For more information, call (845) 341-4890

Find us on Facebook:
search:
SUNY Orange Continuing Education

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

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

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.

SUNY Orange is a proud member of

The Continuing Education Association of New York
www.ceany.org

Vea las páginas 17-18 para información en Español, sobre nuestros programas de ESL.
Healthcare Medical Coding & Billing

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. Please note: the date published is not the start date of course; it is the registration deadline. Your login information will be e-mailed to you within 1-2 days.

SP N9450 DA Online 3/3/14-3/3/15 $2550

All reference materials will be provided to the students online. Students must provide e-mail address. For more information, visit: www.sunyorange.edu/ce or come to our Open House on February 3 at 6 p.m. in the Middletown Campus Library.

Healthcare Career Open House

Train at home for an in-demand career

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

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

- Get the answers to questions like:
  - Will these program prepare me for employment?
  - Why was medical transcription highlighted by CNN as one of the most credible work-at-home careers?
  - Why are medical coders in such high demand?

Monday, February 3, 6 p.m. — The Gilman Center, SUNY Orange Library, Middletown campus
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) 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.

This program will give you practice assignments, quizzes and many types of exercises to build your speed and understanding including an automated evaluation of your transcribed reports. 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. Please note: the date published is not actual start date of course; it is the registration deadline. Your login information will be e-mailed to you within 1-2 days.

SP N9575 DA Online 3/3/14-3/3/15 $2650

Medical Transcription Editor Online

Gain the skills of both a medical transcriptionist and a specialized medical transcription editor. Learn through authentic physician dictations to prepare for the future of the industry as it relies more on speech recognition technology and train to work from home upon graduation. Please note: the date published is not actual start date of course; it is the registration deadline. Your login information will be e-mailed to you within 1-2 days.

SP N9576 DA Online 3/3/14-3/3/15 $600

Medical Transcription Editor Supplement

Enhance your transcription skills by learning specialized medical transcription editing. You will gain the skills to prepare for the future of the industry as it relies more on speech recognition technology. Please note: the date published is not actual start date of course; it is the registration deadline. Your login information will be e-mailed to you within 1-2 days.

SP N9576 DA Online 3/3-7/3 $2195

Students must provide e-mail address. For more information, visit: www.sunyorange.edu/ce or come to our Open House on February 3 at 6 p.m. in the Middletown Campus Library.

Got Questions: Email your question to us at cape@sunyorange.edu or call us at (845) 341-4890 during regular business hours. Check our Policies and Procedures on page 38.

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.

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

Integrated Computerized Billing & EHR for the Medical Office

Learn the latest software solutions being utilized in today's medical practices! MedTrak Systems is an integrated practice management and electronic health record program that covers EHR, insurance billing 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.

15 sessions
SP N9581 OA Tue Thu 3/11-5/6 $479
MDTN 7-10pm HA 114 Walker, K.
No Class: 3/25 & 3/27

ICD-10: A Refresher

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

S1 N3016 OA Tue Thu 5/13-5/15 $69
MDTN 7-10pm BT 264 Esch, G.

ICD-10-CM: Basic Training

Introduction to the new diagnostic coding system to be implemented October 1, 2014. ICD-10-CM is for the outpatient setting only. This new coding system will be used in all medical provider offices with the exception of dental offices. Students will learn to use the ICD-10-CM manual and the steps needed to accurately code medical visits from the provider’s documentation. 10 sessions.

S1 N9634 OA Tue Thu 5/27-6/26 $319
MDTN 7-10pm BT 264 Esch, G.

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

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

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

Infection Control and Barrier Precautions

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

ICD-10 FAST TRACK

For those with medical coding experience, knowledge of the healthcare industry and medical terminology, pharmacology, and basic anatomy and physiology. This program is not designed for those who are new to the industry or who have never completed medical coding training.

Learn advanced anatomy and physiology, advanced pathophysiology, ICD-10-CM and ICD-10-PCS, and using the industry codebooks. Hands-on exercises allow you to gain experience working with the code sets.

The current ICD-9 code set has about 17,000 codes, where ICD-10 has over 155,000 codes which are more specific and more complex. Both the American Health Information Management Association (AHIMA) and the American Association of Professional Coders (AAPC) recommend that coders have biomedial sciences and code set training to be successful using ICD-10 coding.

The online ICD-10 Fast Track program, which includes 141 hours of curriculum, is designed to be completed in about 7-12 weeks. Your enrollment provides 3 months of online access to the program, which allows you to work at your own pace.

Included with your enrollment: AHA ICD-10-CM and ICD-10-PCS Handbook, ICD-10 industry codebooks, tech support 6 days a week, and instructor support from AHIMA-Approved ICD-10 CM/PCS trainers.


To register with a credit card, please visit our website: at www.sunyorange.edu/ce or call the Continuing & Professional Education office for additional information.

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

College Delays or Closings

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

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 23.
HEALTHCARE ➔ PHARMACY TECHNICIAN

This comprehensive 62.5 hour course will prepare you to enter the pharmacy field and take the Pharmacy Tech Certification Board’s (PTCB) examination. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. You will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing and reimbursement. Purchase of textbook required. 25 sessions.

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

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

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

Purchase of textbook required. 25 sessions.

SP I9115 OA Tue Thu 2/18-5/20 $949
MDTN 6-8:30pm BT 270 Stewart, S.
No class: 3/25 & 3/27

S1 I9115 OA Tue Thu 6/3-8/28 $949
MDTN 6-8:30pm BT 270 Stewart, S.
No class: 7/3

HEALTHCARE ➔ PERSONAL TRAINER

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 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.

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

SP N9545 OA Mon 2/3-4/7 $379
MDTN 7-10pm PE 222 Staff
No class: 3/24

www.sunyorange.edu/ce
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, including ethics for addiction professionals & Child Abuse and Maltreatment Mandated Reporting (45 hours)

Upon completion of all required education hours, students may apply to OASAS to be considered for a CASAC Trainee (CASAC-T) certificate. For more information on becoming a CASAC go to: http://www.oasas.ny.gov/sqa/credentialing/CASACCover.cfm.

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

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

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 25, 2014. Enjoy time off during Thanksgiving Recess, Winter Break, and Spring Break! $3,750 tuition + $2 insurance fee. Call Elizabeth at 341-4993 for more information.

Traditional Evening Program

Module I
Offered during the Fall 2014 semester — August 25 to December 2
FA N200 OA T/Th 5:30 to 9:30 p.m.* MDTN SSC Alum Begins 8/25

Module II
Offered during the Spring 2014 semester — January 2 to May 13
SP N3292 OA T/Th 5:30 to 9:30 p.m.* MDTN SSC Alum Begins 1/2

Module III
Offered during the Summer 2014 semester — May to August – May 8 to August 12
S1 N3293 OA T/Th 5:30 to 9:30 p.m.* MDTN SSC Alum Begins 5/8

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/earlier

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

For more information call 845-341-4993.

What our students are saying:

“The CASAC Fast Track Program is an extremely worthwhile investment. While learning about the substance abuse field you are also learning about yourself. I look forward to each and every class and will surely look back on the experience fondly.”

– Alexandra Lerman, SUNY Orange CASAC Student

“ The CASAC courses are always interesting. I feel completely enlightened.”

– Theresa Faughnan, SUNY Orange CASAC Student

“I would recommend this class to anyone interested in becoming a CASAC or the field of helping people. My instructor is wonderful and I enjoy every minute spent in the class.”

– Fatiha Bouris, SUNY Orange CASAC Student

Alternative Loans for Non-Credit Students

Students who are enrolled in a non-credit certificate program are not eligible for financial aid. If a student does not have a way of paying their tuition, they may apply for an alternative loan through Sallie Mae. This type of loan is based on a credit check approval. To apply, go to Sallie Mae’s web site: www.salliemae.com or call toll free 877-279-7172.

Once the alternative loan is approved via Sallie Mae, the student will then need to notify the CASAC Office and the Financial Aid Office that Sallie Mae is waiting for the Financial Aid Office to certify the loan.

www.sunyorange.edu/ce
Technology ➢ Introductory Computers

Computer Basics
Learn the skills necessary for working with software applications in a personal computer environment. Topics include the Windows, input/output devices, finding and using virtual help sources and file management. Purchase of textbook required. 4 sessions.

Computer Basics (Seniors)
Learn to work with software applications in a personal computer environment. In this hands-on, highly interactive program designed specifically for seniors. Windows, input/output devices, finding and using virtual help sources, and file management will be covered. 4 sessions.

Technology ➢ Microsoft Office

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.

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.

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.

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

SP I8690 IA Tue Thu 1/7-1/16 $99
MDTN 6:30-9:30pm HA 114 Amelio, D.
SP I8690 TA Mon Wed 2/24-3/5 $99
NBG 6:30-9:30pm KAP 233 Staff

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

SP I8778 IA Mon Wed 2/10-2/19 $139
MDTN 6:30-9:30pm HA 114 Andryshak, J.

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

SP I8691 IC Mon Wed 1/6-1/15 $99
MDTN 6:30-9:30pm HA 114 Andryshak, J.
SP I8691 IB Tue Thu 2/18-2/27 $99
MDTN 6:30-9:30pm HA 114 Neumann, C.
SP I8691 TA Mon Wed 3/10-3/19 $99
NBG 6:30-9:30pm KAP 233 Staff
SP I8691 ID Mon Wed 4/28-5/7 $99
MDTN 6:30-9:30pm HA 114 Andryshak, J.
SP I8691 TB Mon Wed 5/12-5/21 $99
NBG 6:30-9:30pm KAP 233 Staff
S2 I8691 TA Mon Wed 8/11-8/20 $99
NBG 6:30-9:30pm KAP 233 Messina, K.

Network+
Our Network+ course covers the CompTIA certification exam objectives that certify you can successfully describe, install and configure a medium size network. Through a combination of detailed lectures, presentations and hands-on lab exercises, you will be prepared to successfully take the Net+ certification exam. 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; Systems Analysis and Design, and Instruction to Logic. Please call 341-9532 for more information. 28 sessions.

SP I8446 TA Tue Thu 2/4-5/20 $799
NBG 6-9pm TWR 224 Antunovich, J.
No Class: 3/25 & 3/27

Fundamentals of Graphic Design 1
Graphic design communicates visually through typography, images and color. Hands-on course with practical projects, discussions and critiques. Adobe Illustrator, InDesign and Photoshop will be used. 4 sessions

SP I9216 TA Mon 4/28-5/19 $139
NBG 6:30-9:30pm TBA Dominguez, M.

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 23.
GO GREEN TO SAVE GREEN

SUNY Orange Continuing & Professional Education (CAPE) can help your business become and remain more competitive and profitable with its Go Green program:

Going Green has helped organizations save:
➢ 10 million gallons of water in one year by changing showerheads from 2.5 gpm to 1.5 gpm
➢ Over $9000 in one year by modifying a garbage contract and adding a recycling program
➢ Over $48,000 each year by modifying lighting levels and reevaluating heating and air conditioning for work areas
➢ Over $4000 each year in garbage pick-up fees by implementing single stream recycling

Training can be customized to your organization’s needs, and can be delivered on- or off-site.

For more information, please contact Linda Ferris at 845-341-9380 or at lindagrammferris@sunyorange.edu

BUSINESS & PROFESSIONAL ➢ INSURANCE & LAW

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.

SP N7631 OA Fri 3/15 $65
MDTN 8:30-11:30am HU 104 Andryshak, J.
SP N7631 NA Fri 4/11 $65
NBG 8:30-11:30am TWR 306 Andryshak, J.
SP N7631 OB Fri 5/16 $65
MDTN 8:30-11:30am HU 104 Andryshak, J.
S2 N7631 OA Fri 8/1 $65
MDTN 8:30-11:30am SSC Alumni Andryshak, J.
S2 N7631 NA Fri 8/15 $65
NBG 8:30-11:30am KAP 203 Andryshak, J.

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 the certification is completed.

Save Your Work!
Please note for computer classes that it is recommended to bring a USB drive to store and transport your class work.

For more information, call (845) 341-4890
Bridging from Residential to Commercial Real Estate Sales

Learn the difference between residential and commercial real estate brokerage, where to find clients, what are the “best practices” in the business. Learn about commercial building sales, office and retail leasing and industrial/warehouse brokerage to succeed in this side of the industry.

1 session

SP N9623 OA Sat 1/25 $59
MDTN 9:30am-4:30pm HA 301 Donohue, G.

Are you in Danger of Losing Your License?

Are you responsible if your seller fails to complete a property disclosure form? Can your home number be the only number displayed on your business card? Can your customer/client sign required forms electronically? Can you truly represent both sides of a transaction? NYS real estate regulations are consistently changing and your career may be jeopardized if you’re not knowledgeable about the newest updates on license law. The instructor served as Director of Professional Development for the Orange County Association of Realtors for over 25 years. She has been certified as a New York State real estate instructor for the last 15 years, has written over 30 courses during her career, and currently works as an office administrator for a large real estate office in Milford, PA. 1 session.

SP N9633 OA Mon 3/3 $45
MDTN 3-8pm HA 201 Staff

REAL ESTATE PROFESSIONALS

The Continuing and Professional Education department (CAPE) at SUNY Orange is developing a series of continuing education real estate courses that will qualify to fulfill the NYS Department of State, Division of Licensing Services requirement that you take 22 ½ hours of continuing education courses every 2 years.

Working with professionals in your field, we have identified some initial topics that are timely and appropriate and we would like to hear from you!

Is there a real estate topic that you would like to offer to other professionals? Please let us know so that we can develop your course and submitting it for approval.

For more information, please contact Linda Ferris at 845-341-9380 or at lindagrammferris@sunyorange.edu.

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. Prerequisite: Knowledge of PC & Windows

SP N9580 TA Tue Thu 1/28-2/18 $229
NBG 6-9pm KAP 233 Fediuik, B.
SP N9580 TB Tue Thu 3/4-4/1 $229
NBG 9am-12pm KAP 233 Staff

No class: 3/25, 3/27

Financial Fitne$$: Flex Your Money Muscles!

Learn proven, doable, step-by-step strategies to get out of debt, increase income, simplify personal and family finances, and discuss options for creating healthier bank accounts and personal economies. Bonus: each student receives free 30 minute individual tutorial session outside of class time. 5 sessions

SP N9635 NA Mon 2/3-3/3 $49
NBG 6-7pm TWR 207 Valentine/Sheppard
SP N9635 OA Wed 2/5-3/5 $49
MDTN 5-6pm SSC Alumni Sheppard/Valentine

www.sunyorange.edu/ce
**RUN YOUR BUSINESS LEAN**

Would your business like to identify and eliminate inefficiencies in your processes?

Want to improve your bottom line by providing value add and eliminating non-value add?

Working side-by-side with business owners and staff, SUNY Orange Continuing & Professional Education helps businesses identify opportunities for improvement and develop practical solutions.

Focusing on strategic solution implementation, our trainers use coaching in a hands-on environment designed to exercise LEAN tools such as Value Stream Mapping, Empowered Teams, Manufacturing Productivity Tools and 5S. Progress toward LEAN manufacturing is measured with profit/loss analysis.

See and understand the flow of material and information as a product flows through the system. Develop a Current State map, draw a Future State map, and create an implementation plan including action items, priorities, and time frames.

For more information, please contact Linda Ferris at 845-341-9380 or at lindagrammferris@sunyorange.edu.

**THE ABC’S OF PUBLICITY**

Successful publicity can have significantly better influence and attention value than advertising, but only when it’s used for media you’ve targeted. Learn how publicity techniques can help your community, civic, social and professional organization or even your place of employment to be successful by relying on proper practices – and not luck – to reach your important constituents through media coverage. 6 Sessions.

SP N9596 OA Mon 1/27-3/3 $109
MDTN 7-9pm HU 205 Kriz, N.

**WANT TO BECOME A FREELANCE NEWSPAPER WRITER?**

For the news junkie or someone who loves to write, the lure of freelancing can be great. Learn about what it takes to become a freelance newspaper writer, including essential and basic writing techniques to help ensure success. 6 sessions.

SP N9597 OA Tue 1/28-3/4 $109
MDTN 7-9pm HU 207 Kriz, N.

**RUN YOUR BUSINESS LEAN**

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Successful publicity can have significantly better influence and attention value than advertising, but only when it’s used for media you’ve targeted. Learn how publicity techniques can help your community, civic, social and professional organization or even your place of employment to be successful by relying on proper practices – and not luck – to reach your important constituents through media coverage. 6 Sessions.

SP N9596 OA Mon 1/27-3/3 $109
MDTN 7-9pm HU 205 Kriz, N.

**WANT TO BECOME A FREELANCE NEWSPAPER WRITER?**

For the news junkie or someone who loves to write, the lure of freelancing can be great. Learn about what it takes to become a freelance newspaper writer, including essential and basic writing techniques to help ensure success. 6 sessions.

SP N9597 OA Tue 1/28-3/4 $109
MDTN 7-9pm HU 207 Kriz, N.
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 immediately, 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. 1 session

SP N9474 OA  Mon  2/10  $25
MDTN  6:30-9:30pm  HA 109  Reitman, B.

S1 N9474 OA  Mon  6/9  $35
MDTN  6:00-10:00pm  TBA  Reitman, B.

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. Required textbook to be purchased in class. 8 sessions

SP N9541 OA  Wed  1/22-3/19  $219
MDTN  6-9pm  BT 119  Donohue, G.

Business & Professional > Teacher Training

Child Abuse Identification and Reporting

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

SP N7640 NA  Tue  2/4  7-8:50pm  TWR 314  Diemer, C.  $49
NBG  7-8:50pm  Diemer, C.

SP N7640 OA  Fri  2/7  12-1:50pm  BT 251  Tarvin, E.  $49
MDTN  12-1:50pm  BT 251  Tarvin, E.

Intervention and Prevention of School Violence

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

SP N7679 NA  Tue  2/18  7-8:50pm  TWR 314  Diemer, C.  $49
NBG  7-8:50pm  Diemer, C.

SP N7679 OA  Fri  2/21  12-1:50pm  BT 251  Tarvin, E.  $49
MDTN  12-1:50pm  BT 251  Tarvin, E.

Business & Professional > Online Education and Training

LEARN FROM THE COMFORT OF YOUR HOME or OFFICE

Click www.ed2go.com/sunyorange to access over 300 online courses

SUNY Orange Education to Go Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of day or night.

➢ Expert Instructor  ➢ 24-Hour Access  ➢ Online Discussion Areas  ➢ 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Are you ready for online learning? Are you considering registering for an online course? You will find some useful information in the “Are You Ready for Online Learning” section. Click www.sunyorange.edu/ol to find out.

If you have any questions about our online options, or how to register for a class, please call (845) 341-4890 or email cape@sunyorange.edu. Please be sure to mention you are referring to ed2go courses.

www.sunyorange.edu/ce
BUSINESS & PROFESSIONAL ➢ SECURITY GUARD

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.

SP I8347 OA Sat 2/1 $69
MDTN 9am-5pm HA 103 Girolamo, A.

SP I8347 TA Sat 2/22 $69
NBG 9am-5pm KAP 201 Girolamo, A.

SP I8347 OB Sat 5/10 $69
MDTN 9am-5pm HA 103 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.

SP I8709 OA Sat 2/8-2/15 $159
MDTN 9am-5pm BT 354 Girolamo, A.

SP I9083 OA Sat 2/1 $69
MDTN 9am-5pm HA 103 Girolamo, A.

SP I9083 OB Sat 5/10 $69
MDTN 9am-5pm HA 103 Girolamo, A.

SP I9083 TA Sat 2/22 $69
NBG 9am-5pm KAP 201 Girolamo, A.

BUSINESS & PROFESSIONAL ➢ TESTING CENTER

The Hudson Valley Testing Center at SUNY Orange

The Testing Center at SUNY Orange provides a variety of testing services for college students who wish to advance quickly towards a degree, 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 www.sunyorange.edu/testing/

For more information, call (845) 341-4890
ENGLISH AS A SECOND LANGUAGE

SUNY Orange Programa de Inglés Como Segundo Idioma Ofrece la Calidad y la Selección

Ahora mismo es tiempo de aprovecharse de nuestros nuevos precios más bajos para probar un curso en el programa de Inglés Como Segundo Idioma de SUNY Orange. Ofrecemos la calidad de instrucción y una selección extensiva de cursos en un ambiente académico. Tenemos cursos básicos de todos niveles. Nuestros cursos más avanzados le enseñan la escritura y la lectura. Además hay cursos de desarrollo personal que le enseñan la conversación y la pronunciación. Llame al (845) 341-9593 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 hablarlo bien. Se estudia y se conversa sobre las situaciones cotidianas.

SP N7991 OB Mon Wed 6:30-9:30pm LIB 215 Powell, N. 1/27-4/16 $10
SP N7991 TB Mon Wed 6:30-9:30pm NBG 1/27-4/16 $10
SP N7991 TD Tue Thu 9:30am-12:30pm NBG ARM 1/28-4/17 $10
S1 N7991 OA Mon Wed 6:30-9:30pm MDTN 5/12-7/28 $10
S1 N7991 TA Mon Wed 6:30-9:30pm NBG 5/19-8/4 $10

No Class: 3/24 & 3/26

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.

SP N7992 OD Mon Wed MDTN 6:30-9:30pm 1/27-4/16 $10 HA 103 Staff
SP N7992 OC Tue Thu MDTN 6:30-9:30pm 1/28-4/17 $10 OH 109 Staff
SP N7992 TC Tue Thu MDTN 6:30-9:30pm 1/28-4/17 KAP 201 Cedeno, N.
S1 N7992 OA Tue Thu MDTN 6:30-9:30pm 5/13-7/24 $10 KAP 204 Horwitz, R.
S1 N7992 TA Tue Thu MDTN 6:30-9:30pm 5/20-7/31 $10 Horwitz, R.

No Class: 3/24 & 3/26
No Class: 3/24 & 3/26
No Class: 3/25 & 3/27
No Class: 3/25, 3/27
No class: 3/25, 3/27

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.

www.sunyorange.edu/ce 17
English As A Second Language (ESL), Level III

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

ESL Nivel III

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

SP N7993 OA Tue Thu 1/28-4/17 $10
MDTN 6:30-9:30pm LIB 215 Brown, D.

No Class: 3/25 & 3/27

SP N7993 TA Tue Thu 1/28-4/17 $10
NBG 6:30-9:30pm KAP 313 Staff

No Class: 3/25 & 3/27

S1 N7993 TB Mon Wed 5/12-7/28 $10
NBG 6:30-9:30pm KAP 206Florence-Wain, A.

No Class: 05/26

S1 N7993 OA Tue Thu 5/13-7/24 $10
MDTN 6:30-9:30pm LIB 215 Brown, D.

ESL Grammar Review I

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

SP N7994 TB Mon Wed 1/27-3/12 $10
NBG 9:30am-12pm NBG ARM Staff

SP N7994 OA Tue Thu 1/28-3/13 $10
MDTN 6-8:30pm OH 107 Niknam, D.

SP N7994 TA Tue Thu 1/28-3/13 $10
NBG 6-8:30pm TWR 309 Esposito, I.

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 OB Tue Thu 1/28-3/13 $10
MDTN 8:30-9:30pm OH 107 Niknam, D.

SP N7953 TB Tue Thu 1/28-3/13 $10
NBG 8:30-9:30pm TWR 309 Esposito, I.

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.

SP N7954 OA Tue Thu 3/25-5/8 $10
MDTN 6-8:30pm OH 107 Florence-Wain, A.

SP N7954 TA Tue Thu 3/25-5/8 $10
NBG 6-8:30pm TWR 309 Henighan, P.

ESL Intermediate Reading and Writing

Essay writing and composition skills are explored more intensively. Required textbook can be purchased in class. 14 sessions.

SP N7948 OA Mon Wed 1/27-3/12 $10
MDTN 6-9pm OH 107 Florence-Wain, A.
ESL Advanced Reading and Writing
Prepare to make the transition to the credit college reading and writing courses. Learn the mechanics and styles of writing paragraphs and essays through a careful, step-by-step process. Required textbook can be purchased in class. 14 sessions.

SP N7949 OA Mon Wed 1/27-3/12 6-9pm $10
MDTN Oh 107 Lawrence, M.
SP N7949 TA Mon Wed 1/27-3/12 6-9pm $10
NBG KAP 313 Pletch, A.

ESL Grammar Review II
Suitable for both students who have completed ESL Grammar Review I and for new students, this course is a continuation of ESL Grammar Review I. Some of the points covered in this course include noun clauses, adjective clauses, adverb clauses, gerunds and infinitives and conditionals. Recommended for the intermediate and advanced students. Required textbook can be purchased in class. 14 sessions.

SP N7952 OA Mon Wed 3/24-5/7 6-8:30pm $10
MDTN Oh 107 Niknam, D.
SP N7952 TA Mon Wed 3/24-5/7 6-8:30pm $10
NBG KAP 313 Rivera, A.

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

S1 N7956 OA Mon Wed 5/12-7/28 6:30-9:30pm $10
MDTN Oh 107 Horwitz, R.
No class: 05/26
S1 N7956 TA Mon Wed 5/19-8/4 6:30-9:30pm $10
NBG KAP 301 Bolorin, A.
No class: 05/26

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.

S1 N7958 OA Tue Thu 5/20-7/3 6-8:30pm $10
MDTN Oh 107 Niknam, D.
S1 N7958 TA Tue Thu 6/3-7/17 6-8:30pm $10
NBG TBA DaCunto, A.

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

Too many points on your driving record?
Continuing Education offers the 6-hour defensive driving course which results in the removal of up to 4 points from your driving record, plus earns you an insurance discount. See page 23.

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.
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.

You must be age 18 and older to attend. 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.

All students must register 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.

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.

SUNY Orange College GED® Classes

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.

Goshen, St. James Episcopal Church

SP N9407 GA Tue Thu 1/21-5/20 $10
GOSHEN 9am-12pm SIJC Community Rm
Matula, T.
No class: 03/25, 03/27

Middletown Campus

SP N9407 OE Mon Wed Thu 1/22-4/14 $10
MDTN 6-9pm TBA Saetta, R.
No class: 3/24, 3/26, 3/27

Middletown High School

SP N9407 OC Tue Thu 1/21-5/20 $10
MDTN 5-8pm MHS 273 Siegel, D.
SP N9407 OD Mon Wed 2/24-6/25 $10
MDTN 6-9pm MHS 273 Fields, P.
No class: 03/24, 03/26, 05/26

Middletown Liberty Street School – YMCA

SP N9407 OB Tue Thu 1/21-5/20 $10
MDTN 6-9pm LSS Annex Room Staff
No class: 03/25, 03/27

Newburgh Campus

SP N9407 TA Mon Wed 2/17-6/18 $10
NBG 9am-12pm KAP 208 Siegel, D.
No class: 03/24, 03/26, 05/26

SP N9407 TB Mon Wed 2/17-6/18 $10
NBG 1-4pm KAP 208 Siegel, D.
No class: 03/24, 03/26, 05/26

SP N9407 TC Mon Wed 2/17-6/18 $10
NBG 6-9pm KAP 208 Winn, S.
No class: 03/24, 03/26, 05/26

Cornerstone, Safe Harbors Library

SP N9407 TE Tue Thu 2/25-6/24 $10
NBG 6-9pm CST Schwartzwalder, M.
No class: 3/25, 3/27

Port Jervis Library

SP N9407 PA Mon Thu 2/10-10/16 $10
PJ 5:30-8:30pm PJS Gunning, S.
No class: 02/17, 03/24, 03/27, 05/26

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.

Newburgh Campus

SP N9408 TC Mon Wed 2/17-6/18 $10
NBG 6-9pm KAP 302 Nunez, K.
No class: 03/24, 03/26, 05/26

Newburgh Armony

SP N9408 TB Wed Sat 2/12-6/11 $10
NBG 9am-12pm NBG ARM Romero, M.
No class: 03/26, 03/29

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.

For more information, call (845) 341-4890
Newburgh Armory Unity Center

Come take High School Equivalency (GED®) at the Unity Center in the Newburgh Armory this spring. 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.

Math Refresher for Adults (GED® Required)

This course is designed for students who need to both prepare for the GED diploma or college. Students will study applied math, algebra and geometry topics. This course is designed as a math intensive over 21 classroom hours and topics will range from arithmetic to multi-step word problems in Algebra and Geometry. 7 sessions.

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.

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

Marilyn R. Wheeler Memorial Fund

Attention non-credit students.

Limited tuition assistance (valued up to $50) is available from the Marilyn R. Wheel Memorial Fund.

For information and/or application, call (845) 341-4890.
Are you an unemployed worker seeking training to attain entry-level employment in manufacturing or are you currently employed in manufacturing but looking to increase your opportunities for advancement?

SUNY Orange currently has funding* available that is focused on education and training in manufacturing and renewable energy industries. Call to find out if you are eligible to participate.

**Non-Technical Training:**
- Basic Math and Work Readiness
- Lean / Six Sigma
- Managing the Team, Time and Task
- Service Excellence
- Team Leadership
- ISO

**Technical Training**
- Manufacturing Technology
- AutoCAD
- Math & Electricity
- Photovoltaic
- Solar Thermal
- Geothermal

**For more information contact:**
Patricia at 845-341-9021 or Christine at 845-341-9718

*Program funded by the US Employment and Training Administration’s Jobs and Innovation Accelerator Challenge and Trade Adjustment Assistance Community College and Career Training grants.

**Find us on Facebook:** search SUNY Orange Continuing Education.

Giveaways and special announcements broadcast to our Facebook fans!
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 and 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP N7502 OA</td>
<td>Sat 2/15</td>
<td>9am-2pm</td>
<td>HU 211</td>
<td>$38 Mid-Hudson Safety Expert</td>
</tr>
<tr>
<td>SP N7502 OB</td>
<td>Sat 4/19</td>
<td>9am-2pm</td>
<td>HU 211</td>
<td>$38 Mid-Hudson Safety Expert</td>
</tr>
<tr>
<td>S1 N7502 OA</td>
<td>Sat 6/21</td>
<td>9am-2pm</td>
<td>HU 209</td>
<td>$38 Mid-Hudson Safety Expert</td>
</tr>
<tr>
<td>S2 N7502 OB</td>
<td>Sat 8/16</td>
<td>9am-2pm</td>
<td>HU 209</td>
<td>$38 Mid-Hudson Safety Expert</td>
</tr>
</tbody>
</table>

Defensive Driving

Learn driving techniques which will improve the odds for preventing accidents and moving violations. Earn a 10% liability and collision insurance discount for 36 months following completion. Remove up to 4 points from your driving record. Bring your license or permit with you. *Refund Policy: Full refund if applied for prior to starting date of class; no refund if applied for on date of class or thereafter.

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<tbody>
<tr>
<td>SP N7503 OA</td>
<td>Sat 1/11</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>$38 Green, D.</td>
</tr>
<tr>
<td>SP N7503 OB</td>
<td>Sat 2/8</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>$38 Green, D.</td>
</tr>
<tr>
<td>SP N7503 OC</td>
<td>Sat 3/8</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>$38 Green, D.</td>
</tr>
<tr>
<td>SP N7503 OD</td>
<td>Sat 4/12</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>$38 Green, D.</td>
</tr>
<tr>
<td>SP N7503 OE</td>
<td>Sat 5/10</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>$38 Green, D.</td>
</tr>
<tr>
<td>S1 N7503 OA</td>
<td>Sat 6/14</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>$38 Green, D.</td>
</tr>
<tr>
<td>S2 N7503 OB</td>
<td>Sat 7/12</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>$38 Green, D.</td>
</tr>
<tr>
<td>S2 N7503 OC</td>
<td>Sat 8/9</td>
<td>9am-3:30pm</td>
<td>HU 209</td>
<td>$38 Green, D.</td>
</tr>
</tbody>
</table>

There is a half-hour break for lunch for one-day classes meeting on Saturdays.

Enrichment ➔ Driver Safety

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

Online Defensive Driving

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

What our students are saying:

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

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

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

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

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

“Dave is serious, knowledgeable and really cares.”

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

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

For more information, call (845) 341-4892
Photography for the Serious Beginner

Learn how to start using that advanced SLR (single lens reflex) 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 your SLR camera with you to class. For film camera use, materials fee of $50-$60 (paid in class) covers supplies needed for the class. 10 sessions.

SP N7072 KA Mon 1/27-4/7 $189
MWHS 7-10pm MWHS 120 Albrecht, D.
No class: 3/24

Summer Field Photography Workshop

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

S1 N7071 NA Mon 6/2/6/24 $99
NBG 7-10pm KAP 203 Albrecht, D.
6/2 1 hour orientation, 6/7, 6/14, 6/21 3 field dates, 6/24 & 6/25 3 hour class critique

Digital Photography-The Very Basics

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

S2 N9559 NA Sat 8/2 $29
NBG 9am-1pm TBA 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 Stained Glass for Beginners class or working knowledge of basic skills for production of stained glass items using the copper foil method. Purchase of supplies extra. 8 sessions.

SP N9583 KA Mon 3/31-5/19 $129
MWHS 7-9:30pm MWHS 122 Thomas, K.

Stained Glass for Beginners

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

SP N1058 KA Tue 4/1-5/20 $129
MWHS 7-9:30pm MWHS 122 Thomas, K.

For more information, call (845) 341-4890
Basic Stringing
Learn the fundamentals of making hand crafted beaded jewelry such as necklaces, earrings, bracelets and rings through the use of beading strings and beading threads. If you love jewelry and are looking for a fulfilling hobby or pastime, this is the class for you. We will help you build the self confidence you need. Purchase of tools and materials required. See website for more information. 2 sessions.

SP  N9480  OA  Sat  1/25-2/1  $79  MDTN  9am-1pm  BT 117  Ibitoye, O.
S1  N9480  OA  Tue Thu  6/3-6/5  $79  MDTN  5:30-9:30pm  HU 209  Ibitoye, O.

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

SP  N9479  OA  Sat  2/15-2/22  $79  MDTN  9am-1pm  BT 117  Ibitoye, O.
S1  N9479  OA  Tue Thu  6/17-6/19  $79  MDTN  5:30-9:30pm  HU 209  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 as well as PMC3 Product. Materials and kiln fee required. See website for more information. 2 sessions.

SP  N9558  OA  Sat  3/8-3/15  $79  MDTN  9am-1pm  BT 117  Ibitoye, O.
S2  N9558  OA  Tue Thu  7/8-7/10  $79  MDTN  5:30-9:30pm  BT 119  Ibitoye, O.
$15 paid in class for kiln use

T’ai Chi Part One
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. 5 sessions.

SP  N6156  OA  Sat  1/11-2/15  $39  MDTN  9am-10am  PE Studio  Sheppard, S.
SP  N6156  OB  Sat  3/8-4/12  $39  MDTN  9am-10am  PE Studio  Sheppard, S.
SP  N6156  OC  Sat  5/3-6/7  $39  MDTN  9am-10am  PE Studio  Sheppard, S.
S1  N6156  OA  Sat  6/21-7/26  $39  MDTN  9am-10am  PE Studio  Sheppard, S.

T’ai Chi Part Two
Participants must have completed T’ai Chi Part One. Come further the experience started with T’ai Chi Part One. Continue to reduce stress, improve your well being and continue the journey begun in Part One. 5 sessions.

SP  N6157  OA  Sat  1/11-2/15  $39  MDTN  9am-10am  PE Studio  Sheppard, S.
SP  N6157  OB  Sat  3/8-4/12  $39  MDTN  9am-10am  PE Studio  Sheppard, S.
SP  N6157  OC  Sat  5/3-6/7  $39  MDTN  9am-10am  PE Studio  Sheppard, S.
S1  N6157  OA  Sat  6/21-7/26  $39  MDTN  9am-10am  PE Studio  Sheppard, S.

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.

www.sunyorange.edu/ce
### Tai Chi Part Three

Participants must have completed both Tai Chi Parts One and Two. A continuation of the Yang Style Long Form. Come learn new, more advanced moves as you continue to reap the benefits of stress reduction, better balance and more! Join us to see why Tai Chi is known as “moving meditation”, and a wonderful way to cultivate better health. 5 sessions

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
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<tr>
<td>N6163 OA</td>
<td>Wed</td>
<td>3/5-4/9</td>
<td>PE Studio</td>
<td>Sheppard, S.</td>
</tr>
<tr>
<td>N6163 OB</td>
<td>Wed</td>
<td>4/30-5/28</td>
<td>PE Studio</td>
<td>Sheppard, S.</td>
</tr>
<tr>
<td>N6163 OA</td>
<td>Wed</td>
<td>6/18-7/16</td>
<td>PE Studio</td>
<td>Sheppard, S.</td>
</tr>
</tbody>
</table>

#### Cost

- $39
- No class: 3/26

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### Tai Chi Advanced

Participants must have completed Tai Chi levels 1, 2, and 3 prior to enrolling in this class. Continue your wellness journey begun together in the earlier levels, as we progress through the entire Yang Style Long Form and add more in depth study of self defense applications, the 10 basic principles and other advanced concepts. Cultivate chi, reduce stress, create more balance, positive energy and wellness in your life! 5 sessions

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>N6632 OA</td>
<td>Wed</td>
<td>3/5-4/9</td>
<td>PE Studio</td>
<td>Sheppard, S.</td>
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<td>N9632 OB</td>
<td>Wed</td>
<td>4/30-5/28</td>
<td>PE Studio</td>
<td>Sheppard, S.</td>
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<tr>
<td>N9632 OA</td>
<td>Wed</td>
<td>6/18-7/16</td>
<td>PE Studio</td>
<td>Sheppard, S.</td>
</tr>
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</table>

#### Cost

- $39
- No class: 3/26

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### Enrichment > Health & Wellness

#### 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.

<table>
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<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>N6710 OA</td>
<td>Thu</td>
<td>2/20-5/1</td>
<td>HA 301</td>
<td>Conroy, W.</td>
</tr>
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</table>

#### Cost

- $159
- No class: 3/27

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#### 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.

<table>
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<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
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<th>Instructor</th>
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<tr>
<td>N6721 OA</td>
<td>Wed</td>
<td>1/22-4/2</td>
<td>HA 313</td>
<td>Yang, J.</td>
</tr>
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</table>

#### Cost

- $159
- No Class: 3/26

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#### Italian Basic Conversation Level 2

A continuation of level 1 with more oral practice, grammar and the written word. Purchase of textbook required. 10 sessions.

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>N6726 OA</td>
<td>Tue</td>
<td>5/6-7/8</td>
<td>TBA</td>
<td>Saetta, R.</td>
</tr>
</tbody>
</table>

#### Cost

- $159
- No class: 3/27

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#### Conversational Spanish Level I

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>N6734 OA</td>
<td>Thu</td>
<td>1/23-4/3</td>
<td>HA 207</td>
<td>Romero, M.</td>
</tr>
<tr>
<td>N6734 NA</td>
<td>Tue</td>
<td>1/28-4/8</td>
<td>TBA</td>
<td>Linares, C.</td>
</tr>
<tr>
<td>N6734 NB</td>
<td>Sat</td>
<td>2/22-5/3</td>
<td>TBA</td>
<td>Linares, C.</td>
</tr>
</tbody>
</table>

#### Cost

- $159
- No class: 3/25

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#### 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.

<table>
<thead>
<tr>
<th>Code</th>
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<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>N6725 OA</td>
<td>Tue</td>
<td>2/4-4/15</td>
<td>HA 101</td>
<td>Saetta, R.</td>
</tr>
</tbody>
</table>

#### Cost

- $159
- No class: 3/25

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

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

SP N6735 KA Thu 1/23-4/3 $159
MVHS 7-9pm MVHS 174 Pirez, A.
No class: 3/27

**American Sign Language I**

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

SP N6750 OA Sat 1/25-4/5 $199
MDTN 10am-1pm HA 105 Staff
No class: 3/29

SP N6750 TA Sat 1/25-4/5 $199
NBG 10am-1pm KAP 208 Chapis, N.
No class: 3/29

**Police Commissioner Roosevelt**

Before he had a colorful career in politics, a young Theodore Roosevelt was a Police Commissioner in New York City, fighting crime, poverty and police corruption in the turn of century New York. Learn how these early days would have a major impact on how Roosevelt would later become known as a progressive politician working to reform government with child and fair labor laws, regulation of food and drug industries and land reform conservation. 2 sessions

SP N6937 NA Sat 2/15-2/22 $49
NBG 9-11am TBA DiMartino, L.

**The Roosevelts: A Tale of Two Presidents**

One was a Republican, the other was a Democrat. Both men had ancestral ties to the early Dutch settlers of the Hudson River Valley Region, and both left their mark on our nation, the world, and the Hudson River Valley. The instructor has a Masters degree from Fordham University in Education & History, has taught Hudson Valley history at several other colleges, and is a member of the Kent Historical Group. 2 Sessions

SP N9614 NA Sat 2/15-2/22 $49
NBG 11:15am-1:15pm KAP 209 DiMartino, L.

**Hudson Valley History 1**

Learn how modern towns developed in the Hudson River Valley Region from the early Dutch, French, English, and Native American settlements. Discuss local folklore and colorful characters of the region: Henry Hudson, Benedict Arnold, Sybil Ludington, Major John Andre, Daniel Ninham and Henry Wells among others. Instructor is an experienced presenter and has a bachelor’s degree from Pace University and a masters degree from Fordham University in History and Education. 4 sessions

SP N9602 NA Sat 3/1-3/22 $99
NBG 9-11am KAP 205 DiMartino, L.

**Haunted History & Folktales of the Hudson Valley-Part 1**

Ghost stories and legends of the Hudson Valley, which is considered one of the most haunted regions in the country. Washington Irving’s Legend of Sleepy Hollow, tales of Edgar Allan Poe, haunted houses, forts, ships and castles. The instructor has a Masters degree from Fordham University in Education & History, has taught Hudson Valley history at several other colleges, and is a member of the Kent Historical Group. 4 sessions

SP N9612 NA Sat 3/1-3/22 $99
NBG 11:15am-1:15pm KAP 205 DiMartino, L.

**Journaling Your Past**

Whether you are an experienced journal writer or are just beginning the process of collecting your thoughts, this workshop will help you navigate your way through to a journal that expresses who you are, where you’ve been, and where you’re headed. Come join the fun!

SP N9624 NA Mon 3/3-4/14 $125
NBG 6-8pm KAP 210 Stillwood, D.
No class: 3/24

**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

SP N9528 NA Mon 4/21-6/2 $125
NBG 6-8pm KAP 210 Stillwood, D.
No class: 5/26
**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.

**Southern France Tour**

Anyone traveling with the College on the Southern France tour this summer (July 15-24, 2014) must take this course. The purpose of the pre-trip meeting is to disseminate important information to trip participants, and attendance is strongly recommended. Please inform the trip leader if you are unable to attend. Travelers on this trip will visit such interesting sites as Marseilles, Monte Carlo, Cannes, Antibes on the Cote D’Azur, the beautiful countryside of Provence, Paul Cezanne's studio in Aix-en-Provence, the room in St. Remy where Vincent Van Gogh lived and painted some of his most memorable works, and many more. This program open to all faculty, students, staff and the general public. All breakfasts included, also a welcome to France dinner and a farewell dinner upon departure. For the complete itinerary and registration form, contact Professor Barry Kass at 845-733-1830 or barry.kass@sunyorange.edu.

**Beginner’s Guitar**

Learn the basic chords, picking patterns, tuning and strumming methods while learning popular songs. Outside practice necessary. Bring an acoustic guitar (Newburgh campus students must bring their own music stand). Classes for adults only. 10 sessions.

**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. 5 sessions.

For more information, call (845) 341-4890
Line Dancing 101
Two and four wall line dances from all time favorites to the newest routines will be explored, giving you the opportunity to learn new steps, burn calories, socialize and have fun. There are so many modifications to line dances; if you have a favorite, bring it to share with your classmates. 12 sessions.
SP N9617 OA Tue 1/21-4/15 $98
MDTN 8:05-9:20pm PE Studio O’Connell, S.
No Class: 3/25

Square Dancing 101
Learn the basic positions and movements of modern western square dancing, a part of the American folk dance movement. Have fun and make new friends while exercising physically and mentally. Everyone must enroll with a partner. 12 sessions.
SP N6503 OA Thu 1/23-4/17 $98
MDTN 8:05-9:20pm PE Studio Fried, H.
No Class: 3/27

Country Line Dances
Two and four wall country line dances will be explored to give you the opportunity to learn new steps, burn calories, socialize and have fun! 4 sessions
SP N9626 NA Mon 5/5-6/2 $29
NBG 7:15-8:45pm TWR 130 O’Connell, S.
No Class: 5/26
SP N9626 OA Tue 5/6-5/27 $29
MDTN 8:05-9:20pm PE Studio O’Connell, S.

Party Line Dances
Favorites and new dances including the Electric Slide, Macarena, Cha-Cha Slide, the Cupid Shuffle, and more. No partner is required, just come out and lets get the party started.
SP N9625 OA Tue 5/5-6/2 $29
MDTN 6:50-8:05pm PE Studio O’Connell, S.
SP N9625 NA Wed 5/7-5/28 $29
NBG 7:15-8:45pm TWR 130 O’Connell, S.

Afro-Cuban Dance
Come and dance to the warm rhythms of Cuba! Learn popular and folkloric dances of Cuba, including rumba, onisha 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. 6 sessions.
SP N9432 OA Sat 1/25-3/1 $59
MDTN 11am-12:30pm PE Studio Reeder, S.

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.
SP N9566 OA Sat 3/12-5/3 $69
MDTN 11am-12:30pm PE Studio Gonzalez, A., Reeder, S.
No class: 3/29

Ballroom 101/B
This course is a continuation of Ballroom 101/A (an introduction to social ballroom dancing for the absolute beginner). Any dances we were unable to cover in 101/A will be explored here. This will provide you the opportunity to again experience a variety of dance genres such as waltz, fox trot, swing, cha-cha, rhumba, bachata, salsa, merengue, samba and American tango. Everyone must register with a partner and smooth-soled (non rubber) shoes are required. This is another good opportunity to put a dance routine together for that special occasion.
12 sessions.
SP N9618 OA Tue 1/21-4/15 $98
MDTN 6:50-8:05pm PE Studio O’Connell, S.
No Class: 3/25

Ballroom 103/B
This course is a continuation of 103/A (designed for the beginning to intermediate level dancer/bronze and silver level steps). Any dances we were unable to cover in 103/A will be explored here, providing you the opportunity to again experience a variety of dance genres such as waltz, fox trot, swing, cha-cha, rhumba, bachata, salsa, merengue, samba and American tango. Everyone must register with a partner and smooth-soled (non rubber) shoes are required. This is another good opportunity to put a dance routine together for that special occasion.
12 sessions.
SP N9619 OA Thu 1/23-4/17 $98
MDTN 6:50-8:05pm PE Studio O’Connell, S.
No Class: 3/27

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Giveaways and special announcements broadcast to our Facebook fans!

www.sunyorange.edu/ce
**Ballroom 101/A Sampler**
This is a brief introductory sampler to social ballroom dancing for the absolute beginner, providing the opportunity to explore a variety of dance genres such as waltz, fox trot, swing, cha-cha, rhumba, bachata, salsa, merengue, samba and American tango. Everyone must register with a partner and smooth-soled (non rubber) shoes are required. This is a good opportunity to put a dance routine together for that special occasion. 4 sessions

SP N9628 NA Mon 3/3-3/31 6:50-8:05pm TWR 130 O’Connell, S.
No class: 3/24

**Ballroom 101/B Sampler**
This course is an abbreviated continuation of Ballroom 101/A (an introduction to social ballroom dancing for the absolute beginner). Any dances we were unable to cover in 101/A will be explored here. This will provide you the opportunity to again experience a variety of dance genres such as waltz, fox trot, swing, cha-cha, rhumba, bachata, salsa, merengue, samba and American tango. Everyone must register with a partner and smooth-soled (non rubber) shoes are required. This is another good opportunity to put a dance routine together for that special occasion.

SP N9631 NA Wed 3/5-4/2 6:50-8:05pm TWR 130 O’Connell, S.
No class: 3/25

**Ballroom 103/A Sampler**
This course is a brief sampler designed for the beginning to intermediate level dancer; bronze and silver level dance steps will be introduced in a variety of dance genres such as waltz, fox trot, swing, cha-cha, rhumba, bachata, salsa, merengue, samba and American tango. Everyone must register with a partner. Smooth-soled (non rubber) shoe are required. This is a good opportunity to put a dance routine together for that special occasion. 4 sessions

SP N9627 NA Mon 3/3-3/31 8:05-9:20pm TWR 130 O’Connell, S.
No class: 3/24

**Ballroom 103/B Sampler**
This course is an abbreviated continuation of 103/A (designed for the beginning to intermediate level dancer/bronze and silver level steps). Any dances we were unable to cover in 103/A will be explored here, providing you the opportunity to again experience a variety of dance genres such as waltz, fox trot, swing, cha-cha, rhumba, bachata, salsa, merengue, samba and American tango. Everyone must register with a partner and smooth-soled (non rubber) shoes are required. This is another good opportunity to put a dance routine together for that special occasion.

SP N9629 NA Wed 3/5-4/2 8:05-9:20pm TWR 130 O’Connell, S.
Enrichment ➤ Recreation & Leisure

About Boating Safety Course
A beginning boaters class will give you the knowledge needed to obtain a Boat Safety Certification in many states. Many boat insurance companies will offer discounts on boating insurance to a boater who successfully completes a boating safety course. Topics include, introduction to boating, boating law, boat safety equipment, safe boating, navigation, boating problems, trailering, storing and protecting your boat, hunting and fishing, water skiing and river boating.

Approximate materials fee of $40 is required and to be paid to the instructor in the first class session. 6 sessions.

SP N1714 OA Tue Thu 3/4-3/20 $79
MDTN 7:30-9:30pm B1 117 Fallon, T.

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/supplies and to setup your scuba medical assessment.

Required text. 8 sessions.

SP N6176 OA Wed 2/12-4/9 $149
MDTN 7-10pm PE Pool/223 Mattinson, P.
No class: 3/26

S2 N6176 OA Tue Thu 7/8-7/31 $149
MDTN 6:30-9:30pm PE Pool/223 Mattinson, P.

Required text and student class materials $169 per person (includes use of scuba unit, tank, regulator and bouyancy vest). Additional student supplies: snorkeling gear and weights (approximately $200).

Please call Middletown Scuba at 845-343-2858 if you have your own snorkeling gear to make sure it meets class requirements.

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.

SP N9114 OA Sat 1/25-3/15 $99
MDTN 9am-12pm PE Pool PE Faculty
Assessment 1/18 10am-12pm

SP N9114 OB Sat 4/5-5/10 $75
MDTN 9am-12pm PE Pool PE Faculty
Assessment 3/22 10am-12pm

This section is 6 sessions

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.

GET YOUR CONTINUING EDUCATION UNITS (CEUs) THROUGH CAPE!

Do you need continuing education in order to keep your license or certification? Do you need CEUs to keep abreast of new developments in your field or to be eligible for advancement?

Based on requests from professionals in several fields, the Continuing and Professional Education department of SUNY Orange is in the process of expanding the number of programs we offer that are eligible for CEUs.

We would be happy to speak with you or your professional association about your continuing education needs! Please contact Linda Ferris at 845-341-0380 or lindagrammferris@sunyorange.edu.

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.

www.sunyorange.edu/ce
Enrichment ➢ Youth

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

SP N9036 OA Sat 2/15-4/12 9-10:15am HA 101 Romero, M.
No Class: 3/29

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 2/15-4/12 10:30-11:45am HA 101 Romero, M.
No Class: 3/29

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.

SP N9144 OA Sat 2/15-4/12 9-10:15am OH 23 Wilbur, D.
No Class: 3/29

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

SP N9223 OA Sat 2/15-4/12 2/15-4/12 10:30-11:45am SSC Cafeteria Topps, C.
No Class: 3/29

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 2/15-4/12 9-10:15am HA 207 DeMaio, C.
No Class: 3/29

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

SP N9258 OA Sat 2/15-4/12 10:30-11:45am HA 207 DeMaio, C.
No Class: 3/29

Enrichment ➢ Special Programs

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

Band
SP N6529 OA Wed 1/22-5/14 7-8:45pm $0
MDTN TBA Scott, K.

SP N6529 OA Wed 5/27-8/7 6:30-9:15pm $0
NBG KAP 201 Scott, K.

Mixed Chorus
SP N6523 OA Tue Thu 1/21-5/15 2-2:50pm $0
MDTN OH 23 Damaris, C.

Chamber Ensemble
SP N6527 OA Thu 1/23-5/15 6-7:45pm $0
MDTN TBA Clark Moore, H.

Orchestra
Limited seating available for certain instruments. Please contact Hilarie Clark Moore by email at hilarie.moore@sunyorange.edu for availability.

SP N6528 OA Thu 1/22-5/14 8-9:45pm $0
MDTN TBA Clark Moore, H.

Madrigals
Audition Required

Note: Students not passing audition must withdraw from course. Corequisite: 42141 or N6523OA Mixed Chorus.

SP N6531 OA Tue Thu 1/21-5/15 3-3:50pm $0
MDTN OH 23 Damaris, C.

For more information, call (845) 341-4890
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
- Orange County Government: Employment & Training

www.orangeworks.biz

33 Fulton Street, 2nd Floor
Middletown, NY 10940
(845) 346-1100
FAX (845) 346-1107

3 Washington Center
Maple Building, 4th Floor
Newburgh, NY 12550
(845) 568-5090
FAX (845) 568-5381

Job Search Networking Group

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

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

**Meeting Days/Times:**

- ➢ Middletown every Tuesday and Thursday from 9-11am at Orange Works, 33 Fulton Street
- ➢ Newburgh, Kaplan Hall, Room 210 from 9-11am Mondays and Wednesdays.

Call (845) 341-9532 for more information.
RUN YOUR BUSINESS LEAN

Would your business like to identify and eliminate inefficiencies in your processes?

Want to improve your bottom line by providing value add and eliminating non-value add?

Working side-by-side with business owners and staff, SUNY Orange Continuing & Professional Education helps businesses identify opportunities for improvement and develop practical solutions. Focusing on strategic solution implementation, our trainers use coaching in a hands-on environment designed to exercise LEAN tools such as Value Stream Mapping, Empowered Teams, Manufacturing Productivity Tools and 5S. Progress toward LEAN manufacturing is measured with profit/loss analysis.

See and understand the flow of material and information as a product flows through the system. Develop a Current State map, draw a Future State map, and create an implementation plan including action items, priorities, and time frames.

For more information, please contact Linda Ferris at 845-341-9380 or at lindagrammferris@sunyorange.edu.

Network+

Our Network+ course covers the CompTIA certification exam objectives that certify you can successfully describe, install and configure a medium size network. Through a combination of detailed lectures, presentations and hands-on lab exercises, you will be prepared to successfully take the Net+ certification exam. 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; Systems Analysis and Design, and Instruction to Logic. Please call 341-9532 for more information. 28 sessions.

SP I8446 TA Tue Thu 2/4-5/20 $799
NBG 6-9pm TWR 224 Antunovich, J.
No Class: 3/25 & 3/27

Fundamentals of Graphic Design 1

Graphic design communicates visually through typography, images and color. Hands-on course with practical projects, discussions and critiques. Adobe Illustrator, InDesign and Photoshop will be used. 4 sessions.

SP I9216 TA Mon 4/28-5/19 $139
NBG 6:30-9:30pm TBA Dominguez, M.

Bridging from Residential to Commercial Real Estate Sales

Learn the difference between residential and commercial real estate brokerage, where to find clients, what are the “best practices” in the business. Learn about commercial building sales, office and retail leasing and industrial/warehouse brokerage to succeed in this side of the industry. 1 session.

SP I9623 OA Sat 1/25 $59
MDTN 9:30am-4:30pm HA 301 Donohue, G.

SAVE ME MONEY

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. Required textbook to be purchased in class. 8 sessions.

SP I9541 OA Wed 1/22-3/19 $219
MDTN 6-9pm BT 119 Donohue, G.

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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

Orange County Community College is a two-year college established under the authority of the State of New York, primarily to fulfill the educational needs of those persons living within its service area. To help reach this goal, the College offers day and evening classes and summer sessions. Orange County Community College courses are registered by the New York State Department of Education and approved by the State University of New York. It is authorized to award the Associate in Arts, the Associate in Applied Science, and the Associate in Science Degree as established by the Board of Regents of the University of the State of New York.

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

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

Best Routes to Monroe-Woodbury High School
From Middletown: Rt. 17 to Exit 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.)
**General Information**

**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 stophold 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 OAS 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 payments are 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 department in writing that they wish to withdraw. Failure to complete the class begins and thereafter. See special refund conditions in the course descriptions for certain courses. Refund payments are processed and mailed approximately four to six weeks after the cancellation date.

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

Please note: Proper ID with Signature required for all transactions.

RECEIVED: ORANGE COUNTY COMMUNITY COLLEGE

_____/_____/_____   _____TO BUSINESS OFFICE_____/_____/_____

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

CREDIT CARD #_____________________________________________________  THREE-DIGIT CARD SECURITY CODE ______  EXP. DATE ________________

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

CASH

Term & Course Registration Form

TODAY'S DATE ____________________________

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

STUDENT NAME ______________________________________________________________

NEW STUDENT?              YES        NO

DATE OF BIRTH ______________________  COUNTY  _____________________________

HOME PHONE ____________________________  STATE ________

BUSINESS PHONE _________________________  ZIP _________

EMPLOYER ___________________________________________________________________

STUDENT E-MAIL_________________________

Optional:

COURSE NO. SECTION

INSURANCE FEE 2.00

TOTAL $__________

I acknowledge financial responsibility for the selected course(s) if I do not withdraw prior to start date(s) even if I do not attend.

________________________________________   ______________________

STUDENT’S SIGNATURE DATE

Non-Credit Registration Form
OPEN HOUSE

Healthcare Career Open House
Monday, February 3, 2014, 6pm

The Gilman Center
SUNY Orange Library
Middletown campus, 115 South Street

Spring / Summer 2014

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

Southern France Tour
Anyone traveling with the College on the Southern France tour this summer (July 15-24, 2014) must take this course. The purpose of the pre-trip meeting is to disseminate important information to trip participants, and attendance is strongly recommended. Please inform the trip leader if you are unable to attend. Travelers on this trip will visit such interesting sites as Marseilles, Monte Carlo, Cannes, Antibes on the Cote D’Azur, the beautiful countryside of Provence, Paul Cezanne’s studio in Aix-en-Provence, the room in St. Remy where Vincent Van Gogh lived and painted some of his most memorable works, and many more. This program open to all faculty, students, staff and the general public. All breakfasts included, also a welcome to France dinner and a farewell dinner upon departure.

For the complete itinerary and registration form, contact Professor Barry Kass at 845-733-1830 or barry.kass@sunyorange.edu.

See page 28 for more information.