Continuing and Professional Education
Fall 2012 / Winter 2013
Course Schedule
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**SUNY Orange**

Orange County Community College

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**Find us on Facebook:**

search SUNY Orange Continuing Education

Giveaways and special announcements broadcast to our Facebook fans!

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**HELP WANTED**

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

If you have an idea for a course, visit suny-orange.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.

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**Got Questions?**

Email your question to us at cape@sunyorange.edu

Call us at (845) 341-4890 during regular business hours

Check our Policies and Procedures on page 38.

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**IMPORTANT!** Due to construction on the Middletown campus, ADA parking and access to Harriman Hall is limited. If you require ADA access to Harriman Hall, please contact us immediately.

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SUNY Orange is a proud member of

The Continuing Education Association of New York

www.ceany.org

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Vea las páginas 21-22 para información en Español, sobre nuestros programas de ESL.
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, September 10, 2012 — 6:00pm —
The Gilman Center, SUNY Orange Library, Middletown campus

Medical Coding & Billing Online

Learn inpatient 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 inpatient 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.

FA N9450 DA Online 10/15/12-10/15/13 $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 September 10th at 6pm in the Library, Middletown.

Medical Transcription Online

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

FA N9427 DA Online 10/15/12-10/15/13 $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 Gilman Center, SUNY Orange Library, Middletown campus.
Administrative Medical Office Assistant Program

Prepare to enter one of the fastest growing areas in the healthcare industry. After you complete this series of four (4) 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
➢ Integrated Computerized Billing & EHR for the Medical Office

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.

Medical Office Procedures
You will learn how to organize a medical office and understand the functions of an administrative assistant. You will also review the Patient’s Bill of Rights, triage, telephone procedures and the medical insurance and billing procedures. In addition, you will gain familiarity with Medicare, Medicaid, No-Faults, Worker’s Compensation, HMO’s among others. Purchase of textbook required. 8 sessions.

FA N9575 DA TBA 10/15 $2489 Career Step
SP N9575 DA TBA 3/4 $2489 Career Step

Medical Terminology
If you are considering employment in a medical setting (e.g., transcriptionists, insurance billers, etc.), this class is for you. You will develop a medical vocabulary and an understanding of how it relates to the anatomy of the human body. Latin prefixes and suffixes will be reviewed; spelling and pronunciation of medical terms will be emphasized. Purchase of textbook required. 14 sessions.

FA N3019 OA Tue Thu 10/2-11/20 $369
MDTN 7-10pm HA 302 Walker, K.

Alternative Loans for Non-Credit Students
Students who are enrolled in a non-credit certificate program are not eligible for federal financial aid. If a student does not have a way of paying their tuition, they may apply for an Alternative Loan through SallieMae. This type of loan is based on a credit check approval. To apply, go to SallieMae’s website: www.salliemae.com. Or call the toll free number: (877) 279-7172.

Once the alternative loan is approved via SallieMae, the student will then need to notify the Financial Aid Office that SallieMae is waiting for the Financial Aid Office to certify the alternative loan. We will see to it that the certification is completed.

For more information, call (845) 341-4890
Introduction to ICD/CPT Medical Coding

Get the skills to provide accurate coding for maximum reimbursement and legal compliance within a healthcare facility. You will also learn the correct and proficient use of the CPT book, CPT guidelines and modifiers. You will also learn the ICD-9 classification system for diagnostic coding and inpatient procedural coding, interpret case scenarios and assign appropriate codes. This class is highly recommended for Medical Billers and Insurance Claim Examiners. Prerequisite: Medical Terminology. Purchase of textbook required. 22 sessions.

FA N3017 IA Tue Thu 12/4-3/5 $599
MDTN 7-10pm BT 264 Esch, G.

Integrated Computerized Billing & EHR for the Medical Office

Learn the latest software solutions being utilized in today’s medical practices! Medisoft Clinical is an integrated practice management and electronic health record program by McKesson. It covers EHR and insurance and patient billing so students obtain a comprehensive picture of documenting the administrative and clinical tasks that take place during each step of the patient encounter during an office visit. This course will help familiarize you with this product so that you are better prepared for a career in the medical office.

FA I9115 OA Tue Thu 10/2-1/17 $945
MDTN 6-8:30pm BT 117 Stewart, S.

No class 10/9, 11/22, 12/18, 12/20, 12/22, 12/25, 12/27, 1/1/2013

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.

FA I9115 OA Tue Thu 10/2-1/17 $945
MDTN 6-8:30pm BT 117 Stewart, S.
SP I9115 OA Tue Thu 2/19-5/23 $945
MDTN 6-8:30pm BT 117 Stewart, S.

www.sunyorange.edu/ce
Expand Your Employment Potential

Only candidates registered with the ARRT in Radiography, Nuclear Medicine Technology (registration with NMTCB is also accepted), or Radiation Therapy are eligible to participate in the certification program in computed tomography (CT).

The 25-hour online course meets the ARRT, Structured Education Requirement content specifications for post primary certification in CT.

The online course covers the history and evolution of CT; Equipment and Instrumentation; Data Acquisition; Image Processing and Reconstruction; Patient Safety; Image Quality; CT Procedures; and Cross Sectional Anatomy of the head, neck chest, abdomen and pelvis. The course will include animated modules, lecture notes, various quizzes/tests and discussion questions related to real life applications in order to facilitate learning.

The clinical course enables candidates for CT certification to perform the required 125 clinical procedures according to the specific procedural requirements. These procedures must be completed within the 24 month period immediately preceding the date of the candidate's signature on the application for certification. The Clinical Experience Documentation Form must be initialed by a Registered Technologist or a licenses physician. Once the clinical experience requirements have been completed, candidates are eligible to complete the verification section of the application for certification.

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 (KSAs) 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. Purchase of textbook required. Check website for more information. 9 sessions.

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).

FA N9545 OA Mon 9/17-11/19 $375
MDTN 7-10pm PE 222 PE Faculty
NO CLASS: 10/08

SP N9545 OA Mon 2/4-4/8 $375
MDTN 7-10pm PE 222 PE Faculty
NO CLASS: 3/18

Peripheral Inserted Central Catheter Certification: One day training

You will learn legalities, patient selection for PICC insertion, complications, interventions, infusion rate calculations, vein selection for placement, patient education, demonstration/return demonstration of catheter insertion, verification of placement (also includes midline insertion procedure), information needed for accurate documentation, evaluation and recommendations. You must be an RN or NP to attend this course. Please call (631) 471-1263 regarding qualifications. Class duration time may vary based on enrollment. Bring IV certification, a copy of your license and a bag lunch. 1 session.

FA N3042 OA Sat 9/22 $249
MDTN 8am-5pm BT 352 All County Care
Healthcare ➤ Medical Professionals & Nursing

Diabetic Nurse Educator Training: One day seminar
You will learn legalities, causes, classifications, diagnostic methods, treatment, demonstration/return demonstration of monitoring skills, complications, interventions, psychosocial impact on patient/family, new medications/treatments, role playing, documentation, evaluation and recommendations. You must be a medical professional to attend this class. Please call (631) 471-1263 regarding qualifications. Class duration time may vary based on enrollment. Bring a bag lunch. 1 session.

FA N3044 OA Sat 10/13 $225
MDTN 8am-5pm BT 352 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 bag lunch. 1 session.

FA N3047 OA Sat 10/20 $255
MDTN 8am-5pm BT 352 All County Care
SP N3047 OA Sat 1/19 $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 and 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 bag lunch. 1 session.

FA N8056 OA Sat 10/27 $225
MDTN 8am-5pm BT 352 All County Care
SP N8056 OA Sat 2/2 $225
MDTN 8am-5pm BT 264 All County Care

Phlebotomy, Peripheral and Central Line Intravenous Certification: 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.

FA N3043 OA Sat 11/3 $265
MDTN 8am-5pm BT 352 All County Care
SP N3043 OA Sat 2/16 $265
MDTN 8am-5pm BT 264 All County Care

Principles of Oncology/Chemotherapy Seminar: One day program
You will learn legalities, configuration of normal cells vs. cancerous cells, cell cycle, risk factors, types of cancer, staging, diagnostic procedures, goals of chemotherapy, common chemotherapeutic drugs per classification, hazard precautions/safe handling of agents, clinical trials, complications, interventions, nursing management, psychosocial impact on patient/family, 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.

FA N3072 OA Sat 11/17 $225
MDTN 8am-5pm BT 352 All County Care

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.

FA N8456 OA Sat 12/1 $210
MDTN 8am-1pm BT 352 All County Care

www.sunyorange.edu/ce
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 NYS 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.

Meet Our Instructors:

Angela Jo Henze is a proud alumnus of the CASAC Training Program at Orange County Community College! In addition to her CASAC certification, she holds a Master’s Degree in Sociology. She has been an instructor in the New York State Drinking Driver Program and the CASAC Training Program at the College since 2005. A native of Ontario, Canada, Ms. Henze relocated to Orange County in 2003 and is the Director of Quality Assurance for the Mental Health Association of Orange County and she enjoys riding motorcycles in her spare time.

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

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

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. For more information call (845) 341-4993.

“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
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

Fast Track Day Program
Complete all required classroom hours (all 3 modules) within 9 months! Classes meet 9 a.m. to 12 p.m. Monday, Tuesday, Wednesday, and Thursday mornings. Classes begin Monday, August 27, 2012 and end on May 7, 2013. Enjoy time off during Thanksgiving Recess, Winter Break, and Spring Break! $3,188 tuition + $2 insurance fee.

FA N3297 OB M/T/W/Th 9 a.m. to 12 p.m. $3,188
MDTN SSC Alum Begins 8/27

Traditional Evening Program

Module I
Offered during the Fall 2012 semester – August 28 to December 4
FA N3298 OA T/Th 5:30 to 9:30 p.m.* $927
MDTN SSC Alum Begins 8/28

Module II
Offered during the Spring 2013 semester – January 3 to May 14
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 2013 semester – May to August – May 9 to August 15
S1 N3293 OA T/Th 5:30 to 9:30 p.m.* $995
MDTN SSC Alum Begins 5/9

Want to attend modules or classes at a slower pace? Call us to customize a day and/or evening schedule that works for you!

*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 due to the College closing in the event of inclement weather, in most cases, will be made up on Friday or Saturday of the following week.

For more information call (845) 341-4993.

What our students are saying:

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

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

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

“Instructors in the CASAC program are dedicated and professional.”

CASAC Program Assistant Elizabeth Hession is always happy to answer your questions, help you customize a schedule, and to assist you with registration – call her at 341-4993.
Green Technology Open House
September 19, 2012

➢ Speak with our instructor, as well as green technology consultants working in the field
➢ Learn about green careers and regional training resources and projects
➢ New jobs are being created in the near future in all areas such as technicians, installers, engineers, scientists and system designers.
➢ Come learn about SUNY Orange’s certificate courses in renewable energy technologies and the courses that will prepare you to take them.
➢ Enjoy healthy refreshments

September 19, 2012, 6:30pm
The Gilman Center, SUNY Orange Library, Middletown campus, 115 South Street

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 text-books 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


For a complete list of optional books, please visit our website or call (845) 341-4890 for more info. Required texts must be purchased/ordered in advance of classes and are often available for purchase online. For assistance with ordering books you may contact the campus bookstore at 341-4815 or local retail bookstores.

FA N9183 OA Wed Sat 10/3-10/27 $599
MDTN 6-9pm HA 107 Aschoff, H.
Wednesday classes meets 6 p.m.-9 p.m., Saturday classes meet 8 a.m.-4 p.m. (1 hr 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.

Green Facilities Training
Learn from industry professionals how to take advantage of the cost saving opportunities available to you through a greener, more sustainable business.

Plus, this course supplies you with the resources and knowledge needed to complete a facility assessment, develop improvement plan, and conduct a site audit of your business. All participants are given online access to the course materials for personal use.

Topics include green facility and LEED certification, Green Meeting Standards, source reduction, quantifying resource usage, green policy, purchasing, marketing, contracting, troubleshooting, audits and more.

$100 is to be paid to the instructor in class for training manual and online resources.

FA I9213 OA Tue 9/11-10/2 $449
MDTN 1-5pm TBA Giannini, E.

For more information, call (845) 341-4890
Renewable Energy Math & Electricity
This course is a prerequisite to our Introduction to Photovoltaic Systems course and provides a review of basic arithmetic and elementary algebra that are needed to understand the principles of basic electricity for renewable energy. This course is designed for both people with no knowledge of electricity or electrical principles and those who have construction but no electrical background. Topics covered: 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

Required: Scientific Calculator TI 30X (Texas Instruments)


FA I9205 OA Tue Thu 9/4-10/2 $175 MDTN 6-9pm HU 103 Aschoff, H.
NO CLASS: 9/10, 9/13

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. Learn the basics of selling solar energy systems and the reasons why people buy these systems. 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: TI 30X (Texas Instruments) scientific calculator. Textbooks will be provided by the instructor. 6 sessions.

FA N9462 OA Tue Thu 10/30-11/15 $295 MDTN 6-9pm HA 307 Aschoff, H.

The 2011 NEC Requirements for Solar 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 2011 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 regarding wiring/protection/methods, conduit types and sizing, junction/pull box enclosure sizing, grounding/bonding sizing, OCPD sizing, Article 690, clearances for switchboards/panelboards, required labels/signs and markings. OSHA regulations for the construction industry will also be reviewed. Purchase of textbooks required. 7 sessions.


FA I9206 OA Tue Wed 11/27-12/18 $399 MDTN 6-9pm HA 105 Aschoff, H.
Class will meet Tuesday, 12/18 of Winter Break

Electrical Wiring: Residential, Commercial & NEC
Receive 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. Many of these 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. Purchase of textbooks required. 7 sessions.

SP I9204 OA Mon Wed 1/14-2/4 $295 MDTN 6-9pm HA 307 Aschoff, H.

PV Refresher Course
This course is for those who have completed the Introduction to Photovoltaic Systems (PV) course and feel that they need a review before taking the NABCEP Entry Level Exam. The course covers ten skill sets listed within the NABCEP learning objectives. 3 sessions

SP I9203 OA Mon Wed 2/11-2/18 $149 MDTN 6-9pm HA 307 Aschoff, H.

Check out our website for new and additional classes and to register online: www.sunyorange.edu/ce
Waste Management During Construction
Co-sponsored by SUNY Orange Continuing & Professional Education and the US Green Buildings Council, NY Upstate Chapter

September 11, 2012
6:30–7 pm – networking
7-8 pm – program
Kaplan Hall, Room 322
Newburgh campus

This presentation will provide attendees with a comprehensive understanding of management of the waste stream generated by construction activities. It will explore techniques for eliminating and reducing waste, as well as opportunities to reuse and recycle starting with the design process. The presentation will also introduce some simple tools to analyze waste generation and waste management.

SUNY Orange’s Kaplan Hall is registered with the U.S. Green Building Council for LEED Certification and includes many environmentally friendly features both internally and externally.

$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 ➢ Green & Innovative Technologies

Computer Basics
Learn the skills 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.

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.

Technology ➢ Introductory Computers

Technology ➢ Microsoft Office

For more information, call (845) 341-4890
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.

FA I8710 IA Mon Wed 11/5-11/14 6:30-9:30pm MDTN $120 HA 114 Weiss, R.
SP I8710 TA Mon Wed 1/16-1/30 6:30-9:30pm NBG $120 KAP 233 Messina, K.
NO CLASS: 1/21/2013

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.

FA I8627 IA Tue Thu 9/18-9/27 6:30-9:30pm MDTN $79 HA 114 Pastorello, S.
FA I8627 TA Mon Wed 10/15-10/24 6:30-9:30pm NBG $79 KAP 233 Pastorello, S.
FA I8627 IB Tue Thu 11/13-11/27 6:30-9:30pm MDTN $79 HA 114 Casillas, J.
NO CLASS: 11/22

Intermediate Microsoft Excel

Enhance your worksheet experience by learning how to manage data and analyze it using the built in Excel functions while working with multiple worksheets. You will also be introduced to sharing Excel files and incorporating Web information. Prerequisite: Basic Microsoft Excel.

Purchase of textbook required. 4 sessions.

FA I8711 IA Mon Wed 11/26-12/5 6:30-9:30pm MDTN $120 HA 114 Weiss, R.
SP I8711 TA Mon Wed 2/18-2/27 6:30-9:30pm NBG $120 KAP 233 Messina, K.

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.

FA I8690 IA Mon Wed 10/1-10/15 6:30-9:30pm MDTN $120 HA 114 Weiss, R.
FA I8690 TA Mon Wed 10/29-11/7 6:30-9:30pm NBG $79 KAP 233 Messina, K.
FA I8690 IB Tue Thu 12/4-12/13 6:30-9:30pm MDTN $79 HA 114 Messina, K.
SP I8690 IA Tue Thu 2/12-2/21 6:30-9:30pm MDTN $79 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 sub forms, using data with other applications, and create advanced queries. Prerequisite: Basic Microsoft Access.

Purchase of textbook required. 4 sessions.

SP I8778 IA Mon Wed 1/7-1/16 6:30-9:30pm MDTN $120 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.

FA I8691 IA Tue Thu 10/2-10/11 6:30-9:30pm MDTN $79 HA 114 Pastorello, S.
FA I8691 TA Mon Wed 11/12-11/26 6:30-9:30pm NBG $79 KAP 233 Pastorello, S.
NO CLASS: 11/21

SP I8691 IA Tue Thu 1/8-1/17 6:30-9:30pm MDTN $79 HA 114 Galligan, V.
A+ PC Service Technician

This course is now approved for college credit! Please contact (845) 341-9532 prior to the start of class for more information. You will receive expert training from a certified instructor currently working in the field. Through a combination of 84 hours of lectures, presentations and hands-on lab exercises you will utilize our new A+ hardware kits, learn advanced hardware/software installation and configuration concepts. Topics include: safety, power supplies, motherboards, CPUs, BIOS, memory, cables and buses, drives, storage, portable computers, troubleshooting techniques, printers, OS installation and configuration, upgrading and basic networking concepts. Windows OS and software, Linux, Novell, Mac OS, security and VM will be covered. Prerequisite: PC knowledge, Windows, Internet, or equivalent knowledge. Purchase of textbook required. 28 sessions.

FA I8442 TA Tue Thu 9/25-1/17 $799
NBG 6-9pm KAP 329 Antunovich, J.
NO CLASS: 11/22, 12/18, 12/20, 12/25, 12/27, 1/1/2013

SP I8446 TA Tue Thu 2/5-5/16 $799
NBG 6-9pm KAP 329 Andryshak, J.
NO CLASS: 3/19, 3/21

Network+

Our Network+ course covers the CompTIA certification exam objectives that certify that you can successfully describe, install and configure a medium size network. Through a combination of detailed lectures, presentations and hands-on lab exercises, you will be prepared to successfully take the Net+ certification exam. Topics include: Network Basics, Topologies and Types, LANS, WANS, Network Hardware, NICs, 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 Systems Analysis and Design and Instruction to Logic. Purchase of textbook required. This course is now approved for college credit, please call (845) 341-9532 for more information. 28 sessions.

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

Real Estate Salesperson Pre-Licensing Course
Prepare to pass your exam on the first try. Completion of this 75-hour course satisfies New York State requirements for a real estate salesperson license. Topics include real estate instruments, law of agency, real estate financing, valuation and listing procedures, law of contracts, license law and ethics, human rights-fair housing, closing and closing costs, land use regulations and real estate mathematics. Separate state-issued qualifying exam is required for licensure. Purchase of textbook required before first class session. 10 sessions.

Basic Income Tax 1, 2, 3
Get prepared to take and pass the mandated IRS Registered Tax Return Preparer Competency Test. Successful completion of the course provides 10 continuing education credits. The instructor is a member of the New York State Society of Independent Accountants. He owns a chain of 16 Jackson Hewitt Tax Stores throughout the Hudson Valley and has been in the accounting and taxation field for 30 years. Purchase of textbook required. 14 Sessions.

Introduction to QuickBooks Pro 2011
Learn this powerful software package that will enable you to do customer invoicing, bill paying, bank and credit 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.
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

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

Courses are 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.

Social Media for Business Series

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. Tuition includes texts.

FA N9567 DA 9/4-11/30 $495

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 text.

FA N9568 DA 9/4-9/28 $195

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 text.

FA N9569 DA 10/1-10/26 $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 website to an interactive Web 2.0 site. Tuition includes text.

FA N9570 DA 11/5-11/30 $195

Would you like to earn an insurance discount?

Continuing Education offers the 6-hour defensive driving course which results in a 10% liability and collision auto insurance discount. See page 26.
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.
FA N9474 OA Mon 10/15-11/12 $125
MDTN 7-9pm HA 302 Reitman, B.

Start A Career In Translation and Interpretation
If you speak a foreign language fluently, your skill can be a fulfilling profession. Investigate career opportunities as a professional linguist. Learn about literary and business document translation, interpretation and how it is different from translation, and simultaneous vs. consecutive interpretation. The instructor is a freelance translator, and a graduate of Vassar College and Columbia University. He was the recipient of Columbia’s Pushkin Prize for poetry in translation. Purchase of textbook required. 7 sessions.
FA N9540 OA Tue 10/16-11/27 $99
MDTN 5-7pm TBA Glikin-Gusinsky, A.

Promoting Your Organization
Getting the word out about the great things your organization is doing is no easy task. You’re competing with hundreds of other professional or non-profit group who are looking to do the same thing. Learn how to maximize all opportunities to promote the good work of your business or group so that you can achieve whatever goals you have set. Discussion and assignments will focus on positive media relations, publicity techniques and writing.
FA N9596 OA Mon 9/24-11/19 $125
MDTN 7-9pm BT 358 Kriz, N.
NO CLASS: 10/8
SP N9596 OA Mon 1/28-3/25 $125
MDTN 7-9pm BT 358 Kriz, N.
NO CLASS: 3/18

Facebook for Business Online
Increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Adapt your marketing message for the Facebook platform and learn how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform. Includes the most current updates Facebook has made to Pages.
FA N9595 DA TBA 10/1-10/26 $245
12-12am LERN

Become a Better Negotiator
Learn field-proven methods used by top negotiators – in obtaining a job, a salary increase, a new home, an investment property. Become more successful in any situation that requires negotiation skills. Textbook, “Real Estate Dealmaking” to be purchased in class ($19.95). 4 sessions.
FA N9541 OA Fri 10/19-11/9 $125
MDTN 9-4pm SSC Alumni Donohue, G.

Writing for Newspapers
Learn basic news writing, interview skills and story idea generation so you can write news and feature stories. Freelance writing can offer you a way to supplement your income. Print and online editors are always looking for writers with these skills who can focus on “hyper-local” stories in their coverage areas. Course includes in-class writing.
FA N9597 OA Tue 9/25-11/20 $125
MDTN 7-9pm HA 101 Kriz, N.
NO CLASS: 10/9
SP N9597 OA Tue 1/29-3/26 $125
MDTN 7-9pm HA 101 Kriz, N.
NO CLASS: 3/19

Spanish for Medical Professionals Online
Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class &dash; designed specifically for healthcare professionals &dash; will help you bridge that gap. Learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Even if you speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.
FA N9594 DA TBA 10/1-10/26 $145
12-12am LERN

Marilyn R. Wheeler Memorial Fund
A limited amount of tuition assistance is available from the Marilyn R. Wheeler Memorial Fund. It is the only source of tuition assistance to non-credit students.
For information and/or application, call (845) 341-4890.

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8-Hour Security Guard
Pre-Assignment Training

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

FA I8347 TA Sat 9/15-9/22 $139
NBG 9am-5pm TBA Girolamo, A.
FA I8347 OA Sat 9/11 $69
MDTN 9am-5pm HA 201 Girolamo, A.
FA I8347 OB Sat 12/15 $69
MDTN 9am-5pm HA 201 Girolamo, A.
SP I8347 OA Sat 2/2 $69
MDTN 9am-5pm HA 201 Girolamo, A.

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.

FA I8709 TA Sat 9/15-9/22 $139
NBG 9am-5pm TBA Girolamo, A.
FA I8709 OA Sat 9/9 $69
MDTN 9am-5pm HA 201 Girolamo, A.
FA I8709 OB Sat 11/10-11/17 $139
MDTN 9am-5pm HA 201 Girolamo, A.
SP I8709 OA Sat 2/9-2/16 $139
MDTN 9am-5pm HA 201 Girolamo, A.
The Hudson Valley Testing Center at SUNY Orange

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

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

Tests Offered at SUNY Orange Testing Center:
- Test proctoring for online and distance learning students
- College Level Exam Program (CLEP) testing
- TEAS testing for prospective nursing students

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

CLEP (The College-Level Examination Program)

Save Money on Tuition and Graduate Sooner!

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

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

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.

Need to take your road test?

Continuing Education offers the 5-hour pre-licensing course where you can receive the MV-278 form you’ll need to make your road test appointment with the Department of Motor Vehicles. See page 26.
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.

**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 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 hablando 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.

For more information, call (845) 341-4890
English As A Second Language (ESL), Level III
The study of all language skills is explored, with more intensive emphasis on reading and writing. Required textbook can be purchased in class. 22 sessions.

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

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.

ESL Fundamentals of Reading & Writing
A thorough overview of English tense usage and its applications. Required textbook can be purchased in class. 22 sessions.

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

Everyday Conversation and Expressions II
This continuation of Everyday Conversation and Expressions I will further explore everyday situations, with emphasis on the use of vocabulary and expressions in context. Suitable for both students who have completed Everyday Conversation and Expressions I and for new students. Required textbook can be purchased in class. 14 sessions.

Business Writing for the Non-Native Speakers of English
Improve your writing for on-the-job memos, letters, and e-mail. You will write and rewrite short pieces of business communication; examine well-written documents for structure, coherence, and conciseness; and learn to find and correct some of the most common grammar and punctuation errors found in written English. This course is intended for intermediate to advanced ESL students. Required textbook can be purchased in class. 14 sessions.

ESL Fundamentals of Reading & Writing
Learn basic sentence structure and punctuation, as well as development of the basic paragraph. Required textbook can be purchased in class. 14 sessions.
ESL Intermediate Reading and Writing
Essay writing and composition skills are explored more intensively. Required textbook can be purchased in class. 14 sessions.

- FA N7948 TA Mon Wed 10/22-12/10 $10
  NBG 6-9pm KAP 302 Graf, K.
- FA N7948 OA Tue Thu 10/23-12/11 $10
  MDTN 6-9pm OH 108 Graf, K.

NO CLASS: 11/22

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 TA Mon Wed 1/28-3/13 $10
  NBG 8:45-9:45pm TBA Graf, K.
- SP N7953 OA Tue Thu 1/29-3/14 $10
  MDTN 8:45-9:45pm OH 107 Graf, K.

ESL Academic Reading for College Prep.
Read popular American novels or short stories and discuss them with your classmates. Develop skills in understanding stories that will give you the confidence to read and learn independently in English throughout your lifetime. Required textbook can be purchased in class. 14 sessions.

- SP N7958 TA Mon Wed 1/28-3/13 $10
  NBG 6-8:30pm TBA Graf, K.
- SP N7958 OA Tue Thu 1/29-3/14 $10
  MDTN 6-8:30pm OH 107 Graf, K.

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 of the online class work, as well as complete out-of-class assignments which will be submitted.

To participate in online learning, students must have access to the World Wide Web (a broadband connection is recommended) and must use Internet Explorer 7 or higher or Firefox 3.0 or higher as their web browser (JavaScript and Cookies must be enabled, and pop-up blockers must be disabled). In addition, students will need a word processing program such as Microsoft Word (other word processing software can be used, but documents must be saved in the .rtf format) and Adobe Acrobat Reader.

- SP N7961 DA 1/29-3/14 Graf, K. $10

SUNY Orange College GED® Classes
SUNY Orange has established several classes throughout Orange County for individuals who are looking to improve their job opportunities by earning their GED®. Emphasis will be on improving writing and math skills using creative thinking and problem-solving strategies. 100 hours of instruction.

If you are ages 17 or 18, call (845) 341-9532 or (845) 341-9543 to make an appointment for the program coordinator to meet with you and your parent or guardian. If you are 19 or older, you may register in person at the Registrar's Office on the Middletown campus, or at Student Services Central in Kaplan Hall on the Newburgh campus. You may also register with a credit card by telephone.

All students must register either online or in-person prior to the class start date. You can pay the $10 tuition plus $2 fee with cash, check, credit card or money order.
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**

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<th>Course Code</th>
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<td>FA N9407 OB</td>
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<td>FA N9407 OD</td>
<td>Tue-Sat 9/25-2/9</td>
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<td>SP N9407 OA</td>
<td>Mon-Wed 2/11-6/12</td>
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<td>SP N9407 TC</td>
<td>Mon-Wed 2/18-6/19</td>
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Your instructor will advise you on the purchase of all books for the class. Please do not purchase books in advance as teachers will discuss which book to purchase on the first day of class.

**Middletown High School**

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<td>FA N9407 OC</td>
<td>Mon-Wed 9/24-2/6</td>
<td>MHS 254</td>
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<td>SP N9407 OE</td>
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**Newburgh Safe Harbors**

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**Newburgh Armory Unity Center**

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<td>FA N9407 TE</td>
<td>Tue-Thur 9/25-2/5</td>
<td>ARM Unity Center Faculty</td>
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**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**

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**Newburgh Campus**

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<td>Mon-Wed 9/24-2/6</td>
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Basic Skills for College Preparation

This program will provide instruction for the general public, out-of-school youth or adults who have been out of school for some years. Emphasis will be on interpretation of diverse reading materials, writing, and math skills required to achieve success in credit bearing courses. The course will meet for 60 class hours or 20 sessions.

FA I9124 TA Sat 9/22-2/23 $10
NBG 9am-1pm KAP 206 Rokitowski, L.

NO CLASS: 11/24, 12/22, 12/29

Reading for Comprehension (College)

One of the most critical skills for students planning to enter college is reading and comprehension. Normally, these skills are learned in the middle and high schools. However, for many, additional remedial instruction is needed. This course provides instruction in basic reading skills necessary to prepare for college success.

FA N9579 PA Tue Sat 9/8-11/13 $10
PJ 10am-1pm P.J. Hub Center Clune, D.

Tuesday Class Will Meet: 10:00am to 1:00pm
Saturday Class Will Meet: 5:30pm to 8:30pm

Developing College Writing Skills

The course includes: academic writing styles and critical thinking skills; writing stages, strategies and organization; writing and research; writing mechanics and grammar.

FA N9578 PA Mon Wed 10/10-10/31 $10
PJ 5:45-8:45pm P.J. Hub Center Joergle-Gildea, S.

Newburgh Armory Unity Center

Come take GED and GED En Espanol Classes at the Unity Center in the Newburgh Armory this fall. If you need to earn a high school equivalency diploma to qualify for employment and can attend evening classes please call (845) 341-9532 or (845) 341-9543.

Si usted está interesado(a) en coger las clases de GED en inglés o en español, las ofreceremos en el otoño en el Newburgh Armory Unity Center. Si quiere más información sobre el equivalente de escuela superior y puede atender a las clases nocturnas, puede llamar al (845) 341-9532 o al (845) 341-9543.

¡Aprenda a usar la computadora los sábados en el Newburgh Armory Unity Center!

En el curso “Computer Skills: Basics for ESL Learners”, aprenderá los fundamentos necesarios y también la terminología en inglés!

Para más información e inscripción, llame al (845) 341-9593.

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.

For more information, call (845) 341-4890
Adult Basic Education

Students who are not quite ready for the GED test and need adult basic education to improve their reading, writing and math skills should take this course. Your instructor will focus on strengthening reading comprehension skills and developing basic writing skills (grammar, sentence structure, paragraph organization). The course offers students basic math instruction to help with arithmetic and to build problem solving skills. 20 sessions.

FA N9488 PA Mon Thu 9/10-11/26 $10
PJ 10am-1pm P.J. Hub Center Broder, J.
NO CLASS: 10/8, 11/12, 11/22

FA N9488 TA Mon Wed 9/17-11/28 $10
NBG 9am-12pm KAP 203 Winn, S.
NO CLASS: 10/18, 11/21

SP N9488 TA Mon Wed 1/14-4/1 $10
NBG 9am-12pm TBA Winn, S.
NO CLASS: 1/21, 3/18, 3/20

Adult Education & Career Prep ➢ New York Renewable Energy Consortium

SUNY Orange is proud to be a part of the New York Renewable Energy Consortium focusing on the Manufacturing Sector throughout the Mid-Hudson Valley. The Consortium is a public/private partnership between business & industry, education, and the workforce and economic development systems. We can connect you to resources throughout the region to help you obtain gainful employment, as well as provide support to those already employed through career development activities.

➢ Employment and Training
➢ Job Opportunities
➢ Continuing and Professional Education
➢ Workforce Resources
➢ Job Search Networking Group
➢ On-The-Job Training
➢ GED
➢ ESL

For more information, please contact Patty at (845) 341-9021, email: patricia.kelly@sunyorange.edu or go to www.sunyorange.edu/go/jobsaccelerator

Have you been thinking of becoming a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) but are not sure which courses to take and when? Our CASAC program offers you the opportunity to take the program on a semester-long basis – every Tuesday and Thursday evening – one complete module each semester! It is even possible to complete the entire education program in one year!
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.

FA N7502 OA Sat 9/15 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

FA N7502 OB Sat 10/20 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

FA N7502 OC Sat 11/17 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

FA N7502 OD Sat 12/8 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

SP N7502 OA Sat 1/19 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

SP N7502 OB Sat 2/16 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

SP N7502 OC Sat 3/16 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

SP N7502 OD Sat 4/20 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

SP N7502 OE Sat 5/11 $38
MDTN 9am-2pm HU 211 Mid-Hudson Safety Expert

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.

FA N7503 OA Sat 9/8 $38
MDTN 9am-3:30pm HU 203 Green, D.

FA N7503 OB Sat 10/13 $38
MDTN 9am-3:30pm HU 203 Green, D.

FA N7503 OC Sat 11/10 $38
MDTN 9am-3:30pm HU 203 Green, D.

FA N7503 OD Sat 12/8 $38
MDTN 9am-3:30pm HU 203 Green, D.

SP N7503 OA Sat 1/12 $38
MDTN 9am-3:30pm HU 203 Green, D.

SP N7503 OB Sat 2/9 $38
MDTN 9am-3:30pm HU 203 Green, D.

SP N7503 OC Sat 3/9 $38
MDTN 9am-3:30pm HU 203 Green, D.

SP N7503 OD Sat 4/13 $38
MDTN 9am-3:30pm HU 203 Green, D.

SP N7503 OE Sat 5/11 $38
MDTN 9am-3:30pm HU 203 Green, D.

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.

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.”

Online Defensive Driving

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

For more information, call (845) 341-4892
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.

FA N7072 KA Mon 9/24-12/10 $159
MWHS 7-10pm MWHS 120 Albrecht, D.
NO CLASS: 10/8, 11/12

MWHS 7-10pm MWHS 120 Albrecht, D.

Stained Glass Workshop

Having trouble getting motivated, or can’t seem to find the time to complete that glass project? Are there skills you would like to improve, or new ones you’d like to learn? Bring your project(s) with you to share and complete in a supportive environment. The instructor will be available to provide technical assistance as you need it. Prerequisite: Completion of Beginner Stained Glass class or working knowledge of basic skills for production of stained glass items using the copper foil method. Purchase of supplies extra. 8 sessions.

FA N9583 KA Mon 10/15-12/4 $109
MDTN 7-9:30pm MHS 122 Thomas, K.
NO CLASS: 11/12/12

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: Basic Stringing or equivalent knowledge. 2 sessions.

FA N9479 OA Sat 10/20-10/27 $79
MDTN 9am-1pm BT 117 Ibitoye, O.

Crystal Wire Ring Workshop

This is a continuation of Basic Wirework. 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. 2 sessions.

FA N9478 OA Sat 11/10-11/17 $79
MDTN 9am-1pm 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: Basic Wirework. 2 sessions.
FA N9547 OA Sat 12/8-12/15 $79
MDTN 9am-1pm BT 117 Ibitoye, O.

**Elegant Diamond Cuff**
Learn to make elegant bracelets by using single-needle right angle weave. Prerequisite: Basic Stringing. 1 session.
SP N9548 OA Sat 1/12-1/19 $79
MDTN 9am-1pm BT 117 Ibitoye, O.

**Findings Making**
In this class, you will learn how to make your own findings such as Earrings’ hooks, clasps and jump rings and save money.
FA N9598 OA Sat 10/13 $69
MDTN 9am-1pm 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. 2 sessions.
SP N9558 OA Sat 2/2-2/9 $79
MDTN 9am-1pm BT 117 Ibitoye, O.

**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.
FA N1175 OA Tue 10/16-12/4 $79
MDTN 7-9pm BT 119 DeMaio, C.
SP N1175 OA Tue 2/12-4/9 $79
MDTN 7-9pm BT 119 DeMaio, C.
NO CLASS: 3/20

**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 2/13-4/10 $79
MDTN 7-9pm BT 119 DeMaio, C.
NO CLASS: 3/20

**T’ai Chi**
Learn the gentle exercise technique of Yang style T’ai Chi which has been referred to as both “meditation” and “medication” in motion. This practice will help reduce stress and achieve a sense of inner harmony. No prior experience necessary. Wear comfortable clothing and gym shoes. 6 sessions.
FA N6156 OA Sat 9/8-10/20 $29
MDTN 10-11am PE Studio Sheppard, S.
NO CLASS: 10/6
FA N6156 OB Sat 12/1-1/19 $29
MDTN 10-11am PE Studio Sheppard, S.
NO CLASS: 12/22, 12/29
SP N6156 OA Sat 2/2-3/9 $29
MDTN 10-11am TBA Sheppard, S.

**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.
FA N6725 OA Mon 9/10-11/19 $125
MDTN 7-9pm HA 107 Saetta, R.
NO CLASS: 10/18
SP N6725 OA Mon 2/4-4/15 $125
MDTN 7-9pm HA 105 Saetta, R.
NO CLASS: 3/18
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.

FA N6721 OA Wed 9/12-11/14 $125
MDTN 6:30-8:30pm HA 313 Yang, J.
SP N6721 OA Wed 1/23-4/3 $125
MDTN 6:30-8:30pm HA 203 Yang, J.

NO CLASS: 3/20

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.

FA N6710 OA Thu 9/20-11/29 $125
MDTN 7-9pm HA 107 Conroy, W.

NO CLASS: 11/22

SP N6710 OA Thu 2/21-5/3 $125
MDTN 7-9pm HA 103 Conroy, W.

NO CLASS: 3/21

Sign Language 1
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 receptive- and expressively. Purchase of textbook is required. 10 sessions.

FA N6750 TA Sat 9/22-12/1 $199
NBG 9am-12pm KAP 204 Chapis, N.

NO CLASS: 11/24

Conversational Spanish Level 1
Be ready for your next vacation in Mexico, Spain, Central or South America! With basic but indispensable language structures, vocabulary and practice, you will quickly start communicating in Spanish. Go from "Hello" to "I like the hat, can I buy it with my credit card?" in one semester. A $29 material fee to be paid in class for textbook and CD. 10 sessions.

FA N6734 NA Tue 9/4-11/13 $125
NBG 7-9pm TBA Linares, C.

NO CLASS: 10/9

FA N6734 OA Thu 9/13-11/15 $125
MDTN 7-9pm BT 270 Romero, M.

FA N6734 NB Sat 9/15-11/17 $125
NBG 9-11am TBA Linares, C.

NO CLASS: 10/6

Spanish 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.

FA N6735 KA Thu 9/13-11/15 $125
MWHS 7-9pm MWHS  Pirez, A.

NO CLASS: 11/22

SP N6735 KA Thu 1/24-4/4 $125
MWHS 7-9pm MWHS  Pirez, A.

NO CLASS: 3/21

Creative Writing - A Beginner's Guide
Learn the basics of creative fiction including character development, "showing" versus "telling," plot structure, narrative viewpoint, descriptive detail, dialog and revision. You will learn how to give and receive constructive criticism in a safe and interactive classroom environment. Classroom activities will include reading your original work for feedback. You will be expected to work on your writing outside the class by reading assigned writings of published authors and producing your own original work. 6 sessions.

FA N9593 NA Thu 9/13-10/18 $145
NBG 6-9pm TWR 306 Winn, S.

What's Your Story?
Rediscover and document your own memories. Using lists and going beyond journal writing into study of character, scene and motivation, you will expand on factual and sensory details, developing each piece into a work that can capture the interest of both writer and reader. Instructor holds an MFA in Creative Nonfiction Writing from The New School for Public Engagement and is completing her first book, "Through a Brick Wall," a memoir about adolescence and disability. 6 sessions.

FA N9528 OA Mon 9/24-11/5 $125
MDTN 6-8pm HA 201 Stillwood, D.

NO CLASS: 10/8
The Art and Craft of the Written Word

Everyone has a story to tell, and most of us can tell them well. Putting our stories onto a well-written page requires a different set of skills which you will explore in this class. Using the workshop format, class members will review each other’s work, looking for specific ways to edit and refine the writing into a polished piece. There will be writing assignments that you might spin off into your final work, but if you have been working on something, bring that along too. A solid knowledge of basic sentence structure, spelling, and pronunciation will be very helpful in this class. More advanced skills in this area will be a definite plus. 6 sessions.

SP N9571 OA Tue 1/22-2/26 6-8pm $125
MDTN HA 301 Stillwood, D.

Navigating Key Genealogy Websites

A “page by page” discussion of finding records on genealogy websites on the internet. Utilizing key websites permits your research in the comfort of your home and by using the postal system. The instructor is a highly rated lecturer on genealogy, and has done presentations for organizations such as the Valley Cottage Library, the Genealogical Society of Rockland County, the Westchester Italian Cultural Center, and the Hillsdale Public Library. 7 sessions.

FA N9529 OA Tue Thu 11/13-12/6 7-9pm $125
MDTN HA 302 Lauriano, A.

NO CLASS: 11/22

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.

FA N6510 NA Tue 8/28-10/23 7-9pm $99
NBG 8/28-10/23 $99
NO CLASS: 10/9

FA N6510 KA Wed 10/3-12/12 7-9pm $99
MWHS 10/3-12/12 $99
NO CLASS: 11/21

FA N6510 NA Tue 1/15-3/26 7-9pm $99
NBG 1/15-3/26 $99
NO CLASS: 3/19

FA N6510 KA Wed 1/31-4/10 7-9pm $99
MWHS 1/31-4/10 $99
NO CLASS: 3/20, 3/27

ADVANCED BEGINNER GUITAR

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

SP N6517 NA Wed 1/16-3/27 7-9pm $99
NBG 1/16-3/27 $99
NO CLASS: 3/20

INTRODUCTION TO THE MUSIC BUSINESS

An introductory course exploring practical, legal, and procedural problems encountered in the music industry. Also, a variety of career areas are surveyed to provide an orientation for students preparing for a career in music. 10 Sessions.

FA N9582 NA Thu 8/30-11/11 7-9pm $99
NBG 8/30-11/11 $99
NO CLASS: 11/11 & 10/19

SP N9582 NA Mon 1/14-4/1 7-9pm $99
NBG 1/14-4/1 $99
NO CLASS: 1/21, 3/18

SP N9582 NA Mon 1/14-4/1 7-9pm $99
NBG 1/14-4/1 $99
NO CLASS: 1/21, 3/18

ZUMBA

Are you ready to party yourself into shape? This is what the Zumba program is all about! Come join in the exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning dance fitness-party that’s moving millions of people toward joy and health. 6 sessions.

FA N6499 OA Sat 9/8-10/27 7-9pm $29
MDTN 9-10am PE Studio Sheppard, S.
NO CLASS: 9/15/12 & 10/6/12

FA N6499 OB Sat 12/1-1/19 9-10am $29
MDTN 9-10am PE Studio Sheppard, S.
NO CLASS: 12/22, 12/29

SP N6499 OA Sat 2/2-3/9 7-9pm $29
MDTN 9-10am PE Studio Sheppard, S.

NO CLASS: 2/19, 3/19, 4/9

NEW ZUMBA

Are you ready to party yourself into shape? This is what the Zumba program is all about! Come join in the exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning dance fitness-party that’s moving millions of people toward joy and health. 6 sessions.

FA N6499 OA Sat 9/8-10/27 7-9pm $29
MDTN 9-10am PE Studio Sheppard, S.
NO CLASS: 9/15/12 & 10/6/12

FA N6499 OB Sat 12/1-1/19 9-10am $29
MDTN 9-10am PE Studio Sheppard, S.
NO CLASS: 12/22, 12/29

SP N6499 OA Sat 2/2-3/9 7-9pm $29
MDTN 9-10am PE Studio Sheppard, S.

NO CLASS: 2/19, 3/19, 4/9

SPECIAL OCCASION DANCES

Capitalize on this opportunity to get ready to dance at that “special occasion.” Tune up your dancing skills and hit the dance floor with confidence. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.

FA N6540 OA Tue 9/4-12/4 7-9pm $79
MDTN 6:50-8:20pm PE Studio Fried, H.
NO CLASS: 11/8

SP N6540 OA Tue 1/22-4/23 7-9pm $79
MDTN 6:50-8:20pm PE Studio Fried, H.

NO CLASS: 3/19, 4/9

For more information, call (845) 341-4890
Enrichment Music, Dance & Theatre

Introduction to Rhythm Dances
Rhythm-style dances refer to those dances that are referred to as “spot” dances. They do not travel in a line of dance around the dance floor. The rhythm dances include Rumba, Cha-Cha, Swing, Mambo/Salsa, Samba and Merengue. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.

FA N6542 OA Thu 9/6-12/6 $79
MDTN 6:50-8:20pm PE Studio Fried, H.
Titko-Fried, B.
NO CLASS: 9/13 & 11/22

Intermediate/Advanced Rhythm Dances
Completion of Introduction to Rhythm Dances is a prerequisite for this course. Intermediate to advanced level steps will be introduced. This course moves onto the intermediate and advanced steps in the Rumba, Cha-Cha, Swing, Mambo/Salsa, Samba and Merengue. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.

SP N6544 OA Tue 1/22-4/23 $79
MDTN 8:20-9:50pm PE Studio Fried, H.
Titko-Fried, B.
NO CLASS: 3/19 & 4/9

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 covered, including Merengue, Cuban Son and Cha-Cha. No prior dance experience or partner necessary. 6 sessions.

FA N9566 OA Sat 9/22-11/13 $59
MDTN 11am-12:30pm PE Studio Gonzalez, A.
Reeder, S.
NO CLASS: 9/13 & 11/22

Introduction to Smooth Style Dances
Smooth Style Dances refer to those dances that travel around the dance floor. Waltz, Fox Trot, American Tango, and the Viennese Waltz fall into this category. This class will introduce these dances and allow you to build a strong foundation for the next level. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.

FA N6541 OA Tue 9/4-12/4 $79
MDTN 8:20-9:50pm PE Studio Fried, H.
Titko-Fried, B.
NO CLASS: 09/11/12 & 10/9/12

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 1/26-3/2 $59
MDTN 11am-12:30pm PE Studio Reeder, S.
NO CLASS: 1/12

Intermediate/Advanced Smooth Style Dances
Completion of Introduction to Smooth Style Dances is a prerequisite for this course. Intermediate to advanced level steps will be introduced. Experience the elegance of the Waltz, the sensuality of the Tango, the charm of the Fox Trot, and the speed and beauty of the Viennese Waltz. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.

FA N6543 OA Thu 9/6-12/6 $79
MDTN 8:20-9:50pm PE Studio Fried, H.
Titko-Fried, B.
NO CLASS: 9/13 & 11/22

Intermediate/Advanced Ballroom Dances
An introductory dance class is a prerequisite for this class. Primarily intermediate and advanced level dance steps will be the focus of this course. The basic foundation for each style will also be strengthened. You must enroll with a partner and registration cards must be completed by each person. Wear comfortable, smooth soled shoes, no sneakers. 12 sessions.

SP N6546 OA Thu 1/24-4/25 $79
MDTN 8-9:30pm PE Studio Fried, H.
Titko-Fried, B.
NO CLASS: 3/21 & 4/11

www.sunyorange.edu/ce 31
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.

FA N9474 OA Mon 10/15-11/12 $125
MDTN 7-9pm HA 302 Reitman, B.

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.

FA N2234 OA Wed 12/12 $29
MDTN 6:30-9pm HA 107 Creative Voice Development Group, J.

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. Required text. 8 sessions.

FA N6176 OA Wed 9/19-11/7 $129
MDTN 7-10pm PE Pool/223 Mattinson, P.

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. 8 sessions.

FA N9114 OA Sat 9/22-11/17 $99
MDTN 9am-12pm PE Pool Staff
Assessment 9/8/12 10am-noon
NO CLASS: 10/6

SP N9114 OA Sat 1/19-3/9 $99
MDTN 9am-12pm PE Pool Staff
NO CLASS: 3/18
Assessment 1/5/2013 from 10am-12pm

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.
Spanish (7-11 years)
Simple conversation, vocabulary, sentence structure through conversation, songs and games. Bring a notebook to class. 8 sessions.
FA N9036 OA Sat 9/8-11/3 $59
MDTN 9-10:15am HA 101 Romero, M.
NO CLASS: 10/6
FA N9036 OB Sat 9/8-11/3 $59
MDTN 10:30-11:45am HA 101 Romero, M.
NO CLASS: 10/6
SP N9036 OA Sat 2/16-4/13 $59
MDTN 9-10:15am HA 101 Romero, M.
NO CLASS: 3/23

Spanish 2 (8-13 years)
A more advanced course for those who have completed Spanish 1 or who have knowledge of Spanish. Bring a notebook to class. 8 sessions.
SP N9037 OA Sat 2/16-4/13 $59
MDTN 10:30-11:45am HA 101 Romero, M.
NO CLASS: 3/23

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.
FA N9258 OA Sat 9/8-11/3 $59
MDTN 10:30-11:45am HA 207 DeMaio, C.
NO CLASS: 10/6
SP N9258 OA Sat 2/16-4/13 $59
MDTN 10:30-11:45am HA 207 DeMaio, C.
NO CLASS: 3/23

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 2/16-4/13 $59
MDTN 9-10:15am HA 207 DeMaio, C.
NO CLASS: 3/23

Beginner’s Guitar (9-15 years)
Acoustic guitar preferred. Covers basic chords, tuning and strumming methods, reading tablature and some simple songs. Outside practice required. Bring your own acoustic guitar. Purchase of textbook, capo and tuner required. 8 sessions.
FA N9144 OA Sat 10/13-12/8 $59
MDTN 9-10:15am OH 23 Wilbur, D.
NO CLASS: 11/24
FA N9144 OB Sat 10/13-12/8 $59
MDTN 10:30-11:45am OH 23 Wilbur, D.
NO CLASS: 11/24
SP N9144 OA Sat 3/9-5/4 $59
MDTN 9-10:15am OH 23 Wilbur, D.
NO CLASS: 3/23
SP N9144 OB Sat 3/9-5/4 $59
MDTN 10:30-11:45am OH 23 Wilbur, D.
NO CLASS: 3/23

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.
**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 Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6529 OA</td>
<td>Wed</td>
<td>8/29-12/12</td>
<td>$0</td>
<td></td>
<td>7:8:45pm</td>
<td>PT Theater</td>
<td>Scott, K.</td>
</tr>
<tr>
<td>SP N6529 OA</td>
<td>Wed</td>
<td>1/16-5/15</td>
<td>$0</td>
<td></td>
<td>7:8:45pm</td>
<td>PT Theater</td>
<td>Scott, K.</td>
</tr>
</tbody>
</table>

### Mixed Chorus

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6523 OA</td>
<td>Tue Thu</td>
<td>8/28-12/13</td>
<td>$0</td>
<td></td>
<td>2-2:50pm</td>
<td>OH 23</td>
<td>Damaris, C.</td>
</tr>
<tr>
<td>SP N6523 OA</td>
<td>Tue Thu</td>
<td>1/15-5/16</td>
<td>$0</td>
<td></td>
<td>2-2:50pm</td>
<td>OH 23</td>
<td>Damaris, C.</td>
</tr>
</tbody>
</table>

### Chamber Ensemble

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6527 OA</td>
<td>Thu</td>
<td>8/30-12/13</td>
<td>$0</td>
<td></td>
<td>6:7:45pm</td>
<td>PT Theater</td>
<td>Clarke-Moore, H.</td>
</tr>
<tr>
<td>SP N6527 OA</td>
<td>Thu</td>
<td>1/17-5/16</td>
<td>$0</td>
<td></td>
<td>6:7:45pm</td>
<td>PT Theater</td>
<td>Clarke-Moore, H.</td>
</tr>
</tbody>
</table>

### Orchestra

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
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<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6528 OA</td>
<td>Thu</td>
<td>8/30-12/13</td>
<td>$0</td>
<td></td>
<td>8:9:45pm</td>
<td>PT Theater</td>
<td>Clarke-Moore, H.</td>
</tr>
<tr>
<td>SP N6528 OA</td>
<td>Thu</td>
<td>1/17-5/16</td>
<td>$0</td>
<td></td>
<td>8:9:45pm</td>
<td>PT Theater</td>
<td>Clarke-Moore, H.</td>
</tr>
</tbody>
</table>

### Madrigals

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA N6531 OA</td>
<td>Tue Thu</td>
<td>8/28-12/13</td>
<td>$0</td>
<td></td>
<td>3:3:50pm</td>
<td>OH 23</td>
<td>Damaris, C.</td>
</tr>
<tr>
<td>SP N6531 OA</td>
<td>Tue Thu</td>
<td>1/15-5/16</td>
<td>$0</td>
<td></td>
<td>3:3:50pm</td>
<td>OH 23</td>
<td>Damaris, C.</td>
</tr>
</tbody>
</table>

### Over Sixty Program

SUNY Orange permits individuals sixty years of age or older to audit credit courses on a space available basis without payment of tuition according to NY State Law Article 126, Section 6303. Full classroom 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 please call the Registration Office at (845) 341-4129.

### Enrichment > Special Programs

**Orange Works**, a Workforce Development System, is the link that provides resources and services in a professional business environment to individuals who are seeking employment and to businesses building their workforce.

The Center is supported by a grant from the Orange County Workforce Investment Board in partnership with:

- New York State Department of Labor
- Orange County Community College
- Orange/Ulster BOCES

www.orangeworks.biz

For more information, call (845) 341-4890
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

Concerned about wintery 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 to alert you if the College delays opening or is closed due to inclement weather conditions.
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

Best Routes to Middletown Campus
115 South Street, Middletown

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

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

From Upstate-Route 17 to exit 121W, Interstate 84 West for 3.3 miles to exit 3W, (Route 17M) becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left to Bennett Street.
Best Routes to Monroe-Woodbury High School
From Middletown: Rt. 17 to Exit 131; left to light. Turn left at light onto Nininger Road; right onto Dunderburg Road. High school is on the right.

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

Best Routes to Newburgh Campus
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.

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

Best 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.
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
Office of Accessibility Services (OAS) 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 OAS office is in Room 348 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 is processed and mailed approximately four to six weeks after the cancellation date.

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

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

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

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

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

1. Online
   www.sunyorange.edu/ce

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

3. In-Person
   Continuing and Professional Education is located in the George
   Shepard Student Center, Room 301 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.

Non-Credit Registration Form

Register Early! (845) 341-4890

RECEIVED: ORANGE COUNTY COMMUNITY COLLEGE

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

CASH

TO BUSINESS OFFICE

TO COMMUNITY COLLEGE

I acknowledge financial responsibility for the selected courses(s) if they are not cancelled or if I do not withdraw prior to start date(s) even if I do not attend.

STUDENT'S SIGNATURE

DATE

Optional:

BUSINESS PHONE

HOME PHONE

ADDRESS

SOC. Sec.#

STUDENT NAME ______________________________________________________________

NEW STUDENT?              YES        NO

DATE OF BIRTH _______________________

COUNTY  _____________________________

HOME PHONE ________________________

EMPLOYER ___________________________________________________________________

STUDENT E-MAIL_________________________

CREDIT CARD #_____________________________________________________

THREE-DIGIT CARD SECURITY CODE ______

EXP. DATE ________________

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

Healthcare Career Open House
September 10, 2012, 6pm
The Gilman Center
SUNY Orange Library
Middletown campus, 115 South Street

Green Technology Open House
September 19, 2012, 6:30pm
The Gilman Center
SUNY Orange Library
Middletown campus, 115 South Street

Fall 2012 / Winter 2013

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