need to refresh or upgrade your training experience?

**ATTENTION EMPLOYERS** Do you have employees that you would like to become more broadly trained so that you can have qualified workers to help fill-in or troubleshoot? Are you a smaller industry that needs skilled workers so that you can effectively compete in the current economic climate?

We are currently offering courses that lead to completion certificates. These courses are available for current employees working in businesses that need skilled workers or individuals who are interested in gaining knowledge and experience in more technical areas.

St. Lawrence County continues to need skilled workers and tradesmen in a variety of areas. What better time to start thinking about improving your own knowledge and skills or the skills of current employees by enrolling in one of these courses.

Please see the individual course descriptions for more information about the courses and schedules.

*We look forward to serving you!*