Continuing and Professional Education
Spring / Summer 2012
Course Schedule

SUNY ORANGE
Orange County Community College

(845) 341-4890
www.sunyorange.edu/ce
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For more information, call (845) 341-4890
Technology ➢ Green & Innovative Technologies

Green Technology Open House
March 14, 2012

➢ Listen to a panel discussion led by green technology consultants
➢ Participate in the Question and Answer Session
➢ Learn about regional training resources and courses to be offered at SUNY Orange
➢ Enjoy healthy refreshments

New jobs are being created such as technicians, installers, engineers, scientists and system designers. Come learn about SUNY Orange’s certificate courses in green technology and the courses that will prepare you to take them.

March 14, 2012
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 OA Wed Sat 4/25-5/19 $599
MDTN 6-9pm HA 101 Aschoff, H. Wednesday classes meets 6pm-9pm, Saturday classes meet 8am-4pm (1hr lunch)

➢ 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/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 (341-4815) or local retail bookstores.
GSHPA Accredited Installer/NATE Certification (Geothermal)

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 is Peter Tavino, P.E.

SP I9181 OA Sun Fri Sat 2/3-2/5 $995
MDTN 2-9pm HA 105 Tavino, P.

Friday class meets 2pm-9pm (1hr dinner), Saturday & Sunday classes meet 8am-5pm (1hr lunch)

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 three-day course is an 18-hour hands-on training for trades people, students in the trades, engineers, architects, HVAC practitioners and other professionals. This course is designed to meet training requirements for NABCEP installer exams. Textbooks are included in the tuition, and are provided by the instructors.

Your instructors: Pete Skinner, PE, President of E2G and Betsy Ferris Wyman of SunDog Solar.

SP I9182 OA Fri Sat Sun 4/20-4/22 $599
MDTN 1-5pm BT 354 Ferris Wyman, B., Skinner, P.

Friday class meets 1pm-5pm, Saturday & Sunday classes meet 10am-5:30pm

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

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 OA Tue Thu 1/10-1/17 $149
MDTN 6-9pm HA 103 Aschoff, H.

S1 I9203 OA Tue Thu 6/19-6/26 $149
MDTN 6-9pm HA 101 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. Required: TI30X (Texas Instruments) scientific calculator. Textbooks will be provided by the instructor. 6 sessions

SP N9462 OA Tue Thu 1/24-2/9 $295
MDTN 6-9pm HA 103 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. Purchase of textbook required. 7 sessions

SP I9204 OA Mon Wed 2/20-3/12 $295
MDTN 6-9pm TBA Aschoff, H.
Technology ➢ Green & Innovative Technologies

Renewable Energy Math & Electricity
This course is a pre-requisite 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. This course is designed for beginners who want to get acquainted with the basic concepts of electricity. It is an ideal course for both people with no knowledge of electricity or electrical principles and those who have construction but not 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. Purchase of books and supplies required. 7 sessions.

SP I9205 OA Mon Wed 4/2-4/23 $175
MDTN 6-9pm HA 103 Aschoff, H.

Small Wind Energy Workshop
This five-day course will lead participants through the necessary steps required to site and install a small wind turbine (up to 50 kW). The course will cover in detail all the steps for a successful project including timelines, initial planning stages, site consideration, wind resource assessments and energy production estimates, tower considerations, zoning requirements, inter-connection, insurance, permitting, equipment assembly, maintenance plus much more. This course is designed around the NABCEP Objectives and Task Analysis for a Small Wind Energy System Installer. Purchase of textbooks required. 5 sessions.

SP N9561 UA Mon Tue Wed Thu Fri 5/7-5/11 $399
ULSTER 9am-5pm BRC SRC Butler, R.
Course to be held at SUNY Ulster, Kingston and Stone Ridge

The 2008/2011 Requirements for Photovoltaics
This course is for students, technicians, engineers, architects, inspectors, professionals and those interested in taking the NABCEP certification exam. The textbook used for this course extracts all relevant material directly from the 2008 National Electrical Codebook. PV sizing will be reviewed with a focus on what is required by the NEC. More than 200 study guide questions will be practiced/reviewed, topics including wiring/ protection/methods, conduit types and sizing, junction/pull box/enclosure sizing, grounding/ bonding sizing, OCPD sizing, Article 890, clearances for switchboards/panelboards, required labels/signs and markings. OSHA regulations for the Construction Industry will also be reviewed. 7 sessions.

S1 I9212 OA Mon Wed 5/21-5/25 $399
MDTN 9am-5pm HA 103 Aschoff, H.
No class 5/28

Residential Wind Site Assessor Training
Gain the background information required to perform a small wind site assessment. Students will learn to perform a basic analysis of a residential client’s energy needs, evaluate a site’s wind energy potential and determine wind speed at the proposed tower height, estimate energy production for the proposed system based on the wind resource, provide information and guidance on appropriate siting for a residential wind system and use this information to generate a site assessment report. Also included in the report will be a list of project next steps, including permitting, utility interconnection, insurance, potential dealers or installers, and funding. This course is designed around the NABCEP Small Wind Site Assessor Job Task Analysis. Course price includes a copy of 7th Wind Performance Calculator. Prerequisite: Small Wind Energy Workshop. Purchase of textbooks required. 5 sessions.

SP N9562 UA Mon Tue Wed Thu Fri 5/21-5/25 $499
ULSTER 9am-5pm BRC Butler, R.
Course to be held at SUNY Ulster, Kingston

for Voucher
If you are unemployed or a dislocated or displaced worker, you may be eligible to receive a voucher for the cost of tuition and books from the Employment and Training Administration (ETA) located at the County’s One Stop Centers in both Newburgh and Middletown. As an eligible training provider, SUNY Orange offers courses and certificate programs that would possibly be covered by Individual Training Account vouchers or ITAs. Most courses related to training in the healthcare fields like CASAC and Administrative Medical Office Assistant may be covered pending the availability of federal and state funding at any given time. For information on how to obtain an interview for a training voucher please call Orange Works, 845-568-5090 in Newburgh or 845-346-1187 for the Middletown Office.

Approved courses are indicated with •.
US Green Buildings Council, NY Upstate Chapter Spring 2012 Programs

Co-sponsored by SUNY Orange Continuing & Professional Education

Gilman Center, SUNY Orange Library
115 South Street, Middletown, NY
6:30 – 7 pm networking
7 – 8 pm program

Design for Well Being: Design for control in terms of outdoor air ventilation, temperature, moisture, infiltration, chemical sources and indoor contamination are key elements to achieve a healthy building. Clifford Cooper is a Certified Industrial Hygienist, ASHRAE High Performance Building Design Professional, and Certified sustainable Building Advisor with more than 30 years of experience. January 10, 2012.

Comfort By Design: An Intro to HVAC’s VRFZ Technology: Evaluate the energy efficiency and environmental impact of various types of HVAC, especially the new Variable Refrigerant Flow Zoning (VRFZ) systems. Identify the many design options available with VRFZ, learn how the indoor environmental quality of buildings can be enhanced with VRFZ Technology. Richard Rogers is the Regional Manager for Mitsubishi Electric and Electronics, February 9, 2012.

Biomimicry in Architecture: Biomimicry is a new design discipline that studies nature’s biology and imitates the model to solve human design and engineering challenges. Learn to create buildings, products, processes, and policies – new ways of living – that are well adapted to life on earth by emulating nature’s time-tested patterns. Janus Welton is owner and Principal of EcoArchitecture DesignWorks, PC. April 10, 2012.

$10 in advance for USGBC NY Upstate Chapter Members and Students
$15 for Members and Students at the door.
$15 advance sales for non-members and $20 for non-members at the door.
FREE FOR SUNY ORANGE STUDENTS WITH ID (Register at door)
To Register: visit the Green Events Calendar at www.greenupstateny.org

Technology ➢ Introductory Computers

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.

SP I9153 IA Mon Fri 2/20-3/2 $49
MTDN 6:30-9:30pm HA 114 Randolph, J.

SP I9153 IB Mon Wed 4/16-4/25 $49
MTDN 6:30-9:30pm HA 114 Galligan Ill, V.

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.

SP I8626 IA Tue Thu 2/21-3/1 $79
MTDN 6:30-9:30pm HA 114 Casillas, J.

SP I8626 TA Tue Thu 5/1-5/10 $79
NBG 6-9pm KAP 233 Hyler, J.

SP I8626 IB Mon Wed 5/7-5/16 $79
MTDN 6:30-9:30pm HA 114 Galligan Ill, V.

S2 I8626 TA Tue Thu 7/31-8/9 $79
NBG 6-9pm KAP 233 Hyler, J.

Technology ➢ Microsoft Office

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.
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.
S1 I8710 IA Mon Wed 5/21-6/4 $120
MDTN 6:30-9:30pm HA 114 Weiss, R.

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.
SP I8627 TA Tue Thu 1/24-2/2 $79
NBG 6-9pm KAP 233 Hyler, J.
SP I8627 IA Mon Fri 3/5-3/16 $79
MDTN 6:30-9:30pm HA 114 Casillas, J.
S1 I8627 TA Tue Thu 5/22-5/31 $79
NBG 6-9pm KAP 233 Hyler, J.
S1 I8627 IA Mon Wed 6/11-6/20 $79
MDTN 6:30-9:30pm HA 114 Randolph, J.

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 sharing Excel files and incorporating Web information. Prerequisite: Basic Microsoft Excel. Purchase of textbook required. 4 sessions.
SP I8711 TA Tue Thu 2/14-2/23 $120
NBG 6-9pm KAP 233 Hyler, J.
S1 I8711 IA Mon Wed 6/26-7/5 $120
MDTN 6:30-9:30pm HA 114 Pastorello, S.

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.
SP I8690 IA Mon Fri 1/9-1/23 $79
MDTN 6:30-9:30pm HA 114 Weiss, R.
No class 1/16/12
SP I8690 TA Tue Thu 3/6-3/15 $79
NBG 6-9pm KAP 233 Hyler, J.
SP I8690 IB Tue Thu 3/6-3/15 $79
MDTN 6:30-9:30pm HA 114 Weiss, R.
S1 I8690 TA Tue Thu 6/12-6/21 $79
MDTN 6-9pm KAP 233 Hyler, J.
S1 I8690 IA Mon Wed 6/25-7/9 $79
MDTN 6:30-9:30pm HA 114 Weiss, R.

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.
SP I8778 IA Mon Fri 1/30-2/10 $120
MDTN 6:30-9:30pm HA 114 Weiss, R.
SP I8778 TA Tue Thu 3/27-4/5 $120
NBG 6-9pm KAP 233 Hyler, J.
S2 I8778 IA Mon Wed 7/11-7/23 $120
MDTN 6:30-9:30pm HA 114 Weiss, R.

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 I8691 IA Tue Thu 2/7-2/16 $79
MDTN 6:30-9:30pm HA 114 Randolph, J.
SP I8691 IB Mon Fri 4/2-4/13 $79
MDTN 6:30-9:30pm HA 114 Pastorello, S.
SP I8691 TA Tue Thu 4/17-4/26 $79
NBG 6-9pm KAP 233 Hyler, J.
S2 I8691 IA Mon Wed 7/10-7/19 $79
MDTN 6:30-9:30pm HA 114 Andryshak, J.
S2 I8691 TA Tue Thu 7/10-7/19 $79
NBG 6-9pm KAP 233 Hyler, J.

Need to take your road test?
Continuing Education offers the 5-hour prelicensing 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 26.
Network+

Our Network+ course covers the CompTIA certification exam objectives that certify you can successfully describe, install and configure a medium size network. This course is now approved for College credit. 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 TA Tue Thu 2/7-5/17 $799
NBG 6-9pm KAP 329 Antunovich, J.
No class 3/20/12 & 3/22/12

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 Sat 1/14-2/25 $375
MDTN 9am-1pm HA 114 Weiss, R.

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 I8536 IA Fri 3/9-4/20 $325
MDTN 9am-1pm HA 114 Weiss, R.
No class 3/23/12

Intermediate HTML

This is a continuation of Introduction to HTML. You will explore web design and be introduced to scripting for HTML. In addition, you will learn Dynamic HTML (DHTML) including topics such as controlling content, positioning, and structuring data. Prerequisite: Introduction to HTML. The same textbook from I 8535 Introduction to HTML is used for this class. 6 sessions.

SP I9179 IA Sat 3/10-4/21 $325
MDTN 9am-1pm HA 114 Weiss, R.
No class 3/24/12

Adobe Photoshop

Adobe’s Photoshop is the state of the art graphic enhancement program. It is used by graphic designers and photographic artists because of its extensive applications. In this course you will learn to crop and adjust digital images and add filters. Using layers you will be able to create composite pictures. With the clone stamp you will be able to alter the image either by adding to or removing part of the picture. With the select tools, you can decide with portions of the picture to enhance, enlarge, cut or copy. 2 sessions.

SP I9209 TA Mon 1/23-1/30 $120
NBG 6-9pm TBA Knieser, T.

Adobe Illustrator: An Introduction

Adobe’s Illustrator is a professional design software application. With Illustrator you can incorporate text and graphics to design posters, logos, ads, postcards and much more. You will discover the effects of layering and the ability to create imaginative designs using object, symbols, text and color. Although this is a multifaceted program, you will be able to create some exciting designs with only a few lessons. Let your imagination do the rest. 2 sessions.

SP I9210 TA Mon 2/13-2/20 $120
NBG 6-9pm TBA Knieser, T.

Intro to Adobe InDesign

Promote your business with Adobe’s InDesign. Create multipage newsletters, brochures, coupons and other marketing materials. Import text, arrange it in columns, add banner headlines and images. 2 sessions.

SP I9211 TA Mon 4/2-4/9 $120
NBG 6-9pm TBA Knieser, T.

For more information, call (845) 341-4890
Healthcare Career Open House

Train at home for an in-demand career

With our Medical Transcription and Medical Coding and Billing career training programs 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 program 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 6, 2012 — 6:00pm —
115 South Street, Middletown, NY — Library, Gilman Center

ON-LINE

Healthcare > Medical Coding & Billing

ON-LINE

Learn in-patient and outpatient medical billing at home with the Medical Coding and Billing training program from SUNY Orange. This highly interactive program will give you hands-on experience in the same software many medical facilities use. You will develop the knowledge and skills needed to meet and exceed the requirements for both the American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC) certification exams and get a job. Throughout the program, you will: have access to knowledgeable student and technical support specialists; code actual in-patient and outpatient records from a wide variety of specialties; be given frequent tests with immediate feedback as you complete the coursework; have unlimited access to student chat rooms and online forum with over 16,000 registered users; and have the opportunity to attend moderated chats with career counselors, industry experts, and employers. You will gain a basic understanding of medical terminology, documentation, confidentiality and ethics in the healthcare field, coding in healthcare, the structure and organization of the healthcare industry, anatomy and pathophysiology, pharmacology and medical records, and healthcare reimbursement.

SP N9450 DA Online 3/5/12-3/5/13 $2495

All reference materials will be provided to the students online. Students must provide e-mail address. For more information, visit: www.sunyorange.edu/ce or come to our Open House on February 6th at 6pm in the Library, Middletown.

Healthcare > Medical Transcription

ON-LINE

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. The curriculum is approved by the Association for Healthcare Documentation Integrity (AHDI, formerly the American Association of Medical Transcription, or AAMT) and was developed by Career Step, the nation’s leading provider of online medical transcription and coding & billing training. Once you successfully complete the program, you will be familiar with medical terminology, know how medical words are “built,” and have a basic understanding of anatomy, disease, pharmacology and basic acute care. You will also have built your speed and efficiency on the keyboard, and know how to build a medical record and how to produce clinic notes. You will have access to online resources related to your study, a chat room for discussion with other students, student and technical support through e-mail and a toll free number, personal employment consultations, an employment referral guide which shows potential employers such as transcription services and contractors across the US.

SP N9427 DA Online 3/5/12-3/5/13 $1895

Students must provide e-mail address. For more information, visit: www.sunyorange.edu/ce or come to our Open House on February 6th at 6pm in the Library, Middletown.
Administerive Medical Office Assistant Program

Prepare to enter one of the fastest growing areas in the healthcare industry. After you complete this series of five (5) courses you will be eligible for administrative and clerical positions at a medical facility.

- Medical Office Procedures
- Medical Terminology
- Introduction to ICD & CPT Medical Coding
- Computerized Billing for the Medical Office
- Introduction to Electronic Medical Records

Unless you have equivalent experience, courses should be taken in order. Prerequisite: Must be able to type 25 wpm and have working knowledge of the PC and Windows. Purchase of textbooks required. A new program will begin in Fall 2012.

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. 12 sessions.

SP N2017 OA Tue Thu 3/27-5/3 $345
MDTN 7-10pm HA 114 Walker, K.

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. Prerequisite: Knowledge of Windows. Purchase of textbook required. 8 sessions.

SP N3018 OA Tue Thu 5/8-5/31 $255
MDTN 7-10pm HA 114 Walker, K.

SUNY Orange now offers students in our Administrative Medical Office Assistant the chance to sit for national certification exams as a Certified Medical Office Assistant or a Certified Billing and Coding Specialist through the National Healthcareers Association (NHA).

Since 1989 NHA national certification exams have been offered in all 50 states. More than 200,000 national certifications have been issued throughout the country, making NHA the largest Allied Healthcare Certification agency.

If you have completed courses in our Administrative Medical Office Program and would like to register to sit for a national exam in one of these fields please call (845) 341-4890
Healthcare ➢ Electronic Health Record System Technologist

Electronic Health Record System Technologist
Enter One Of The Newest And Highest Growth Industries!

Our Electronic Health Record System Technologist certificate program will prepare you for careers in six workforce categories: Workflow Specialist, Clinical Practitioner/Consultant, Implementation Specialist, Implementation Manager/Project Manager, Trainer, or Technical Support Specialist.

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

The Electronic Health Record System Technologist certificate program covers the following topics:

➢ 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 about this program which is scheduled to begin in Fall 2012, please call (845) 341-4890.

Healthcare ➢ Pharmacy Technician

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. 25 sessions.

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.

SP I9115 OA Tue Thu 2/21-5/22 $945
MDTN 6-8:30pm BT 364 Stewart, S.
No class 3/20/12 & 3/22/12

www.sunyorange.edu/ce
HEALTHCARE > NUCLEAR MEDICINE TECHNOLOGIST

Nuclear Medicine Technologist

The US Department of Labor’s Bureau of Labor Statistics reports that the national average annual income for a Nuclear Medicine Technologist is over $67,000. Radiologic technologists who are also trained and certified in other diagnostic methods will have the best prospects for employment and success.

Nuclear Medicine Technologists operate cameras that detect and map the radioactive pharmaceutical in a patient’s body to create diagnostic images. After explaining test procedures to patients, technologists prepare a dosage of the radiopharmaceutical and administer it by mouth, injection, inhalation or other means. They position patients and start a gamma scintillation camera, or “scanner,” which creates images of the distribution of a radiopharmaceutical as it becomes localized in, and emits signals from, the patient’s body. The images are produced on a computer screen or on film for a physician to interpret.

This 12-month program will prepare you to take the American Registry of Radiologic Technologists (ARRT) certification exam. You will have both classroom instruction and hands on clinical practice. Individual courses include: Nuclear Medicine, Nuclear Math, Biology/Protection/Detection, Cross Sectional Anatomy, Instrumentation, and Nuclear Physics.

Potential students must be NYDOH /ARRT certified radiologic technologists. It is highly recommended candidates complete College Physics 1 and College Chemistry prior to admission. The program is planned to start in late winter 2012.

For more information and an application, please call the Continuing Education department at (845) 341-4890.

Computed Tomography Technologist

Expand Your Employment Potential!

The US Department of Labor’s Bureau of Labor Statistics reports that the national average median wage for a radiologic technologist or technician is $26.13 hourly and $54,340 annually. Above average growth is projected in this field through 2018.

Projected job openings during the period from 2008 – 2018 are 68,000. New York’s average median wage is $30.07 hourly and $62,500 annually. Radiology professionals who are also trained and certified in other diagnostic methods will have the best prospects for employment and success.

Radiologic technologists who pursue a certificate in computed tomography wish to expand their radiography skills and thus their career options. These radiographers take x-rays using a CT scanner. Communication skills are heavily emphasized in such programs, since CT technologists must be able to explain the procedure to patients and inform other medical personnel of the results. The computed tomography certificate prepares the technologist for the American Registry of Radiologic Technologists (ARRT) certification exam through 14 hours of online instruction. Candidates for CT certification must also complete clinical requirements in order to be eligible to sit for the CT certification exam. Students must perform 125 CT procedures according to the Clinical Experience Requirements Procedures outline. Performance of these procedures must be verified by a Registered Technologist or licensed physician.

Applicants to the certificate program in computed technology must be NYDOH /ARRT certified radiologic technologists to be eligible for admission to the program which is planned to start in late winter 2012.

For more information, please call the Continuing Education department at (845) 341-4890.
ACSM Certified Personal Trainer

SUNY Orange has teamed up with the American College of Sports Medicine to offer a course ideal for those interested in an exploration of the knowledge, skills and abilities (KSA's) of the personal trainer. Participation in the course will provide a theoretical overview of kinesiology, human movement and exercise physiology, an introduction to the components of physical fitness and the principles & safety considerations of exercise. Health and fitness pretest screening, fitness assessment, exercise prescription and nutritional guidelines and recommendations will be covered in both lecture and hands on lab exercises. The material will be covered more in depth than a workshop.

Requirements: A high school diploma or equivalent; 18 years of age; current Adult CPR Certification that requires a practical skills exam. (will be an option offered for an additional $60.00). Purchase of textbook required. 9 sessions.

SP N9545 OA Mon 1/30-4/9 $375
MDTN 7-10pm PE 222 PE Staff
No class 2/20/12 & 3/19/12

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.

SP N9456 OA Sat 1/7 $210
MDTN 8am-1pm BT 264 All County Care
SP N9456 OB Sat 3/17 $210
MDTN 8am-1pm BT 264 All County Care

Basic EKG Interpretation Training: One day seminar

You will learn legalities, anatomy/physiology, electrical conduction, causes of heart disease, placement of EKG leads for both 12 lead and telemetry, measuring complexes using a caliper, identifying normal rhythms, atrial and ventricular dysrhythmias, interventions, documentation, rhythm strip practice, evaluation and recommendations. You must be a medical professional to attend this course. Please call (631) 471-1263 regarding qualifications. Class duration time may vary based on enrollment. Bring a lunch bag. 1 session.

SP N3047 OA Sat 1/21 $255
MDTN 8am-5pm BT 264 All County Care
S2 N3047 OA Sat 8/11 $255
MDTN 8am-5pm BT 264 All County Care

Wound Care Training: One day seminar

You will learn legal views, anatomy and physiology of the integumentary system, risk factors associated with pressure ulcers, staging procedures, treatments, documentation (includes types of wound care products nad devices), healing process and complications, evaluation and recommendations. You must be a medical professional to attend this course. Please call (631) 471-1263 regarding qualifications. Class duration time may vary based on enrollment. Bring a lunch bag. 1 session.

SP N3056 OA Sat 2/4 $240
MDTN 8am-5pm BT 264 All County Care
SP N3056 OB Sat 5/5 $240
MDTN 8am-5pm BT 264 All County Care
S2 N3056 OA Sat 8/4 $240
MDTN 8am-5pm BT 264 All County Care

Clinical/Legal Documentation Seminar: One day training

You will learn legalities, importance of an accurate/complet history during admission process, systems review, considerations when assessing geriatric/pediatric patients, objective vs. subjective data recording, changes in patient's condition, challenging behaviors, Medicare documentation, evaluation and recommendations. You must be a medical professional to attend this course. Please call (631) 471-1263 regarding qualifications. Class duration time may vary based on enrollment. 1 session.

SP N3058 OA Sat 2/18 $230
MDTN 8am-5pm BT 264 All County Care

www.sunyorange.edu/ce
Phlebotomy, Peripherally Inserted Central Catheter Training: One day seminar

You will learn legalities, potential risks, fluid and electrolytes, specific solutions, complications and interventions, types of peripheral and central catheters (Hickman, Broviac, Groshong, Ports, PICC), care and maintenance of all VAD’s, calculating infusion rates, vascular identification, documentation, demonstration, practice, and return demonstration, evaluation and recommendations. You must be a medical professional to attend this course. Please call (631) 471-1263 regarding qualifications. Class duration time may vary based on enrollment. Bring a bag lunch. 1 session.

SP N3042 OA Sat 4/14 $260
MDTN 8am-5pm BT 264 All County Care

ICD-10: An Introduction

Be ready for the impending transition to ICD-10. Learn code format and how it relates to the current ICD-9 coding system. Gain insight into cross-walk mapping. Working knowledge of ICD-9 coding is required. 2 sessions

S1 N3016 OA Tue 6/5-6/12 $59
MDTN 7-10pm HA 114A Esch, G.

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.

S2 N3050 OA Sat 8/4 $75
MDTN 1-5pm BT 364 Palermo, L.

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.
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.”

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 text book can be purchased in class for $15. 1 session.

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 for $35. 2 sessions.

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

Credentialed Alcoholism & Substance Abuse Counselor Training Program

Orange County Community College is an approved training provider of the New York State Office of Alcoholism and Substance Abuse Services Academy. CASAC is a comprehensive training program meeting the established minimum 350 clock-hour requirement to become a Credentialed Alcoholism & Substance Abuse Counselor.

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.

"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, and assist you with registration -- call her at 341-4993.
Healthcare ➢ Credentialed Alcoholism & Substance Abuse Counselor

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

What our students are saying:

“Dr. Street is a dynamic instructor who instills a sense of knowledge and confidence that helps me in my every day life as well as for preparing me to work in the alcohol/substance abuse field. I leave each class with a renewed sense of confidence that I have made the right decision to make this my career.” -- Christina Garrison, SUNY Orange CASAC Student

“If you are interested in this field and attend the CASAC program at SUNY Orange, you will receive a tremendous exposure to the reality of what it is like to be a CASAC. The information is presented in a structured way that makes it easy to understand and each module builds upon what you have previously learned. Students who have been away from the school environment for a long time will find that this course is manageable and compelling. I feel fortunate to be here!” -- Terri Gottlieb, SUNY Orange CASAC Student

“Taking the SUNY Orange CASAC program was a wonderful experience and I learned a great deal about myself in addition to the “do’s” and “don’ts” of being a good counselor. The instructors are very knowledgeable and I would recommend this program to anyone who is interested in exploring this field.” -- Ivelisse Rodriguez, SUNY Orange CASAC Graduate

“Enrolling in the CASAC Fastrack Program was a truly rewarding life altering experience. Not only did I gain the skills necessary to become a Certified Alcohol and Substance Abuse Counselor, but the entire experience has enriched my personal relationships with family and friends, as well as, my professional relationship with my customers. By better understanding myself I am able to communicate more effectively with others. I would highly recommend this program to anyone looking to advance their career in the Life Sciences or just to gain invaluable insight into their own behaviors and beliefs, as well as, having a better understanding of others.” -- Jo Cover, SUNY Orange CASAC Graduate

“My experience as a student in the CASAC training program at SUNY Orange was a rewarding and valuable one. The efforts and enthusiasm of instructors, Mr. Matthews and Dr. Street, were invaluable assets throughout the three modules. The program prepared me for an internship and employment in an outpatient treatment facility. I continue to use the skills and insight I learned on a daily basis.” -- Bill Gore, SUNY Orange CASAC Graduate

Weekday Fast-Track Program
begins again in Fall 2012 -- call for more information and/or to register.

Module I
Offered during the Fall 2012 semester
(Call for dates)

Module II
Offered during the Spring 2012 semester -- January 3 to May 8
SP N3292 OA T/Th 5:30 to 9:30 p.m.* $1,267
MDTN SSC Alum Begins 1/3

Module III
Offered during the Summer 2012 semester -- May 10 to August 14
S1 N3293 OA T/Th 5:30 to 9:30 p.m.* $995
MDTN SSC Alum Begins 5/10
*Some classes may end later

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 as a result of the College closing due to 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.
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, and closing and closing costs, land use regulations and real estate mathematics. Separate state-issued qualifying exam is required for licensure. Purchase of textbook required. 10 sessions.

SP N1840 OA Fri Sat 3/2-4/7 $495
MDTN 8am-4:30pm HA 114A Donohue, G.
No class 3/23/12 & 3/24/12

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. A real estate broker is responsible for the supervision and conduct of the real estate brokerage business. He or she applies for and holds the license on behalf of the brokerage. This person is known as the “representative broker.” A real estate salesperson works for and is supervised by the representative broker. The salesperson acts as the representative broker’s agent. 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 an additional 45 hour real estate broker course as approved by the Secretary of State, and have passed a qualifying examination administered by the Department. Purchase of textbook required. 6 sessions.

SP N1826 OA Fri 4/20-5/25 $295
MDTN 8am-4:30pm HA 114A Donohue, G.

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 TB Tue Thu 2/14-3/1 $199
NBG 9am-12pm KAP 233 Boylan, N.
SP I8812 TC Tue Thu 3/27-4/12 $199
NBG 9am-12pm KAP 233 Boylan, N.

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 1/17-2/2 $199
NBG 9am-12pm KAP 233 Boylan, N.

Publicity Techniques: How to Publicize Your Programs & Events The Right Way in The Local Media

Deal effectively with the media to maximize your efforts and have successful outcomes. Use information from your professional and/or volunteer worlds to successfully prepare the essential elements of a press kit: fact sheets, biographical sheets, flyers, brochures, organizational histories, position papers and question and answer sheets, including the cornerstone of any press kit -- the news release. Class will be held in a computer lab. Purchase of textbook required. 8 sessions.

SP N9403 OA Wed 1/25-3/14 $65
MDTN 7-9pm HA 107 Kriz, N.

Want To Become A Freelance Newspaper Writer?

Learn the basic of news writing and interviewing so you can apply those skills to writing news and feature stories. How to best work with an editor, how to get story ideas and more. Course includes in class writing. Purchase of textbook required. 6 sessions.

SP I9191 IA Mon 2/6-3/12 $125
MDTN 7-9pm HA 103 Kriz, N.
Social Media for Business Series

Take these courses Online – participate on your own schedule – any time of day or night - just complete assignments by the deadlines!

Improve Your Company’s Relationship with Your Customers

Learn new ways to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Create a plan to integrate social networks into your communication and marketing.

Instructors are outstanding practitioners who also speak, write, and train others on social networks.

Course is available online for three months. The “virtual classroom” will open five days prior to the start date, and you will receive an email with instructions the week before the course begins. Listen to audio lectures, take optional quizzes, participate in online discussion, and receive a text. Visit our website to learn more about Technical Requirements and the online learning experience.

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Learn new ways to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Create a plan to integrate social networks into your communication and marketing.

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Introduction to Social Media

Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Explore Facebook and YouTube.

Tuition includes texts.

SP N9567 DA Online 2/6-4/27 $495

Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using major social networks. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You’ll find out the advantages and disadvantages of each, and learn what’s right for your work and kind of organization. The instructor is a director of marketing for a national association, and writes and speaks on the topic. Tuition includes texts.

SP N9569 DA Online 3/5-3/30 $195

Integrating Social Media in Your Organization

Take away a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Tuition includes texts.

SP N9570 DA Online 4/2-4/27 $195

Too many points on your driving record?

CAPE 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 26.
Effective Corporate Compliance Plans

Primarily for healthcare providers, health plans, pharmaceutical firms, and non-healthcare firms who may receive government funding. Learn the eight elements of an effective plan. The New York State Department of Labor projects from 2008-2018 there will be 297,000 job openings in this field nationally, and 990 openings in New York State. After completing this course, continue your training to become NYS certified as a Certified Compliance Executive or Certified Compliance Professional. Case scenarios are used in this course to reinforce learning.

2 sessions.

SP N9556 OA Thu 3/1-3/8 $89
MDTN 6-8pm HA 214 Smith, M.

Memory Shock - Training You Won’t Forget

Learn the secrets to an incredible memory. Fast-paced, fun-filled course will startle you with your ability to remember names & faces, important lists, facts of all kinds, calendar dates, numbers, and where you put the car keys. Begin to use your new abilities from the first hour, and use these skills in practical applications for a lifetime.

Business & Professional ➢ Professional Development

You’ll be better prepared for work, school, daily activities, public speaking, job interviews(!), and everything else you do. 5 sessions.

SP N9474 OA Mon 3/5-4/9 $125
MDTN 7-9pm BT 354 Reitman, B.
No class 3/19/12

FERPA for Families - You and Your Student's Educational Records

Even though you may be paying the bill, college students retain the rights to their educational records. The Family Educational Rights and Privacy Act has provided two ways in which parents/guardians of dependent students may inspect the educational records of the student. The first is to obtain a signed written consent from the student and submit consent to the appropriate college office. If the student is unwilling to provide a signed written consent, the final alternative is for the parents/guardians to provide the college office with a copy of the preceding year’s tax return to demonstrate the student is a tax dependent. 1 session

SP N9554 OA Thu 4/5 $25
MDTN 6-8pm HA 201 Staff

Business & Professional ➢ Teacher Training

Child Abuse Identification and Reporting

Satisfies the New York State teacher certification required course work. Certificate issued at completion. 1 session.

SP N7640 OA Tue 1/31 $49
MDTN 12-1:50pm BT 251 Tarvin, E.
SP N7640 OB Thu 2/2 $49
MDTN 5-6:50pm BT 251 Staff
SP N7640 NA Mon 2/6 $49
NBG 7-8:50pm TWR 207 Diemer, C.
SP N7640 NB Sat 3/31 $49
NBG 10-11:50am TWR 207 Diemer, C.
S1 N7640 OA Tue 6/5 $49
MDTN 6-8:30pm BT 251 Staff

Intervention and Prevention of School Violence

Satisfies the New York State teacher certification required course work. Certificate issued at completion. 1 session.

SP N7679 OA Tue 2/14 $49
MDTN 12-1:50pm BT 251 Tarvin, E.
SP N7679 OB Thu 2/16 $49
MDTN 5-6:50pm BT 251 Staff
SP N7679 NA Mon 2/20 $49
NBG 7-8:50pm TWR 207 Diemer, C.
SP N7679 NB Sat 4/14 $49
NBG 10-11:50am TWR 207 Diemer, C.
S1 N7679 OA Tue 6/19 $49
MDTN 6-8:30pm BT 251 Staff

For more information, call (845) 341-4890
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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<tr>
<th>Code</th>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
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<tr>
<td>SP 18347 OA</td>
<td>Sat</td>
<td>2/4</td>
<td>8:30am-5pm</td>
<td>HA 101</td>
<td>Girolamo, A.</td>
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<tr>
<td>SP 18347 OB</td>
<td>Sat</td>
<td>5/5</td>
<td>8:30am-5pm</td>
<td>HA 105</td>
<td>Girolamo, A.</td>
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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.

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<td>SP 18709 OB</td>
<td>Sat</td>
<td>5/12-5/19</td>
<td>8:30am-5pm</td>
<td>HA 105</td>
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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.

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<tr>
<td>SP 19083 OB</td>
<td>Sat</td>
<td>5/5</td>
<td>8:30am-5pm</td>
<td>HA 105</td>
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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/
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) 341-9593 o (845) 341-9025 para hacer una cita para una evaluación.

**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 hablándolo bien. Se estudia y se conversa sobre las situaciones cotidianas.

**ESL Class Information**

Required textbook can be purchased in class.

**Registration Information:**
First time students must call (845) 341-9593 or (845) 341-9025 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 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.
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 pratique 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.

SP N7993 TB Mon Wed 1/23-4/11 $10
No class 3/19/12 & 3/21/12

SP N7993 OB Mon Wed 1/23-4/11 $10
No class 3/19/12 & 3/21/12

S1 N7993 OA Mon Wed 5/14-8/1 $10
No class 5/28/12 & 7/4/12

S1 N7993 TA Mon Wed 5/14-8/1 $10
No class 5/28/12 & 7/4/12

English As A Second Language (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.

SP N7957 OB Tue Thu 1/24-4/12 $10
No class 3/20/12 & 3/22/12

SP N7957 TB Tue Thu 1/24-4/12 $10
No class 3/20/12 & 3/22/12

S1 N7957 OA Tue Thu 5/15-7/26 $10
S1 N7957 TA Tue Thu 5/15-7/26 $10

ESL Vocabulary Development
Learn the most important words from the academic vocabulary list to improve your reading and writing skills. (Suggested to be taken with ESL Intermediate Reading & Writing). Required textbook can be purchased in class. 14 sessions.

SP N7953 OA Mon Wed 1/23-3/7 $10
No class 5/28/12 & 7/4/12

S1 N7953 TA Tue Thu 5/15-7/26 $10

Pronunciation for Beginners
Improve your confidence in speaking English! This course in accent reduction for high beginners (Level II) and above will introduce you to learning how to produce sounds in English, as well as teach intonation, rhythm and word stress so you can make yourself better understood and comprehend what you hear. Required textbook can be purchased in class. 14 sessions.

SP N7957 OA Mon Wed 1/24-4/12 $10
No class 3/20/12 & 3/22/12

SP N7957 TA Tue Thu 1/24-4/12 $10

ESL Advanced Reading & Writing Online
This is an online course. Students must have completed ESL Intermediate Reading and Writing or get special permission from the ESL Department Coordinator to register. Students must devote six hours per week in the online class work, as well as do out of class assignments to be submitted.

To participate in online learning, students must have access to the World Wide Web (a broadband connection is recommended) and must use
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.

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<th>Course Code</th>
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<tr>
<td>SP N7994 TA</td>
<td>3/26-5/9</td>
<td>6:30-9:30pm</td>
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<td>Bolorin, A.</td>
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<tr>
<td>SP N7994 OA</td>
<td>3/27-5/10</td>
<td>6:30-9:30pm</td>
<td>OH 107</td>
<td>Sheets, A.</td>
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ESL for Academic Purposes

ESL students with goals to pursue college studies will learn the skills needed to succeed with 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.

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<tr>
<td>S1 N7956 OA</td>
<td>5/14-8/1</td>
<td>6:30-9:30pm</td>
<td>OH 107</td>
<td>Graf, K.</td>
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<tr>
<td>S1 N7956 TA</td>
<td>5/15-7/26</td>
<td>6:30-9:30pm</td>
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<td>Graf, K.</td>
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Workplace Essential Skills - Job Readiness and Career Exploration

Do You Need To Upgrade Your Office Skills To Compete For Competitive Clerical Positions?

This course is designed to deliver the Essential Workplace Skills needed in the workplace. We will offer Word and Excel at the basic and intermediate levels in a simulated office environment. The skills required for most clerical positions also covered include typing tutorial, proper use of email correspondence, purchase orders, vouchers, memos of understanding, office etiquette and workplace communication skills. This course will meet in both morning and afternoon sessions three days per week. (60 hours and 20 class sessions) Prerequisite: Knowledge of the PC and at least 25 words per minute typing skills.

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<tr>
<td>SP I9125 PA</td>
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<tr>
<td>SP I9125 TA</td>
<td>1/30-3/14</td>
<td>1-4pm</td>
<td>KAP 233</td>
<td>Staff</td>
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SUNY Orange College GED Classes

SUNY Orange offers the highest quality of instruction in its College GED program. If you are 18 years or over you can enter our GED program. A GED, or General Education Diploma, is a high school diploma equivalency credential. It is a nationally accepted standard of high school completion that measures knowledge in writing skills, social studies, science, mathematics, literature and the arts. Find out what’s involved and be on your way to a better job, a degree, or the accomplishment of a dream. It’s never too late. You can do it!

Call today!! For more information on the GED program please contact: Lou DeFeo (845) 341-9532 or Charline Williams at 341-9543. All students must register for the class prior to the start date by either registering online or in person. (100 hours of instruction/33 Sessions). Check our website for more GED sections.

English GED

SUNY Orange offers the highest quality of instruction in its College GED program. The course will prepare you in Math and Writing foundations plus three content areas.

**Middletown Campus**

SP N9407 OA Mon Wed 2/6-6/4 $10
MDTN 6-9pm OH 109 Lang, J.
No class 3/19/12 & 3/21/12

**Middletown High School**

SP N9407 OB Mon Wed 2/13-6/20 $10
MDTN 6-9pm MHS 254 Fields, P.
No class 2/20/12, 3/12/12, 4/11/12 & 5/28/12

**Newburgh Campus**

SP N9407 TA Mon Wed Thu 1/23-4/12 $10
NBG 6-9pm TWR 309 Pratt, T.
No class 3/19/12, 3/21/12 & 3/22/12

SP N9407 TB Mon Wed Fri 1/23-4/13 $10
NBG 9am-12pm KAP 313 Lang, J.
No class 3/19/12, 3/21/12 & 3/23/12

**Newburgh Safe Harbors**

SP N9407 TE Tue Thu 2/7-6/5 $10
NBG 5:30-8:30pm CST Computer Room Schwartzwalder, M.
No class 3/20/12 & 3/22/12

**Port Jervis Library**

SP N9407 PA Mon Wed 2/13-6/13 $10
PJ 5:45-8:45pm PIL HUB Center Staff
No class 4/9/12, 4/11/12 & 5/28/12

Spanish GED

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) 341-9593.

**Middletown Campus**

SP N9408 OA Mon Wed 2/6-6/6 $10
MDTN 6-9pm HA 307 Romero, M.
No class 3/19/12, 3/21/12 & 5/28/12

**Newburgh Campus**

SP N9408 TA Mon Wed 2/6-6/6 $10
NBG 6-9pm TWR 224 Zuluaga, J.
No class 3/19/12, 3/21/12 & 5/28/12

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

Go to [www.sunyorange.edu/alert](http://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.
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.

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<th>Date</th>
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<tr>
<td>SP N7502 OA 9am-2pm</td>
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<td>HU 211 Mid-Hudson Safety Expert</td>
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<tr>
<td>SP N7502 OB 9am-2pm</td>
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<td>S2 N7502 OB 9am-2pm</td>
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<td>S3 N7502 OC 9am-2pm</td>
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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.

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<td>SP N7503 OA 9am-3:30pm</td>
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<tr>
<td>SP N7503 OB 9am-3:30pm</td>
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<td>HU 203 Green, D.</td>
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<td>SP N7503 OC 9am-3:30pm</td>
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<td>S3 N7503 OC 9am-3:30pm</td>
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<td>HU 209 Green, D.</td>
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There is a half-hour break for lunch for one-day classes meeting on Saturdays.

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.

What our students are saying:

“This course was extremely eye-opening, I plan to encourage everyone I know and love to take this course.”

“I learned many things I did not know before taking this class.”

“Dave did a excellent job and made the class fun and enjoyable.”

“I enjoyed this course -- it was a different approach from the other two times I’ve taken the Defensive Driving course elsewhere.”

“Mr. Green is a good instructor, covering all information without being boring.”

“Dave is serious, knowledgeable and really cares.”

“Mr. Green is very informative, caring, and has a sense of humor while getting his point across.”

“Very good course -- this is the best out of the three times I’ve taken the class.”

For more information, call (845) 341-4892
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 2/14-4/10 $79
MDTN 7-9pm BT 119 DeMaio, C.
No class 3/20/12

Drawing With Watercolor Pencils
Learn a new technique—draw still life and common objects with watercolor pencils. Purchase of supplies required. 8 sessions
SP N9544 OA Wed 2/15-4/11 $79
MDTN 7-9pm HA 114A DeMaio, C.
No class 3/21/12

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. 8 sessions.
SP N1058 KA Tue 3/6-5/8 $109
MWHS 7-9:30pm MWHS 122 Thomas, K.
No class 3/20/12 & 4/10/12

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. 8 sessions.
SP N1060 KA Mon 3/5-5/21 $129
MWHS 7-9:30pm MWHS 122 Thomas, K.
No class 3/19/12 & 4/9/12

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. 2 sessions.
SP N9480 OA Sat 1/21-1/28 $79
MDTN 8am-12pm BT 117 Ibitoye, O.
S1 N9480 OA Mon Wed 6/18-6/20 $79
MDTN 5:30-9:30pm BT 117 Ibitoye, O.

ENRICHMENT ➔ DRIVER SAFETY

NYS Drinking Driver Program (DDP)
at Orange County Community College
SUNY Orange is proud to be the sponsor of the New York State Drinking Driver Program since 1975. Like all programs at Orange County Community College, the Drinking Driver Program (DDP) is offered by expert and compassionate instructors, at convenient times, and in a setting that respects your confidentiality. Classes are held on weeknight evenings as well as Saturday mornings.

DDP is a 16-hour/7-week DMV-required education and prevention program, and is 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 Middletown, Port Jervis, or Newburgh. Bring proof of DWI/DWAI 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.
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. 2 sessions.

SP N9479 OA Sat 2/4-2/11 $79
MDTN 8am-12pm BT 117 Ibitoye, O.

S1 N9479 OA Mon Wed 6/25-6/27 $79
MDTN 5:30-9:30pm 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. Purchase of tools and materials required. Prerequisite: Knowledge of Basic Wirework required. 1 session.

SP N9478 OA Sat 2/18-2/25 $79
MDTN 8am-12pm BT 117 Ibitoye, O.

S2 N9478 OA Mon Wed 7/9-7/11 $79
MDTN 5:30-9:30pm BT 117 Ibitoye, O.

Love Knots Beaded Jewelry

Learn how to make beautiful beaded necklaces with wire links. Purchase of tools and materials required. Prerequisite: Knowledge of basic wirework is required. 1 session.

SP N9547 OA Sat 3/17-3/31 $79
MDTN 8am-12pm BT 117 Ibitoye, O.

No class 3/24/12

S2 N9547 OA Mon Wed 7/16-7/18 $79
MDTN 5:30-9:30pm BT 117 Ibitoye, O.

Elegant Diamond Cuff

Learn to make elegant bracelets by using single-needle right angle weave. Purchase of tools and materials required. Prerequisite: Knowledge of basic stringing required. 1 session.

SP N9548 OA Sat 4/14-4/21 $79
MDTN 8am-12pm BT 117 Ibitoye, O.

S2 N9548 OA Mon Wed 7/23-7/25 $79
MDTN 5:30-9:30pm BT 117 Ibitoye, O.

Introduction to Precious Metal Clay

This class is designed to give you a strong overview of the three types of PMC (Precious Metal Clay), their applications and their properties. This is a technically oriented class where your imagination will be put to the test by creating your own design for Earrings and Pendants from Silver clay. You will be using Lump type PMC, Syringe type and Paste type. This class will be using only PMC3 Product. Purchase of tools and materials required. $15 paid in class for kiln use. 2 sessions.

SP N9558 OA Sat 4/28-5/5 $79
MDTN 8am-12pm BT 117 Ibitoye, O.

S2 N9558 OA Mon Wed 7/30-8/1 $0
MDTN 5:30-9:30pm BT 117 Ibitoye, O.

Digital Photography- The Very Basics

Are you new to digital photography? Do you have a digital camera and want to get more out of it, shoot better pictures and get better exposures? This is the course. Bring your camera, a memory card and fresh batteries to class. Some lecture, but highly interactive. 1 session

SP N9559 NA Sat 5/19 $29
NBG 9am-1pm KAP 204 Albrecht, D.

S2 N9559 NA Sat 8/11 $29
NBG 9am-1pm KAP 204 Albrecht, D.

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 1/23-4/16 $159
MWHS 7-10pm MWHS 120 Albrecht, D.

No class 2/20/12, 3/19/12 & 4/9/12

Summer Field Photography Workshop

Not for beginners. Designed as a “shooting” course, the workshop will give students the opportunity to go into the field on a structured shoot to hone their skills in natural light photography, the proper choice of lenses and other equipment. Starts with a one-hour orientation session followed by three weekend morning or evening shooting sessions; various field techniques will be discussed. Ends with two, three hour critiques on Monday evenings. Students are expected to have a working knowledge of their cameras, use of depth of field, how to set exposures, etc. 5 three hour sessions plus one hour of orientation. 6 sessions.

S1 N7071 NA Mon 6/4-7/2 $99
NBG 7-10pm KAP 120 Albrecht, D.

1-hour orientation 6/4/12, 2 3-hour class critique 5/25/12 & 7/12/12, 3 field dates 6/9/12, 6/16/12 & 6/23/12
Your Health Information: Privacy Rights & Protection
You have privacy rights under a federal law, the Health Insurance Portability and Accountability Act of 1996, that protects your health information. These rights are important for you to know. You can exercise these rights, ask questions about them, and file a complaint if you think your rights are being denied or your health information isn’t being protected. 1 session

Change Your Life with Feng Shui
You will never view your surroundings the same way again. Achieve balance in your home or place of business. Change your life—de-clutter, rearrange your home based on the ancient principles of Feng Shui! 2 sessions.

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. Purchase of textbook required. 10 sessions.

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. The same textbook from N6721 Learn to Speak Mandarin Chinese is used for this class. 10 sessions.

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.

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.

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.

Spanish Basic Conversation Level 2
This course is a continuation of Spanish Basic Conversation Level 1 by emphasizing more practical learning and further developing your skills through dialogues and conversation. Purchase of textbook required. 10 sessions.
Conversational Spanish Level 2
This course is a continuation of Conversational Spanish Level 1. You will receive more practice on what has already been learned, more useful sentence structures, more dialogues, songs and MORE FUN in Spanish. $17.00 material fee to be paid in class. 10 sessions.

SP N6739 KA  Mon 3/5-5/21  $125
MWHS 7-9pm  MWHS 174  Cussianovich-Laos, J.

France: Cultural & Historical Tour
Anyone traveling with the College on the France trip during Spring break, March 16-25, 2012 must register for this course or one credit hour of Field Studies. Come taste the food and history of this rich land. Professors Basinski, Farah and Gutierrez will lead you through Rouen, Caen, Normandy, Mont St. Michel, Chateau de Chenonceau and Chambord, and will highlight the history, politics, economics and culture of France, especially since the revolution of 1789. Cost of the trip is $2,398 per person, excluding air taxes and tips. Contact Professor Basinski (341-4828) or Teri Lehuray (341-4343) for further information. 4 sessions

SP N9549 OA  Wed 2/22-3/14  $40
MDTN 4-6:45pm  HU 211  Basinski, P., Farah, A., Gutierrez, E.

Northern Italy Tour
Anyone traveling with the College on the Northern Italy tour this summer (July 12-22, 2012) must take this course. The purpose of these pre-trip meetings is to disseminate important information to trip participants, and attendance is strongly recommended. Please inform the trip leader if you are unable to attend. Travelers on this trip will visit Milan, Lake Como, Stresa, the Borromean Islands on Lake Maggiore, the “Iceman” museum in Bolzano, Padua, Verona (the city of Romeo and Juliet) and Venice. For further information, detailed itinerary and registrations forms, please contact Professor Kass at (845) 341-4364/office, (845) 733-1830/home or via e-mail: bary.kass@sunyorange.edu. 2 sessions.

S1 N9560 OA  Sat 6/23-6/30  $59
MDTN 9am-1pm  HU 205  Kass, B.

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 KA  Tue 1/3-3/6  $99
MWHS 7-9pm MWHS 171  Conques, J.

Advanced Beginner Guitar
Continue learning guitar in this intermediate level class. Bring an acoustic guitar. Classes for adults only. 10 sessions.

SP N6517 KA  Wed 1/4-3/7  $99
MWHS 7-9pm MWHS 171  Conques, J.

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.

Check our website for upcoming dates.

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

Introduction to Ballroom Dancing and Argentine Tango
Learn the basic steps of the American smooth dances and venture into the world of the Argentine Tango. Enjoy timeless Fox Trot styles to romantic ballads, glide with elegance in three-quarter time to the Waltz, bring back memories of the Big Bands with Swing, and experience the ultimate partner dance, the romantic Tango from Buenos Aires. Smooth soled shoes recommended. You must enroll with a partner and complete separate registrations. 12 sessions

SP N6538 OA  Thu 1/26-4/19  $79
MDTN 6:30-8pm PE Studio  Kane, W., Kane, M.

No class 3/22/12
Introduction to Latin Dance and Argentine Tango

Learn to move with confidence to the rhythms of the Caribbean and South America. Merengue is easy and fun—let your hips say “si-si.” Rumba to sensuous rhythms from South of the Border, syn-copate Latin style with the Cha-Cha, and experience the ultimate partner dance, the romantic Tango from Buenos Aires. Smooth-soled shoes recommended. You must enroll with a partner and complete separate registrations. 12 sessions.

SP N6539 OA Thu 1/26-4/19 $79
MDTN 8-9:30pm PE Studio Kane, W., Kane, M.

No class 3/22/12

Intermediate/Advanced Ballroom Dancing (Latin, Smooth, Swing)

This class will cover salsa, cha-cha, merengue, American Tango, foxtrot, waltz and east coast swing. For those with previous dance instruction. Must enroll with a partner and complete separate registrations. 12 sessions.

SP N6537 OA Tue 1/31-4/24 $99
MDTN 7-9pm PE Studio Hyman, N., Hyman, A.

No class 3/20/12

New York Salsa on 2

Come and learn nightclub-style Salsa. You will learn the elements of leading and following, basic turn patterns and common open shines. Students will also learn the history and culture of Salsa music and dance, timing and social etiquette. Other Latin dances will be cov-ered, including Merengue, Cuban Son and Cha-Cha. No prior dance experience or partner necessary. 6 sessions.

SP N9566 OA Sat 2/11-3/17 $49
MDTN 11am-12pm PE Studio Gonzalez, A., Reeder, S.

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 5/3-5/24 $39
MDTN 7-9pm PE Studio Kane, M., Kane, W.

Afro-Cuban Dance

Come and dance to the warm rhythms of Cuba! Learn popular and folkloric dances of Cuba, including rumba, orisha and comparsa (carnival). Each class will be accompanied by live drumming and will begin with stretching exercises. Fun choreography that is a fat-burning workout! No prior dance experience necessary. 8 sessions.

SP N9432 OA Sat 4/7-5/12 $59
MDTN 11am-12:30pm PE Studio Reeder, S.

West Coast Swing

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

SP N6514 OA Tue 5/1-5/22 $39
MDTN 7-9pm PE Studio Fried, H., Titko-Fried, B.

Over Sixty Program

SUNY Orange permits individuals sixty years of age or older to audit credit cours-es on a space available basis without payment of tuition according to NY State Law Article 126, Section 6303. Full class-room 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.

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.
Memory Shock—
Training You Won’t Forget
Learn the secrets to an incredible memory. Fast-paced, fun-filled course will startle you with your ability to remember names & faces, important lists, facts of all kinds, calendar dates, numbers, and where you put the car keys. Begin to use your new abilities from the first hour, and use these skills in practical applications for a lifetime. You'll be better prepared for work, school daily activities, public speaking, job interviews(!), and everything else you do. 5 sessions.

SP N9474 OA Mon 3/5-4/9 $125
MDTN 7-9pm BT 354 Reitman, B.
No class 3/19/12

Getting Paid to Talk: Introduction to Professional Voice Acting
Explore 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 Mon 4/2 $29
MDTN 6:30-9pm HA 114A Creative Voice
S2 N2234 OA Thu 6/14 $29
MDTN 6:30-9pm HA 103 Creative Voice

SUNY Orange Swim School
Swim classes for beginner through advanced for both children and adults taught by trained and experienced American Red Cross Water Safety Instructors. Students are pre-assessed to confirm correct placement. Show up dressed to swim any time during assessment times. Tuition must be paid at assessment to reserve space. First come first served. Space is limited.

Assessment date: 1/14/12, 10am-12pm

Assessment 3/3/12, 12pm-2pm
No class 4/7/12

Water Safety Instructor
Learn skills necessary to teach Progressive Swimming, Longfellow's Whale Tales, Infant/Preschool, Aquatic Program, Basic Water Safety, Emergency Water Safety, and Safety Training for Swim Coaches. Participants must be 16 years old, have passed the Instructor Candidate Training or American Red Cross Health and Safety Instruction and must pass the precourse written and skills test. 16 sessions.

SP N6189 OA Mon 1/23-5/7 $138
MDTN 6-9pm PE Pool Stepp, S.
No class 3/19/12

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.

S2 N6176 OA Tue Thu 7/10-8/2 $129
MDTN 6:30-9:30pm PE Pool/223 Mattinson, P.
Cooking 101
Going out to eat every night and using your oven for storage? Stop wasting money on salty, pre-packaged frozen entrees and getting fat from takeout. Even you can make delicious, healthy meals in the comfort of your own home with the right skills and a bit of guidance. Chef Kyle will walk you through the fundamentals of food preparation in a relaxed, non-judgmental environment. Highly recommended as a pre-requisite for any of this semester’s cooking classes, this extremely basic, pared down course will teach even the kitchen foreigner the essentials of turning raw ingredients into actual, edible food. Tuition includes supplies. 1 session.
SP N9563 OA Sat 3/17 $75
NW 10am-2pm MRS Bernstein, K.

Culinary Boot Camp
Tired of namby-pamby lunches and so-so suppers? Whip your cooking skills into tip-top shape with this informative program lead by a classically-trained chef. Your drill sergeant, Chef Kyle, will show you how to take the drudgery out of prep work, hone your knife skills, and bolster your food presentation proficiency. Geared toward folks who already know their way around the kitchen, this session will allow you to practice some crucial techniques, learn a few short-cuts to make your time in the kitchen more efficient, and get you thinking like a 4-star chef on the double. Tuition includes supplies. 1 session.
SP N9511 OA Sat 3/31 $75
NW 10am-2pm MRS Bernstein, K.

Vegetarian Fare for Meat-Eaters
Ramp up your meatless Monday, Tuesday, or Wednesday with dinners so delicious you won’t ask “Where’s the Beef?” Chef Kyle will share some of her favorite recipes and tips for dishes that are filling, fun to make, and good for you too. Using fresh fruits and vegetables and whole grains, we’ll create substantial servings without the use of tofu or meat substitutes. Together, we’ll move beyond the pasta to prepare luscious, wholesome plates more suited for a fancy restaurant than a hippie commune. Tuition includes supplies. 1 session.
SP N9564 OA Sat 4/14 $75
NW 10am-2pm MRS Bernstein, K.

Healthy Swap-Outs
Join us for a fun and informative afternoon of talking about, cooking, and eating, delectable, healthy cuisine. We’ll make some well-known dishes super healthy by giving them the old switcheroo and replacing detrimental ingredients with things your body actually needs and can use. We’ll discuss the power foods you should eat more of, the undesirable you may be getting too much of, and how to make every morsel work for you. Tuition includes supplies. 1 session.
SP N9565 OA Sat 4/28 $75
NW 10am-2pm MRS Bernstein, K.

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 2/18-4/14 $59
MDTN 10:30-11:45am SSC Cafeteria Topps, C.
No class 3/24/12

Drawing Zoo & Farm Animals (6-12 years old)
Students will learn to draw various animals. Purchase of supplies extra. 8 sessions
SP N9248 OA Sat 2/18-4/14 $59
MDTN 9-10:15am HA 207 DeMaio, C.
No class 3/24/12

Cartooning (8-12 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 N9144 OA Sat 3/10-5/5 $59
MDTN 9-10:15am OH 23 Wilbur, D.
No class 3/24/12

Beginner’s Guitar (9-15 years)
SP N9144 OB Sat 3/10-5/5 $59
MDTN 10:30-11:45am OH 23 Wilbur, D.
No class 3/24/12

www.sunyorange.edu/ce
SUNY Orange Music

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

**Band**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP N6529 OA</td>
<td>Wed</td>
<td>7:8-45pm</td>
<td>PT</td>
</tr>
<tr>
<td>MDTN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S1 N6529 OA</td>
<td>Wed</td>
<td>5/21-8:9</td>
<td>KAP 201</td>
</tr>
<tr>
<td>NBG</td>
<td></td>
<td>6:30-9:15pm</td>
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**Mixed Chorus**

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<th>Course</th>
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<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP N6523 OA</td>
<td>Tue Thu</td>
<td>1/17-5/11</td>
<td>$0</td>
</tr>
<tr>
<td>MDTN</td>
<td></td>
<td>2-2:50pm</td>
<td>OH 23</td>
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**Chamber Ensemble**

<table>
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<th>Course</th>
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<th>Instructor</th>
</tr>
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<td>SP N6527 OA</td>
<td>Thu</td>
<td>1/17-5/11</td>
<td>$0</td>
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<tr>
<td>MDTN</td>
<td>6-7:45pm</td>
<td>PT</td>
<td>Clarke-Moore, H.</td>
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**Orchestra**

<table>
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<th>Course</th>
<th>Days</th>
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<td>SP N6528 OA</td>
<td>Thu</td>
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<td>$0</td>
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<tr>
<td>MDTN</td>
<td>8-9:45pm</td>
<td>PT</td>
<td>Clarke-Moore, H.</td>
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**Madrigals**

<table>
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<th>Course</th>
<th>Days</th>
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<th>Instructor</th>
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<td>SP N6531 OA</td>
<td>Tue Thu</td>
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<tr>
<td>MDTN</td>
<td>3-3:50pm</td>
<td>OH 23</td>
<td>Damaris, C.</td>
</tr>
</tbody>
</table>

**Enrichment > Special Programs**

**Enrichment > 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. 6 sessions

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
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<td>SP N1714 OA</td>
<td>Tue Thu</td>
<td>2/23-3/15</td>
<td>$0</td>
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<td>MDTN</td>
<td>7:30-9:30pm</td>
<td>BT 264</td>
<td>Fallon, T.</td>
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<td>No class 3/6/12</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SP N1714 OB</td>
<td>Tue Thu</td>
<td>4/19-5/10</td>
<td>$0</td>
</tr>
<tr>
<td>MDTN</td>
<td>7:30-9:30pm</td>
<td>BT 264</td>
<td>Fallon, T.</td>
</tr>
<tr>
<td>No class 5/1/12</td>
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**Job Search Networking Group**

SUNY Orange offers an ongoing support group for downsized and unemployed executive and managerial level employees.

The group is led by a facilitator who shares valuable strategies and tips on key people to contact in your field, how to negotiate salary offers and effective strategies for returning to the workforce.

**Meeting Days/Times:**

- Middletown every Tuesday and Thursday from 10am-12pm at Orange Works, 33 Fulton Street
- Newburgh, Kaplan Hall, from 1-3pm Mondays and Wednesdays.

Call (845) 341-9532 for more information.
How to read class listings

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Section</th>
<th>Day(s)</th>
<th>Start date-End date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP = Spring 2012</td>
<td>S1, S2, S3 = Summer 2012</td>
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</table>

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.

We are a community of learners dedicated to reaching out to all citizens of Orange County to enrich their lives through the highest-quality education possible. Intellectual rigor, personal commitment and enhanced citizenship distinguish a SUNY Orange education which will enhance students’ economic opportunities, deepen their appreciation of culture and of their place in history while broadening their sense of responsibility in a democratic society.

The College makes every effort to maintain the schedule of courses as announced in this Bulletin. However, the College reserves the right to change instructors, withdraw courses, change rooms or cancel courses without previous announcement, based on enrollment, budget, or other constraints.

Orange County Community College is an equal opportunity/affirmative action institution. In accordance with Federal regulations, the New York State Human Rights Law and Section 504 of the Rehabilitation Act of 1973, Orange County Community College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender or sexual orientation in employment or in the educational programs and activities which it operates.

Founded 1950

Accredited by the Middle States Association of Colleges and Secondary Schools

An Equal Opportunity/Affirmative Action College
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.

Middeltown Campus Parking & Construction Updates
Please visit the College’s website for detailed information:
http://www.sunyorange.edu/directions/middletown.shtml

Classroom Building Key
- BT  Bio-Tech Building
- HU  Hudson Hall
- PE  Physical Education Building
- CM  Christine Morrison House
- LIB  Library
- SW  Sarah Wells Building
- HA  Harriman Hall
- MO  Morrison Hall
- SSC  Shepard Student Center
- HO  Horton Hall
- OH  Orange Hall

For more information, call (845) 341-4890
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 Monroe-Woodbury High School
From Middletown: Rt. 17 to Exit 13; 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 Newburgh Campus (Kaplan Hall)
One 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.

Classroom Building Key
KAP Kaplan Hall
TWR Tower Building
GND Grand Street Building
MPL Maple Building

Parking Key:
Student
Faculty & Staff
Visitors
Handicapped
(Parking & Entrances)
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 TuitionPay 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 accommodations. 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) 341-9034.

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 are processed and mailed approximately four to six weeks after the cancellation date.

Stop/Holds
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.
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

Spring / Summer 2012

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

France: Cultural & Historical Tour

Come taste the food and history of this rich land. Professors Basinski, Farah and Gutierrez will lead you through Rouen, Caen, Normandy, Mont St. Michel, Chateau de Chenoncheu and Chambord, and will highlight the history, politics, economics and culture of France, especially since the revolution of 1789. Travel dates: March 16-25, 2012.

See page 30 for more information

Northern Italy Tour

Visit Milan, Lake Como, Stresa, the Borromean Islands on Lake Maggiore, the “Iceman” museum in Bolzano, Padua, Verona (the city of Romeo and Juliet) and Venice. Travel dates: July 12-22, 2012.

See page 30 for more information