Creating a Brighter YOU
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**Find us on Facebook:**
search SUNY Orange Continuing Education
Giveaways and special announcements broadcast to our Facebook fans!

**HELP WANTED**
- We’re always looking for great course ideas and instructors.
- If you have an idea for a course, visit sunyorange.edu/ce. Click on the General Info link and then Teaching. There you will find an online course proposal form where you can enter the course information and attach your resume.

**Got Questions?**
Email your question to us at cape@sunyorange.edu
Call us at 845-341-4890 during regular business hours
Check our Policies and Procedures on page 38.

**About the front and back covers:**
A huge thank you goes to Associate Professor Brenda Capuano’s Marketing students for conceiving and creating the front and back cover design. With a magazine-like look, great use of color, a striking graphic and overall great design, there’s no wonder that SUNY Orange students are a cut above the rest.

SUNY Orange is a proud member of
The Continuing Education Association of New York
www.ceany.org

**Find your class at:**
www.sunyorange.edu/ce

Take a new direction

Veá la página 24 para información en Español, sobre nuestros programas de ESL.

For more information, call (845) 341-4890
Technology ➤ Green & Innovative Technologies

Green Technology Spring 2010
➤ OPEN HOUSE

➤ Speak with green technology consultants
➤ Learn about green careers and regional training resources
➤ Enjoy healthy refreshments

New jobs are to be created in the near future in all areas such as technicians, installers, engineers, scientists and system designers.

Come learn about SUNY Orange’s certificate courses in renewable energy technologies and the courses that will prepare you to take them.

Wednesday January 19 - 6:30pm
115 South Street, Middletown, NY
Library, Gilman Center

Introduction to Photovoltaics (PV) Systems - Recognized by NABCEP

Learn the basics of how to site, design and install photovoltaic systems! The course includes sizing systems for both grid-connected and off-grid PV systems. Learn about the solar resource, the problems associated with shading and the best orientation and tilt for PV arrays. Discuss the basic sizing and design of systems to serve a given electrical load. Learn safety procedures for installers and study the electrical code for PV systems in detail. Study various mounting systems for PV arrays and how they affect roofs. The course includes a hands-on installation of a PV system! This course is approved for the training of veterans. Specially prepared course notes will be given out at the first class session. Purchase of textbooks required. 8 sessions.

Prerequisite: High school diploma; must be able to do simple arithmetic calculations; must have a basic understanding of electricity including familiarity with volts, amps, and AC wiring. We recommend taking Renewable Energy Math & Electricity course prior to enrolling in this class if you do not have the required knowledge and background in basic electricity.

Required: scientific calculator.


SP N9183 TA Wed Sat 3/2-4/2 $599
MDTN See below BT 364 Aschoff, H.

Wednesday classes meet from 6pm-9pm and Saturday classes meet from 9am-4pm
No class: 3/23/11 & 3/26/11

Instructor Spotlight

Howard Aschoff is at the forefront of the development of solar technology in the Hudson Valley and the Tri-State area. His research and development experience at Honeywell Labs Corp. and Princeton University helped form his applied engineering concept that he applies to his classes.

Required texts must be purchased in advance of classes and are often available for purchase online (click Books & Supplies button within the course details on our website for some purchase options). For assistance with ordering books you may contact the campus bookstore (341-4815) or local retail bookstores.
NABCEP Photovoltaics Entry Level Exam at SUNY Orange

This exam is for students who have completed the Introduction to Photovoltaics (PV) Systems course and have mastered the ten skill sets listed on the NABCEP learning objectives. You must call 845-341-4890 to register for this exam.

Materials needed: non-programmable scientific calculator, No. 2 pencil.

Wed, July 6, 2-6pm
Fee: $110 paid at registration
Location: Shepard Student Center, Testing Center

Renewable Energy
Math & Electricity

This course is a prerequisite to our Introduction to Photovoltaic Systems course. The class will provide a review of basic arithmetic and elementary algebra. These mathematical skills are needed to understand the principles of basic electricity for renewable energy. It is an ideal course for both people with no knowledge of electricity or electrical principles and those who have construction but no electrical background. The course outline includes: Basic Electrical Theory, DC Electrical Theory Ohms Law-Resistance, Voltage, Current Voltage Drop Problems, Causes and Remedies, How AC and DC are Produced, Introduction to Transformers and more.

7 sessions.
SP I9205 TA Mon Wed 1/24-2/14 $175
MDTN 6-9pm BT 253 Aschoff, H.

The Business of Solar
(Sales, Forms, Contracts and Feasibility)

The solar industry is filled with engineers and scientists, but the industry also needs sales people. Attend this workshop to learn the basics of selling solar energy systems and the reasons why people buy these systems. Learn how to develop a proposal and set goals. During class you will develop proposals for various marketing techniques. In addition you will learn how to estimate costs, analyze risks, and make decisions about solar installations. Participants will receive an introduction to photovoltaic system development, including such considerations as resource analysis, technology and New York State policy analysis.
Prerequisite: Basic knowledge of electrical theory and photovoltaics, some knowledge of PowerPoint. 7 sessions.
SP N9462 OA Tue Thu 4/12-5/3 $295
MDTN 6-9pm HA 319 Aschoff, H.

Electrical Wiring: Residential, Commercial & NEC

The course provides students with a solid background consistent with current changes in trade practices, materials, and the requirements of the 2008 edition of the National Electrical Code currently used today. The course is presented in a logical sequence consisting of four sections: fundamentals, installation, planning and specialized installations, following the order in which the installation would be made in a typical residential structure. Although the course content is concerned primarily with residential installations, many of the concepts and principles may be applied to commercial and industrial electrical construction. The most complicated procedures will be simply explained step-by-step and students will receive ample hands-on training within the safety of the classroom. The principles of electricity remain fixed, while the methods, materials and tools of the trade are continuously evolving. This course presents both the fundamentals of electrical wiring and the latest practices used in the trade. 7 sessions.
SP I9204 TA Mon Wed 5/16-6/8 $295
MDTN 6-9pm BT 264 Aschoff, H.

PV Refresher Course

This course is for those who have completed the Introduction to Photovoltaic Systems (PV) course and feel that they need a review before taking the NABCEP Entry Level Exam. The course covers ten skill sets listed within the NABCEP learning objectives. 3 sessions.
SP I9203 TA Tue Thu 6/21-6/28 $149
MDTN 6-9pm HA 307 Aschoff, H.
Solar Thermal:  
Solar Hot Water System Design

Solar power isn’t just for electricity. Solar thermal systems (or Solar Hot Water) are less expensive and more efficient than solar photovoltaics and still qualify for lucrative federal and state tax credits. This course covers equipment such as collectors, tanks, pumps, piping and controllers and reviews major system designs such as “closed loop pressurized” and “drainback” as well as solar pool heating designs. This course is an 18-hour hands-on training for tradespeople, students in the trades, engineers, architects, HVAC practitioners and other professionals. This course is designed to meet training requirements for NABCEP installer exams.

**Your Instructors:** Pete Skinner, PE, President of EZG, and Betsy Ferris Wyman of SunDog Solar.

**IGSHPA Accredited Installer/NATE Certification**

This three-day comprehensive course focuses on the installation of geothermal heating and cooling systems. The course combines classroom learning with hands-on experience. A step by step example of a local closed loop system designed for residential applications is covered as well as geothermal marketing and sales for small and large companies. Accreditation: Upon successful completion of the workshop and passing the International Ground Source Heat Pump Association (IGSHPA) open book exam, you will be issued an IGSHPA accreditation as an installer of GSHP systems. Upon successful completion, students will also receive an installer’s card and a certificate. Students may earn a Completion Certificate or Certificate of Competency. Course price includes 7 manuals and guide books.

**Your Instructor:** Peter Travino, P.E. 3 sessions.

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**Introduction to Green Buildings**

Are you interested in the importance of green buildings and energy conservation strategies? The course presents an overview of consumer power generation technologies: wind, solar and geothermal; also power conservation through passive solar design and Net Zero. You will learn about third-party credentialing for Green Buildings and professionals. Architect Emma Gonzalez-Laders will assist you in methods needed by you the homeowner to evaluate ways to make new and existing homes more energy efficient with a higher return on your investment. 2 sessions

**Your Instructors:** Pete Skinner, PE, President of EZG, and Betsy Ferris Wyman of SunDog Solar.

**Introduction to Solar Energy**

This one evening class is designed to introduce you to the basics of solar energy, the difference between solar electric and solar hot water systems, the types of systems available for each and pros and cons of them. Costs of installed systems and tax credits will also be discussed.

**Building Performance Institute (BPI) Training**

SUNY Orange is proud to offer a series of BPI Certification Training. BPI, Inc. is a recognized global leader, supporting the development of a highly professional building performance industry credentialing. By ensuring certified staff, quality management, and the delivery of consistent, high-quality services on every project, BPI Certification helps you raise the bar in home performance contracting.
**Building Analyst**

Think about residential buildings in a totally new light. The BPI Building Analyst training program provides core building science knowledge, concepts, and field practice to prepare candidates to pass the Building Performance Institute (BPI) certification exams. The course is intended both for experienced building and HVAC contractors and for persons with little or no building experience. By using a “whole house” performance-based approach, you’ll address a comprehensive range of interrelated building issues and be able to provide your clients with a more comfortable, safe, durable, and energy-efficient home.

*Offered in Spring 2011 - Call or check our website for schedule*

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**BPI Reimbursement Information**

You may be eligible to receive a reimbursement of your tuition. NYSERDA reimburses 50% - 100% of the fee upon completion of the course to qualified students in the NY System Benefits Charge utility territories. Your level of reimbursement is dependent upon the location in which you perform work under the New York Energy$mart™ programs. This incentive program is being offered by NYSERDA for a limited time. You must complete the entire course to receive Proof of Participation and reimbursement.

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**Sustainable Landscaping in a Changing Climate**

Co-sponsored by SUNY Orange Continuing and Professional Education and Cornell Cooperative Extension Hudson Valley, this conference will feature presentations about Climate Change; the Spread of Invasive Species Related to Climate Change; and Design for Large Projects in an Energy-Conscious Time. Certified Nursery Professional (CNP), Architect, and Landscape Architects continuing education units (CEUs) have been applied for.

**Friday, March 25, 2011 - 8am – 4:30pm**

Gilman Center, Orange County Community College

To register, contact Rose Baglia at (845) 344-1234 or rsb22@cornell.edu. For more information please call (845) 341-4380 or email lindagrammferris@sunyorange.edu.

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**Computer Basics**

This introductory course will provide you with the computer basics necessary for working with software applications in a personal computer environment. Topics include the Windows environment, input/output devices, finding and using virtual help sources and file management. Purchase of textbook required. 4 sessions.

*Please note you will need to access student files in class using a USB drive in order to utilize the exercises and save your work.*

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**Technology ➤ Introductory Computers**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Schedule</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>SP 19153 IA</td>
<td>Middletown</td>
<td>Mon Wed</td>
<td>2/21-3/2</td>
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<td>MDTN</td>
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<td>HA 114</td>
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<td>SP 19153 IB</td>
<td>Middletown</td>
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Required texts must be purchased/ordered in advance of classes and are often available for purchase online (click Books & Supplies button within the course details on our website for some purchase options). For assistance with ordering books you may contact the campus bookstore 845-341-4815 or local retail bookstores.
Basic Microsoft Word

Master the basics of this powerful word processing program. You will learn to create, save, and print documents and become familiar with editing features including formatting text and paragraphs, and creating and formatting tables. Prerequisite: Knowledge of Windows. Purchase of textbook required. 4 sessions.

**Middletown**
- SP I8626 IA Tue Thu 2/22-3/3 $79
- MDTN 6:30-9:30pm HA 114 Randolph, J.
- SP I8626 IB Mon Wed 4/25-5/4 $79
- MDTN 6:30-9:30pm HA 114 Randolph, J.

**Newburgh**
- SP I8626 TA Tue Thu 2/1-2/10 $79
- MSMC 7-10pm AH 51 Harris, C.
- SP I8626 TB Tue Thu 4/19-4/28 $79
- MSMC 7-10pm AH 51 Harris, C.
- S2 I8626 TA Tue Thu 8/9-8/18 $79
- MSMC 7-10pm AH 51 Harris, C.

Intermediate Microsoft Word

Continuing what you learned in the Basic Microsoft Word class. The instructor will walk you through advanced formatting and desktop publishing features including inserting graphics, creating a web page, merging Word documents, and working with templates. Prerequisite: Basic Microsoft Word or equivalent knowledge. Purchase of textbook required. 4 sessions.

**Middletown**
- SP I8710 IA Mon Wed 3/7-3/16 $79
- MDTN 6:30-9:30pm HA 114 Ruggiero, S.
- SP I8710 IA Tue Thu 5/23-6/16 $79
- MDTN 6:30-9:30pm HA 114 Ruggiero, S.

**Newburgh**
- S1 I8710 TA Tue Thu 6/28-7/7 $120
- MSMC 7-10pm AH 51 Harris, C.

Basic Microsoft Access

Learn basic concepts of database management utilizing Access. Your instructor will walk you through creating tables and queries while using forms and reports. You will also learn about modifying the database structure. Prerequisite: Knowledge of Windows. Purchase of textbook required. 4 sessions.

**Middletown**
- SP I8690 IA Tue Thu 1/4-1/13 $79
- MDTN 6:30-9:30pm HA 114 Weiss, R.
- SP I8690 IB Tue Thu 3/8-3/17 $79
- MDTN 6:30-9:30pm HA 114 Weiss, R.
- S1 I8690 IA Mon Wed 6/13-6/22 $79
- MDTN 6:30-9:30pm HA 114 Weiss, R.

Intermediate Microsoft Excel

Enhance your worksheet experience. You will learn how to manage data and analyze it using the built-in Excel functions as well as work with multiple worksheets at once. You will also be introduced to analyzing and sharing Excel files and incorporating Web information. Prerequisite: Basic Microsoft Excel. Purchase of textbook required. 4 sessions.

**Middletown**
- S1 I8711 IA Tue Thu 6/14-6/23 $120
- MDTN 6:30-9:30pm HA 114 Ruggiero, S.

**Newburgh**
- S1 I8711 TA Tue Thu 6/28-7/7 $120
- MSMC 7-10pm AH 51 Harris, C.

Basic Microsoft Excel

Learn how to build, edit and format spreadsheets. You will become skilled in working with formulas and functions while creating the ‘What-If-Analysis’ with scenarios. Prerequisite: Knowledge of Windows. Purchase of textbook required. 4 sessions.

**Middletown**
- SP I8627 TA Tue Thu 3/8-3/17 $79
- MDTN 7-10pm AH 51 Harris, C.
- S1 I8627 TA Tue Thu 6/7-6/16 $79
- MDTN 7-10pm AH 51 Harris, C.

Intermediate Microsoft Access

Build upon your knowledge of Access and learn key rules of database design. You will be provided with an in-depth study of creating multiple table queries, developing forms and subforms, using data with other applications, and create advanced queries. Prerequisite: Basic Microsoft Access. Purchase of textbook required. 4 sessions.

**Middletown**
- SP I8778 IA Tue Thu 1/18-1/27 $120
- MDTN 6:30-9:30pm HA 114 Weiss, R.
- S1 I8778 IA Mon Wed 6/27-7/11 $120
- MDTN 6:30-9:30pm HA 114 Weiss, R.
Technology ▶ Microsoft Office

Basic Microsoft PowerPoint
Create polished and professional looking presentations using PowerPoint. You will learn to develop eye-catching presentations suitable for any business function. Enhance the visual impact of your presentation by using text, charts, clip art/ photos, and organizational charts. Prerequisites: Windows and Basic Microsoft Word. Purchase of textbook required. 4 sessions.

Network+
Our Network+ course covers the CompTIA certification exam objectives that certify you can successfully describe, install and configure a medium size network. Through a combination of detailed lectures, presentations and hands-on lab exercises you will be prepared to successfully take the Net+ certification exam. Some of the topics covered in this course are: Network Basics, Topologies and Types, LANS, WANS, Network Hardware, NIC’s, Cables, Hubs, Switches, Routers, Modems and Firewalls, Network Software, Uniform Resource Locator, Servers, Protocols, IP Addressing, Network Security, Troubleshooting and Virus Protection, Decimal, Octal, Hexadecimal and Binary conversions and new to the course Systems Analysis and Design and Instruction to Logic. Purchase of textbook required. 28 sessions.

SP I8446 TB Tue Thu Sat 4/26-6/28 $799
NBG 6-9pm KAP 312 Baez, G.
Tue/Thu classes meet 6-9pm
Saturday classes meet from 9am-12pm
No class: 3/25

Technology ▶ Information Technology & Certification

A+ PC Service Technician
Get prepared to pass the CompTIA A+ certification. You will receive expert instruction from certified instructors currently working in the field. Through a combination of 84 hours of lectures, presentations and hands-on lab exercises you will utilize our new A+ hardware kits, and learn advanced hardware and software installation and configuration concepts. Topics include: safety, power supplies, motherboards, CPU’S, BIOS, memory, cables and buses, drives, storage, portable computers, troubleshooting techniques, printers, OS installation and configuration, upgrading and basic networking concepts. Windows OS and software, Linux, Novell, Mac OS, Security and VM will be covered. Prerequisite: PC knowledge, Windows, Internet, or equivalent knowledge. Purchase of textbook required. 28 sessions.

SP I8442 TA Tue Thu Sat 2/8-4/21 $799
NBG See below KAP 312 Baez, G.
Tue/Thu classes meet 6-9pm
Saturday classes meet from 9am-12pm
No class: 3/22, 3/24 & 3/26

Basic Microsoft PowerPoint
Create polished and professional looking presentations using PowerPoint. You will learn to develop eye-catching presentations suitable for any business function. Enhance the visual impact of your presentation by using text, charts, clip art/photos, and organizational charts. Prerequisites: Windows and Basic Microsoft Word. Purchase of textbook required. 4 sessions.

SP I8442 TA Tue Thu Sat 2/8-4/21 $799
NBG See below KAP 312 Baez, G.
Tue/Thu classes meet 6-9pm
Saturday classes meet from 9am-12pm
No class: 3/22, 3/24 & 3/26

Technology ▶ Web & Graphic Design

Introduction to HTML
This course provides hands-on instruction in the use of HTML (HyperText Markup Language) the language in which all web pages are written. You will learn how to create your own web pages with text, links, images and tables as well as apply layout techniques. This course serves as a foundation and prerequisite for all other web development courses. Prerequisites: Knowledge of the PC, Windows and the Internet. Purchase of textbook required. 7 sessions.

SP I8535 IA Fri 1/14-2/25 $375
MDTN 9am-1pm HA 114 Weiss, R.
Please note it is recommended to bring a USB drive to store and transport your class work.

Building Websites with Macromedia Dreamweaver

This course is an introduction to using Macromedia Dreamweaver to create and manage websites. You will learn how to build websites from scratch, format text, create links, use images, build navigation menus and set up tables for sophisticated layout. Prerequisite: Introduction to HTML or equivalent knowledge. Purchase of textbook required. 6 sessions.

SP 18536 IA Thu 3/3-4/14 $325
MDTN 9am-1pm HA 114 Weiss, R.
No class: 3/10

PhotoShop I

Using the industry-leading software for creating and manipulating digital photos, learn: The Photoshop workspace and tools, how to open, copy and save files in the correct formats, understand and use the vocabulary of digital photography and use the computer as a darkroom to crop, adjust and filter pictures. 1 session.

SP 18847 IA Sat 1/15 $120
MDTN 9am-4pm HA 114 St. Martin, M.

PhotoShop II

Learn color correction of photographs, exposure correction, retouching, cloning, cutting and pasting into different layers, creating vignettes, building montages, apply filters to create beautiful, professional images. Prerequisite: Photoshop 1 or equivalent knowledge. 1 session.

SP 18848 IA Sat 1/22 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Photoshop Advanced: Special Effects

Master the full power of Photoshop for creating stunning special effects for ink-on-paper photographs and artwork, including glowing type, warped and 3-dimensional lettering and creating alpha channels to silhouette artwork. We will take a photograph of you posing with a rolled-up paper tube, and you will manipulate the photograph to turn yourself into a Jedi knight with a Lightsaber. Prerequisite: Photoshop 1 & 2 or equivalent knowledge. 1 session.

SP 19057 IA Sat 1/29 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Photoshop Advanced: Web Graphics

Master the full power of Photoshop for creating rich, professional web graphics in this 6-hour course. Learn how to build web-safe images using millions of colors rather than the basic web colors, create rollovers, animation, titles and buttons. Discover how top web sites “slice” their graphics to create rich pages that load fast, even on a slow dial-up web connection. Prerequisite: Photoshop 1 & II or equivalent skills. 1 session.

SP 19058 IA Sat 2/5 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Adobe InDesign: Basic

Learn to use the world’s most powerful page layout program, combining the latest printing and PDF technology with an easy-to-use interface, how to create text and graphic boxes and to create professional newsletters, effective ads and brochures. Prerequisite: Knowledge of the PC & Windows. 1 session.

SP 19140 IA Sat 2/19 $120
MDTN 9am-4pm HA 114 St. Martin, M.

InDesign Intermediate

Extend your knowledge and discover the secrets of professional-level typography to create the right image in ads and brochures, discover and master style sheets and templates for a huge increase in productivity, understand and use CMYK images, effects and preflighting. Prerequisite: Adobe InDesign Basics or equivalent knowledge. 1 session.

SP 19193 IA Sat 2/26 $120
MDTN 9am-4pm HA 114 St. Martin, M.

Concerned about the weather conditions? Sign up for inclement weather e-mail alerts!

Go to www.sunyorange.edu/alert to sign up. Once you sign up for the service, you will receive an automatic e-mail if the College delays opening or is closed due to inclement weather.
Introduction to ICD Medical Coding

Get the skills to provide accurate coding for maximum reimbursement and legal compliance within a healthcare facility. You will learn the ICD-9 classification system for diagnostic coding and inpatient procedural coding as well as learn the classification system, interpret case scenarios and assign appropriate codes. This class is highly recommended for Medical Billers and Insurance Claim Examiners. Prerequisite: Medical Terminology. Purchase of textbook required. 10 sessions.

Introduction to CPT Medical Coding

Learn the CPT coding system which is required to bill medical services and procedures. You will learn the correct and proficient use of the CPT book, CPT guidelines and modifiers, as well as interpret case scenarios and assign the appropriate codes. This class is highly recommended for Medical Billers and Insurance Claim Examiners. Prerequisite: Medical Terminology. Purchase of textbook required. 10 sessions.

Computerized Billing for the Medical Office

In this hands-on class, you will learn about the versatility and flexibility of electronic billing to help build your confidence and skills to succeed as a medical office assistant. Knowledge of manual insurance forms is a benefit, and coding experience is helpful. Prerequisite: Knowledge of Windows. Purchase of textbook required. 9 sessions.

Introduction to EMR (Electronic Medical Records) For the Administrative Medical Office Professional

Quickly learn to perform daily tasks using EMR/EHR (Electronic Medical Record/Electronic Health Record) software with realistic, hand-on experience! Utilizing McKesson PracticePartner you will develop the knowledge and skills you need to effectively use EMR/EHR software and succeed in the medical office. 5 sessions.
Healthcare Career Open House
Train at home for an in-demand career

With our new Medical Transcription and Medical Coding and Billing career training program you can train entirely at home for a rewarding new career in the growing healthcare industry.

Join us at our informational Open House to learn all about this opportunity and get questions answered in person!

Get the answers to questions like:

➤ Will these programs prepare me for employment?
➤ Why was medical transcription highlighted by CNN as one of the most credible work-at-home careers?
➤ Why are medical coders in such high demand?

Monday, February 7, 2011
6:00pm
SUNY Orange
115 South Street
Middletown, NY
Library, Gilman Center

Need to take your road test?
Continuing Education offers the 5-hour pre-licensing course where you can receive the MV-278 form you’ll need to make your road test appointment with the Department of Motor Vehicles. See page 27.

Search SUNY Orange Continuing Education. Giveaways are announced to our Facebook fans!
HEALTHCARE ➤ MEDICAL CODING AND BILLING

Inpatient and Outpatient Medical Coding & Billing Online

Learn inpatient and outpatient medical billing at home with the Medical Coding and Billing training program.

This highly interactive program helps you prepare for a rewarding career in medical coding, with opportunities in inpatient and outpatient coding after graduation. It also prepares you to sit for the industry certification exams administered by American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC). The curriculum focuses on medical terminology, coding standards, and specific inpatient and outpatient code sets. A significant portion of your learning experience will also be spent training on the encoding software used by many industry employers, thus preparing you for a successful transition to the workplace.

The program’s unique online platform provides you access to program materials and interactive learning tools whenever it is most convenient for you, allowing you to study on your own schedule and at your own pace.

Program begins March 7, 2011
SP N9450 DA Online 3/7/11-3/7/12 $2495

All reference materials will be provided to the students online. Students must provide an e-mail address. For more information about this course, visit: www.sunyorange.edu/ce or come to the Open House on February 7.

HEALTHCARE ➤ MEDICAL TRANSCRIPTION

Medical Transcription Online

Successful completion of this program can give you the potential to make up to $40,000 per year working from home, on your own computer.

Develop the knowledge and skills of a quality medical transcriptionist while preparing to sit for the Registered Medical Transcriptionist (RMT) exam administered by AHDI. Specifically, this program focuses on keyboarding, language and grammar, medical terminology, and emphasizes practical experience. By course completion, you will have transcribed hundreds of authentic dictations while preparing for a quick and successful transition to the workplace. The program’s unique online platform helps students develop employer-valued time management skills by providing you access to all program materials and many interactive learning tools whenever it is convenient, allowing you the freedom and flexibility to study on your own schedule and at your own pace.

Program begins March 7, 2011
SP N9427 DA Online 3/7/11-3/7/12 $1895

Students must provide an e-mail address. For more information about this course, visit: www.sunyorange.edu/ce or come to the Open House on February 7.

For more information, call (845) 341-4890
The Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009 offers lucrative financial incentives for healthcare facilities that adopt Electronic Health Records (EHR) systems. Our certificate program prepares individuals to meet the Health Information Technology workforce demands.

The training will prepare participants for careers in six workforce categories:

- Clinical Practitioner/Consultant
- Implementation Specialist
- Implementation Manager/Project Manager
- Workflow Specialist
- Trainer
- Technical Support Specialist

The Electronic Health Record System Technologist certificate program is comprised of six courses:

- Introduction to Healthcare
- Applied Informatics (use of information technology in a healthcare practice)
- Essential Components of Electronic Health Records & Health Information Exchange
- System Selection and Implementation
- Fundamentals of Change Management/Project Management
- Human Factors Analysis – enhancing effectiveness and efficiency among workplace teams

For more information and for the schedule, please call (845) 341-4380 or email lindagrammferris@sunyorange.edu

The US Department of Labor projects that, nationwide, from 2008-2018, there will be an average growth in these occupations of 16 percent, with more than 758,000 job openings. New York State will have more than 38,000 openings in these occupations during the same period.
**Pharmacy Technician**

This comprehensive 62.5 hour course will prepare you to enter the pharmacy field and take the Pharmacy Tech Certification Board's (PTCB) examination. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. You will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing and reimbursement.

**Career Information:** Pharmacy technicians work in retail pharmacies, hospitals, home infusion pharmacies, mail order pharmacies, long term care facilities, clinics and other healthcare settings, under the supervision of a registered pharmacist.

**Certification Exam:** After successful completion of this course, you will be qualified to sit for the Pharmacy Technician Certification Board's (PTCB) exam. To be eligible to take the Pharmacy Technician Examination, you must have a high school diploma or GED and have never been convicted of a felony.

**Prerequisites:** You should have taken some math and science courses in high school to be successful in this course. Experience in a medical setting is a plus. To ensure your success in this course we recommend you take our assessment test. Please call 845-341-4890 to schedule the assessment. Purchase of textbook required. 25 sessions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 19115 IA</td>
<td>Tue Thu</td>
<td>2/22-5/24</td>
<td>6-8:30pm</td>
<td>BT 364</td>
<td>Stewart, S.</td>
</tr>
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</table>

No class: 3/22, 3/24

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**Fitness Instructor/Personal Trainer Certification Course**

SUNY Orange has teamed with the National Council on Strength and Fitness to offer a certificate program designed for individuals seeking basic competency in performing fitness assessments and designing and implementing fitness programs for a healthy population. Through practical (hands-on) and theoretical instruction, you will learn basic assessment skills and safe, effective and efficient methods of teaching various forms of conditioning techniques. You will also study client assessment and evaluation procedures, exercise programming and prescription, anaerobic and aerobic energy systems, functional anatomy/kinesiology, biomechanics, basic exercise physiology, cardiovascular and strength training guidelines, and the considerations of working with special populations. Upon successful completion of this course, participants may apply to sit for the nationally recognized certification exam (NCSF-CPT). Purchase of textbook required. For program information please call 845-341-4245. 14 sessions.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
<th>Room</th>
<th>Instructor</th>
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<tr>
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<td>1/24-5/2</td>
<td>7-10pm</td>
<td>PE 222</td>
<td>PE Staff</td>
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No class: 3/21

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**Would you like to earn an insurance discount?**

CAPE offers the 6-hour defensive driving course which results in a 10% liability and collision auto insurance discount.

See page 27.
Become a Paramedic – SUNY Orange to offer Paramedic Training

SUNY Orange has received approval from the NYS Department of Health, Bureau of Emergency Medical Services, to become a sponsor of a Paramedic Training Program.

Paramedics are trained to provide medical care to people who have suffered from an illness or an injury outside of the hospital setting. EMTs and paramedics work under protocols approved by a physician medical director to recognize, assess, and manage medical emergencies and transport patients to definitive medical care. Paramedics perform all of the skills performed by an EMT-Basic as well as assess ECG tracings, defibrillate, and are exposed to a variety of clinical experiences during training.

For more information about this program, please call 845-341-4380 or email lindagrammferris@sunyorange.edu

NEW

Healthcare Professionals & Nursing

The American Heart Association is the recognized leader in resuscitation science and training. The AHA’s guidelines for Emergency Cardiovascular Care Courses are recognized as the international standard and help to meet the needs of the communities we serve.

Healthcare Professionals are invited to enroll in SUNY Orange’s offerings of AHA courses. The overwhelming strength of AHA’s training program is “quality.”

AHA Basic Life Support for Healthcare Providers-BLS

For Healthcare Providers only. This CPR program is taught under the guidelines of the American Heart Association (AHA) and taught by AHA certified professionals. The training program is designed for, but not limited to, healthcare providers including doctors, nurses and physician assistants. The course meets the requirements needed for recertification of healthcare providers. Skills necessary to provide basic life support for the adult, child or infant victim will be taught. Emphasis is placed on treatment for a victim who is choking, not breathing or in full cardiac arrest, as well as recognizing the early warning signs of a heart attack. The course includes both lecture and hands-on practice using the latest in mannequin technology to simulate a real cardiac arrest victim. Upon successful completion you will be issued a card from the AHA which is valid for two years. Required textbook can be purchased in class.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
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<tbody>
<tr>
<td>SP N9489 OA</td>
<td>Sat 1/29</td>
<td>9am-2:30pm</td>
<td>HA 101</td>
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<tr>
<td>SP N9489 TA</td>
<td>Sat 4/16</td>
<td>9am-2:30pm</td>
<td>KAP 205</td>
<td>$100</td>
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</table>

AHA Advanced Cardiac Life Support for Healthcare Providers

For Healthcare Providers only. The Advanced Cardiac Life Support Provider course is designed for Healthcare Providers who either direct or participate in the resuscitation of a patient, whether in or out of the hospital. The goal of the ACLS provider is to improve the quality of care provided to the adult victim of a cardiac arrest or other cardiopulmonary emergency. Students will improve skills in the treatment of arrest and peri-arrest patients through a series of simulated cardiac and respiratory cases. The simulations are designed to reinforce important concepts, including the Basic Life Support primary survey, the ACLS Secondary Survey, ACLS Algorithms and Effective resuscitation team dynamics. Required textbook can be purchased in class.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
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<tbody>
<tr>
<td>SP N9490 OA</td>
<td>Sat 2/12-2/19</td>
<td>9am-1pm</td>
<td>HA 103</td>
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<tr>
<td>SP N9490 TA</td>
<td>Sat 5/7-5/14</td>
<td>9am-1pm</td>
<td>KAP 205</td>
<td>$125</td>
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</table>

American Heart Association

Learn and Live

ECG and Pharmacology

For Healthcare Providers only. This American Heart Association certified course is designed to address a key knowledge gap in Electrocardiogram (ECG) and Pharmacology. Focused on specific ECG recognition skills and drug treatment knowledge, this is a pre-course option for ACLS students and other healthcare providers, and is also for ACLS students who need to improve after the ACLS pre-course self-assessment test. Required textbooks can be purchased in class.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
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<tbody>
<tr>
<td>SP N9491 OA</td>
<td>Sat 3/5-3/12</td>
<td>8am-4:30pm</td>
<td>HA 103</td>
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<tr>
<td>S1 N9491 TA</td>
<td>Sat 6/4-6/11</td>
<td>8am-4:30pm</td>
<td>KAP 205</td>
<td>$275</td>
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</table>

www.sunyorange.edu/ce 15
Phlebotomy Workshop
Open to all those who are involved in the medical field or who have a medical background. Learn how to draw blood using various devices. Program includes: Legal Issues, Anatomy/Physiology, common laboratory tests, rationale of laboratory tests, demonstration, return demonstration. Class duration time may vary based on enrollment. 1 session.

Basic EKG Interpretation Certification
For RN’s and LPN’s only. Class covers electrical conduction, coronary heart disease, placement of EKG leads for both 12 lead and telemetry, use of caliper, measuring complex, identifying normal rhythms, atrial and ventricular arrhythmias, interventions, rhythm strip practice booklet, post offering exam. This class is a Prerequisite to ACLS. Class duration time may vary based on enrollment. Bring a copy of your license and a bag lunch. 1 session. 9.5 CEU.

Infection Control and Barrier Precautions
New York State mandated training in infection control and barrier precautions (Chapter 786 of the New York State laws of 1992) for registered professional nurses and licensed practical nurses. 1 session.

Wound Care
This class is for RN’s, LPN’s, nurse practitioners and nursing students. Topics include anatomy and physiology of the integumentary system, risk factors associated with pressure ulcers, the healing process and legal views. Class duration time may vary based on enrollment. Bring a copy of your license and a bag lunch. 1 session. 8 CEU.

Clinical Documentation Workshop
To insure proper patient care and safety the healthcare professional must pay great attention to proper case documentation. You will learn how to complete admission documentation, how to note challenging patient situations and change in patients’ conditions. Case scenarios will be practiced in class. Come ready to discuss challenging situations. NEEDED TO COMPLY TO AVOID LEGAL RAMIFICATIONS. Class duration time may vary based on enrollment. 1 session. 5.58 CEU.

Phlebotomy, Peripheral and Central Line IV Certification
For RN’s & LPN’s only. You will learn intravenous therapy, A&P review, peripheral access procedures, phlebotomy and legal views, fluids/electrolytes, specific solutions, complications and interventions, types of peripheral and central catheters (Hickman, Broviac, Groshong, Ports, TID’s), hands-on practice, demonstrations/return demonstration of specific IV skills, care of both peripheral and central lines, post offering exam. Hands-on practice includes utilizing manikins, IV catheters and blood collection tubes. Class duration time may vary based on enrollment. Bring copy of your license and a bag lunch. 1 session. 11.7 CEU.

Required texts must be purchased/ordered in advance of classes and are often available for purchase online (click Books & Supplies button within the course details on our website for some purchase options). For assistance with ordering books you may contact the campus bookstore 845-341-4815 or local retail bookstores.
Healthcare ➤ Medical Professionals & Nursing

Diabetic Nurse Educator
This RN only course covers causes, classifications, diagnostic methods, treatment, demonstration/return demonstration of monitoring skills, complications, care of patient/family, new medications/treatments, role playing. Class duration time may vary based on enrollment. Bring a copy of your license and a bag lunch. 1 session. (10.8 CEU)

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<th>Course Code</th>
<th>Date</th>
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<td>SP N3044 OA</td>
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<td>BT 264</td>
<td>All County Care, M.</td>
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<tr>
<td>S2 N3044 OA</td>
<td>7/14</td>
<td>8am-5pm</td>
<td>BT 264</td>
<td>All County Care, M.</td>
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</table>

Ventilation: Administration, Monitoring and Nursing Care Certification
This RN and LPN only class covers causes of respiratory alterations, identifying breath sounds, respiratory disorders, respiratory medications, modes of oxygen administration, ventilator settings and how they work, complications/interventions, oxygen therapy monitoring, trach/ endotracheal care, suctioning. Class duration time may vary based on enrollment. Bring a copy of your license and a bag lunch. 1 session. (8.4 CEU)

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<th>Location</th>
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<td>S2 N3046 OA</td>
<td>7/16</td>
<td>8am-5pm</td>
<td>BT 264</td>
<td>All County Care, M.</td>
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</table>

Peripherally Inserted Central Catheter Certification (PICC)
This course is for RNs, physicians, nurse practitioners and nurse anesthetists. Topics include infusion rate calculations, pumps/controllers, A&P review, complications and interventions, care and maintenance of PICC, patient education, documentation and legal issues. Hands on practice, clinical and written exam. Class duration time may vary based on enrollment. Bring IV certification, a copy of your license and a bag lunch. 1 session. (7.1 CEU)

<table>
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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SP N3042 OA</td>
<td>4/16</td>
<td>8am-5pm</td>
<td>BT 264</td>
<td>All County Care, M.</td>
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</table>

Oncology/Chemotherapy Workshop
For RN’s & LPN’s only! This workshop will familiarize you with Legal views, Anatomy/Physiology of normal cells vs. cancerous cells, cell cycle, cancer risk factors, types of cancer, Staging cancer, diagnostic procedures used to identify cancer, goals of Chemotherapy, common Chemotherapeutic drugs per classification, precautions/safe handling of Chemotherapeutic agents, complications/nursing interventions, nursing management of patients receiving Chemotherapy, clinical trials, psychosocial impact on patient/family. Class duration time may vary based on enrollment. 1 session.

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<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>S2 N3072 OA</td>
<td>7/16</td>
<td>8am-5pm</td>
<td>BT 264</td>
<td>All County Care, M.</td>
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</table>

Concerned about the weather conditions? Sign up for inclement weather e-mail alerts!

Go to www.sunyorange.edu/alert to sign up. Once you sign up for the service, you will receive an automatic e-mail if the College delays opening or is closed due to inclement weather.

MARILYN R. WHEELER MEMORIAL FUND
Attention non-credit students.
A limited amount of tuition assistance is available from the Marilyn R. Wheeler Memorial Fund. It is the only source of tuition assistance to non-credit students.

For information and/or application, call (845) 341-4890.

Have you been thinking of taking courses to get your CASAC certification but have put it off because of the confusion of which course to take and when? Our CASAC program offers you the opportunity to take the program on a semester-long basis – every Tuesday and Thursday evening – one complete module in one semester! It’s even possible to complete the entire program in one year! New classes begin every month! See page 18.
Regulations specify that a minimum total of 350 education/training clock hours must be acquired in four categories of course work including:

- Knowledge of alcoholism and substance abuse (85 hours)
- Alcoholism & substance abuse counseling (150 hours)
- Assessment, clinical evaluation, treatment planning, case management and patient/community education (70 hours)
- Professional & ethical responsibilities & documentation (45 hours)

In the area of work experience, applicants will be required to document three years of appropriate full-time work experience in an approved work setting.

Our program consists of three modules/terms, each comprised of individual OASAS approved courses. Courses begin several times throughout the year allowing new students to begin the program, and complete the required classroom education, within 9 to 12 months from point of entry.

In order to receive a Continuing Education Certificate for the entire CASAC program, an English placement test is required; and students may need to take English courses based on assessment results.

Individuals with a previous history of alcohol/substance abuse problems should have at least one full year of sobriety before enrolling in the CASAC Training Program. Students attending classes under the influence of drugs or alcohol will be subject to the disciplinary measures as specified under the Orange County Community College Student Code of Conduct. Violations of the drug and alcohol policies will lead to disciplinary proceedings and possible dismissal.

Students who are not able to begin the full module when it begins may register for individual courses which begin each month.

Call (845) 341-4993 for more information.

Meet Our Instructors:

Dr. Elisa Street has been teaching in the New York State Drinking Driver Program and the Credentialed Alcoholism and Substance Abuse Counselor Training program at Orange County Community College since 1996. Dr. Street has developed a vast following of students over the years and has been educating and assisting students with their careers in the medical and addictions counseling fields since 1981.

Andrew Matthews has been an instructor in the Department of Continuing and Professional Education at SUNY Orange since 1993. A lifetime resident of Orange County, and an alumnus of Orange County Community College, he has worked in the field of addictions since 1990 and earned his CASAC in 1991. Mr. Matthews is a program manager for the New York State Office of Alcoholism and Substance Abuse Services field office in Manhattan and he enjoys acting in his spare time.

Angela Jo Henze is a proud alumnus of the CASAC Training Program at Orange County Community College! In addition to her CASAC, she holds a Master's Degree in Sociology. She has been an instructor in the New York State Drinking Driver Program and the CASAC Training Program at the College since 2005. A native of Ontario, Canada, Ms. Henze relocated to Orange County in 2003 and is the Director of Quality Assurance for the Mental Health Association of Orange County and she enjoys riding motorcycles in her spare time.
Module I
Overview & Diversity of Treatment Approaches
Alcoholism Primer
Addictions Professional
Psychoactive Drugs
Perspectives of Chemical/Alcohol Dependency
Experiential Workgroup

Module II
Human Growth & Development
Counseling Skills
Experiential Workgroup
Relapse Prevention
AIDS, Communicable Diseases
Vocational Education
Special Population Group Counseling

Module III
Community Ed. Programs
Counselor-Client Relationship
Ethics of Prof. Practice
Assessment & Evaluation
Tx Planning & Case Mgmt.
Written Documentation

Traditional Evening Program:

Module I
Offered during the Fall 2011 semester
(Call for dates)

Module II
Offered during the Spring 2011 semester –
January 4 to May 10
SP N3292 OA T/Th 5:30-9:30pm* $1,267
MDTN SSC Alum Begins 1/4

Module III
Offered during the Summer 2011 semester –
May 12 to August 16
S1 N3293 OA T/Th 5:30-9:30pm* $995
MDTN SSC Alum Begins 5/12
*Some classes may end later

What our students are saying:

"Even if I do not pursue a career in the counseling field, I am still becoming a better and more educated person and parent."

"I have had the most enriching ‘growth spurt’ of my life while attending the CASAC program."

"The CASAC program is personally challenging, classes are exciting and the instructors make learning fun."

"Instructors in the CASAC program are dedicated and professional."

Attendance and participation is required in all sessions in order to receive a certificate of completion. Students who do not complete all hours within each topic due to absence(s) may make-up the absence when the topic is offered again or may elect to attend personal make-up instruction at an additional cost. Classes cancelled due to the College closing in the event of inclement weather, in most cases, will be made up on the Friday or Saturday of the following week.

For more information call 845-341-4993.

Week Day Fast-Track Program begins again in Fall 2011 – call for more information and/or to register.

"Employment as a Credentialed Alcoholism & Substance Abuse Counselor will grow as more people become comfortable with seeking professional help for a variety of health, personal, and family problems."

- U.S. Bureau of Labor Statistics

CASAC Program Assistant, Elizabeth Hession, is always happy to answer your questions, help you customize a schedule for you, and to assist you with registration – call her at 341-4993.
Real Estate Salesperson Pre-Licensing Course
Prepare to pass your exam on the first try. Completion of this 75 hour course satisfies New York State requirements for a real estate salesperson license. Topics include real estate instruments, law of agency, real estate financing, valuation and listing procedures, law of contracts, license law and ethics, human rights-fair housing, closing and closing costs, land use regulations and real estate mathematics. Separate state-issued qualifying exam required for licensure. Purchase of textbook required. 10 sessions.
SP N1840 OA Fri Sat 3/4-4/9 $495
MDTN 8am-4:30pm HA 114A Donohue, G.
No class: 3/25, 3/26

45-Hour NYS Real Estate Brokers Course
Anyone who, on behalf of another and for a fee, negotiates a sale, exchange or rental of real property; collects rent; or negotiates a commercial loan secured by a mortgage must be licensed as a real estate broker. In order to qualify for licensure as a real estate broker, an applicant must have at least two years of experience as a licensed real estate salesperson or at least three years of experience in the general real estate field (e.g., buying and selling your own property, managing property owned by your employer), have satisfactorily completed both the qualifying salesperson course of 75-hours and this 45-hour course State approved real estate broker course, and have passed a qualifying examination administered by the State. Purchase of textbook required. 6 sessions.
S1 N1826 OA Fri Sat 6/3-6/18 $295
MDTN 8am-4:30pm BT 364 Watson, J.

Business & Professional ➤ Accounting & Finance

Introduction to QuickBooks Pro 2009
Learn this powerful software package that will enable you to do customer invoicing, bill paying, bank and credit card reconciliations. Gain competency in handling Accounts Receivable and Accounts Payable. In order to fully utilize this software, emphasis throughout the class will be placed on understanding basic accounting concepts. Purchase of textbook required and is also used in the advanced class. Prerequisite: Knowledge of PC & Windows. 6 sessions.
SP I8812 TA Tue Thu 1/25-2/10 $199
NBG 9am-12pm KAP 112 Baez, R.
SP I8812 TB Tue Thu 3/15-4/7 $199
NBG 6-9pm KAP 112 Baez, R.
No class: 3/22, 3/24

Advanced QuickBooks Pro 2009
This course is a continuation of Introduction to QuickBooks Pro. Topics to be covered include working with Physical Inventory, job costing, payroll and financial reports. Learn how to set up a new company. Basic accounting concepts will be continued throughout the class. Textbook required is the same book used in Introduction to QuickBooks Pro 2009. Prerequisite: Introduction to QuickBooks Pro 2009 or equivalent experience. 6 sessions.
SP I9178 TA Tue Thu 4/19-5/5 $199
NBG 6-9pm KAP 112 Baez, R.

Basic Bookkeeping for the Workplace
This comprehensive 30-hour course will prepare you with hands on practical instruction to prepare you for an entry-level position as a Bookkeeper or Account Clerk. Topics covered will include an understanding of the basic Accounting Equation and the Double Entry Framework. You will work with Accounts Payable, Accounts Receivable, customer invoicing, bank reconciliations, inventory and payroll. You will learn how to take these concepts and utilize them in QuickBooks Pro which will prepare you to handle Bookkeeping functions. Purchase of textbook required. 12 sessions.
SP I9192 TA Tue Thu 1/25-3/3 $399
NBG 6-8:30pm KAP 112 Baez, R.

Too many points on your driving record?
Continuing Education offers the 6-hour defensive driving course which results in up to 4 points being removed from your driving record, plus earns you an insurance discount. See page 27.
### Workplace Street Smarts®

If you mess up on something important what are the four things your boss wants to hear? What are two fool-proof methods for building confidence on the job? Is it true that “there’s no harm in asking”? Come learn the answers to these and many other questions from former bond underwriter and current SUNY Orange Adjunct Business Professor, Brenda Capuano, and former CEO (of Green’s Department Store), corporate trainer and current SUNY Orange Business Solutions Coordinator, Donald Green. 4 sessions.

<table>
<thead>
<tr>
<th>Code</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>MDTN</td>
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### Mental Health Issues in the Workplace

Do you deal with the public? Are you in a helping profession? This basic overview course will help you to develop an awareness of some of the symptoms of and behaviors associated with psychiatric disorders such as depression, bipolar disorder, panic disorder, ADHD, schizophrenia, and personality disorders. Having a better understanding of these mental health issues may help you to more effectively assist the individuals who come to you for service or information, to see certain situations as problem solving opportunities rather than stress-provoking ones, and to more quickly and effectively diffuse potentially dangerous situations rather than escalate them. 5 sessions.

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>Miceli, K.</td>
<td>$120</td>
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<td>7:30-9:30pm</td>
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### Notary Public Workshop

This seminar prepares you for the New York State test and provides a comprehensive view of the notary public office. Confusing laws, concepts, and procedures are clarified in plain English. Examples are provided to illuminate situations that the officer is likely to encounter such as avoiding conflict of interest, maintaining professional ethics, charging proper fees, handling special situations, minimizing legal liability, and much more. United States citizenship is required in order to take this course. Purchase of textbook required prior to class. 1 session.

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<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<tr>
<td>SP N7631 OA</td>
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<td>3/4</td>
<td>LIB 221</td>
<td>Andryshak, J.</td>
<td>$65</td>
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<tr>
<td>MDTN</td>
<td>8:30-11:30am</td>
<td>LIB ITV</td>
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### Leadership Series for Fire Fighters

This is a series of leadership modules to develop a fire officer. These modules will cover material not normally contained in the standard fire officer training program. This series will teach you leadership skills to be an effective officer in the fire service. The art of being a good fire officer takes more than being competent on the fireground. Topics include: The Development of a Fire Service Leader, Motivating Fire Fighters, Communicating, Talking, Listening, and Making Decisions on the Fireground. Your instructor is John Miles, captain with Ladder 35 in the New York City Fire Department. 4 sessions.

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<tr>
<th>Code</th>
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<th>Time</th>
<th>Location</th>
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<td>LIB ITV</td>
<td>Miles, J.</td>
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### Workplace Street Smarts ©

If you mess up on something important what are the four things your boss wants to hear? What are two fool-proof methods for building confidence on the job? Is it true that “there’s no harm in asking”? Come learn the answers to these and many other questions from former bond underwriter and current SUNY Orange Adjunct Business Professor, Brenda Capuano, and former CEO (of Green’s Department Store), corporate trainer and current SUNY Orange Business Solutions Coordinator, Donald Green. 4 sessions.

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<tr>
<td>SP I9200 IA</td>
<td>Wed</td>
<td>3/30-4/20</td>
<td>HA 101</td>
<td>Capuano, B., Green, D.</td>
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### Notary Public Workshop

This seminar prepares you for the New York State test and provides a comprehensive view of the notary public office. Confusing laws, concepts, and procedures are clarified in plain English. Examples are provided to illuminate situations that the officer is likely to encounter such as avoiding conflict of interest, maintaining professional ethics, charging proper fees, handling special situations, minimizing legal liability, and much more. United States citizenship is required in order to take this course. Purchase of textbook required prior to class. 1 session.

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<td>SP I9199 IA</td>
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<td>3/10-5/5</td>
<td>HA 103</td>
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**eMarketing Essentials Certificate**

Come and get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Registering for this course consists of all three courses and saves you $90.

SP I9197 DA Online 2/7-4/4 $495
Register by 1/31

**eMarketing Essentials Certificate: Improving Email Promotions**

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

SP I9194 DA Online 2/7-3/4 $195
Register by 1/31

**eMarketing Essentials Certificate: Boosting Your Web Site Traffic**

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

SP I9196 DA Online 3/7-4/4 $195
Register by 2/28

**eMarketing Essentials Certificate: Online Advertising**

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

SP I9195 DA Online 4/4-4/29 $195
Register by 3/28

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**8-Hour Security Guard Pre-Assignment Training**

This program prepares you for entry level employment as a NYS Certified Security Guard. The role of a Safety & Security Officer, legal powers and limitations, emergency preparedness, communications and public relations, access control and ethics will be covered. You will take a mandated exam and after successfully completing the course, will receive a NYS issued certificate for license. 1 session.

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<th>Course Code</th>
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<td>SP I8347 OA</td>
<td>2/5</td>
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<td>HA 101</td>
<td>Girolamo, A.</td>
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<tr>
<td>SP I8347 OB</td>
<td>5/7</td>
<td>8:30am-5pm</td>
<td>HA 101</td>
<td>Girolamo, A.</td>
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For more information, call (845) 341-4890
The Hudson Valley Testing Center at SUNY Orange

The Testing Center at SUNY Orange provides a variety of testing services for college students, those who wish to advance quickly towards a degree to continue beyond, and those who desire career advancement.

You will find a comfortable and secure testing environment at SUNY Orange’s Testing Center. A valid ID is required for all exams. Be sure to familiarize yourself with the specific requirements for the exam you are taking.

Tests Offered at SUNY Orange Testing Center:

► Test proctoring for online and distance learning students
► College Level Exam Program (CLEP) testing
► TEAS testing for prospective nursing students

For more information, e-mail us at testcenter@sunyorange.edu, or call the CAPE office at 845-341-4890. Visit us on the web at http://www.sunyorange.edu/testing/

CLEP (The College-Level Examination Program)

Save Money on Tuition and Graduate Sooner!

Earn college credit by passing a CLEP test. CLEP is a nationally recognized series of examinations which allow the student to demonstrate knowledge acquired in a non-college setting. Credit is awarded based on the score earned for each examination.

Please call to schedule your appointment!

www.sunyorange.edu/ce

Business & Professional ▶ Security Guard-Preparedness

8-Hour Security Guard: Annual Refresher

Security guards are required to take an 8-hour annual training class to remain in compliance with their security guard license. Participants will receive a certificate after completion of one session. 1 session.

SP I9083 OA Sat 2/5 MDTN 8:30am-5pm HA 101 Girolamo, A. $69

SP I9083 OB Sat 5/7 MDTN 8:30am-5pm HA 101 Girolamo, A. $69

Business & Professional ▶ Testing Center

16-Hour Security Guard On-The-Job Training

NY State Department of Criminal Justice Services requires this 16-hour training for all security guards during their first 90 days of employment. Certificate issued after successful completion of course. Examination Required. 2 sessions.

SP I8709 OA Sat 2/12-2/19 MDTN 8:30am-5pm HA 101 Girolamo, A. $139

CLEP (The College-Level Examination Program)

Save Money on Tuition and Graduate Sooner!

Earn college credit by passing a CLEP test. CLEP is a nationally recognized series of examinations which allow the student to demonstrate knowledge acquired in a non-college setting. Credit is awarded based on the score earned for each examination.

Please call to schedule your appointment!
SUNY Orange Programa de Inglés Como Segundo Idioma Ofrece la Calidad y la Selección

Ahora mismo es tiempo de aprovecharse de nuestros nuevos precios más bajos para probar un curso en el programa de Inglés Como Segundo Idioma de SUNY Orange. Ofrecemos la calidad de instrucción y una selección extensiva de cursos en un ambiente académico. Tenemos cursos básicos de todos niveles. Nuestros cursos más avanzados le enseñan la escritura y la lectura. Además hay cursos de desarrollo personal que le enseñan la conversación y la pronunciación. Llame al (845) 341-4593 o (845) 341-4033 para hacer una cita para una evaluación.

ESL Class Information
Required textbook can be purchased in class.

Registration Information:
First time students must call (845) 341-4593 or (845) 341-4033 to make an appointment for an evaluation for placement.
Repeat ESL students may register in class for the next class, or by phone with a credit card.

English As A Second Language (ESL), Level I
Designed for the beginning English speaker. You are introduced to grammar, vocabulary, reading, writing, speaking and listening. Required textbook can be purchased in class. 22 sessions.

ESL-Nivel I
Este curso sin créditos está diseñado para hablar el inglés a nivel inicial. Al estudiante se le enseña a leer, escribir, hablar y entender, haciendo énfasis en lo referente a entenderlo y hablarlo bien. Se estudia y se conversa sobre las situaciones cotidianas.

Middletown
SP N7991 OB Mon Wed 1/24-4/13 LIB 215 Powell, N. $10
SP N7991 OA Mon Wed 5/9-7/27 LIB 215 Powell, N. $10
No class: 5/30, 7/4

Newburgh
SP N7991 OB Mon Wed 1/24-4/13 280 Bwy 3rd FL CONF Cedeno, N. $10
SP N7991 TB Mon Wed 5/16-8/3 KAP 209 Cedeno, N. $10
No class: 5/30, 7/4

English As A Second Language (ESL), Level II
This class for the intermediate student further explores grammar, vocabulary, reading, writing, speaking and listening. Required textbook can be purchased in class. 22 sessions.

ESL Nivel II
Esta es una clase elaborada para que el estudiante de nivel inicial-avanzado practique intensivamente la manera de hablar y entender en inglés; con cierta concentración en lecturas y composiciones cortas. Este curso ayuda al estudiante a prepararse para la vida diaria, el lugar de trabajo y las actividades de la comunidad.

Middletown
SP N7992 OB Mon Wed 1/24-4/13 LIB 221 Florencio-Wain, A. $10
SP N7992 OA Tue Thu 5/10-7/21 LIB 215 Florencio-Wain, A. $10

Newburgh
SP N7992 TB Tue Thu 1/25-4/14 280BWY Cedeno, N. $10
SP N7992 TA Tue Thu 5/17-7/28 KAP 207 Cedeno, N. $10
No class: 3/22, 3/24.

Check out our website for new and additional classes and to register online:
www.sunyorange.edu/ce

For more information, call (845) 341-4890
English As A Second Language (ESL), Level III

The study of all language skills is explored, with more intensive emphasis on reading and writing. Required textbook can be purchased in class. 22 sessions.

ESL Nivel III

Esta es una clase elaborada para que el estudiante de nivel inicial-avanzado practique intensivamente la manera de hablar y entender en inglés; con cierta concentración en lecturas y composiciones cortas. Este curso ayuda al estudiante a prepararse para la vida diaria, el lugar de trabajo y las actividades de la comunidad.

Middletown

SP N7993 OB Tue Thu 1/25-4/14 $10
MDTN 6:30-9:30pm LIB 221 Brown, D.
No class: 3/22, 3/24

S1 N7993 OA Tue Thu 5/10-7/21 $10
MDTN 6:30-9:30pm LIB 221 Brown, D.

Newburgh

SP N7993 TB Tue Thu 1/25-4/14 $10
NBG 6:30-9:30pm 280BWY Von Der Gathen, M.
4th FL CONF
No class: 3/22, 3/24

S1 N7993 TA Tue Thu 5/17-7/28 $10
NBG 6:30-9:30pm KAP 208 Bolorin, A.

ESL Level IV

This class is for high intermediate/low advanced students. Learn higher level grammar, begin the writing process and develop reading skills with high interest stories with more advanced vocabulary. Levels IV and V are recommended for preparation for college study. Required textbook can be purchased in class. 22 sessions.

Middletown

SP N7959 OA Tue Thu 1/25-4/14 $10
MDTN 6:30-9:30pm LIB 215 Henighan, P.

S1 N7959 OA Tue Thu 5/10-7/21 $10
MDTN 6:30-9:30pm OH 107 Henighan, P.

Newburgh

SP N7995 TB Mon Wed 1/24-4/13 $10
NBG 6:30-9:30pm GND 105 Gehlhoff, K.

S1 N7995 TA Mon Wed 5/9-7/27 $10
NBG 6:30-9:30pm GND 105 Gehlhoff, K.
No class: 5/30, 7/4

Everyday Conversation and Expressions I

Practice speaking in everyday situations. Learn to use essential vocabulary and common expressions necessary for effective communication. Role play daily situations and practice using vocabulary and expressions in real life context. Required textbook can be purchased in class. 14 sessions.

SP N7946 TA Mon Wed 1/24-3/9 $10
NBG 6-8:30pm 280BWY Von Der Gathen, M.
4th FL CONF

SP N7946 OA Tue Thu 1/25-3/10 $10
MDTN 6-8:30pm BT 117 Privolos, C.

ESL Advanced Reading and Writing

Prepare to make the transition to the credit college reading and writing courses. Learn the mechanics and styles of writing paragraphs and essays through a careful, step-by-step process. Required textbook can be purchased in class. 14 sessions.

SP N7949 OA Mon Wed 1/24-3/9 $10
MDTN 6-9pm HA 214 Graf, K.

SP N7949 TA Tue Thu 1/25-3/10 $10
NBG 6-8:45pm GND 105 Graf, K.

ESL Grammar Review I

Improve spelling, sentence structure, punctuation and writing. Designed for students who have finished Level IV or higher. This course is suitable for college preparation or enrichment purposes. Required textbook can be purchased in class. 14 sessions.

SP N7994 TA Mon Wed 3/14-5/4 $10
NBG 6-8:30pm 280BWY Esposito, I.
4th FL CONF
No class: 3/21, 3/23.

SP N7994 OA Tue Thu 3/15-5/5 $10
MDTN 6-8:30pm BT 119 Privolos, C.
No class: 3/22, 3/24

Pronunciation of Standard American English

Become aware of the characteristics of your accent in spoken English. Practice standard American English intonation, stress patterns, blending, and individual phonemes. Textbook is required. 14 sessions.

SP N7996 OA Mon Wed 3/14-5/4 $10
MDTN 6-8:30pm HA 211A Graf, K.
No class: 3/21, 3/23.

SP N7996 TA Tue Thu 3/15-5/5 $10
NBG 6-8:30pm GND 105 Graf, K.
No class: 3/22, 3/24
ESL Fundamentals of Reading & Writing

Learn basic sentence structure and punctuation, as well as development of the basic paragraph. Required textbook can be purchased in class. 14 sessions.

S1 N7954 OA Mon Wed 5/9-6/27 $10
MDTN 6-8:30pm LIB 221 Privoles, C.
No class: 5/30

S1 N7954 TA Mon Wed 5/16-7/6 $10
NBG 6-8:30pm KAP 301 Esposito, I.
No class: 3/21, 3/23

ESL for Academic Purposes

ESL students with goals to pursue college studies will learn the skills needed to succeed in academic studies. Students will develop listening, note-taking and discussion skills, as well as reading, study skills and writing using authentic materials in a content-based approach. Required textbook can be purchased in class. 22 sessions.

S1 N7956 OA Mon Wed 5/9-7/27 $10
MDTN 6:30-9:30pm OH 107 Graf, K.
No class: 5/30, 7/4

S1 N7956 TA Tue Thu 5/10-7/21 $10
NBG 6:30-9:30pm GND 105 Graf, K.

GED High School Equivalency Preparation

Don't miss the opportunity to earn your GED diploma! Our program offers the most in-depth preparation for adults in Orange County. Classes focus on building math and writing skills plus the content areas of Science, Literature and Social Studies.

Once we assess your scores mid-semester we will make a recommendation that you contact a GED Testing Center. You can register for classes online or by coming in to the Registrar's Office in both Middletown or Newburgh.

Requirements: You must be 18 or older to enter the classes and must be officially withdrawn from high school.

Please call Lou DeFeo at 845-341-4532 for more information.

English GED

We can help you get your GED diploma! You will learn test-taking strategies and build reading comprehension skills. Topics will include learning how to read tables and charts, reading for meaning, test taking practice. (100 hours/33 Sessions)

Middletown
SP N9407 OB Mon Wed 2/28-6/29 $10
MDTN 6-9pm OH 109 Lang, J.
No class 3/21, 3/23, 5/30

Newburgh
SP N9407 TD Mon Wed Fri 1/24-4/15 $10
NBG 9am-12pm KAP 112 Lang, J.
No class 3/21, 3/23, 3/25

SP N9407 TC Tue Thu 3/1-6/28 $10
NBG 6-9pm 280 BWY Pratt, T.
No class 3/22, 3/24

GED (Español)

Este curso está diseñado para ayudar a los estudiantes a prepararse para el examen de Equivalencia de Educación Secundaria (GED). Los estudiantes aprenderán estrategias para tomar exámenes, desarrollar destrezas para la comprensión de lectura y estudiar las 5 áreas del examen del GED. Los temas cubiertos incluirán: aprender a leer ilustraciones; usar la calculadora Casio FX-260 y llenar formatos de preguntas alternas en la sección de matemáticas del examen. (100 horas/33 sesiones)

Para inscribirse en las clases llame a Debbie Horowitz al (845) 341-4593.

Newburgh
SP N9408 TB Mon Wed 3/7-7/11 $10
NBG 6-9pm 280 BWY Zuluaga, J.
No class 3/21, 3/23, 5/30

No class: During the Spring Semester all evening English and Spanish GED classes in Newburgh will be held at the Center of Hope at 280 Broadway. The Center can be accessed from the Parking Lot in the rear of the building and is located in the basement next to the Dance Studio. Look for the Center of Hope sign on the door.
ENRICHMENT ➤ DRIVER SAFETY

Pre-Licensing
The 5-hour course mandated by New York State Department of Motor Vehicles for all New York State Permit holders (4 hours of instruction with a multiple choice test at the end of the course). It addresses seatbelt use, drug & alcohol use, among other topics. Course will result in the issuance of the MV-278 form needed for road test appointment. Bring your permit to class with you.

Refund Policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter.

Defensive Driving
Learn driving techniques which will improve the odds for preventing accidents and moving violations. Earn a 10% liability and collision insurance discount for 36 months following completion. Remove up to 4 points from your driving record. Bring your license or permit with you.

Refund Policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter.

NYS Drinking Driver Program (DDP)
at Orange County Community College
SUNY Orange is proud to be the sponsor of the oldest and most respected NYS Alcohol and Drug Rehabilitation Program in Orange County -- since 1975. Like all programs at SUNY Orange, the Drinking Driver Program is offered by expert and compassionate instructors, at convenient times, and in a setting that respects your confidentiality. Classes are held at our campuses in Middletown and Newburgh on weeknight evenings as well as Saturday mornings.

DDP is a 16-hour/7-week DMV-required education and prevention program available to eligible NYS licensed motorists who have been convicted of driving while intoxicated (DWI) or driving while ability impaired (DWAI).

To determine eligibility and/or to sign-up, visit an Orange County Department of Motor Vehicles office in Goshen, Middletown, Port Jervis, or Newburgh. Bring proof of DWIDWAI conviction with you and, if deemed eligible to participate, request to attend the DDP at SUNY Orange.

For more information call the DDP office at 845-341-4892, Monday to Friday 8 a.m. to 5 p.m.

Check our website www.sunyorange.edu/ce for additional sections which may be added after this publication has gone to print or for information regarding class cancellation due to low enrollment/weather closings.

Online Defensive Driving
Visit our website at www.sunyorange.edu/ce for more information and to register.

S1 N7502 OA Sat 6/18 9am-2pm HU 209 $38 Mid-Hudson Safety Expert
S1 N7502 OA Sat 6/18 9am-2pm HU 209 $38 Mid-Hudson Safety Expert
S2 N7502 OB Sat 7/16 9am-2pm HU 209 $38 Mid-Hudson Safety Expert
S2 N7502 OC Sat 8/20 9am-2pm HU 209 $38 Mid-Hudson Safety Expert
S2 N7503 OA Sat 1/15 9am-3:30pm HU 210 $38 Green, D.
S2 N7503 OB Sat 1/15 9am-3:30pm HU 210 $38 Green, D.
S2 N7503 OC Sat 1/15 9am-3:30pm HU 210 $38 Green, D.
**French 1**
An introduction to the spoken language with an emphasis on vocabulary development, correct pronunciation and basic phrases. (Outside practice/homework required.) The written language and teaching of proper grammar will also be taught. Purchase of textbook required. 10 sessions.

- **SP N6710 OA Thu** 1/20-3/31 $125
- **MDTN 7-9pm HA 301 Conroy, W.**

**Learn to Speak Mandarin Chinese**
Learn the basics of the world's most widely spoken language and master simple conversations, vocabulary and pronunciation for business, travel and everyday communications. 10 sessions.

- **SP N6721 OA Wed** 1/26-4/6 $125
  - **MDTN 6:30-8:30pm HA 319 Yang, J.**

**Intermediate Mandarin Chinese**
A continuation of Chinese language study. Focus will be on building vocabulary, conversations and grammar as well as reading basic written characters. This class is open to students who completed Beginning Mandarin or have basic knowledge of the language. 10 sessions.

- **SP N6722 OA Mon** 1/24-4/4 $125
  - **MDTN 6:30-8:30pm HA 301 Yang, J.**

**Italian Basic Conversation Level 1**
An introduction to the spoken language with an emphasis on vocabulary development, correct pronunciation and basic phrases. (Outside practice/homework required.) The written language and grammar will also be included. Purchase of textbook required. 10 sessions.

- **SP N6725 OA Mon** 3/7-5/16 $125
  - **MDTN 7-9pm HA 105 Saetta, R.**
  - **No class: 3/21**

**Italian Basic Conversation Level 2**
A continuation of level 1 with more oral practice, grammar and the written word. Purchase of textbook required. 10 sessions.

- **SP N6726 OA Mon** 6/6-8/15 $125
  - **MDTN 7-9pm HA 214 Saetta, R.**
  - **No class: 7/4**

**Sign Language I**
You will learn the basic vocabulary, grammar and sentence structure of the American Sign Language (ASL). Practice signing and build your skill development while communicating receptively and expressively. Purchase of textbook is required. 10 sessions.

- **SP N6750 TA Sat** 1/29-4/9 $199
  - **MSMC 10am-1pm DC Chapis, N.**

**Sign Language 2**
A continuation of American Sign Language (ASL) 1, incorporating additional levels of the vocabulary, grammar and sentence structure of ASL. Students are introduced to information about the deaf community. Practice and skills development are emphasized. You will learn to communicate receptively and expressively using ASL. Develop enhanced understanding and awareness of the deaf community and their culture. Purchase of textbook required. 10 sessions.

- **SP N6751 TA Sat** 4/16-6/18 $199
  - **MSMC 10am-1pm DC Chapis, N.**

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**Building Effective Communication Skills: Public Speaking**
If you are prepaing to enter or re-enter the workplace or college this course is for you! The focus is on development of effective communication skills necessary to function effectively in many environments. Public speaking and presentation skills often make or break a job interview. Don't get caught short on these skills! Be prepared by learning a few very simple techniques to reduce anxiety that will help you present your ideas in a thoughtful and organized manner. 4 sessions.

- **SP N9512 TA Sat** 1/29-2/19 $79
  - **NBG 10am-1pm KAP 205 Stockton, D.**

- **SP N9512 TB Sat** 3/12-4/9 $79
  - **NBG 10am-1pm KAP 205 Stockton, D.**

**No class: 3/26**
Voice Over: Getting Paid to Talk
Explores the many aspects of voice-over work for television, film, radio, and narration as well as emerging opportunities for voice in multimedia. Learn how to prepare the all-important demo tape as well as how to bypass the competition and get the job. You will listen to professional voice-over recordings and have the opportunity to prepare and read a piece of commercial copy for critique. 1 session.

SP N2234 OA Thu 2/10 $29
MDTN 6:30-9pm HA 103 Creative Voice
S1 N2234 OA Thu 6/9 $29
MDTN 6:30-9pm HA 307 Creative Voice

Simplify Your Life: Pare Down, Cheer Up
Learn to live with less - the personal and societal benefits - for those who have recently retired, or who want to simplify their lives to live more sustainably and with less stress.

SP N9501 OA Mon 2/28-3/14 $49
MDTN 7-9pm HA 103 Schwarz, K.

Domestic Adoption
A one-night program to introduce participants to the nuts-and-bolts of adopting domestically. Topics covered will include: pre-adoption qualification, search/advertising/networking techniques, adoption agencies, legal issues and finalization. 1 session.

SP N9472 OA Tue 5/3 $29
MDTN 6-8:30pm HA 103 O’Shea, B.

ZUMBA
Are you ready to ZUMBA? Come join us for a “feel happy” workout that is great for both the body and the mind. ZUMBA is a fusion of Latin and International music-high energy and motivating music with unique moves and combinations that allows you to dance away your worries. ZUMBA is based on the principle that a workout should be “FUN AND EASY TO DO”. It is a mixture of body sculpting movements with easy to follow dance steps. 6 sessions.

Middletown
SP N6499 OA Sat 1/22-2/26 $29
MDTN 10-11am PE Studio Wilson, S.
SP N6499 OB Sat 3/12-4/23 $29
MDTN 10-11am PE Studio Wilson, S.
No class: 3/26
SP N6499 OC Sat 4/30-6/11 $29
MDTN 10-11am PE Studio Wilson, S.
No class: 5/21
S2 N6499 OA Sat 8/6-9/17 $29
MDTN 10-11am PE Studio Wilson, S.
No class: 9/3

Newburgh
SP N6499 TB Mon 3/14-4/25 $29
NBG 6-7pm 280BWY Perez-Villanov, L Dance Studio
No class: 3/21
SP N6499 TC Mon 5/16-6/27 $29
NBG 6-7pm 280BWY Perez-Villanov, L Dance Studio
No class: 5/30

Beginner’s Guitar
Learn the basic chords, picking patterns, tuning and strumming methods while learning popular songs. Outside practice necessary. Bring an acoustic guitar. Classes for adults only. 10 sessions.

SP N6510 OA Wed 1/5-3/9 $99
MWHS 7-9pm MWHS 171 Conques, J.

Social Ballroom Dancing 1
Learn the basic steps in foxtrot, waltz, lindy, cha-cha, merengue, tango and rumba. Fundamentals are given to make it easier for you to master the various dance patterns. Everyone must enroll with a partner and registration cards must be completed by each person. Please wear comfortable, smooth soled shoes, no sneakers. 12 sessions.

SP N6501 OA Thu 1/27-4/21 $79
MDTN 6:30-8pm PE Studio Kane, W. & M., No class: 3/24

Intermediate Smooth Dance/Swing
In this intermediate class you will cover Foxtrot, Waltz and Swing (Lindy). For those with previous ballroom dance instruction. Must enroll with a partner and complete separate registrations. 12 sessions.

SP N6534 OA Tue 1/25-4/26 $79
MDTN 6:30-8pm PE Studio Hyman, N. & A., No class: 3/22, 4/19
Advanced Smooth Dance/Swing
In this advanced class you will cover Foxtrot, Waltz, Swing (Lindy), Peabody and Hustle. For those with prior intermediate instruction. Must enroll with a partner and complete separate registrations. 12 sessions.

SP N6535 OA Tue 1/25-4/26 $79
MDTN 8-9:30pm PE Studio Hyman, N. & A. No class: 3/22, 4/19

West Coast Swing
Learn to dance beginner and intermediate West Coast Swing. No prior experience necessary. Everyone must enroll with a partner and a registration must be completed for each person. 4 sessions.

SP N6514 OA Tue 5/3-5/24 $39
MDTN 7-9pm PE Studio Hyman, N. & A.

Intro to Argentine Tango
Beginners and those wishing to reinforce the fundamentals will develop the skills and confidence to enjoy dancing tango in a social environment. You will learn to adapt your natural body movement employed in walking, standing and turning, extending the use of these actions to do them as a couple, responding fluidly to each other’s movements. Smooth-soled shoes recommended. You must enroll with a partner and complete separate registrations. 12 sessions

SP N6536 OA Thu 1/27-4/21 $79
MDTN 8-9:30pm PE Studio Kane, W. & M. No class 3/24

Dance For That Special Occasion
A short “Crash Course” for beginners to learn the basic steps of four popular dances: fox trot, lindy, rumba and tango style dancing. You’ll be able to get on the dance floor and enjoy the next special event. Everyone must enroll with a partner and registration cards must be completed by each person. Instructors suggest comfortable shoes, however, sneakers are not recommended. 4 sessions.

SP N6508 OA Thu 5/5-5/26 $39
MDTN 7-9pm PE Studio Kane, W. & M.

Stained Glass for Beginners
Using the copper foil method, you will learn the basics of stained glass production, including “cutting” glass, use of patterns, fitting, foiling, soldering, and patina application, to create stained glass projects. You will choose a pattern for your first project and receive a list of essential equipment/supplies to be purchased along with a list of some local stores that sell art glass supplies. Bring your new tools and supplies to first class. Purchase of supplies extra, please see website for details. 8 sessions.

SP N1058 KA Mon 3/7-5/9 $109
MDTN 7-9:30pm MWHS 122 Thomas, K. No class 3/21, 4/18

Intermediate Stained Glass
This class is open to those who've completed Stained Glass for Beginners or who possess basic skills in glass cutting, foiling and soldering. Choose your own project(s) using the copper foil method to create glass panels, boxes, fan lights, etc., or learn to decorate mirrors, birdhouses, etc. using mosaics. Purchase of tools and glass extra. This class will not include instruction in the lead came process. Instructor will provide demonstrations and guidance throughout the class. Purchase of supplies extra, please see website for details. 8 sessions.

SP N1060 KA Tue 3/8-5/24 $129
MDTN 7-9:30pm MWHS 122 Thomas, K. No class: 3/22, 4/19

Drawing for Beginners
Covers the basic concepts of still life drawing: line, contour, shadowing, cross-hatching, value, and stippling. Purchase of supplies extra. Bring white drawing pad, pencils and eraser to first class session. Other supplies to be discussed in class. 8 sessions.

SP N1175 OA Tue 2/15-4/12 $79
MDTN 7-9pm HA 301 DeMaio, C. No class: 3/22

For more information, call (845) 341-4890

Search SUNY Orange Continuing Education. Giveaways are announced to our Facebook fans!
Photography for the Serious Beginner

Learn how to start using that advanced SLR to its fullest potential. Whether it is a digital or film camera, the class will discuss how to get the best out of them. Topics include understanding the camera and its various settings, film/image systems basics, image composition, lenses, filters and flash. Class will also include an overview of some popular digital image software, though this is not a software instruction class. Bring SLR (single lens reflex) camera with you to class. For film camera use, materials fee of $50-$60 (paid in class) covers supplies needed for the class. 10 sessions.

SP N7072 KA Mon 1/24-4/11 $159
MWHS 7-10pm MWHS 120 Albrecht, D.
No class: 2/21, 3/21

SP N7072 KB Tue 1/25-4/12 $159
MWHS 7-10pm MWHS 120 Albrecht, D.
No class: 2/22, 3/22

NEW
Digital Photo Shoot Camp

Are you ready to transform your snapshots into great shots? This fun, “hands-on” beginners’ class will demystify the settings on your digital camera including ISO, Aperture, Shutter Speed, Image Size, Image Quality, and White Balance. Learn about how and when to take advantage of your camera’s different exposure modes, including Aperture Priority, Shutter Priority as well as Manual, Portrait, Action, Night and Landscape. Bring your camera with freshly charged batteries and your camera manual to the first session. This class is ideal for anyone with a new DSLR or a smaller digital camera with some manual controls. 10 sessions.

SP N9509 TA Sat 1/29-4/9 $149
NBG 10am-12pm* KAP 112 Wint, K.
*Field trip: 3/19 & 4/2, 9am-1pm
No class: 3/26

Painting The Night

An unusual approach to landscape painting. Utilizing a painterly realist style, the artist will demonstrate developing a painting from a specific visual plan. Except for the moon, the picture plane of a night scene is entirely different from daylight plain air painting. Learn how to capture artificial light, starting from a dark canvas and working up to a finished night scene. Any medium acceptable. Camera work helpful. Instructor will bring examples of work and demonstrate the process of night painting. Purchase of supplies extra, please see website for details. 3 sessions.

SP N9448 OA Thu 1/13-2/3 $49
MDTN 6-9pm HA 207 Shapiro, B.

Basic Stringing

Learn the fundamentals of making hand crafted beaded jewelry such as necklaces, earrings, bracelets and rings through the use of beading strings and beading threads. If you love jewelry and are looking for a fulfilling hobby or past time, this is the class for you. We will help you build the self confidence you need. Purchase of tools and materials required, please see website for details. 2 sessions.

SP N9480 OA Sat 2/26-3/5 $79
MDTN 9am-1pm BT 117 Ibitoye, O.

Basic Wirework

Build upon your knowledge of stringing by employing the use of wire in making fanciful chain-link beaded necklaces, earrings, hooks and bracelets. You will be taught how to cut and use beading wire to make a unique chain-link jewelry. Your goal is to increase your ability to create by letting your imagination go. You will build your own necklaces from scratch before the end of class. Prerequisite: Knowledge of Basic Stringing. Purchase of tools and materials required, please see website for details. 2 sessions.

SP N9479 OA Sat 3/12-3/19 $79
MDTN 9am-1pm BT 117 Ibitoye, O.
Crystal Wire Ring Workshop
This is a continuation of basic wirework. Here you will learn how to make fanciful rings such as single beaded rings, triple beaded rings, flower beaded rings, cluster rings and crystal beaded rings. Prerequisite: Knowledge of Basic Wirework. Purchase of tools and materials required, please see website for details. 2 sessions.

SD N9478 OA Sat 4/2-4/9 9am-1pm BT 117 Ibitoye, O.

Discovering the Family History: Beginning Genealogy
Uncover your family history! Learn how to start the search, find key documents (Federal census, vital records, immigrant ship manifest, naturalization records, name changes), and navigate genealogy websites. 4 sessions.

SP N9500 OA Tue 4/5-4/26 7-9pm HA 105 Lauriano, A.

Culinary Boot Camp
Whip your cooking skills into top shape with this fun and informative program led by a classically trained chef. Chef Kyle will work with you on your knife skills, sauce and gravy making, and food presentation. She’ll drill you on such techniques as browning and blanching and get you thinking like a 4-star chef! Program will be held at the Mountain Restaurant Supply in New Windsor. 1 session.

SP N9511 OA Sat 5/7 10am-1pm MRS Bernstein, K.

Beautiful Food on a Budget
Learn professional tricks to making easy, inexpensive meals beautiful and delicious. Students will expand their cooking repertoire by learning chef-proven knife techniques. This fun course will demystify dishes and allow you to be creative with basic ingredients and have fun experimenting with flavors and seasoning. Program will be held at the Mountain Restaurant Supply in New Windsor. 1 session.

SP N9429 OA Sat 5/14 10am-1pm MRS Bernstein, K.

Waterfront Lifeguarding (15+ yrs old)
Learn the knowledge and skills needed to prevent and respond to aquatic emergencies both in a pool and at a waterfront environment. This course prepares participants to recognize and respond quickly and effectively to emergencies to prevent drownings and emergencies. Contact our office for prerequisites and certification requirements. Students must attend all sessions for certification. Textbook fee of $25 and certification fee of $30 to be paid in class. Please see website for a complete list of prerequisites. 5 sessions.

SP N6185 OA Sun Sat 2/5-2/13 9am-5pm PE pool Stepp, S.
SP N6185 OB Sun Sat 4/2-4/10 9am-5pm PE Pool Stepp, S.
SP N6185 OC Sun Sat 5/2-5/22 9am-5pm PE Pool Stepp, S.
Scuba Diving
SUNY Orange and Middletown Scuba are proud to offer scuba diving classes on the Middletown Campus. Through lectures and pool diving, you will learn basic skin and scuba diving. Our instruction will help prepare you for open water diving leading to international certification. Prerequisites: able to swim 200 yards without stopping and pass a scuba medical evaluation. Please call Middletown Scuba at 845-343-2858 for more information about additional expenses and to setup your scuba medical assessment. 8 sessions.

SP N6176 OA Wed 3/2-4/27 $129
MDTN 7-10pm PE Pool/223 Mattinson, P.
No class: 3/23
S2 N6176 OA Tue Thu 7/12-8/4 $129
MDTN 6:30-9:30pm PE Pool/223 Mattinson, P.

Yoga for Beginners
Yoga is the union of breath, body and mind. Besides being a wonderful way to get in touch with your physical self, yoga allows you to quiet your mind and move into stillness. In this course we will learn some basic asanas (physical postures) which will then allow us to prepare for meditation. 5 sessions.

SP N9436 TA Thu 1/27-2/24 $69
NBG 12:30-1:30pm 2808WY Baez, R.

Portugal & Morocco: The History of the Mediterranean World Tour
Anyone traveling with the college on the Portugal and Morocco tour during spring break, March 18-28, 2011, must register for this course or one credit hour of Field Studies. Come and experience the History and Culture of Europe and north Africa. See the beauty of Casablanca and Lisbon. Cost of the trip is $2198 plus airport taxes. For more information contact the Global Studies Department at 845-341-4828 or email paul.basiniski@sunyorange.edu.

SP N9514 OA Wed 2/23-3/16 $40
MDTN 4-6:45pm HU 211 Basinski, P., Weber, H.F

Italy: Ancient Civilizations Tour
Anyone traveling with the college on the Italy trip in Summer 2011 (July 12-21, 2011) must take this course. The preliminary meeting (6/18/11, 10am-12pm) is an organization meeting and dissemination of important information for trip participants, and attendance is strongly recommended. Please inform the trip leaders if you are unable to attend. The remainder of the sessions are educational and optional, but strongly recommended as well. Covered topics include an overview of the ancient civilizations of Italy, Ancient Greek civilizations in Sicily and the ruins of ancient Pompeii and Herculaneum. Please contact Dr. Kontos 845-341-4370 or Professor Kass 845-341-4364 for more information. 2 sessions.

S1 N9513 OA Sat 6/18-6/25 $79
MDTN 10am-3pm HU 210 Kass, B., Kontos, D.
**Enrichment ➤ Youth Classes**

**Spanish (7-11 years)**
Simple conversation, vocabulary, sentence structure through conversation, songs and games. Bring a notebook to class. 8 sessions.

SP N9036 OA  Sat 2/19-4/16 9-10:15am HA 214 $59  
MDTN  
No class: 3/26

**Spanish 2 (8-13 years)**
A more advanced course for those who have completed Spanish 1 or who have knowledge of Spanish. Bring a notebook to class. 8 sessions.

SP N9037 OA  Sat 2/19-4/16 10:30-11:45am HA 214 $59  
MDTN  
No class: 3/26

**Beginner’s Guitar (9-15 years)**

SP N9144 OA  Sat 2/19-4/16 9-10:15am OH 23 $59  
MDTN  
No class: 3/26

**Calling All Actors/Actresses (9-12 years)**
Prepare for live theater, learn how an actor walks, talks and projects. Take part in classroom skits and improvisations. 8 sessions.

SP N9223 OA  Sat 2/19-4/16 10:30-11:45am SSC Cafeteria $59  
MDTN  
No class: 3/26

**Drawing For Beginners (6-12 years)**
Learn to create your own cartoon characters, techniques of the cartoonist, developing a cartoon story and producing a comic strip. Purchase of supplies extra. Bring white drawing pad, pencils and eraser to first class session. Other supplies to be discussed in class. 8 sessions.

SP N9257 OA  Sat 2/19-4/16 9-10:15am OH 23 $59  
MDTN  
No class: 3/26

**SP N9258 OA  Sat 2/19-4/16 10:30-11:45am HA 207 $59  
MDTN  
No class: 3/26

**Over Sixty Program**
SUNY Orange permits individuals 60 years of age or older to audit credit courses on a space available basis without payment of tuition according to NY State Law Article 126, Section 6303. Over Sixty participation is encouraged; no grades are given nor is credit earned. (Non-credit courses are not included in the Over Sixty Program.) Registration for Over Sixty students is held on the first day of the term. All students are required to complete an audit registration form and, if they are NY State residents, a Certificate of Residence. For questions regarding the Over Sixty Program or to receive a credit course bulletin please call the Registration Office at 845-341-4129.

**SUNY Orange Music**
The following credit courses are offered to the public. A $2 Insurance Fee will be charged per person per semester.

**Mixed Chorus**
SP N6523 OA  Tue Thu 1/18-5/5 2-2:50pm $0  
MDTN  OH 23 Damaris, C.

**Madrigals**
SP N6531 OA  Tue Thu 1/18-5/5 3:30-5:30pm $0  
MDTN  OH 23 Damaris, C.

**Band**
SP N6529 OA  Wed 1/19-5/4 7-8:45pm $0  
MDTN  PT Theater Scott, K.

**Chamber Ensemble**
SP N6527 OA  Thu 1/20-5/5 6-7:45pm $0  
MDTN  PT Theater Clarke-Moore, H.

**Orchestra**
SP N6528 OA  Thu 1/20-5/5 8-9:45pm $0  
MDTN  PT Theater Clarke-Moore, H.

**Coast Guard Auxiliary**
The following courses are offered in partnership with the local US Coast Guard Auxiliary. A $2 Insurance Fee will be charged per person per semester.

**About Boating Safety Course**
A beginning boaters class will give you the knowledge needed to obtain a Boat Safety Certification in many states. Materials fee of $30 is required and to be paid to the instructor in the first class session.

SP N1714 OA  Tue Thu 3/29-4/12 7:30-9:30pm $0  
MDTN  BT 264 Fallon, T.

SP N1706 OA  Tue Thu 5/5-6/23 7:30-9:30pm $0  
MDTN  BT 264 Fallon, T.

**Sailing Skills and Seamanship (SS&S)**
A comprehensive course designed for both experienced and novice sailboat operators offered in cooperation with the U.S. Coast Guard Auxiliary. Supply charge of $40 paid in class. 6 sessions.

SP N1706 OA  Tue Thu 5/5-5/26 7:30-9:30pm $0  
MDTN  BT 264 Fallon, T.
SUNY Orange

How to read class listings

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<tr>
<th>Semester</th>
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Semester Key

SP = Spring 2011
S1, S2 = Summer 2011

We’re always looking for great course ideas and instructors.

If you have an idea for a course, visit sunyorange.edu/ce. Click on the General Info link and then Teaching. There you will find an online course proposal form where you can enter the course information and attach your resume.

HELP WANTED

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Best Routes to Middletown Campus
115 South Street, Middletown

Arriving from Connecticut or Upstate New York, take Interstate 84 West to exit 3W, Route 17M (Middletown), proceed on 17M which becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left on Bennett to the top of the hill (South Street).

From New York City or New Jersey, N.Y.S. Thruway to exit 16 (Harriman) to Route 17 West to exit 123 (Middletown). Follow 17M (to Middletown) which becomes Dolson Avenue. Continue to Bennett, turning left on Bennett to top of hill (South Street).

From Upstate-Route 17 to exit 121W, Interstate 84 West for 3.3 miles to exit 3W, (Route 17M) becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left to Bennett Street.

Best Route to Grand Street Building
Follow directions to the Newburgh Campus. After the left on Colden Street proceed to Broadway and make a right on Broadway. Follow Broadway approximately 2 blocks to Grand Street and make a right on Grand Street. The Grand St. Building is located at 54 Grand Street.

Best Route to Port Jervis High School
Route 209, Port Jervis
Take I-84 to Exit 1, left turn off exit ramp, bear right at first traffic light (East Main Street), right at fourth traffic light (Kingston Avenue), right at next traffic light (Hamilton Street), go down hill, bear left to Port Jervis High School.
Best Routes to Newburgh Campus  (Kaplan Hall)
Five Washington Center, Newburgh

From Middletown: Take Interstate 84 East, exit 10, stay to right of ramp, turn right onto Route 9W and immediately get into left lane. At stoplight, turn left onto North Plank Road which becomes Marine Drive (also named LeRoy Place, Water Street and Rev MLK Blvd). Continue on to Second Street. Turn right onto Second Street, go up hill, and turn left onto Colden Street. Go one block, Newburgh Campus will on the right.

During new campus construction, parking is available on local streets and at public lots at the intersection of Colden Avenue and Rev. Martin Luther King Blvd. Free continuous shuttle service is available between these lots and the Tower Building.

From Route 17: Take Exit 121E (Interstate 84). Follow same directions as if coming from Middletown.

From Upstate New York or New York City/New Jersey area: Take New York State Thruway to Exit 17. After toll booths, bear right, follow signs for Interstate 84 East. Follow directions as if coming from Middletown.

Take Interstate 84West, Newburgh/Beacon Bridge, Exit 10, stay to right of ramp, turn right at end of ramp. Staying to right, follow signs to Route 9W, turn right onto Route 9W. Follow same directions as if coming from Middletown.

Best Routes to Monroe-Woodbury High School
From Middletown: Rt. 17 to Exit 131; left to light. Turn left at light onto Nininger Road; right onto Dunderburg Road. High school is on the right.

From South: Thruway to Exit 16 (Harriman). Immediately after toll, exit. At light, go straight through to Nininger Road. (Then same as from Middletown.)

Best Routes to Warwick Valley High School
From the New York State Thruway (North): Take Exit 16 in Harriman onto Route 17 West. Take Exit 127 (Greycourt Road). Go to top of the hill and turn left at the light onto Kings Highway (sign will say Warwick and Sugar Loaf). Continue on for approximately 3 miles. Turn right at Sugar Loaf sign and continue on Kings Highway until you get into Warwick. At the traffic light in Warwick, make a left and continue on Main Street until you get to the second light. At the light, turn right onto West Street and continue until you reach another red light. Go through the light, pass three houses on the left, and high school is the second big building past those homes.

From Route 17 East (South): Follow Route 17 East until you get to Exit 124 (Florida and Goshen) and follow Florida - 17A. Go through two lights in Florida and continue on Route 17A and 94 until you reach Warwick. At the second light, make a right onto West Street and continue until you come to a red light. Go through the light, continue on until you reach the second big building on the left.
Tuition and Fees
Registration is done on a first come first serve basis. The tuition is listed for each course listing. There is a $2 Insurance Fee for each student per semester which is mandatory. Returned checks will incur a $25 fee per check returned. Foreign check handling fee per check will be $10.

Books, Materials and Other Supplies
Purchases of materials (textbooks, workbooks, consumables, equipment, etc.) may be required for certain courses (see specific course description). This cost is not included in the course tuition unless specified. Please see our website or call for purchasing information. Please note, the College will not reimburse a student who purchases books, materials or other supplies for any reason, including if a class is canceled.

Payment
Payment can be made by mail, in person, by phone, via fax, or online. You can pay your tuition and fees by cash (Middletown only), check, money order, MasterCard, Visa, Discover, or the Tuition Pay plan. If you are using a charge card, you must provide card number and expiration date, student’s name, cardholder’s name (if different from student’s), and cardholder’s zip code.

Registration
Registration for 1-day courses must be received prior to the start date of the course. Payment for tuition at off-campus locations must be made by check, money order, MasterCard, Visa or Discover. SUNY Orange reserves the right to change instructors and program offerings.

Stop/Holds
Students who have unmet financial obligations to the College or who failed to comply with college requirements will not be permitted to register until the stop/hold is cleared with the issuing office. In addition, all information relating to student records will be withheld in accordance with the Family Educational Rights and Privacy Act.

Drop/Add
Students who completed registration for courses may add other courses and/or change the courses throughout the semester. They may also withdraw (drop) by deadlines listed (see refund policy). Drop/Add forms are available at the Records and Registration Office.

Disability Services
The Office of Disability Services (ODS) provides services to students with disabilities. Services are coordinated for individuals with disabilities including, but not limited to, those with physical, learning, mental health, chronic health or sensory related disabilities. Once students have self-identified, applied for services, and provided documentation of their disability, our staff works to determine eligibility for reasonable accommo-

dations. Under the Americans with Disabilities Act (ADA), both the student and the college must carry out these responsibilities in a timely manner. The ODS office is in Room 301 of the Shepard Student Center in Middletown and can be reached at 845-341-4077. For ODS in Newburgh, call 845-341-4034.

Refund/Policy
100%, if written request is received prior to first day of class. There will be no refunds on the day the class begins and thereafter. See special refund conditions in the course descriptions for certain courses. Refund payment is processed and mailed approximately four to six weeks after the cancellation date.

Students unable to attend the courses they registered for must inform the Continuing and Professional Education department in writing that they wish to withdraw. Failure to complete the course does not constitute official withdrawal, nor does notification of the instructor. The lack of attendance alone does not entitle the student to a refund. Refund requests cannot be made by telephone, online, or through the instructor.

Course Cancellation
All Continuing and Professional Education courses are subject to minimum enrollment requirement. When courses are cancelled by the College for any reason, students may transfer payment to another course or receive a full refund. SUNY Orange reserves the right to cancel any class for which there is insufficient enrollment and to withdraw or modify course offerings. Course locations, dates, fees, and instructors may also be changed when necessary. Check our website for the most up to date information regarding course offerings, schedule, locations and fees.

Session Cancellation Policy
In the event that an emergency situation requires a class session to be cancelled, the College will make every effort to reschedule the missed session. In most cases the total number of hours advertised for the course will be honored.

Senior Discount
Community Enrichment has a limited number of Senior Citizen Discount Coupons available. These coupons are worth $10 toward course tuition for selected non-credit courses. You must obtain that coupon from the Continuing and Professional Education office prior to registering. Please call 845-341-4890.

College Closing and Delay
For updated college closing and delay information, phone the College at 845-344-6222 for recorded voice information or look on the web at www.sunyorange.edu. You may also sign up for automatic email notification of college closings and delays at www.sunyorange.edu/alert. See page 35 for more information.
Five Ways to Register:

1. Online
   www.sunyorange.edu/ce

2. Mail
   Complete the registration form and send to
   Orange County Community College
   Continuing Education
   115 South Street
   Middletown, NY 10940

3. In-Person
   Continuing and Professional Education is located in the
   Christine Morrison House at the Middletown Campus.

4. Phone
   Call the Continuing and Professional Education Office at 845-
   341-4890.

5. Fax
   Fax registration form to 845-341-4897.

RECEIVED: ORANGE COUNTY COMMUNITY COLLEGE

CHECK       MASTERCARD       DISCOVER        VISA       MAKE CHECKS PAYABLE TO ORANGE COUNTY COMMUNITY COLLEGE

CREDIT CARD #______________________________________________________________________________  EXP. DATE ____________________________

PRINT NAME AND ADDRESS WHICH APPEARS ON CREDIT CARD (IF NOT STUDENT)

TO BUSINESS OFFICE

COMMUNITY COLLEGE

RECEIVED: COMMUNITY COLLEGE

Non-Credit Registration Form

TODAY'S DATE ____________________________

MALE          FEMALE         SOC. SEC.# ________-________-_________

STUDENT NAME ______________________________________________________________

NEW STUDENT?              YES        NO

DATE OF BIRTH _______________________

COUNTY  _____________________________

HOME PHONE ________________________

BUSINESS PHONE ______________________

EMPLOYER ___________________________________________________________________

STUDENT E-MAIL_________________________

Term  Course No.  Section  Course Name  Tuition

TOTAL $__

INSURANCE FEE  2.00

Optional:

COURSE NO.  SECTION  Tuition

TERM KEY

SP  SPRING

S1  SUMMER I

S2  SUMMER II

S3  SUMMER III

FA  FALL

I acknowledge financial responsibility for the selected course(s). If they are not cancelled or if I do not withdraw prior to the start date,

_____________________________________________________   ______________________

STUDENT'S SIGNATURE DATE
You don’t have to travel far for a great education. SUNY Orange offers classes in the following locations:

- Middletown
- Newburgh
- Monroe-Woodbury
- New Windsor
- Tuxedo

Spring / Summer 2011

To Register:
(845) 341-4890
www.sunyorange.edu/ce